Purge/Delete Borrowers

Instruction and Audio/Video page 3

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Access Borrower Management Search/Edit Promote Groups

- The following slide provides instruction for removing "All Borrowers from a specific Group within the library program.
- The accompanying video will demonstrate the "Purge Group Members" option.
  - This video will play for just over one minute, it will take a few moments before you have audio.

Want to purge a Group of Borrowers?

Purge/Delete Borrowers

Removing Borrowers from the Promote to Group:

1. If the prior years borrowers are located within the "Promote To Group" use the "Purge Group Members" option found within the "Action" menu to remove these borrowers.
2. 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.
3. 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.

Play Audio/Video