

FORGIVING A FINE

Use Circulation



1. Bring up the item or patron in status.

Barcode	Call Number	Item	Transaction	Created	Due
1KAT200000123	B Buc	My several worlds.	Fine	20 Nov 2003	24 Apr 2003
1KAT200000090	B Und	Hostage to heaven /	Fine	20 Nov 2003	24 Apr 2003

2. Press F4 to bring up the payment screen.

	Title	Fine	Refunded	Balance	Payment	Forgiven	Reason	Claimed Paid	Date Returned	Date Due
<input checked="" type="checkbox"/>	My several worlds.	10.00	0.00	10.00	5.00	5.00	OVERDUE	<input type="checkbox"/>	11/20/2003	04/24/2003
<input checked="" type="checkbox"/>	Hostage to heaven /	10.00	0.00	10.00	0.00	10.00	OVERDUE	<input type="checkbox"/>	11/20/2003	04/24/2003

1. Check the item(s) for which you wish to forgive the fine(s).

2. Click under "Forgiven" and type the amount you wish to forgive, pressing Enter after each. You may forgive all or part of any fine.

3. Click OK.

	Payment	Balance
Total	5.00	15.00
Tendered:		