

# Portland Public Schools


## Via Circulation Quick Reference Guide

### Adjusting Fine Amounts

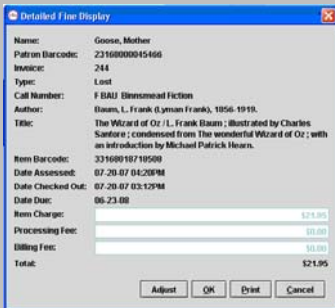
The **Fines** tab displays the patron's outstanding fines and bills. The amount of money owed by the patron displays in parentheses in the tab's title. From the **Fines** tab you can open a dialog window that allows you to adjust the fine.

<span>Check Out (0)</span> <span>Checked-Out Items(2)</span> <span>Holds(0)</span> <span><b>Fines(\$18.00)</b></span> <span>Check In (0)</span>				
Total:		\$18.00	<input type="button" value="Collect Money"/>	<input type="button" value="Waive Charges"/>
Amount selected:		\$0.00	<input type="button" value="Add Charge"/>	<input type="button" value="Fines Paid"/>
			<input type="button" value="Patron Notes"/>	
All	Status	Title	Location	Amount
<input type="checkbox"/>	Lost	Shout, sister, shout! : ten girl singers who shaped ...	3dknf	\$18.00


Circulation Desk

### From the Circulation Desk Mode:

<b>Step 1</b>	Retrieve the Patron's record.	<div style="border: 1px solid gray; padding: 5px;">                     Key or Scan Item or Patron Barcode  <input type="text"/>  <input type="button" value="Search"/> </div>
<b>Step 2</b>	Click on the <b>Fines</b> tab.	<div style="border: 1px solid gray; padding: 5px; text-align: center;"> <span style="color: red; font-weight: bold;">Fines(\$18.00)</span> </div>
<b>Step 3</b>	<b>Right-click</b> in the loan <b>Amount</b> field.	<div style="border: 1px solid gray; padding: 5px; text-align: right;"> <b>Amount</b>  <span style="font-weight: bold;">\$21.95</span> </div>
<b>Step 4</b>	Click ( <i>the normal left-click</i> ) on the <b>View This Fine</b> option to select it.	<div style="border: 1px solid gray; padding: 5px;"> <input type="button" value="Copy"/>  <input type="button" value="View This Item"/>  <input style="border: 2px solid blue;" type="button" value="View This Fine"/>  <input type="button" value="Print Table (Receipt Printer)"/> </div>
<b>Step 5</b>	The <b>Detailed Fine Display</b> dialog window will open.	
<b>Step 4</b>	Click on the <b>Adjust</b> button.	<div style="border: 1px solid gray; padding: 5px; text-align: center;"> <input type="button" value="Adjust"/> </div>
<b>Step 5</b>	Type the fee adjustments into the appropriate fields.	<div style="border: 1px solid gray; padding: 5px;">                     Item Charge: <input type="text" value="\$21.00"/>                      Processing Fee: <input type="text" value="\$0.00"/>                      Billing Fee: <input type="text" value="\$0.00"/>                      Total: <span style="font-weight: bold;">\$21.95</span> </div>
<b>Step 6</b>	Click on the <b>OK</b> button.	<div style="border: 1px solid gray; padding: 5px; text-align: center;"> <input type="button" value="OK"/> </div>

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