

Edit Patron/User

1. **Navigate to Patron Management:** Look for the section labeled "Patrons" or "Patron Management" in the main menu or sidebar.
2. **Search for the Patron:** Use the search feature to find the patron whose information you want to edit. You can search by name, barcode, or any other identifying information.
3. **View Patron Details:** Once you've located the patron, click on their name to view their details.
4. **Edit Patron Information:** Make the necessary changes to the patron's information. This may include:
 - Contact Information: Address, phone number, email address.
 - Additional Details: Date of birth, patron category, custom fields, etc.
 - Borrowing Privileges: Loan periods, borrowing limits, restrictions, etc.
5. **Save Changes:** After making the desired edits, save the changes to the patron's record. This may involve clicking a "Save" or "Update" button at the bottom of the page.
6. **Confirmation:** After saving the changes, you may receive a confirmation message indicating that the patron's information has been successfully updated.
7. **Review:** Double-check the updated information to ensure accuracy.
8. **Communicate Changes (if necessary):** If significant changes were made to the patron's information, consider communicating these changes to the patron.

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