



# Library Resource Management Systems, Inc.

## Circulation Basics for Check-In

### Check in Steps

When Check-in is completed and this Borrower has items to Checkout click this button "Go to Checkout with this Patron" G4 will quickly switch into the Checkout mode.

### Simple to Use:

1. On the Circulation screen, you have four tabs labeled **Checkout, Check-in, Renew and Hold**.
2. To open the **Check-in** screen from any of the other circulation displays, single click with the left mouse button on the tab labeled **Check-In** or you can hold down the **Alt** key while striking the letter **I** 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 in
4. Repeat step 3 for each item to be checked in.
5. When the Borrower has completed Check-in and has materials to Checkout, use the Go to Checkout with this Patron button "Saves time and is fast".
6. To Return to the Checkout screen when that patron has no further business and their Check-in is finished or you have Checked in a large number of items. You can switch to another Tab function or use the **Checkout** tab or you can hold down the **Alt** key while striking the letter **O** key.
7. Check-in provides a visual check in 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.