

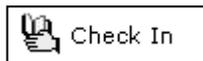
## Offline Check In

The Offline Check In wizard guides you through the process of checking in materials.

1. **Select** Offline toolbar

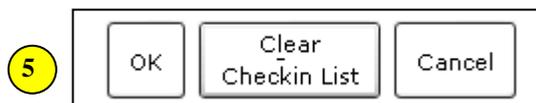


2. **Select** Check In wizard



 A screenshot of a software window titled "Check In". At the top right, there are two input fields: "Item ID:" followed by an empty text box, and "Date of checkin:" followed by a date field containing "06/13/2006" and a calendar icon. Below these fields is a table with two columns: "Item ID" and "Date of checkin". The table is currently empty.

3. **Scan** the item barcode to enter it in the Item ID field
4. **Use** the Calendar gadget to specify the actual date an item was checked in to the library in the Date of checkin field (by default, "today's" date is displayed).
5. **Click** OK to complete discharge of the item, or **click** Cancel to close the wizard without saving changes.



6. After all items for a user have been checked in, begin scanning item barcodes for the next user, or **click** Cancel to close the Discharging window.

### NOTES:

- To refresh the Discharging window, **click** Clear Discharge List.
- To sort items in the list of discharges in ascending or descending order, **click** the column heading of the column you want to sort.

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