Circulation

Circulation is the first menu option in the Wise interface. Within this section, you will find the check-in and check-out screens, self-service interface, daily counts, and authorizations.

• **Check in and check out**

  [No image available]

  Learn how to access and use the functions of the Check in and Check out screens in the Wise staff client.

  ◦ Check in and check out screen layout
  ◦ Session menu
  ◦ Customer menu
  ◦ Check out menu
  ◦ Check in menu
  ◦ Catalog menu
  ◦ Close menu

• **Self-service**

  [No image available]

  Learn how to enable library self-service via the Self-service menu available in the Circulation section of the Wise staff client.

• **Daily counts**

  [No image available]

  Learn how to use the Daily counts function available in the Circulation section of the Wise staff client.
Daily counts report
- Daily count codes

**Authorizations**

*No image available*

Learn how to create an overview of authorizations from the Circulation section of the Wise staff client.
- Authorizations overview

**Circulation workflows**

*No image available*

Find workflows for common actions performed in the Circulation section of the Wise staff client.
- Check out materials
- Check in materials
- Advanced check-out
- Advanced check-in
- Lost and damaged items
- View and pay fines
- Check in items using Outdoor book return mode
- Circulate items when the Wise client is offline
- Print receipts and invoices
- Renew items

**Library-at-home**

*No image available*

Learn how to use and configure library-at-home services in Wise.
- Configure library-at-home services
- Configure Library-at-home profiles
- Library-at-home delivery staff
- Library-at-home customers
- Manage library-at-home customers