

Paying Fines on



Open the patron's record. The program takes you to the check out screen.

∎ leap	Scan or search for patrons or items	Q FIND				Utilities 🔻	Help 🔻	Keyboard	cdawdy (zeds)
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1 Check Out (0)) 🗰 Items (3)(0) 🗟 Acco	ount (\$5.00) 😳 Claims/Lo	ost (0/0) 🍽 Holds (0))					More 💌
Scan or enter	item barcode	DOL				O SPECIAL			
BARCODI	TITLE	DUE DATE	ACTION	MATERIAL TYPE		ASSIGNED BRANCH	ł		

Click on Account.

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Check the box next to the charge to be paid. This will cause the *Pay* button to "light up". Click on the *Pay* button.

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Complete all of the boxes as appropriate, and then click on the green *Pay* button. Clicking the *Pay* button completes the process, and gives you the option of printing a receipt.