



Staff Tutorials

Check-In

To check items into the library and into Evergreen begin by accessing the “Circulation” menu and selecting “Check-

1: mgr1-ma-demo-globaladmin@PIED-AUB-isl.demo.gapines.org

File Edit Search Circulation Cataloging Admin Help

1 Item Check In

Check In / Process Item

Check In

Enter Barcode: Effective Date: Actions for Selected Items

Alert Message	Barcode	Call Number	Checkin Date	Location	Route To	Status	Title	

Trim List (20 rows)
 Strict Barcode
 Don't Alert on Pre-Cat
 Auto-Print for Hold/Transit Slips

Using your mouse, place the cursor in the light green “Enter Barcode” box and begin entering barcodes using your barcode scanner.

Items will begin to appear below as they are checked in.

1: mgrl-ma-demo-globaladmin@PIED-AUB-isl.demo.gapines.org

File Edit Search Circulation Cataloging Admin (L) Help

1 Item Check In

Check In / Process Item

Check In

Enter Barcode: Effective Date: Actions for Selected Items

123456 is in transit.

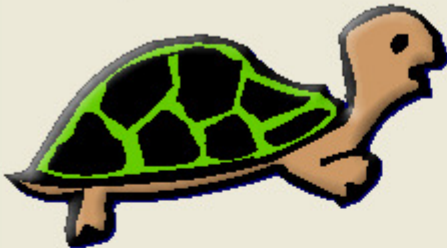
Alert Message	Author	Barcode	Call Number	Checkin Date	Location	Route To	Status	Title
	Rabbit, Peter	123456	12345		Stacks	STRL-RHILL	In transit	Went on a great adventure :
	Jim Jones	123456789	Not Cataloged		Stacks	MGRl-RC	In transit	NASCAR

Trim List (20 rows)
 Strict Barcode
 Don't Alert on Pre-Cat
 Auto-Print for Hold/Transit Slips

If there is a hold requested for the item when it is checked in, the "Transit Slip" message will appear and a holds receipt will be automatically printed for this hold.

If patrons have selected in the OPAC to be notified by email when a hold is available, Evergreen Indiana will automatically dispatch an email to the patron letting them know their hold is available for pickup.

Transit Slip



Destination: STRL-RHILL.

Bryan County Library, Richmond Hill
We do not have a holds address for this library.

Barcode: 123456
Title: Went on a great adventure :
Author: Rabbit, Peter

Hold for patron Smith, Jeremiah
Barcode: 123456
Notify by email:

Request Date: 2008-06-10
Slip Date: 2008-08-28

Options