Directions for returning loans to other Lenders through ILLiad

* First make sure you are in the borrowing section
* Click on the “Check Out/In” pull down
* Click on the “Check Items In from Customer” option
* Search for the item you wish to check back in using the “transaction number” (TN)
* In the “Select Only ‘Checked Out by Customer’ status” make sure “No” is selected.

* Once item shows in the “check in from customer” field, click on the “Check Item In” button
* Click the refresh button
* Click the “Returns” pull down
* Click “Print Returns”
  
  You do not need to actually print the labels out, simply close out of the document
Rebecca Luo
Borrowing Coordinator
ILS-Alex