

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 22612001707955 JONES, ADDISON NICOLE	Attn: Address: City: State: Zip: Phone:	Mom and Dad 123 Main Street Anytown OH 40000 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.

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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			
Renew by User	ADMINO, ALTOOR MELLOOT	City: State	Anytown OH			
Renew by Item		Zip: Phone:	40000 419-555-1212			
In-house Use		Email:	bonnie@noacsc.org			
Item Status	Item ID	1				
Holds Pull List		32612878790561 Apple iPod Classic 80GB, Silver [realia]				
Inventory	Check Out Switch User			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.

tem already	charged to us	ser	
Call #	EIC MO		
Item ID	3261201	10062713	
Current Loc	ation CHECK	EDOUT	
Title	Mail-ord	er kid	
Author	McDona	ld, Joyce.	
Do you wan	t to renew this	item for the user?	
Renew this	item as seen	Renew this item not seen	Do not renew

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

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

Check Out		Se	tup		Ф
Check In					
Renew by User	General Check Out				_
Renew by Item					
In-house Use	Item Display Limit *	250		÷]
Item Status	E-mail Receipts		None	•]
Holds Pull List	Options	Audia Alasta	\ \		
Holds by User	·				
Inventory		Hide Current User	v Privilago		
Deselect			y r rivilege	*	
Add User	Deselect/Holds			None	
Modify User	► Inventory		None Choose		
Setup	► Add User		Current		
Help	► Event		<u>C</u>		
About		Apply	Car	icel	

Sample of receipt email:

Fri 1/29/2016 3:29 PM noreply@sirsidynix.com Checkout Receipt					
Bonnie Blachly					
Bing Maps				+	Get more a
BELLSTONE, ELIZABETH [22612200000798], The following items are checked out: Title	Author	Call Number	Item ID	Date Charged	Date Due
Am I the princess or the frog? : by Jamie Kelly / [by Jim Benton]	Benton, Jim	FIC BEN	32612015020351	20 Jan 2016	17 Feb 2016
Captain Underpants and the big, bad battle of the Bionic Booger Boy,	Pilkey, Dav,	FIC PIL	32612015006327	29 Jan	26 Feb
part 1 : the night of the nasty nostril nuggets : the sixth epic novel / by Dav Pilkey	1966-	RC 850	52012015000527	2016	2016
part 1 : the night of the nasty nostril nuggets : the sixth epic novel / by Dav Pilkey Billy, Alfred, and General Motors : the story of two unique men, a legendary company, and a remarkable time in American history / William Pelfrey	1966- Pelfrey, William	RC 850 920 PEL	32612010115636	2016 29 Jan 2016	2018 26 Feb 2016