Discover how to bulk renew subscriptions in WorldShare Acquisitions. You can renew up to 3,000 order items at a time using a renewal list. A subscription is an order for an item that is published in an ongoing manner (no end date) but typically purchased by period. It usually requires renewal by the purchaser at the end of the period.

Renewal lists allow you to renew order items from multiple vendors at one time and on multiple pages at one time. They also allow you to use the payment price as the basis of the new price for a renewed subscription item.

Add order items to a renewal list

Add order items to an existing renewal list

1. On the left navigation, click Orders > Order Items.
   Or
   On the left navigation, click Orders > Subscription Items.
2. Click Filters (at the top right of the screen) and select Renewal Status from the drop-down list.
   Or
   Search through the list of filters by entering a keyword in the search box. Click Renewal Status once it appears.
   Note: This is an auto-suggest text field. Auto-suggestions for field-appropriate elements start with the first keystroke in the text field.
3. Click outside of the Filters button to close the drop-down list.
4. Click the Renewal Status filter and then click Not Renewed > Apply to search for only order items that have not been renewed. order items that have already been renewed cannot be renewed using a renewal list.
5. (Optional) Apply additional filters to your results, such as Vendor, Budget Period, or Renewal Setting > Renew.
6. Click Send to Renewal List and select one of the following from the drop-down menu:
   ◦ All Filtered Order Items - Send all order items in the results list to a renewal list.
   ◦ Selected Order Items - Send only the order items you selected from the results list to a renewal list.
7. From the Send to Renewal List dialog, select the radio button for the renewal list to which you want to add the order items.
8. Click Send. The Order Item(s) Sent to Renewal List dialog opens and confirms that the system has finished sending the order items to the renewal list. It divides your selected order items into the following categories:
   ◦ Item(s) to add - The number of items you selected to add to the renewal list.
   ◦ Item(s) successfully added - The number of items you selected that were successfully added to the renewal list.
   ◦ Item(s) already in list - The number of items already in the renewal list.
   ◦ Item(s) discarded - The number of items that were not added to the renewal list. Item(s) will be discarded if:
     • They have already been added to the selected list.
They cause the number of items already in the renewal list to exceed 3,000. If this happens, you can create a new renewal list with the discarded items.

9. Click **Go to Renewal List** to view the renewal list or click **Close** to stay on the Subscription Items search screen.

### Add order items to a new renewal list

1. On the left navigation, click **Orders > Order Items**.
   Or
   On the left navigation, click **Orders > Subscription Items**.

2. Click **Filters** (at the top right of the screen) and select **Renewal Status** from the drop-down list.
   Or
   Search through the list of filters by entering a keyword in the search box. Click **Renewal Status** once it appears.
   Note: This is an auto-suggest text field. Auto-suggestions for field-appropriate elements start with the first keystroke in the text field.

3. Click outside of the Filters button to close the drop-down list.

4. Click the **Renewal Status** filter and then click **Not Renewed > Apply** to search for only order items that have not been renewed. order items that have already been renewed cannot be renewed using a renewal list.

5. (Optional) Apply **additional filters** to your results, such as **Vendor**, **Budget Period**, or **Renewal Setting > Renew**.

6. Click **Send to Renewal List** and select one of the following from the drop-down menu:
   - **All Filtered Order Items** - Send all order items in the results list to a renewal list.
   - **Selected Order Items** - Send only the order items you selected from the results list to a renewal list.

7. From the Send to Renewal List dialog, click **New Renewal List**. The Send Order Items to New Renewal List dialog opens.

8. From the Send Order Items to New Renewal List dialog, enter a **Renewal List Name** for the list you are creating.

9. Click **Create and Send to List**. The Order Item(s) Sent to Renewal List dialog opens and confirms that the system has finished sending the order items to the renewal list. It divides your selected order items into the following categories:
   - **Item(s) to add** - The number of items you selected to add to the renewal list.
   - **Item(s) successfully added** - The number of items you selected that were successfully added to the renewal list.
   - **Item(s) already in list** - The number of items already in the renewal list.
   - **Item(s) discarded** - The number of items that were not added to the renewal list. Item(s) will be discarded if:
     - They have already been added to the selected list.
     - They cause the number of items already in the renewal list to exceed 3,000. If this happens, you can create a new renewal list with the discarded items.

10. Click **Go to Renewal List** to view the renewal list or click **Close** to stay on the Subscription Items search screen.
Available Send to Renewal List filters

Send to Renewal List filters - Table

<table>
<thead>
<tr>
<th>FILTER</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal List Name</td>
<td>The name of the renewal list.</td>
</tr>
<tr>
<td>Renewal List Number</td>
<td>System-generated number assigned to a renewal list.</td>
</tr>
<tr>
<td>Description</td>
<td>The description you provided for the renewal list.</td>
</tr>
</tbody>
</table>

Available Send to Renewal List columns

Send to Renewal List columns - Table

<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal List Number</td>
<td>System-generated number assigned to a renewal list.</td>
</tr>
<tr>
<td>Renewal List Name</td>
<td>The name of the renewal list.</td>
</tr>
<tr>
<td>Description</td>
<td>The description you provided for the renewal list.</td>
</tr>
<tr>
<td>Current Order Item(s) in List</td>
<td>The number of order items currently in the renewal list. A renewal list can contain up to 3,000 order items.</td>
</tr>
<tr>
<td>Date Created</td>
<td>Date the renewal list was created.</td>
</tr>
</tbody>
</table>

Renew order items from a renewal list

Note: Items in a renewal list can only be renewed once. If a renewal list is processed with a renewal list status of Completed with Issues, you can resolve any unrenewed items and submit a new renewal list.

1. Open a renewal list
   1. On the left navigation, click Orders > Renewal Lists. All renewal lists appear.
   2. Search for or navigate to the renewal list for which you want to renew order items.
   3. Click the Renewal List Name to open the Renewal List screen.
      ◦ From the Renewal List screen, you can:
        ▪ Edit the list name in the Renewal List Name text field.
        ▪ Enter a description for the list in the Description text field.
Click Save if you edit the list name or enter a description to save your changes.

2. Complete the Renewal List Settings accordion

The Renewal List Settings accordion allows you to select how you want to renew items in the renewal list. Renewal list settings are saved when you click Save or when you renew the renewal list (Actions > Renew Order Item(s)).

1. From the Renewal List screen, click Renewal List Settings to open the accordion.
2. From the Order Creation drop-down list, select how you want to create order groupings.
   - **Create new orders based on previous orders** (default) - The system uses the same structure, naming, and order types as was previously used for the orders and order item groupings.
   - **Create one order per vendor** - The system places all new order items on new order per vendor. Orders created using this method use the following naming convention: Subscription order - [Vendor Name] - [Date]
   - **Add all items to one order** - The system places all new order items on a single order that you created. If you select this grouping, you'll need to:
     a. Click Select Order. The Add New Order dialog opens.
     b. Select the radio button for the order that you want to use and then click Select. The order you selected will appear below the Order Creation drop-down list.
     Or
     c. Click New Order. If you select this option, you will need to follow the steps to create a new order.
     c. Click Save. When you renew the renewal list, it will place all new order items on this order.
     Caution: All new items will be placed on a single order for a single vendor. If items on the renewal list are from multiple vendors, you will receive a warning. Consider selecting Create one order per vendor if you receive this warning.
3. Select the **Apply current exchange rate (for foreign orders)** check box to automatically apply the current exchange rate after renewal. This is useful if the currency of the order differs from your institution's currency. By default, this check box is deselected.
4. In the Price Increase section:
   a. For Increase Based on this Source Price, select one of the following options from the drop-down list:
      - **Payment Price** (default) - The amount of increase will be based on the payment price that appears in the original invoice. If there are no paid invoices for an item, the system will use the order price of the item being renewed as the price of the new item.
      - **Order Price** - The amount of increase will be based on the order price that appears in the original order.
   b. Enter a number (0-100) in the Amount of Increase text field if you anticipate the renewal price will exceed the original payment price.
      - You can assign a percentage value up to two decimal places (e.g., 8.75%).
      - Use the up and down arrows to increase or decrease the percentage by .01 at a time.
      - By default, the Amount of Increase is set to zero percent (0%).
   c. For Service charges, select the **Apply percentage increase to service charges** check box if you would like to apply the percentage increase used during the renewal of items to the service charge as well. This allows you to predict a more accurate price for your renewal items.
5. **(Optional)** In the Order Placement section, select the Place the order(s) after renewal checkbox to have the system automatically place the order(s) after the item(s) are renewed.
   Note: Orders must be placed for the renewal to be complete. If you do not select this check box, you must place your order(s) manually.
6. In the Receipt Status section, select the receipt status for the new order items after renewal. This option is only available if you have enabled the Place order(s) after renewal check box from step 5.
   - Inherit from Previous Item - This sets the receipt status of the item to the same status as the item being renewed.
   - Not Received
   - Not Tracked
   - Partially Received
   - Received

7. In the Encumbrances section, select the Clear any remaining encumbrances checkbox to clear any remaining encumbrance for the subscription items being renewed provided that the items are both Pay by the amount and have at least one invoice.

8. In the Monographic Series section, select the Complete monographic series checkbox to complete any monographic series among the subscription items being renewed provided that all added volumes for the monographic series have been received.

3. Complete the Fund Mappings accordion

The Fund Mappings accordion allows you to map fund(s) used by the order item(s) being renewed to funds in the next budget period. You must have a target fund selected for each source fund in order to renew the renewal list.

1. From the Renewal List screen, click Fund Mappings to open the accordion.

2. Select a Target Fund from the drop-down list. You can also enter the name of a target fund in the text field. The default target fund will be the fund with the same fund code as the source fund but in the next budget period.
   Note: This is an auto-suggest text field. Auto-suggestions for field-appropriate elements start with the first keystroke in the text field.

3. (Optional) By default, the Target Budget Period for each order item being renewed is mapped to the earliest budget period after the source budget period is enabled for use. To update the target budget period:
   a. Click Update Target Budget Periods. The Update Target Budget Periods dialog opens.
   b. From the Update Target Budget Periods dialog, select a target budget period to which you want to map the source budget period from the Target Budget Period drop-down list.
   c. Click Update once you have finished updating the target budget period(s). The Fund Mapping table will refresh with your new budget period mapping. Confirm that a target fund is selected in the Target Fund column. If the column is empty, (re)select a target fund.
   Note: If you add items to an open renewal list, the Fund Mapping table will automatically refresh when you return to the renewal list.

4. Complete the Order Items Being Renewed accordion

The Order Items Being Renewed accordion allows you to view, search, and filter the items that have been added to the renewal list and whether they will be renewed or renewed.

1. From the Renewal List screen, click Order Items Being Renewed to open the accordion.

2. View all order items currently in the renewal list in the Order Items Being Renewed table.
   - Order items are sorted alphabetically by title. To change the sort order, click one of the following column headings: Title, Vendor, Start Date, End Date, and Processing Status.
By default, all Order Items Being Renewed column headings are visible. You can show/hide them.

**Order Items Being Renewed columns - Table**

<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>The title of the order item added to the renewal list. Click the title to view the order item.</td>
</tr>
<tr>
<td>Vendor</td>
<td>The vendor from whom you ordered the order item.</td>
</tr>
</tbody>
</table>

**Processing Status**

<table>
<thead>
<tr>
<th>STATUS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Added</td>
<td>The order item has been added to the renewal list but has not yet been renewed.</td>
</tr>
<tr>
<td>Not Renewed</td>
<td>The order item was unable to be renewed by the system due to an issue. See the Status Reason column for more information.</td>
</tr>
<tr>
<td>Renewed</td>
<td>The order item was renewed by the system without issues.</td>
</tr>
<tr>
<td>Renewed with Problems</td>
<td>The order item was renewed by the system with an issue (e.g., the currency of the target order is different than the currency of the payment). You can review items with this</td>
</tr>
<tr>
<td>COLUMN</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Status</td>
<td>processing status and update as needed.</td>
</tr>
</tbody>
</table>

Note: You can filter the order items in a renewal list by any of these statuses.

The reason an order item was unable to be renewed or was renewed with problems by the system.

This column will be blank for a list that has not been renewed.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target currency does not match source currency.</td>
<td>Items with this status will be renewed even though they generate an error. You can review the order item and change the price to the new currency to resolve the issue.</td>
</tr>
<tr>
<td>Already Renewed</td>
<td>The order item has already been renewed and has a renewal status of Renewed.</td>
</tr>
</tbody>
</table>

An order item must
<table>
<thead>
<tr>
<th>REASON</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>have a renewal status of Not Renewed in order to be renewed. Use the Renewal Status filter to limit your search.</td>
<td></td>
</tr>
<tr>
<td>The Acquisition Type for the order item is One-Time.</td>
<td></td>
</tr>
<tr>
<td>Not a Subscription</td>
<td>An order item must have an Acquisition Type of Subscription in order to be renewed. Use the Acquisition Type filter to limit your search.</td>
</tr>
<tr>
<td>On Open Order(s)</td>
<td>The order status for the order item is Open.</td>
</tr>
<tr>
<td></td>
<td>An order item must have an order status of Ordered in order to be renewed.</td>
</tr>
<tr>
<td>No Fund(s) for Order Item</td>
<td>The order item does not have a fund assigned.</td>
</tr>
<tr>
<td></td>
<td>An order item must have at least one fund assigned in order to be renewed.</td>
</tr>
<tr>
<td>Marked as Do Not Renew (Canceled)</td>
<td>The order item cannot be renewed as it has been marked for cancellation (Do Not Renew (Canceled)).</td>
</tr>
<tr>
<td>Reason</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td>An order item must have a renewal status of Renew in order to be renewed.</td>
<td></td>
</tr>
<tr>
<td>Marked as Do Not Renew (Waiting for Review)</td>
<td>The order item cannot be renewed as it is currently under review and may be canceled (Do Not Renew (Waiting for Review)).</td>
</tr>
<tr>
<td>All Copies Cancelled</td>
<td>All copies of the order item have been canceled in the system.</td>
</tr>
<tr>
<td>undo the cancellation</td>
<td>You can undo the cancellation if the item(s) were not meant to be cancelled.</td>
</tr>
<tr>
<td>System Error</td>
<td>An unexpected system error occurred while renewing the order item.</td>
</tr>
<tr>
<td>Renewal Order</td>
<td>The renewal order name.</td>
</tr>
<tr>
<td>Renewal Order Item</td>
<td>The system-assigned renewal order item number.</td>
</tr>
</tbody>
</table>

This column will be blank for a list that has not been renewed. Once an item has been renewed, click the renewal order name to view the new order that was created.

This column will be blank for a list that has not been renewed. Once an item has been renewed, click the renewal order item name to view the...
3. Enter **part of or an entire title name** in the Search by Title text field and then click **Search** to search for a specific item.

4. Click a filter name (**Vendor, Start Date, End Date, Processing Status, and/or Status Reason**), select the **value(s)** you want to apply from the filter, and then click **Apply** to filter the list of order items being renewed. To **filter**, click **Reset**.
   - If you choose to filter by Start Date or End Date, select one of the following options:
     - **More than __ days ago** - Enter a number in the text field.
     - **More than __ days from now** - Enter a number in the text field.
     - **Within the next __ days** - Enter a number in the text field.
     - **Custom date range** - Enter a number range in the From and To fields or use the calendar button (ؽ).

5. **Remove order items from the renewal list.**
   - Note: If you add items to an open renewal list, the Order Items Being Renewed table will automatically refresh when you return to the renewal list.

### 5. Renew the order item or items in the renewal list

Once you have chosen your renewal list settings, mapped your funds, and verified that you are renewing the correct items, click **Actions > Renew Order Item(s)**. The processing status will change to **In Progress** as the system begins to renew the item(s) in the renewal list.

When the system is done renewing the item(s) in the renewal list, a confirmation message appears displaying the:

- Date and time the renewal was completed.
- Total number of renewal orders used.
- Total number of order items processed.
- Number of order items renewed.
- Number of order items renewed with problems along with the reason.
- Number of order items not renewed along with the reason.

If the renewal list contained any items where the source currency is different than your target currency, the system will automatically apply the exchange rate to these items as part of the renewal process.

Caution: If **a disabled fund** is used as a target fund in the Fund Mappings table, an error message will display and:

- The renewal list will not be renewed.
The target fund will be removed from the Fund Mappings table. You will need to select a new target fund in the Fund Mappings table in order to renew the list successfully.

Resolve unrenewed items in a renewal list

You can resolve items with a processing status of Not Renewed in renewal lists with a renewal list status of Completed with Issues. After you resolve unrenewed item issues, you will need to create a new renewal list and add the adjusted items to it in order to renew them.

1. On the left navigation, click Orders > Renewal Lists. All renewal lists appear.
2. Locate a renewal list with a renewal list status of Completed with Issues.
3. Click the Renewal List Name to view the renewal list.
4. Click Order Items Being Renewed to open the accordion.
5. Click the Processing Status filter and select Not Renewed from the drop-down list.
6. Click Apply to filter the order items. The Status Reason column provides the reason an order item was unable to be renewed by the system. For more information about status reasons, see Order Items Being Renewed columns above.
7. If the status reason is resolvable (e.g., add a fund, change the renewal setting, place an order, etc.), click the Title of the item to view the order item screen.
8. Once you have resolved the issue, add the item to a new renewal list.
9. Repeat steps 1-8 for any items with a processing status of Not Renewed.

Search and filter renewal lists

View all renewal lists

1. On the left navigation, click Orders > Renewal Lists. All renewal lists appear.
   - Results are sorted alphabetically by renewal list name.
   - To change the sort order, click any column heading.
   - To customize the column headings that appear, see Show/hide columns. By default, all column headings are visible.
2. Click the Renewal List Name to view or edit the renewal list.

Search renewal lists

1. From the list, select an index to search and type the search term in the box. Available indexes include:
   - Renewal List Name
   - Renewal List Number
   - Description
2. Click Search or press <Enter>.
Show/hide columns

You can choose the columns that appear.

1. Click the gray gear button \( \text{gray gear button} \) above the right-most column.
2. In the Show Columns window, select or deselect the columns you want to show or hide.
3. Close the Show Columns window by clicking anywhere outside it.

Available renewal list columns

Renewal list columns - Table

<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal List Number</td>
<td>System-generated number assigned to a renewal list.</td>
</tr>
<tr>
<td>Renewal List Name</td>
<td>The name of the renewal list.</td>
</tr>
<tr>
<td>Description</td>
<td>The description you provided for the renewal list.</td>
</tr>
<tr>
<td>Current Order Item(s) in List</td>
<td>The number of order items currently in the renewal list. A renewal list can contain up to 3,000 order items.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATUS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>• A renewal list that has not yet been renewed.</td>
</tr>
<tr>
<td></td>
<td>• A renewal list with this status can be renewed.</td>
</tr>
<tr>
<td>Completed</td>
<td>• A renewal list that has been renewed without any issues.</td>
</tr>
<tr>
<td></td>
<td>• A renewal list with this status cannot be renewed.</td>
</tr>
<tr>
<td>Completed with Issues</td>
<td>• A renewal list that</td>
</tr>
</tbody>
</table>

Renewal List Status
<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATUS</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td></td>
<td>has been renewed, but one or more items in the list were not renewed or were renewed with issues.</td>
</tr>
<tr>
<td></td>
<td>• A renewal list with this status cannot be renewed.</td>
</tr>
<tr>
<td>In Progress</td>
<td>• A renewal list that is in the process of being renewed.</td>
</tr>
<tr>
<td></td>
<td>• A renewal list with this status cannot be renewed.</td>
</tr>
<tr>
<td>Modifying Items</td>
<td>• A renewal list that is in the process of having new items added to it.</td>
</tr>
<tr>
<td></td>
<td>• A renewal list with this status cannot be renewed.</td>
</tr>
<tr>
<td>Stopped</td>
<td>• A renewal list that has been stopped during the renewal process. You must address the reason identified in the message and attempt to renew again.</td>
</tr>
<tr>
<td></td>
<td>• A renewal list with this status can be renewed.</td>
</tr>
<tr>
<td>COLUMN</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td>STATUS</td>
<td>DESCRIPTION</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MESSAGE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the target budget periods has been closed or disabled for use. Review the system-updated fund mapping and try again.</td>
<td>The renewal list could not be renewed because one or more of the target funds assigned in the Fund Mappings accordion has been closed or disabled. The fund mapping is automatically adjusted by the system. You will need to review the updates and then renew</td>
</tr>
</tbody>
</table>
The renewal list could not be renewed because the target fund(s) assigned in the Fund Mappings accordion has been updated after it was added to the renewal list.

The fund mapping is automatically updated by the system.

You will need to review the fund mapping and try again.

The list again.

Your fund mapping was updated as part of the pre-renewal verification.

Review the fund mapping and try again.
<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATUS</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>MESSAGE</td>
<td>DESCRIPTION</td>
</tr>
</tbody>
</table>

Review the updates and then renew the list again.

The renewal list could not be renewed because of an issue with fund mapping (e.g., deleted, updated, not mapped, etc.)

Review the Fund Mapping panel to make sure all target budget periods in the table are mapped to a target fund, then try again.

You will need to review the Fund Mappings accordion to confirm that all mappings have a...
Once you have confirmed the above, attempt to renew the renewal list again.

The target order was deleted. Select and new order and try

The renewal list could not be renewed because the single order option

https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Orders/Bulk_renew_subscriptions
Printed: Sat, 24 Sep 2022 05:48:55 GMT
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>MESSAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>was used and the target order is missing.</td>
<td>You will need to select a new order and then attempt to renew the renewal list again.</td>
</tr>
<tr>
<td>Exchange rate unavailable to retrieve from server. Please try again or renew list without the apply current exchange rate.</td>
<td>The renewal list could not be renewed because the system was unable to retrieve the exchange rate.</td>
</tr>
</tbody>
</table>

You will need to select a new order and then attempt to renew the renewal list again.
<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Created</td>
<td>Date the renewal list was created.</td>
</tr>
<tr>
<td>Date Renewed</td>
<td>Date the items in the renewal list were renewed.</td>
</tr>
</tbody>
</table>

- If the option is selected, you need to either:
  - Attempt to renew the renewal list again
  - Deselect the Apply current exchange rate (for foreign orders) in the Renewal List Settings accordion and then attempt to renew the renewal list again.
Remove order items from a renewal list

Note: order items cannot be removed from renewal lists with a status of Completed.

1. On the left navigation, click Orders > Renewal Lists. All renewal lists appear.
2. Click the Renewal List Name of the renewal list you want to edit.
3. On the Renewal List screen, click Order Items Being Renewed to open the accordion.
4. Select the check box for each item you want to remove from the renewal list.
   Or
   Select the check box next to the Title column to select all items in the renewal list.
   The number of items selected for removal displays in the Remove Order Items button.
5. Click Remove Order Item(s). The Remove Selected Order Item(s) dialog opens.
6. From the Remove Selected Order Item(s) dialog, click Remove to remove the selected item(s) from the renewal list.

Delete a renewal list

Note: Renewal lists with a status of Completed cannot be deleted.

1. On the left navigation, click Orders > Renewal Lists. All renewal lists appear.
2. Click the Renewal List Name of the renewal list you want to delete.
4. From the Delete Renewal List dialog, click Remove to delete the renewal list.