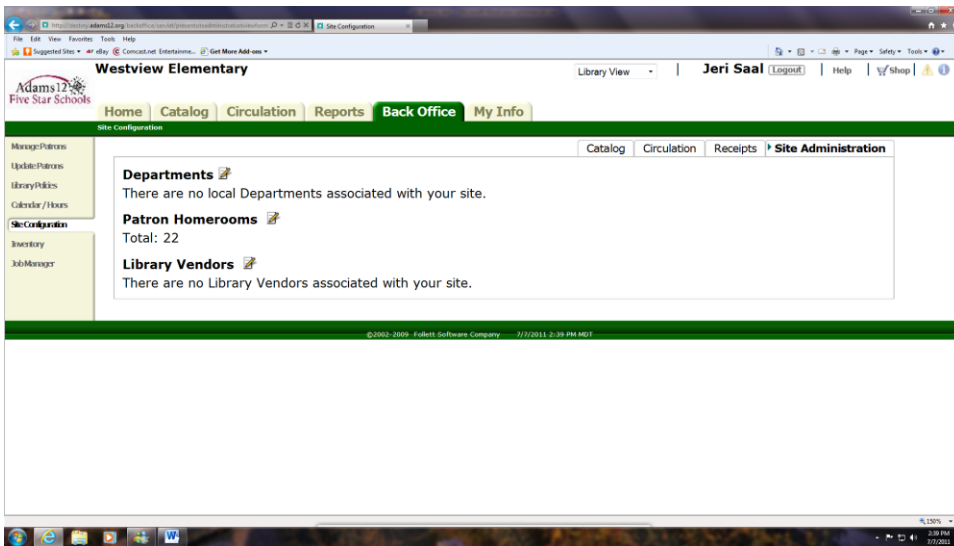



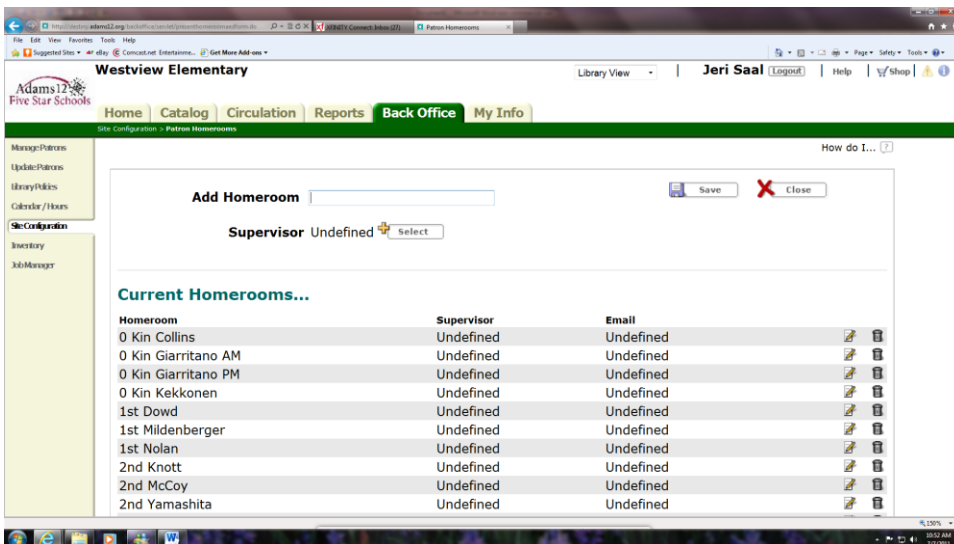
How to add or edit Patron Homerooms And How to Assign Patrons to Homerooms


How to add or edit Patron Homerooms



Click on **Back Office** tab
Then click on **Site Administration** tab
then click on **Back Office** side tab

Click on  next to Patron Homerooms
to display homerooms.

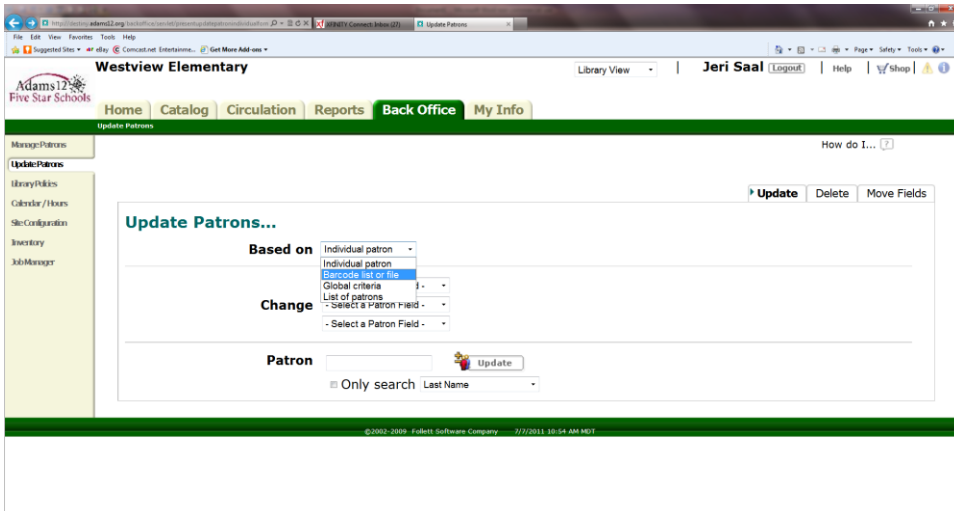


Click on  to edit a Homeroom.
Or
Type new homeroom name to add in
the "Add Homeroom" box.

Be sure to click on save when done.

How to add or edit Patron Homerooms And How to Assign Patrons to Homerooms

To update the Homeroom field for a full class of students.



Westview Elementary
Library View | Jeri Saal (Logout) | Help | Shop | Info

Home | Catalog | Circulation | Reports | **Back Office** | My Info

Update Patrons... [Update] [Delete] [Move Fields]

Update Patrons...

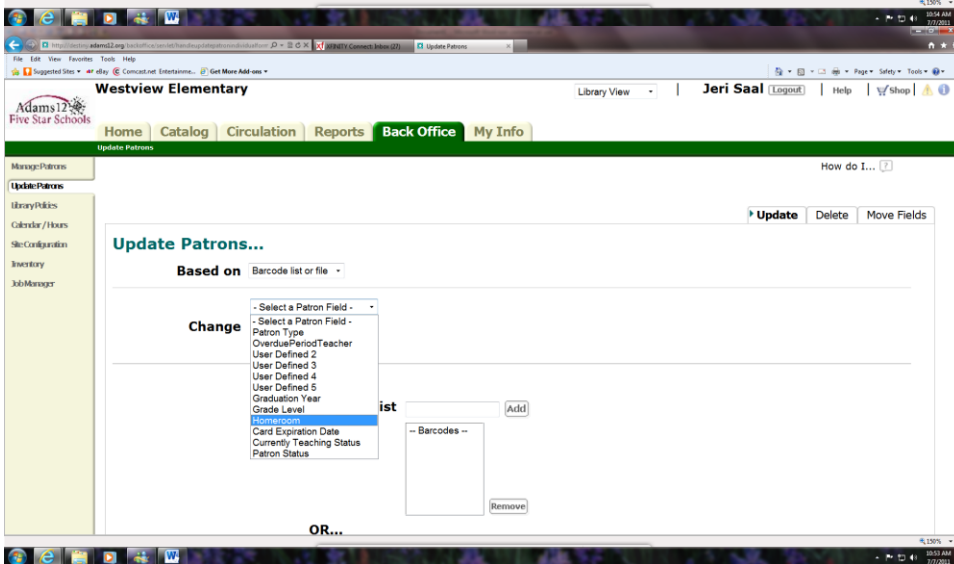
Based on: Individual patron
Barcode list or file
Global criteria
List of patrons
Select a Patron Field

Change: [Select a Patron Field]

Patron: [Update]
Only search Last Name

Under the **Back Office** tab
Click on **Update Patrons** tab

Select **barcode list or file** under the
drop down arrow by **Based On**.



Westview Elementary
Library View | Jeri Saal (Logout) | Help | Shop | Info

Home | Catalog | Circulation | Reports | **Back Office** | My Info

Update Patrons... [Update] [Delete] [Move Fields]

Update Patrons...

Based on: Barcode list or file

Change: [Select a Patron Field]
Patron Type
Overdue/Period Teacher
User Defined 2
User Defined 3
User Defined 4
User Defined 5
Graduation Year
Grade Level
Homeroom
Card Expiration Date
Currently Teaching Status
Patron Status

list [Add]
Barcodes [Remove]

OR...

Select **Homeroom** under the drop
down arrow by **Change**.

How to add or edit Patron Homerooms And How to Assign Patrons to Homerooms

Westview Elementary
Adams12 Five Star Schools

Home Catalog Circulation Reports Back

Update Patrons

Update Patrons...

Based on Barcode list or file

Change

Homeroom to

0 Kin Collins
0 Kin Giamtano AM
0 Kin Giamtano PM
0 Kin Kakkonen
1st Dowd
1st Mildenberger
1st Nolan
2nd Knott
2nd McCoy
2nd Yamashita
3rd Boettcher
3rd Gallegos
3rd Salazar
4th Carpenter
4th Derus
4th Parsons
5th Boettcher
5th Kaup
5th McCalmon
5th Walker
LMC
MOVED

Create a barcode list

Add

-- Barcodes --

Remove

OR...

Under **Change** select **new homeroom name** for the **to** field to be changed to. Use the drop down arrow to display choices.

Inventory JobManager

Based on Barcode list or file

Change

Homeroom to 5th Kaup

-- Select a Patron Field --

-- Select a Patron Field --

Create a barcode list

00881238 Add

-- Barcodes --

Remove

OR...

Select a barcode file Browse...

This process cannot be reversed. Before proceeding, you should have a current backup of your database. Your last SQL backup was on 7/4/2011 11:25 PM server time.

Update

©2002-2009 - Falsett Software Company 7/7/2011 10:55 AM MDT

Now enter to student's barcode to be updated (either scan their card or type the number in).

Or

Create a patron file of barcodes to upload.

Click on **Update** to process the changes.

Note: Destiny requires the leading zeroes on all barcodes to make it an 8-digit barcode.

How to add or edit Patron Homerooms And How to Assign Patrons to Homerooms

The screenshot shows the 'Westview Elementary' library system interface. A message at the top states: 'The Update Patrons you requested has been submitted. You may continue to use the application as normal. To check on your job's progress at any time, select the Job Manager from the Back Office.' Below this, a table lists jobs 1 through 25 out of 115. The table has columns for Job, Submitted By, Started, and Status. The first job, 'Update Patrons', is in 'Pending' status. Other jobs include 'RC Master Quiz Download' (Failed), 'Staff Overdues' (Completed), and 'Weekly Student Overdue Notices' (Completed). Each job has a 'View' link next to it.

Job	Submitted By	Started	Status
Update Patrons	Jeri Saal (7/27/2011 11:50 AM)	7/27/2011 11:50 AM	Pending
RC Master Quiz Download	Job Scheduler (7/24/2011 12:31 AM)	7/24/2011 12:31 AM	Failed (7/24/2011 12:31 AM)
Staff Overdues	abr003260 (7/22/2011 4:00 AM)	7/22/2011 4:00 AM	Completed (7/22/2011 4:00 AM)
Weekly Student Overdue Notices	abr003260 (7/22/2011 3:00 AM)	7/22/2011 3:00 AM	Completed (7/22/2011 3:00 AM)
Staff Overdues	abr003260 (7/15/2011 4:00 AM)	7/15/2011 4:00 AM	Completed (7/15/2011 4:00 AM)
Weekly Student Overdue Notices	abr003260 (7/15/2011 3:00 AM)	7/15/2011 3:00 AM	Completed (7/15/2011 3:00 AM)

Job will be submitted. Click **Refresh List** to see if job has finished. Once completed, click on **View** to review.

Job stats will be displayed along with summary. Any errors will be displayed for review.

To correct errors, one can start over from the beginning OR manually correct the homeroom field for each student by using the edit patron option.

The screenshot shows the 'Update Patrons Job Summary' page. It displays the following information:

- Job Update Patrons**
- Site** Westview Elementary
- Started** 7/27/2011 11:50 AM
- File** ScannedList.txt
- Name**
- Options** Change homeroom to 5th Walker

Summary Read 1 Patron Records:

- Updated 0 (0 with warnings)
- Skipped 1

Skipped Patron barcode 00001599 not found

Process completed 7/27/2011 11:50 AM