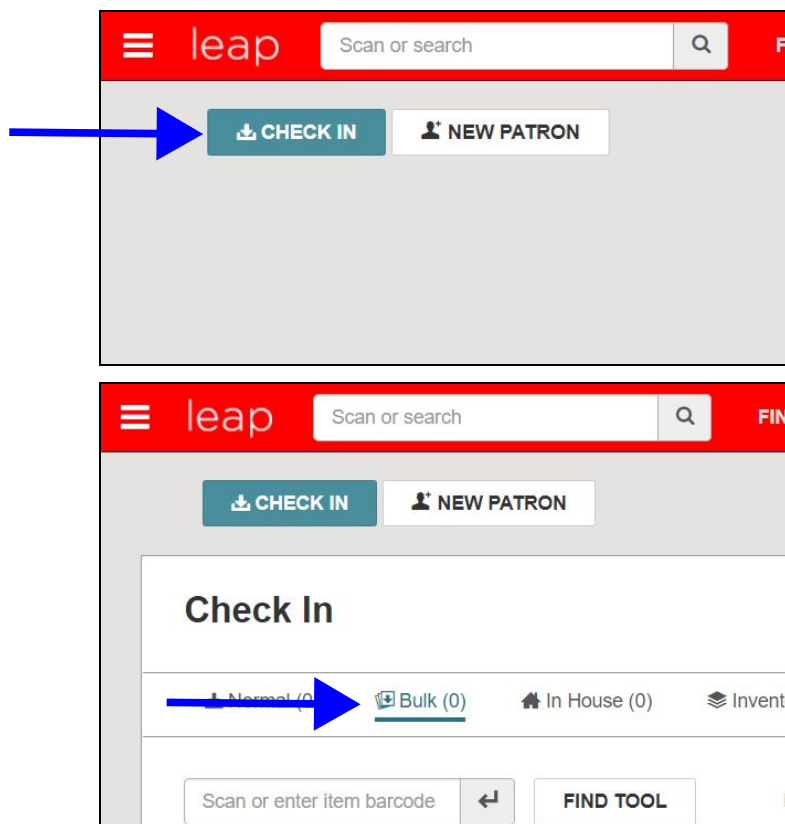


Checking In Items in Leap: Bulk Mode



There are multiple check in modes available in Leap. This document reviews the **Bulk Mode**. Bulk Mode is meant to be used when checking in large amounts of items such as, for example, from return bins. This mode assumes you are not working directly with a patron when checking in items.

To access, select the **Check In** button from the Leap home screen and select the **Bulk** tab.



If checking in items that need to be backdated to an earlier date or giving the patrons fine free days, either enter the amount of fine free days in the box below, select a date on the calendar, or key in a date in the formatted date box. (Fine free days will be applied in addition to your library's grace period.)

The screenshot shows the 'Check In' section of the Leap library system. At the top, there's a red header with the 'leap' logo and a search bar. Below this, there are buttons for 'CHECK IN' and 'NEW PATRON'. The 'Check In' section has tabs for 'Normal (0)', 'Bulk (0)', 'In House (0)', and 'Inventory (0)'. Below the tabs, there's a form with a 'Scan or enter item barcode' field, a 'FIND TOOL' button, a 'Free Days' field with '0', and a date field with '10/30/2017'. A blue arrow points to the date field, which has a calendar dropdown open showing the month of October 2017. The calendar shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates (1-28). Below the form, there's a table with columns: BARCODE, DUE DATE, STATUS, COMMENT, and TITLE.

Scan or key the item barcode into the box. If the item does not have a barcode, use the Find Tool to locate the item's record.

This screenshot shows the same 'Check In' interface as the previous one. A blue arrow points to the 'Scan or enter item barcode' input field. The 'Free Days' field still shows '0' and the date field still shows '10/30/2017'. The table below the form now includes an additional column, 'FINE CHARGED', next to 'COMMENT'.

A green pop-up message will appear if the check in was successful.

The screenshot shows the Leap library system interface. At the top, there is a red header with the Leap logo, a search bar, and a 'FIND' button. Below the header, there are two buttons: 'CHECK IN' and 'NEW PATRON'. A green pop-up message at the top right says 'Check-in successful' with a close button. A blue arrow points to this message. Below the pop-up, there is a 'Check In' section with tabs for 'Normal (0)', 'Bulk (1)', 'In House (0)', and 'Inventory (0)'. The 'Bulk (1)' tab is selected. Below the tabs, there is a search bar with the text 'Scan or enter item barcode', a 'FIND TOOL' button, and a 'Free Days' field with the value '0' and a date field with the value '10/30/2017'. Below these fields, there is a table with the following columns: 'BARCODE', 'DUE DATE', 'STATUS', 'COMMENT', 'FINE CHARGED', and 'TITLE'. The table contains one row with the following data: '33090003128479', '11/6/2017', 'Checked Out -> Available', '\$0.00', and 'It's the Great Pumpkin, Charlie Brown'.

Unlike Normal Mode, Bulk Mode check in automatically applies overdues to the patron's record; staff will not receive a pop-up message for each overdue item. Pop-ups *will* appear if the item fills a local hold or if the item is to be placed in-transit to another library.

The screenshot shows the Leap library system interface with a 'Fill hold request' pop-up. The pop-up has a title 'Fill hold request' and contains the following text: 'Hocus pocus', 'Barcode: 33090003787308', 'satisfies a hold request for:', 'Patron, Test', 'Barcode: test654', 'Do you want to hold the item?', and '(Click Cancel to stop the check-in/check-out process.)'. At the bottom of the pop-up, there are three buttons: 'YES', 'NO', and 'CANCEL'. The background shows the 'Check In' section with the 'Bulk (1)' tab selected.

The screenshot shows the Leap library system interface with a 'Place item in-transit' pop-up. The pop-up has a title 'Place item in-transit' and contains the following text: 'Barcode: 31488003891777', 'Title: It's the Great Pumpkin, Charlie Brown', 'This item does not belong to this branch.', 'Do you want to put it In-Transit to Algonquin Area Main (ALK)?', and 'YES' and 'NO' buttons. The background shows the 'Check In' section with the 'Bulk (4)' tab selected.

The most recent item scanned will appear at the top of the list. The workform will also list the status change of each item and additional routing or hold information.

Check In

Normal (0) Bulk (5) House (0) Inventory (0)

Scan or enter item barcode **FIND TOOL** Free Days 0 10/30/2017

BARCODE	DUE DATE	STATUS	COMMENT	FINE CHARGED	TITLE
31488003891777	11/20/2017	Checked Out -> In-Transit to Home Library	To Algonquin Area Main (ALK)	\$0.00	It's the Great
33090003793116	11/20/2017	Checked Out -> Available		\$0.00	Halloweentov
33090005100831	11/20/2017	Checked Out -> Available		\$0.00	Tim Burton's
33090003787308	10/25/2017	Checked Out -> Awaiting Pickup	For Patron, Test	\$0.50	Hocus pocus
33090003128479	11/20/2017	Checked Out -> Available		\$0.00	It's the Great

Clicking on an item from the list will take you to the item's record. The check in workform will remain open in the background. To return to the check in workform, **Close** out of the item record, select the **Check In** button at the top of the page, or navigate to the check in workform by using the **Workform Tracker**.

Item Record

It's the Great Pumpkin, Charlie Brown

Barcode: 31488003891777

Call number: JUNIOR DVD PEANUTS

Collection: Youth Multimedia

Shelf location: Children's Audio-visual

Owning branch: Algonquin Area Main

Record status: Final

Bib control number: 15818

Parent item:

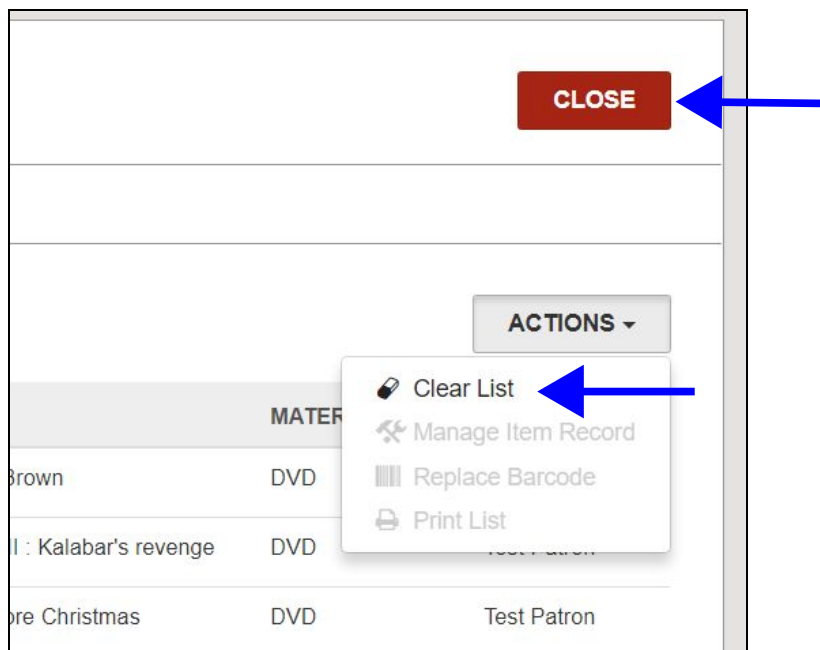
Assigned branch: Algonquin Area Main

Price: \$19.34

Circulation status: In-Transit to Home Library || 10/30/2017 2:34:05 PM

CLOSE

Once the items are all checked in, you can either select **Clear List** from the Actions menu or select **Close** to exit out of the Check In workflow.



When **Clear List** is selected, there may be a pop-up asking if you are sure you wish to clear the list. This pop-up gives staff one more opportunity to make sure items they checked in are going to the proper spot, whether it's to be reshelved, sorted into routing bins, or to the hold shelf. Select "Do not ask me again" if you want to deactivate this pop-up.

