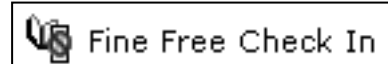


The Fine Free Check In wizard allows you to **turn off** fine charges when overdue items are returned to the library. You can use this wizard when checking in items you don't want to collect fines for, such as for a designated fine free day, or an unplanned calamity day.

When overdue items are discharged with this wizard, fines and suspensions will **NOT** be assessed for the user. The wizard performs all other discharge functions, such as transits, check for holds, and update item records that the existing check-in wizards do *except for fines and suspensions*.



1. **Click** on Checkout, Checkin, Renewals...Wizard.
2. **Click** the Fine Free Check In wizard.
3. In the Item ID box, **scan** the item's barcode. The item displays in the List of checkins.
4. Repeat the previous steps until all items are checked in.
 - a. After discharging the items, select one of the following:

