

## 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.

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Check Out	Modify User		ර <mark>^</mark>		
Check In	User ID				
Renew by User					
Renew by Item	Get User Information	User Search			
In-house Use					
Item Status					
Holds Pull List					
Holds by User					
Inventory					
Deselect	_				
Add User					
Modify User					

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

°		User Search
NAME	Jones	
ALT_ID	•	
WEBAUTHID	•	
		Search
	Clear	

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4. Select correct record from list:

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

5. Make changes as required in patron record fields:

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