

**Getting to Know Alma: Returning Items**

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| 1. Log into Alma with the AlmaAdmin or the CircAdmin user (the user will need to have Fulfillment privileges) |  |
| 1. Go to ***Fulfillment > Return Items*** |  |
| 1. Enter in the barcode: *33356* 2. Click “OK” |  |
| 1. Enter in the barcodes below to return those items   **Will need to be re-shelved**  *33356, 13141, 74275, 92214*  **Will need to be routed to another library**  *1686499, 04882, 14748110, 150323373*  **Will need to be routed to the hold shelf**  *88482, 89295, 2351048702, 2031547846* |  |