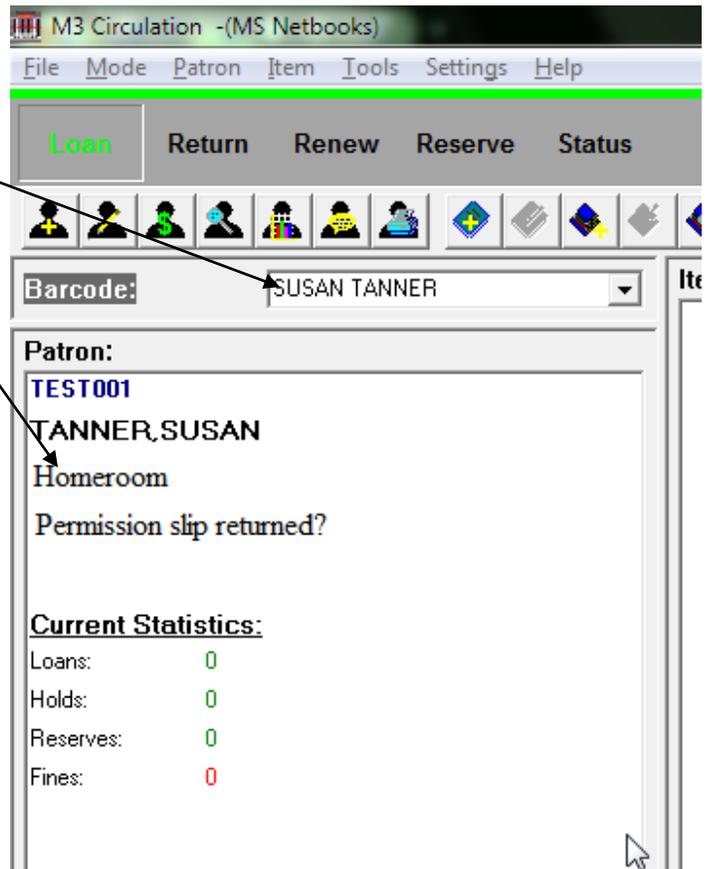
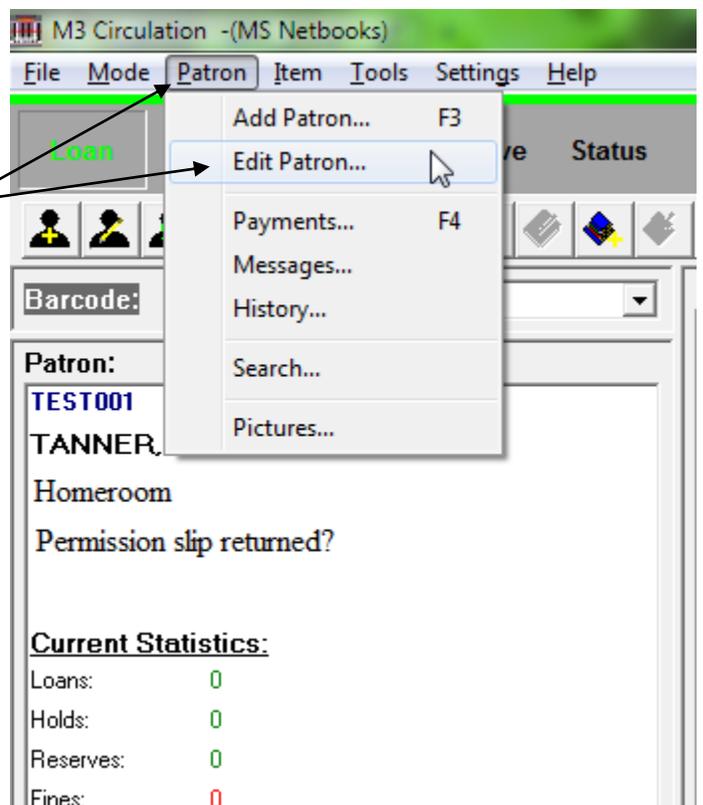


Inserting the ILL Permission Field in Patron Records Using Circulation

1. Open Circulation.
2. In Loan or Status mode, bring the patron you want to edit up onto the screen.



3. Click the Patron Menu and choose Edit Patron...



- Click in the ILL Permission field and type either YES or NO, then click OK.

M3 Circulation -(MS Netbooks)		
dit Patron Record		
Leader		c00 000
Control Number		0000003276
Date And Time Of		20110907160936.0
Creation Date		20110907160344.0
First Name		Susan
Last Name		Tanner
ILL Permission		YES
Barcode		5067891
Standard Group		Students
Current Due Amou		0.00

- It should now show that the student has returned a permission slip and can check out a Netbook.

M3 Circulation -(MS Netbooks)

File Mode Patron Item Tools Settings Help

Loan Return Renew Reserve Status

Barcode: 5067891

Item:

Patron:

5067891

Tanner, Susan

Homeroom

Permission slip returned? YES

Current Statistics:

Loans: 0

Holds: 0

Reserves: 0

Fines: 0