Mark Item Lost

* This wizard is useful if a patron wants to pay for an item prior to the 30 day automatic bill process.

* Wizard also can be used to bill patron at the end of the 12 week Claims Returned cycle.

Right-Click on item title in the **Display User** wizard's check out tab <u>or</u> on the title in **Check Out wizard**. Choose **Mark Item Lost** from drop down menu.

list of checkouts				2				
Current user chee	ckouts:1(\$0.00)	Item ID	Date	Due	Billed	Amount Paid	Aut Type	
Title Puzzles : 1000 piec	Item ID ces 0040407576178	Date that 11	arged 20/2023	Date Due Bill User for It Change Item I Claims Returne Discharge Display Holds Display Item Display User Mark Item Los	em 23:59 D ed	Recall Date Due	Status	Тур КІТ
	Get Use Informati	er Check Out on To Us	t Item er	Mark Item Miss Modify Due Da Place Hold Renew As Seer Renew As Unse	nail A teouts R n een	II Email Cun eceipt Checkouts Rec	rent ceipt (b) C	lose

- 1. Wizard adds the bill (what ever price is in computer or default table, but it can be edited).
- 2. Item status changes to Claims Lost in Checkout Tab.
- 3. Bill appears in patron bill tab.
- 4. Current location in Item Search is LOST-CLAIM.
- 5. When bill paid (\$ or forgiven), item is removed from patron checkout and bill tabs. Current location remains as LOST-CLAIM in Item Search.
 *this status only changes if item is discharged or WALS report is run to delete.
- 6. If item is returned/discharged before payment, item info is removed from patron record and status changes to home location as available on shelf.

N	W Display User (F7) : Billing for Lost Item/Processir	ng Fee X
	Billing user User ID: 1040400562372	BAIRD, NANCY M
	For lost item Item ID: 0040407576178 Title: Puzzles : 1000 pieces Price: \$10.00	I love hockey
	Billing info Amount Lost item: \$10.00 Processing fee: \$0.00	Payment type:
	B <u>i</u> ll User Pay I	Now (<u>b</u>) Lost Item Bill
rkFlows: Cl	: CheckOut (F5)	
ers <u>M</u> oo	iodules Preference Iools Help	
al Cash	sh Management	

RECOMMENDED
OPTION: Bill can be
paid immediately by
choosing Payment
type (drop down
menu) and then
clicking Pay Now
button.

3Special Ca	asl	n Management										
		Display User (F7) × Cl	heckOut (F5) ×						_			
5)		ja 🔍 省 📴 🥅 👼 🔿										
(F3) er (F7) ansit m Modific		User Information Name: BAIR Profile name: PUBL User categories: Y Group ID:	D, NANCY M IC2	Status: Amount owed: Overdues: Privilege expires	DELINQUENT \$10.00 0 : 2/11/2025	Libr Ava Che	ary: N ilable holds: 0 ckouts: 1	EENAH				
issing scharge Dates I ID (F4) Status (Identify user User ID: 1040400562	372					Pho PO Str Cit Zip Em	one: _BOX: eet: y, state: o: vail:	920-277-69 PO BOX 51 555 W THC RIPON WI 54971 baird@neel	009 (EML) DRNE ST nahlibrary.c	rg
ıdar		Identify item Item ID:										
	L	list of checkouts										
	L	Title	Call number	Item ID	Date D	ue	Billed	2.	ai	d Aut Ty)e	Set ID
	Current user checkouts:1(\$0.00)											
		Title Puzzles : 1000 pieces	Item ID 00404075761	Date 0	Charged 1/20/2023,12:2	Date Due 0 12/3	8/2023,23:59	Recall Date	Due	Status Claims lo	st	Type KIT
	• Bills:1(\$10.00)											
		Title Puzzles : 1000 pie		Reason Owes Billed Dat		Date 00	11/20/20	Note				
			J	luce Chards 6	and these light		En ell Al		Secol. C			
			Inform	nation To l	Jser To N	lew User	Checko <u>u</u> ts Re	eceipt Che	eckouts P	.eceipt (<u>b</u>)	<u>C</u> lose	

Note the various the screen shots of how it looks on patron record and in Item Search or Check Item Status.

Item Search and Display				_
Puzzles : 1000 pieces Control Bibliographic Call Number/Item Bound-with Orders But love Georgia - NEENAH Luguo40047576111 - 1 - KIT - DISPLAYNF	Item Info Circ Info Bill	s Checkouts Holds Cl	narge History	
□▲1 [ove golf - NEENAH ■100400757666 - 1 - KIT - DISPLAYNF ■1004007576178 - 1 - KIT - LOST-CLAIM - Can't Circ ■11 [ove hockey - NEENAH ■1004007576178 - 1 - KIT - LOST-CLAIM - Can't Circ ■11 [ove hockey - NEENAH ■1004007576178 - 1 - KIT - DISPLAYNF	Call number montate Call library: Shadow call number	I love hockey NEENAH	ss scheme:	DEWEY
Hillove Islands - NEENAH WO4004724804 - 1 - KIT - CHECKEDOUT - Can't Cir Litlove Italian food - NEENAH WO4004775964 - 1 - KIT - OMAGED - Can't Circ Wu4004775964 - 1 - KIT - OMAGED - CAN't Circ Wu4004775964 - 1 - KIT - OMAGED - CAN't Circ Wu404775964 - 1 - KIT - OMAGED - CAN't Circ Wu404775964 - 1 - KIT - OMAGED - CAN't Circ Wu404775964 - 1 -	Item information Item ID: Type:	0040407576178 KIT	Copy number: Item library:	1 NEENAH
	Home location: Item cat1: Item cat3: Item cat5:	DISPLAYNF GAME NONFICTION	Current location: Item cat2: Item cat4: Number of pieces:	LOST-CLAIN ADULT CIRC 1
In-house uses: 0	Media desk: Total charges: Permanent	4 Y	Price: Circulate	\$10.00 N
	Shadow item Extended information	N		
	Return to Search	Close		

ih Mai	nagement
Disp	lay User (F7) × Check Item Status (F2) ×
Check I fth	tem Status (F2)
Ch	eck Item Status (F2) : Current Status Of Item 0040407576178
I	Puzzles : 1000 pieces I love hockey Copy:1 ID:0040407576178
I	Proposed action
	Route To LOST-CLAIM
5	
	Status
	Status
	Check Another Item

nphony Wa rds He<u>l</u>p