

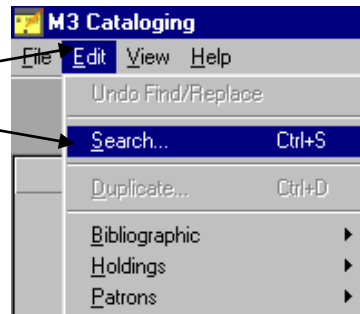
DELETING PATRON RECORDS

Use Cataloging

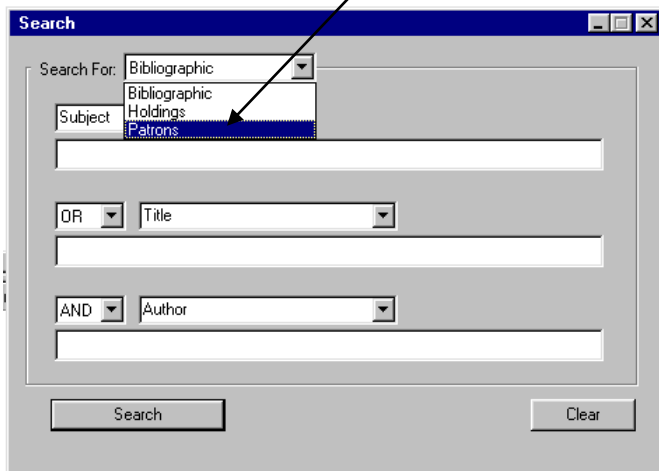


I. Deleting a Single Patron

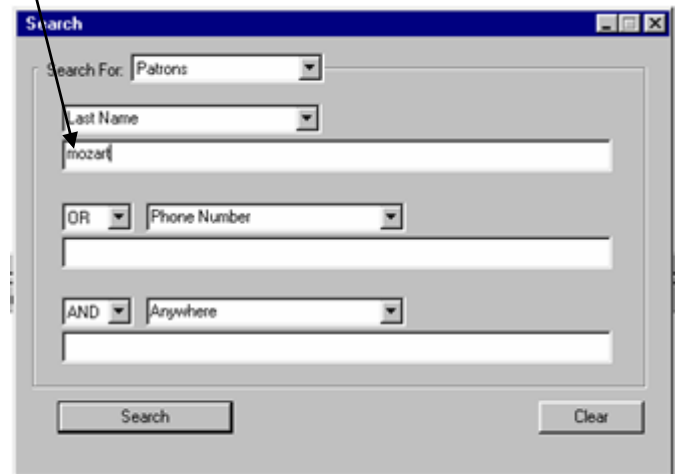
1. From the Edit menu, choose Search.
(Or press Ctrl+S)



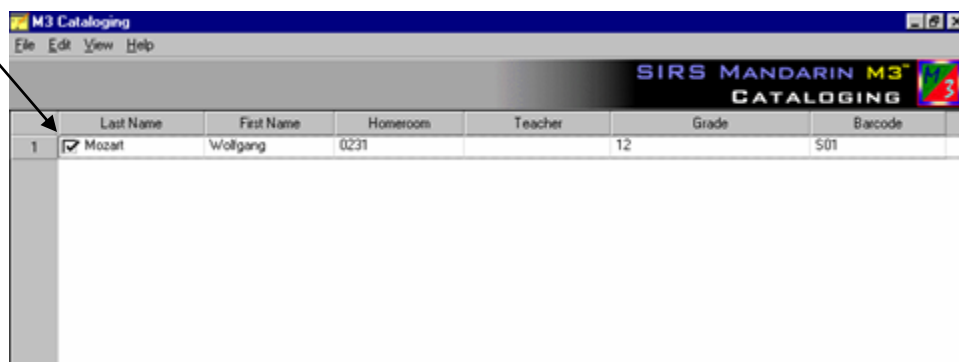
2. When the search dialog box comes up, use the drop-down arrow to select "Patrons."



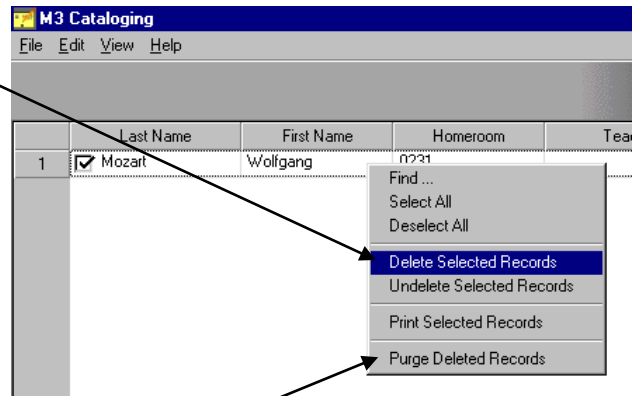
3. Type the patron's last name in the box *underneath* the words "Last Name." Click Search or press Enter.



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.



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.

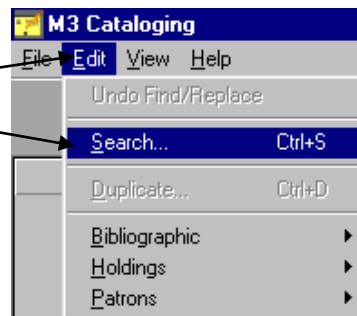


6. To truly get rid of the record entirely, you must purge it. Click the right mouse button again to bring up the menu, but this time choose Purge Deleted Records.

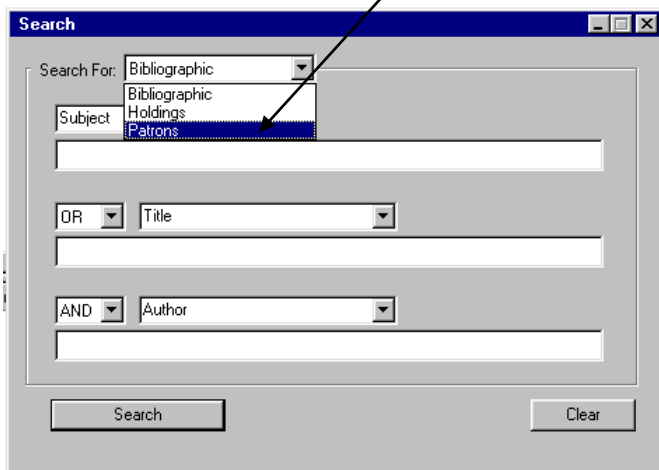
Note: *If the patron has any outstanding transactions, the system will not allow you to purge the record. You must first return the item(s) he or she has signed out, forgive any outstanding fines, and/or detach any messages that have been attached.*

II. Deleting Multiple Patrons

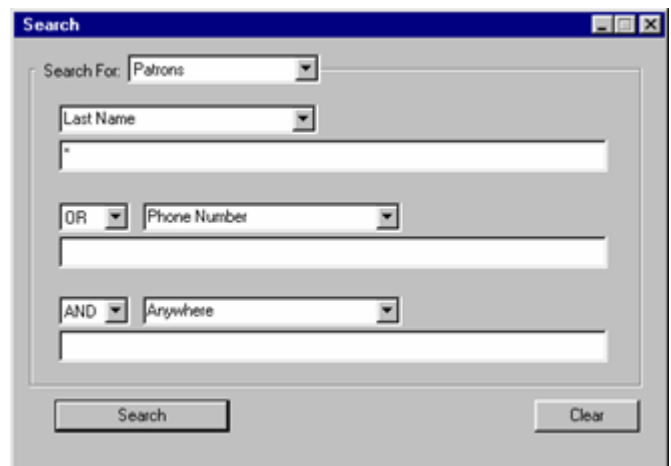
1. From the Edit menu, choose Search. (Or press Ctrl+S)



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



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.



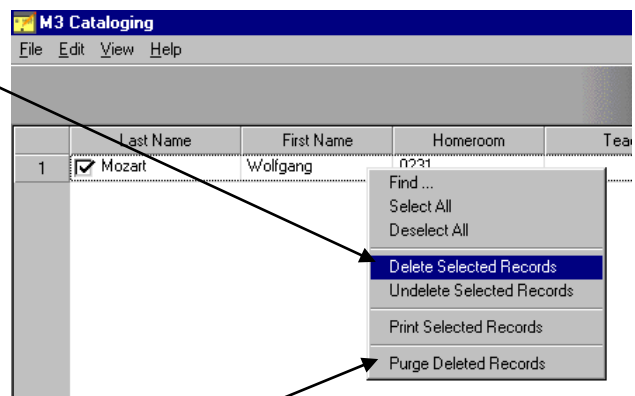
4. Clicking on the header "Last Name" will sort the records by last name to help you find patrons more easily.

Use your left mouse button to click in the box in front of a record to select it for deletion. (To select a range, left click in the first record, hold down the SHIFT key on the keyboard, then left click the last record to be selected.)

	Last Name	First Name	Homeroom	Teacher	Grade	Barcode
1	<input type="checkbox"/> 97-98	MISSING				MIS9798
2	<input type="checkbox"/> 98-99	MISSING				MIS9899
3	<input type="checkbox"/> 99-00	MISSING				MISS9900
4	<input type="checkbox"/> Arcadelt	Jacob	GYM		09	S09
5	<input type="checkbox"/> Bach	Anna	0114		11	S14
6	<input checked="" type="checkbox"/> Bach	Johann	0207		11	S05
7	<input type="checkbox"/> Bachert	Frank	0109			F072
8	<input type="checkbox"/> Barron	John	0116			F031
9	<input type="checkbox"/> Brahms	Johannes	0234		09	S06
10	<input type="checkbox"/> Carter	Elizabeth		0212	12	S15
11	<input checked="" type="checkbox"/> Chaminade	Cecile	237		11	S03
12	<input type="checkbox"/> Chopin	Frederic	0230		11	S12
13	<input checked="" type="checkbox"/> Doe	Jane	245	Ms. Swamp		S16
14	<input type="checkbox"/> Follett	Wilma	0105			F125
15	<input type="checkbox"/> Ives	Charles	0103		09	S13
16	<input type="checkbox"/> Jakobs	Bertha	0224		10	S08
17	<input type="checkbox"/> Loan	Interlibrary				ILL001
18	<input type="checkbox"/> McCauley	Janet	0234			F251
19	<input type="checkbox"/> Mendelssohn	Felix	0222		09	S11
20	<input type="checkbox"/> Mozart	Wolfgang	0231		12	S01
21	<input type="checkbox"/> PAID	LOST				LP0001
22	<input checked="" type="checkbox"/> Ross	Elizabeth	0221			F025
23	<input checked="" type="checkbox"/> Schubert	Franz	0224		11	S02
24	<input type="checkbox"/> Simon	Lucy	0207		11	S10

Library 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.