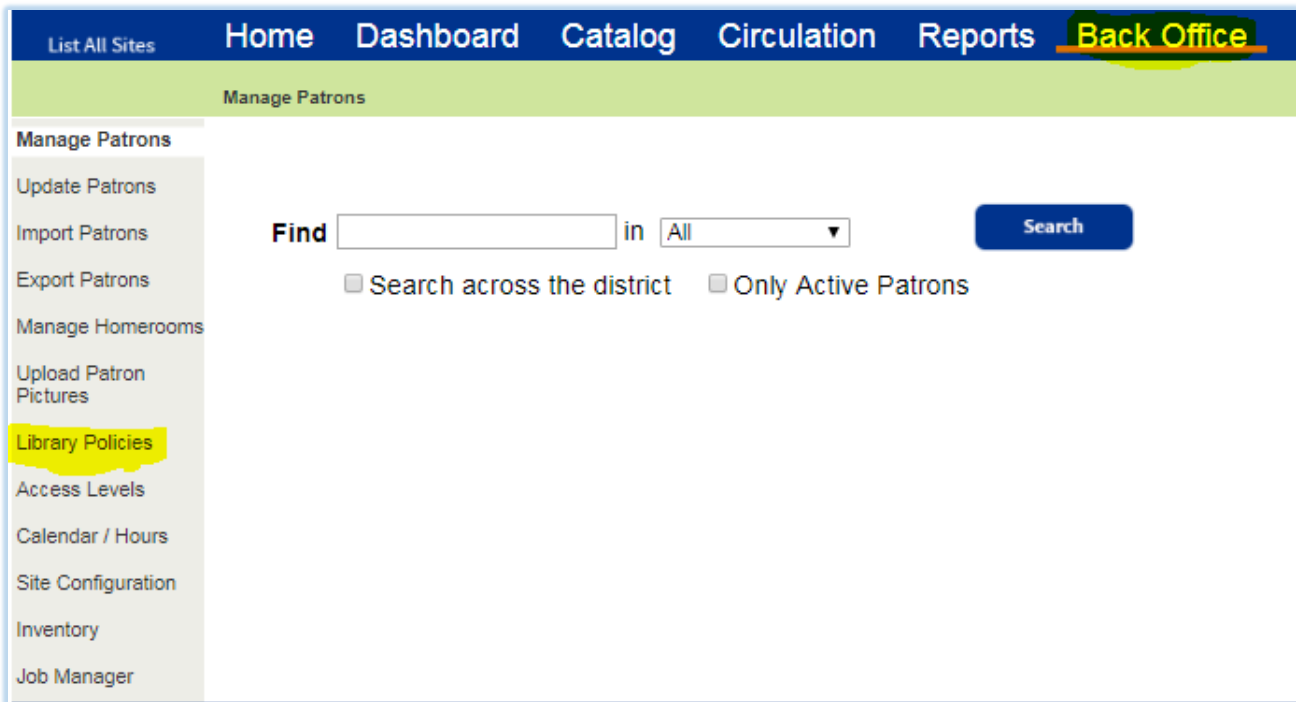
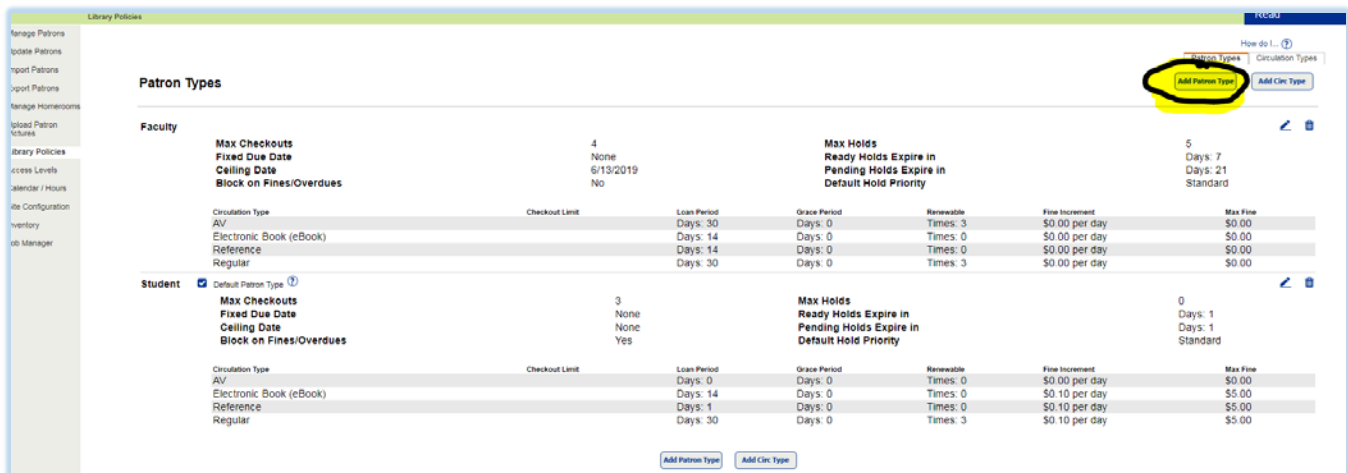


Adding a patron type

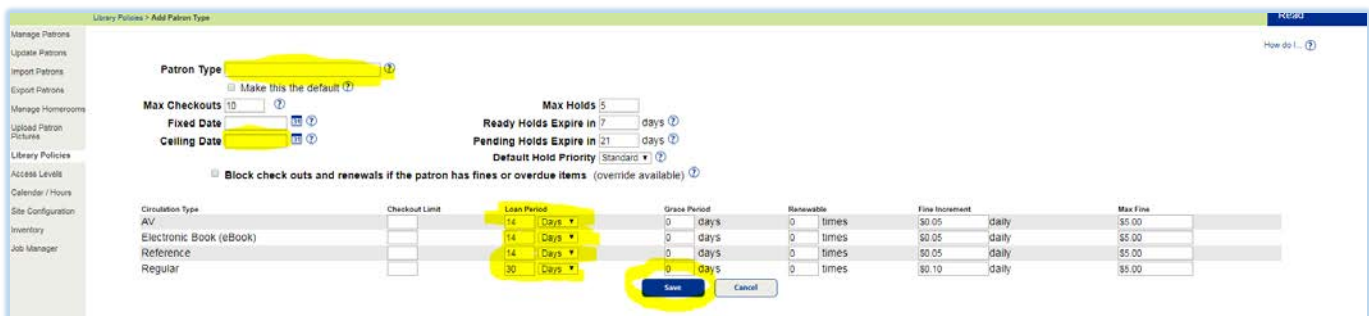
Go to Back Office and Library Policies on left.



You can add a patron type from here by clicking on Add Patron Type.



Give the Patron type a name ex. Seniors and you can then choose a ceiling date, for example if the seniors are graduating early, you could make the date May 20, 20XX. After you have made all of the loan dates as you want them click save.



You can then go in and update the senior patron type. Go to Back Office and Update Patrons on the left.

Update Patrons

Based on Individual patron

Change - Select a Patron Field -

Patron

Update Patrons

Only search Patron Names Only Active Patrons

You then use the drop down and change the **Based on** to reflect what you need changed and when finished you update patrons. A warning comes up to ask if you are sure, click yes.

Update Patrons

Based on Global criteria

For every patron... Whose Grade Level is 12

Change Patron Type to Seniors

This process cannot be reversed. Before proceeding, you should have a current backup of your database. Your last SQL backup was on 9/13/2018 4:00 PM server time.

Update Patrons

You can then go in and change the card expiration date if you want the seniors to have a date prior to the end of the year. Go back into update patrons, based on Global Criteria and change for every patron whose patron type is seniors, and change the card expiration date to whatever date you choose and click update patrons. The same warning will appear, click yes.

Update Patrons

Based on Global criteria

For every patron... Whose Patron Type is Seniors

Change Card Expiration Date to

This process cannot be reversed. Before proceeding, you should have a current backup of your database. Your last SQL backup was on 9/13/2018 4:00 PM server time.

Update Patrons