

Check Out

Allows you to check out items to a user. At the top of the page the Due Date and Item Search icons allow you to access more information to help the user. Alerts are included for estimated fines, claims returned, requests, holds available, and "non-OK status".



After you enter an override password for a checkout, user status modification, or renewal for the first time within a particular checkout session, you won't have to enter overrides for subsequent transactions of these types again within the session.

MobileCirc does not cache hold overrides, however, so hold overrides must be entered each time within a session.

To check out an item:

1. Tap **Check Out**.
2. Enter the **User ID**. When you enter the User ID, the user's name and email will appear at the top of the screen. As you work, the user will receive emails about items that have been checked out if this has been enabled in the initial setup. (See info about ****SETUP** at the end of this document)

Note: A barcode icon will appear at the end of the User ID field. Tapping it allows you to scan a barcode.

Note: You can also search for a user by tapping **User Search**.

3. Tap **Start**.

All items checked out by the user can be seen on this screen.

Note: If the user's record contains extended information or alerts, a **Notes** or **Alerts** option also displays which, when tapped, will show extended information for the user.

Alerts	Notes	Attn:	Mom and Dad
22612001707955		Address:	123 Main Street
JONES, ADDISON NICOLE		City:	Anytown
		State:	OH
		Zip:	40000
		Phone:	419-555-1212

4. Enter the **Item ID**. If the item being checked out was the last item handled by MobileCirc, there will be a button with the item ID and title that can be tapped to check out the item in one step.
5. Tap **Check Out** to check out items to the user, or **Switch User** if you are on the wrong user.

Once an item is checked out, the **Item ID**, **Title**, and **Due Date** are shown.

Check Out		Check Out	
Check In	22612001504907 ADKINS, ALYSSA KELSSY	Attn: Mom and Dad Address: 123 Main Street	
Renew by User		City: Anytown State: OH	
Renew by Item		Zip: 40000 Phone: 419-555-1212	
In-house Use		Email: bonnie@noacsc.org	
Item Status	Item ID	<input type="text"/>	
Holds Pull List	32612878790561 Apple iPod Classic 80GB, Silver [realia]		
Inventory	<input type="button" value="Check Out"/>		<input type="button" value="Switch User"/>
Deselect	Item ID	Title	Due Date
Add User	32612878790561	Apple iPod Classic 80GB, Silver [realia]	01/27/2016,09:30
Modify User	32612010062713	Mail-order kid	02/02/2016,23:59

If the item you entered is already checked out to the user, MobileCirc will display a dialog with the following message: Item already charged to user

Tap **Renew this item as seen** to renew the item, tap **Renew this item as unseen** to renew the item as unseen, or tap **Do not renew** to disallow a renewal.

Item already charged to user

Call # EIC MCD

Item ID 32612010062713

Current Location CHECKEDOUT

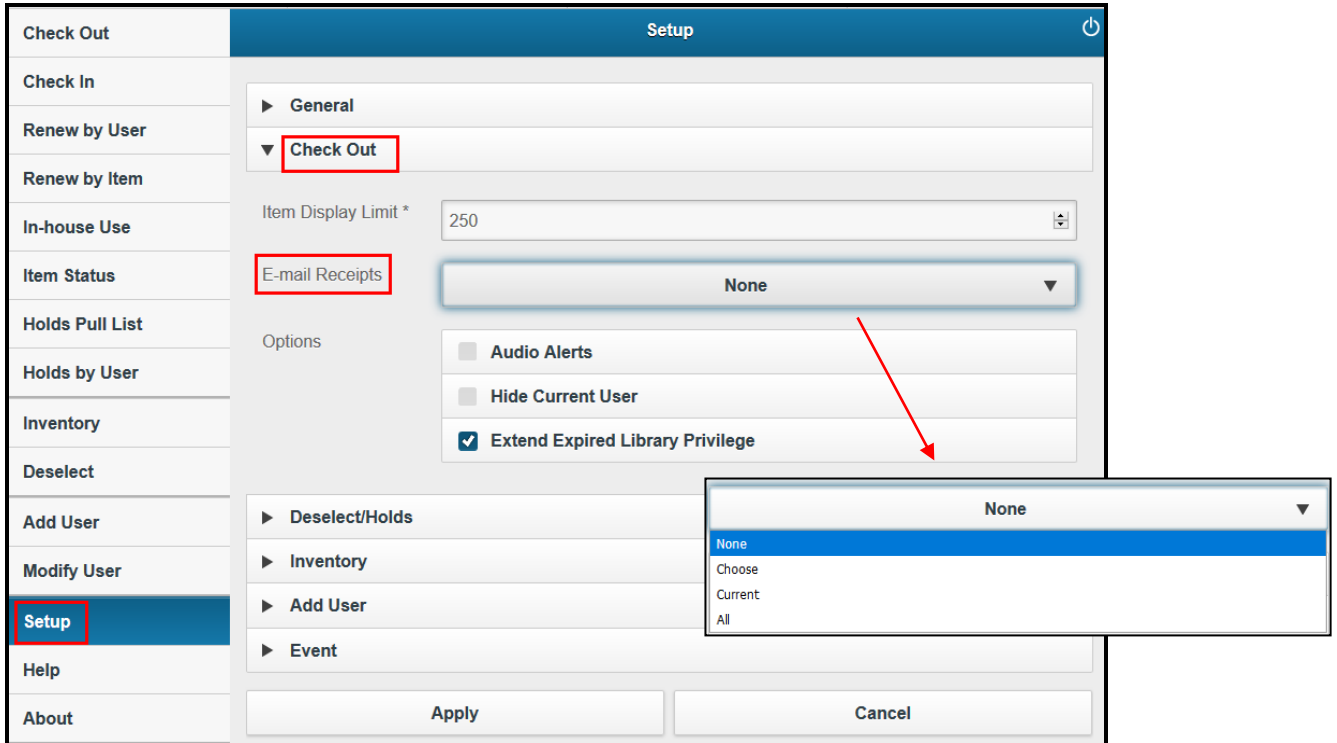
Title Mail-order kid

Author McDonald, Joyce.

Do you want to renew this item for the user?

**** SETUP** for sending email receipts to patrons (who have valid email addresses in their records):

Select SETUP / CHECK OUT / Receipts – check EMAIL option.



Sample of receipt email:

