




## Distribute to a Student

1. Click on  **Students**, located on the Navigation Bar.
2. [Search](#) for the desired student.
3. Click on  **Distribute** located on the student's row. This opens the respective **Distributions** page.
4. In the **Source** area, [search](#) for the ISBN to be distributed.
5. Click on the **title**. The row highlights to orange and the right side of the screen displays the selected title and copies available to distribute.
6. Enter the accession number in the **Accession Number** field, located in the middle of the screen.
7. Click on  **Transfer**. A confirmation message displays, "Transaction completed!" and the **Books Assigned** section displays the **distribution** to the student.
8. To leave the **Distributions** page, use the Navigation Bar.