



Topic: Mark Item Lost

Related Topics: Pay Bill bulletin #16

Introduction: The process of Mark item lost, changes the home location to LOST. An item without a price can not be processed and a reminder Mark Item Lost: Error, window will open; *A price for the item must be entered in Amount section in the field, Lost Item.*

Mark Item Lost: Change Home location to LOST

Click the Item Information tab, located under the common tasks tab in the ASDCIRC tool bar.

1. Click Mark Item Lost wizard.

NOTE: The properties window will open every time if you have not selected the radio button-Never, Review bulletin # 1.

2. There are three ways to use the Mark Item Lost wizard, (1) search by item and (2) search by user, (3) scan in an item barcode.

The Mark Item Lost Wizard has 2 icons at the top:

Search by item

Search by User

There are 3 buttons at the bottom

- Bill User - receipt with item tagged to patron
- Pay Now - receipt with item tagged to a patron
- Cancel Lost Item Bill - the option sets the home location of the item to Lost-Claim and clears the patron of blocked status on this particular item. The patron record will display the item as checked out. The only way to clear the item from the patron record is to check the item in. If you try and use the Pay Bill wizard the item will not display and a warning message appears; *User has no bills to pay.*

Payment options:

- CASH - Patron record displays item amount billed and patron OWES \$0.00
- CANCEL - Cancel sets home location Claims lost – No dollar amount
 - To remove item from patron record– the item must be checked in
- CHECK - The word check displays only if the patron is billed.
- FORGIVEN - The option to Pay now will display in the patron record has owing the price of the book, even though you selected Forgiven as payment type. The option to Bill user will display patron record with OWES \$0.00 and a dollar amount forgiven .The option to Cancel, displays the user owes \$0.00 and the price of the item.