Mark Item Used Wizard Guide

Last updated: March 25, 2015

The Marked Item Used wizard keeps a count of items used in the library but never checked out. The count is included as part of your library's monthly circulation statistics.
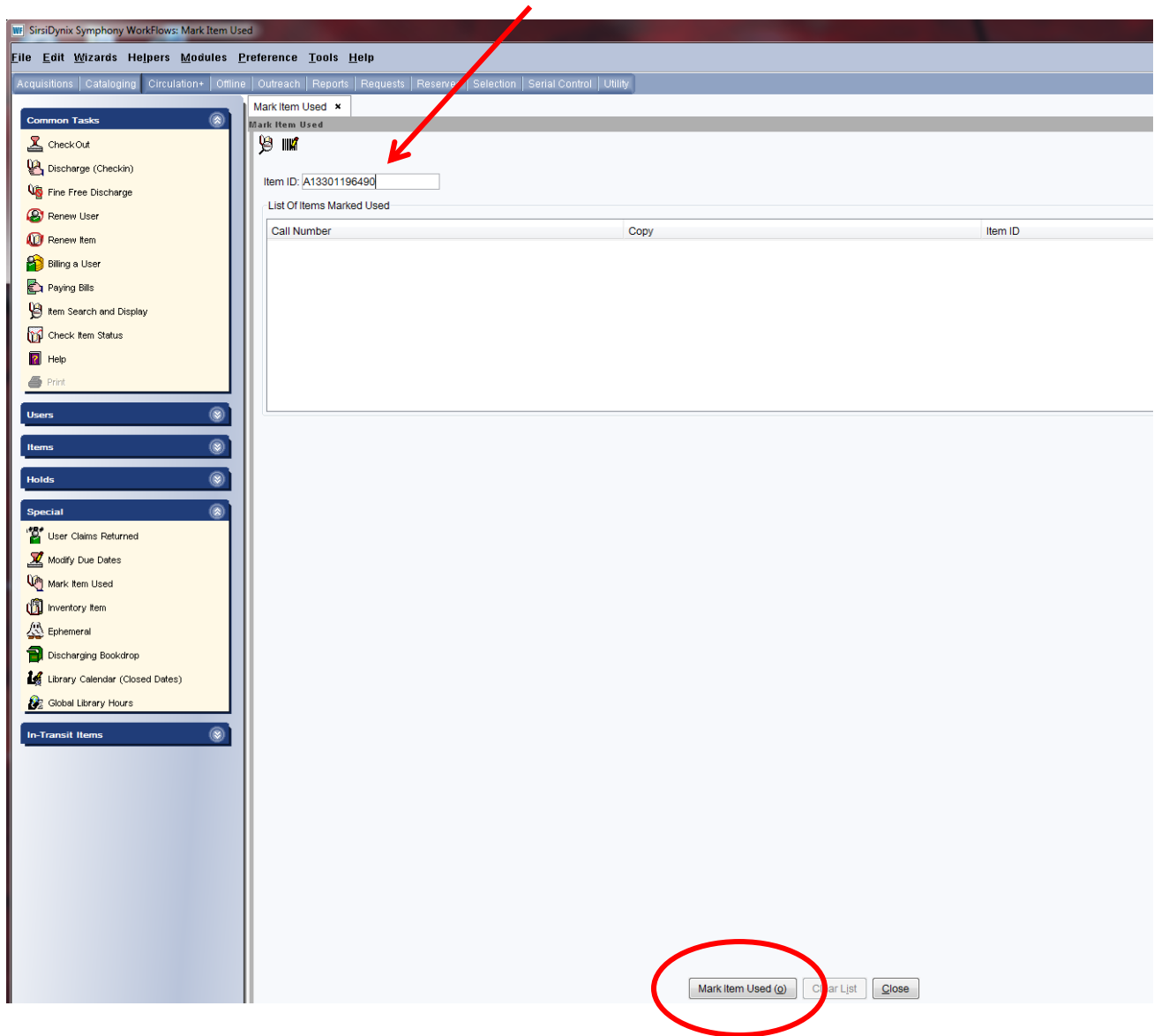Some examples are:

> Books used by patrons in the library but never charged out
> Magazines used by patrons in the library but never charged out
> Reference items used in the library-by-library staff

The Marked Item Used wizard is located in the Special Group in the Circulation module of WorkFlows.
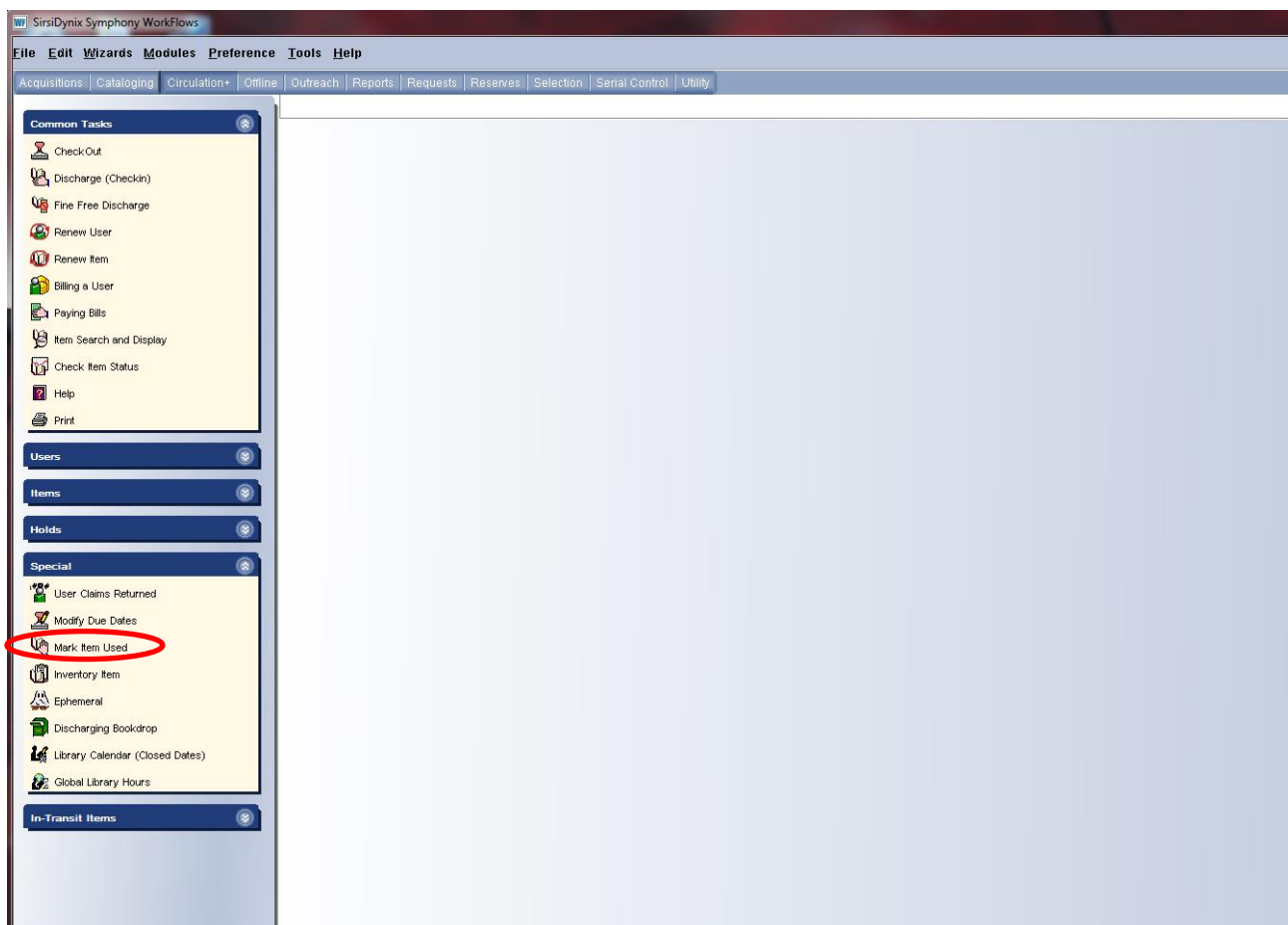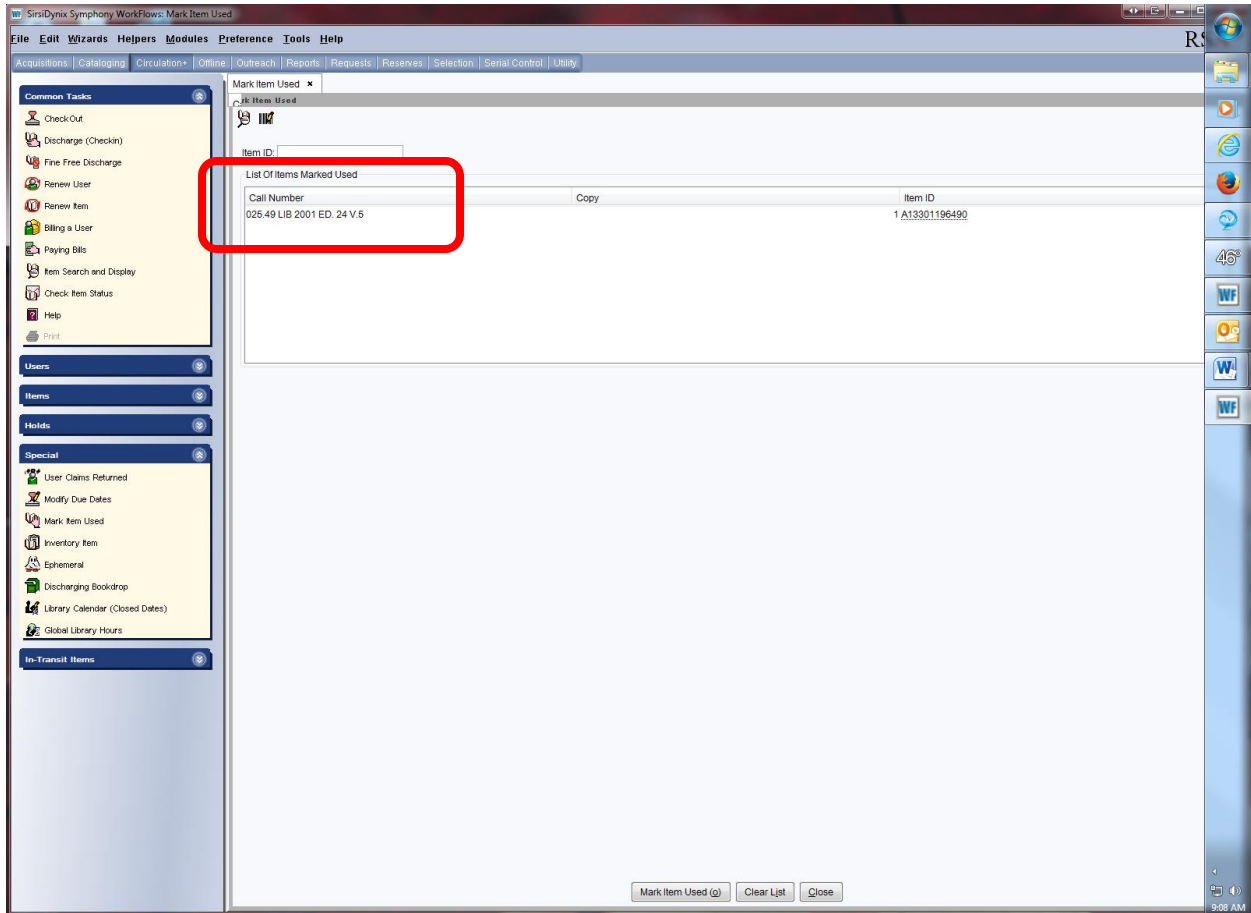
Open the wizard and scan or type in the item ID in the Item ID box.

Click the Mark Item User button on the bottom of the screen or hit the Enter key.

The call number and item ID will display in the List of Items marked Used diplay box.

The in-house counter is increased when an item is marked used.

Item Detail screen:

Item Search and Display screen:

Questions??
Contact the RSA help desk at help@rsanfp.org or call RSA staff at 866-940-4083