
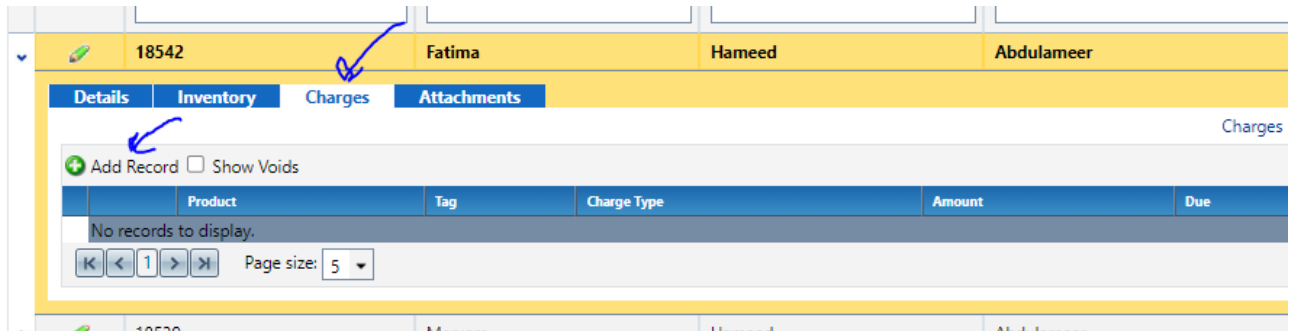


Charge Assessment

1. From your school/site click on  **Students** located on the top navigation bar
2. Using the **Students filters**, search for the student
3. Click on the **Student** name then click on the **Charges** tab.



18542 Fatima Hameed Abdulameer

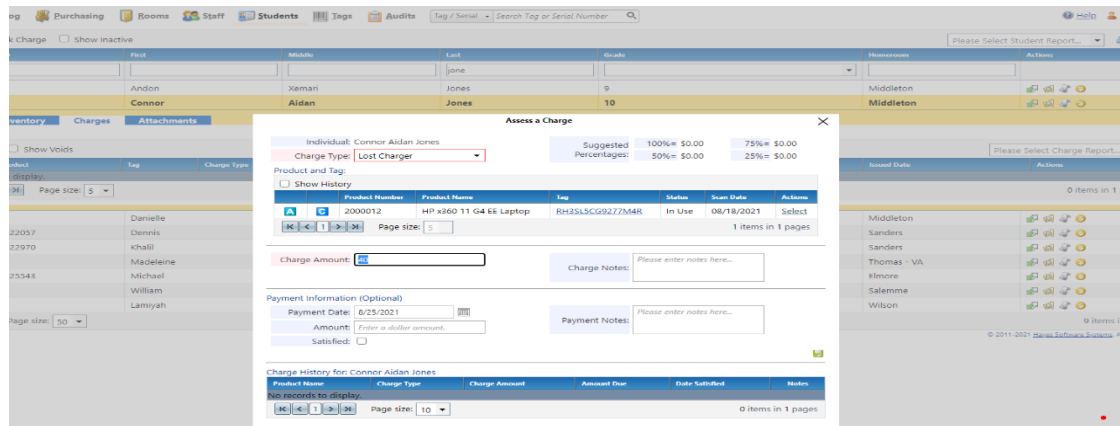
Details Inventory **Charges** Attachments

+ Add Record ☐ Show Voids

Product	Tag	Charge Type	Amount	Due
No records to display.				

Page size: 5

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



Assess a Charge

Individual: Connor Aidan Jones

Charge Type: Lost Charger

Suggested Percentages: 100% = \$0.00, 75% = \$0.00, 50% = \$0.00, 25% = \$0.00

Product and Tag: 2000012 HP x360 11 G4 EE Laptop RH2SLSCG9Z77M4R In Use 08/18/2021 Select

Charge Amount: Charge Notes:

Payment Information (Optional)


Payment Date: Amount: Satisfied: ☐

Payment Notes:

Charge History for Connor Aidan Jones

Product Name	Charge Type	Charge Amount	Amount Due	Date Satisfied	Notes
No records to display.					

Page size: 10

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**

The screenshot shows a software interface for a student record. At the top, there are tabs for 'Details', 'Inventory', 'Charges', and 'Attachments'. The 'Charges' tab is selected. Below the tabs, there is a table with columns: Product, Tag, Charge Type, Amount, Due, Payments, Refunds, and Issued Date. The first row of data shows 'Dell Latitude 3310 2in1 Laptop' with tag '938XGG3', charge type 'Charger', amount '40.00', due '0.00', payments '40.00', refunds '40.00', and issued date '06/14/2022'. To the right of the table, there is a dropdown menu with 'PDF' selected and a button labeled 'Full Charges Receipt'. A blue arrow points to this button. At the bottom of the interface, there is a 'Page size' dropdown set to '50' and a '1 items in 1 pages' indicator.

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

The screenshot shows a dialog box titled 'Full Charge Receipt Settings'. Inside the dialog, there is a 'Sort By:' label followed by a dropdown menu with 'Charge Date' selected. Below this, there is an 'Include Satisfied Charges:' label followed by an unchecked checkbox. At the bottom center of the dialog, there is a green circular button with the word 'GO' in white. A red rectangle highlights the 'Charge Date' dropdown menu.

12. Print the report.