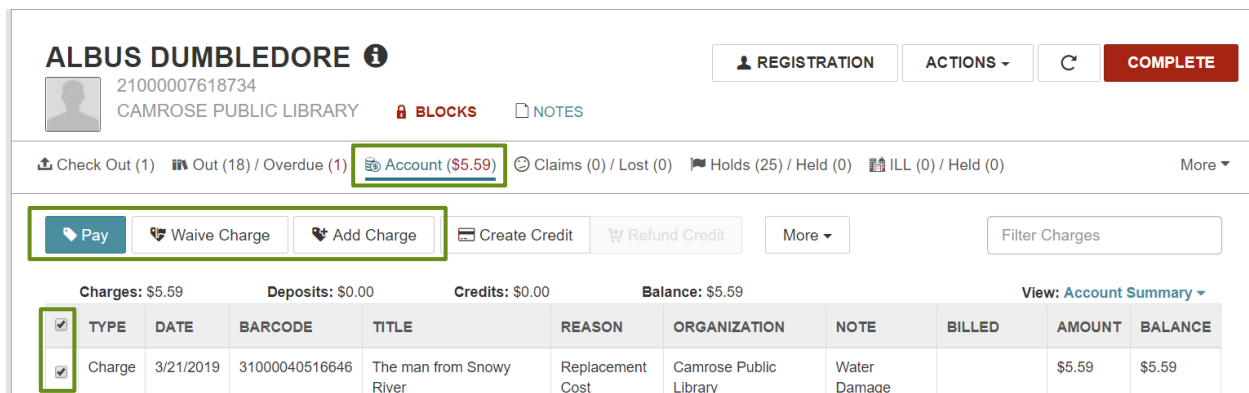Parkland Regional Library System

# Managing Fines

To manage a patron's fine, first, locate the patrons record. This can be done by scanning their patron barcode or typing their patron information into the quick search bar.

1. Select and open the patron's **account tab.** The account tab is where you can view a detailed list of all charges associated with a patron record. The number next to account equals the total amount owed by the patron.



2. To **pay** or **waive charges** select the box beside the appropriate charge and click the **pay button** or the **waive charge button**.

3. A financial screen will appear. Enter the amount you wish to pay or waive. It does not need to be the full amount.

4. Click the **pay button** or the **waive charge button** in the bottom right corner.

5. To add a charge, click the **add charge button**. A similar financial screen will appear. Enter the amount, fee reason, item barcode (if necessary).
6. Click the green **add charge** in the bottom right corner.
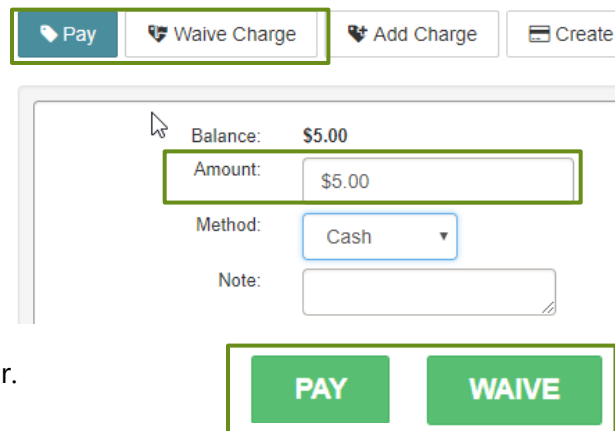
Waive Charge | Add Charge | Create

Amount: | Charge Amount
Fee Reason: | Select one ▾
Item Barcode: | Enter item barcode
Notes |

**ADD CHARGE**