**ALMA QUICK TIPS: Counting Items Used In-House**

1. From the Fulfillment menu, click **Scan In Items**

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1. Check the box marked **Register in-house use**

 

1. Scan the item barcode. It will appear in a list on the lower part of the page



1. After scanning all the items, click **Clear List** in the upper right corner.
2. To see the in-house use statistics on an item, search for the item by barcode or another field

 

1. Click on **Other details**. This will reveal the circulation statistics for the item
2. NOTE 1: If the item is checked out when it is scanned, it will be checked in and no in-house use will be recorded. It will show up as a loan in the statistics.
3. NOTE 2: If an item is scanned using **Return Items** and is **not** checked out, it will register as an in- house use.

Version 2.0, 2/22/2021