

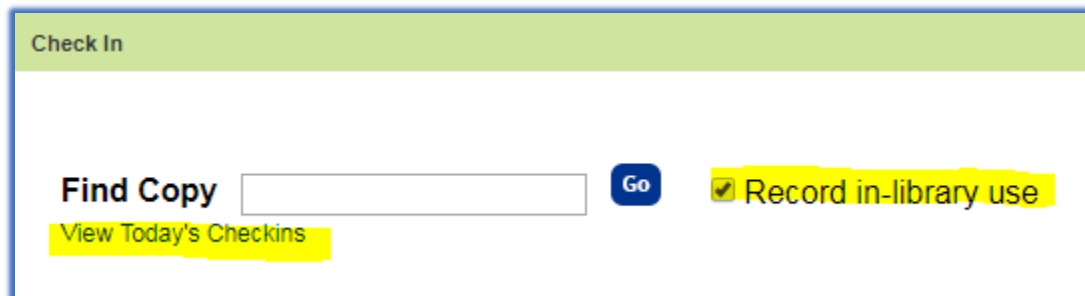
# Check In

Go the Circulation Tab



From the Options Menu select Check In

Click in the Find Copy field, scan the barcode of the material



Note: if you want to collect circulation statistics for copies that were not checked out but used while in the library make sure the **Record in-library use** is check on.

To view report or materials return on current date click on the **“View Today's Checkins”**