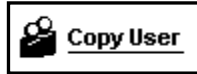


1. **Click** on User Maintenance Wizard.

2. **Click** on Copy User Wizard.



3. **Locate** the appropriate user record.

*Copy User: Clone/Copy User* screen displays.

4. In the Clone/Copy User step, **scan** a new library card barcode in the New Patron ID field. If using **Auto-Generated ID**, the next available number will be added and the information screen will open ready to add your information.

6. In the Entering [Name Not Yet Supplied] Info step, use this folder to **enter** information about a user and his or her access.

7. **Add** additional information in the Extended Information folder and the Addresses folder.

7. **Select** Clone/Copy to New User when you have finished entering the user information.