



# How to Purge/Delete Borrower Group Members

Main Menu/Back Office – start in Borrower Management

With Video Help

# Main Menu Access Borrower Management

Select Search/Edit Promote Groups and select the Action menu

- The following slides provide instruction for removing "All Borrowers from a specific Group within the library program.
- The accompanying video will demonstrate the "Purge Group Members" option.

LRM3.6.15 : DEMO (User: lrms ) (Server: lion.lrms.local) - [Manage Groups]

File Action Previous Menu Main Menu

Group

Promote Order	Transfer Group from other Campus	Borrowers	First Circ Trans	Last Circ Trans	Circ Count	Active First	Active Last	Active Count	Dupls	Send Auto OD Notices	First Notice	Second Notice	Third Notice	Auto Restrict Account
7	wplsd_ms	133	09/20/2010	04/30/2019	748	N/A	N/A	N/A	8	Yes	7	14	21	Yes
6		69	08/25/2010	11/28/2018	334	N/A	N/A	N/A		Yes	7	14	21	Yes
5		34	04/17/2013	05/03/2018	299	N/A	N/A	N/A		No	7	12	21	No
4		233	08/19/2012	02/14/2019	54	N/A	N/A	N/A		No	7	14	21	No
3		243	05/14/2014	06/28/2019	282	N/A	N/A	N/A		No	7	14	21	No
2		276	05/25/2016	11/19/2018	82	N/A	N/A	N/A		No	7	14	21	No
1		19	02/11/2014	11/28/2018	198	N/A	N/A	N/A		No	7	14	21	No
		0			0	N/A	N/A	N/A		No	7	14	21	No
		1	10/24/2018	10/24/2018	61	N/A	N/A	N/A		No	0	0	0	No
		34	10/26/2010	04/03/2019	1154	N/A	N/A	N/A		No	5	10	30	No

OD Notices Toggle Auto Send Email F2  
OD Notices Set Days F4  
OD Toggle Auto Restrict Account F6

Begin by Highlighting the Group Members to be Purged/Delete by clicking upon the Group, use the Action Menu to choose the proper Action to be performed.

- This video will play for just over one minute, it will take a few moments before you have the video and audio.

# Want to purge a Group of Borrowers?

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## TIPS FOR - Removing Borrowers from the Promote to Group:

1. When promoting borrower groups always plan to move all members to the next group level, any borrower that is to be retained one grade should be edited by changing their Group level back to the proper group after promotion.
2. If the prior years borrowers are located within the "Promote To Group (example Group 13)" use the "Purge Group Members" option found within the "Action" menu to remove these borrowers.
3. However, within a school situation where each school library is created using a dedicated independent database where students will graduate and move to another school campus within the School District it is important to recognize that the graduating students should be transferred and verified of movement to the new receiving campus prior to removal.
4. When borrowers are moved to a "Promote to Group"; it is always a good procedure to Purge this Group after promotions and transfers have been successfully completed. Purging will also prevent borrower group merging.
5. [Play Audio/Video](#) help.