

Collect a Distributed Item

1. Click on  **Find A Book**, located on the Navigation Bar.
2. [Search](#) for the desired accession number. The search results appear on the lower half of the screen.
3. Locate the accession number in the search results.
4. Click on  **Collect** under the **Collect** column located on the accession's row.
5. A warning opens and asks, "Are you sure you want to return this book to storage?".
6. Click **OK** to collect the item. The item is updated within the search result grid to display its current status (CLTD) and other available actions that can be taken.
7. Click  **Refresh** to refresh the grid data and start another search.
8. To leave the **Find A Book** page, use the Navigation Bar.

NOTE:

After performing a collection through the **Find A Book** page, you have two options for printing a **distribution** receipt for the type of individual (student or teacher). They are:

1.
 1. Reports > Student Reports > Student Textbook Receipt > Filter for Student
OR
Reports > Teacher Reports > Teacher Textbook Receipt > Filter for Teacher
 2. Students > Search for Student > Student Details > Quick Reports > Student Textbook Receipt
OR
Teachers > Search for Teacher > Teacher Details > Quick Reports > Teacher Textbook Receipt