

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.



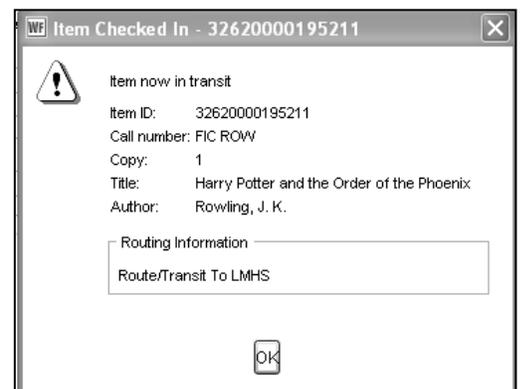
Bookdrop Check In screen displays.

Title	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:



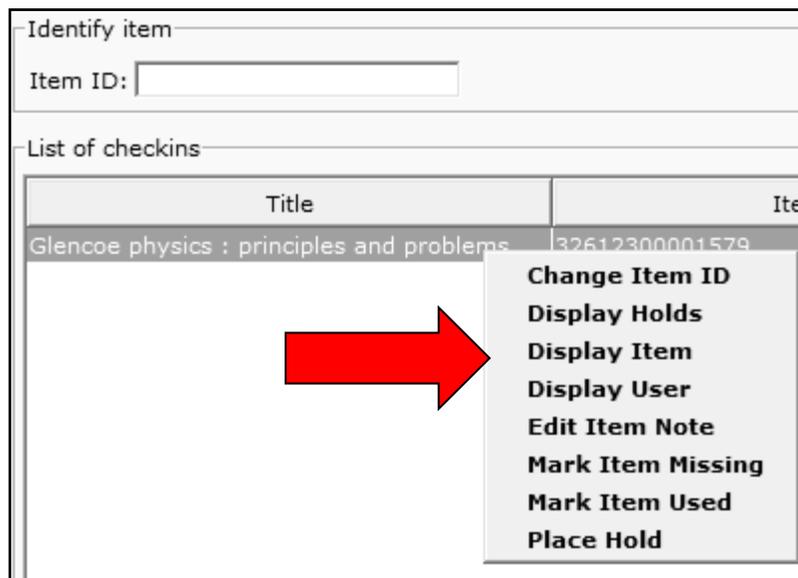


TIP: Right-click menus

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.



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