



## Workflows Tip of the Week

### Module: Circulation

#### Summary: **Entering Birth date in Patron Records**

**Note:** The birth date field was formatted in this release to require that the date be added in a specific format and to include the year of birth. This is a primary piece of data used by the public library members of SAILS to identify patrons who might have multiple records in the system. Entry in this field is required.

#### Instructions:

- The birth date field is under the Demographics Field of the patron record.
- All patrons must supply their month and date of birth. Libraries may require that they supply the year of birth. Patron records with a full birth date may be automatically updated by SAILS from one patron profile to another – e.g. Juv to YA or YA to Adult.
- For patrons who do not supply year of birth, enter the year 1900. A patron with a birth date of June 16 would therefore be entered as 06/16/1900.

1. Click the **Modify User** button and enter the User ID.
2. In the **Demographics** tab, click the gadget to the right of the **Birth Date** field.
3. Select the month and year from of the patron's birth date from drop-down boxes and click the day in the calendar.

A screenshot of a software dialog box titled "Gadget: Birth Date". Inside the dialog, there is a section labeled "Birth Date". It contains two drop-down menus: the first is set to "May" and the second is set to "1969". Below these menus is a calendar grid showing the days of the month. The day "14" is highlighted with a blue background. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4. Click **OK**.
5. Click the **Modify User** button.