



Workflows Tip of the Week

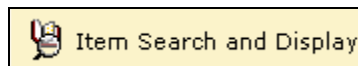
Module: Circulation

Summary: Viewing Paid and Unpaid Bills in Item Search and Display

Note: If an item is returned and the system flags it as having been Lost, you can go to the item record in Item Search and Display to see if the lost fees had already been paid. You can then make a note in the patron's record if your library refunds lost fees..

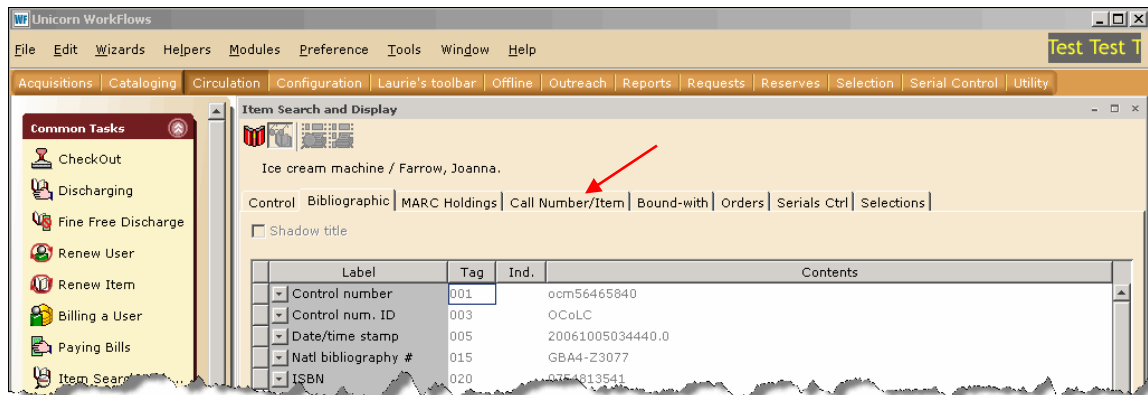
Instructions:

1. Click the Item Search and Display Wizard.

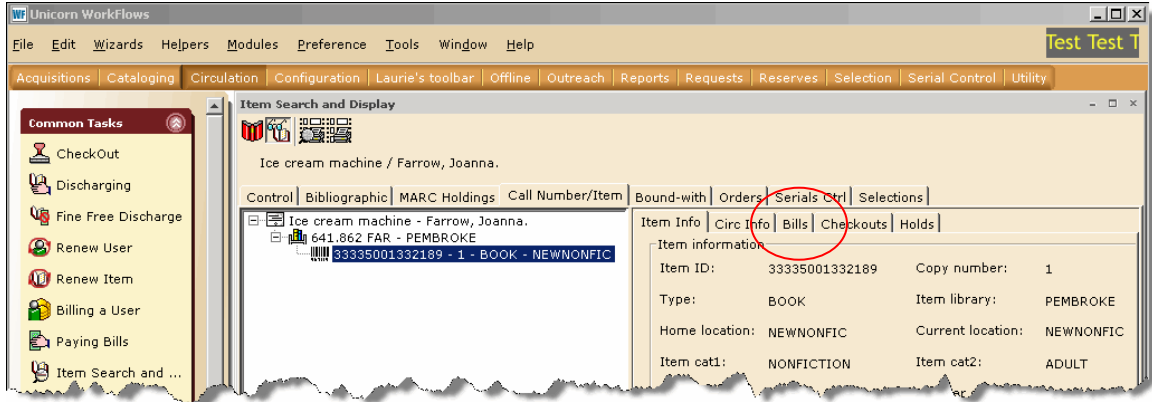


2. Search by the item barcode.

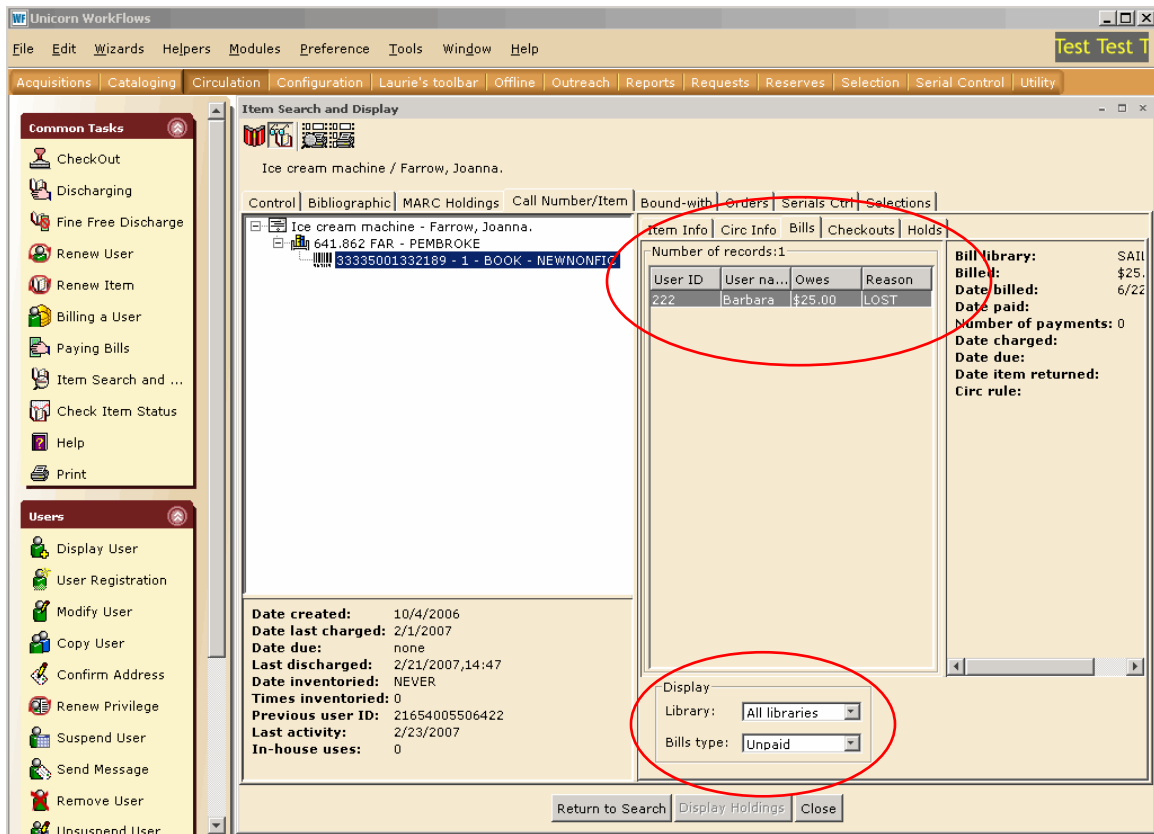
3. When your result displays, click the Call Number/Item tab.



3. On the resulting screen, click the Bills tab.



The bills, if any, then display:



If you select from the drop-down box for Bills Type at the bottom of the screen, you can set the view to display all bills, paid and unpaid.