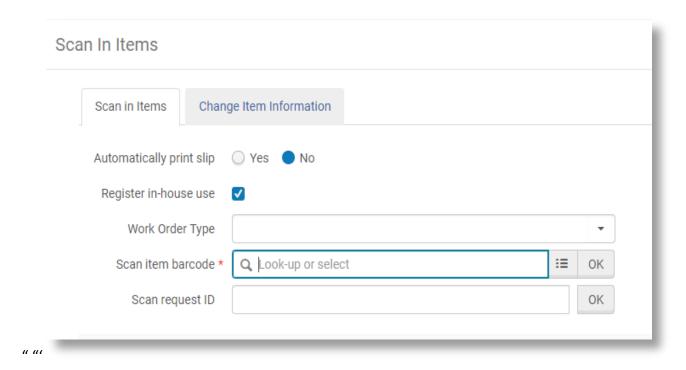
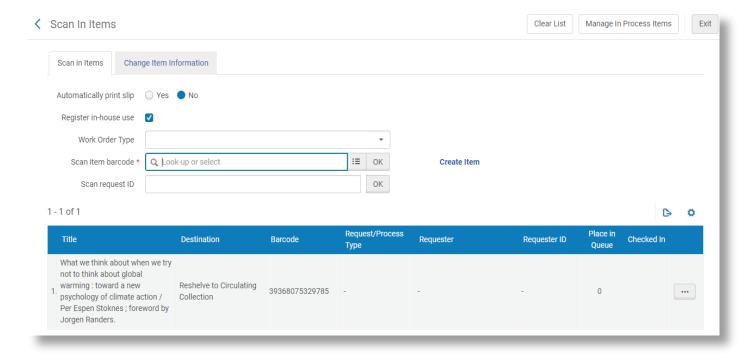
ALMA QUICK TIPS: Counting Items Used In-House

- 1. Fulfillment
 In the Fulfillment menu, click **Scan In Items**
- 2. Check the box marked Register in-house use

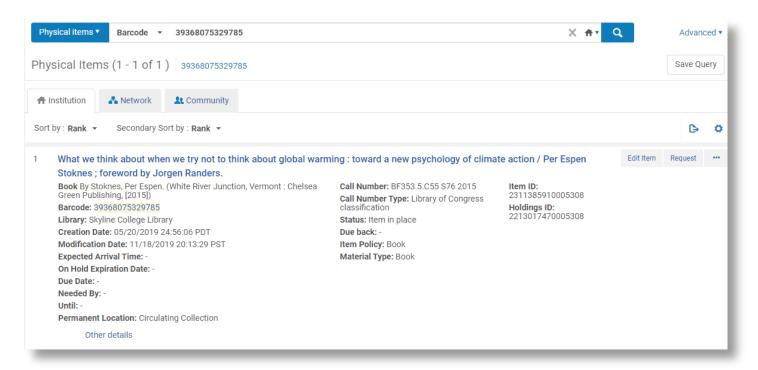


3. Scan the item barcode. It will appear in a list on the lower part of the page



4. After scanning all the items, click **Clear List** in the upper right corner. This records the usage

5. To see the in-house use statistics on an item, search for the item by barcode



6. Click on Other details. This will reveal the circulation statistics for the item

