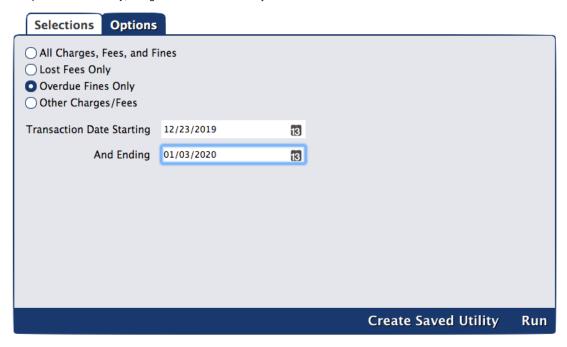
We were on a break!—Forgiving accidental fines

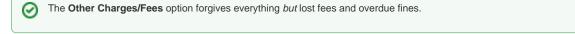
January 6th, 2020

Winter break has come to an end and it's time to get back to work. You find out a bunch of overdue fines accumulated over the break when the library was closed. Whoops! No need to worry, though. Alexandria has a utility to fix that!



Use our Forgive Charges utility to take care of accidental fines that accumulate over a break or unexpected snow day:

- 1. Go to Tools > Utilities > Patrons > General > Forgive Charges.
- 2. On the **Selections** tab, make any necessary selections (policy, grade, homeroom, etc).
- 3. On the Options tab, choose Overdue Fines Only.



- 4. In the **Transaction Date Starting** field, enter the date of the first day of winter break.
- 5. In the **And Ending** field, enter the date of the last day of winter break.
- 6. Click Run.

And there you have it! All of those fines will disappear and you can return to normal circulation.