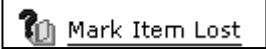1.   ***Click*** on Item Maintenance button.

2.   ***Click*** on Mark Item Lost button.

3.   *Mark Item Lost: Item Search* screen **displays**.

4.   ***Scan or type*** in barcode or search for item title.

- If more than one title displays, select the desired title.
- If more than one copy displays, select the desired copy.

5.   ***Click*** to highlight the desired item. ***Click*** Mark Item Lost to mark the item lost.

6.   Choices:
- Pay Later
- Pay Now
- Cancel Lost Item Bill

7.   Transaction now complete, item status is **"*Lost-Claim*"**.