


Portland Public Schools

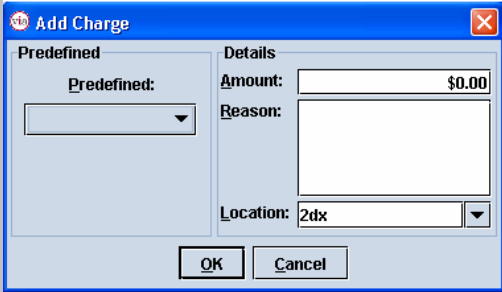
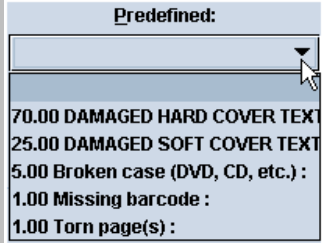
Via Circulation Quick Reference Guide

Adding a Manual Charge

The **Fines** tab displays the patron's outstanding fines and bills. The amount of money owed by the patron displays in parentheses in the tab's title. From the **Fines** tab you can add a manual charge.

Check Out (0)	Checked-Out Items(2)	Holds(0)	Fines(\$18.00)	Check In (0)
Total:	\$18.00	<input type="button" value="Collect Money"/>	<input type="button" value="Waive Charges"/>	<input type="button" value="Add Charge"/>
Amount selected:	\$0.00	<input type="button" value="Fines Paid"/>	<input type="button" value="Patron Notes"/>	

 **From the Circulation Desk Mode:**
Circulation Desk

Step 1	Retrieve the Patron's record.	<input type="text" value="Key or Scan Item or Patron Barcode"/> <input type="button" value="Search"/>
Step 2	Click on the Fines tab.	<input type="button" value="Fines(\$18.00)"/>
Step 3	Click on the Add Charge button.	<input type="button" value="Add Charge"/>
Step 4	The Add Charge dialog window opens. Enter the fee in the Amount field. <input type="text" value="Amount: \$0.00"/> <i>You cannot enter a negative number.</i>	
Step 5	Type a reason for the charge in the Reason text field. <div style="border: 2px solid blue; padding: 5px; display: inline-block;">A reason is required.</div> <u>OR</u> Click on the Predefined reason drop down arrow and select a reason from the list. <i>Include the title and barcode of the item associated with the charge in the REASON text field.</i>	
Step 6	Click on the OK button.	<input type="button" value="OK"/>

All	Status	Title	Location	Amount
<input checked="" type="checkbox"/>	MANUAL	Torn Page(s) : Title: Arabian Nights Barcode: 3316801674...	5d7	\$10.00

CONTACT THE PROFESSIONAL LIBRARY FOR ASSISTANCE, ext. 3257 or proflib@pps.k12.or.us