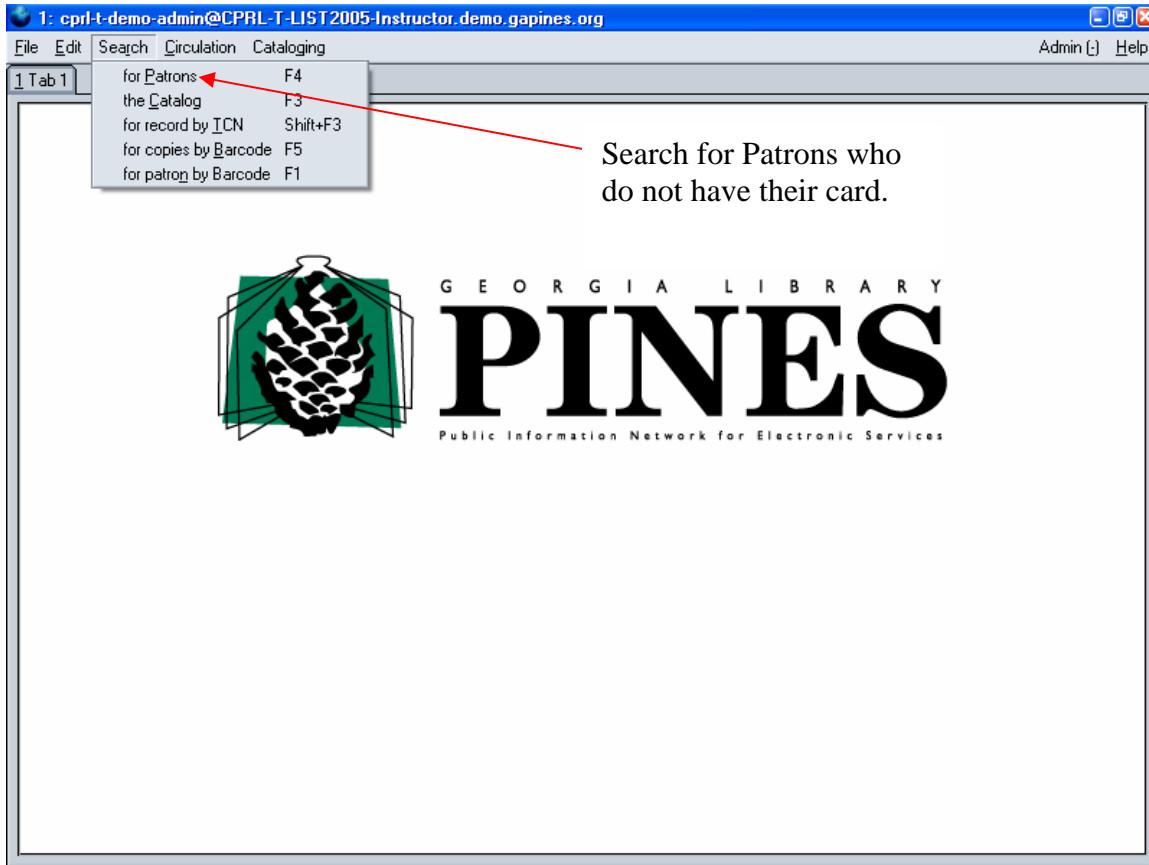


PINES' Evergreen Study Guide

After logging in, you will see the following screen.

Under the Search menu, you see that you can search for patrons by name, etc. You can also search the catalog (OPAC).



After selecting Search for Patrons in the Search menu, you will see the following screen:

You can search by name, email address, phone, ID number, and address!

1: cpri-t-demo-admin@CPRL-T-LIST2005-Instructor.demo.gapines.org

File Edit Search Circulation Cataloging Admin (?) Help

1 Patron Search

No Patron Selected Search Form Retrieve Patron

Search for Patron

Include inactive patrons?

Last Name:

First Name:

Middle Name:

Email:

Phone:

ID:

Address 1:

Address 2:

City:

ZIP:

Search

Clear Form

After inputting a search, you will see a list of results.
In this example, we searched for all patrons with the last name Davis.

Select a patron from the list by clicking on it.

You can see the patron's full record by clicking on the Retrieve Patron button in the top right corner.

The screenshot shows a web browser window with the URL `1: cprl-t-demo-admin@CPRL-T-LIST2005-Instructor.demo.gapines.org`. The page title is "1 Patron Search". The search results for "Davis, Betty Anne" are displayed, including a "Retrieve Patron" button. A table lists other patrons with the last name Davis.

Barred	Birth Date	Family Name	First Name	Middle Name
No	1985-02-25	DAVIS	BECCA	
No	2004-08-01	Davis	Betty	Anne
No	1953-11-10	Davis	Daniel	Wayne
No	1956-12-02	Davis	Deborah	Dean
No	1970-09-23	Davis	Frank	Andrew
No	1966-05-11	Davis	Gregory	Bernard
No	1959-04-21	Davis	John	Richard
No	1980-09-23	Davis	Martha	Marshall
No	1951-06-01	Davis	Miles	Musicman
No	1967-04-16	Davis	Miriam	Janet
No	1930-04-15	Davis	Miriam	Student
No	1959-08-02	Davis	Renee	
No	1964-05-24	Davis	Rita	

After selecting the name, click on Retrieve Patron to see their record.

List of patrons that match your search criteria

Pictured below is a patron's record.

From the list of buttons along the top of the window, you can check out materials to them, see a list of items they have checked out, see their holds, view their fees/fines, post a payment to their record, and edit their information.

1: cprl-t-demo-admin@CPRL-T-LIST2005-Instructor.demo.gapines.org

File Edit Search Circulation Cataloging Admin (:) Help

1 Patron Search 2 Patron: Davis, Betty Anne

Davis, Betty Anne Refresh **Check Out** Items Out Holds Bills Edit Info Exit

(Juvenile) (Alert) (See Notes) (Max Bills) (Has Bills) (Has Overdues)

▼Alert

Cell phone keeps going off

▼Status

Patron
CLAYTN-HQS
Internet: Filtered
Expires on 2009-08-25

Holds: 0
Available: 0

Bills: \$41.00

Check Outs: 4
Overdue: 4

Long Overdue: 0
Claimed Returned: 0
Lost: 0
Non Cat: 0

▼ID/Contact Info

Check Out

Barcode: [] Submit Due Date

Barcode Due Date Title

Check out items to the patron

See a list of items checked out

See a list of items on hold

See the patrons fees and fines and post a payment.

Edit patron's personal info

Print Receipt Export Copy to Clipboard Save Columns Strict Barcode

Under the Circulation Menu, you can check out items and check in items.

