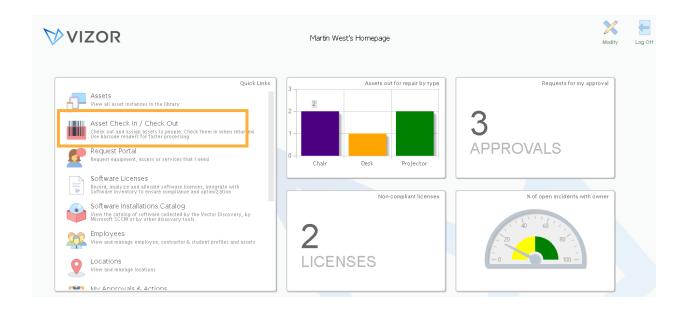
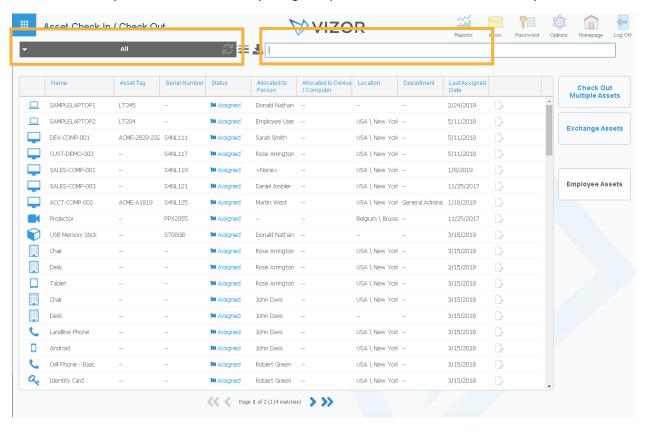
## Check In an Asset

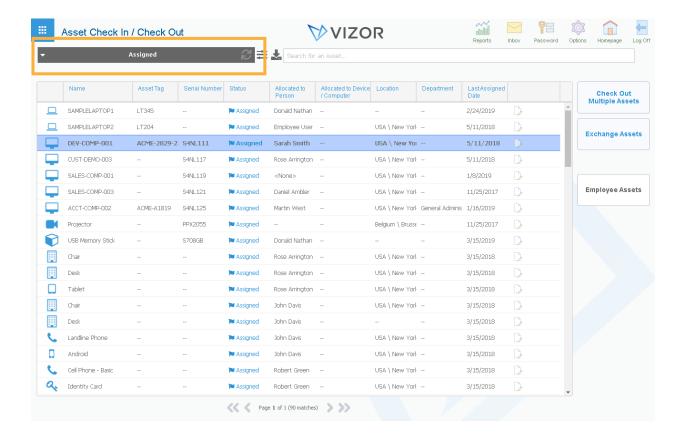
1. Click Asset Check-In/Check-Out



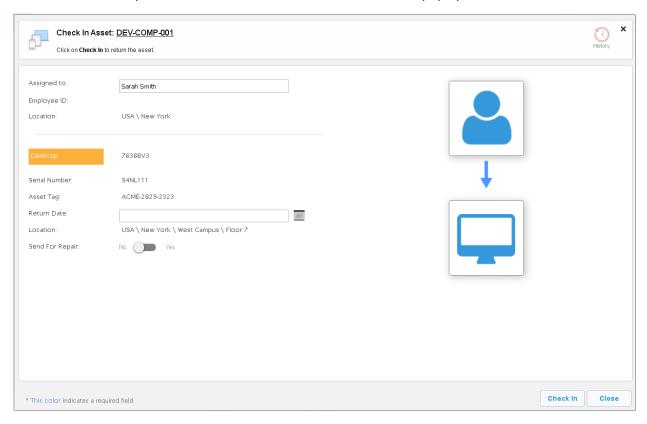
2. Find the asset you want to check-out by using the queries, search bar or automatically with a barcode



3. The search bar and barcode reader can bring you straight the asset you are looking for. However, when using the query, you'll need to select *Assigned* to reveal the assets that are checked out



4. Click on the asset you want to check back in. The check in box will pop up, as shown below



5. If the asset is coming in for a repair, set the toggle for Send to Repair to Yes. That will automatically send a helpdesk ticket for the repair.



6. Otherwise, just press Check In.