

Check In Items

1. **Click** on Common Tasks or Checkout, Checkin...Wizard group.
2. **Click** on Check In Wizard.



Check In: Identify Item screen displays.

NOTE: If the Check in property is set to display user information, the information will be displayed at the top of the screen.

Check In Items : Identify Item

User Information

Photo Not On File

User ID: 22612001501101
 Name: Dimeling, SHYANNE
 Profile name: STUDENT3...
 Library: DLFN
 User categories: Y
 Homeroom: 3B-HARTMAN

Status: BLOCKED
 Amount owed: \$1.00
 Available holds: 0
 Overdues: 1
 Privilege expires: 6/30/2016

Identify item

Item ID:

List of checkins

Select All

Title	Item ID	Route/Transit To	Amount Billed	Amount Paid Auto...	Amount Paid	S
The cat who loved ...	32612010048951	AVAILABLE				

3. **Scan or type** item barcode number or use the Item Lookup helper.
4. If appropriate, **continue** to next item to be checked in.

As Items are scanned, the following Information will display:

- Title
- Item ID of item being returned.
- Where item is to be routed (AVAILABLE, RESERVES, Transit to another LIBRARY, etc.)
- Amount billed if item is fined for being overdue.
- Amount paid automatically if applicable.
- User ID of user returning item (click on platform to display user record, transaction history)

NOTE: Caution – watch screen carefully as items are checked in, various messages may appear. If an item is scanned, but was NOT checked out through the system, a Check In: Error message will appear in a separate window, or on the list of items checked in, depending on your check in property setting.



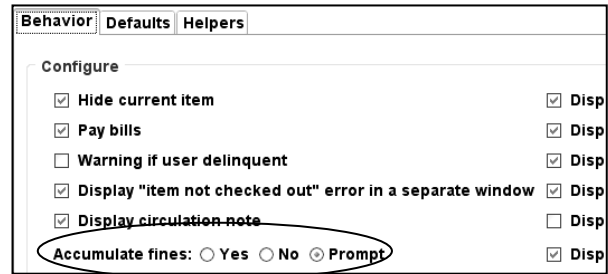
5. **Select** from Options:



Accumulate Fines

This function allows you to total selected bills and accept payment on them without leaving Checkin.

1. **Click** on Circulation Wizard group.
2. **Right Click** on Check In Wizard.
3. **Click** on Properties.
4. **Bullet** Accumulate Fines Yes or Prompt.
This only needs to be done once.



5. **Click** Yes to accumulate fines.
6. **Check in** all items.



7. When finished, **click** on User header. This will group all the items returned by the same user together.

List of checkins

Select All

Total amount billed: \$2.80

Title	Item ID	Route/Transit ...	Amount Billed	Amount Paid	Select	User «
Aquarium fish	32620019984779	LMSO	\$.70		<input checked="" type="checkbox"/>	22620000325455
All about fish	55554	AVAILABLE	\$.70		<input checked="" type="checkbox"/>	22620000325455
Rumble fish	32620000023132	AVAILABLE	\$.70	\$0.70	<input checked="" type="checkbox"/>	22620000204734
Dear Bill, remem...	32620000026366	AVAILABLE	\$.70		<input checked="" type="checkbox"/>	22620000204734
Favorite fresh an...	32620000118726	AVAILABLE	\$.70		<input checked="" type="checkbox"/>	22620000204734

8. **Click** the Pay Bill helper.
9. **Enter** payment information.



- a. You can accept a payment on the total amount due.
- OR**
- b. You can accept a payment for individual patrons or individual items. Enter the amount in the payment column in the appropriate box.

Check In Items : Paybills

Total bills and payments 9a

Total bills: 5 Payment:

Total owed: \$2.80 Payment type: CASH

Individual Bills and Payments

User Name	Title	Item ID	Date Due	Owes	Payment Type	Payment	Change
JOHNSON, LASHEENA (...)	Aquarium ...	326200199847...		\$1.40			
	All about fi...	55554		\$.70			
				\$.70			
NICHOLS, LATINA (D)	Rumble fish	326200000231...		\$1.40			
	Dear Bill, r...	326200000263...		\$.70			
	Favorite fr...	326200001187...		\$.70			
				\$0.00			

9b

Enter \$1.40 for her total obligation in the first box or \$.70 for "Aquarium" in the second box.

Pay Bills (0) Cancel

10. **Click** Pay Bills to exit and accept all payments.



TIP: Right-click menus

Right-click menus are 'popup' or shortcut menus that contain commands and options that can be performed against a selected record or group of records. The right-click menus are available using a right mouse click in circulation lists (or tables), such as checkouts, bills, holds, and more.

Once in a right-click menu, click a circulation or print option to access that option.

NOTE: Not all options are available in all wizards. If a user does not have access to a wizard or wizard function, that option will not appear in the list. Additionally, not all options allow for multi-record selection.

Identify item

Item ID:

List of checkins

Title	Item ID	Route/Transit To
Bad dog! : true tales of...	32612100098965	AVATI ARI F

Bill User for Item

Change Item ID

Display Holds

Display Item

Display User

Edit Item Note

Mark Item Missing

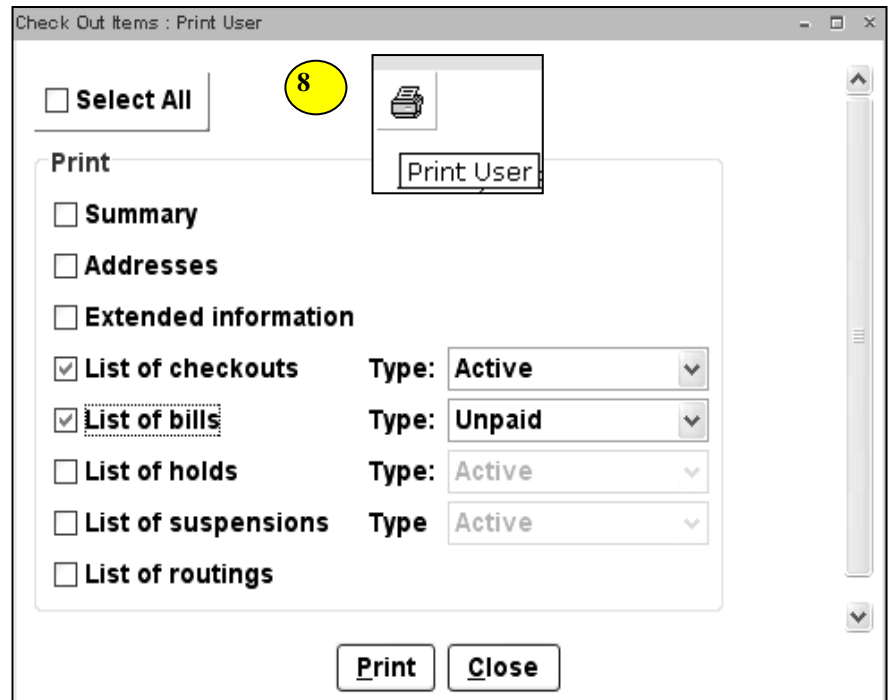
Mark Item Used

Place Hold

Printing User Information

Print User information by selecting the **PRINT USER** helper. This will allow for printing of user information from inside the wizard. The helper allows you to select to print All user information, or select from the following options.

- **Summary** — Prints user information from the Summary tab of the user record.
- **Addresses** — Prints all user address information.
- **Extended Information** — Prints all user extended information.
- **List of Checkouts** — By default, prints all Active checkouts. To change, select from the list options Active, All, Claims Returned, Inactive, Overdue, Recalls, Renewals.



- **List of Bills** — By default, prints all Unpaid bills. To change, select from the list options Unpaid, Paid, All.
- **List of Holds** — By default, prints all Holds. To change, select from the list options All, Available, Recalled, Reserve.
- **List of Suspensions** — Prints all Active suspensions for the user
- **List of Routings** — Prints all bookings for the user (Materials Booking), not currently supported.

NOTE: You can also use the Print function from the Printer icon in the Common Tasks toolbar; but if you do, you can only print the whole record. There is no option to print a specific screen.

HINT: If information is wrapping, try changing the page setup to Landscape (before printing, look at the print preview (toolbar →file → print preview)).