How do I update a patron status?

Go to Back Office

Follett Destiny*	Fort Gratiot Middle School						
List All Sites	Home	Dashboard	Catalog	Circulation	Reports	Back Office	

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

	Manage Patrons
Manage Patrons	
Update Patrons	
Update Classes	Find in All
Import Patrons	Search across the district Only Active Patrons
Export Patrons	

Select the desire patron record, click on Patron Status button

Find 🛛	in All •	Search Patrons
Searched	All for "fertamene"	
Patrons: 1 - 1	of 1	
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-	Daniel James Patron Stat	
	District ID: 450	Grad Year: 2022
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	District ID: 450	Grad Year: 2022
	District ID: 450	Grad Year: 2022

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

Items Out Library Mate			Viraidutary
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Textbooks			
	There are no backbooks shacked and for this patron.		
Fines			Edit Steel View Shiney
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	Mathematics Course 1 (Cup (2720000000))		\$R2.1

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	45011004
Patron Type	Student T
Access Level	Patron •
Status	Active •
Card Expires	6/30/2018
Homeroom	IRISHSHE00 Other
Save Cancel	