Booking an Item

*Note:* You cannot book a deleted item.

1. On the **Mode** menu, click **Booking** (or press F9).

2. In the Barcode box, type the patron barcode, and then press ENTER (or scan the barcode). This displays the patron’s record in the Patron pane.

3. Again in the Barcode box, type the item barcode, and then press ENTER (or scan the barcode). This displays the Booking dialog box.

4. Select the date and, if applicable, the time to book the item. To do so:
   - To **book an item for one day**, click the day you want the item, and then click **Add**. This displays the Booking Range dialog box with the date selected. Click **OK** to return to the Booking dialog box; you will now see a marker on the selected day. When finished, click **OK**.
To book an item for more than one day, click the first day you want the item, hold down the left mouse button and drag the mouse to the last day you want the item. Then click Add. This places a marker within the selected range of days. When finished, click OK.

To manually book an item:

A. In the Booking dialog box, click Add. This displays the Booking Range dialog box.

B. Click in the From box. This displays a calendar with today’s date highlighted.

C. In the calendar, click the first date in the range you want to book. It defaults to the current day; however, you may choose another day in the future. In the Time box, select the start time (if applicable; otherwise leave it at default). When finished, click OK. This returns you to the Booking Range dialog box.
D. Click in the **To** box, then repeat step C to enter the date and time you want to return the booked item. When finished, click **OK** in the calendar, then **OK** in the Booking Range box.

5. The selected time frame now displays in the Booking dialog box. When finished booking the item, click **OK**.

The booking transaction should now appear in the Transactions pane.