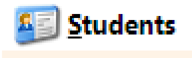
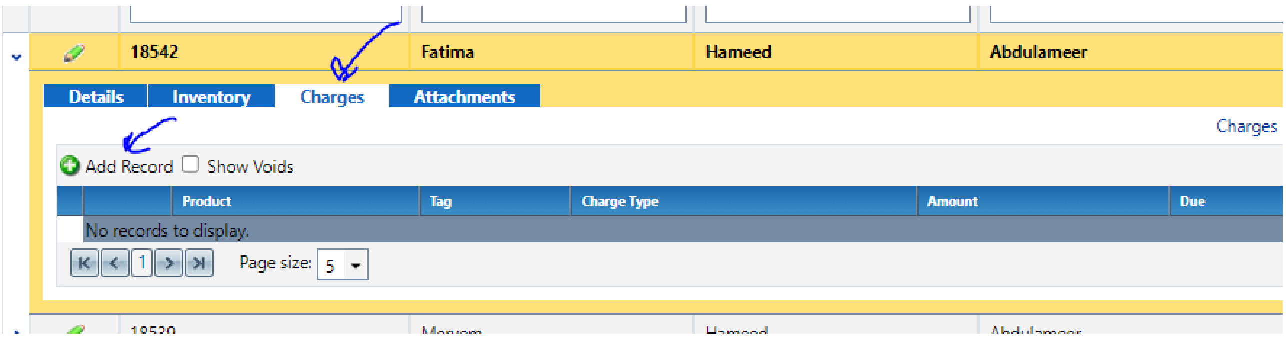
Charge Assessment

1. From your school/site click on 

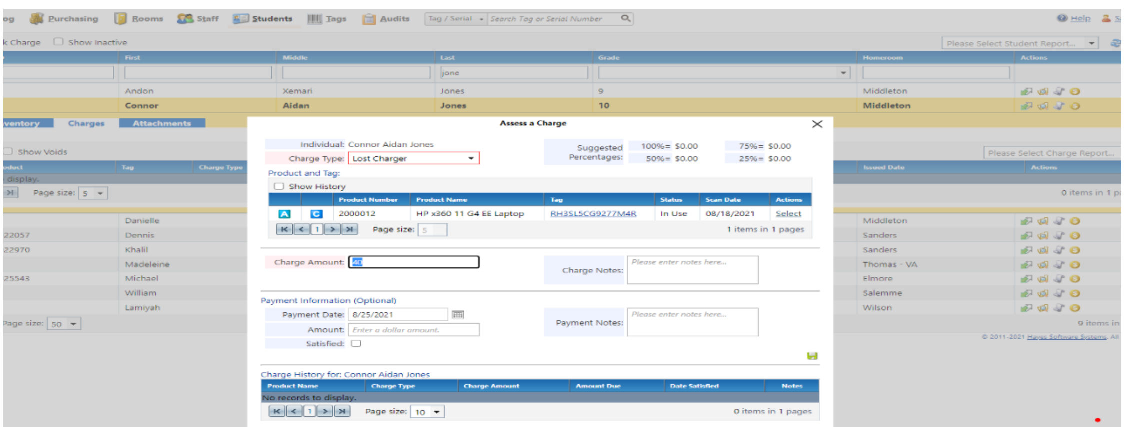
located on the top navigation bar

2. Using the **Students** <u>filters</u>, search for the student

3. Click on the **Student** name then click on the **Charges** tab.



4. Select a **Charge Type** from the **Charge Type**'s drop down menu
   If the charge applies to a specific asset that is listed, click **Select** under Actions



5. If the item is no longer in the status of **In Use** for this student, click on the **Show History** option in the **Product and Tag** header section. This will display all items which were previously issued to this student at one time.

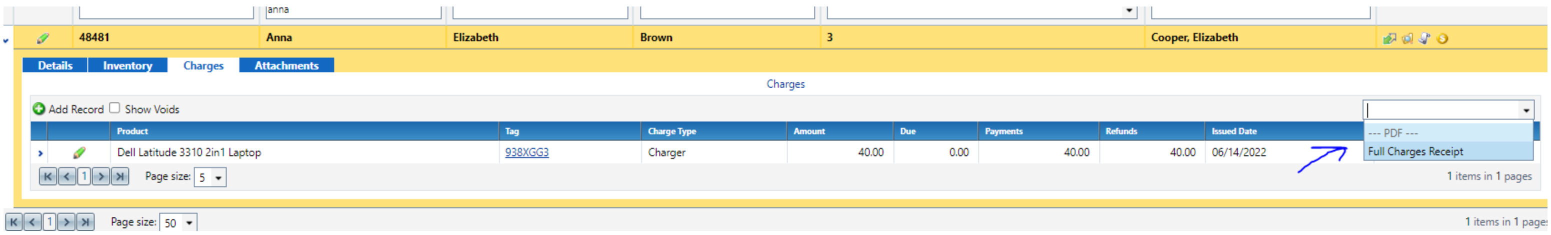
6. If needed, adjust the **Charge Amount** in the **Charge Amount** field.

7. Enter any desired notes regarding this charge into the **Charge Notes** field.

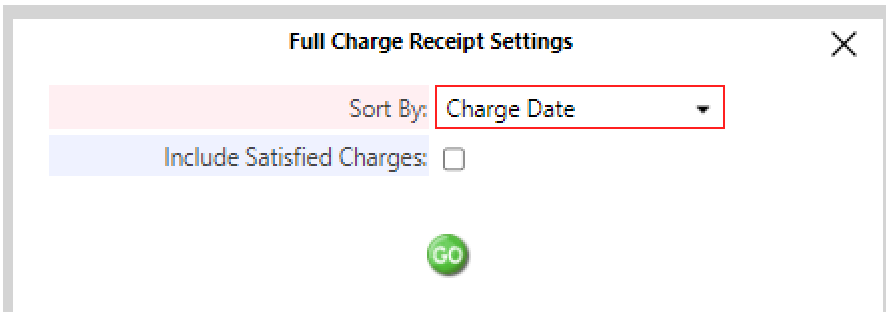
8. Click on  **Save**. The Charge is added to the **Charge History** grid at the bottom of the **Assess a Charge** window.

9. Close the **Assess a Charge** window.

10. Print the charge report. While on the student record – Charge tab Click **Please Select Charge Report** on the far right and **Full Charges Report**



11. Select Charge Date. If you want to see all current and past charges check the **Include Satisfied Charges** box



12. Print the report.