



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.)

A screenshot of the checkout form. At the top, there is a navigation bar with links: 'Check Out', 'Items Out', 'Holds', 'Bills', 'Messages', 'Edit', and 'Other' with a dropdown arrow. Below this is a large input field for the 'Patron Barcode' containing the number '21392000006789'. To the right of the input field is a 'Submit' button.

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.

A screenshot of the checkout interface for a patron named Nina Canini. The interface includes a sidebar with patron details, a main checkout area, and a table for items.

Patron Profile:

Profile	Public Patron
Home Library	WAK
Net Access	unset
Date of Birth	3/28/1990
Last Activity	
Last Updated	6/9/2019
Create Date	5/17/2019
Expire Date	5/17/2022
Fines Owed	\$0.00
Items Out	4
Overdue	0
Long Overdue	0
Claimed	0
Returned	0
Lost	0
Non-Cataloged	0

Checkout Area:

Barcode: [input field] Submit

Date Options: 2019-0 [calendar icon]

Time: 11 : 33 PM

Navigation: [back] [forward] Actions Rows 25 Page 1

#	Barcode	Location	Author	Title
No Items To Display				

Options: Strict Barcode Show Print Dialog Quick Receipt Done

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.

#	<input type="checkbox"/>	Barcode	Location	Author	Title
1	<input type="checkbox"/>	31392003979519	Adult Nonfiction (2nd Floor)	Åkesson, Susanne.	Penguins
2	<input type="checkbox"/>	31392001750458	Adult Nonfiction (2nd Floor)	Gorman, James	The total penguin

Strict Barcode Show Print Dialog Quick Receipt ▼ Done ▼

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.

