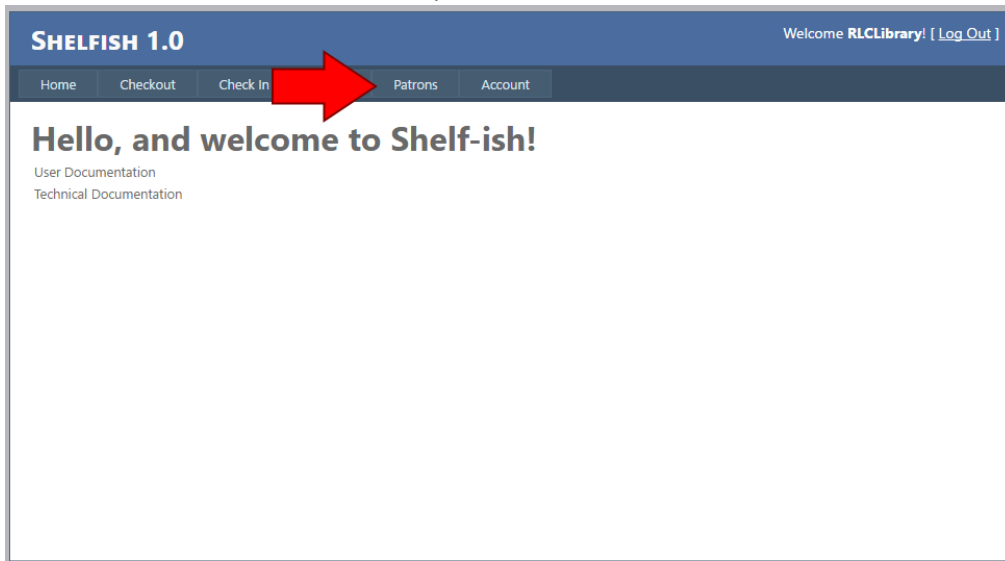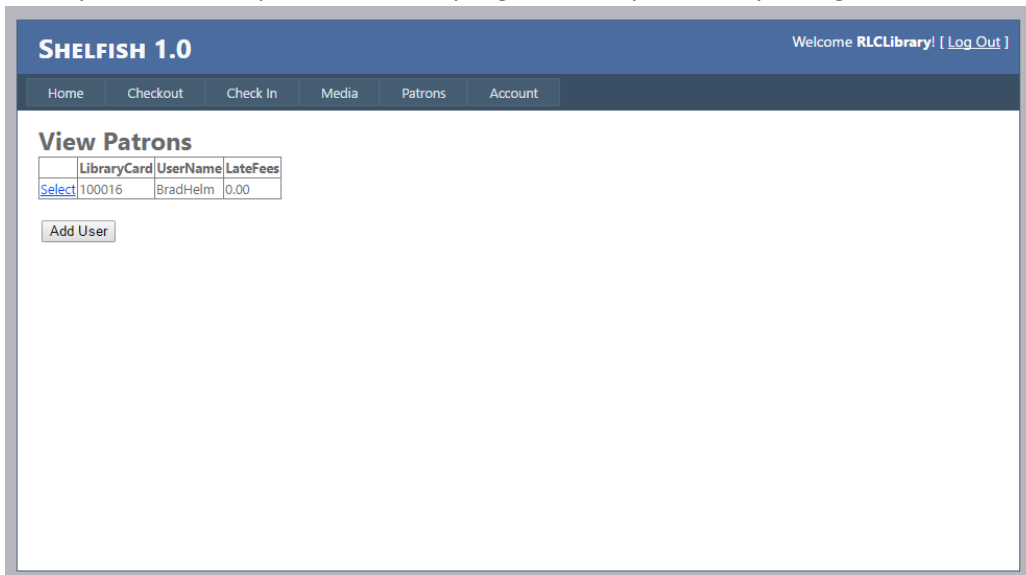# Adding, Managing, and Removing Patrons

1. Click the "Patrons" button on the top of the screen.



2. Here, you can see all patrons currently registered at your library, along with their late fees.

*Figure 1* Selected Patron

## Deleting Patrons

1. Click the select button next to the patron to be removed.
2. Click the "Delete User" button.
3. If the patron still has media checked out, the deletion will fail, and you will be notified, in order to make sure all media has been returned.

## Managing Patrons/Late Fees

1. Click the select button next to the patron to be managed.
2. Click the "Manage Patron/Late Fees" button.
3. Here, you will be able to edit the patron's personal information.
4. When you are done, click Save.



*Figure 2 Editing Patron*

## Adding Patrons

1. Click the "Add User" button.
2. Enter the patron's personal information, and ask them to create a password and security question/answer. Shelfish recommends that the created username be in the form of "FirstnameLastname", for ease of use.
3. Click the "Create User" button.
4. You will be taken to a screen that displays the newly created user's library card number.



*Figure 3 Adding Patron*