Scanning in Retrieved Requests

Alma video: [Physical Item and Move Requests](#)

If you are processing items that have been returned, use the instructions for the Return Items. Do not use Scan In Items to process items that have been returned.

1. Once the requested items are retrieved from the shelf, they need to be processed.

2. Navigate to “Fulfillment” and select “Scan In Items”.

3. Check that the options on the “Scan In Items” screen are on the recommended settings:
   a. Select “Yes” for “Place directly on hold shelf”
   b. Select “Yes” for “Automatically print slip”
   c. Check the “Register in-house use” checkbox

4. Scan the item barcodes into the “Scan item barcode” field.
5. As items are scanned in, the items will be listed below the “Scan item barcode” box. Note that the “Destination” section is different for items that have been requested to be placed on hold at the user’s current location, items requested for hold at other on-campus libraries, and items requested for hold at I-Share libraries.

6. If the item needs to go to another library location, a printing dialogue box will appear and prompt the user to print a Transit Slip.

7. If the item is for the local hold shelf, Alma will automatically send a hold notification to the patron, and a print dialogue box will appear and prompt the user to print a Hold Shelf Slip.

8. If the item needs to be reshelved, this will be reflected in the “Destination” section, and the item status will change to “Item in Place.”