How to process check-in transaction?

- In Lesson 4, we explained how to process check-out transaction manually. We used the lookup feature to select the item and the patron.
- In this lesson, we will show how to use barcode numbers.

Step 1: Open Check In transaction window

🙆 Library Administrator - Trial Vers	ion			- 🗆 X	
Main Add Itom/Parauras	Edit / Vious Table Dade on Mair		aistar	<u>Ex</u> it	
Stan Add Itensy borowers		Manage Loans	Options		
🖉 Check In	K Borrowers				
Home Page Reports Labels	Statistics				
Your Library	Name			^	
Address:	Logo, informat	ion, description,	Useful links		
Address Line 1 City, State, ZIP Phone: Phone Number	Enter additional inf	formation here	 Manuals, Tutorial, How to start Library Supplies 		
Mon Thu.: 10 am - Fri Sat.: 10 am - 4 Sun.: Closed	6 pm pm				
Librarian Librarian Name				-	
] • [III :/		•	
Total Items :10Total Copies :12Loaned Out :2Overdue :1Total Borrowers :3	Messages : Auto Backup will not be done o No Backup has been done yet	n Exit - see Options/Maintenand	ce.		

• Click Check In (1)

Step 2: Enter, scan the item barcode number

🛞 Circulation - Main Library 🗆 X							
Main Add Items / Patrons Edit / View Database Maintenance Backup / Restore							
Status: READY							
CHECK OUT CHECK IN RENEW RESERVE							
Enter, scan barcode:		Close					
Borrower	Item						
	•	✓ Check In					
Borrower Details Lookup	Item Details Lookup Copies						
∖ 1		Clear					
Status: Loans: Overdue: Reserved:	Status: Copies Available: Reservations:	Preview, Print					
	Loan Date: Due Date: Return Date:	Web Help					
Active Loans(0) Loan History(0) Reservatio	n - Borrower(0) Reservation - Item(0)						
Overdue Renew Renew All							

• Enter or scan the item barcode number (1).

Step 3: Review

🙆 Circulation - Main Library 💶 🗆 🗙								
Main Add Items / Patrons Edit / View Database Maintenance Backup / Restore								
Status: CHECK IN MODE	4							
CHECK OUT CHECK IN RENEW RESERVE								
Enter, scan barcode:	Close							
L000113	2							
Borrower	Item							
LastName, FirstName	¢ Check In							
Borrower Details Lookup	Item Details Lookup Copies(1)							
LastName, FirstName B00103 999-999-9999 Student Status: Loans: 1 Overdue: 0 Reserved: 0	Paris 1919 : six months that changed the world L000113 MacMillan, Margaret MAC 940. 3/141 Book Status: Checked Out Copies Available: 0/1 Reservations: Loan Date: Due Date: O7/20/2021 ©8/03/2021 07/20/2021 ©8/03/2021							
Active Loans(1) Loan History(1) Reservation - Borrower(0) Reservation - Item(0)								
Overdue TITLE	TYPE I_BARCODE LOANDATE LOANTIME							
Paris 1919 : six months that o	changed the wor Book L000113 07/20/2021 13:12							
Renew All								

- Enter the item barcode number (1) (or patron barcode number), press ENTER on your keyboard.
- Review the item's (2) and patron's (3) data in the corresponding sections.
- Click **Check In** (4) to process the return transaction.

Step 4: Review

🙆 Circulation - Main Library 💶 🗆 🗙									
Main Add Items / Patrons Edit / View Database Maintenance Backup / Restore									
Status: CHECK IN MODE					-				
CHECK OUT CHECK IN RESERVE									
Enter, scan barcode:		L Close							
Borrower		Item							
LastName, FirstName	\$	÷ ✓ Check In				✓ Check In			
Borrower Details Lookup		Item D	etails Lookup Cor	pies(1)					
LastName, FirstName B00103 999-999-9999 Student Status: Loans: 0 Overdue: 0 Reserved: 0		Paris 1919 : six months that changed the world L000113 MacMillan, Margaret MAC 940. 3/141 Book Status: Checked In Copies Available: 1/1 Reservations: Loan Date: Due Date: O7/20/2021 © 8/03/2021 O7/20/2021 © 8/03/2021				Clear Print Receipt Preview,Print Email Receipt Options Web Help			
Active Loans(0) Loan History(1) Reservation - Borrower(0) Reservation - Item(0)									
Overdue TITLE			TYPE	I_BARCODE	LOANDATE	LOANTIME			
Renew All									

Item is checked-in:

- Item is removed from the **Active Loans** table (1).
- The status of the item changes to **Checked In** (2).
- **Copies Available** increase by one (3).
- Click Close (4).