

Adding a User Record



If you need to use this feature, use DUMB PATRON LABELS to assign the barcode number.

It is recommended that you do not add a new user in this module, but rather add the new user in your Workflows. If your library is using the patron update process, you will typically not need to add new user records.

When adding a new user, only the User ID, User Type (aka User Profile), Library, Language, and Last Name fields are required, by default.

To Add a New User

1. Touch **Add User**.
2. Tap in the **User ID field** to scan or type in the dumb patron label number you are assigning to this user

NOTE: You may scan the barcode using the built in camera or an attached Bluetooth scanner.

The screenshot shows the 'Add User' form in the MobileCirc application. On the left is a navigation menu with options like 'Check In', 'Renew by User', 'Renew by Item', 'In-house Use', 'Item Status', 'Holds Pull List', 'Inventory', 'Deselect', 'Add User' (highlighted), 'Modify User', 'Setup', and 'Help'. The main form area is titled 'General' and contains several fields: 'Options' with a crossed-out 'Auto Generate ID' button, 'User ID *' (circled in red), 'User Type *' (dropdown), 'Library *' (dropdown set to 'DLMS'), 'Language *' (dropdown set to 'ENGLISH'), and a 'Scan Driver License Barcode' button. Below these are fields for 'First Name' and 'Middle Name'.

3. Complete the other fields as appropriate.
4. Tap **Add** to save the user.

NOTE: All dropdown menus will populate based on the Customized Policy List wizard settings within Symphony.