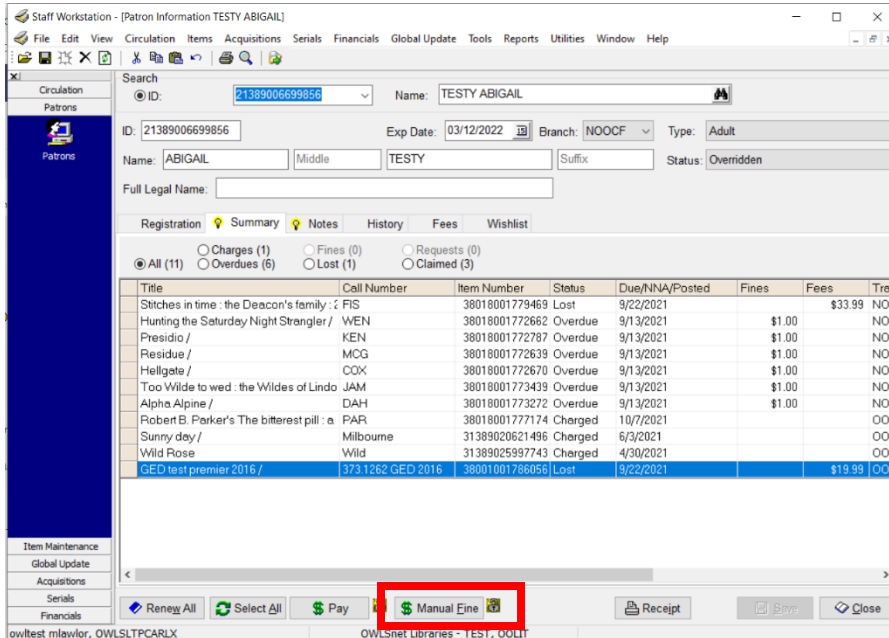


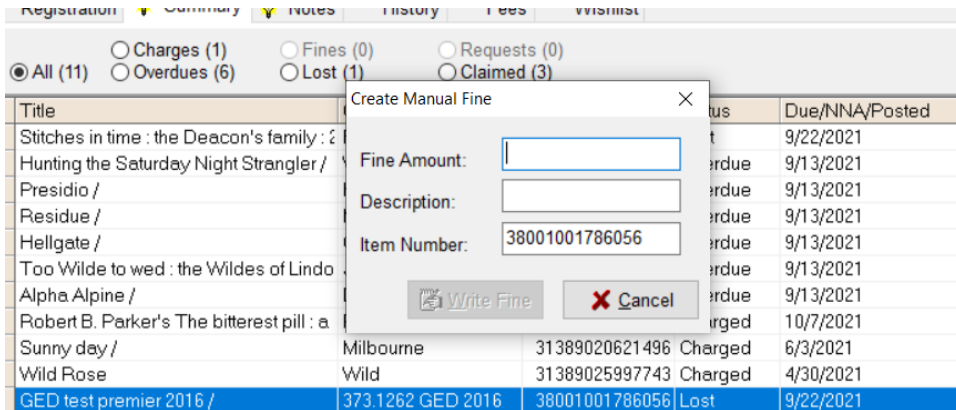
Adding a Manual Fine

Staff can add Manual Fines to patron accounts as needed. Please follow the steps below to do so. Manual Fines can only be added in CARL-X.

1. Open the patron record and navigate to the Summary tab.
2. Locate the Manual Fine button near the bottom of the window.



3. If an item was highlighted when the Manual Fine button was clicked, the item barcode will show up in the Create Manual Fine box that comes up, as seen below.



4. If the Manual Fine is not associated with an item, delete the item barcode from the Item number field. And put in the Fine Amount and the Description. Such as: CD missing, or, ripped pages, etc...
5. Click "Write Fine" once done. The fine will now show under the patron's "Fine" section of the account.