Workflows Tip of the Week Module: Circulation



Summary: Asterisks in Custom Policies

Note: If you see ***** in a patron profile/category, this means that the patron is from another library that uses a code that you do not use. Do not change the ***** unless you are changing the patron's library to your library. If you are changing the patron's library to yours, select from one of your library's profiles/categories.

Instructions:

SirsiDynix Symphony WorkFlows		_ 🗆 ×
File Edit Wizards Helpers Mod	dules Preference Tools Window Help	ி Sirsi Dynix
Acquisitions Cataloging Circulatio	n Outreach Reports Requests Reserves Serial Control Utility	
Common Tasks	Modify User	- 🗆 ×
Discharging	Name: <u>Demanche, Robert</u> Id: ROBERT298	
Varage Fine Free Discharge	Profile name: ADMIN	
🚇 Renew User	☐ Identify User	
🔟 Renew Item	Street: Wart Group St	
🞒 Billing a User	User ID: ROBERT298 City, state: Middleboro, MA	
🖺 Paying Bills	Email: rdemanche@sailsinc.org	
😫 Item Search and Display	Basic Info Privilege Demographics Addresses Extended Info	
😭 Check Item Status	Later of the Densels Delat	
🛛 Help	Title:	
ter Print	User ID: ROBERT298	
😥 Global Library Hours	Alt ID:	
	Group ID:	
Users	Library: SAILS	
👸 Display User	Profile name: ******** 🗾	
ど User Registration	Charge history rule: NOHISTORY	
🧉 Modify User		
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If you are changing the library of a patron for which asterisks appear:

- 1. Go to the **Modify User** wizard.
- 2. Change the **Library** field to your library.

3. Change the **Profile Name** field to one of the codes in the drop-down list. These codes are your library's codes.