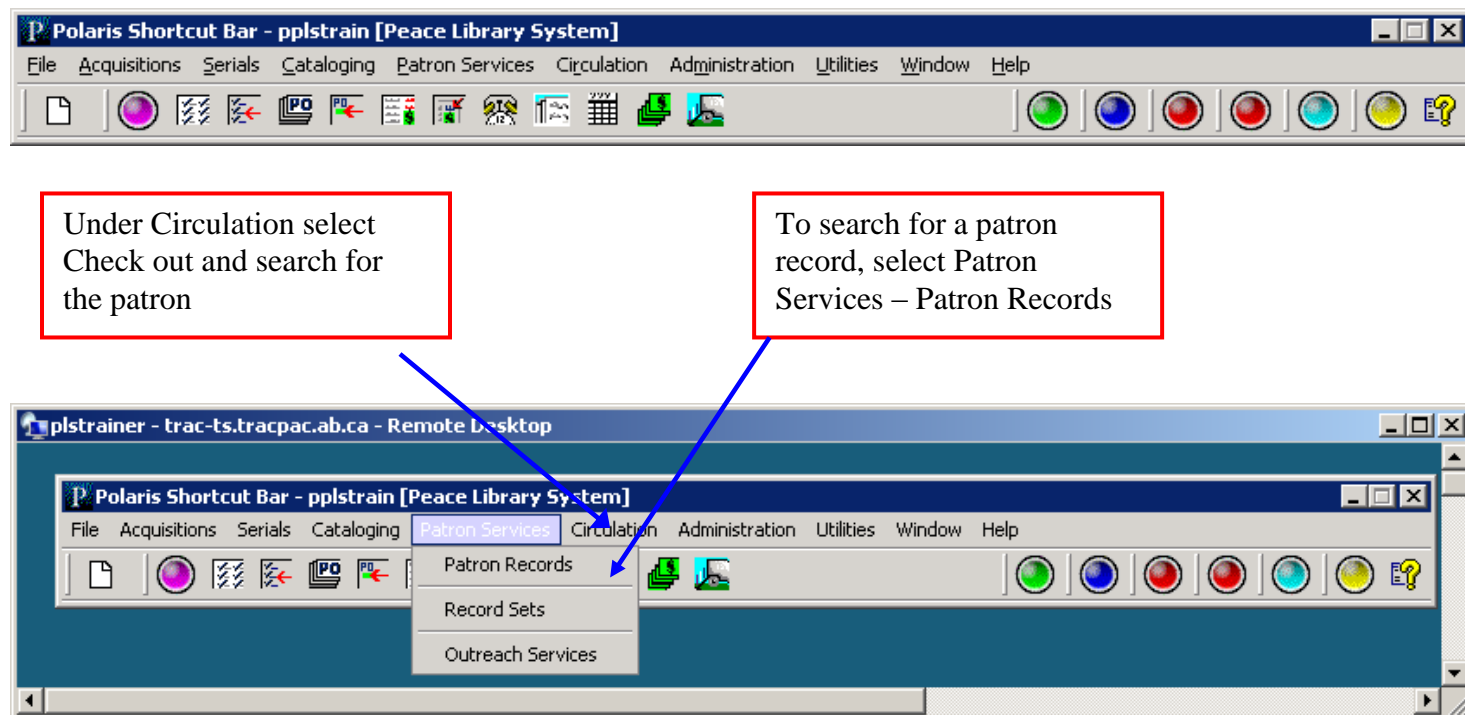
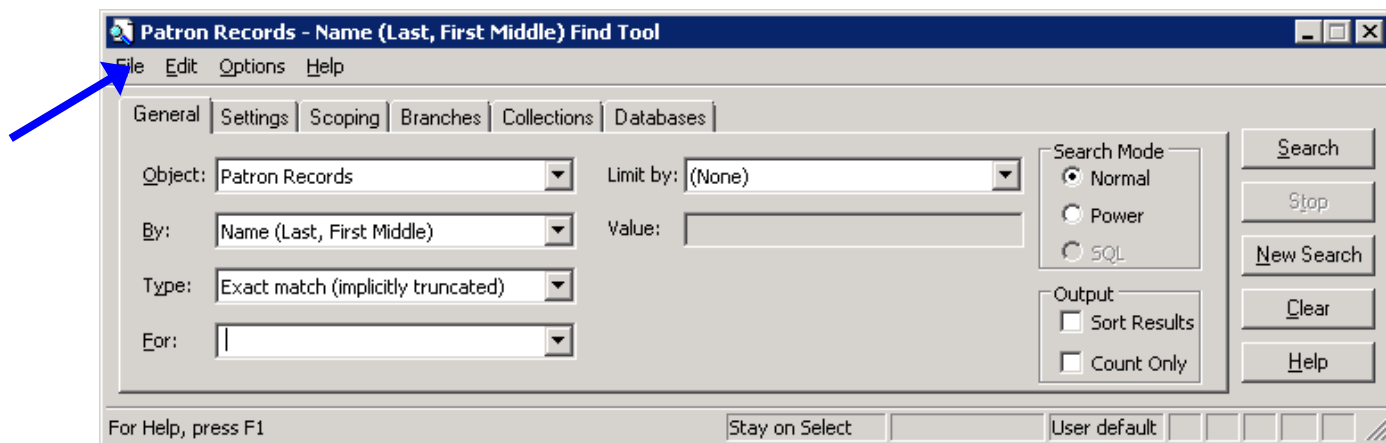


## Find Tool to search Patron Records

Find Tool is used to search for existing patron records in the database and the result output can be used for various purposes. It can be a simple search for a patron or in Checkout screen to identify a patron. The find tool comes up when the patron record is selected under the menu “Patron Services” or Under Circulation – Check Out.



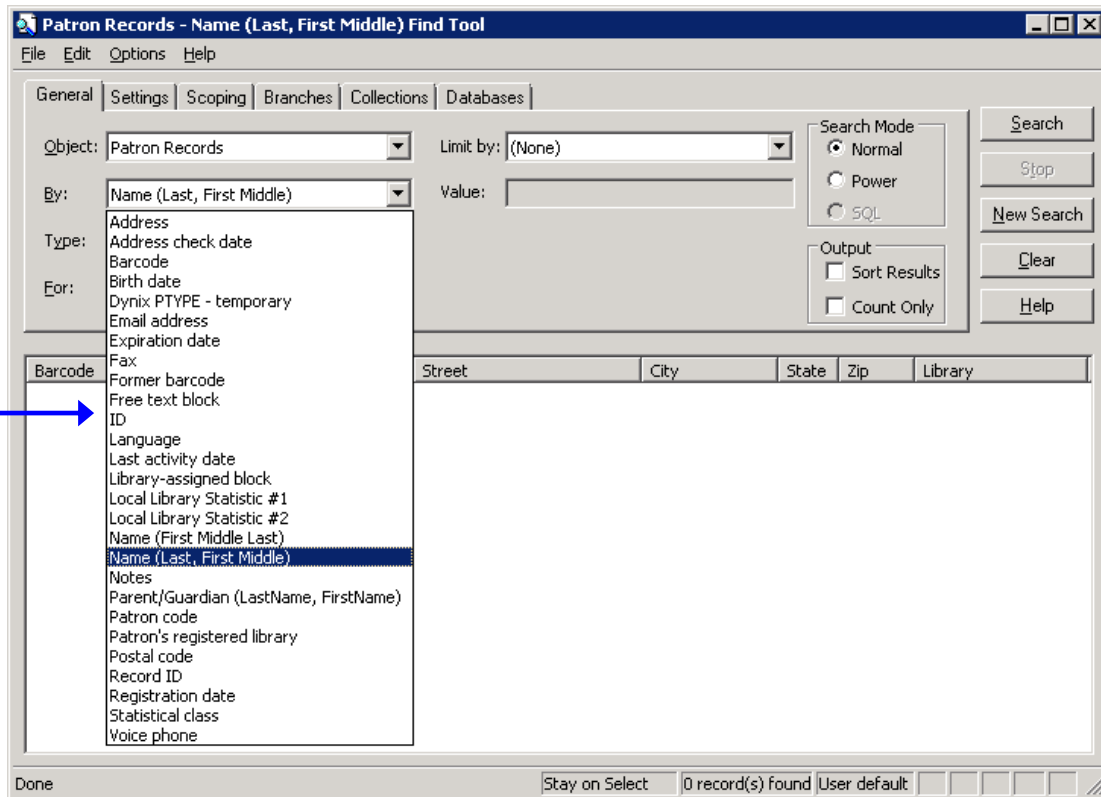
The Find Tool dialogue box appears with the title bar indicating you are searching for a patron. There are various search criteria that help you to narrow or expand your search results.



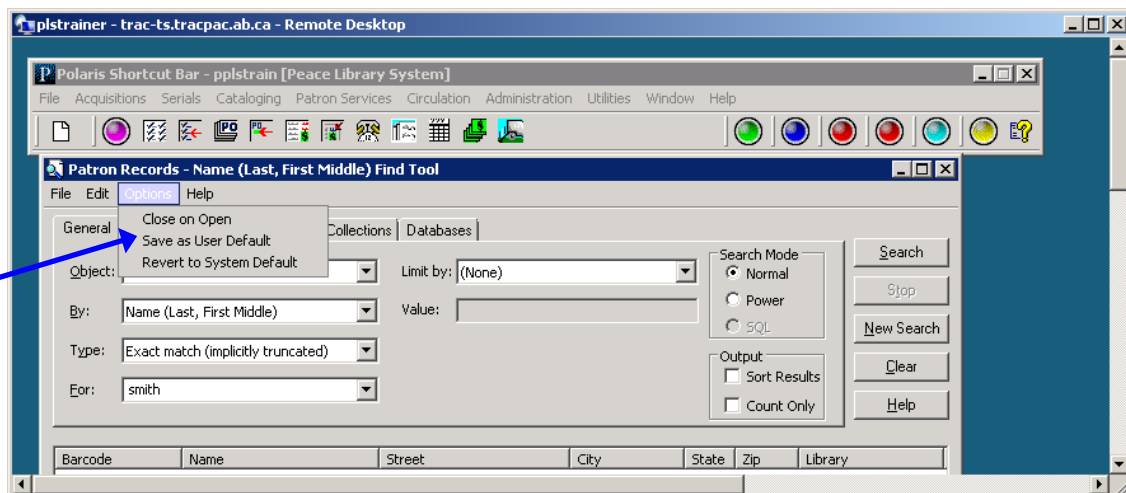
## Find Tool to search Patron Records

The search access points are in the drop down menu in the “By” box

From the drop down box “By” select any of the access points.



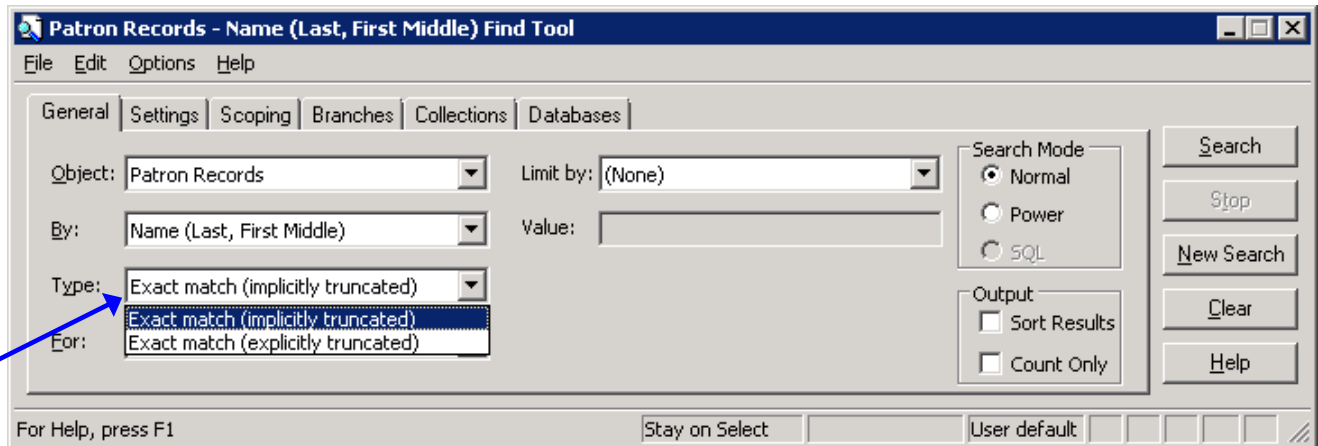
**Tip:** If you want to search every time by the same option, select the access point from the drop down box. Click on “Options” from the menu bar and click on “Save as User Default”



## Find Tool to search Patron Records

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Type: Select the type of search



### Exact match (implicitly truncated)

- Searches for all the records that **begin with the string** entered in the “For:” box below.
- There is no need to truncate with an asterisk (\*)

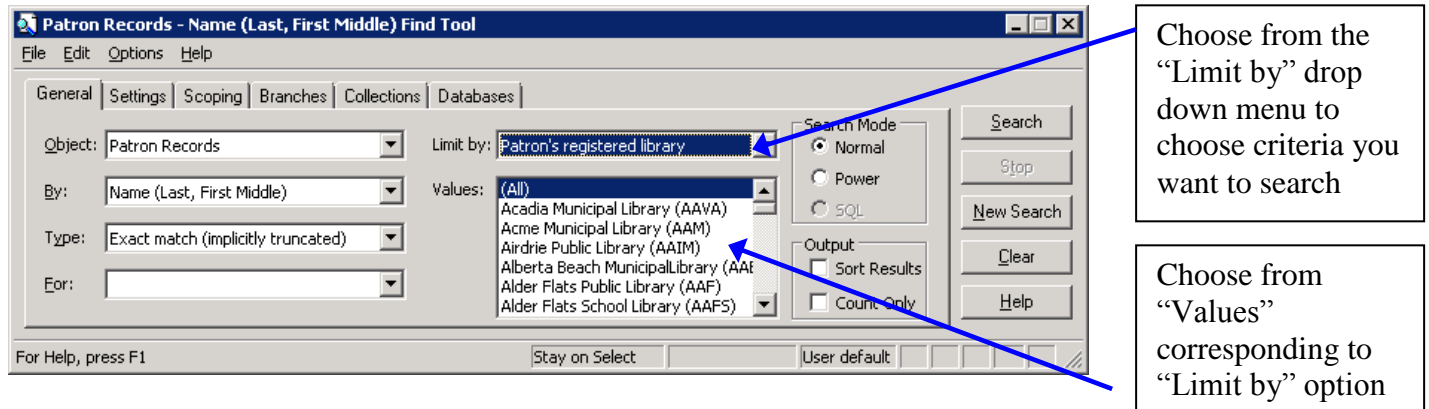
### Exact match (explicitly truncated)

- Searches for all the records that **exactly match the string** (letters or numbers) entered in the “For:” box below.
- If the exact search string is doubtful, if an asterisk (\*) is included at the end, then the search results bring up records starting with the letters entered.
- Type in the name of the patron in the “**For**” box
- Patron name is not case-sensitive (i.e. can be entered in upper or lower case or in combination)
- Enter the name in the format as indicated by the option of search in the “**By**” box
- For e.g. if Name (Last, First Middle) is chosen, then the format is Last name, first name with a comma after last name followed by space)
- **Do Not** use any space when entering compound name (for e.g. Hyphenated Surname)

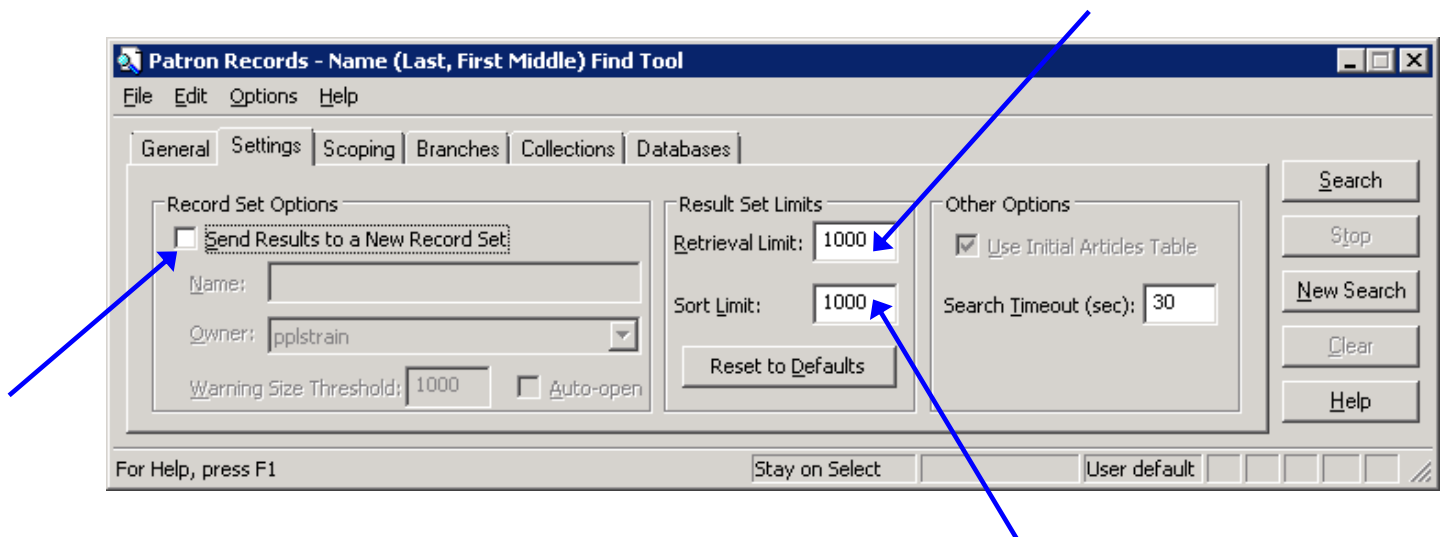
## Find Tool to search Patron Records

You have few more options to make your search more efficient by narrowing the search.

- Limit by: Can choose from the drop down box. For e.g. “Patron’s registered library”
- Value: Select the library name



- Click on the tab “Settings” to define the search more.
- 1000 is the “Result Set Limits” for both “Retrieval and Sort Limits”
- The “Retrieval Limit” and Sort Limit can be increased or decreased or send the search results to a New Record Set



Click on “Search” or simply press Enter to execute the search

The search results will appear as a list at the bottom of the “Find Tool” window

**Tip:** You can sort the results by any of the columns simply by clicking on the heading

## Find Tool to search Patron Records

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### **Actions:**

To open the patron record “Double-click” on the line item  
“Right click” on an item in the result set and select from the menu options displayed.  
Highlight all the items and “Right click” and select a option from the menu displayed

### **Tip: To select line items from the search results**

If you want to select all the records, Click on the first line and press the “**Shift key**” and click on the last item line.

To select few records, click on one, and press “**Control key**” and click on the line items you want to select