

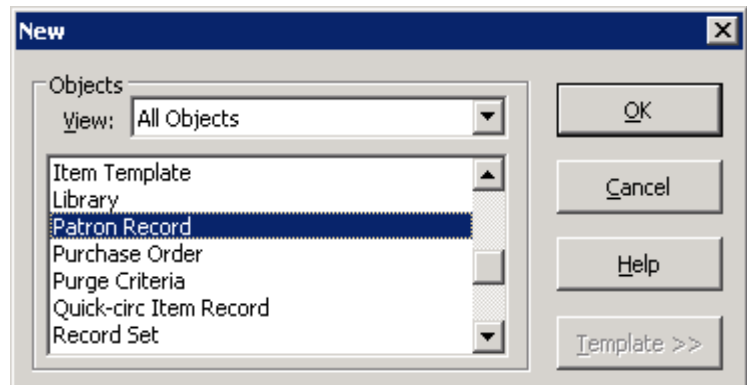
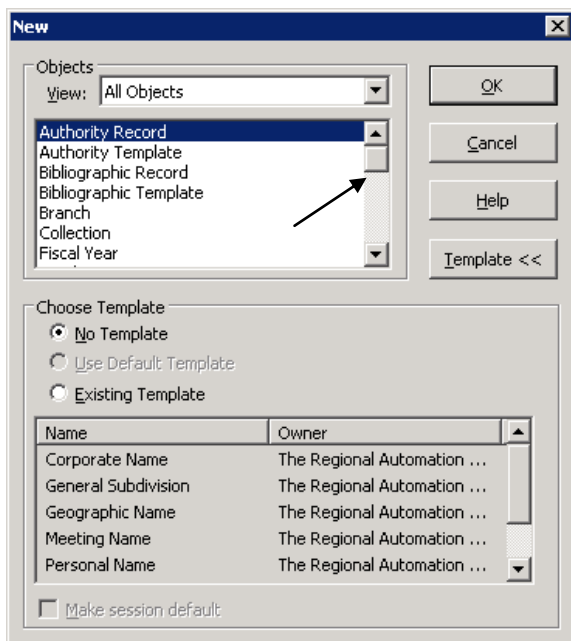
## Creating a New Patron Record

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New (CTRL +N)

White Paper – Click on the white paper to view the list. Scroll down and select Patron Record or type “P” to go to listing starting with “P”



Click on OK to get the Patron Registration Screen

Note: Some fields are filled as Default options

**New Patron Registration 1 - Addresses - Polaris**

File Edit View Links Tools Help

Barcode:  Registered at: Peace Library System (APRPLS)

Last name:  Patron code: Adult

First name:

Middle name:

Title:  Suffix:

Expiration: Term: 1 years Date: 11/ 8/2009

Addresses, Phone Numbers

Type	Street One	Street Two	City	State	Zip Code	County	Coun...

Address Check

Term: 1 years Date: 11/ 8/2009

Address for notices and bills:

Address for monthly statements:

Address for Invoices:

Email address:

Alt Email address:

Voice phone 1:

Voice phone 2:

Voice phone 3:

FAX number:

Notification option: Mailing Address

For Help, press F1

Add addresses by clicking on add button. You have option to add the following addresses:

**Add/Edit Address**

Address:

Type: Home

Country:

Postal code:

Street 1:

Street 2:

City:

County:

State/province:

OK Cancel

**New Patron Registration 1 - Addresses - Polaris**

File Edit View Links Tools Help

Barcode: 890 Registered at: Peace Library System (APRPLS)  
 Last name: Test Patron code: Adult  
 First name: Polaris  
 Middle name:  
 Title: Dr. Suffix: PLS Expiration: Term: 1 years Date: 11/ 8/2009

Addresses, Phone Numbers

Type	Street One	Street Two	City	State	Zip Code	County	Coun...

Address Check  
 Term: 1 years Date: 11/ 8/2009

Address for notices and bills:  
 Address for monthly statements:  
 Address for Invoices:  
 Email address:  
 Alt Email address:

Voice phone 1:  
 Voice phone 2:  
 Voice phone 3:  
 FAX number:  
 Notification option: Mailing Address

Buttons: Add... Edit... Remove Mailing Label

For Help, press F1

**Add/Edit Address**

Address:

Type: Home  
 Country: Canada  
 Postal code: T8W 6T2  
 Street 1:  
 Street 2:  
 City: Grande Prairie  
 County:  
 State/province: AB

Buttons: OK Cancel

Note: When the Postal code is entered it auto populates City and Province.

Select the Notification Option from the drop down box. If Email Address is selected enter the Email address must be entered in the Email address field. You can fill Phone numbers and have the option to enter alternate email address. Once you have entered all the information the record should look something like this:

**New Patron Registration 1 - Addresses - Polaris**

File Edit View Links Tools Help

Save (Ctrl+S)

**Barcode:** 890 **Registered at:** Peace Library System (APRPLS)

**Last name:** Test **Patron code:** Adult

**First name:** Polaris

Middle name:

**Title:** Dr. **Suffix:** PLS

Expiration: **Term:** 1 years **Date:** 11/ 8/2009

Addresses, Phone Numbers

Type	Street One	Street Two	City	State	Zip Code	County	Coun...
Home	123 No Address		Grande Prairie	AB	T8W 6T2		Canada
Work	10 Main Street		Grande Prairie	AB	T8W 6T2		Canada

Address Check

**Term:** 1 years **Date:** 11/ 8/2009

**Add...** **Edit...** **Remove** **Mailing Label**

**Address for notices and bills:** Home

**Address for monthly statements:** Home

**Address for Invoices:** Home

**Email address:** test@polaris.net

**Alt Email address:**

**Voice phone 1:** 780-000-0000

**Voice phone 2:** 780-000-0001

**Voice phone 3:**

**FAX number:** 780-001-0002

**Notification option:** Email Address

For Help, press F1

Registration