



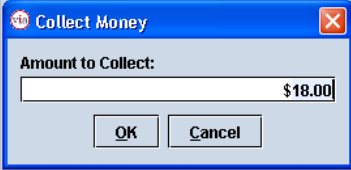
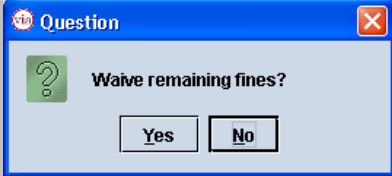
Portland Public Schools

Via Circulation Quick Reference Guide



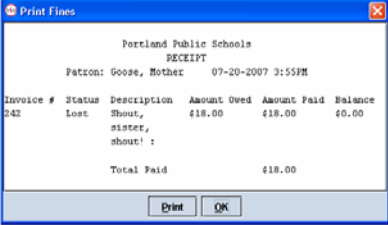
Collecting Money for Fines

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 collect money from a patron.

All	Status	Title	Location	Amount
<input type="checkbox"/>	Lost	Shout, sister, shout! : ten girl singers who shaped ...	3dknf	\$18.00

 From the Circulation Desk function:					
Step 1 Retrieve the Patron's record.	Key or Scan Item or Patron Barcode <input type="text"/> <input type="button" value="Search"/>				
Step 2 Click on the Fines tab.					
Step 3 Click on the checkbox to select the item or All to select all items.	<table border="1"> <tr> <td>All</td> <td>Status</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Lost</td> </tr> </table>	All	Status	<input checked="" type="checkbox"/>	Lost
All	Status				
<input checked="" type="checkbox"/>	Lost				
Step 4 The <i>Collect Money</i> button will be active. Click on the Collect Money button.	Total: \$18.00 <input type="button" value="Collect Money"/> Amount selected: \$18.00				
Step 5 If the amount being collected is less than the amount shown in the Collect Money dialog window, type that amount into the " Amount to Collect " field. Click on the OK button.					
NOTE: The Waive remaining fines? dialog box will appear if the amount collected is less than the amount owed. Click on <input type="button" value="Yes"/> to waive the balance. Click on <input type="button" value="No"/> and the new balance will reflect the adjusted charge.					

CONTACT THE PROFESSIONAL LIBRARY FOR ASSISTANCE, ext. 3267 or proflib@pps.k12.or.us

Step 6	<p>A Print Fines dialog window will appear.</p> <p>Click on the Print button  to print a receipt -or-</p> <p>Click on the OK button  to close the dialog box without printing a receipt.</p>	 <p>The screenshot shows a window titled "Print Fines" with a blue title bar and a close button (X) in the top right corner. The window content includes the text "Portland Public Schools RECEIPT" and "Patron: Goose, Mother 07-20-2007 3:55PM". Below this is a table with the following data:</p> <table border="1"><thead><tr><th>Invoice #</th><th>Status</th><th>Description</th><th>Amount Owed</th><th>Amount Paid</th><th>Balance</th></tr></thead><tbody><tr><td>242</td><td>Lost</td><td>Shout, sister, shout!</td><td>\$18.00</td><td>\$18.00</td><td>\$0.00</td></tr><tr><td colspan="3">Total Paid</td><td>\$18.00</td><td></td><td></td></tr></tbody></table> <p>At the bottom of the window are two buttons: "Print" and "OK".</p>	Invoice #	Status	Description	Amount Owed	Amount Paid	Balance	242	Lost	Shout, sister, shout!	\$18.00	\$18.00	\$0.00	Total Paid			\$18.00		
Invoice #	Status	Description	Amount Owed	Amount Paid	Balance															
242	Lost	Shout, sister, shout!	\$18.00	\$18.00	\$0.00															
Total Paid			\$18.00																	

CONTACT THE IT SERVICE DESK FOR ASSISTANCE, ext. 3375 or helpdesk@pps.k12.or.us