WorkFlows: How to enter a name

Basic Info tab

To enter a user name, simply enter the first name, middle name (or Nmn), last name, and suffix into the appropriate fields.

Do not use the Preferred Name field.

Special cases::

- If the patron has no middle name, enter Nmn for the middle name.

- Enter prefixed names without spaces (example: McDonald)

- Eliminate punctuation marks (example: OToole)

- Enter hyphenated names as they are spelled without the hyphen (example: SmithJones.)

- For a person who uses two last names together, but whose names are not hyphenated, enter the names without the hyphen (example: for Jane Smith Torres, enter SmithTorres in the Last Name field.)