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

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

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

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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. This records the usage
2. To see the in-house use statistics on an item, search for the item by barcode

 

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

 