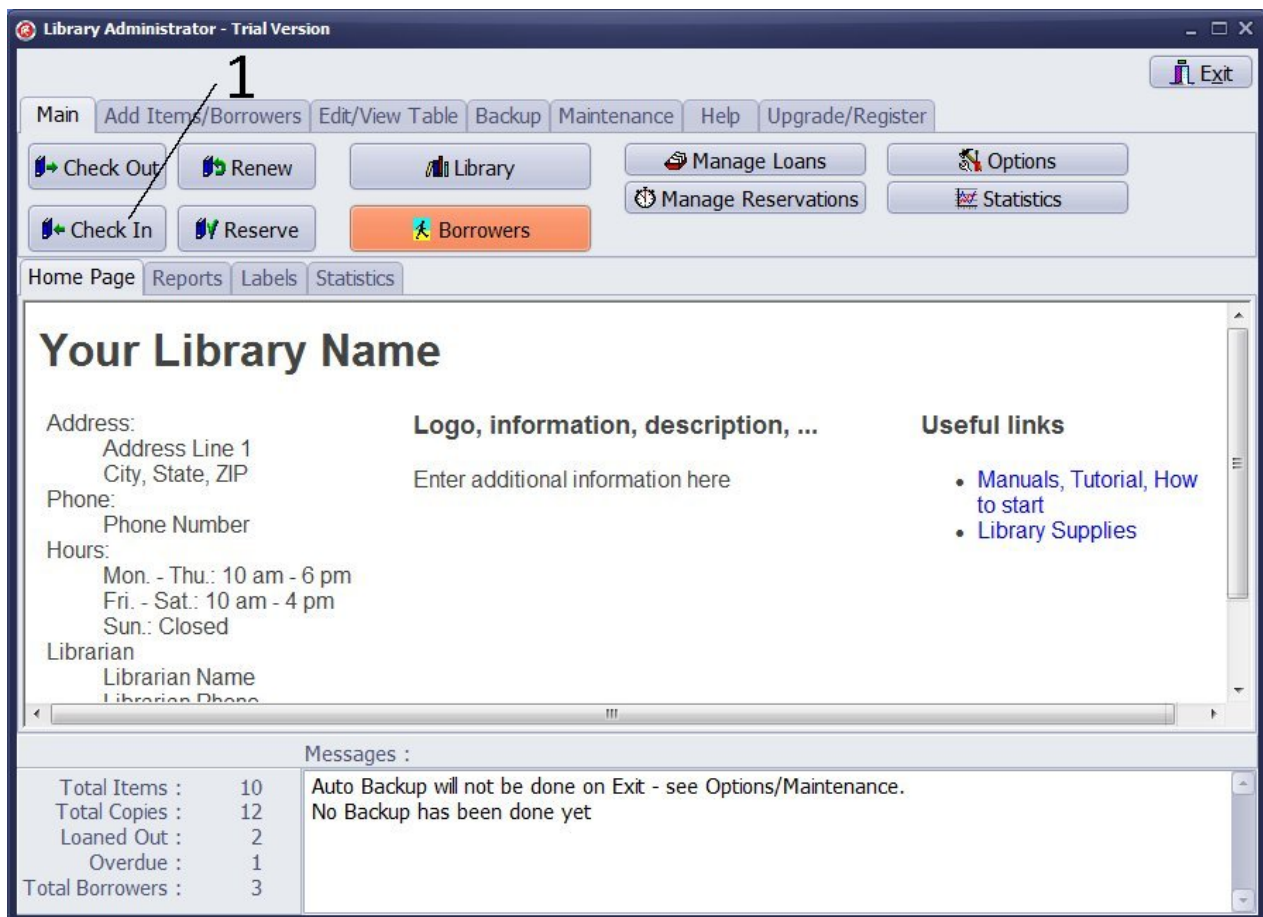


How to process check-in transaction?

- 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



- Click **Check In (1)**

Step 2: Enter, scan the item barcode number

The screenshot shows the 'Circulation - Main Library' application window. The 'CHECK IN' tab is selected. A text input field labeled 'Enter, scan barcode:' is highlighted with a black arrow and the number '1'. Below this are sections for 'Borrower' and 'Item', each with a dropdown menu and sub-tabs. The 'Borrower' sub-tabs are 'Borrower', 'Details', and 'Lookup'. The 'Item' sub-tabs are 'Item', 'Details', 'Lookup', and 'Copies'. On the right side, there are several buttons: 'Close', 'Check In', 'Clear', 'Print Receipt', 'Preview, Print', 'Email Receipt', 'Options', and 'Web Help'. At the bottom, there are tabs for 'Active Loans(0)', 'Loan History(0)', 'Reservation - Borrower(0)', and 'Reservation - Item(0)'. Below these tabs are checkboxes for 'Overdue' and buttons for 'Renew' and 'Renew All'.

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

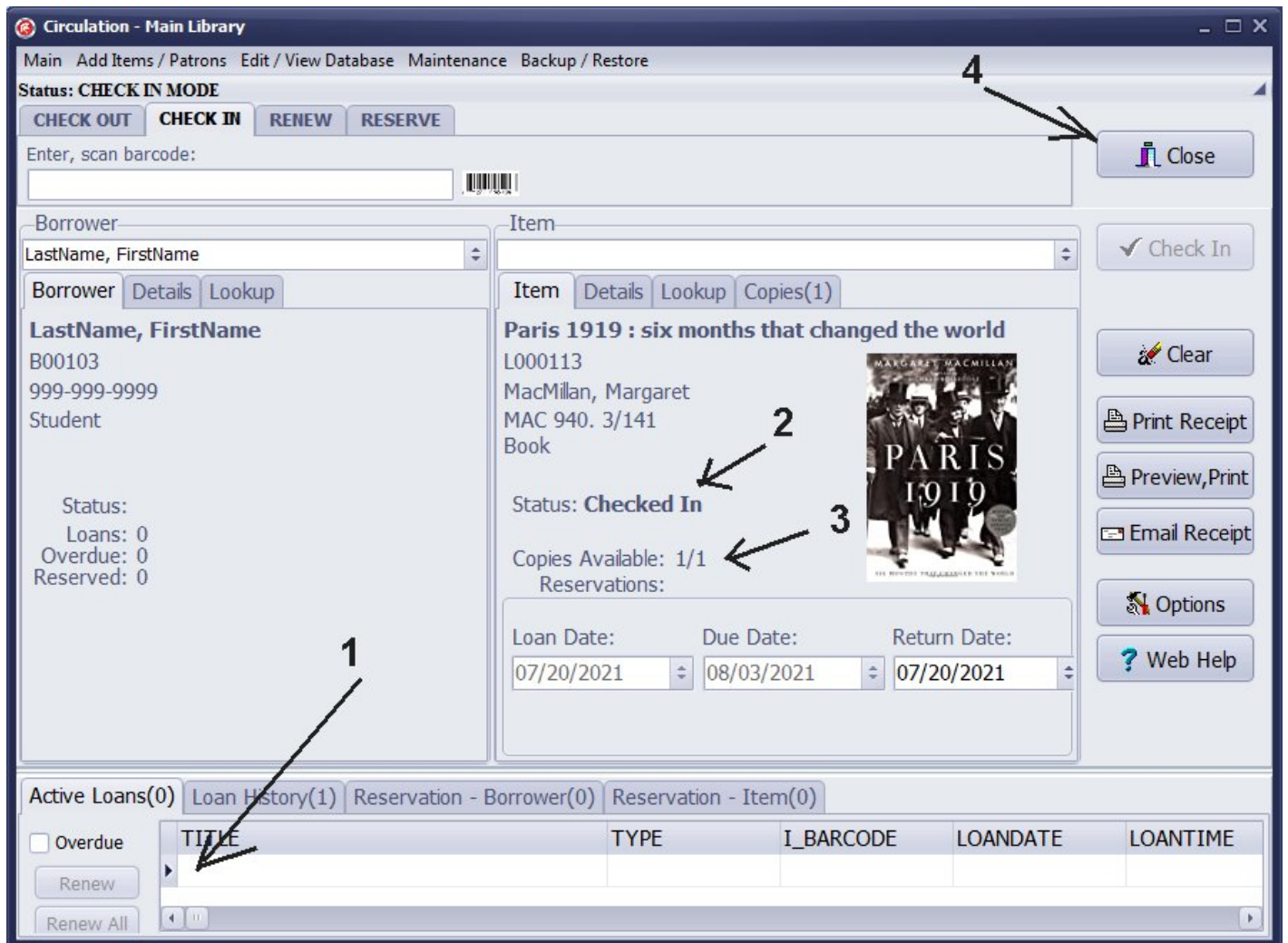
Step 3: Review

The screenshot shows the 'Circulation - Main Library' window in 'CHECK IN MODE'. The interface includes a menu bar (Main, Add Items / Patrons, Edit / View Database, Maintenance, Backup / Restore) and a status bar (CHECK OUT, CHECK IN, RENEW, RESERVE). The main area is split into two columns: Borrower and Item. The Borrower section shows details for a student with ID B00103. The Item section shows details for 'Paris 1919 : six months that changed the world' by Margaret MacMillan, with a loan date of 07/20/2021 and a due date of 08/03/2021. A 'Check In' button is highlighted with a red checkmark. A table at the bottom shows the active loan record.

TITLE	TYPE	I_BARCODE	LOANDATE	LOANTIME
Paris 1919 : six months that changed the wor	Book	L000113	07/20/2021	13:12

- 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



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).