How to Discharge Items

Step 1:

Click the Discharging icon or Press F12



Step 2:

Scan the barcode from the back of the book to discharge.

As you continue to scan book barcodes the titles will accumulate in a list.

oischarging : Ide	ntify Item	
	ican the barcode from the back of the book.	
Identify item Item ID:	•	
List of dischar	rges	
Title	Item ID	Route/Transit To
C	The title of each discharged book will appear in this lis	t

Step 3: Close wizard when finished.

Discharge	Clear	
Item (<u>o</u>)	Discharge List	<u>C</u> lose