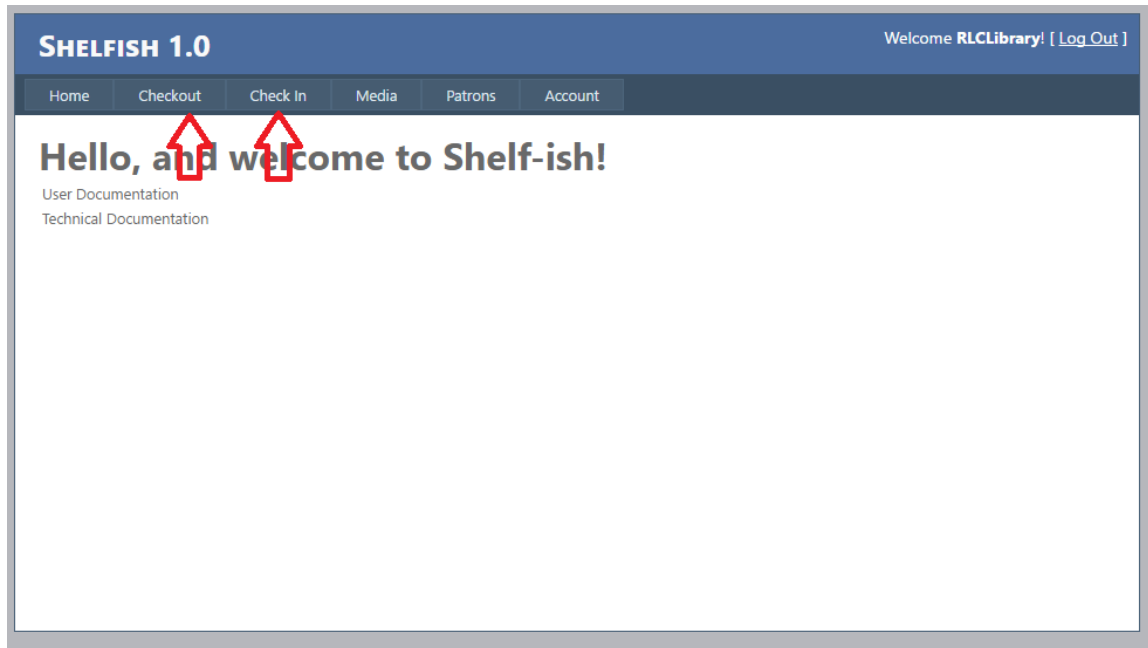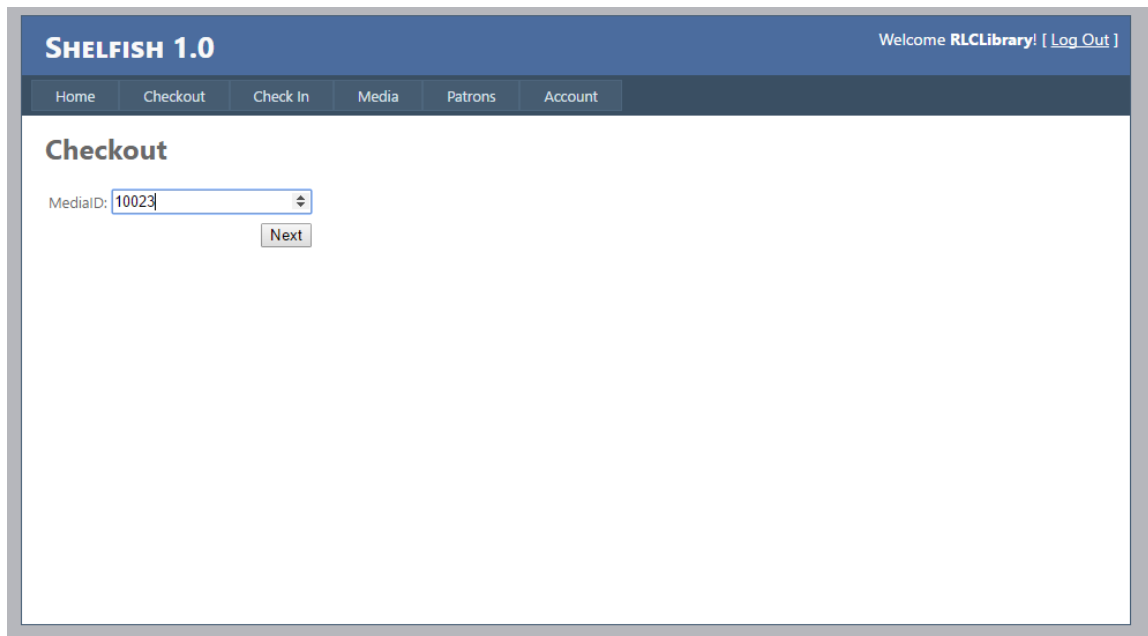# Checkout and Checkin

The procedure for checking out and checking in media is almost identical, so follow along and you will learn to do both.

1. From the home page, click either the Checkout or CheckIn button.

2. Scan or type the MediaID into the textbox, then click Next.

3. Scan or type the patron's card number into the textbox that appears, then click Finish.

4. If you were checking an item out, a report will display the details of the item, allowing you to print a receipt. If you were checking an item in, text will appear to show how much the patron owes in late fees, if any.