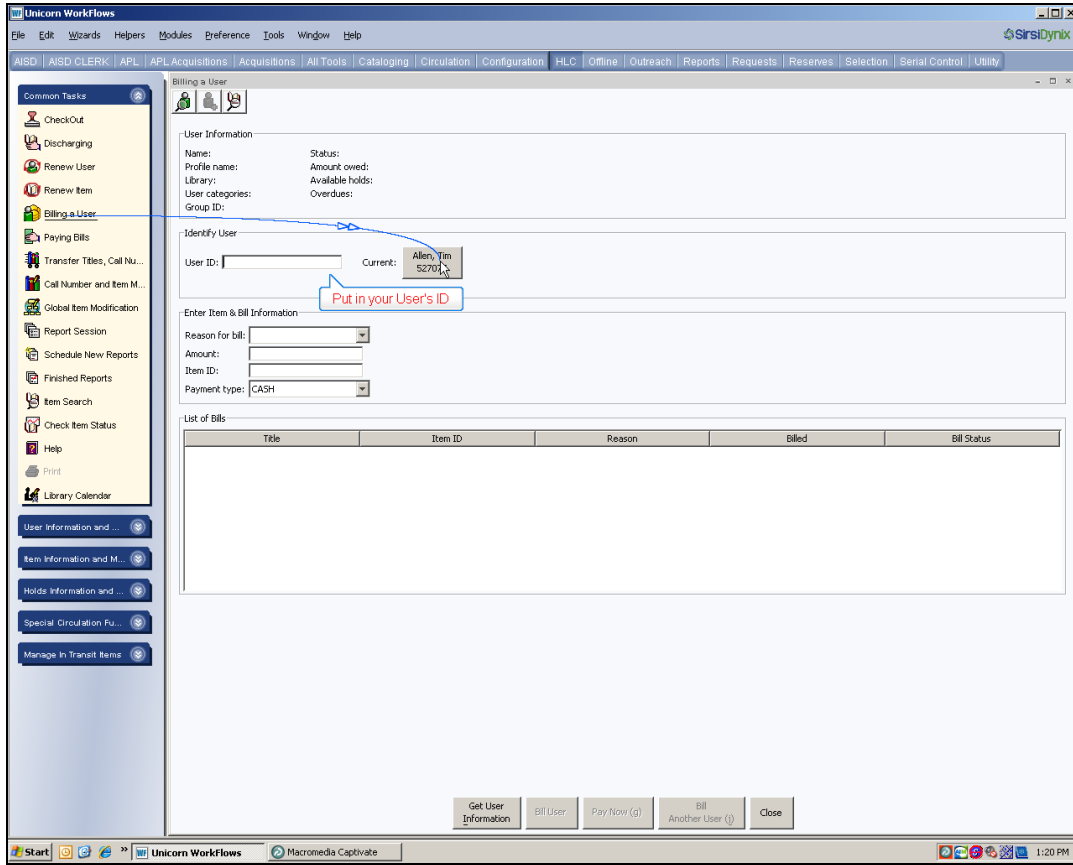
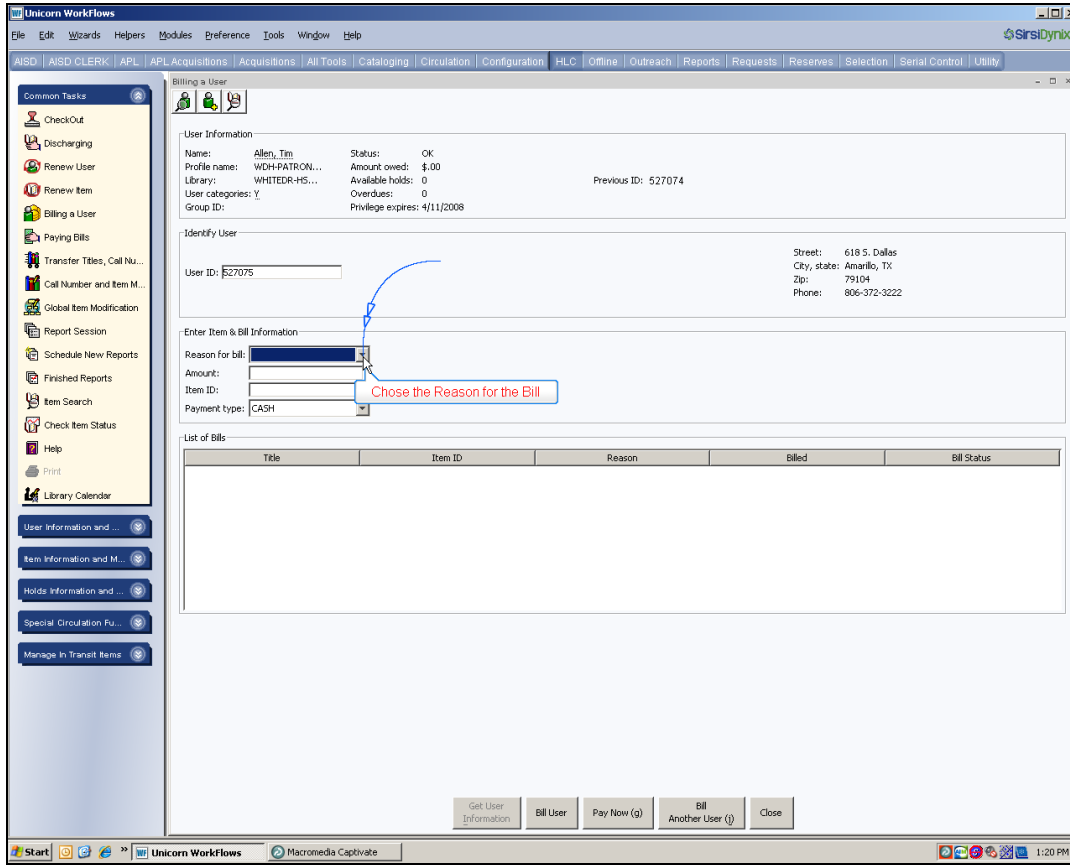


Click on Billing a User



Put in your User's ID



Chose the Reason for the Bill

**Unicorn Workflows**  
File Edit Wizards Helpers Modules Preference Tools Window Help

ALSD | ALSD CLERK | APL | APL Acquisitions | Acquisitions | All Tools | Cataloging | Circulation | Configuration | HLC | Offline | Outreach | Reports | Requests | Reserves | Selection | Serial Control | Utility

**Billing a User**

**User Information**  
Name: Allen, Tim Status: OK  
Profile name: WDM-PATRON... Amount owed: \$4.00  
Library: WHITEEER-HS... Available holds: 0 Previous ID: 527074  
User categories: Y Overdues: 0  
Group ID: Privilege expires: 4/11/2008

**Identify User**  
User ID: B27075  
Street: 618 S. Dallas  
City, state: Amarillo, TX  
Zip: 79104  
Phone: 806-372-3222

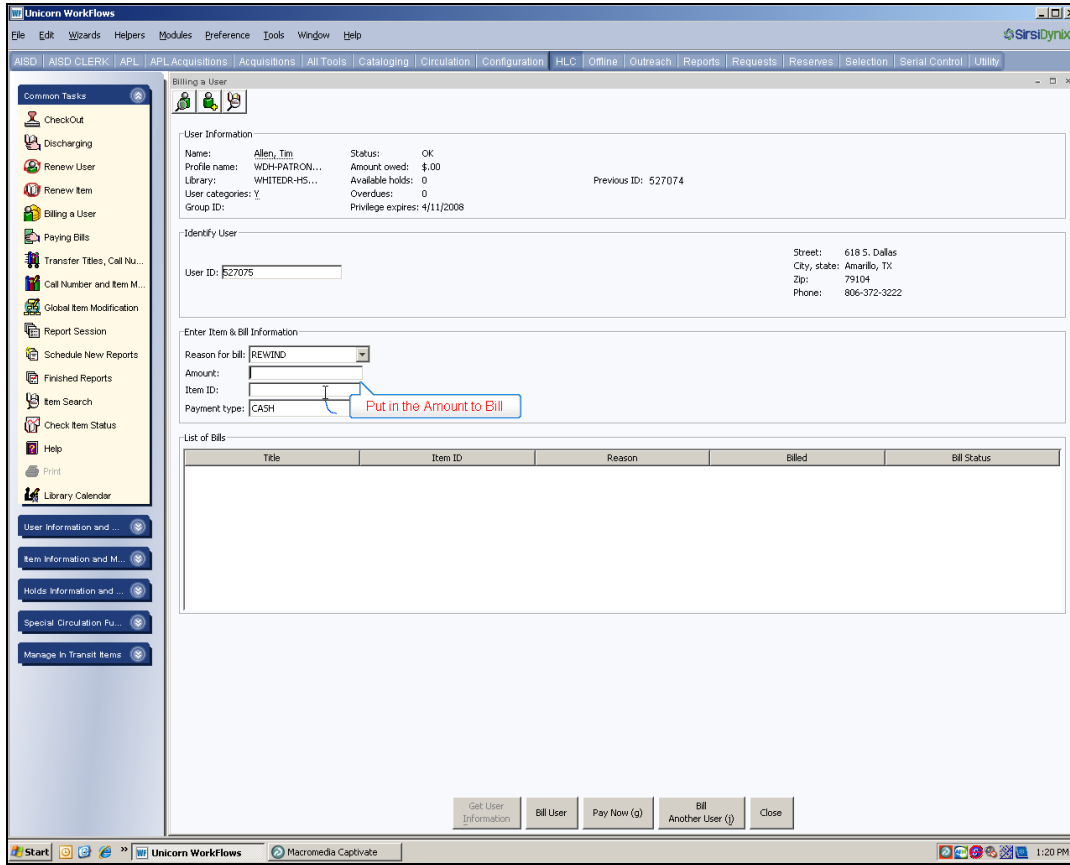
**Enter Item & Bill Information**  
Reason for bill: [Dropdown menu open with options: RECALLOID, REFERRAL, RESERVEOVD, REWIND, ROOMUSE, TASKCASE, VIDEBOX]  
Amount: [Field]  
Item ID: [Field]  
Payment type: [Field]

**List of Bills:**

Item ID	Reason	Billed	Bill Status
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Get User Information | Bill User | Pay Now (g) | Bill Another User (i) | Close

Start | Unicorn Workflows | Macromedia Captivate | 1:20 PM



Put in the Amount to Bill

**Unicorn Workflows**  
File Edit Wizards Helpers Modules Preference Tools Window Help

ALSD | ALSD CLERK | APL | APL Acquisitions | Acquisitions | All Tools | Cataloging | Circulation | Configuration | HLC | Offline | Outreach | Reports | Requests | Reserves | Selection | Serial Control | Utility

**Billing a User**

**User Information**  
Name: Allen, Tim Status: OK  
Profile name: WDM-PATRON... Amount owed: \$4.00  
Library: WHITEEER-HS... Available holds: 0 Previous ID: 527074  
User categories: Y Overdues: 0  
Group ID: Privilege expires: 4/11/2008

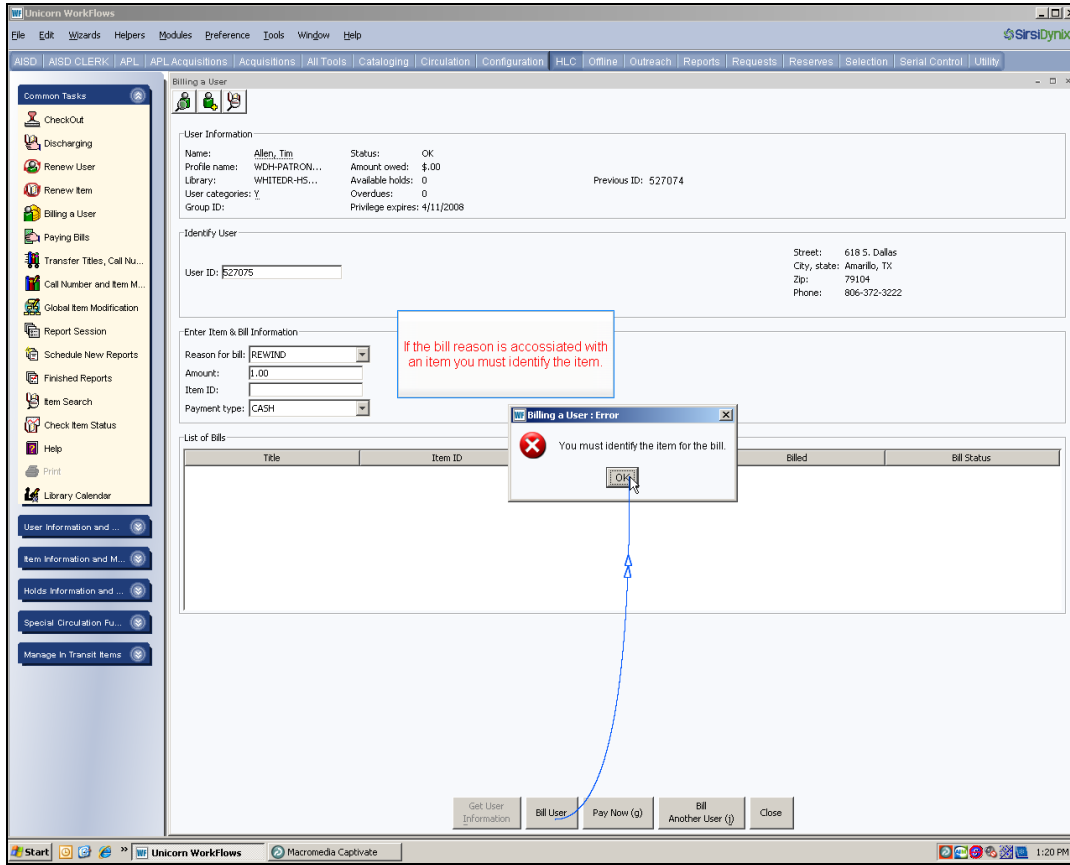
**Identify User**  
User ID: E27075  
Street: 618 S. Dallas  
City, state: Amarillo, TX  
Zip: 79104  
Phone: 806-372-3222

**Enter Item & Bill Information**  
Reason for bill: REWIND  
Amount: 4.00  
Item ID:  
Payment type: CASH

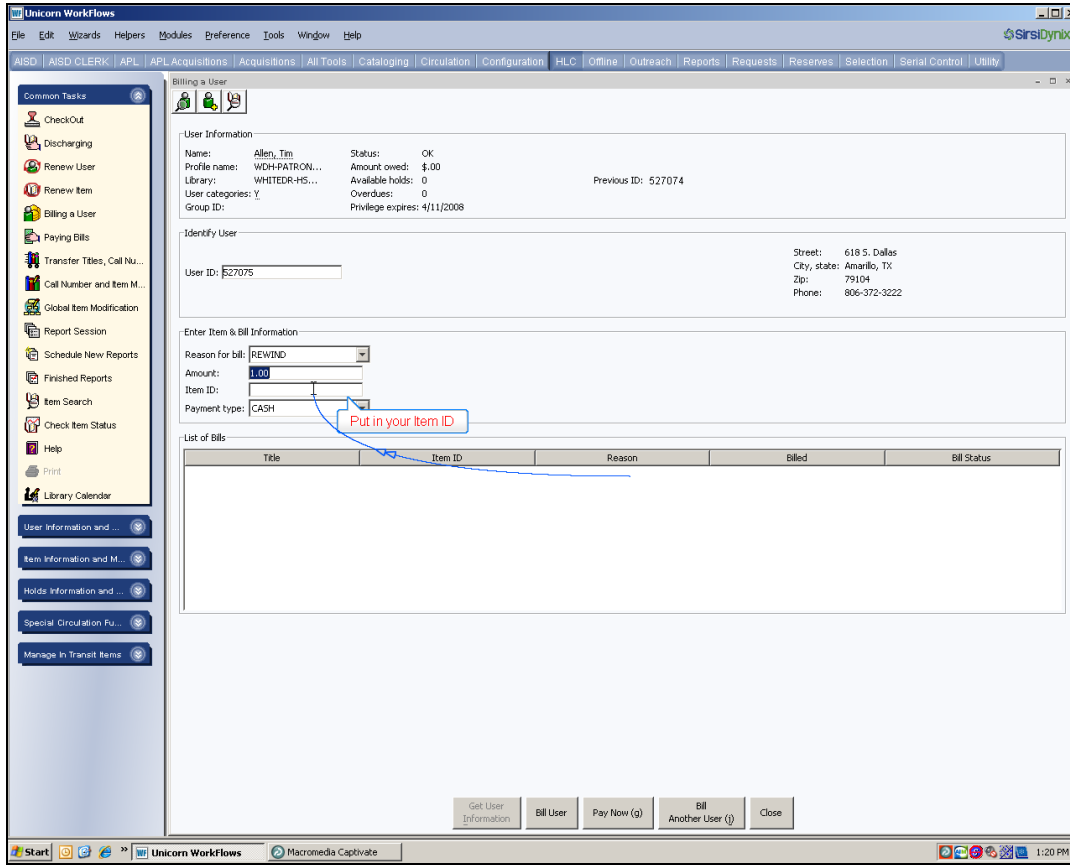
**List of Bills**

Title	Item ID	Reason	Billed	Bill Status
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Get User Information Bill User Pay Now (g) Bill Another User (i) Close

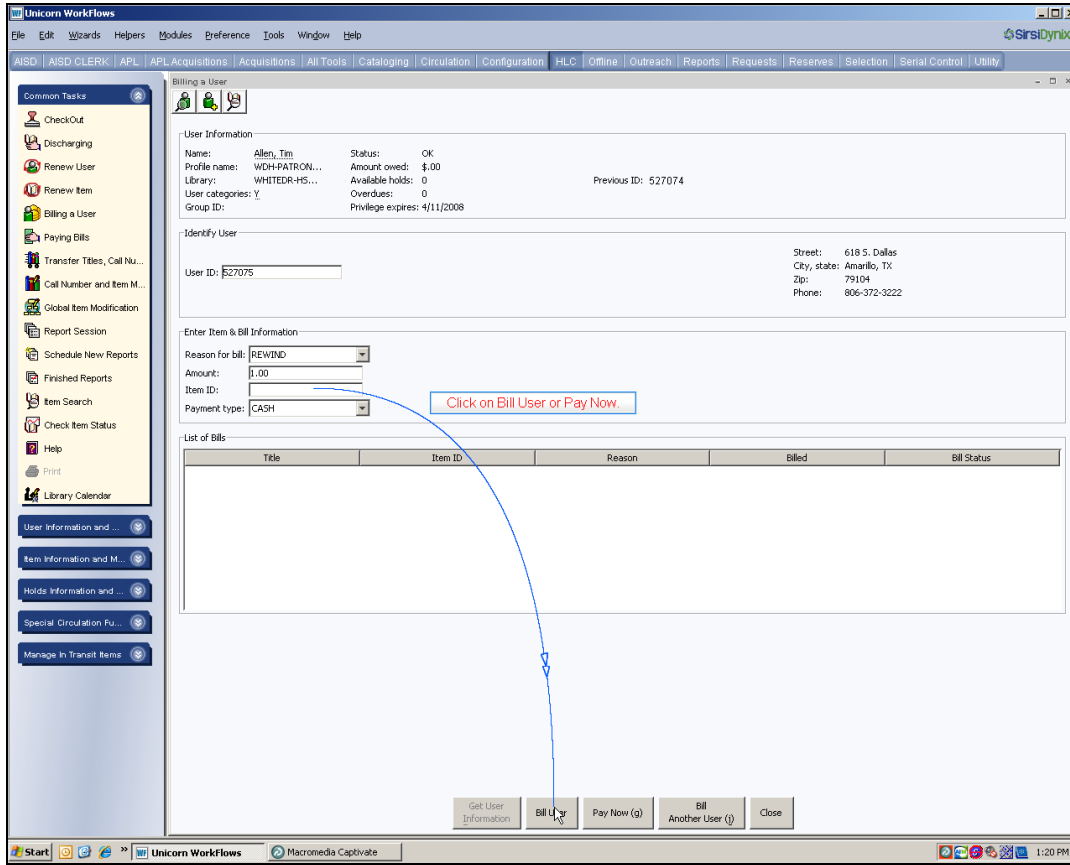


If the bill reason is associated with an item you must identify the item.

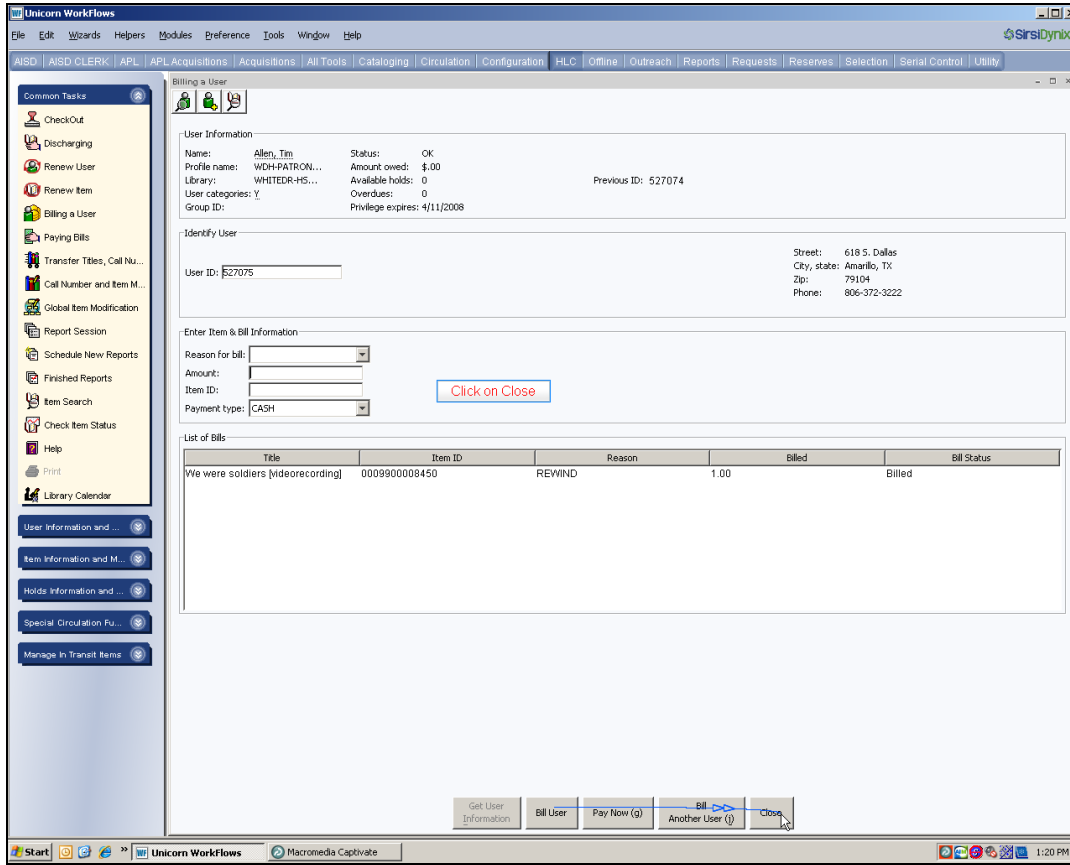


Put in your Item ID





Click on Bill User or Pay Now.



Click on Close

