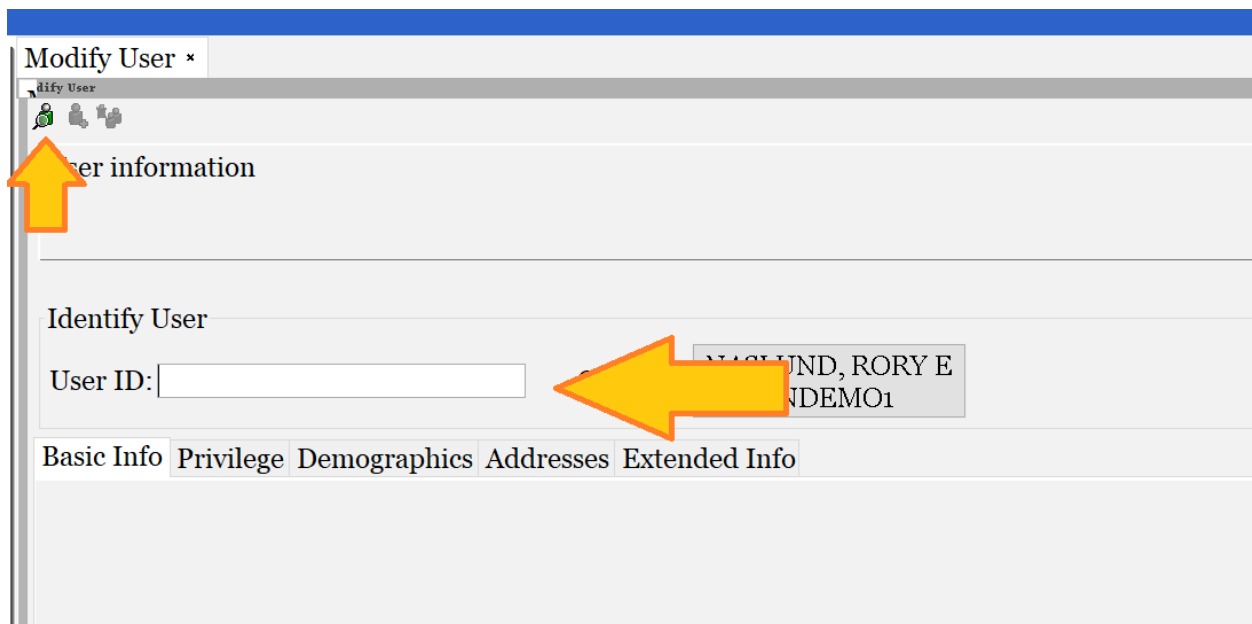
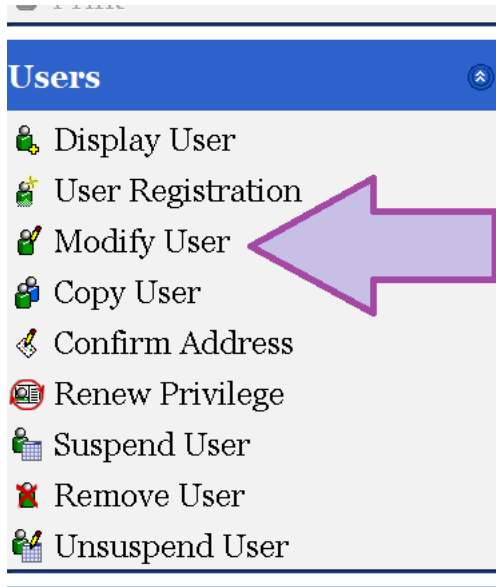


Replacing a Lost Library Card Cheat Sheet

Last updated: 6 September 2021


1. Look Patron up in the Modify User Wizard



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 *

Modify User

 Name: NASLUND, RORY E
Id: SNDEMO1
Group ID:
Profile name: ADULT...

Identify User

User ID:

Basic Info | Privilege | Demographics | Addresses | Extended Info

Title:


First name:

Preferred name:

Middle name:

Last name:

Suffix:

User ID: 

Alt ID:

Group ID:

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