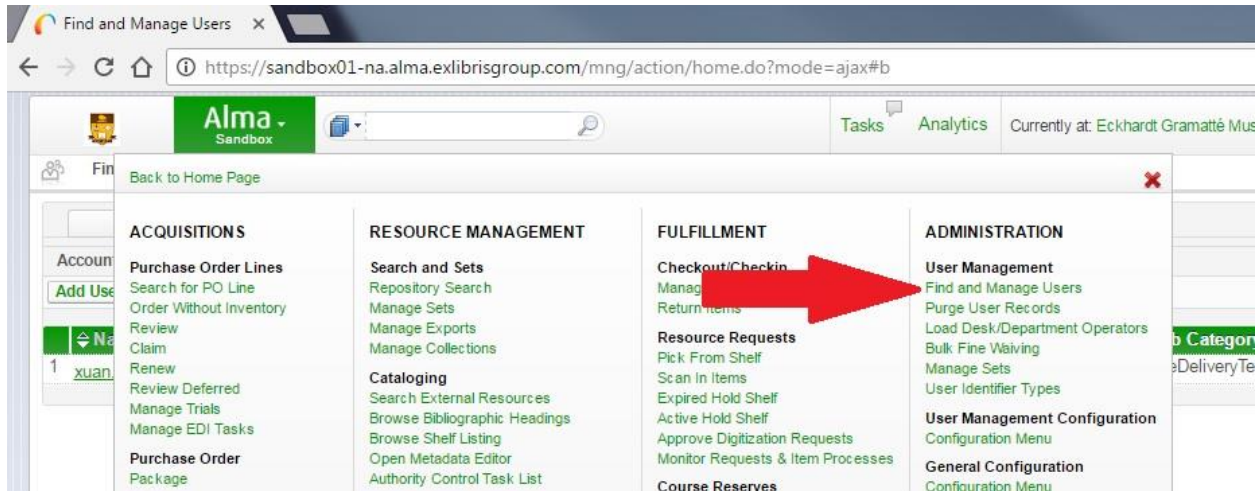
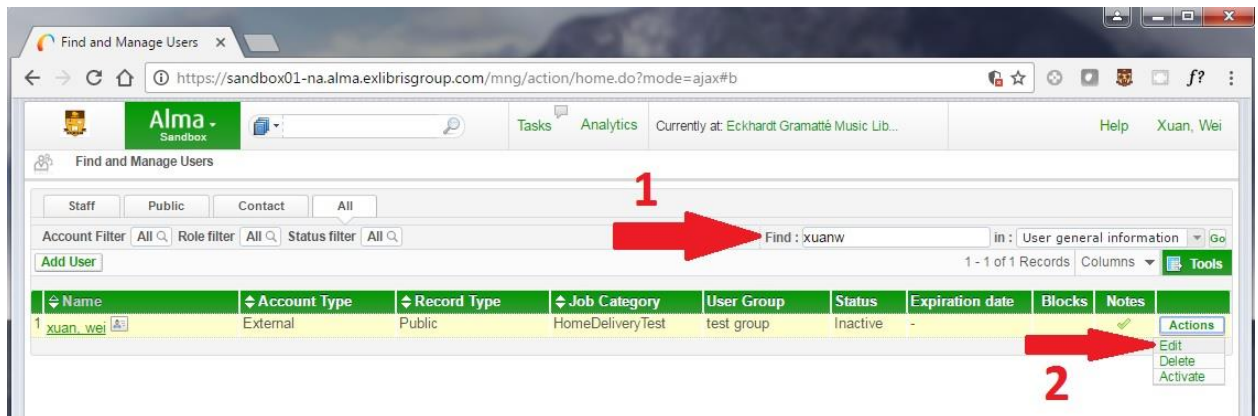


How to allow inactive patrons to pay the balance through the Pay Your Fines Online service

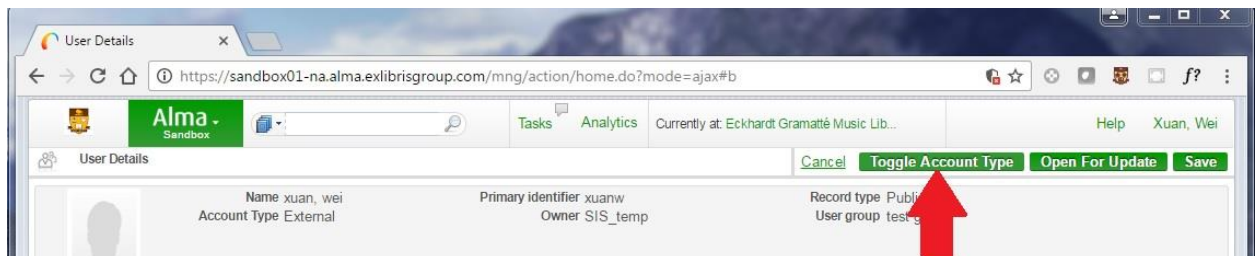
1. Open the Find and Manage Users function (Alma -> Administration -> User Management)



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



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



4. Change the user group to “Only to settle the account”

The screenshot shows the 'User Information' tab for user 'xuan, wei'. The 'User group' dropdown menu is open, displaying a list of options. A red arrow points to the option 'Only to settle the account', which is currently selected. Other options include 'Citizen', 'Alumni', 'Consumer Health', 'Distance Education', 'Faculty and Staff', 'For Record Purge', 'Hospital Staff', 'ICM', 'Manitoba Health/Regional Health Authority', 'Other Academics', 'Patron not found', 'Retired Faculty pre 2012', 'Student', 'Temporary Internet ID - 1 Day', and 'Temporary Internet ID - 7 Day'.

5. Set the status to “Active”

The screenshot shows the 'User Information' tab for user 'xuan, wei'. The 'Status' dropdown menu is open, displaying a list of options. A red arrow points to the option 'Active', which is currently selected. Other options include 'Patron' and 'Temporary Internet ID - 1 Day'.

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.

The screenshot shows the 'User Information' tab for user 'xuan, wei'. The 'Expiration date' field is highlighted with a red arrow. The current value is '21/09/2016'. The 'Status' is 'Active' and the 'User group' is 'Only to settle the account'.

7. Enter a password for the record.

General Information Contact Information Identifiers Notes Blocks Fines/Fees Statistics Attachments Proxy For

User Information

First name: wei
Last name *: xuan
Title: [dropdown]
PIN number: **** [Generate](#)
Job category: HomeDeliveryTest
Gender: [dropdown]
Campus: [dropdown]
Preferred language: English
Status date: 19/09/2016
Expiration date: 21/09/2016
Resource sharing library: [dropdown]
Send message: General mail [Compose](#)
Created By: Xuan, Wei (06/04/2016)

Middle name: [text]
Primary identifier *: xuanw
Job description: [text]
User group *: Only to settle the account
Website URL: [text]
Status: Active
Birth date: [calendar] [calendar]
Purge date: [calendar] [calendar]
Updated By: Xuan, Wei (19/09/2016)

User Management Information

Password: [text] ←
Verify password: [text]
Force password change on next login:
Disable all login restrictions:

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

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User Details

Internal Name: xuan, wei Primary identifier: xuanw Record type: Public
[Manage fulfillment activities](#) User group: Only to settle the account

General Information Contact Information Identifiers Notes Blocks Fines/Fees Statistics Attachments Proxy For

User Information

First name: wei
Last name *: xuan
Title: [dropdown]
PIN number: **** [Generate](#)
Job category: HomeDeliveryTest
Gender: [dropdown]
Campus: [dropdown]
Preferred language: English
Status date: 19/09/2016
Expiration date: 21/09/2016
Resource sharing library: [dropdown]
Send message: General mail [Compose](#)
Created By: Xuan, Wei (06/04/2016)

Middle name: [text]
Primary identifier *: xuanw
Job description: [text]
User group *: Only to settle the account
Website URL: [text]
Status: Active
Birth date: [calendar] [calendar]
Purge date: [calendar] [calendar]
Updated By: Xuan, Wei (19/09/2016)

User Management Information

Password: [text]
Verify password: [text]
Force password change on next login:
Disable all login restrictions:

User Roles

[Add Role](#) [Add from Profiles](#) [Remove Selected](#)

	Active	Role Name	Role Area	Scope	Parameters
1	<input checked="" type="checkbox"/>	Patron	Fulfillment	University of Manitoba	-

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