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.

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.*