![AccuCampus logo]

# Media Items

This area allows you to see **Media Checkout History** that you lend out to your students.



- **Create Media** - This allows you to create a new **Media**.
- **Media Types** - This allows to specify the Media Types.
- **Checkout History** - This allows to see the Media Lending History.

**Search Filter (Magnifying Glass)**

This filters the current view of the **Media** on this screen to only show the **Media** that match the typed search criteria.

- **Search** - Type in a text to be searched in the **Search in** location selected.
- **Search in:** - Select a **location** to search.
- **Refine your Search:** - This is a more detailed search, please type-in some text to search in the desired field, choices are (code, title, type, location, Staff, checkout date, due backdate), you can also select from the Status and Active lists to filter even further the results.
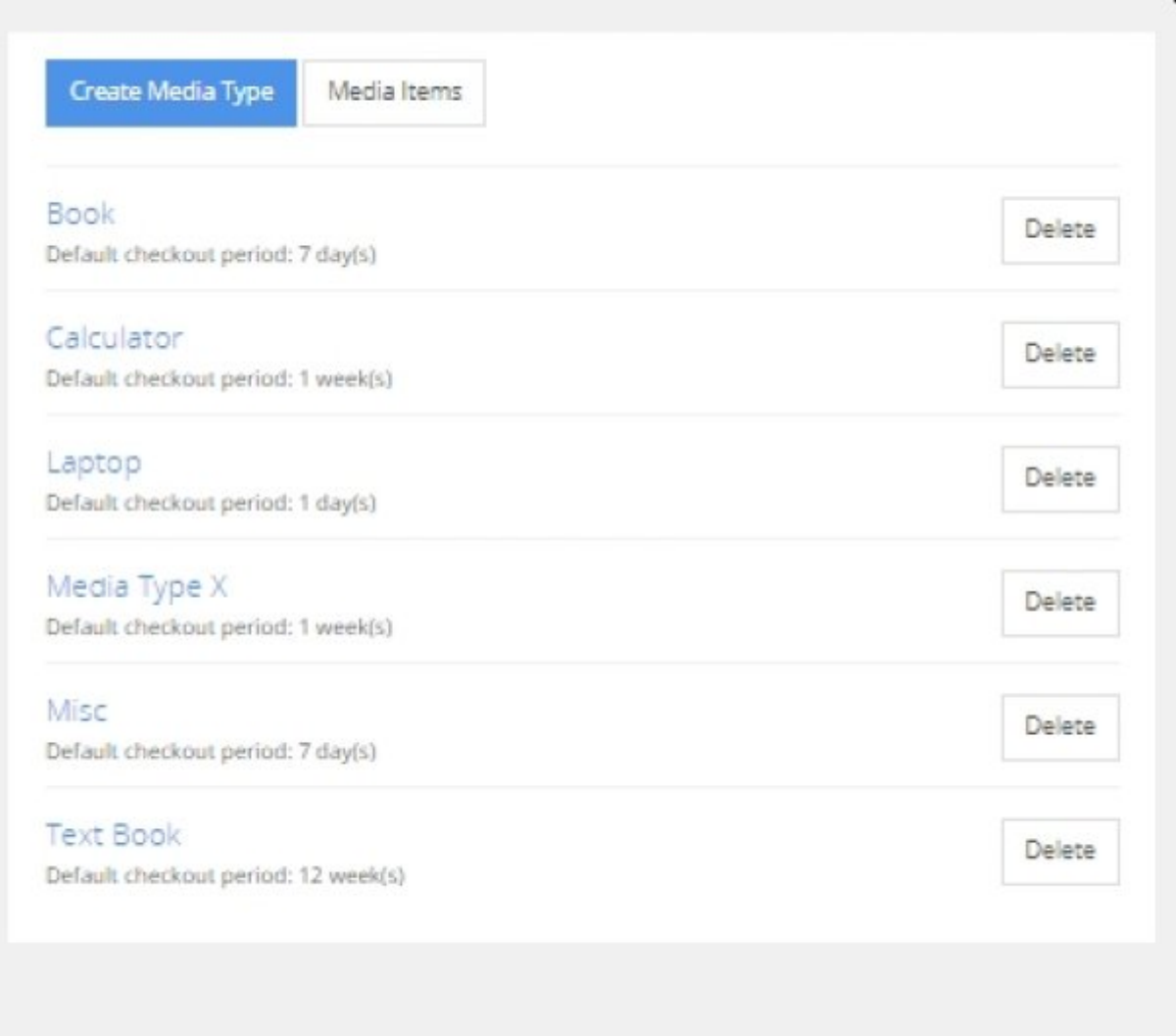
**Media List Options**

You'll notice on the right-hand side of every **Media** in this list you have a few options and this is their function and purpose:

- **Check-in/out** - This option allows you to **check-in** OR **check-out** this **Media** to an Attendee: Please select **Location** from the list and the **Attendee** receiving the Media. After you have **checked-out** a **Media** then **check-in** will show, click on **check-in** to receive the **Media** back from an **Attendee**.
- **Delete** - Click here to **delete** this **Media** entry. A confirmation message will prompt you to confirm the deletion so that these are less likely to be deleted by accident.

**Media Types List**

All media items have a type assigned to them. This allows you to categorize and organize your items within the system across locations. Before creating media items, you'll need to create media types.

In the **Media Items** click on the **Media Types** Tab. YOu will be shown a list of **Media Types**, for each row you have options:
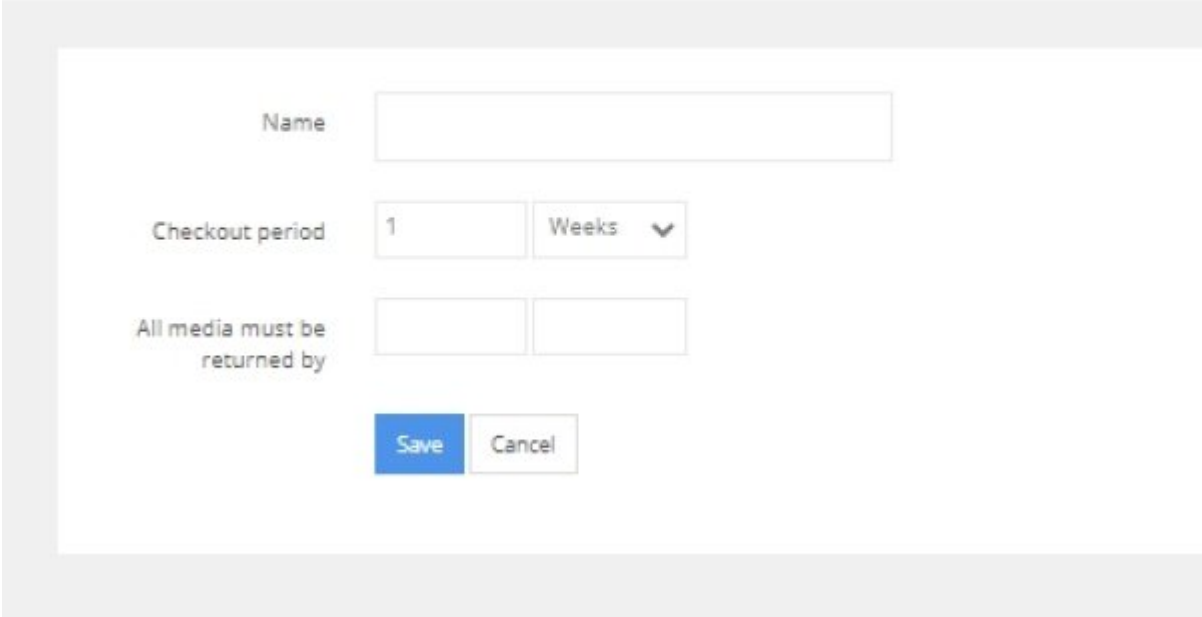


- **Delete**- Use this option to delete a **Media Type**, a confirmation message will appear, confirm to delete.

To add a new **Media Type** click "Create Media Type", see details in the next chapter.

**New Media Type**

To add a
new **Media
Type** click
"Create
Media
Type":



- **Name**- Use this option to set a name for the **Media Type** such as Book, Calculator.

- **Check-out period** - This is a general time limit and can be modified within individual media items as they are created. You can choose from hours, days, or weeks.

- **All media must be returned by**- This is a general date-limit to return the items and can be modified within individual media items as they are created.

- **SAVE BUTTON**- Use this button to save all data.

- **CANCEL BUTTON**- Use this button to cancel this operation and go back without saving.

**Media Checkout History**

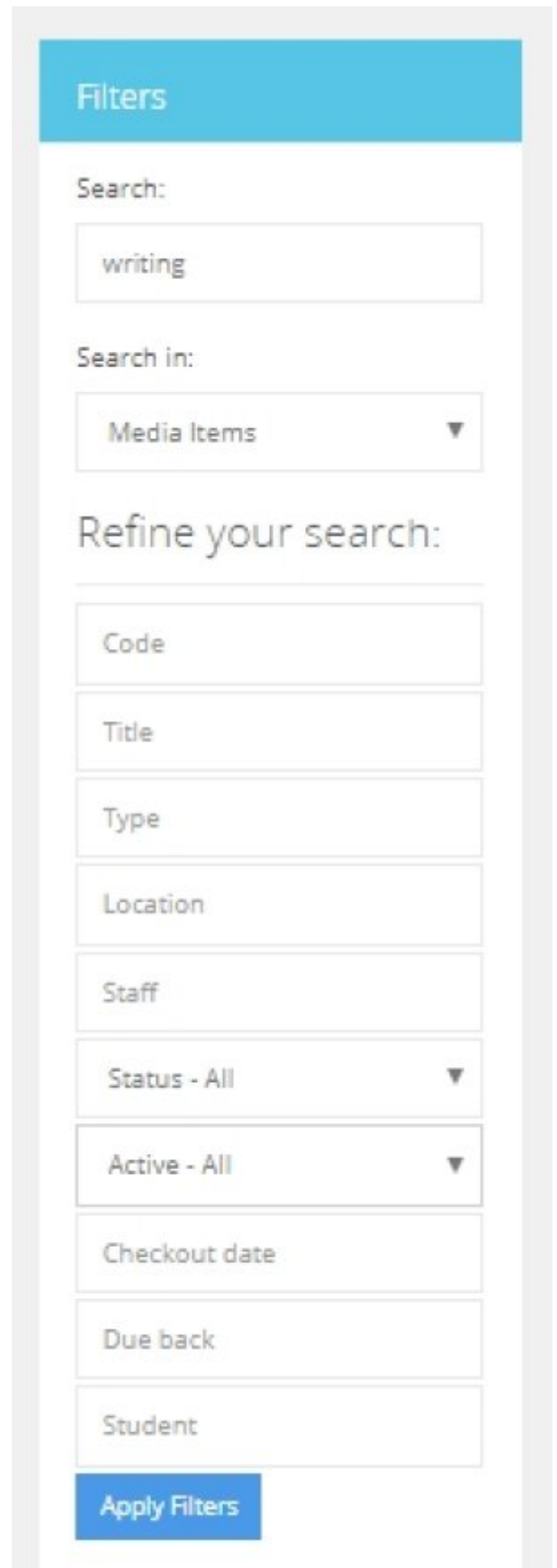This area allows you to see **Media Checkout History** that you lend out to your students.

## Media Checkout History



**Media Checkout History Buttons**

- **Media Items** - This allows you to create a new **Media**.

- **Media Types** - This allows you to add/edit/delete Media Types.

**Search Filter (Magnifying Glass)** This filters the current view of the **Media** on this screen to only show the **Media** that match the typed search criteria.

**Filters**

Search:

writing

Search in:

Media Items ▼

Refine your search:

Code

Title

Type

Location

Staff

Status - All ▼

Active - All ▼

Checkout date

Due back

Student

**Apply Filters**

- **Search** - Type-in a text to be searched in the **Search in** location selected.

- **Search in:** - Select a **location** to search.

- **Refine your Search:** - This is a more detailed search, type-in some text to search in the

desired field, choices are: (code, title, type, location, Staff, checkout date, due backdate), you can also select from the Status and Active lists to filter even further the results.

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