Check In – F2

**Regular Check In**

1. Select **Circulation** > **Check In** or **Click** or press **F2**.

2. The Check In workform - Normal view appears.

3. Scan item barcode(s).

**Bulk Check In**

2. **Click** on the **button** in the red bar on the **right** of the Check In workform or

   Select **View > Bulk Mode**

3. Scan item barcode(s).

*Note:*

**Regular Check In** will force you to deal with fines when the item is checked in.

**Bulk Check In** will automatically charge the patron account without you having to deal with a dialog box.