

Checking Out Items

1. Find the patron

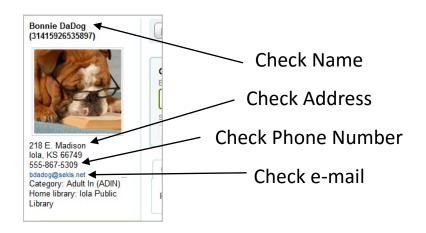


Either scan the patron's card while "Check out" is selected or type in part of the patron's name in the "Check out" box

3. Scan the barcode, make sure it registers



2. Verify it is the correct patron



4. Print slip after all items are scanned

