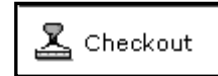


1. **Click** on Common Tasks or Checkout, Checkin...Wizard group.



2. **Click** on the Checkout Wizard.

3. **Locate** the user by scanning the user ID or using the User Search helper.



Use override code, if necessary, due to patron Blocked or Delinquent status.

4. **Scan or type** in Item barcode number or use the Lookup Item Button.

The checked out items will display on the List of Checkouts section.

5. Continue checking out items as appropriate.