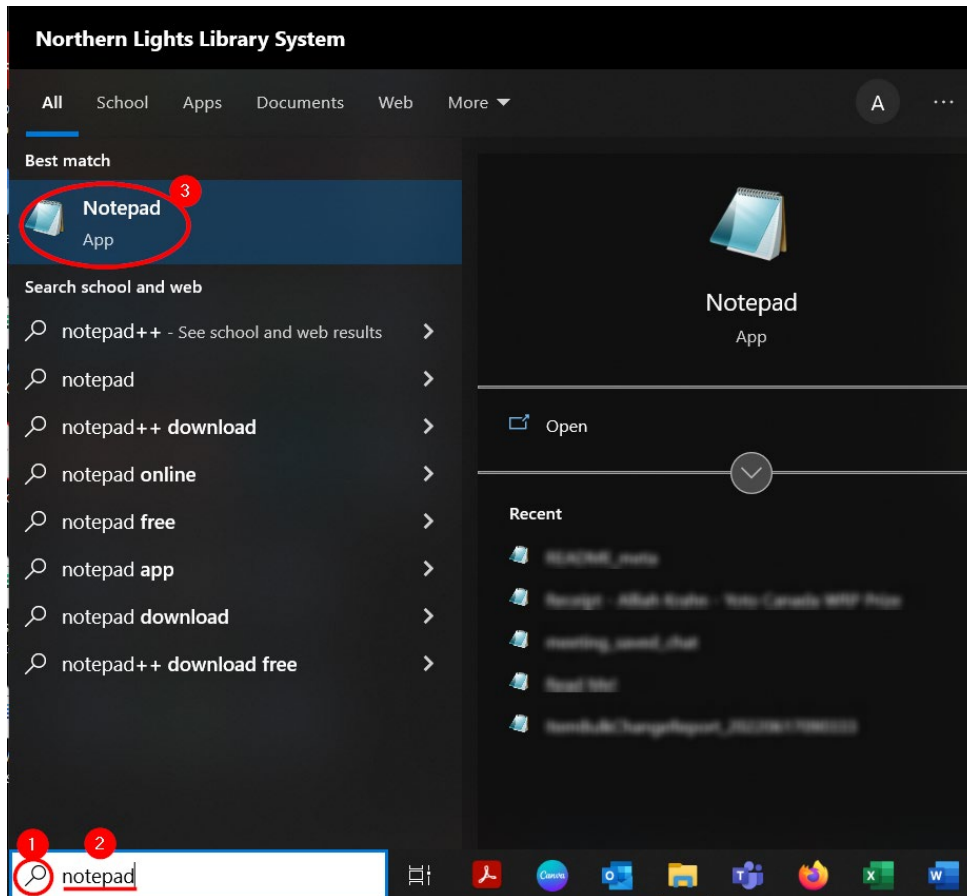


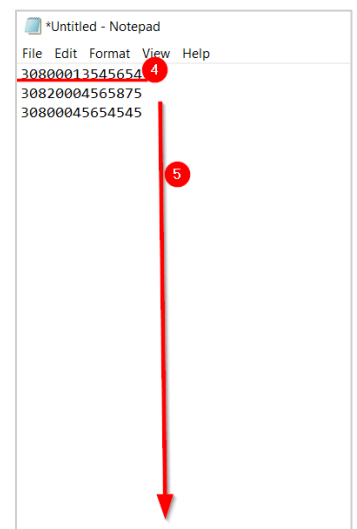
## On Desktop/In Notepad

TL;DR: Use the Notepad app to scan the barcodes of the items to be inventoried, then save as a .txt file so you can upload to Leap or Polaris.

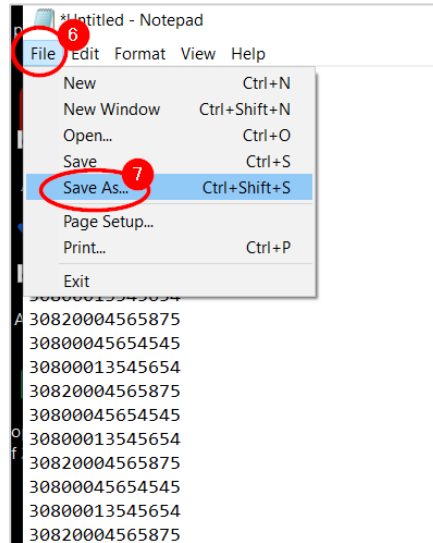
- 1) At the bottom left of your screen, click the magnifying glass to search.
- 2) Type 'notepad' in the search bar.
- 3) Click to open the 'Notepad' app that comes up.



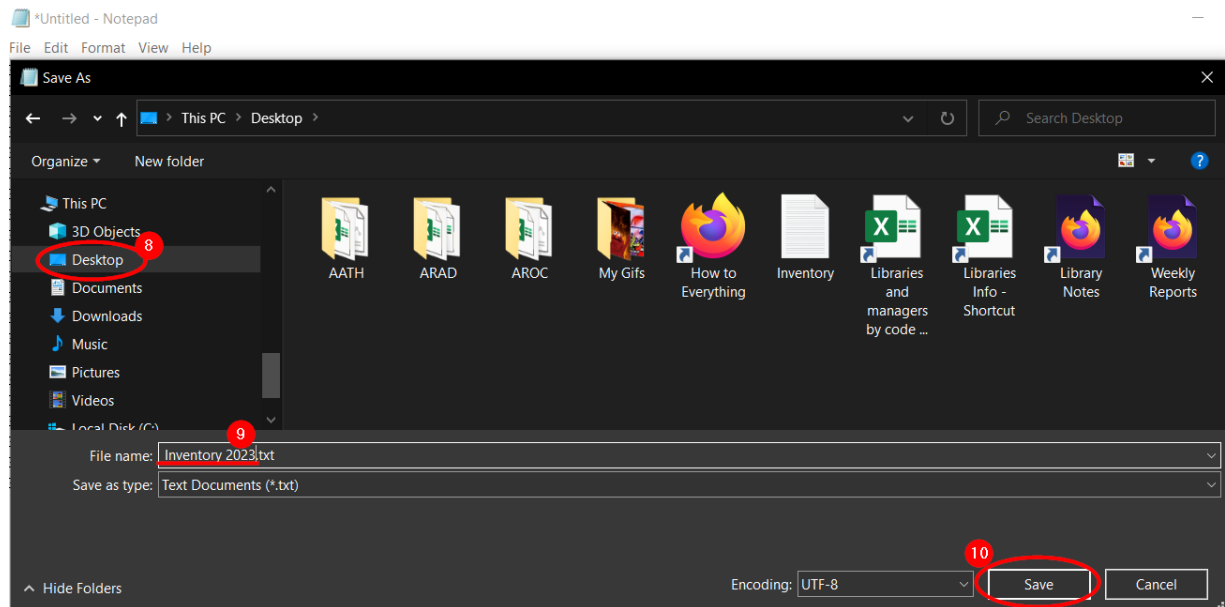
- 4) Once inside Notepad, begin scanning the barcodes of the item to be inventoried. If the barcodes don't appear, try clicking on the top of the Notepad window (where it says Untitled).
- 5) Continue to scan until you have enough books to load into Leap inventory.



- 6) At the top left of the Notepad window, click 'File'.
- 7) In the menu that pops up, click 'Save As'.



- 8) In the window that pops up, navigate to where you want to save your inventory file. Inventory files are temporary and can be deleted without a problem as soon as they have been loaded into Leap, so they don't need to be organized into files if you don't want.
- 9) Name the file something you will be able to identify later, leaving the '.txt' filetype at the end of the name.
- 10) Click 'Save'.

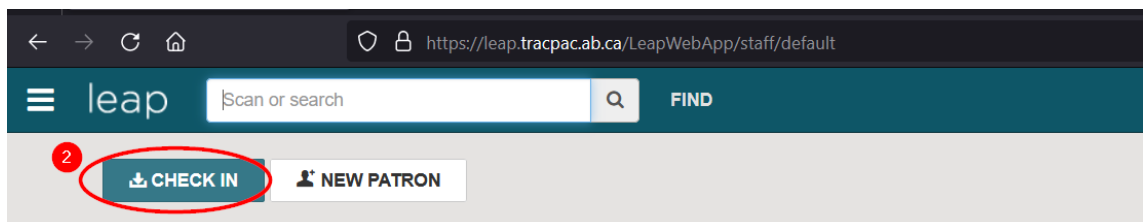


## In Leap

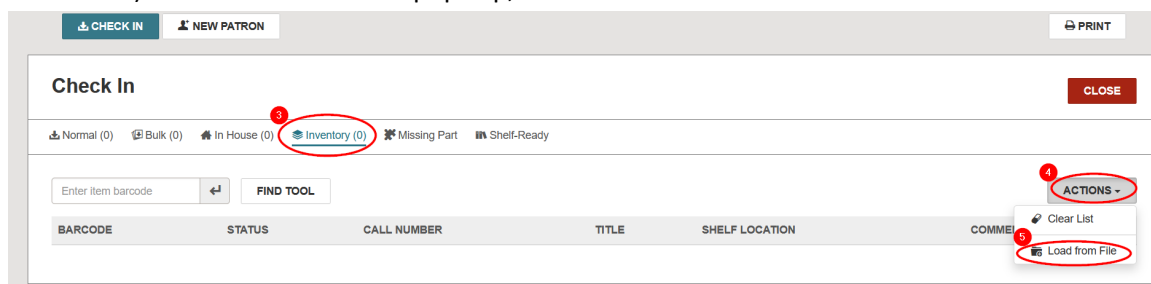
[Hold ctrl and click here to skip to Polaris instructions instead](#)

TL;DR: From the Check-In workflow, open the 'Inventory' tab. Once in Inventory, go to Actions > Load from File. Navigate to and upload your barcode file.

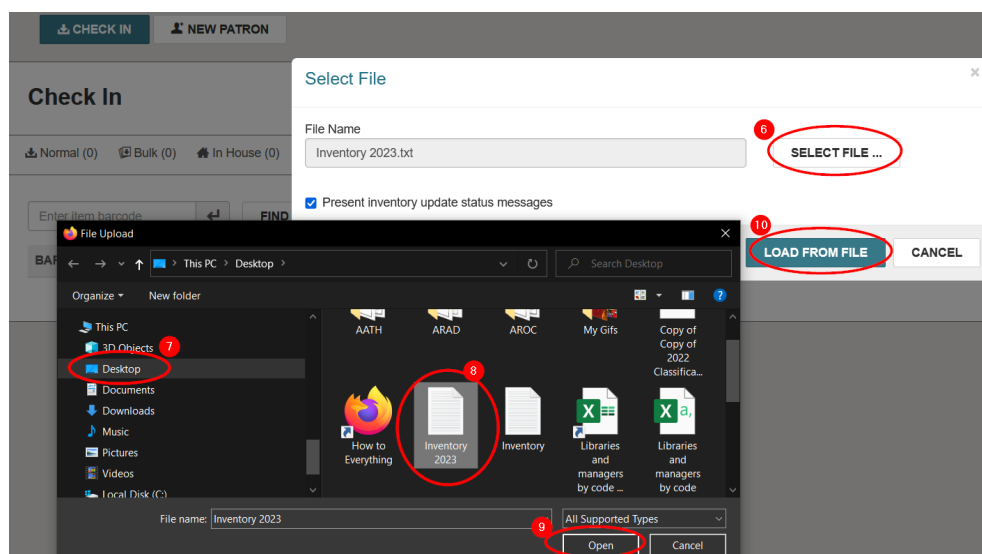
- 1) Open and log into Leap. If you are unsure of your login or how to access Leap, follow the instructions here: <https://nlls.libanswers.com/faq/207981>
- 2) From the Leap homepage, click 'Check In'.



- 3) From the Check In screen, click the 'Inventory' tab.
- 4) Click the 'Actions' dropdown.
- 5) From the menu that pops up, click 'Load from File'.



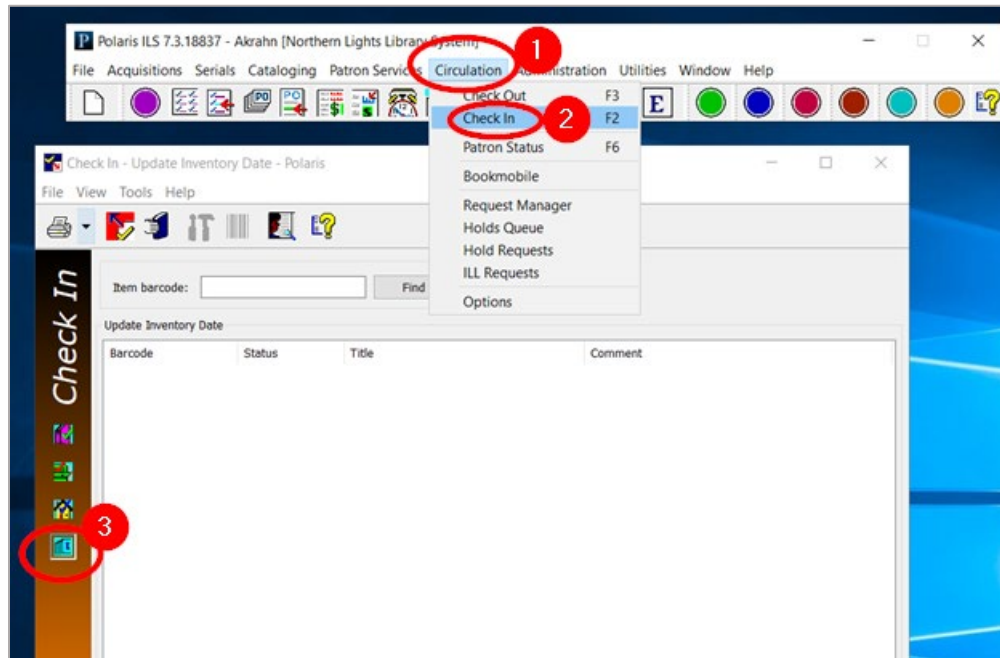
- 6) In the window that pops up (Leap), click 'Select File...'
- 7) In the second window that pops up (File Explorer), navigate to where you saved your Inventory file – for me, this was Desktop.
- 8) Click on the file you chose.
- 9) Click 'Open' in the File Explorer window. File Explorer will close and transfer the title of your inventory file to the Leap window.
- 10) Click 'Load from File' in the Leap window.



## In Polaris

TL;DR: From the Check-In workflow, choose the 'Inventory' tab (cyan 'I') from the sidebar. Once in the 'Inventory' tab, go to Tools > Load Barcode File. Navigate to and upload your barcode file.

- 1) Click the Circulation menu.
- 2) On the menu that pops up, click "Check In".
- 3) In the window that opens, click the cyan 'I' at the bottom of the left-hand sidebar menu.



- 4) In the top menu in the Inventory window, click 'Tools'.
- 5) On the menu that pops up, click 'Load Barcode File'.

