

To waive or apply a payment to an individual fine

1. Click next to the fine.

Mountain Range High

Check Out + Fines

How do I...?

Check Out
Check In
Renew
Holds/ILL
Fines
Copy Status
Patron Status
Offline Circulation
Library Info

Smart

Reasons

Reason	Amount	Payable
LM Split (Copy: 21826012132088)	AVA \$16.99	
LM Suckerpunch (Copy: 21826012127843)	HER \$16.99	

Include off-site fines in totals

Amount Payable

\$33.98 Local
\$0.00 Off-site
\$33.98 Total Amount

Pay

Print Receipt Update

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*Note: You can pay or refund fines only if (for local fines) or (for offsite fines) appears in the **Payable** column.*

2. In the **Edit Fine** page that appears, enter the amount waived or paid.

Mountain Range High

Check Out + Fines + Edit Fine

How do I...?

Check Out
Check In
Renew
Holds/ILL
Fines
Copy Status
Patron Status
Offline Circulation
Library Info

Smart

Reason: Lost Library Material (Details)

Split (Copy: 21826012132088) Avasthi, Swati, AVA

Purchase Price \$16.99 Fined \$16.99 Amount Due \$16.99

Fine Assessed 10/18/2010

Waived \$0.00 Paid \$0.00 Pay \$0.00

Fine Note

Print Receipt Save Cancel

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3. If desired, select the **Print Receipt** check box for a printable page.
4. Click.
5. If you chose to print a receipt, the printable page appears. Print the receipt using your browser's print button or command.

Paying or waiving the entire amount of a specific fine automatically removes that fine from the patron's record.