Renew periodical subscription

Learn how to renew a periodical subscription in Amlib.

Renew a subscription

1. Navigate to Main > Periodicals > Periodical
2. Search for the title
3. Select XReferences > Subscriptions
4. Select the Renew button

5. Simply change the renewal date year, e.g 2010 to 2011 and Sub start dates & end dates will automatically be changed. Add the new cost. F3 Update. See example below.
6. Select **OK** to the pop-up and set the Stock default window then **F3 Update**
7. Click the **New** button in the middle of the screen for issues creation
8. Select the options as necessary from the dropdown boxes, creating the next subscription issues then select **Use These Settings**.

9. 1. If these issues are NOT displaying issue numbers correctly, delete the issues and click the **New** button again and reselect your options. If you are happy with the issues display click **F3 Update**.
### Periodical Subscriptions and Issues - Chelsea Library

#### Renewal Details
- **Title:** incite
- **ISSN:** 0158-0879
- **Frequency:** M
- **Lib Group:** LIBRARY

#### Renewal Record
- **Recorded Date:** 2012-11-09
- **Library Group:** LIBRARY
- **No. of Issues:** 1
- **Order Line:** DYM
- **Renewal Date:** 2012-09-30
- **Start Date:** 2011-01-01
- **End Date:** 2012-10-28
- **Qty/Subs:** 1
- **Subs Cost:** $480.00
- **Cost/Issue:** N

#### Issues

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