Genesis G3 Circulation Basics <u>Using Borrower Accounts</u>

Borrower Account Steps:

- 1. From any of the circulation screens: **check out, check in, renew or hold**, You can make needed changes to the borrower's account information
- 2. Place the mouse arrow on the purple **Account** button halfway down the screen towards the right hand side, single click the left mouse button or <u>you can hold down the **alt** key</u> while striking the letter **A** key
- 3. This will bring you another smaller screen called Borrower Account
- 4. Across the bottom of this screen is a row of gray buttons labeled left to right
 - Payment, Add Charge, Adjustment, Purge, Print Statement, Close
- 5. Place mouse arrow on the gray button for the function you are wanting to do and single click the left mouse button
- 6. Another screen will popup
- 7. Key in the charge amount or credit. *Note: If amount are less than a dollar remember to use the decimal key first before putting in the numbers (.50 or 1.25) and <u>no</u> \$ sign symbol is used for adding dollar amounts.*
- 8. Hit the **enter** key
- 9. This will pop up another screen enter the proper code for this charge or credit or adjustment (*see code list for fines and fees*), *if appropriate you can print a Statement*.
- 10. Hit the **enter** key
- 11. Now the information has been entered into the borrower's account
- 12. Place the mouse arrow on the gray **close** button and single click or <u>you can hold down the</u> <u>alt key while striking the letter C key</u>
- 13. This will return you to your original circulation screen you started from

G3 Library File View He Check Out	Automation System (Build 1.9.9) : LAS - [Circulation] #p Check In <u>R</u> enew <u>H</u> old	
Chec	KOut Items O Automatic O Manual Check Out Date: 03/31/2001	
<u>B</u> orrower II moore IV, ja	300000345 moore IV, joseph e / NRVI	
Circulation	Date/Time Description Amount 03/31/2001 02:46 PM bk 0.30 0.30	
Item 5000211044 5000211069	Void Line Balance = \$0.30	Þ
item Barco Check Ou	Payment Adjustment Purge Print Statement Close	
	03/31/2001 2:47 P	M
🚮 Start 🎱	G3 Library Automatio 🗐 Genesis G3dailycirculation 🗐 Document2 - Microsoft Word	🔕 2:47 PM