Workflows Tip of the Week

Module: Circulation

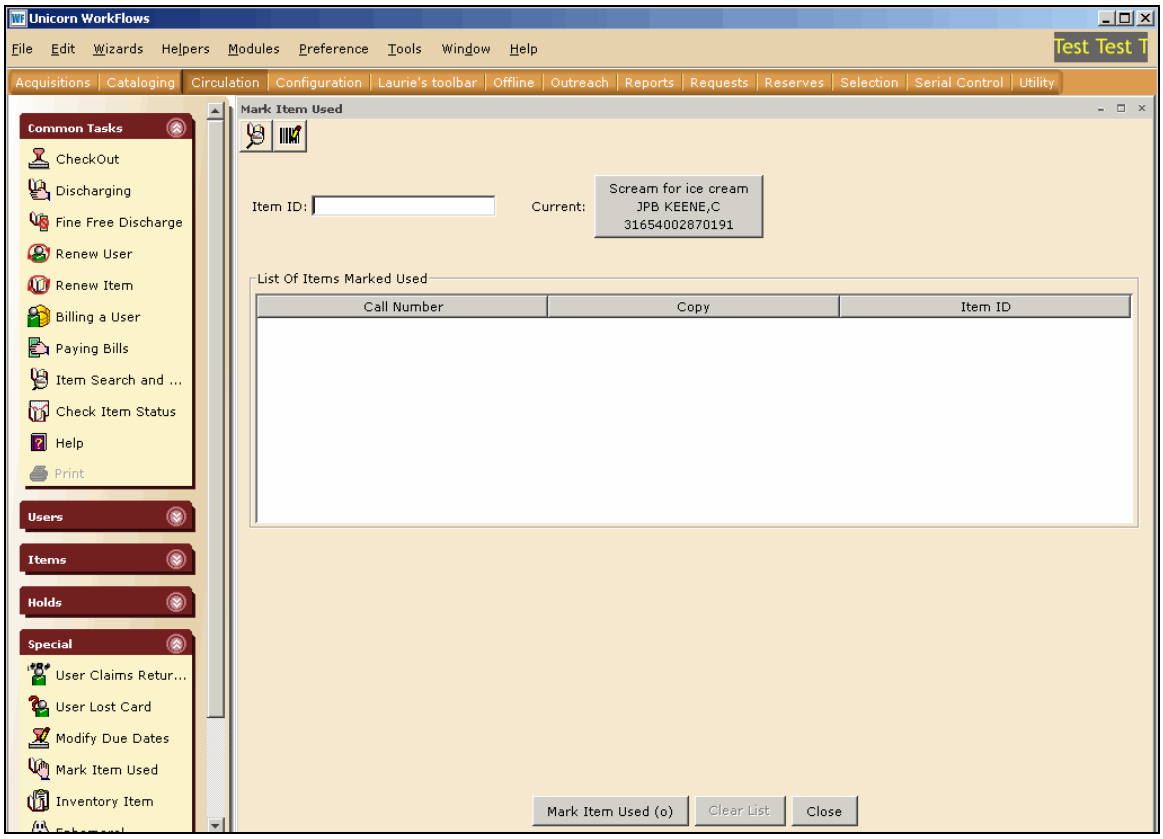
Summary: **Mark Item Used wizard**

Note: The Mark Item Used wizard can be used if you want to collect a use count on items that do not typically circulate. The wizard records a use of the item and these transactions are included in your monthly and annual circulation transactions.

Instructions:

1. Click the Mark Item Used icon in the Special group of wizards.

2. Scan the item barcode, or enter the item barcode manually and click the Mark Item Used button at the bottom of the screen.



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