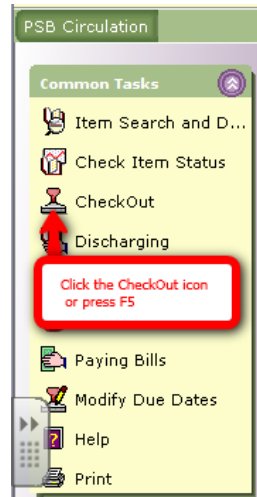


How to Checkout Items

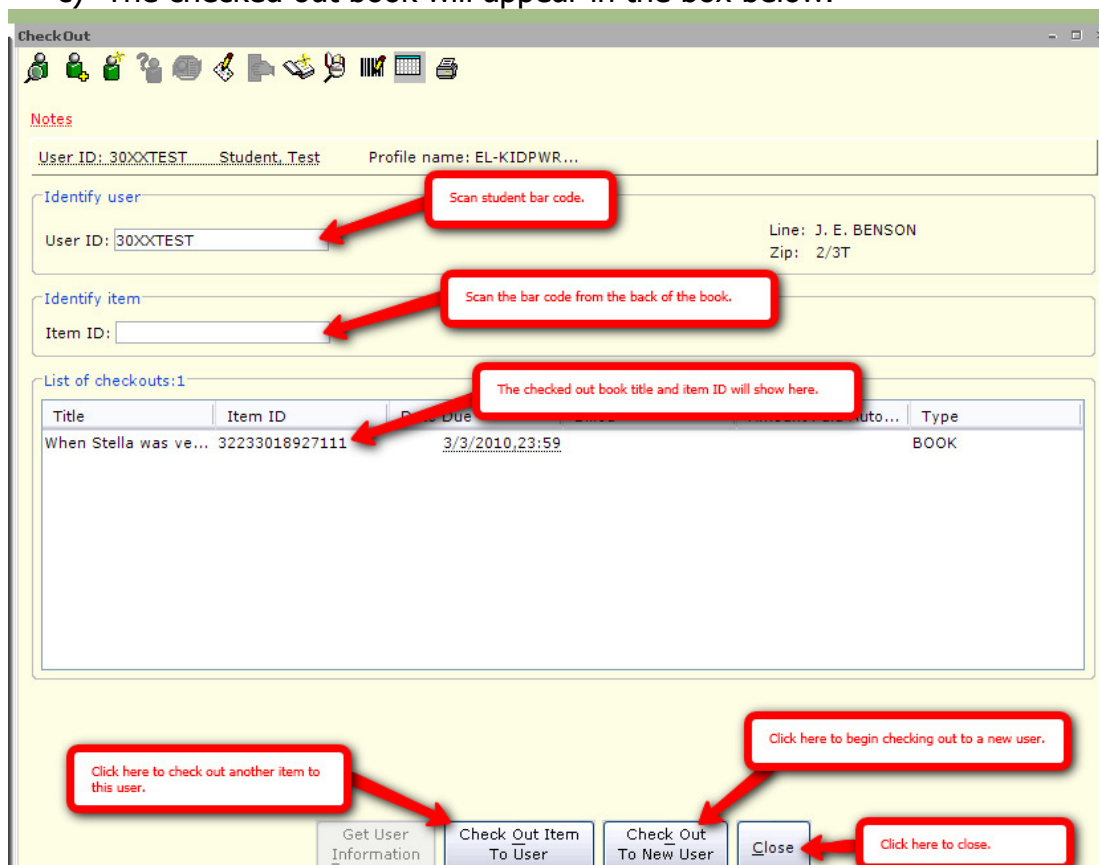
Step 1:

Click the CheckOut icon or press F5



Step 2:

- Scan the student bar code into the User ID box.
- Scan the bar code from the back of the book.
- The checked out book will appear in the box below.



Options at the bottom of the screen include checking out additional materials to the same user, checking out materials to a new user or closing the checkout wizard.