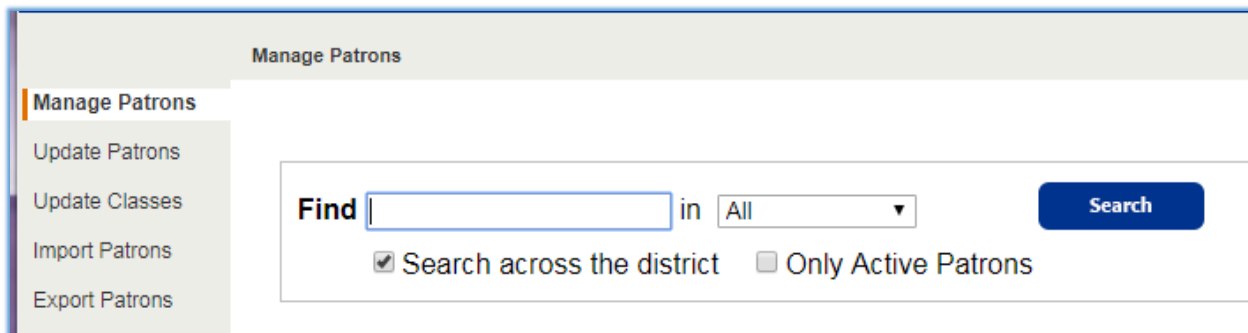


# How do I update a patron status?

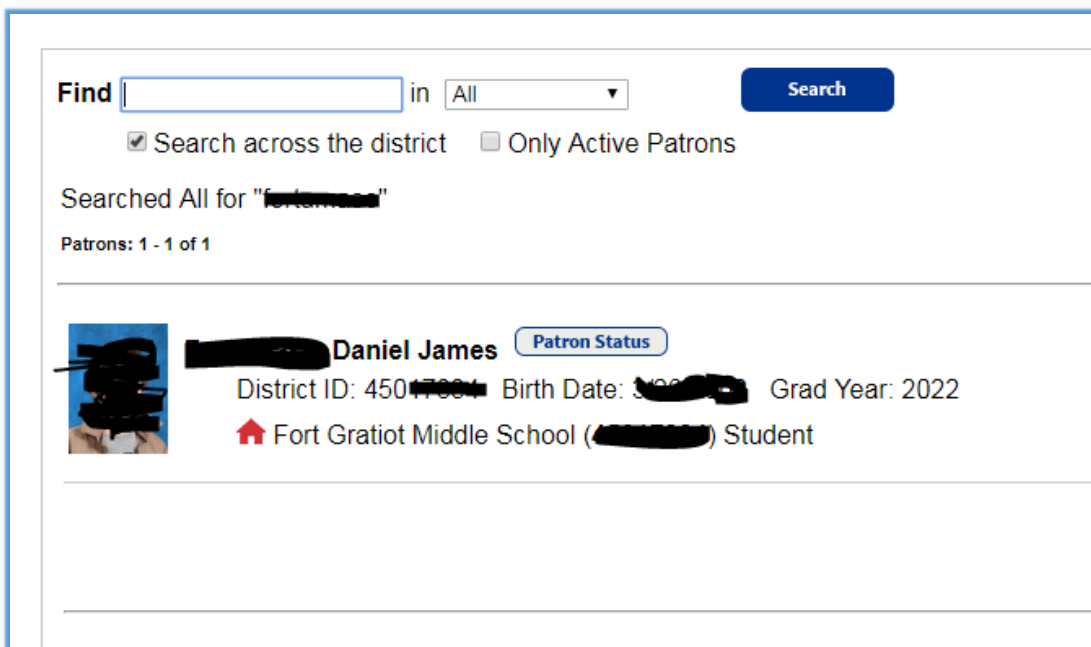
Go to Back Office



Select Manage Patron, key the patron's last name, checkmark on Search across the district



Select the desire patron record, click on Patron Status button



Check to see if patron has items checked out, textbooks or outstanding fines

Items Out				<a href="#">View History</a>
Library Materials				There are no library materials checked out for this patron.
Textbooks				There are no textbooks checked out for this patron.
Fines				<a href="#">Edit Fines</a> <a href="#">View Library</a>
Reason				Amount
LM	Draw 50 airplanes, aircraft, & spacecraft (Copy: 37013000000000)	743 B AME		\$0.2
LM	Max. (Copy: 12720000000000)	F PAT		\$0.2
LM	Maximum ride: the angel experiment (Class: 37013000000000)	F PAT		\$0.6
LM	Maximum ride: the angel experiment (Class: 37013000000000)	F PAT		\$1.6
TB	Mathematics Course 1 (Class: 12720000000000)			\$62.7

If any of the above items (items checked out or outstanding fines) please handle following your district policies. Example make checkout materials lost or stolen, collect fine or waive fine, etc.

Click on Edit Patron



Scroll down to the area called Site Information, change the status, click on save

**Site Information**

\* Barcode

Patron Type

Access Level

Status

Card Expires

Homeroom