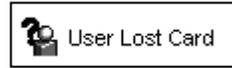


User Lost Card

The User Lost Card wizard guides you through the process of replacing a user's ID number.

NOTE: If your district is using automatic patron update for student processing, **Do Not** change the student's ID number.

1. **Click** on Special Circulation Functions Wizard Group.
2. **Click** on User Lost Card Wizard.



User Lost Card search screen displays.

NOTE: If the User Lost Card properties helper is set to "Start with search helper", your User Search screen will display first.

3. **Select** the appropriate user.

User Lost Card screen displays

4. **Verify** this is the correct user.

5. **Click** in the New user ID box and **type or scan** the new (14-digit) ID number.

User Lost Card

User Information

Name:	SMITH, CLARICE L	Status:	OK
Homerom:	260-COCKERELL	Overdues:	0
Profile name:	STUDENT1...	Amount owed:	
Library:	LMHS...	Available holds:	
User categories:	Y	Privilege expires:	6/30/2008
		BIRTHDATE:	1987-01-27

Identify user

User ID: 3

Assign new ID to existing user

New user ID:

Summary | Addresses | Extended Info | Bills | Checkouts | Holds | Bookings

Status is:	OK	Privilege expires:	6/30/2008
Profile name:	STUDENT1	Homerom:	260-COCKERELL
Grade:	09	Job Title:	
Language:	ENGLISH	Gender:	FEMALE
Internet Use:	INTERNET_Y	Birth date:	1/1/2008
		Age:	0

Next allowed loan date:	Amount owed:	none	
Checkouts:	Unpaid bills:	none	Holds: none
Extended info:	Bookings:	none	Routings: none
Claims returned:		none	Requests/messages: none

6. **Select** from options.

Get User Information

Assign New Card (a)

Mark Another User's Card Lost

Close

Note: For more detailed information or specific questions, use HELP wizard.