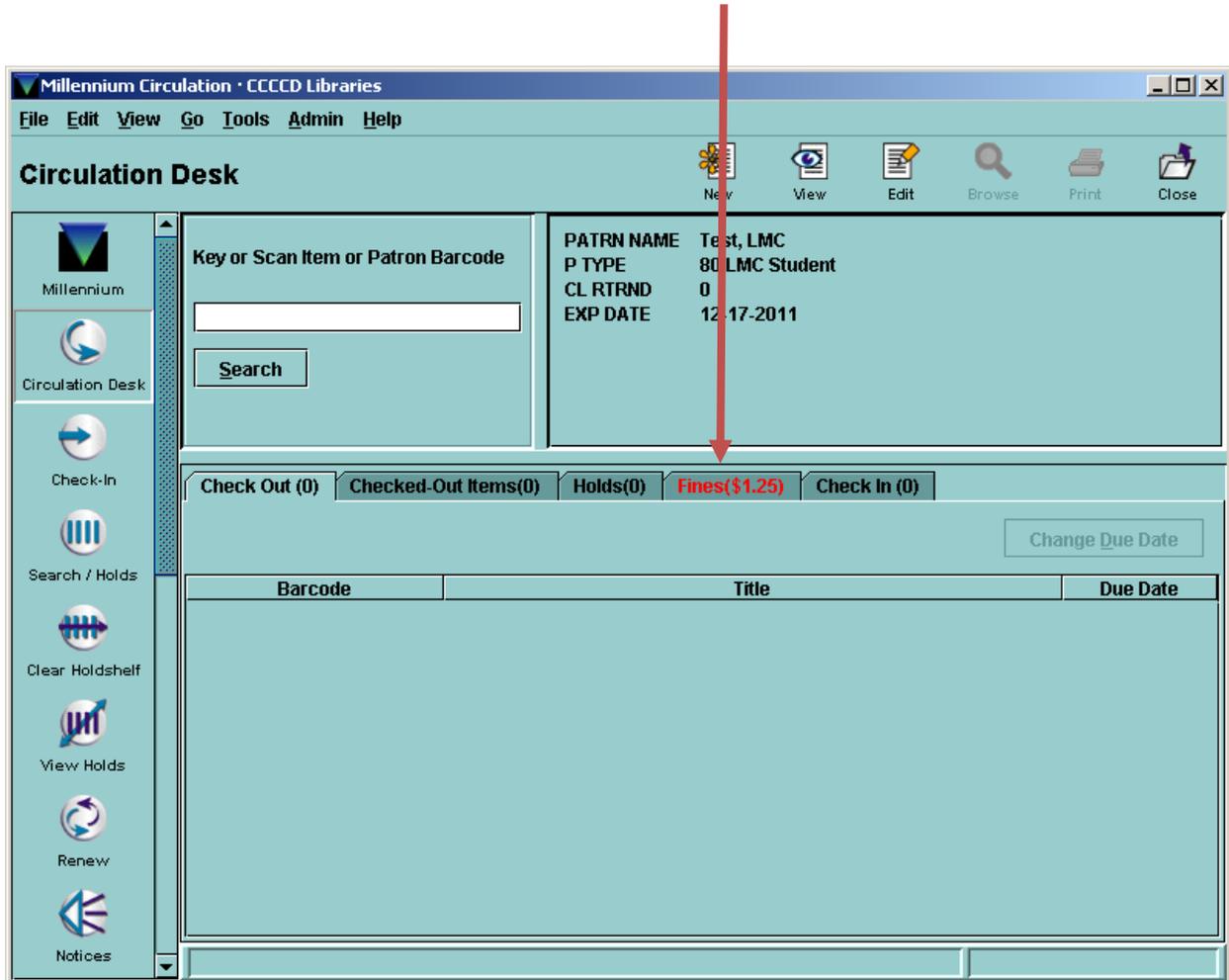


Collecting fines via III for the Brentwood Center
Created October 18, 2011 by Christine Park

If a patron wants to pay their fine, pull up their record and click on the fines tab.



You will be prompted for your user authorization, type in your initials and password and click OK.



The books that have fines are displayed, along with the amount of money owed for each. Click the checkbox located under All for the books the patron wants to pay fines for.

The screenshot shows the Millennium Circulation software interface. The title bar reads "Millennium Circulation · CCCC Libraries". The menu bar includes "File", "Edit", "View", "Go", "Tools", "Admin", and "Help". The main window is titled "Circulation Desk".

On the left is a vertical toolbar with icons for Millennium, Circulation Desk, Check-In, Search / Holds, Clear Holdshelf, View Holds, Renew, and Notices.

The main area is divided into sections. At the top right, there are icons for New, View, Edit, Browse, Print, and Close. Below these is a search area with a text input field and a "Search" button. To the right of the search area, the following patron information is displayed:

PATRN NAME Test, LMC
P TYPE 80 LMC Student
CL RTRND 0
EXP DATE 12-17-2011

Below the search area, there are tabs for "Check Out (0)", "Checked-Out Items(0)", "Holds(0)", "Fines(\$1.25)", and "Check In (0)". The "Fines(\$1.25)" tab is selected. Below the tabs, the following information is displayed:

Total: \$1.25
Amount selected: \$1.25

Buttons for "Collect Money", "Waive Charges", "Add Charge", "Fines Paid", and "Patron Notes" are visible.

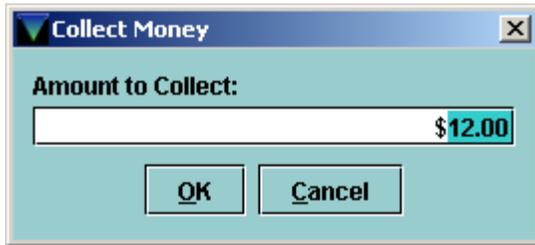
At the bottom, there is a table with the following columns: All, Status, Title, Location, and Amount.

All	Status	Title	Location	Amount
<input checked="" type="checkbox"/>	Overdue	The Guinness book of records	lmain	\$0.75
<input checked="" type="checkbox"/>	Overdue	Seductive poison : a Jonestown survivor's story of lif...	lmain	\$0.50

You will be asked for your username and password authorization, pop them in...

The screenshot shows a dialog box titled "Enter Initials and Password". The dialog box has a question mark icon and the text "Authorization required to collect fines." Below this, there are two text input fields: "Initials:" and "Password:". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

You can collect the full fine, if the student wants to pay their balance, or they can pay part of it. You can adjust the amount to collect. Once you have an amount, type it in and click OK.



If it is only a partial payment, it will ask if you want to waive the remaining fine, click no.



You will then be prompted to print the fine, click no, unless you are waiving some of the fines, in which case, you would print out the receipt.

Print Fines

CCCCD Libraries
RECEIPT

Patron: [REDACTED] 10-18-2011 4:12PM

Invoice #	Status	Description	Amount Owed	Amount Paid	Balance
187640	Overdue	[REDACTED]	\$12.00	\$0.50	\$11.50
		Total Paid		\$0.50	

Print OK

Once the student has paid the fine, you will fill out a receipt and hand the pink copy to the student to take. The yellow copy will go to the cashier with all of your other paperwork and the original stays at the circulation desk in a binder (keep a duplicate copy of everything you send to the cashier in a binder).