Paying Fines

1. Open the Patron Status workform. Select **Circulation > Patron Status** or press **F6**, or click

2. Select **View > Account** or click **** to display the Account view. The List of charges will display.

3. To **pay one or multiple charges**, select the charge or charges in the list, click **** or press **CTRL + Y**.

4. To pay **all charges**, click **** or press **CTRL+L**.

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**One Minute Lessons**

1. Enter amount to be paid.
2. Enter method: cash, check, credit card
3. Put in notes if applicable
4. Click OK