1. Select Circulation > Check Out or Click or press F3.

2. The Check Out workform - Normal view appears.

3. Scan the patron barcode in the Patron barcode box, or type the barcode and press ENTER.

4. Scan the item barcode in the Item barcode box or type the barcode and press ENTER.

5. When finished, press ENTER to print receipt.

How to Find a Patron Who Does Not Have Their Library Card

1. Click the Find button next to the Patron name box. Input name and click the Search button.
2. Select the correct patron by Double clicking or Right click > Select or Clicking the Select button.