



**Note:** Your actual access is set by your college administrator, so some of these actions might not apply to you.

# Media Checkout History

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

## Media Checkout History

Media ItemsMedia Types

Microeconomic Analysis 3rd Edition

978-0393957358 | Book | Inactive | Default out: undefined | Checked out by: S. Donald Duck | an hour ago | due in 7 days

View

Check in

Delete

Fundamental Methods of Mathematical Economics

978-0070109100 | Book | Inactive | Default out: undefined | Checked out by: Donald Duck | an hour ago | due in 3 days | checked in 42 minutes ago

View

Delete

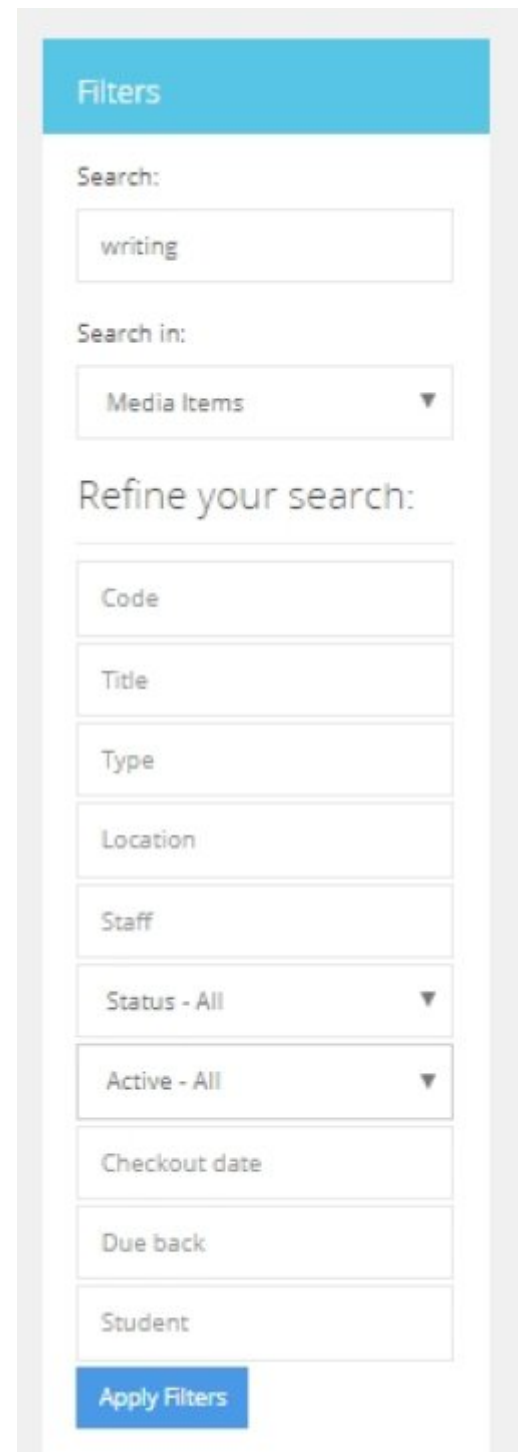
### Media Checkout History Buttons

- **Media Items** - This allows you to create a new **Media**.
- **Media Types** - This allows you to add/edit/delete Media Types.
- **Checkout History** - This allows you see all passed **Media** lending.

### 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, 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:

- **View** - Click here to **View** this **Media** entry with all relevant information such as Attendee and check-in/check-out information.
- **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**.

## Media Check-Out

### Media items filters (optional)

Location

### Media item information

Media item

Code

978-0393957358

Type

Book

Notes

Varian Hal

Active

Yes

Checkout period

1 week(s)

Staff

Unspecified

Shelf

North Center - 3rd Fl - 11A

### Attendee information

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.
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