**CUSTOMIZE WHAT YOU CAN SEE ON CIRCULATION SCREEN**

1. Log into circulation
2. Pull up a patron record
3. Right click and choose **DESIGN MODE**

 

1. Double click where it says “Patron-110#a” and then click on the Patron-110#a in the CONTENTS box and click **REMOVE ITEM**.



1. Click on “Add Field” and choose “PATRON” table and then scroll down to find the 852#b- HOMEROOM field. Select that and hit OK. 
2. Hit OK on the next screen.
3. Back on the main screen, double click on the 110#b field and REMOVE ALL. Then do the same steps as above, but add the 852#g- Grade field.





1. Lastly, on the MAIN screen, click on the “Patron-110#k” box and REMOVE, UNCHECK the “Visible” box and then hit OK.



1. Once you are back on the main screen, right click and EXIT DESIGN MODE. ☺ It’ll ask if you want to save changes and click YES. ☺ Your screen will now have only the information you want to see:

 