

Special Fine Barcode Setup

Atrium allows you to set up Special Fine Barcodes for fine and fee assessment. This means you can quickly scan a barcode to automatically fill out the options on the Assess Fine or Assess Fee form and submit the charge rather than manually entering data, making a selection, and clicking the button. This is particularly useful if you have common situations when you need to charge patrons. For instance, if you charge a standard rental fee for newly released DVDs, you can create a unique barcode to easily charge the same amount to patrons who rent items.

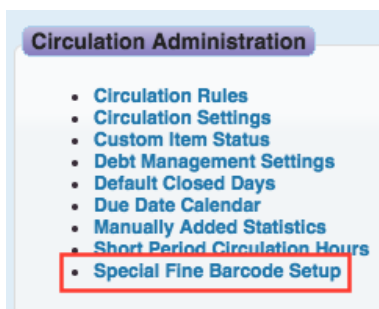
This document includes steps for setting up the Special Fine Barcodes, printing them, and using them to assess fines/fees.

To set up special fine barcodes:

Click Administration\Circulation from Atrium's Menu Bar to open the Circulation Administration submenu.

Click Special Fine Barcode Setup to open the Add Special Fine Barcode form and Special Fine Barcode List.

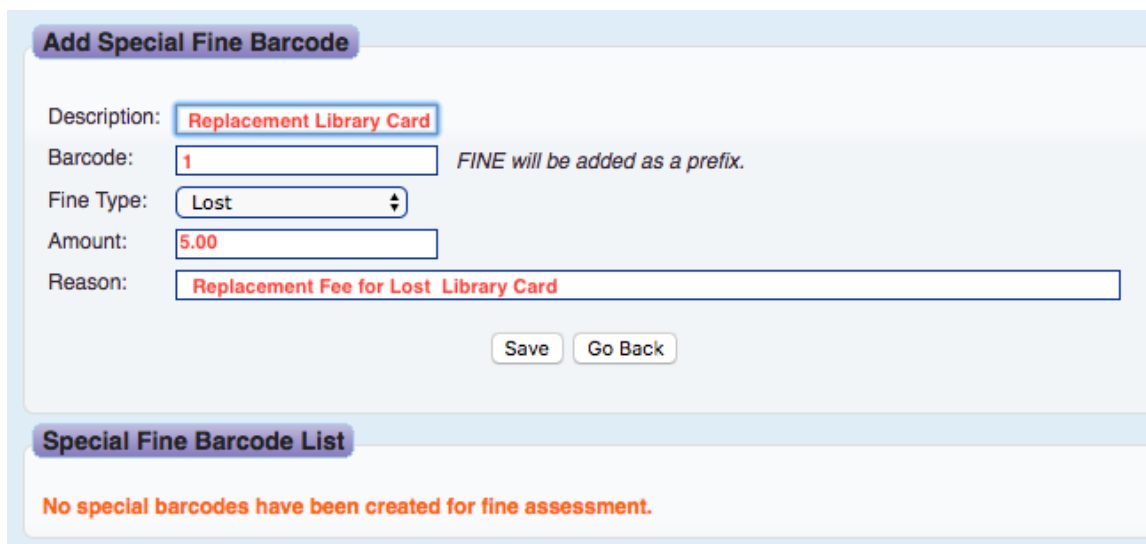
If you have already created any barcodes, you will see a Printing Options form along with a list of Special Fine Barcodes.



A screenshot of the 'Add Special Fine Barcode' and 'Special Fine Barcode List' forms. The 'Add Special Fine Barcode' form has fields for Description, Barcode, Fine Type (a dropdown menu with 'Lost' selected), Amount, and Reason. Below these fields are 'Save' and 'Go Back' buttons. A red arrow points from the 'Save' button to the 'Special Fine Barcode List' section. The 'Special Fine Barcode List' section contains a table with columns for Description, Barcode, and Actions. Below the table is a 'Printing Options' section with a 'Print Special Barcodes' button, a 'Label To Print' dropdown menu (set to '30 per page laser/inkjet (Avery 516)'), a 'Refresh Labels' button, and input fields for Starting Row, Starting Column, Copies Per Barcode, and a checkbox for Print Test Border. A red arrow points from the 'Printing Options' section to the 'Special Fine Barcode List' table.

Description	Barcode	Actions
Copier (B/W) Fee	FINE9	Edit Delete
Damaged Barcode	FINE5	Edit Delete
Fax	FINE1	Edit Delete
Missing Audio Book Component	FINE4	Edit Delete
Missing or Damaged AR Label	FINE8	Edit Delete
Movie Rental Fee	FINE3	Edit Delete
Processing Fee	FINE6	Edit Delete
Replacement Cost Fee	FINE7	Edit Delete

On the Add Special Fine Barcode form, enter a name you will recognize for this barcode in the Description: field. For instance, you might enter DVD New Release Rental, Missing Mouse, or Replacement Library Card.



Add Special Fine Barcode

Description:

Barcode: *FINE will be added as a prefix.*

Fine Type:

Amount:

Reason:

Special Fine Barcode List

No special barcodes have been created for fine assessment.

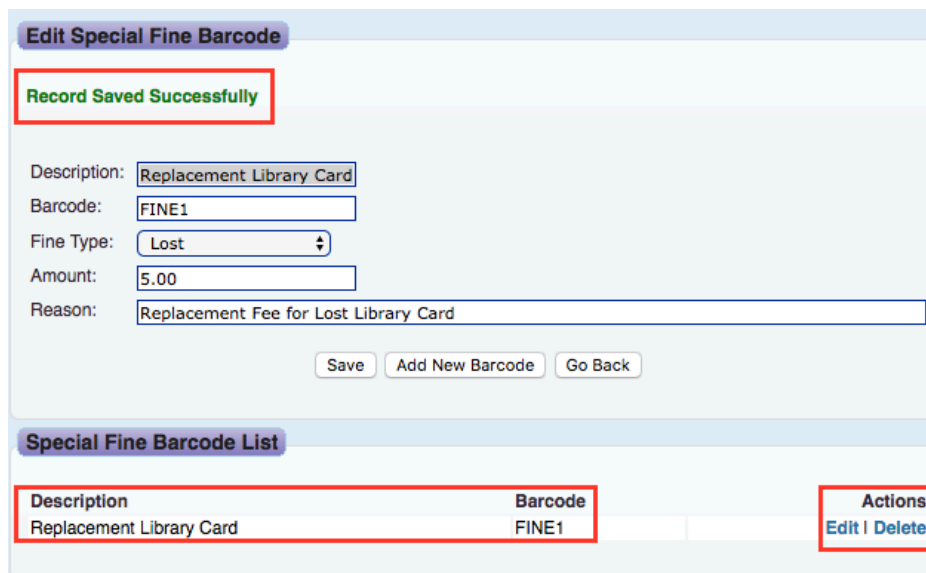
Enter a barcode in the Barcode: field. This must be an alphanumeric entry (letters and/or numbers only, no spaces or symbols) that is unique to this special fine barcode; Atrium will add the word FINE to the beginning of the barcode after saving.

Click the Fine Type: drop-down button, and click again to make a selection. You can choose one of five fine types: Lost, Damaged, Missing Component, Rental, or Other.

Enter a monetary value in the Amount: field. If needed, enter an explanation of the fine in the Reason: field.

Click Save to keep your work.

The Edit Special Fine Barcode form opens with a success message, and the barcode is added to the Special Fine Barcode List.



Edit Special Fine Barcode

Record Saved Successfully

Description:

Barcode:

Fine Type:

Amount:

Reason:

Special Fine Barcode List

Description	Barcode	Actions
Replacement Library Card	FINE1	Edit Delete

If you need to add another barcode, click Add New Barcode to open the Add Special Fine Barcode form again, and repeat the steps.

If you need to modify an existing barcode, click Edit in the Action column on the Special Fine Barcode List to open the Edit Special Fine Barcode form, make changes to the fields and drop-down list, and click Save.

If you need to remove an existing barcode that is no longer needed, click Delete in the Action column on the Special Fine Barcode List. A success message displays, and the barcode is removed from the list.

To print barcodes:

You can use the Printing Options form to print one or more copies of all the barcodes on the Special Fine Barcode List.

Note: These barcodes use some settings that were configured for printing item barcodes. These include alignment (offsets, etc.), whether to display a human readable barcode, and whether to display your library name.

Click the Label To Print: drop-down button, and click again to select a label choice.

Printing Options

Print Special Barcodes

Label To Print:

30 per page (BSI 70-BML30) Refresh Labels

Starting Row: 1

Starting Column: 1

Copies Per Barcode: 1

Print Test Border: ☐

If your Book Systems Technical Support Specialist adds a new label to the drop-down list to meet your requirements, you will need to click Refresh Labels to update your database.

The defaults for Starting Row: and Starting Column: are "1." Label printing will begin on the first row, in the first column of a new sheet of labels.

Warning! Reusing printed label sheets can damage your printer's rollers. Though Atrium can be configured to print partial sheets of labels, we recommend using a new sheet of labels each time you print.

The default Copies Per Barcode: is "1." If needed, highlight the default, and enter a new number in this field.

Click the Print Test Border: check box if you need to compare a test sheet against your label stock. When enabled, border lines display in the PDF preview.

Click Print Special Barcodes.

A Print Special Fine Barcodes progress bar displays in a new tab while the barcodes are being generated. Successes and Errors display as they apply.

When complete, Atrium previews your labels as a PDF. If the barcodes display as expected, use the onscreen options available from the PDF tab to print.



Click to close.

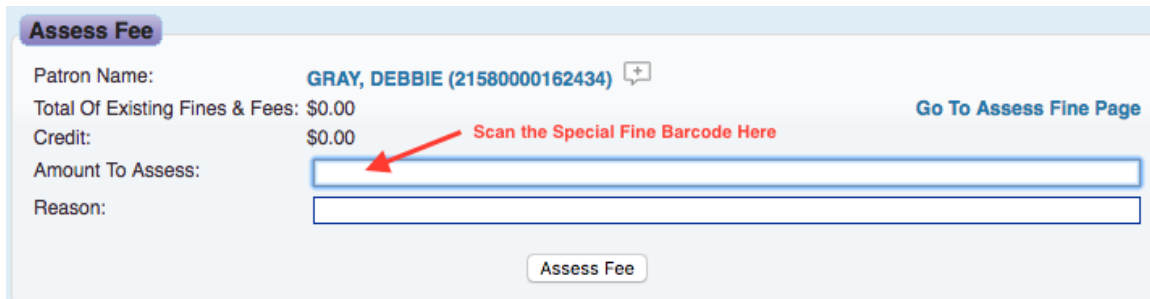
To use special fine barcodes:

You can scan a Special Fine Barcode at any time from the Assess Fine or Assess Fee form to complete the fields and make a selection from the drop-down list. The steps cover the specific example of charging a patron for a replacement library card using the Assess Fee form.

Click Circulation\Assess Fee from Atrium's Menu Bar.

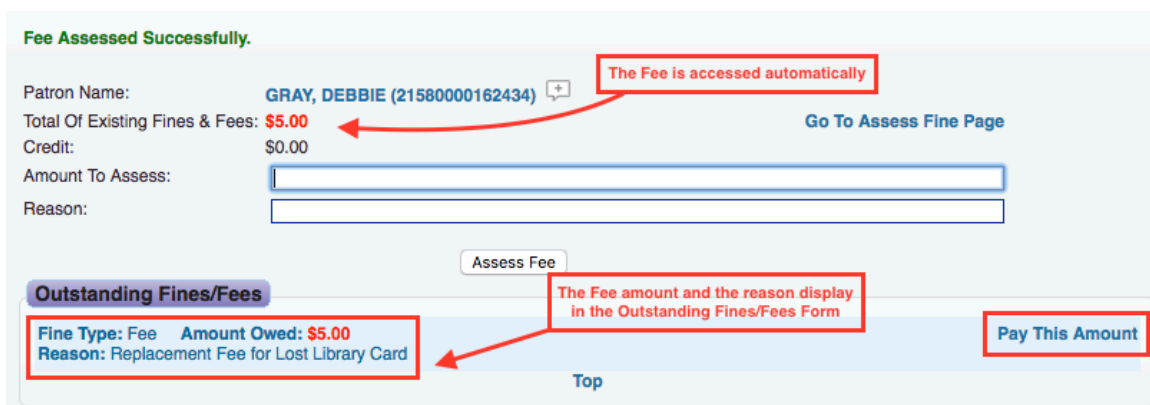
The Patron Lookup form displays. Enter the name or barcode of the patron who is paying for the replacement card. If your search returns a list of results, click the appropriate name.

The Assess Fee form displays. In the Amount To Assess: field, scan the special fine barcode.



The screenshot shows the 'Assess Fee' form for patron GRAY, DEBBIE (21580000162434). The form includes fields for Patron Name, Total Of Existing Fines & Fees (\$0.00), Credit (\$0.00), Amount To Assess, and Reason. A red arrow points to the Amount To Assess field with the text 'Scan the Special Fine Barcode Here'. A 'Go To Assess Fine Page' link is in the top right, and an 'Assess Fee' button is at the bottom.

Atrium automatically assesses the fee. The fee amount and reason display in the Outstanding Fines/Fees form. Use the Pay This Amount link to process the payment.



The screenshot shows the 'Outstanding Fines/Fees' section after a successful assessment. The 'Total Of Existing Fines & Fees' is now \$5.00. A red box highlights the 'Pay This Amount' link. A red arrow points from the 'Pay This Amount' link to the 'Amount Owed' field in the 'Outstanding Fines/Fees' table, with a callout stating 'The Fee amount and the reason display in the Outstanding Fines/Fees Form'. Another red box highlights the 'Assess Fee' button, with a callout stating 'The Fee is accessed automatically'.

Fine Type	Amount Owed	Reason
Fee	\$5.00	Replacement Fee for Lost Library Card

The Fine/Fee will display on the Patron's Circulation Screen.



The screenshot shows the 'Check Out Items' section of the Patron's Circulation Screen. It displays the patron's name, barcode, and a table of 'Outstanding Fines/Fees'. The table has columns for Title, Barcode, Type, Reason, Amount, and Action. The 'Amount' column shows \$5.00, and the 'Action' column has a '[Pay This]' link.

Title	Barcode	Type	Reason	Amount	Action
		Fee	Replacement Fee for Lost Library Card	\$5.00	[Pay This]