

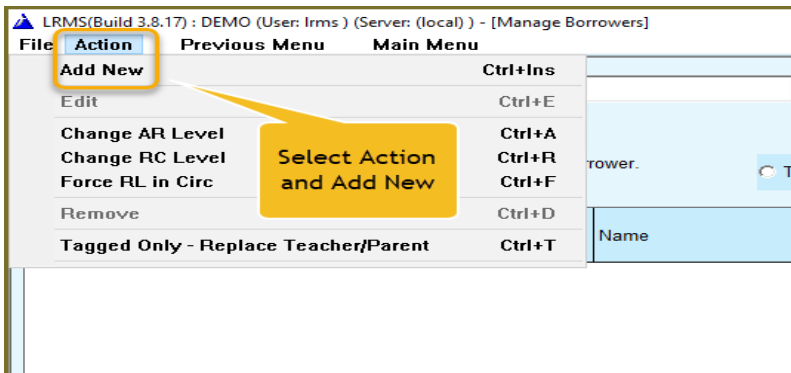


Circulation Borrower Management

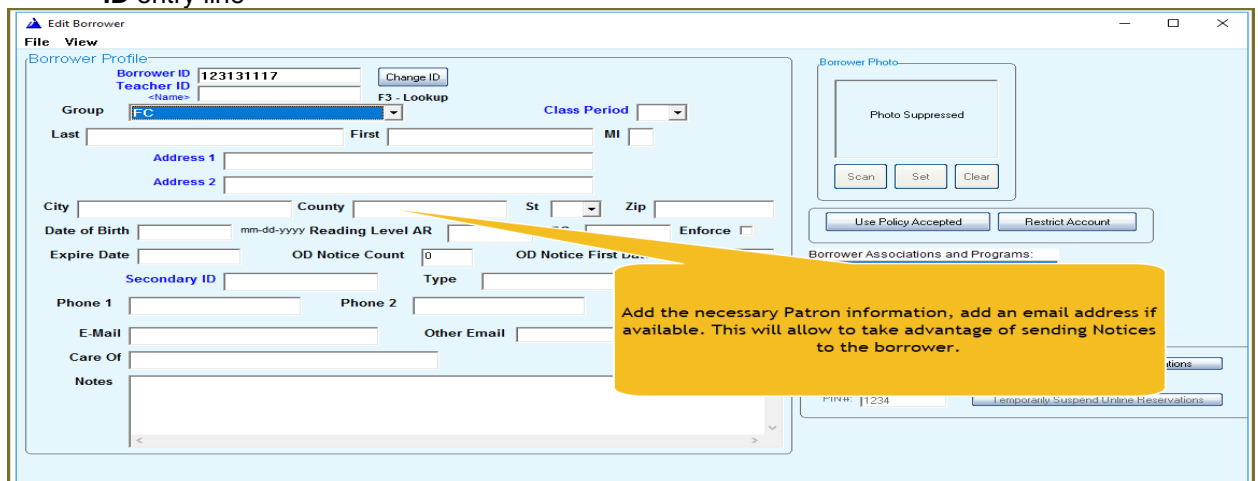
Search/Edit Borrowers

Entry Tips: Using the tab key will move you from field to field in the Edit Borrower screen.

Add a New Borrower/Patron:



1. This can be done through the **Search/Edit Borrowers** menu screens and can be created through **Check out, Check-in, Renew or Hold Tabs** from within the Circulation view.
2. Place the mouse arrow on **“Action tab and choose Add New”**. This brings up another screen called **Edit Borrower**. It automatically defaults the blinking cursor to the **Borrower ID** entry line .
 - a. Hand enter or Scan in the barcode number, their barcode number is now in the **Borrower ID** entry line



3. Press the **tab key** to move to a field or place the mouse pointer over the white entry of each field that information is needed.
4. When this information is completed, select the File tab and **“Save”**.

