

Replacing a Lost Library Card Cheat Sheet

Last updated: 6 September 2021

1. Look Patron up in the Modify User Wizard

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Users	۲
🐁 Display User	
🍯 User Registration	
省 Modify User 🧹	
🗳 Copy User	
💰 Confirm Address	
😰 Renew Privilege	
衛 Suspend User	
🖀 Remove User	
ধ Unsuspend User	

Modify User ×
dify User
Ser information
Identify User
User ID:
Basic Info Privilege Demographics Addresses Extended Info

2. Once you find them, verify all the information is correct and you have the correct patron, then highlight the User ID in the Basic Info tab:

Modify User ×		
å 🗞 🗤		
Name: Id: Group ID: Profile name	NASLUND, RORY E SNDEMO1 e: ADULT	
Identify User		
User ID: SNDEMO1		
Basic Info Privilege	Demographics Addresses Extended Info	
Title: First name: Preferred name: Middle name:	RORY E	
	NASLUND	
Suffix: User ID: Alt ID: Group ID:	SNDEMO1	

3. Scan the new library card barcode and the patron will be updated.