


1. **Click** on Common Tasks or Checkout, Checkin, Renewals... Wizard
2. **Click** on Check In Wizard A rectangular button with a light gray background and a thin black border. On the left side of the button is a small icon of a hand holding a barcode scanner. To the right of the icon, the text "Check In" is written in a simple, sans-serif font.
3. "Check In: Identify Item" screen displays.
4. **Scan or type** Item Barcode. **NOTE:** *Carefully watch screen for error messages or alerts.*
5. After the Item is checked in, 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)
6. Continue with check in process.