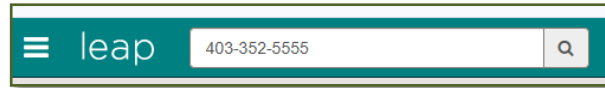


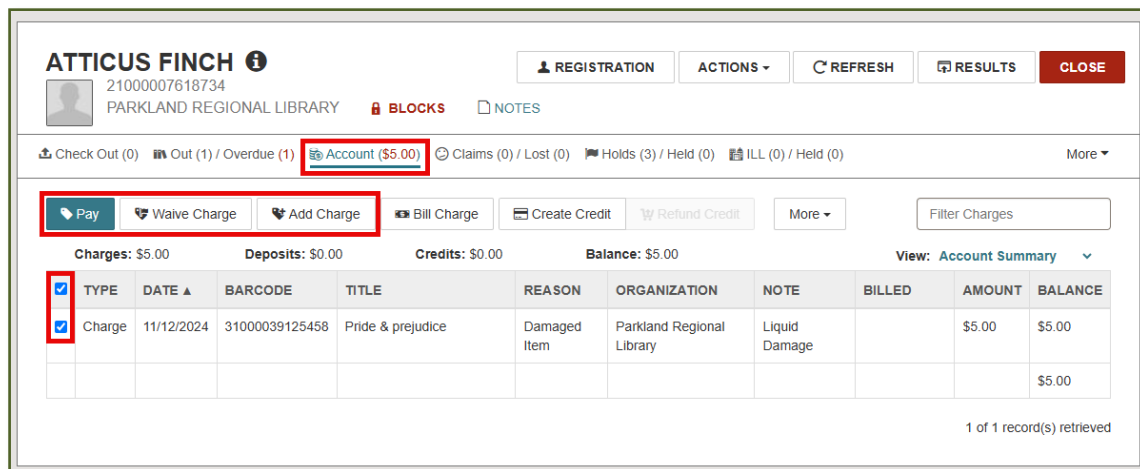
Managing Fines

To manage a patron's fine, first locate the patron's record. This can be done by scanning their barcode on their library card or typing in any of their patron information (i.e., name, phone number, mailing address or email) into the **Quick Search** bar on the top left of the home page.



Pay or Waive Fines

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 the **Account** tab is 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.



ATTICUS FINCH 21000007618734
PARKLAND REGIONAL LIBRARY

REGISTRATION ACTIONS REFRESH RESULTS CLOSE

Check Out (0) Out (1) / Overdue (1) **Account (\$5.00)** Claims (0) / Lost (0) Holds (3) / Held (0) ILL (0) / Held (0) More

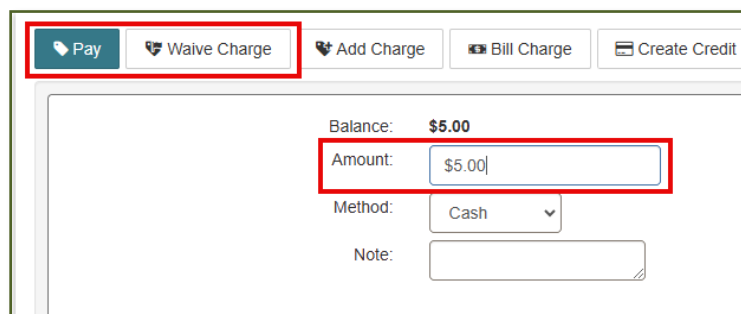
Pay Waive Charge Add Charge Bill Charge Create Credit Refund Credit More Filter Charges

Charges: \$5.00 Deposits: \$0.00 Credits: \$0.00 Balance: \$5.00 View: Account Summary

<input checked="" type="checkbox"/>	TYPE	DATE ▲	BARCODE	TITLE	REASON	ORGANIZATION	NOTE	BILLED	AMOUNT	BALANCE
<input checked="" type="checkbox"/>	Charge	11/12/2024	31000039125458	Pride & prejudice	Damaged Item	Parkland Regional Library	Liquid Damage		\$5.00	\$5.00
										\$5.00

1 of 1 record(s) retrieved

3. A financial dialog box will open. Enter the amount you wish to pay or waive.
Note: It does not need to be the full amount, but a patron's account will remain blocked if their fines are \$25.00 or more.



Pay Waive Charge Add Charge Bill Charge Create Credit

Balance: \$5.00

Amount:

Method: Cash

Note:

4. Click the **Pay** or the **Waive** in the bottom right corner.



Managing Fines at Check-In

1. If the patron has fines or fees, a **Resolve Billed Item** dialog box will open when you check-in one of their returned items.
2. Each column has a drop-down box with **Action** options applicable to the type of charge.
3. For example, if you are checking in a lost item, the **Resolve Lost Item** dialog box opens, and you can select **Waive** or **Leave As Is**.

Resolve lost item

Item Barcode: 31000012836659 Title: Your guide to Canadian law : 1,000 answers to the most frequently asked questions

Lost Date: 11/22/2024 Billed Date: Billed

Patron Name: Atticus Finch Patron Barcode: 21000007618734 **Total Fine: \$24.95**

	Replacement:	Processing:	Overdue:
Charge:	\$24.95	\$0.00	\$0.00
Paid:	\$0.00	\$0.00	\$0.00
Waived:	\$0.00	\$0.00	\$0.00
Amount due:	\$24.95	\$0.00	\$0.00

Action: ▼ Leave as is ▼ Leave as is ▼

Amount: Waive \$0.00 \$0.00

Leave as is \$0.00 \$0.00

Payment method: Cash ▼ Payment amount: \$0.00

Send a bill

CONTINUE CANCEL

4. If you are checking in an item that is overdue, the **Overdue Fine** dialog box opens and you can choose to "Continue, Waive or Charge the Account".

Overdue Fine

Item barcode: 31000041595664 Title: Learn chess quick : [how to play the world's greatest board game, and win]

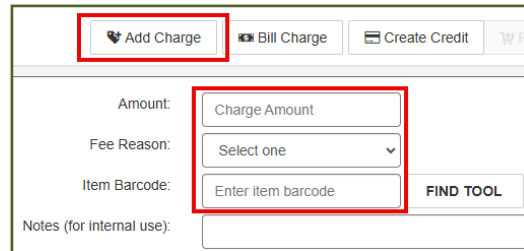
Due date: 5/13/2024

Patron barcode: Name: Fine: \$5.00

CONTINUE WAIVE CHARGE ACCOUNT CANCEL


Adding Charges

1. To add a charge on the patron record, under **Account**, click the **Add Charge** button. A financial dialog box will open. Enter the **Amount**, **Fee Reason**, and the **Item Barcode**.



The screenshot shows a web interface for adding a charge. At the top, there are four buttons: "Add Charge" (highlighted with a red box), "Bill Charge", "Create Credit", and "WR". Below the buttons, there are three input fields: "Amount:" with a text box containing "Charge Amount" (highlighted with a red box), "Fee Reason:" with a dropdown menu showing "Select one", and "Item Barcode:" with a text box containing "Enter item barcode" (highlighted with a red box). To the right of the "Item Barcode" field is a "FIND TOOL" button. At the bottom, there is a "Notes (for internal use):" text area.

2. Click the green **Add Charge** in the bottom right corner.



ADD CHARGE