1. Click the CheckOut wizard.

2. In the User ID box, either scan or type in the user ID. If you entered the user ID manually, either press Enter key on your keyboard, or click Get User Information to display the user record.

3. In the Item Barcode box, scan the barcode. If the barcode does not go through automatically because it is a PALCI barcode that has less than 14 digits, then press the Enter key on your keyboard, or click Check Out Item To User. On the list of checkouts, the number of items checked out displays. Under the list of Checkouts, the item’s title and barcode, date due, and item type appear. (The Billed column is a feature used by libraries that charge a fee for checking out materials.)

4. Repeat the previous steps until all items are checked out.

After you have checked out items to the patron, select one of the following options:

- **Check Out to New User** – to checkout items to a new user.
- **Close** – to exit the wizard.
**Note:** As in the C Client, you have helpers available at the top left corner.

From left to right: User Search, Display User, Register New User, and Special Due Date.