
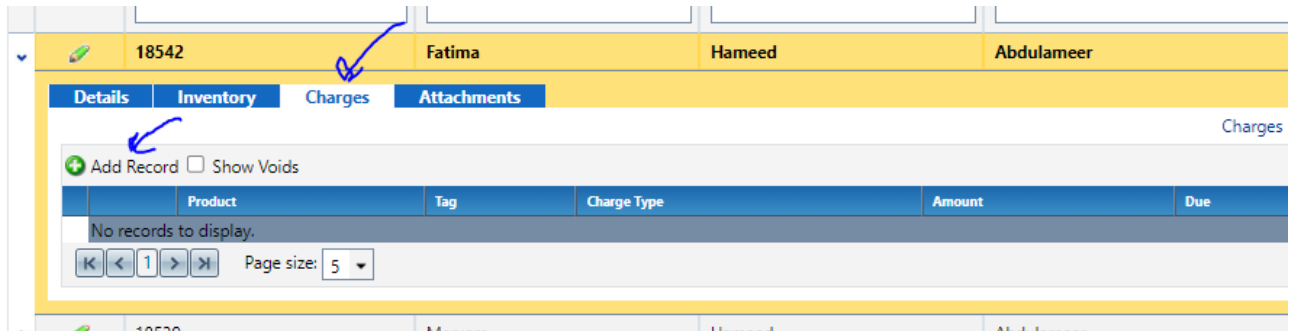




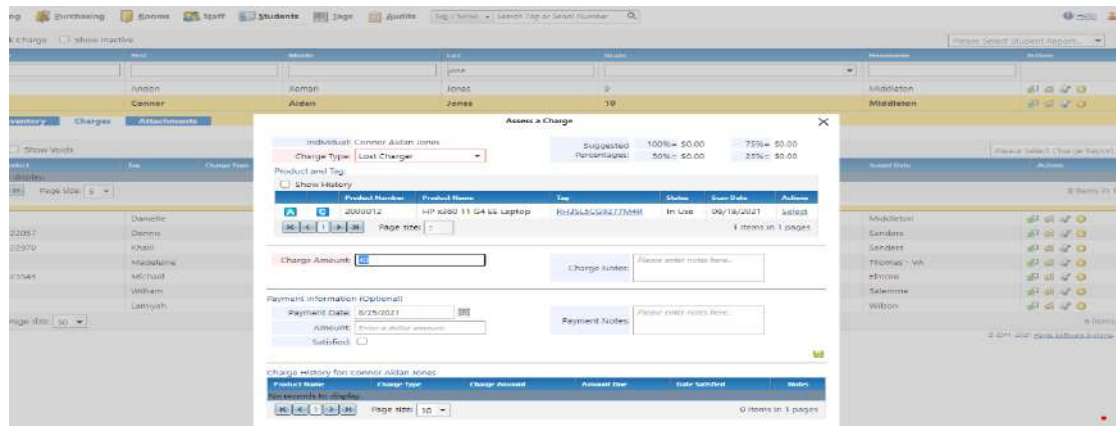
Charge Assessment


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.



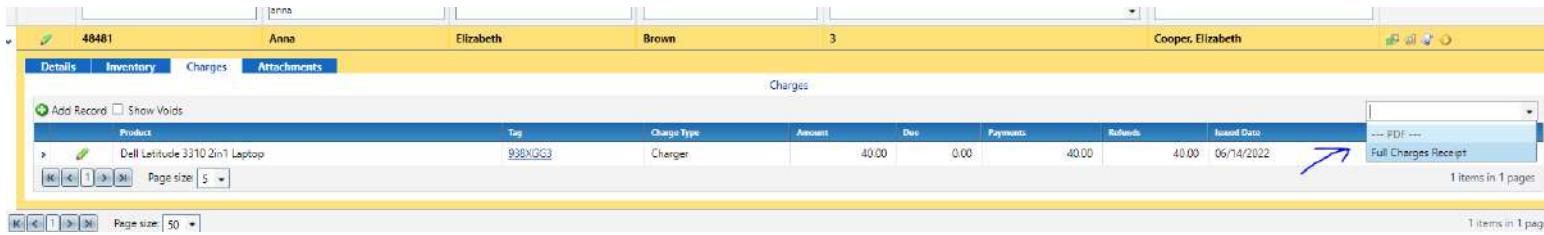
Details	Inventory	Charges	Attachments										
<div>  Add Record <input type="checkbox"/> Show Voids </div> <table border="1"> <thead> <tr> <th>Product</th> <th>Tag</th> <th>Charge Type</th> <th>Amount</th> <th>Due</th> </tr> </thead> <tbody> <tr> <td colspan="5">No records to display.</td> </tr> </tbody> </table> <div>  Page size: 5 </div>				Product	Tag	Charge Type	Amount	Due	No records to display.				
Product	Tag	Charge Type	Amount	Due									
No records to display.													

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.

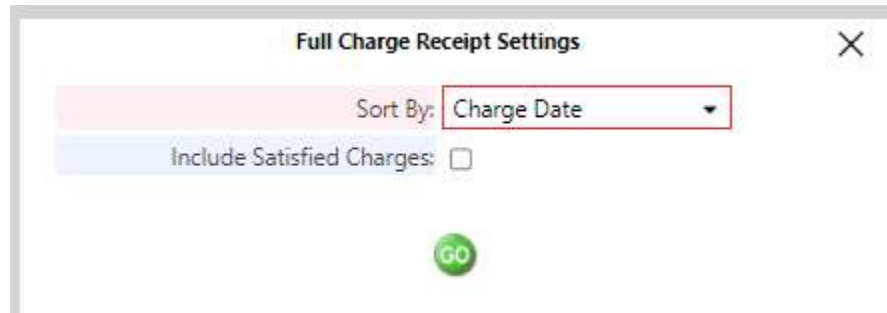
10. Print the charge report. While on the student record – Charge tab Click **Please Select Charge Report** on the far right and **Full Charges Report**



Product	Tag	Charge Type	Amount	Due	Payments	Refunds	Issued Date
Dell Latitude 3310 2in1 Laptop	938XGC3	Charger	40.00	0.00	40.00	40.00	06/14/2022

1 items in 1 pages

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



Full Charge Receipt Settings

Sort By: **Charge Date**

Include Satisfied Charges: ☐

GO

12. Print the report.