

Patron /User List

To create a patron list in Koha, you can follow these steps:

1. **Navigate to Patron Management:** Look for the section labeled "Patrons" or "Patron Management" in the main menu or sidebar.
2. **Search for Patrons:** Use the search feature to find the patrons you want to include in the list. You can search by various criteria such as name, barcode, patron category, etc.
3. **Select Patrons:** Once you've located the patrons you want to include in the list, select them by checking the checkboxes next to their names.
4. **Create List:** After selecting the desired patrons, look for an option to create a new list or add them to an existing list. This option may be labeled as "Create List," "Add to List," or similar.
5. **Name the List:** Give your list a descriptive name that reflects its contents or purpose. This will help you easily identify the list in the future.
6. **Save the List:** Save the newly created list. The selected patrons will now be grouped together in the list.
7. **View and Manage Lists:** You can view and manage your patron lists under the "Patrons" or "Patron Management" section. Look for an option to view lists or manage existing lists.
8. **Edit or Update Lists:** If needed, you can edit or update your patron lists by adding or removing patrons, renaming the list, or making other modifications.
9. **Utilize Lists:** Once your patron lists are created, you can utilize them for various purposes such as sending targeted communications, managing circulation policies, generating reports, and more.

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