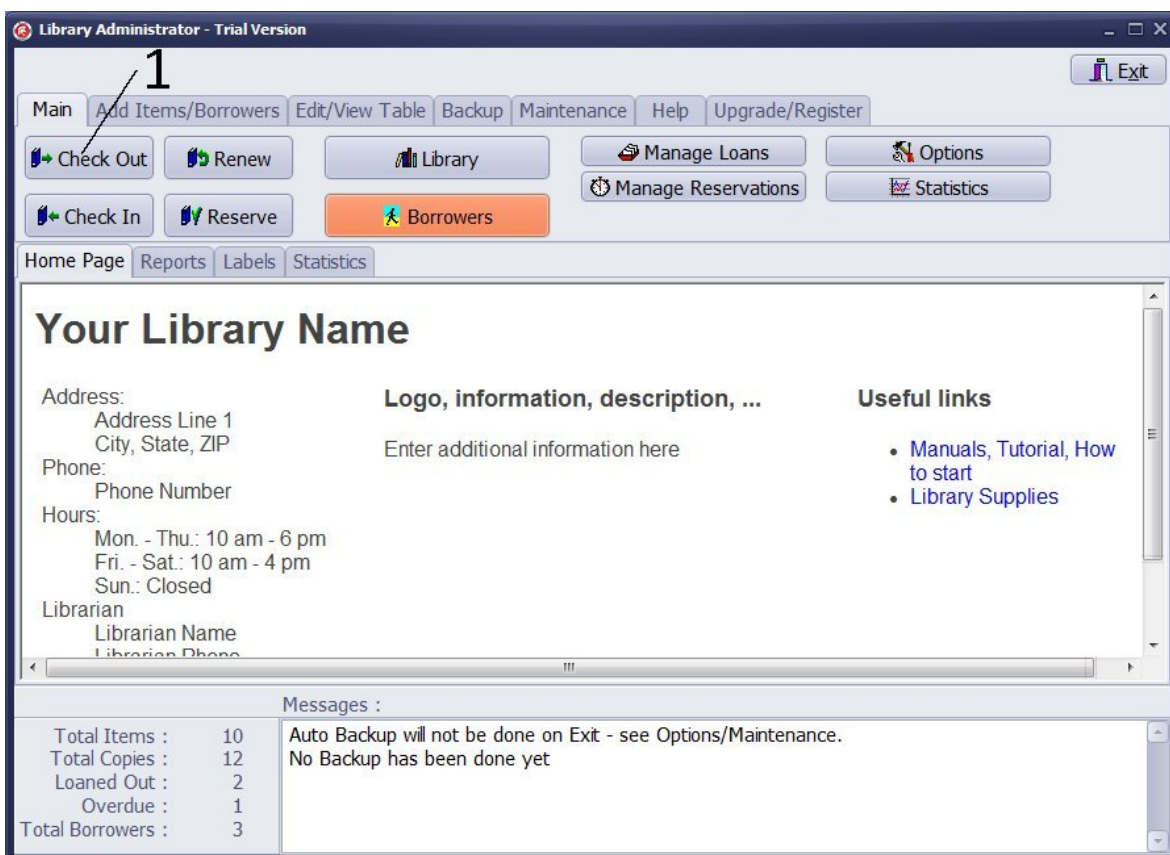


## How to process check out transaction?

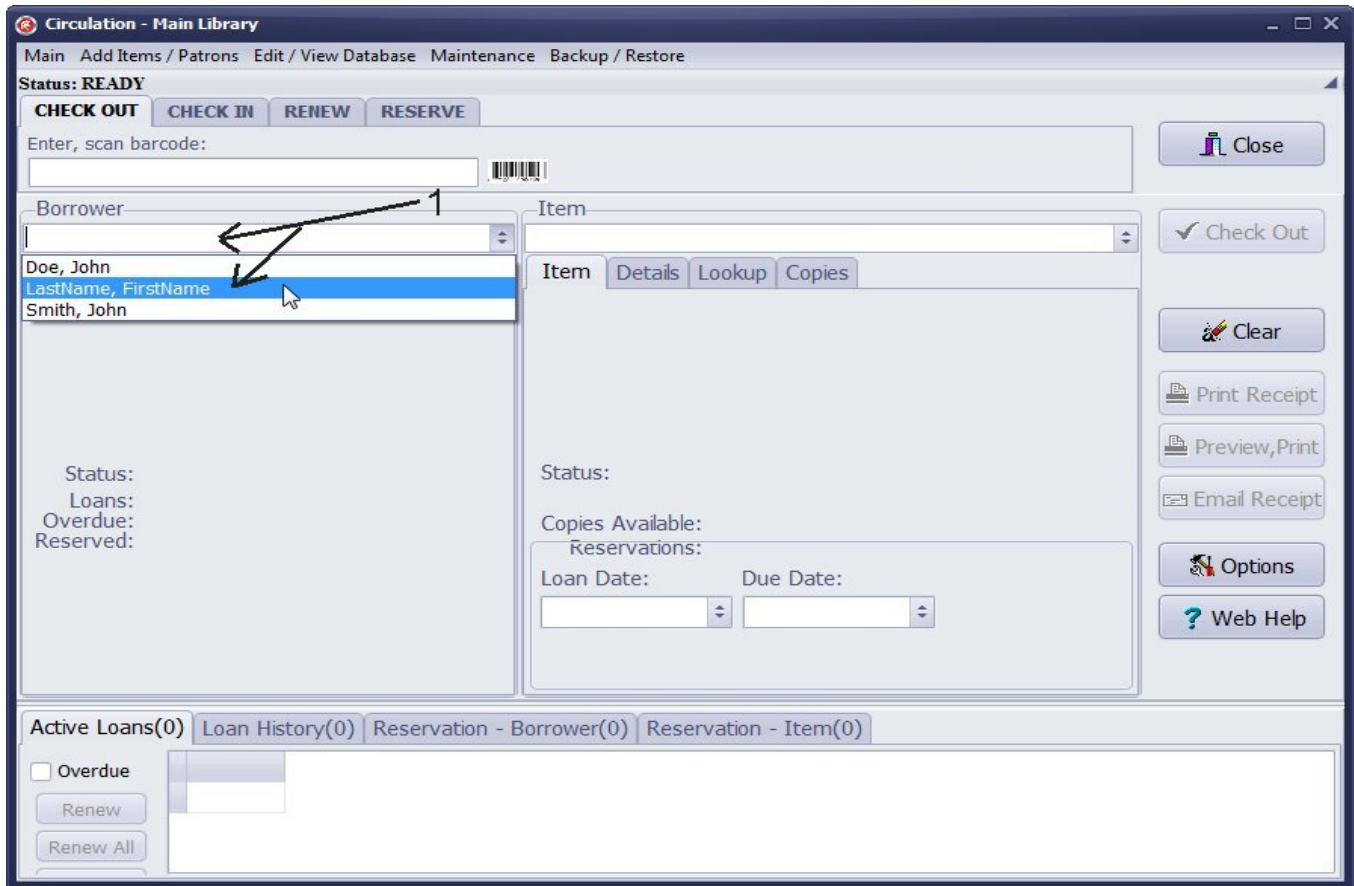
- In Lesson 1, we explained how to add a new book: ***“Paris 1919”, by Margaret Macmillan.***
- In Lesson 3, we explained how to add a new patron: **LastName, FirstName**
- This lesson explains how to process check-out transactions manually with the above item’s and patron’s data.

### Step 1: Open Check-Out transaction window



- Click **Check Out** (1).

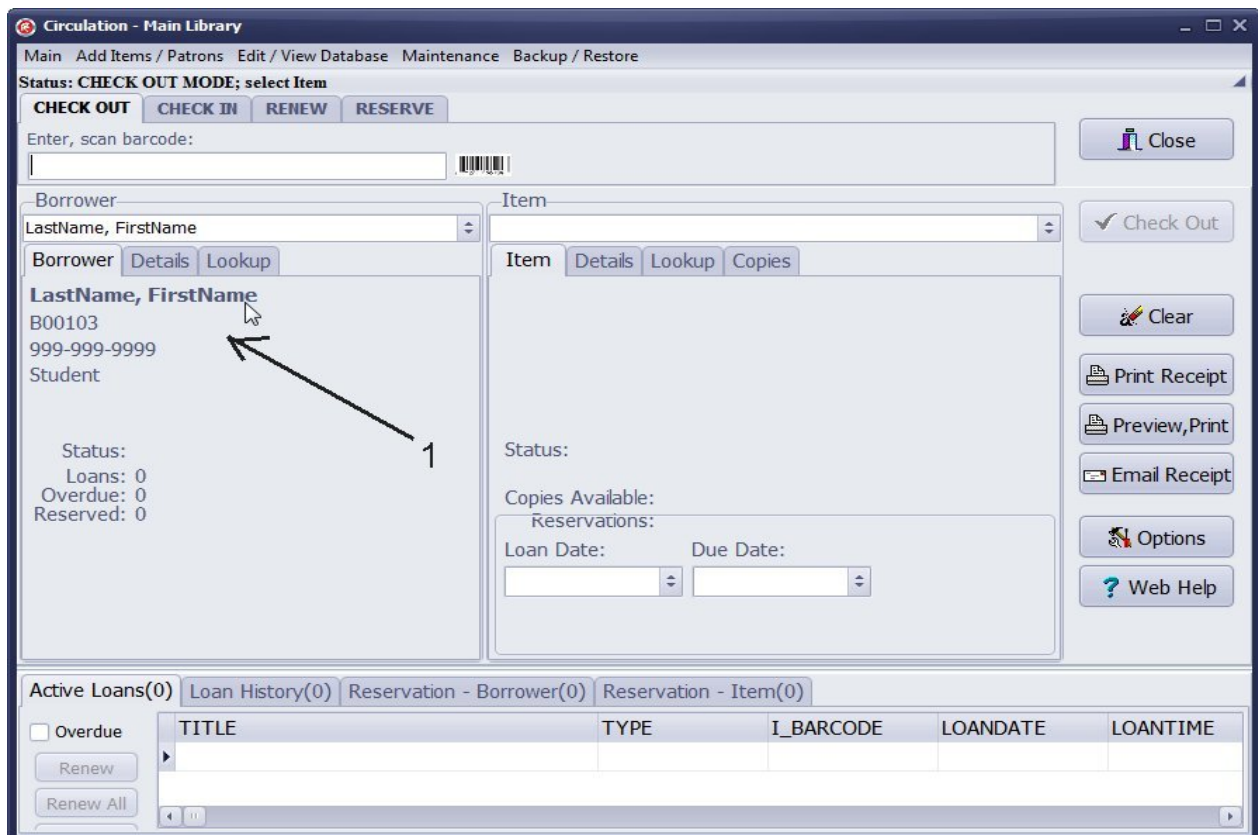
## Step 2: Select patron manually using Lookup feature



- Click the Borrower **Lookup** (1) box in the Borrower section.
- Click on the name in the box.

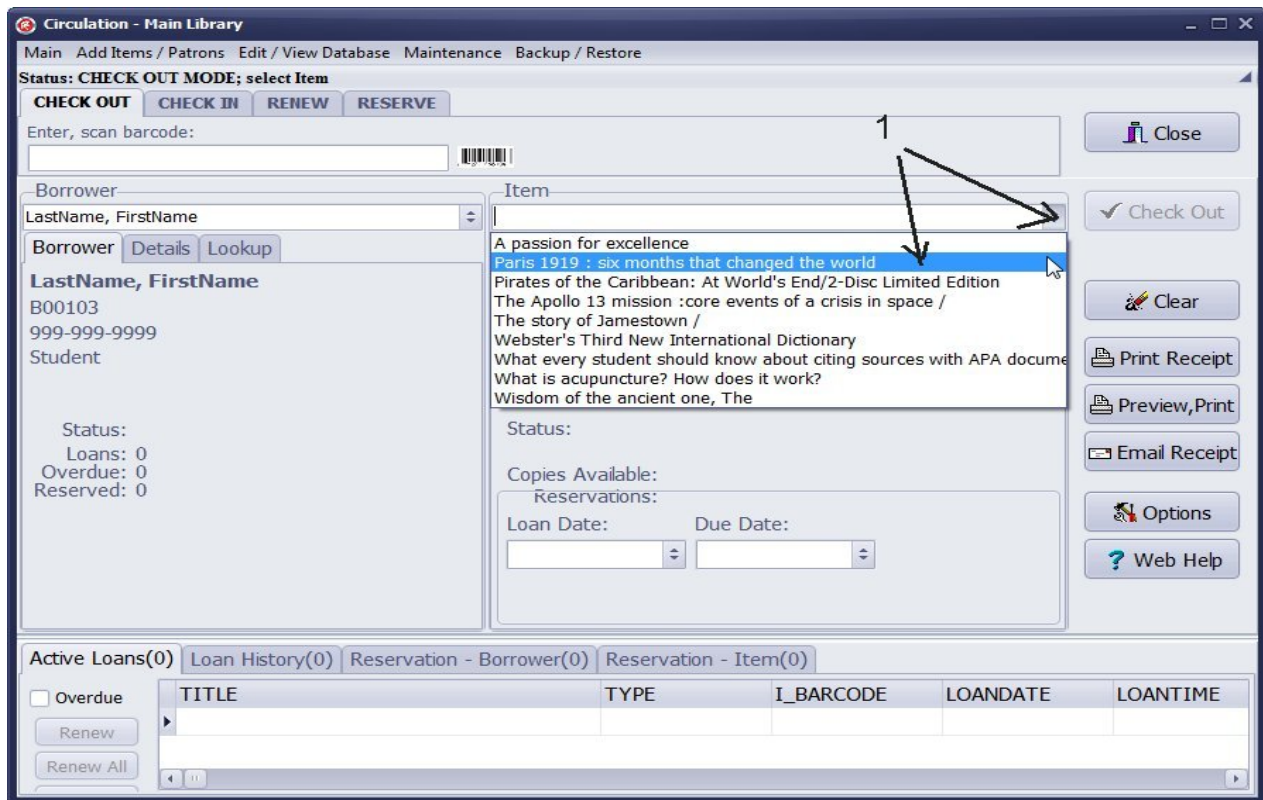
Note: Entering a character into the Borrower lookup box will result in the immediate action: displays borrower's names that start with letters entered.

### Step 3: Review borrower



- The Borrower tab displays the borrower data.
- Review borrower information (1).

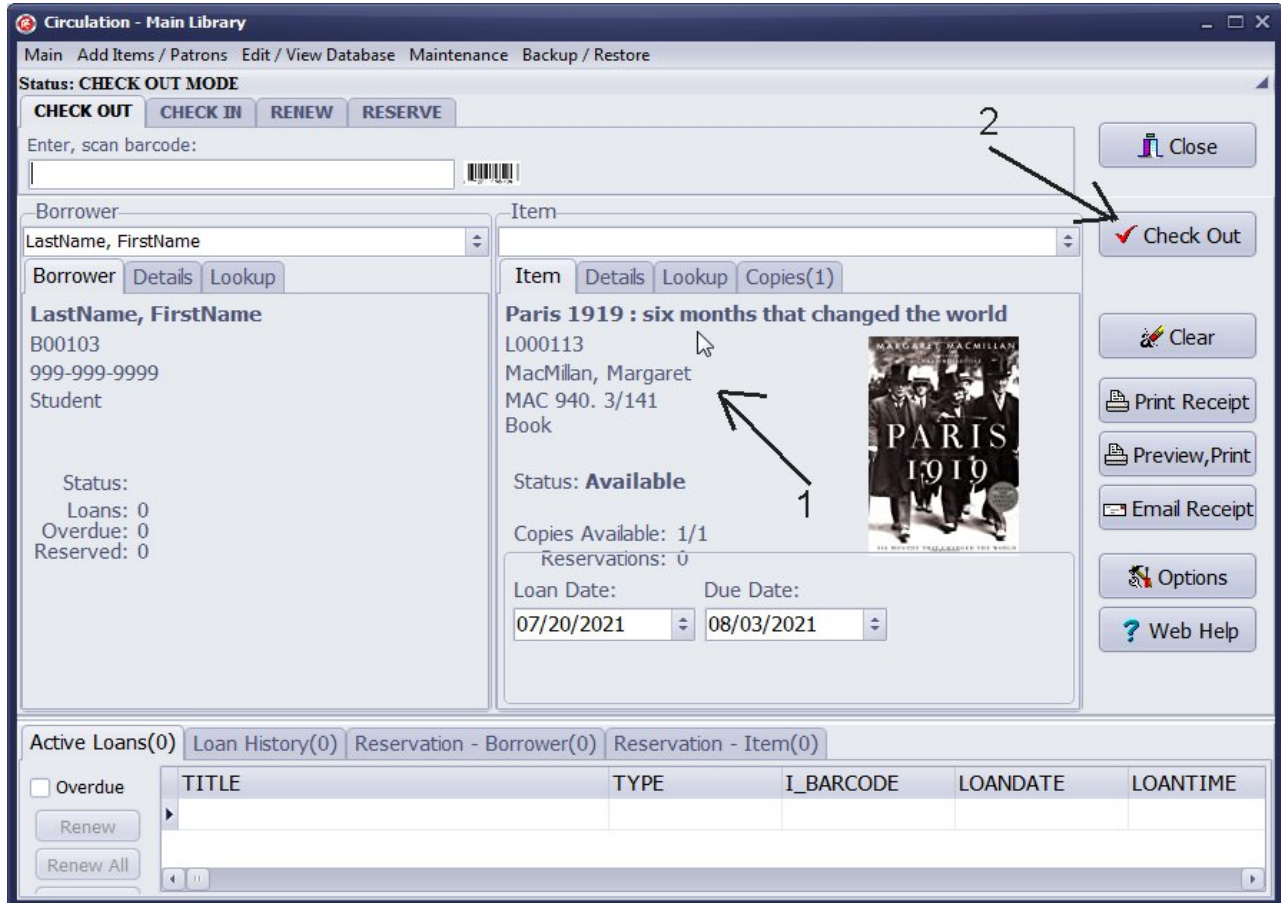
## Step 4: Select item manually using lookup feature



- Click the Item **Lookup** (1) box in the Item section.
- Click on the item in the box.

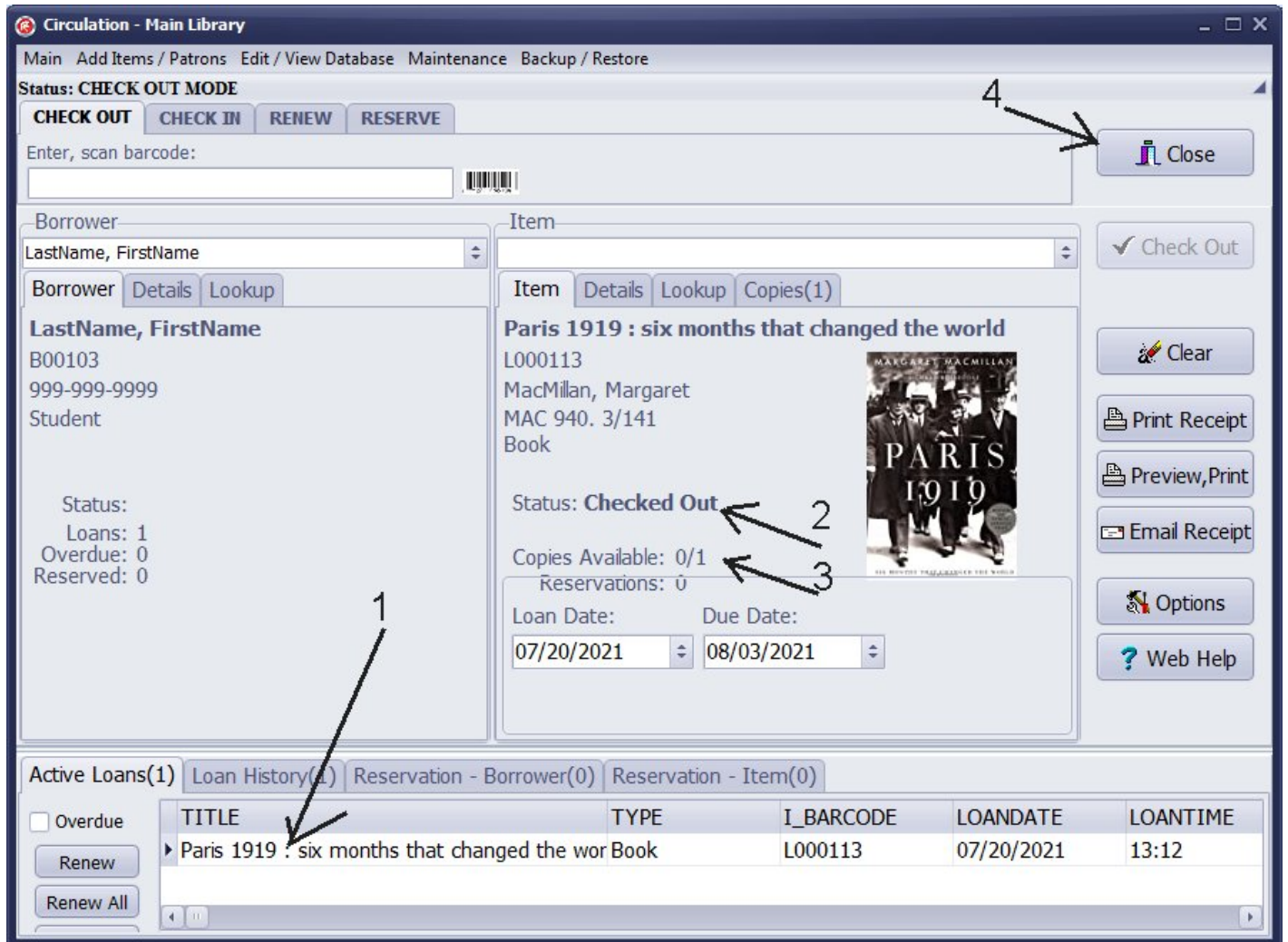
Note: Entering a character into the Item lookup box will result in the immediate action: displays item's titles that start with letters entered.

## Step 5: Review selected item



- The Item tab is activated with the item information.
- Review item information (1).
- Click **Check Out** (2) to finalize the transaction.

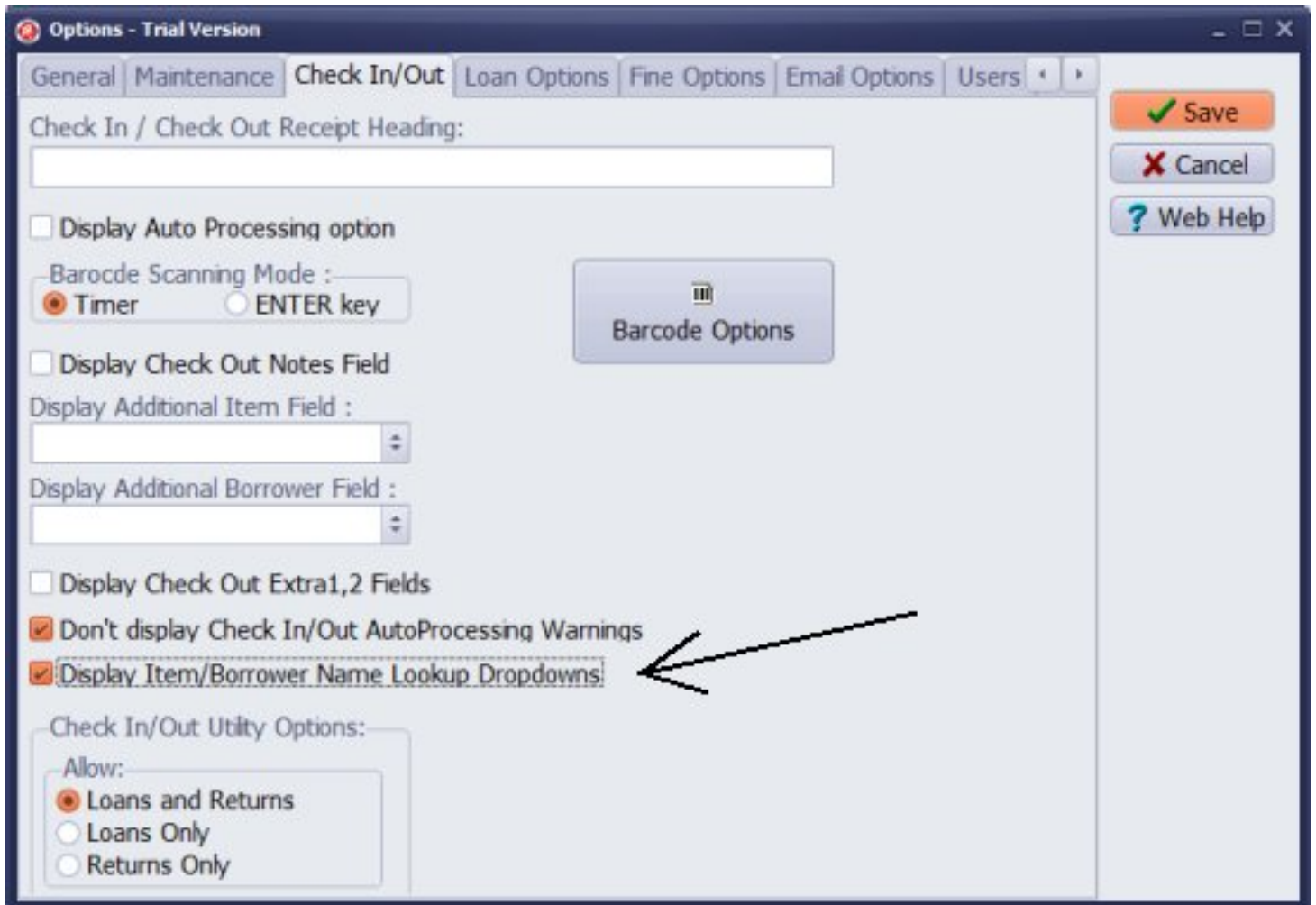
## Step 6: Item is checked out



Item is checked out:

- The **Active Loans** table (1) lists the item.
- Status of the item changes to **Checked Out** (2).
- **Copies Available** decreases by one (3).
- Click **Close** (4).

## Note: How to display Item/Borrower Lookup boxes in the Check In-Out Window?



- In the Options/Check In-Out section, select **Display Item/Borrower Name Lookup Dropdowns**.
- Click **Save**.