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Fee/fine: Manual charges

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Comment required

Transfer accounts

Fee/fine owner

Main Circ

Default charge notice

-

Default action notice

-

Fee/fine: Manual charges

Fee/Fine type*	Default amount	Charge notice	Action notice	actions
Carrel Fee	50.00	-	-	
Damaged Item Fee	-	-	-	
Locker Fee	35.00	-	-	
Misc Fee	-	-	-	
Missing Item Fee	-	-	-	
Printing Card	1.00	-	-	

STEP 1

Press Edit button

Edit

New

Users - FOLIO

Log in - FOLIO

Home - FOLIO

Log in - FOLIO

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folio-snapshot.aws.indexdata.com/settings/users/feefinestable

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Transfer accounts

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Default charge notice

Generic Charge Notice

Default action notice

Save

Cancel

New

Fee/Fine type*	Default amount	Charge notice	Action notice	actions
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Locker Fee	35.00	-	-	 
Misc Fee	-	-	-	 
Missing Item Fee	-	-	-	 
Printing Card	1.00	-	-	 

Select Default charge notice from dropdown list

4:30 PM

2/25/2020

Users - FOLIO

Log in - FOLIO

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Log in - FOLIO

Settings - FOLIO

Log in - FOLIO

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Generic Charge Notice

Default action notice

Generic Action Notice

Save

Cancel

Then press Save button

Fee/fine: Manual charges

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Misc Fee	-	-	-	 
Missing Item Fee	-	-	-	 
Printing Card	1.00	-	-	 

New

Windows taskbar

4:30 PM 2/25/2020

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Check in

Check out

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Edit

New

Fee/fine: Manual charges

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Misc Fee	-	-	-	
Missing Item Fee	-	-	-	
Printing Card	1.00	-	-	

STEP 4

Both defaults have been saved

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Misc Fee	-	-	-	
Missing Item Fee	-	-	-	
Printing Card	1.00	-	-	

Click on *Waive reasons* and then back on *Manual charges*

The default settings are now gone!