



Adding Borrowers Through the Circulation Screen

Entry Tips: Using the tab key (not the Enter key) will move you from field to field in the Edit Borrower screen.

Adding Borrower Steps:

1. This can be done from any of the circulation menu screens: Check out, Check in, Renew or Hold.
2. Place the mouse arrow on the gray button labeled Add, which is located at the end of the Borrower ID entry line.
3. Single click the left mouse button. This brings up another screen called Edit Borrower. It automatically defaults the blinking cursor to the Borrower ID entry line.
4. Scan the barcode on the back of the new patron card (see patron updating) or you can hand enter their barcode number or scan this number into the field: Example for PUBLIC Libraries - ALL PATRON BARCODE NUMBERS START WITH the number 2 AND ARE FOLLOWED BY EITHER 4 OR 5 ZEROS THEN COMES THE PATRON CARD NUMBER (totaling 14 digits).
5. Their barcode number is now in the Borrower ID entry line.
6. Press the tab key to move through the various fields or *place the mouse pointer over each field you want to add information by clicking the left mouse button once will place a blinking cursor in this field, for example begin your data entry into Last name field and use your Tab key or mouse to move to the next field.* This places the blinking cursor into the next entry field.
7. Fill in the fields as needed.
8. Hold down the ctrl key while striking the letter S key or *place the mouse arrow on the word File in the top left of the screen; single click the left mouse button; place the mouse arrow over the word Save which then becomes highlighted; and single click the left mouse button again to save your input.*
9. You will be returned to the main circulation screen where you began this process.
10. Now you can proceed with checking out your new borrower or you can add another.

Note: Add as much information as you have time for and always enter enough information for Circulation, you can always go back and add more information.