We were on a break!—Forgiving accidental fines

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**.

   > ✅ The **Other Charges/Fees** option forgives everything *but* lost fees and overdue fines.

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.