Discharging Wizard

1. Click the **Discharge/Checkin** wizard.
2. In the **Item Barcode** box, scan the item's barcode. Notice that the item displays in the List of Discharges.
3. 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 **Discharge Item** to discharge the item you scanned.
4. Repeat until all items are discharged.

After discharging items, select one of the following options:

- **Clear Discharge List** – to clear the discharge list.
- **Close** – to exit the wizard.