

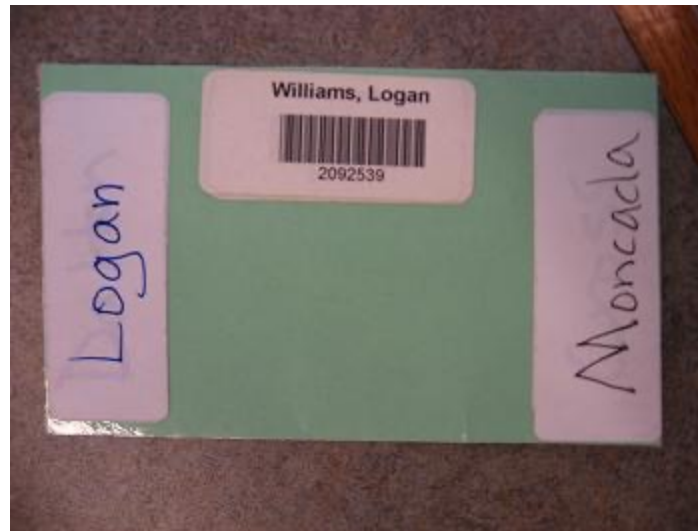
Checking Out

When you get to the computer to check out your books, the screen should look like this:

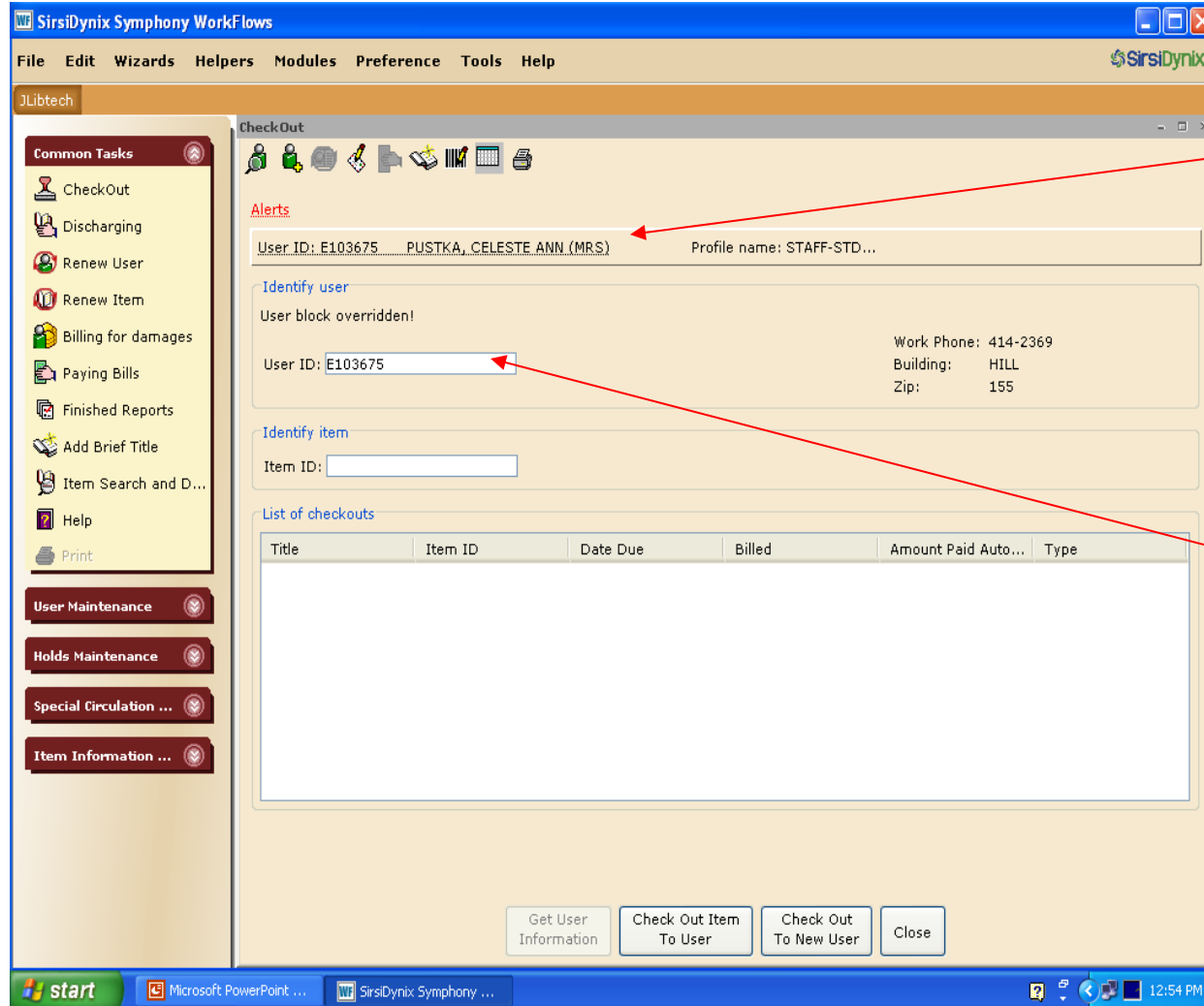
The screenshot displays the 'CheckOut' window in the SirsiDynix Symphony WorkFlows application. The window title is 'SirsiDynix Symphony WorkFlows' and the menu bar includes 'File', 'Edit', 'Wizards', 'Helpers', 'Modules', 'Preference', 'Tools', and 'Help'. The main area is titled 'CheckOut' and contains a 'User information' section with 'Identify user' and 'User ID:' fields, an 'Identify item' section with 'Item ID:' field, and a 'List of checkouts' table with columns: Title, Item ID, Date Due, Billed, Amount Paid Automatically, and Type. The table is currently empty. At the bottom, there are buttons for 'Get User Information', 'Check Out Item To User', 'Check Out To New User', and 'Close'. A sidebar on the left shows 'Common Tasks' with 'CheckOut', 'Discharging', and 'Item Search and D...'. The Windows taskbar at the bottom shows the start button, several application icons, and the system tray with the time 4:47 PM.

Step #1

Scan your library card to tell the computer who you are!



This is how the screen should look!



Your name should show up here!

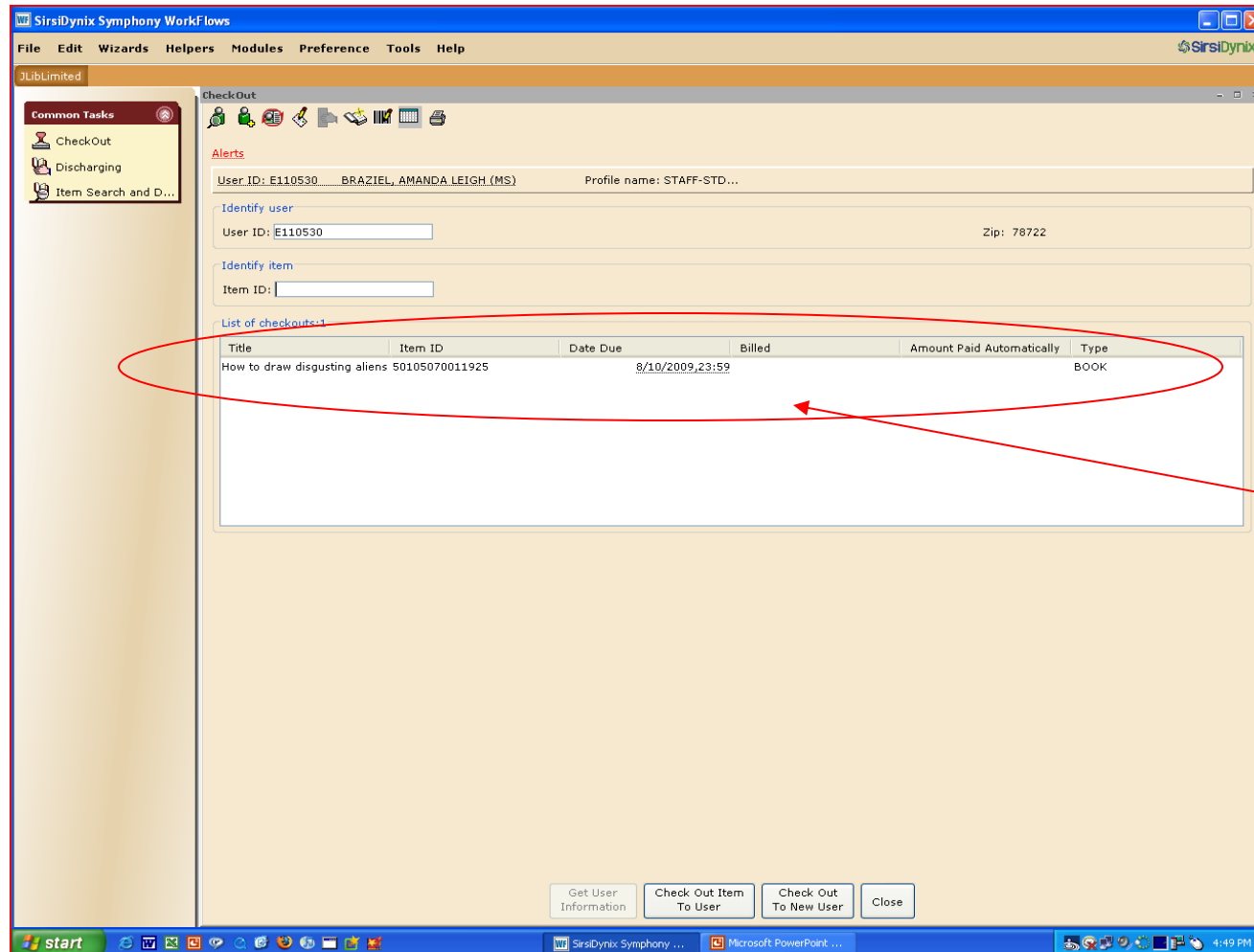
Your ID number should show up here!

Step #2

Scan the Hill barcode on each item to let the computer know what you are taking!



This is how the screen should look!

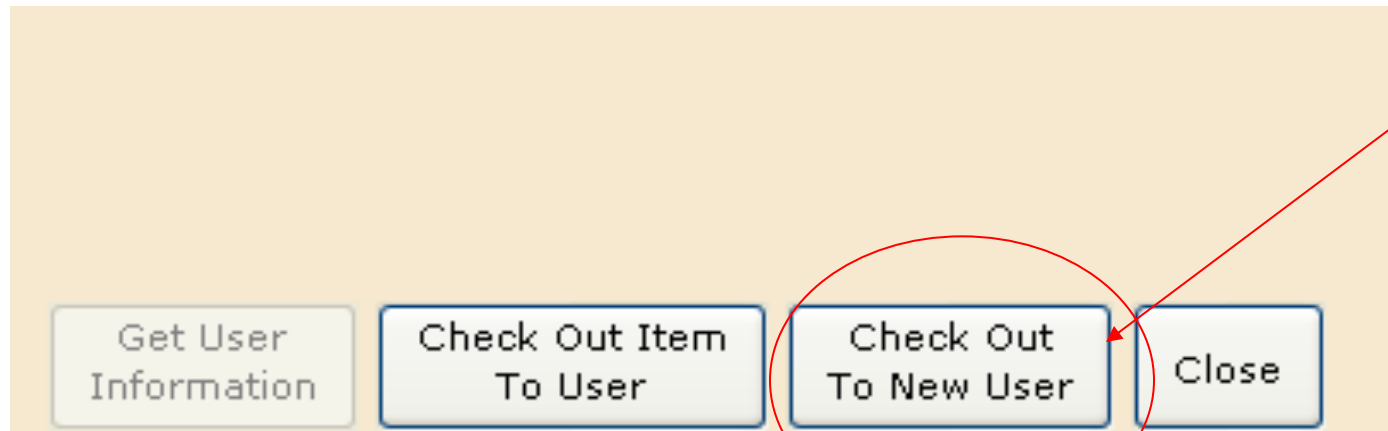


Be sure the title of each book shows up here

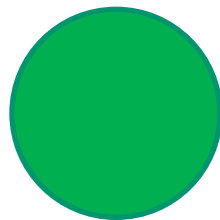
Step #3

Click on "Check Out to New User"

This is
the one!



Or you
can
press the



This is how the screen should look!

