

# Add New Patron/User

1. **Navigate to Patron Management:** Look for the section labeled "Patrons" or "Patron Management." This is typically located in the main menu or sidebar.
  2. **Add Patron/User:** Click on the option to add a new patron or user. This may be labeled as "Add Patron," "New Patron," or similar.
  3. **Fill in Patron Information:** Complete the patron registration form with the required information. This may include:
    - Name: First name, last name, and any additional name fields.
    - Contact Information: Address, phone number, email address.
    - Additional Details: Date of birth, patron category, any custom fields as required by your library.
    - Username and Password: If your system requires patrons to have login credentials, set up a username and password for the new patron.
  4. **Set Borrowing Privileges:** Define borrowing privileges for the new patron. This includes setting loan periods, borrowing limits, and any restrictions based on patron category or library policies.
  5. **Save Patron Record:** Once you've filled in the necessary information and configured borrowing privileges, save the new patron record. This may be done by clicking a "Save" or "Submit" button at the bottom of the form.
  6. **Confirmation:** After saving the patron record, you may receive a confirmation message indicating that the new patron has been successfully added to the system.
  7. **Review and Verify:** Double-check the patron's information to ensure accuracy and completeness. Make any necessary adjustments if needed.
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