Checking In in Leap: Normal Mode

Normal Mode is meant for use when working with a patron (for example, when at the Circulation Desk and a patron approaches you with items to return). Normal Mode allows staff to manage any overdue fines right in the check in workform.

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

If backdating or applying fine free days, you can 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.
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.

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

If there is an overdue fine associated with the item, an **Overdue Fine** dialog box will appear on screen. There are several options for managing the fine:
• **Continue** will check the item in, but bookmark the fine so you can manage it after checking in all of the patron’s items.

• **Waive** will check the item in and waive the fine from the patron’s record.

• **Charge Account** will check the item in and apply the fine to the patron’s account.

• **Cancel** will stop the transaction. The item will not be checked in.

If selecting **Continue**, the item will be checked in and a **Resolve Charges** button will appear on the Check In workform.

In addition to the Overdue Fine dialog box, you will see dialog boxes if the item fulfills a local hold or should be set in-transit to another library. As you check in, the **Status** column tracks each item’s new circulation status.
If there are still pending overdues to manage, Leap will not allow you to close the Check In workform. Instead, you must select **Resolve Charges**.

After selecting **Resolve Charges**, a new workform appears at the bottom of the page. This displays the name, barcode, new fines, and existing fines for each delinquent patron you just checked in for.
Selecting one of the patrons activates the Resolve Charges options.

- **Manage All Fines** opens the patron’s record so you can view all the charges on their account and see where they came from.
- **Charge New** allows you to add an additional fine or fee to the patron’s account.
- **Waive Now** allows you to waive the fines.
- **Pay Now** allows you to collect the money and remove the fines from the patron’s account directly from this workform, without needing to open the patron’s record. You can collect the full amount or a partial amount from the total fines on their card.

Resolving Charges from the Normal Check In workform is a convenient option if checking in overdue items from multiple patrons at once. For example, a parent can pay their family’s overdues on all of the items they just returned without needing to open each cardholder’s record.

Once the items are all checked in and any overdues managed, you can either select **Clear List** from the Actions menu in anticipation of the next set of returns or select **Close** to exit out of the Check In workform.
Check in Items from an Excel File

A new feature in Polaris is the ability to check in items by uploading a file of barcodes. This method is available in all check-in modes: Normal, Bulk, Inventory, or In-House. The barcode file must be in one of the following formats: .txt, .csv, .xls/.xlsx.

To check in from a barcode file, open the Actions drop-down menu and select Load from File.

Click Select File to locate the barcode file on your computer. Indicate which column in the spreadsheet contains the item barcodes using the "Worksheet/Column Containing Item Barcode" drop-down. Click Load From File when ready to upload.

As the items are checked in, staff will see either a message confirming the check in or a dialog box if further action is needed for each item (for example, if the item has a hold, is in-transit, has blocks, etc.). If the item record is not found, a "No matching item record was found. Check the item barcode." error message appears, and the item is skipped.