

Checking Out in CARL-X and CARL Connect

CARL-X

1. Start in CARL-X by going into the Circulation module and the Charge function (F2)
2. Scan the patron's barcode into the field that says, "Patron Barcode," next to "Enter: Patron ID".
 - a. If you don't have the patron barcode, you can search for it by using the "Patron Browse" field or clicking on the binoculars to search by birthdate and name.

The screenshot shows the Staff Workstation - [Charge] window. The "Enter:" dropdown menu is set to "Patron Barcode" and is highlighted with a red box. Below the menu is a table with columns: Barcode, Due Date, Information, Call Number, Title, Branch, Location, and Media. The table is currently empty. Below the table, there are statistics for "Charged: 0", "Denied: 0", and "Quick Returned: 0". There are buttons for "Quick Return", "Print Receipt", and "Next Patron". The "Patron Info" section contains fields for Name, Address, ID, Phone, City, State, Status, Exp Date, Zip Code, Type, Email, and Email Status. The status is "Good" and the exp date is "12/05/2021". The email is "mkomp@owlsweb.org". The "Next Patron" button is highlighted with a red box.

3. Once the patron information has been pulled up, you should see it in the bottom half of the window.
4. Once you see the patron info, you can start scanning the item barcodes into the "Item Barcode" field, next to the "Enter: Item ID" field.

The screenshot shows the Staff Workstation - [Charge] window. The "Enter:" dropdown menu is set to "Item ID" and is highlighted with a red box. Below the menu is a table with columns: Barcode, Due Date, Information, Call Number, Title, Branch, Location, and Media. The table is currently empty. Below the table, there are statistics for "Charged: 0", "Denied: 0", and "Quick Returned: 0". There are buttons for "Quick Return", "Print Receipt", and "Next Patron". The "Patron Info" section contains fields for Name, Address, ID, Phone, City, State, Status, Exp Date, Zip Code, Type, Email, and Email Status. The status is "Good" and the exp date is "12/05/2021". The email is "mkomp@owlsweb.org". The "Next Patron" button is highlighted with a red box.

5. Once all items have been scanned, click on Next Patron.

Checking Out in CARL-X and CARL Connect

Connect

1. Start in CARL Connect and click on “library services” in the top right corner.
2. Then click on “check out” in the top left corner.
3. Scan in the patron’s barcode in the first field “SCAN OR ENTER A USER ID”, OR, do a patron search in the second field “KEYWORD SEARCH” and click ‘Enter’ or the ‘Search’ button.
4. If you need to search by birthdate or other field, use the “advanced search” option beneath the user id field.
 - a. If using the Keyword Search or Advanced Search option, you will get a list of results to choose from. Click on the patron you want and it will bring up their information.

OWLSnetLibraries - TEST Environment

user services | library services | ...

check out | check in | manage

SCAN OR ENTER A USER ID

user id

KEYWORD SEARCH

search terms

search

advanced search

No branch filtering applied

5. Once the patron information is up, you can start scanning items into the “SCAN OR ENTER AN ITEM ID” field.
6. Once all items have been scanned, click on “finish/receipt.”

OWLSnetLibraries - TEST Environment

back to results | check out | check in | MyAccount | lists

MOLLY OWLS - user id: 21389005772324 - status: Good

SCAN OR ENTER AN ITEM ID

12345678912

enter

finish/receipt

override due date

checkouts: 1
denied: 0

your branch summary

checkouts	overdue	lost	claimed	on hold	finest and fees
0	0	0	0	0	\$0.00

system account summary

checkouts	overdue	lost	claimed	on hold	finest and fees
0	0	0	0	0	\$0.00

Title	Barcode	Information	Due Date	Branch	Location	Media
Thyroid for dummies /	31110005626700	Success	10/18/2021	Appleton Public Library	Nonfiction	Book - Adult

BRANCH