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How to Place a Block for Unpaid Prints

- Scan the patron's card. Do not let the patron leave until you do so! Note: If the patron has an Access Granted pass, type the barcode number into the "Patron barcode" textbox and press Enter.
- 2. Click the "Patron Status Account" button. <u>File View Links Tools H</u>elp 🚑 - 🌄 🗐 🔛 🕫 📴 😭 ¥ Eind Patron barcode: 22398 Name: Check Out Acct charges: \$0.00 Patron code: Adult (Patron 18 and over) Acct credit: \$0.00 Notification option: Email Addre Items out: 0 Phone 1: Total overdue Email addre 0 Claims/Lost: 0/0 Expiration date: Items held: Address: 0 Total holds/ILL: 0/0 😫 🔳 🚚 🗯 🎊 💆 🛍 🕍 🔗 Loan Period Eind Item barcode: <u>R</u>eset Special... Barcode Title Due Date Action For Help, press F1 NUM
- 3. A new window called "Patron Status" will open. Click the "Charge" button.



- 4. A dialog box called "Charge" will open.
 - a. Enter the amount they owe in the "Amount" box.
 - b. Select "Computer Copies/Printouts" from the "Reason" list.
 - c. Click OK.

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😽 感 🖉 👞 🐺 👘 a Status	Barcode: 22398 Acct charges: Acct credit: Items out: Total overdue: Claims/Lost: Items held: Total holds/ILL: Account Date	\$0.00 \$0.00 0 Amount: Associated item: Notes:	\$.30	Name: Patron code: Notification option: Phone 1: Email address: Charge Reason: OK	Mr. Adult (Patron 18 and over) Email Address Computer Copies/Printouts v End	nce Organization Note
	Balances Charges: \$0.0	0 Deposits:	\$0.00 Cr	redits: \$0.00		Balance: \$0.00

5. Close the "Patron Status" window to return to the Check Out window.