How to enter patrons?

Step 1: Start Handy Library Manager, open Borrowers main table

6 Library Administrator - Trial Ver	sion _ [⊐ ×
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Main Add Items/Borrowers	Edit/View Table Backup Maintenance Help Upgrade/Register	
🕬 Check Out	All Library All Library All Manage Reservations All Statistics	
Ø← Check In ØY Reserve	Borrowers	
Home Page Reports Labels	Statistics	
Address: Address Line 1 City, State, ZIP Phone: Phone Number Hours: Mon Thu: 10 am - Fri Sat: 10 am - 4 Sun:: Closed Librarian	Name Logo, information, description, Enter additional information here form by	*
Librarian Name	···· ··· · · · · · · · · · · · · · · ·	
	Messages :	
Total Items :8Total Copies :10Loaned Out :3Overdue :3Total Borrowers :2	Auto Backup will not be done on Exit - see Options/Maintenance. No Backup has been done yet	4

- Start Handy Library Manager.
- Click **Borrowers** to open the Borrowers table.

Step 2: Open the Add Patron form

🛞 BORROWERS Table - Main Library _ 🗆 🗆 X					
Main Add Items / Borrowers Edit / View Table Maintenance Backup / Restore					
Search Advanced Search Miscellaneous					
Field to Search: Date Added :	2 Wah Hah				
NAME ALL	i web help				
Text to Find:	The second secon				
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Report : 🗧 🗧 Labels :	÷ _				
View : 🗧 🕈 Clear	H ▶ H ▼ 2/2 Image: Add the second seco				
PRINT BOR_II BARCODE DATE_ADDED STATUS	View Quick Edit Miscellaneous Quick Add				
Y 102 B00102 07/20/2015 Active	DEFAULT				
▶ 101 B00101 07/20/2015 Active					
	date_added 07/20/2015				
	bor_idno 101				
	name Smith, John				
	barcode B00101				
	type Adult				
	status Active				
=	Active Loans(2) Loan History(4) Reservations(0)				
	TITLE TYPE I_BARCODI				
	Webster's Third New International Dictionary Book L000106				
	A passion for excellence Book L000108				
	4				

• Click **Add** in the Borrowers window.

Step 3: Type in data

Add Borrower Add Borrower	_ 🗆 ×			
Maintenance Verify Barcode Set Default Barcode	Save & Close Close Save & Next I Clear Form			
Main Other Custom				
DATE_ADDED BOR_IDNO NAME 2 LastName, FirstName BARCODE TYPE Student STATUS EXPIRY CUSTOM1 ADDRESS1 Address Line1 ADDRESS2 CITY Cty STATE State ZIP Zip EMAIL LastFirst@email.com PHONE 999-9999 CELL 888-888-8888	★ Select Picture Clear Picture			

- Enter patron information.
- Only the NAME data field is required.
- The patron's barcode value, if not entered, will be created automatically.
- If you leave the **BARCODE (2)** field empty, the program will create a unique barcode value.

Things to know:

- The only field required is the **NAME**.
- If you don't enter **BARCODE**, the program creates this value for you.
- You can use the patron's **TYPE** value in the circulation rules.
- **EMAIL**: You can send emails from our program. You can only send email messages to borrowers with valid email addresses.
- In the check-out, check-in transactions, you can use patron's name or barcode. You can process check-in and check-out transactions with a bar code scanner or manually.
- Review or change barcode settings in the Barcode window (Options / Check In-Out / Barcode).
- There are many predefined barcode labels.