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Circulation Basics for Checkout

Checkout Steps

Simple to Use:

1. On the Circulation screen, you have four tabs labeled **Checkout, Check-in, Renew and Hold**.
2. To open the **Checkout screen** from any of the other circulation Tab displays, single click with the left mouse button on the tab labeled **Checkout** or you can hold down the **Alt key** while striking the letter **O** key.
3. Automatically G4 will place the program cursor within the **"Yellow"** Item Barcode field; Scan the bar code of the item to be checked out. Type in or scan the **Borrower ID number** or you can type the last three letters of the Borrowers name and Press the **Function key F3** to retrieve a list of names.
4. Repeat step 3 for each item to be checked out, based upon pre-set rules, G4 will stop check out.
5. When the Borrower has completed Checkout, use the **CTRL Key** to return the cursor to the **Borrower ID or Name field** for adding the next Borrower "Saves time and is fast".
6. To Return to the Checkout screen when that patron has no further business. You can switch to another Tab function or you can hold down the **Alt key** while striking the Underscored letter key. **(O, I, R, H)**

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7. Checkout provides a visual checkout of materials showing the Book Cover image (when available) and a register of information which can be e-mailed or printed as a Receipt to the Borrower.
8. Use the EXPRESS Check-In button for large quantities of materials to be checked in.