
Changing 'Check' to 'Cheque' in Payment Information at Circulation Desk

- **Product:** Alma
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Question

How to modify, edit or add options to the **Payment Method** drop-down? This is seen when user (patron) pays fines in the Circulation Desk. For example, how to change 'Check' to 'Cheque'?

Answer

Customers can **enable or disable rows** by going to:

1. **Configuration**
2. Select the relevant Library in the "**Configuring**" drop-down menu, top-left corner.
3. Click: **Fulfillment > Circulation Desks**
4. Click the relevant circulation desk, usually: `DEFAULT_CIRC_DESK`
5. Enable or disable "Payment Information" options, such as Credit Card, Online, Check.

To **modify** the label, e.g. change "Check" to "Cheque" - please contact support. Please note that modified labels will not display the new payment method in the Circulation Desk configuration menu; the new label will only display at the point of payment.

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