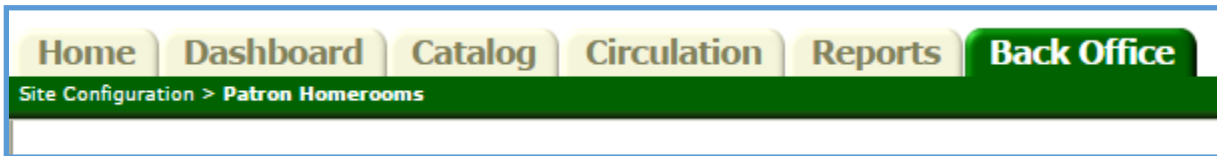


Removing duplicate staff Member from Patron Homerooms

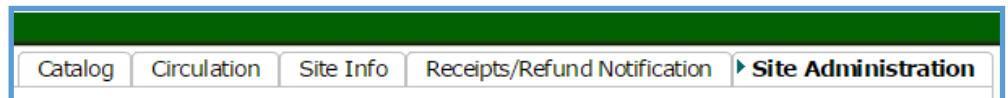
1. Log into desired building
2. Select the Back Office tab



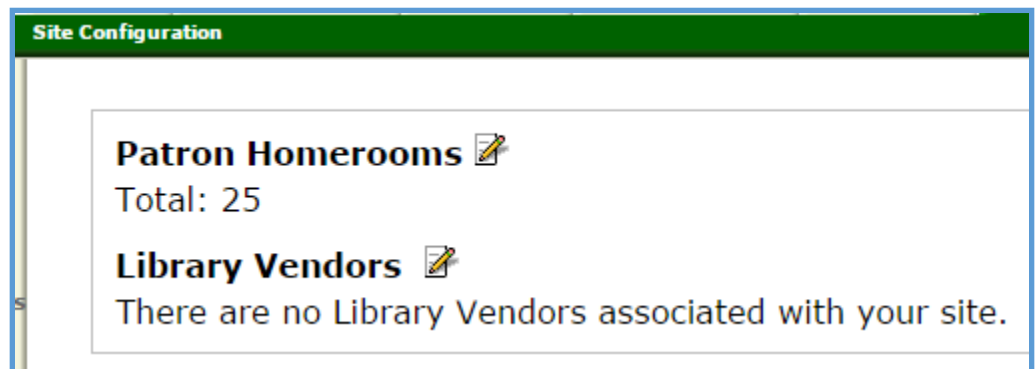
3. On the left, select Site Configuration



4. At the top left side of screen, select the Site Administration tab



5. On the left hand side of the screen, click on the icon next to Patron Homerooms



6. Click on the Delete icon  for one of the duplicate record

7. Then click on Yes to remove the record.

