

Patron Batch Modification

1. **Navigate to Tools:** Look for the "Tools" section in the main menu or sidebar of the Koha Staff Interface.
2. **Select "Batch Patron Modification":** Within the Tools section, locate the option for "Batch Patron Modification" and click on it.
3. **Choose Modification Type:** Select the type of modification you want to perform from the available options. This may include modifying patron categories, expiration dates, messaging preferences, and more.
4. **Filter Patrons:** Use the available filters to narrow down the list of patrons you want to modify. You can filter patrons based on criteria such as patron category, status, expiration date, etc.
5. **Select Patrons:** Once you've filtered the list, select the patrons you want to apply the modification to. You can typically do this by checking checkboxes next to each patron's name.
6. **Apply Modification:** After selecting the desired patrons, specify the modification you want to apply. Depending on the modification type chosen, you may need to input additional information such as the new patron category, expiration date, etc.
7. **Review Changes:** Before applying the modification, review the changes to ensure they are accurate and as intended.
8. **Confirm and Apply:** Once you're satisfied with the modifications, confirm your selection and apply the changes. This may involve clicking a "Save" or "Apply" button.
9. **Review Results:** After the modifications have been applied, review the results to verify that the changes were made successfully.

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