

Fine Free Check In Wizard

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*.

To use this wizard, perform the following steps:

1. **Click** on Checkout, Checkin, Renewals,...Wizard.
2. **Click** the Fine Free Check In wizard.



Fine Free Check In : Identify Item

User Information

Photo
Not On
File

User ID: 22612001225602

Name: Dimeling, BRITTANY **Status:** **BLOCKED**

Profile name: STUDENT3... **Amount owed:** \$1.00

Library: DLFN **Available holds:** 1

User categories: Y **Overdues:** 1

Homeroom: 4C-SMITH **Privilege expires:** 6/30/2015

Identify item

Item ID:

List of checkins

Title	Item ID	Route/Transit To	Message
Spectacular women in ...	32612010115669	AVAILABLE	
Lewis and Clark, weste...	32612010001208	AVAILABLE	
First daughters : letter...	32612010115511	AVAILABLE	

3. In the Item ID box, **scan** the item's barcode. Notice that the item displays in the List of check-ins and the user displays in the User Information.
4. Repeat the previous steps until all items are checked in. After discharging the items, select one of the following options:



Notes

- To sort items in the List of Discharges in ascending or descending order, click the column heading of the column you want to sort.
- If a Current record exists for the item, click the Current record button to access the last record displayed, modified, or added.
- Click the glossary links to display more detailed information.
- When a user's record is located, information from the user record displays under User Information. User Information only displays if the Configure Display of User Status Header attribute in the [Global Configuration](#) wizard is set to Display User Status Header in Circulation Wizards.

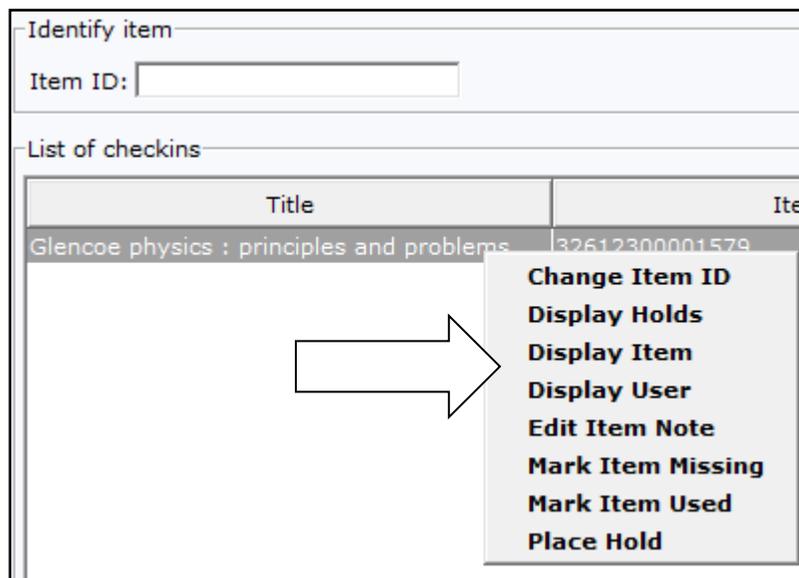


TIP: Right-click menus

Right-click menus are 'popup' or shortcut menus that contain commands and options that can be performed against a selected record or group of records. The right-click menus are available using a right mouse click in circulation lists (or tables), such as checkouts, bills, holds, and more.

Once in a right-click menu, click a circulation or print option to access that option.

NOTE: Not all options are available in all wizards. If a user does not have access to a wizard or wizard function, that option will not appear in the list. Additionally, not all options allow for multi-record selection.



Note: For more detailed information or specific questions, use **HELP** wizard.