

Modify a User Record



If your library is using the patron update process, you will typically not be able to modify most information in the user records – information must be changed in the STUDENT DATA system that feeds into the patron update to be updated overnight.

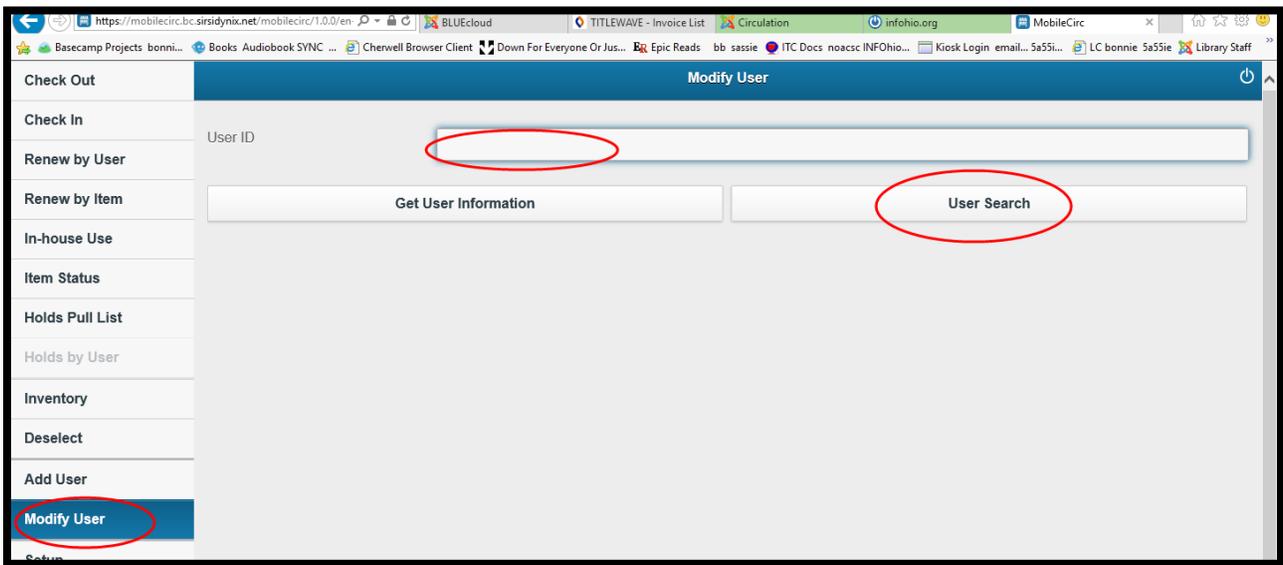
NOTE: Any changes made will NOT stick if your library is using the Patron Update Process from the district's Student Data information (DASL, etc)

To Modify a User

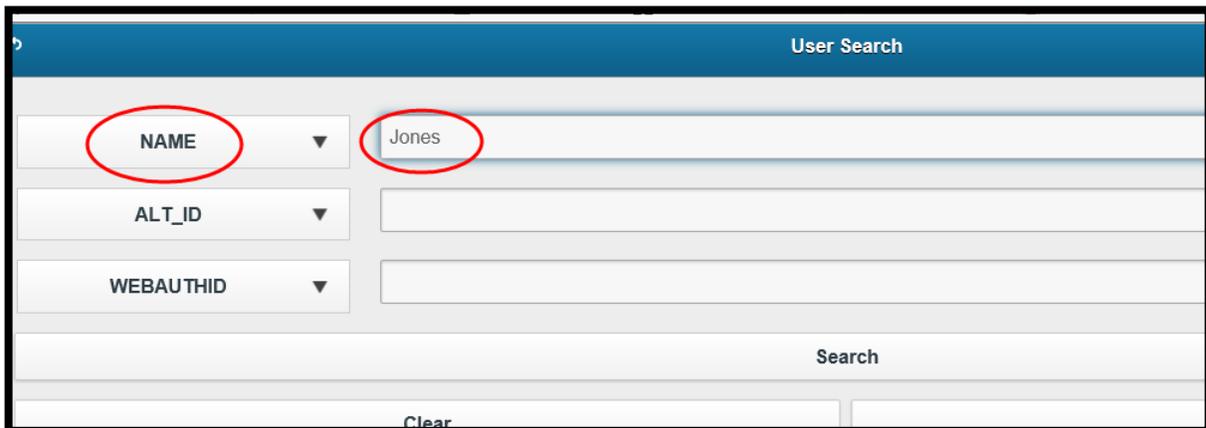
1. Touch **Modify User**.

2. Tap in the **User ID field** to scan or type in the dumb patron label number of the user –

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



3. **OR** do a User Search for the user record.



4. Select correct record from list:

Name	User ID
JONES, ADDISON NICOLE	22612001707955
JONES, ASHLIN	22612001906250
Jones, Gina	22612200000194
JONES, JOHNNY	22612200000210
JONES, TIMOTHY	22612200000202

5. Make changes as required in patron record fields:

User Type *	STUDENT3
Library *	DLFN
Language *	ENGLISH
Title	
First Name	ASHLIN
Middle Name	
Last Name *	JONES
Suffix	
Alt ID	190625
Birth Date	11/24/2000
User ID *	22612001906250
Privilege expires *	06/30/2026
DIM *	