

STEP #1

New fee/fine

Cancel

Charge & pay now

Charge only

Patron

Mistlebauer, Holly Lynn Barcode:123477777777

Fee/fine owner*	Fee/fine type*	Fee/fine amount*
Main Circ	Misc Fee	100.00

Item information

Barcode

Instance

Item status

Call number

Location

Additional information for staff

Patron damaged scanner by placing book bag on it. She agreed to pay 100.00 for the damage.

☒ Notify patron

Additional information for patron

Patron is standing front of you. They want to pay the fee/fine right now, so you will charge the fee/fine and have it paid immediately. This is a case where you will use "Charge & pay now."

There is a notice set up for both charging and paying fees/fines for this Fee/fine owner.

folio-snapshot.aws.indexdata.com/users/42f45345-3054-4a82-8d72-90e0b00bb8dc/charge

AppsConfluenceJIRABoxZoomTranslateTime ZonesR4LFAOFOLIOFF PORPT POOLEFOLIO IMPGoogle DriveBookmarks

UsersAgreementsCheck inCheck outCoursesData ImporteHoldingseUsageInventoryInvoicesFinanceLicensesAppsOnline

STEP #2

New fee/fine

CancelCharge & pay nowCharge only

Patron

Mistlebauer, Holly LynnBarcode:123477777777

Fee/fine owner*

Main Circ

Fee/fine type*

Misc Fee

Fee/fine amount*

100.00

Item information

Scan or enter item barcode

Enter

Barcode

Instance

Item status

Call number

Location

Additional information for staff

Patron damaged scanner by placing book bag on it. She agreed to pay 100.00 for the damage.

☐ Notify patron

After unchecking "Notify patron", I press the "Charge & pay now" button

In this situation I don't want to send a charge notice, given the patron knows they are being charged for the damage, but the patron does want proof of payment. So, I am turning off the "Notify patron" flag for the charge part of transaction.

STEP #3

New fee/fine

Cancel Charge & pay now Charge only

Patron
Mistlebauer, Holly Lynn Barcode:123477777777

Fee/fine owner*
Main Circ

Fee/fine type*
Misc Fee

Item information
Scan or enter item barcode
Barcode
Instance
Item status
Additional information for staff
Patron damaged scanner by placing book bag on it. She agreed to pay 100
Notify patron

Pay Fee/Fine

Paying 1 fee/fine for a total amount of 100.00

Total owed amount:	100.00	Payment method*	Transaction information
Selected amount:	100.00	Check	#3456
Payment amount*:	100.00		
Remaining amount:	0.00		

Additional information for staff

Enter more information about the fee/fine payment (optional)

☒ Notify patron

Additional information for patron

Cancel Pay

After entering the Payment method and Transaction number I then press the PAY button

The "Pay fee/fine" modal then opens. The "Notify patron" box is checked by default because there is a patron notice set for actions. I will leave the box checked because I do want the patron to get proof that they paid the fee/fine.

Patron
Mistlebauer, Holly Lynn Barcode:12347777777

Fee/fine owner*
Main Circ

Fee/fine type*
Misc Fee

Item information

Scan or enter item barcode

Barcode

Instance

Item status

Call number

Additional information for staff

Patron damaged scanner by placing book bag on it. She agreed to pay 100

Notify patron

Confirm fee/fine payment

Paying 1 fee/fine for 100.00 will be fully paid

Total

Payment amount: 100.00

Remaining amount: 0.00

Back

Confirm

Enter more information about the fee/fine payment (optional)

Notify patron

Additional information for patron

Cancel

Pay

Press the CONFIRM button.

The action notice for the payment never arrives.

Press the
CONFIRM button.

The action notice
for the payment
never arrives.