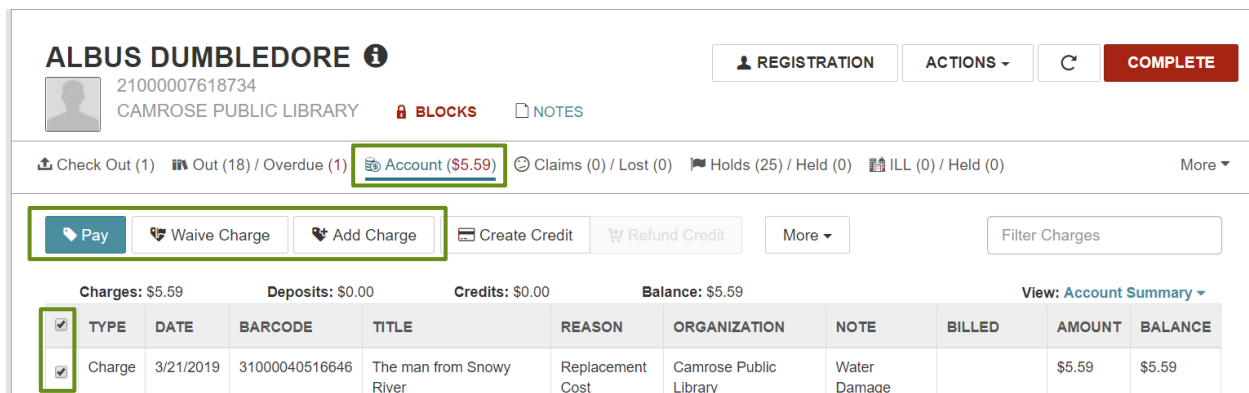


Managing Fines

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.



ALBUS DUMBLEDORE ⓘ
 21000007618734
 CAMROSE PUBLIC LIBRARY **BLOCKS** NOTES

REGISTRATION ACTIONS ↕ ↻ COMPLETE

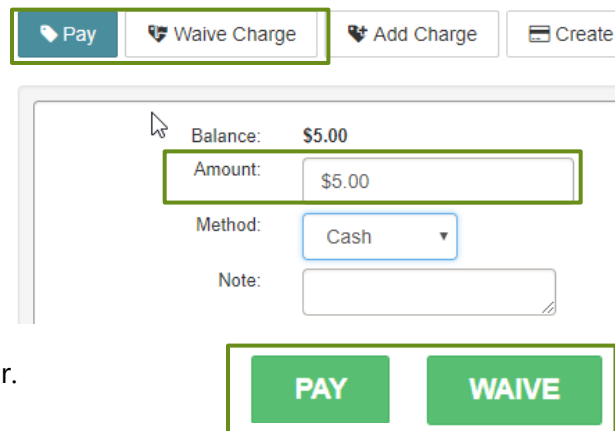
Check Out (1) Out (18) / Overdue (1) **Account (\$5.59)** Claims (0) / Lost (0) Holds (25) / Held (0) ILL (0) / Held (0) More ▾

Pay Waive Charge Add Charge Create Credit Refund Credit More ▾ Filter Charges

Charges: \$5.59 Deposits: \$0.00 Credits: \$0.00 Balance: \$5.59 View: Account Summary ▾

<input checked="" type="checkbox"/>	TYPE	DATE	BARCODE	TITLE	REASON	ORGANIZATION	NOTE	BILLED	AMOUNT	BALANCE
<input checked="" type="checkbox"/>	Charge	3/21/2019	31000040516646	The man from Snowy River	Replacement Cost	Camrose Public Library	Water Damage		\$5.59	\$5.59

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.



Pay Waive Charge Add Charge Create

Balance: \$5.00

Amount:

Method:

Note:

PAY **WAIVE**

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