

Patron Files

The last thing that must be done before you can actually use CS Library is to create the patron files. From the Librarian window push the "Patron File" button.

From the "Find Client" window you can Edit or add new patrons.

Note the "Make ID Card" button. It is automatically checked when you create a new patron record thus adding it to the list of patron labels to be printed. You would also check this button and Save the record if you have a patron that needs a replacement ID card created.