

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:

A screenshot of the SirsiDynix Symphony WorkFlows 'Modify User' wizard. The interface shows a sidebar with 'Common Tasks' and 'Users' sections. The 'Modify User' window has tabs for 'Basic Info', 'Privilege', 'Demographics', 'Addresses', and 'Extended Info'. The 'Basic Info' tab is active, showing fields for Name, Id, Group ID, Profile name, and Charge history rule. The 'Library' field is set to 'SAILS' and the 'Profile name' field is set to '*****'. Two red arrows point to these fields. The 'User ID' field is set to 'ROBERT298'. The 'Street' field is set to 'West Grove St.', 'City, state' is 'Middleboro, MA', and 'Email' is 'rdemanche@sailsinc.org'.

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.