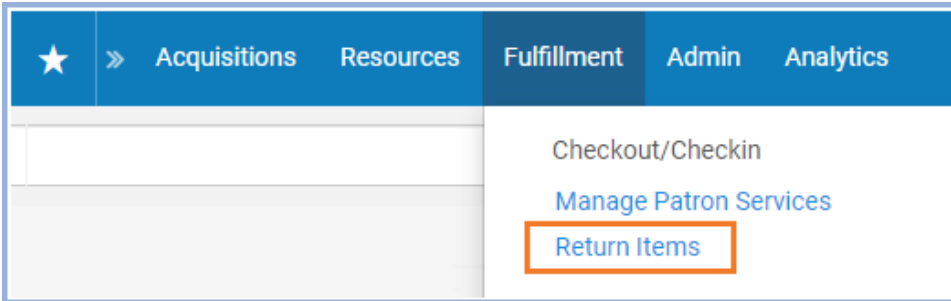# Return Items

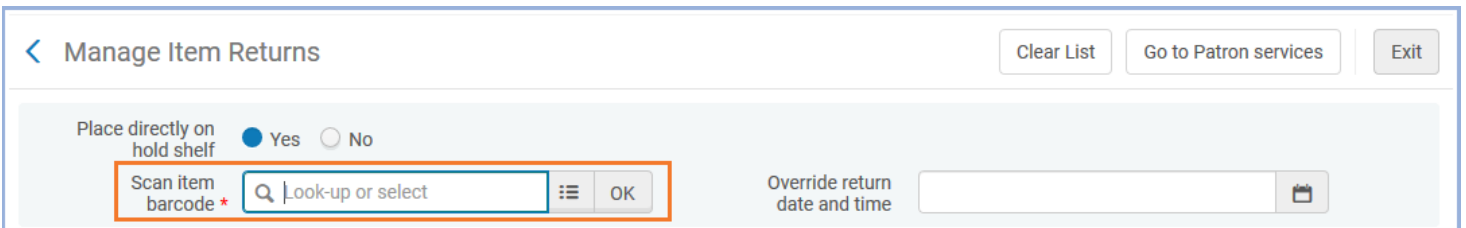*Documentation by Kristen Zidon, University of Illinois – Urbana-Champaign*

Alma video: Working at the Circulation Desk
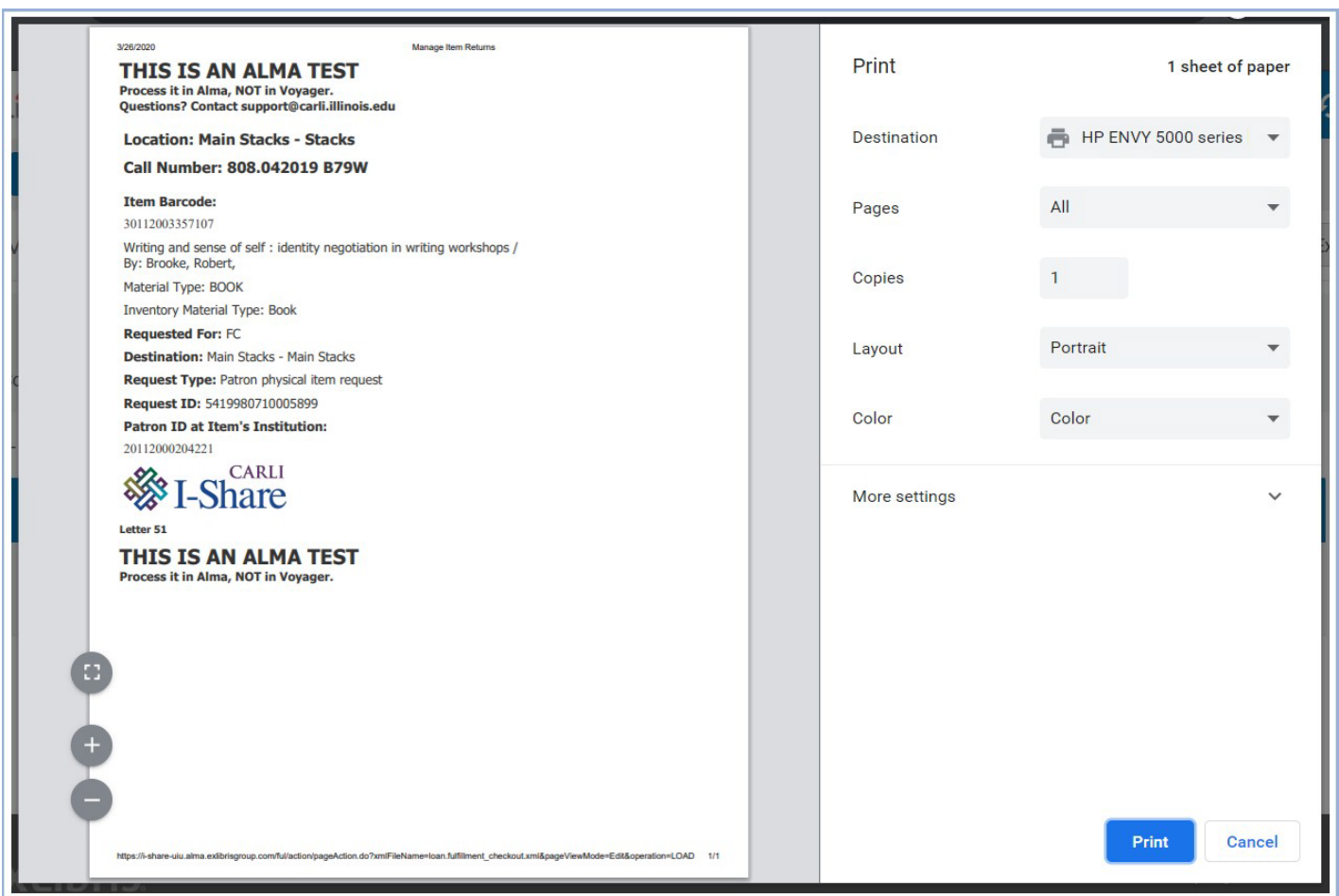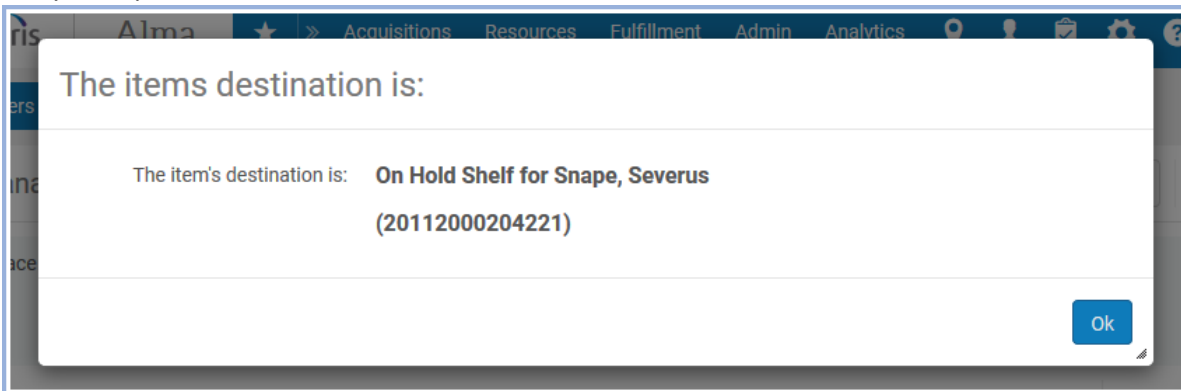
1. Go to "Fulfillment" and select "Return Items".

2. Scan each returned item in the "Scan item barcode" field.

3. If the returned item fulfills a hold, Alma will show a pop-up indicating this. It should also print a hold slip, or prompt you to print one.

4. For each returned item, Alma will automatically credit the return to the correct corresponding patron record.

5. Alma will also provide details about the "Next Step" for each item.

6. When you're finished checking in items, click the "Exit" button in the upper right corner.