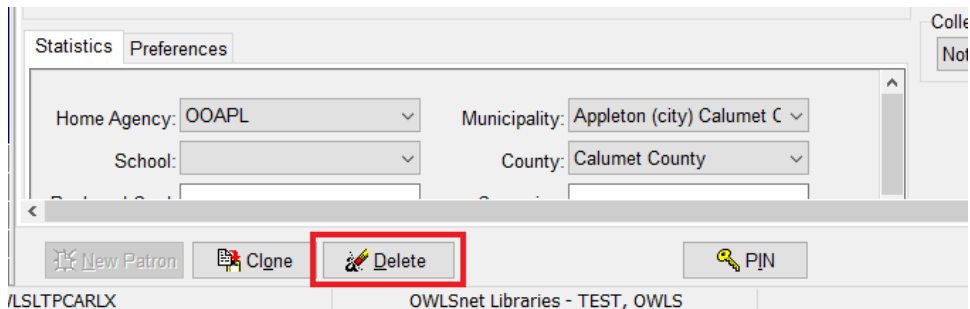


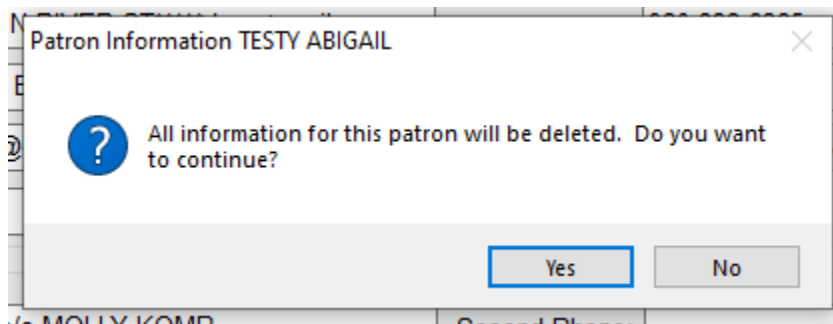
Deleting a Patron Record

Deleting a Patron in CARL-X

1. Open up the patron record that needs to be deleted by either scanning the barcode or searching for the name/birthdate.
2. Verify that it is the correct account to be deleted. Take screen shots of the record if needed, for future reference.
3. Once any vital information is saved, locate the “Delete” button near the bottom center of the window. Click.



4. Staff will then be prompted to confirm deletion, Click Yes if the patron should be deleted, and click No if there was a mistake.



Deleting a Patron Account in Connect

1. Open up the patron record that needs to be deleted by either scanning the barcode or searching for the name/birthdate.
2. Verify that it is the correct account to be deleted. Take screen shots of the record if needed, for future reference.
3. Once any vital information is saved, locate the red “delete patron” button near the bottom right corner of the window. Click.

Deleting a Patron Record

expand all ▾

▼ staff notes

staff note - PIN is 1234 mk0, 10/7/2021 | edit | ✕

add a note

> address information

> user settings

> opt-in & notifications

> library statistics

> usage statistics

reset PIN delete patron

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- Staff will then be prompted to confirm deletion. Click “continue” if the patron should be deleted and click “cancel” if there was a mistake.

Confirm Deletion

All information for this patron will be deleted. Do you want to proceed?

cancel continue