Completing a transaction / Paying a Fine

- 1. You've deleted a patron or item by doing the following steps
 - a. Open M3 CATALOGING
 - b. Search for:
 - i. Patron by barcode or last name
 - ii. Item by barcode (Holding search) or title (Bibliographic search)
 - c. Click in box next to patron or item record
 - d. Right click and select "Delete Selected Records"
 - e. Text of record will now be **RED** which indicates deleted status
- 2. Click the box next to the patron or item record again
- Right click and select "Purge Selected Record" 3

3. Right click and select " <i>Purge Selected Record</i> "	111 🗖 Hi				215
	112 🗖 H				216
4. And you get presented with the following window	113 🗖 H				208
	114 🗖 H				220
	115 🗖 H				216
	116 H				204
	117 🗖 Hi				219
	118 🗖 Ja				214
Open Transactions	119 🗌 Ja				218
		Diednina Malle Fotost	10033 100		217
The following records here open transactions and have not been deleted:	121 V Jones	Find	527	1	217
The following records have open transactions and have not been deleted.	122 Unatovac	Select All	467	2	204
	124 Krell	Delete Selected Percerde	509	ĸ	214
	125 Lettsome	Undelete Selected Records	531	2	205
Last Name 100/c First Name 100/a Barcode 852/p Grade 852/g HM RM 852/b Teacher		Print Selected Records			
Jones Clayton 610342488 OLD 1 217		Purge Deleted Records			
		Purge Selected Records			
			_		

🛒 M3 Cataloging

109 TH 110 🕅 Hi

<u>File Edit View Help</u>

Last Name 100/c First Name 100/a

Barcode 852/p

Grade 852/c HM R

220

- 5. What this indicates is that there the patron either still has a book out or a fine attached to their record.
- 6. You must resolve this (i.e., complete the transaction) before the patron or the item can be purged.
 - a. Open M3 CIRCULATION
 - b. Click on STATUS

Using an PATRON BARCODE

purged.



					M3 Circulation -(M3	M3 Circulation -(M3 Workstation)				
						<u>File Mode Patron Iter</u>	m <u>T</u> ools Settings	<u>H</u> elp		
1.	Click th	e Payment Butt	on			Loan ◆ [®] Return ◆ Ren	ew Reserve Stat	tus		
2.	The Pay	ment window w	vill appear			A & & & A		* &		
	a.	a. If you are NOT accepting any money				Rarcodo: Payments	Revenue Payments U.S. 4/510242499			
	1. Type dollar amount in the Forgiven column						3 (10342400			
	1.	I. CIICK UK				Patron:				
	F	Payment					×			
			Title	Fine Refunded B	Balance Payment Forgiven F	Reason Claimed Paid Date Returned I	Di <u>O</u> K			
	Looking at- Allosaurus :			17.95 0.00	17.95 17.95 0.00 M	IISSING 🗖 06/25/2008 0	3, <u>C</u> ancel			
							History			
							New Fine			
							Bofund			
		•					·]			
			Payment	Balance						
		Total:	17.95	0.00						
		Tendered:		×						
		Change:	0.00							

- b. If you are **ARE** accepting any money
 - i. Type dollar amount in the "Tendered:" box
 - ii. Click **OK**
- 3. Fine will be cleared off of patron record
- 4. You can then "Purge Select" patron

Using an ITEM BARCODE

If you go in with an item barcode, you must double click on the patron record that is located in the bottom pane of the "*Item Transactions*" window.

This will give you access to the **Patron Payments** button if the book has a fine connected with it.

