

Self-Study Module #7

Paying Fines from the Discharge (Check-in) Wizard

Real Life Library Scenario Patron approaches you at the circulation desk while you are checking in materials. They hand you a book and say "this is overdue."

Assignment From the Discharging wizard, check in overdue book for patron and assist them in paying their fine.

- Instructions
1. At this point, your practice patron should have one book that is quite overdue. (It was not renewed in the last module.) Open the Display User Wizard and scan in your practice user's card. Then navigate to the Checkouts tab. You should see a list of items checked out.
 2. At the top of the list, click on the heading titled "Date Due." This will sort the list, putting the items due first at the top. If you have the actual overdue book available, skip to # 4 below.
 3. If you don't have the actual book nearby, click on the underlined Item ID number for the overdue book. When the information box opens, highlight the item ID with your mouse. Then go the Edit Menu and choose Copy.
 4. Close the Display User wizard and open the Discharging wizard.
 5. Before you go on, notice that the Pay Bills helper at the top is "grayed out" and unavailable.
 6. Enter the overdue item ID to be discharged. (If you copied it earlier, go the Edit Menu and choose Paste, then hit enter.)
 7. When you enter the item, you may get a pop-up box. Click on [Discharge item].
 8. Notice that the pay bills helper has is now active (colored). Click on it to pay the bill.
 9. Enter the amount of the fine in the box marked payment. Feel free to choose a different payment type from the list. Then click on [Pay bills] or [ALT-o] to complete the transaction. Click on [Discharge] to return to the Discharge Wizard.

Terms and Definitions:
Menu

The menus are the black words at the very top of the screen. Each drops down to offer choices. In training, I said you would almost never use them. Copy & Paste is one exception.