How to enter patrons?

Step 1: Start Handy Library Manager, open Borrowers main table
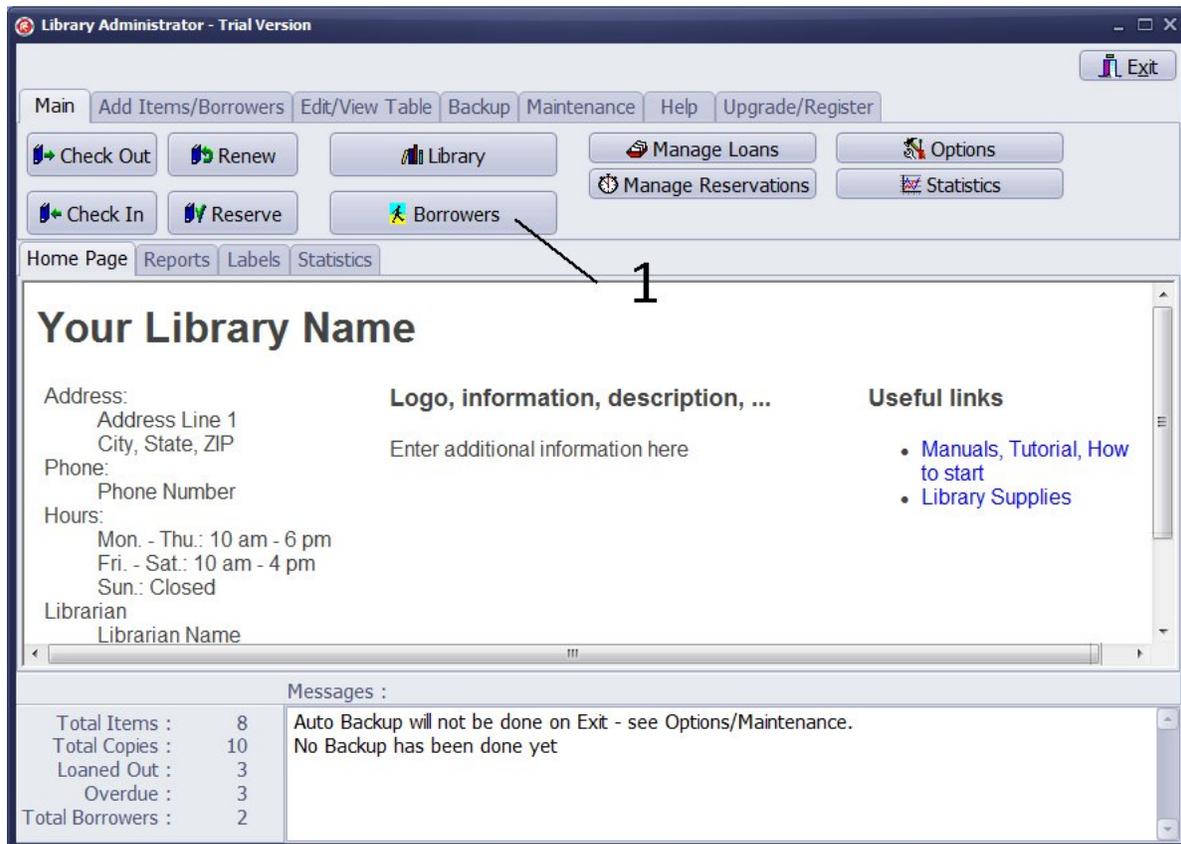
- Start **Handy Library Manager**.
- Click **Borrowers** to open the Borrowers table.

Step 2: Open the Add Patron form
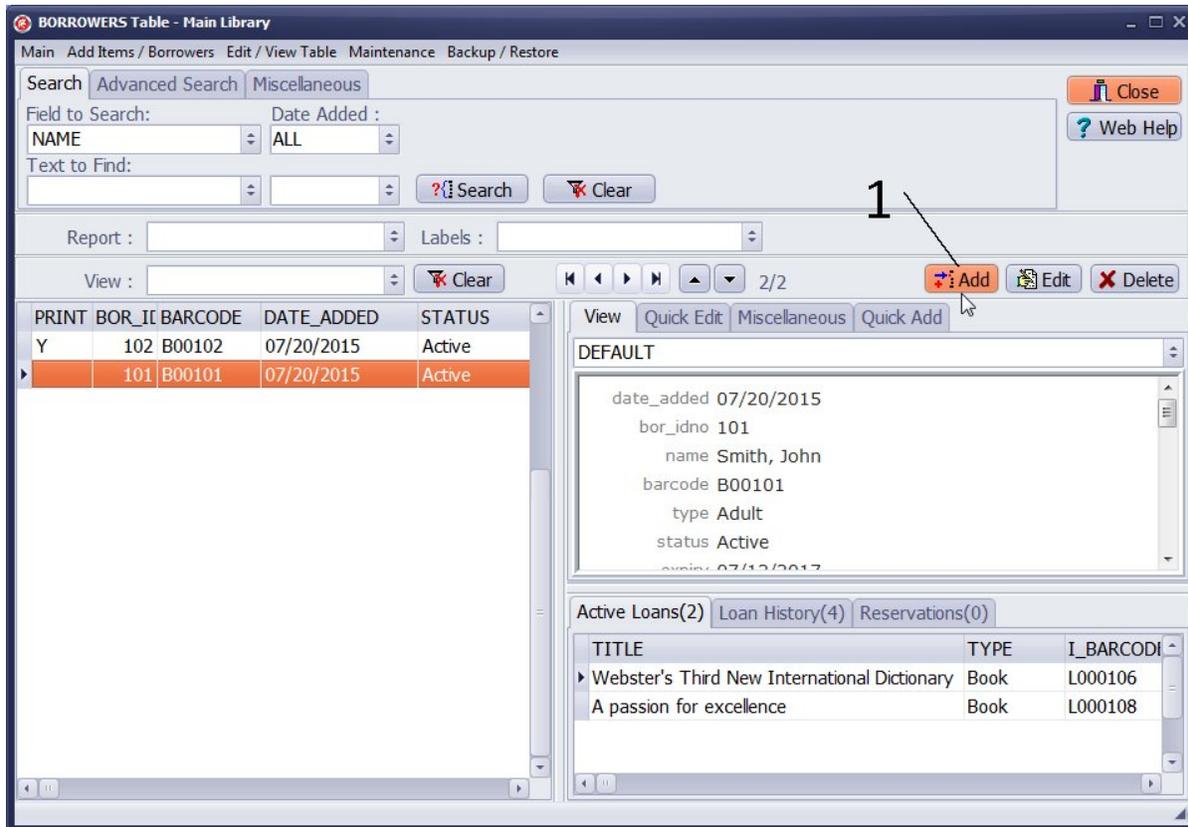
- Click **Add** in the Borrowers window.

Step 3: Type in data

- 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.