How to allow inactive patrons to pay the balance through the Pay Your Fines Online service

1. Open the Find and Manage Users function (Alma -> Administration -> User Management)



2. Find the user record and click the Edit button under Actions.

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Sandb	a. 👩 -	P	Tasks Analytics	Currently at: Eckhardt Gran	natté Music Lib		He	elp Xuan, V
Find and Manage Us	ers							
Dealer Dealer	Contrat II All	1	1					
Stati PUDIIC	In filter All O Status filter		_			142.01		
				Find : p	lanw	1 1 of 1	User general II	nformation 👻
						1-10111	tecords Cordi	
u oser								
Name	Account Type	Record Type	Job Category	y User Group	Status	Expiration date	Blocks N	lotes

3. If the account type is External, click on the Toggle Account Type link to change it to an internal account.

/ r u	lser Details	×	-	100					٤	- 6	
← →	CO	() https://sandbox01-na.alma.e.	xlibrisgroup.com/m	ing/action/home.do?r	node=ajax#b	G 🕁	0		8		f?
1	8	Alma -	P	Tasks Analytics	Currently at: Eckhardt Gramatté Music Lib			He	∍lp	Xuan	, Wei
තී	User Details				Cancel Togg	e Account Type	Ореп	1 For	Upda	ite	Save
		Name xuan, wei Account Type External	Prir	nary identifier xuanw Owner SIS_temp	Record type Pul User group test						

Na Internal Manage fulfiliment activities	me xuan, wei User group Citizen		Primary identifier xuanw		Record type Public
General Information 🔛 Contact Info	ormation III Identifiers III Notes	Blo	cks Fines/Fees	Statistics	H Attachments
er Information First name	wei			Middle name	
Last name *	vuan			Primary identifier	xuanw
Title	(2.00000.1.)	v		,	
PIN number			Generate		
Job category	HomeDeliveryTest	*		Job description	
Gender		-		User group	Citizen
Campus		-		Website URL	Please select a value
Preferred language	English			Status	Affiliated Health Institutions
Status date	19/09/2016			Birth date	Alumni
Expiration date	21/09/2016	1		Purge date	Citizen
Resource sharing library		*			Consumer Health
	Selected Patron Letters				Distance Education
Send message	General mail	*	Compose		Faculty and Staff
Created By	Xuan, Wei (06/04/2016)			Updated By	For Record Purge
er Management Information					Hospital Staff
Password					ICM
Verify password					Manitoba Health/Regional Health Authority
Force password change on next login					Only to settle the account
Disable all login restrictions					Other Academics
er Roles					Patron not found
Role Add from Profiles Remove Selected					Retired Faculty pre 2012
					Student
Active	\$Role Name		₽ Role Area		Temporary Internet ID - 1 Day
	Patron		Fulfillment		Temporary Internet ID = 7 Day

4. Change the user group to "Only to settle the account"

5. Set the status to "Active"

General Information	Cont	act Infor	mation	Identifiers	Notes Notes	11	Blocks		Fines/Fees	Statistics		Attachments	Proxy For	
r Information														
	First	name	wei							Middle name				
	Last	name *	xuan							Primary identifier	xuanw			
		Title					T							
	PIN nu	Imber	••••				Gener	rate						
	Job cat	egory	HomeDelive	ryTest			w			Job description				
	G	ender					v			User group *	Only to se	ettle the account		Ŧ
	Ca	mpus					*			Website URL				
	Preferred lang	guage	English				*			Status	Active	< C		Ŧ
	Status	s date	19/09/2016							Birth date		-		H
	Expiration	n date	21/09/2016				1			Purge date				
Re	esource sharing I	ibrary					*							
			Selected Da	tron Letters										

6. Enter an expiration date in this record. The expiration date should be the second following day. Let patrons know that they have up to two days to pay the balance.

•	Sandbox			<i>c</i> -		10010	,						
User Details													
1	Internal Manage fulfillment activ	Nan ities	ne xuan, wei		User grou	up Citizen	Pri	mary ident	lifier xuanw			Record type Pub	lic
General Inform	ation Co	ntact Infor	mation	Identifiers	Note	13	Blocks		Fines/Fees	Statistics	s Attachments	Proxy For	
User Information													
	Firs	st name	wei							Middle name			
	Las	st name *	xuan							Primary identifier	* xuanw		
		Title					*						
	PIN	number	••••				Ge	nerate					
	Job c	ategory	HomeDelivery	Test			*			Job description			
		Gender					*			User group	* Only to settle the account		*
	c	Campus					*		Website URI				
	Preferred la	nguage	English				*			Status	Active		T
	Stat	us date	19/09/2016							Birth date			
	Evnirati	on date	21/00/2016							Pume date			
	Deseuros abasis	librario	21/08/2010	-			~			r uige dute			x
	resource snanng	Junidia	-										
			Selected Patro	on Letters									
	Send m	nessage	General mail				* Co	mpose					
	Crei	ated By	Xuan, Wei (06	5/04/2016)						Updated By	Xuan, Wei (19/09/2016)		

7. Enter a password for the record.

User Information First name wei Last name * xua	an		Middle name				
First name wei Last name * xua	an		Middle name				
Last name * xua	an						
merce -			Primary identifier*	xuanw			
I rtle	*						
PIN number	•	Generate					
Job category Hor	meDeliveryTest 💌		Job description				
Gender	-		User group *	Only to settle the acc	ount	r	
Campus	*		Website URL				
Preferred language Eng	glish 💌		Status	Active			
Status date 19/	/09/2016		Birth date			1	
Expiration date 21/	/09/2016 🔳 💞		Purge date			1	
Resource sharing library	*						
Sel	lected Patron Letters						
Send message Ger	eneral mail 💌	Compose					
Created By Xu:	an, Wei (06/04/2016)		Updated By	Xuan, Wei (19/09/2	2016)		

8. Click the check mark on the Patron role to deactivate it.

Alma -	P	Tasks Analytics	Currently at: Eckhardt Gr	amatté Music Lib		
හි User Details						
Internal Manage fuffilment activities	Name xuan, wei	P User group Only to settle the	rimary identifier xuanw account			Record type Public
General Information Contact I	nformation	Notes Blocks	Fines/Fees	Statistics	Attachments	Proxy For
- User Information	e livici			Middle name		
l ast nam	e * vian			Primary identifier *	VIIDOW	
Titl	e	v		,,	/ data in	
PIN numbe	r	G	enerate			
Job categor	y HomeDeliveryTest			Job description		
Gende	er 🗌	*		User group *	Only to settle the account	v
Campu	s	v		Website URL		
Preferred languag	e English	*		Status	Active	*
Status dat	e 19/09/2016			Birth date		🗐 🚽
Expiration dat	e 21/09/2016			Purge date		I
Resource sharing librar	у	*				
	Selected Patron Letters					
Send messag	e General mail	* C	ompose			
Created B	y Xuan, Wei (06/04/2016)			Updated By	Xuan, Wei (19/09/2016)	
- User Management Information						
Passwor	d					
Verify passwor	d					
Force password change on next logi	n 🔟					
Disable all login restriction	s 🔲					
User Roles Add Role Add from Profiles Remove Select	ted					
▲ Active	≜ Role Name		⇔ Role Δrea		≜ Scope	Parameters
1	Patron		Fulfillment		University of Manitoba	-
			Second			

9. Click the save button to save all the changes.