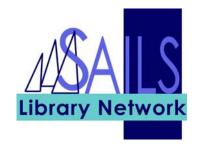# Workflows Tip of the Week

Module: Circulation

Summary: **Spaces in User Registration**

Note: It is important to enter the correct spacing when registering a patron or student. This will become critical with the next release of WorkFlows. In this release, WorkFlows will convert the "Last name, first" field for current patrons into separate "last name" and "first/middle name" fields. Likewise, the "City/State" field will be divided into separate City and State fields. The correct spacing will tell WorkFlows where to make the separation.

Instructions:

Correct: Smith,[space]John[space]James[space]Jr.
Example: Smith, John James Jr.

Incorrect: Smith,John[space]James[space]Jr.
Example: Smith,John James Jr.

Correct (for a hyphenated name):   SmithJones,[space]John[space]James
Example: SmithJones, John James

Incorrect (for a hyphenated name):   Smith[space]Jones,[space]John[space]James
Example: Smith Jones, John James

Correct: New[space]Bedford,[space]MA
Example: New Bedford, MA

Incorrect: New[space]Bedford,MA
Example: New Bedford,MA

Please update any errors you may encounter.