

Checking Out & Renewing Lab – 2

Renewing

For this Lab, you will be practicing renewing items. We will use the same patron record and items checked out in Lab 1.

1 – Log In

- 1.1 Navigate to training Leap (<https://ccs-training.polarislibrary.com/leapwebapp>)
- 1.2 Sign in and select the appropriate branch and workstation.

2 – Renewing in the Check Out Tab

- 2.1 Search for and open the patron record used in Checking Out & Renewing Lab –1.
- 2.2 If the patron's record does not open right to the CHECK OUT tab, navigate to the CHECK OUT tab.
- 2.3 Renew one item. Scan, type, or paste in the item barcodes in the box labelled, "Enter item barcode."
- 2.4 If any soft blocks appear (such as the patron has a hold ready for pickup or they owe money under the max fine limit), click CONTINUE to proceed with the check out.
- 2.5 A pop-up will appear stating that the item is currently checked out and asking if you would like to renew. Click CONTINUE to confirm the renewal.
- 2.6 Repeat the process with a second item.
- 2.7 If part of a fine free library, click COMPLETE to finish the checkout transaction and proceed to Section 3.

For Fine Libraries

- 2.8 Renew one of the overdue items. Scan, type, or paste in the item barcodes in the box labelled, "Enter item barcode."
- 2.9 A pop-up will appear prompting you to manage the overdue fine. Select WAIVE to remove the fine from the patron's account.
- 2.10 Click COMPLETE to finish the checkout transaction.

3 – Renewing from the Out/Overdue Tab

- 3.1 Search for and open the patron record used in Checking Out & Renewing Lab –1.
- 3.2 Navigate to the OUT/OVERDUE tab.
- 3.3 Click the CHECKBOX next to one item.
- 3.4 Click the RENEW button.
- 3.5 Double-check the RENEWALS LEFT column to confirm a renewal count was taken.
- 3.6 If part of a fine free library, proceed to Section 4.

For Fine Libraries

- 3.7 Renew one of the overdue items. Click the CHECKBOX next to an overdue item.



3.8 A pop-up will appear prompting you to manage the overdue fine. Select WAIVE to remove the fine from the patron's account.

3.9 Double-check the RENEWALS LEFT column to confirm a renewal count was taken.

4 – Special Renew and Reset Due Date

4.1 Remain in the patron's OUT/OVERDUE tab.

4.2 Select the CHECKBOX next to one item.

4.3 Click the SPECIAL RENEW button.

4.4 Select the desired due date from the CALENDAR or specify a length of time in the LOAN PERIOD BOX.

4.5 Click SPECIAL RENEW to confirm the renewal.

4.6 Double-check the DUE ON column and RENEWALS LEFT column to confirm the renewal.

4.7 Select the CHECKBOX next to one item.

4.8 Click the RESET DUE DATE button.

4.9 Select the desired due date from the CALENDAR.

4.10 Click RESET DUE DATE to complete the action.

4.11 Double-check the DUE ON column displays the revised due date. The RENEWALS LEFT count should not have changed.

4.12 Click COMPLETE to finish the transaction.

