

## **Bookdrop Check In**

The Bookdrop Check In wizard guides you through the process of checking in multiple items left in the bookdrop or when the library is unexpectedly closed.

- 1. *Click* on Special Circulation Functions
- 2. Click on Bookdrop Check In Wizard.

🗃 Bookdrop Check In

Bookdrop Check In screen displays.

Bookdrop Check In :: Discharge Items For 07/13/2005					
9					
·					
Enter Date of Check In					
Date: 07/11/2005,07:00					
_ldentify item					
Item ID:4					
List of chapting					
List of checkins 4a				4b	
	Item ID	Route/Transit To	Amount Billed	User 💛	
Harry Potter and the Order of the Phoenix	32620000195211			22620000846708	
Harry Potter and the goblet of fire	32620000186798			22620000846708	

3. *Type* in the checkin date or use the calendar gadget to select the date (a date in the past or a date in the future can be selected).

**NOTE:** When using this function to check in items due on an unexpected "closed" day, set the check in date to the actual date the items were due.

- 4. Scan or type in item barcode number or use the Item Search helper.
  - a. After scanning the Item, the title of the book will appear.
  - b. The user's ID will display.
- 5. If an item requires an additional action, an alert window will appear, if property setting indicates.
- 6. If appropriate, *continue* checking items in.
- 7. Select from options:

Check In Item ( <u>o</u> )	Clear Checkin List	Close	
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WE Item	Checked	In - 32620000195211	X
A	Item now	in transit	
	Item ID:	32620000195211	
	Call numb	er: FIC ROW	
	Copy:	1	
	Title:	Harry Potter and the Order of the Phoenix	
	Author:	Rowling, J. K.	
	_ Routing	Information	
	Route/Tr	ansit To LMHS	
		ok	
		]	





## TIP: Right-click menus

Right-click menus are 'popup' or shortcut menus that contain commands and options that can be performed against a selected record or group of records. The right-click menus are available using a right mouse click in circulation lists (or tables), such as checkouts, bills, holds, and more.

Once in a right-click menu, click a circulation or print option to access that option.

**NOTE:** Not all options are available in all wizards. If a user does not have access to a wizard or wizard function, that option will not appear in the list. Additionally, not all options allow for multi-record selection.

-Identify item			
Item ID:			
List of checkins			
Title			Ite
Glencoe physics : principles and problem		32612300001579	
	Cha	ange Item ID	
	Dis	play Holds	
	Dis	play Item	
	Dis	play User	
,	Edi	it Item Note	
	Ma	rk Item Missing	
	Ma	rk Item Used	
	Pla	ice Hold	

Note: For more detailed information or specific questions, use HELP wizard.