





# Assess a Charge for Staff or a Student

1. Click on  **Staff** or  **Students**, located in the top navigation bar.
2. Filter for the respective staff/student.
3. Click on  **Assess Charge**, located in the respective staff/student's row under the "Actions" column. The grid expands displaying the **Details**, **Inventory**, **Charges**, and **Attachments** tabs. The record expands and displays the **Charges** tab.
4. Click on  **Add Record**. The "Assess a Charge" window opens.

### Assess a Charge


Individual: Brandon C Abdelrahim

Charge Type: **Charger - Chromebook**

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

Product and Tag:

Show History

	Product Number	Product Name	Tag	Status	Scan Date	Actions
	2000027	Hayes Infinity (MGH1990)	<a href="#">T31501</a>	In Use	02/27/2023	<a href="#">Select</a>

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Charge Amount:

Charge Notes:

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Payment Information (Optional)

Payment Date:  


Amount:

Satisfied:



Payment Notes:

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Charge History for: Brandon C Abdelrahim





Product Name	Charge Type	Charge Amount	Amount Due	Date Satisfied	Notes
None	Lab Fee	15.00	15.00		

5. Select a charge type from the **Charge Type** drop-down menu.

- If the charge type does not require a tag to be associated with the selected charge type, skip to step 8.
6. Click on **Select**, located under the "Actions" header, to associate an "In Use" item to the charge.
    - 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 that were previously issued to this student.
  7. If the charge type allows, and it is desired, adjust the charge amount in the **Charge Amount** field.
  8. Enter any respective notes regarding this charge into the **Charge Notes** field.
  9. Click on  **Save**. The charge is added to the "Charge History" grid at the bottom of the "Assess a Charge" window.
  10. Click on  **Close** to close the "Assess a Charge" window.

## Void a Charge for Staff or a Student

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1. Click on  **Staff** or  **Students**, located in the top navigation bar.
2. Filter for the respective staff/student.
3. Click on  **Assess Charge**, located in the respective staff/student's row under the "Actions" column. The grid expands displaying the **Details**, **Inventory**, **Charges**, and **Attachments** tabs. The record expands and displays the **Charges** tab.
4. Click on  **Edit Assessed Charge**, located on the respective charge's row. The "Edit a Charge" window opens.

### Edit a Charge



Individual:	Brandon C Abdelrahim	Price:	\$380.00	
Product Number:	2000057	Suggested	100%= \$380.00	75%= \$285.00
Product Name:	HP Mini 110-1126NR	Percentages:	50%= \$190.00	25%= \$95.00
Tag:	<input type="text" value="5540"/>			

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Charge Type:	<input type="text" value="Broken Keyboard"/>	Charge Notes:	<input type="text" value="Please enter notes here..."/>
Charge Amount:	<input type="text" value="\$20.00"/>	Void:	<input type="checkbox"/>
Satisfied:	<input checked="" type="checkbox"/>		



5. Select  **Void**.
6. Click on **Update**. The "Void Charge Confirmation" window opens and displays the message "You are about to void this charge. This action cannot be undone."
7. Click **OK**.
8. Click on **Close** to close the "Edit a Charge" window.
9. To view the voided charge, select  **Show Voids**, located above the "Charges" grid for the respective student.