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**Hello!**

**This is your guide to using CURESORT! Please follow the below steps to the best of your ability before reaching out to any other staff members for help with the CURESORT software.**

1. Grab an item that needs to be sorted.
2. Locate the barcode on the item. *Note: Some items may have multiple barcodes. This may mean that you will have to scan different barcodes before the correct item appears.*
3. Scan the item and wait for the search to occur. Sometimes this may take a little bit, but please be patient it should pop up eventually.
4. If the items appears then place it in the corresponding bin that matches the bin number and move on to the next item. If not continue with this guide below.
5. If the item does not appear it may still be in the system but you may need to do a little bit more refined searching. Please try the following:
6. Clear the search are and scan the item one more time
7. Clear the search area and search for the name of the item by hand. This may also take multiple attempts. For example: “Hello Kitty Bandaids” may not return the expected result, but “Hello Kitty” or “Kitty” will. Try searching different words before referring to the search manual and make sure that letters are capitalized correctly.
8. Locate and use a printed search manual that lists all items and their respective bin numbers.
9. If after trying all of the above still fails to result in a found bin number and item name please contact your volunteer leader for further instruction.

**Thank you for volunteering for Project CURE and using CURESORT!**