## **DELETING PATRON RECORDS**

<mark>77 M3 Cataloging</mark> <u>File E</u>dit View <u>H</u>elp

Search...

<u>B</u>ibliographic

<u>H</u>oldings

Patrons

Undo Find/Replace



## I. Deleting a Single Patron

**1.** From the Edit menu, choose Search. (Or press Ctrl+S)

**2.** When the search dialog box comes up, use the drop-down arrow to select "Patrons."

Search	×
Search For: Bibliographic  Bibliographic Subject Holdings Patrons	
OR Title	
AND Author	
Search Clear	

**3.** Type the patron's last name in the box *underneath* the words "Last Name." Click Search or press Enter.

Ctrl+S

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Se	ch	
ſ	arch For: Patrons	
	Last Name	-
	OR V Phone Number	
	AND X Anywhere	-
	Search	a

**4.** The patron's record will appear on the screen. Click your left mouse button in the box in front of the record to select it.

	CATALO					
Last Name First Name Homeroom Teacher Grade	ist Name Homeroom Teacher Grade	Teacher	Homeroom	First Name	Last Name	
1 🔽 Mozart Wolgang 0231 12	ng 0231 12 501		0231	Wolfgang	Mozart	1

5. Click your RIGHT mouse button on the record and a menu will pop up. Choose Delete Selected Records. Your patron record will turn red, indicating that it's been marked for deletion.

	Last Name	First Name	Homeroom	Te
1	Mozart Mozart	Wolfgang	0221	
		·····	Find	
			Select All	
			Deselect All	
			Delete Selected Becords	
			Undelete Selected Recor	ds
			Print Selected Records	
			Purge Deleted Records	

6. To truly get rid of the record entirely, you must purge it Click the right mouse button again to bring up the menu, but this time choose Purge Deleted Records.

Note: If the patron has any outstanding transactions, the system will not allow you to purge the record. You must first return the item(s) he or she has signed out, forgive any outstanding fines, and/or detach any messages that have been attached.

II. Deleting Multiple Patrons	📝 M3	3 Cataloging	
	<u>Eile</u>	<u>E</u> dit ⊻iew <u>H</u> elp	
<b>1.</b> From the Edit menu, choose Search.		Undo Find/Replace	
(Or press Ctrl+S)		<u>S</u> earch	Ctrl+S
		<u>D</u> uplicate	Ctrl+D
2. When the search dialog box comes up, use the		<u>B</u> ibliographic <u>H</u> oldings <u>P</u> atrons	) 

drop-down arrow to select "Patrons."

/

		_ /	
Search			
Search For:	Bibliographic Bibliographic Holdings Patrons		
OR 💌	Title	•	
AND 💌	Author		 _
s	earch		Clear

**3.** Instead of typing in a patron's last name, type an asterisk (\*) in the box underneath "Last Name." Click Search or press Enter. This will list all the patrons in the database.

Search		
Search For: Patrons		
Last Name		
1		
0R Phone Number		
AND W Annubus		
AND Purywhere	<u> </u>	
1		
Count		Church
Search		Clear

<b>4.</b> Clicking on the	M3 Cataloging Ele Edit View Help SIRS MANDARIN M3 CATALOGING								
neader Dast									
Name" will sort									
the records by		🔺 Last Name 🗼	First Name	Homeroom	Teacher	Grade	Barcode 🔺		
last name to help	1	97-98	MISSING				MIS9798		
you find patrons	2	D 38-99	MISSING				MIS9899		
more easily	3	D 39-00	MISSING				MISS9900		
more easily.	4	Arcadelt	Jacob	GYM		09	S09		
	5	🗖 Bach	Anna	0114		11	S14		
Use your left	6	🗹 Bach	Johann	0207		11	S05		
mouse button to	7	Bachert	Frank	0109			F072		
click in the box	8	E Barron	John	0116			F031		
in front of a	9	🗖 Brahms	Johannes	0234		09	S06		
	18	Carter	Elizabeth		0212	12	S15		
record to select it	11	Chaminade	Cecile	237		11	S03		
for deletion.	12	🗖 Chopin	Frederic	0230		11	\$12		
(To select a	13	Doe Doe	Jane	245	Ms. Swamp		S16		
range left click	14	Follett	Wilma	0105			F125		
in the first second	15	L Ives	Charles	0103		09	S13		
in the first record,	16	🗖 Jakobs	Bertha	0224		10	S08		
hold down the	17	🗖 Loan	Interlibrary				ILL001		
SHIFT key on the	18	McCauley	Janet	0234			F251		
keyboard then	19	Mendelssohn	Felix	0222		09	S11		
loft alials the last	20	Mozart	Wolfgang	0231		12	S01		
left click the last	21	PAID	LOST				LP0001		
record to be	22	Ross Ross	Elizabeth	0221			F025		
selected.)	23	Schubert	Franz	0224		11	\$02		
,	24	Simon	Lucy	0207		11	\$10		
					l	ibrary	28 Patrons		

**5.** Click your RIGHT mouse button on any record and a menu will pop up. Choose Delete Selected Records. Your patrons' records will turn red, indicating that they've been marked for deletion.



**6.** To truly get rid of the records entirely, you must purge them. Click the right mouse button again to bring up the menu, but this time choose Purge Deleted Records.

Note: If the patron has any outstanding transactions, the system will not allow you to purge the record. You must first return the item(s) he or she has signed out, forgive any outstanding fines, and/or detach any messages that have been attached.