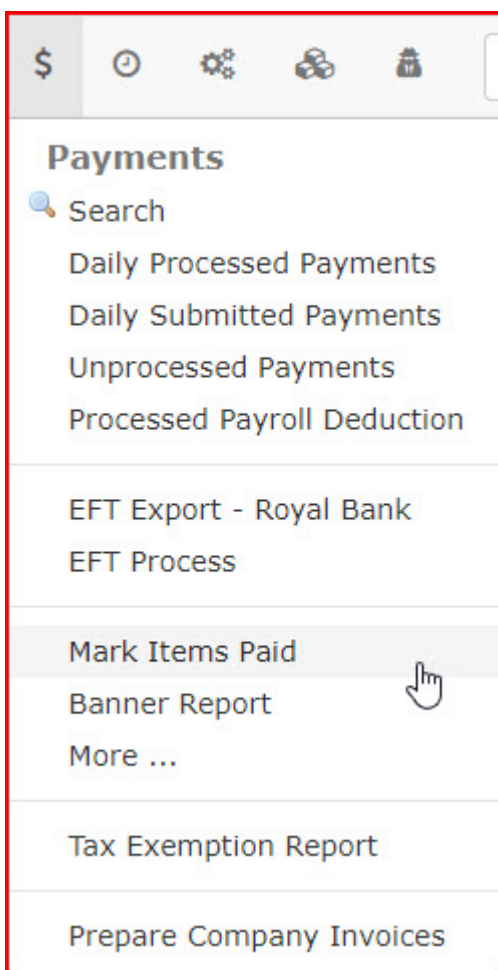


Mark Items as Paid

Marking Items Paid Menu Option

Hover over **Payments** and click **Mark Items Paid**



Select Items to Mark Paid

The **Mark Outstanding Items Paid** screen displays. You can select different parameters such as user type, item type and time period.

Mark Outstanding Items Paid

Mark Paid for User Type: ☐ Full Time Student
☐ Demo
☐ Full Time Staff
☐ Part Time Staff
☐ Part Time Student
☐ Exchange Student
☐ Athletics Member

Mark These Items Paid: ☒ Lockers
☒ Permits
☒ Access Cards
☐ Violations [Bulk by number](#)
☐ Incidents [Bulk by number](#)

Previous to (and including):

Mark Selected Items as Paid

Mark These Items UnPaid: **Violations** [Bulk reversal by number](#)

As an example, this setting will mark all locker rentals for **Full Time Staff**, purchased before April 1st, 2018 as paid.

Mark Outstanding Items Paid

Mark Paid for User Type: ☐ Full Time Student
☐ Demo
☒ Full Time Staff
☐ Part Time Staff
☐ Part Time Student
☐ Exchange Student
☐ Athletics Member

Mark These Items Paid: ☒ Lockers
☐ Permits
☐ Access Cards
☐ Violations [Bulk by number](#)
☐ Incidents [Bulk by number](#)

Previous to (and including):

Mark Selected Items as Paid

Mark These Items UnPaid: **Violations** [Bulk reversal by number](#)

Bulk Mark Violations Paid

In cases where violations have been sent for collection, the admin would get a list back from the collection agency as to what payment have been retrieved.

The admin would then be able to mark these violations as paid.

To do so click on **Bulk by Number** beside Violations.

Mark Outstanding Items Paid


Mark Paid for User Type:

☐ Full Time Student
☐ Demo
☒ Full Time Staff
☐ Part Time Staff
☐ Part Time Student
☐ Exchange Student
☐ Athletics Member

Mark These Items Paid:

☐ Lockers
☐ Permits
☐ Access Cards
☐ Violations [Bulk by number](#)
☐ Incidents [Bulk by number](#)

Previous to (and including):



Mark Selected Items as Paid

Mark These Items UnPaid:

Violations [Bulk reversal by number](#)

Enter the violations in the tool separated by a line return.

Keep in mind that you should not include the PIN with the violation number.

eg. 2-001345-**92** (92 is the PIN in this case)

BULK MARK VIOLATIONS PAID

Process Type:

Violation Paid Through Business Office ▼

Ticket Numbers:

List numbers,
one per line

2-001345
2-001346
2-001458|

Mark Listed Paid

[Close Window](#)

Select **Violations Paid Through Collection** from the drop-down list.

Click on **Mark Listed Paid** to complete the process.

BULK MARK VIOLATIONS PAID

Process Type:	Violation Paid Through Business Office ▼
Ticket Numbers:	Violation Paid Through Business Office
List numbers, one per line	Violation Paid Through Collection
	2-001458

Mark Listed Paid

[Close Window](#)

Revision #2

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