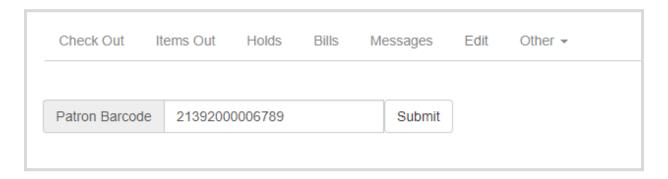


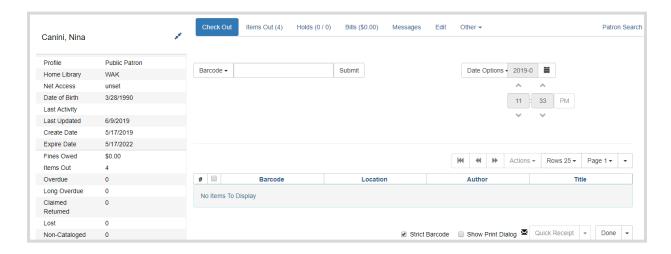
Checkout

To checkout items, go to the Checkout process from the splash page or Circulation menu.

Scan or key the patron's barcode into the box and hit **Submit** or **Enter**. (If you are using a scanner, the barcode should be submitted automatically.)



You should see the patron preview in the left sidebar. The checkout tab is open and you can begin scanning item barcodes. The Strict barcode option at the bottom of the screen should always be checked unless you need to check out an item that uses something other than the standard 14 digit barcode.



Once you have completed scanning all the items, you can click on either the **Quick Receipt** or **Done** button to complete the transaction. Either button will produce a checkout receipt using

the patron's default method. You know which method this will be because there will either be an envelope icon for email or a printer icon for print.

The difference between **Quick Receipt** and **Done** is that **Quick Receipt** will leave the patron record open if you need to perform other transactions for the patron, and **Done** will close the record.



Either button is also a dropdown menu, allowing you to choose the other receipt option in case the patron usually prefers email but wants a print receipt this time, or the other way around.

