

# How To Return An Item

1. Log into the ATR using your ID number
2. Tap the "Return" button on the top of the screen.



3. A list of items that can be returned will now be displayed. Select the item you'd like to return and tap the "Return" button on the right. The appropriate drawer/locker will now open for you to place the item.



## Items to note:

- You can only return items that have an item type of "durable".
- Normal users can only return items they have taken out. Administrators can return any items taken out, regardless of who issued them.
- If you accidentally issue a durable item and want to return it right away you should log out and log back in. Otherwise, the machine may not display an item to be returned because it hasn't uploaded the transaction to the database yet. Logging off forces the transaction to upload.