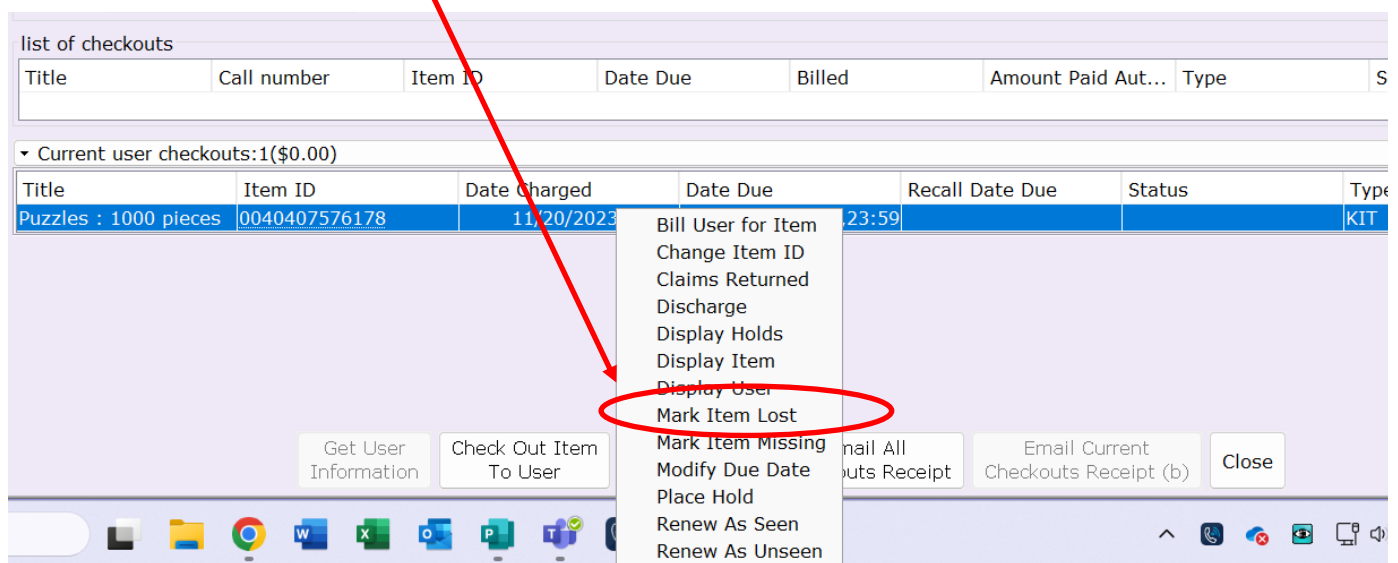


# Mark Item Lost

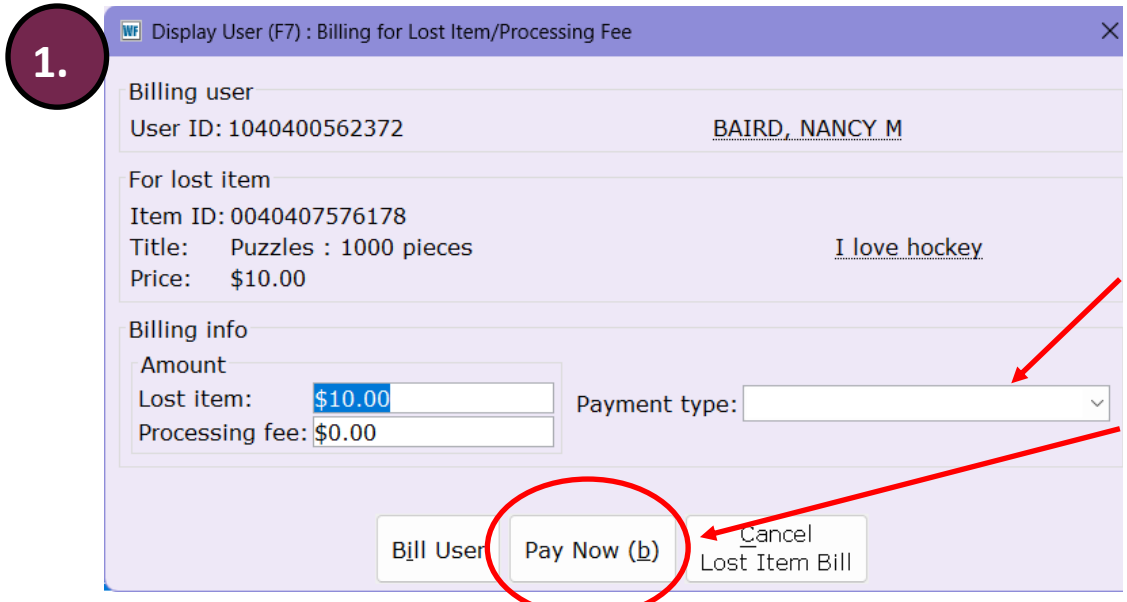
\* This wizard is useful if a patron wants to pay for an item prior to the 30 day automatic bill process.

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

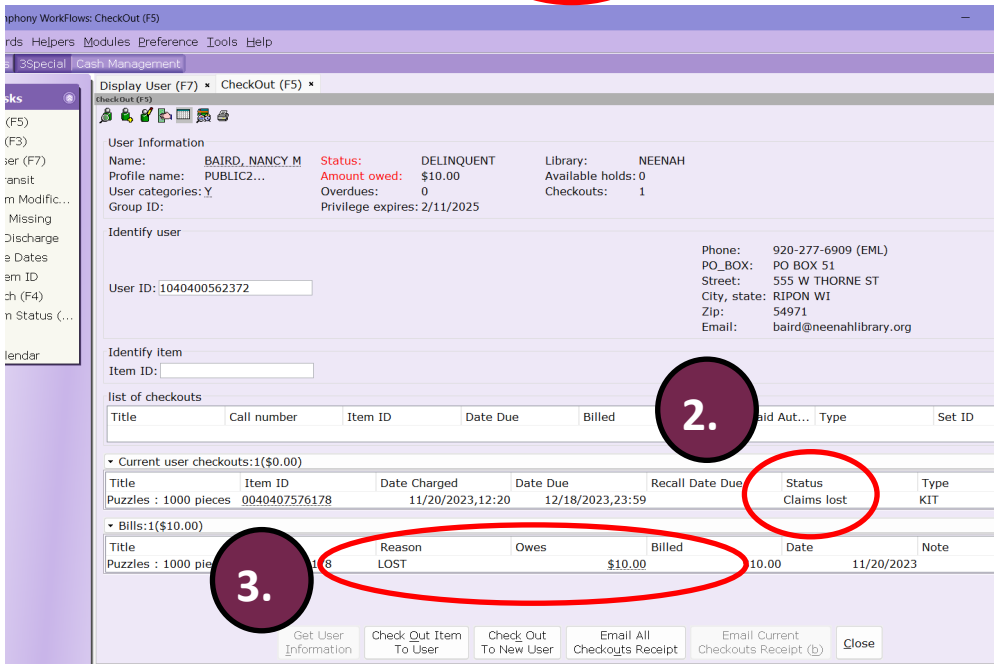
Right-Click on item title in the **Display User wizard's** check out tab or on the title in **Check Out wizard**. Choose **Mark Item Lost** from drop down menu.



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.



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



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

