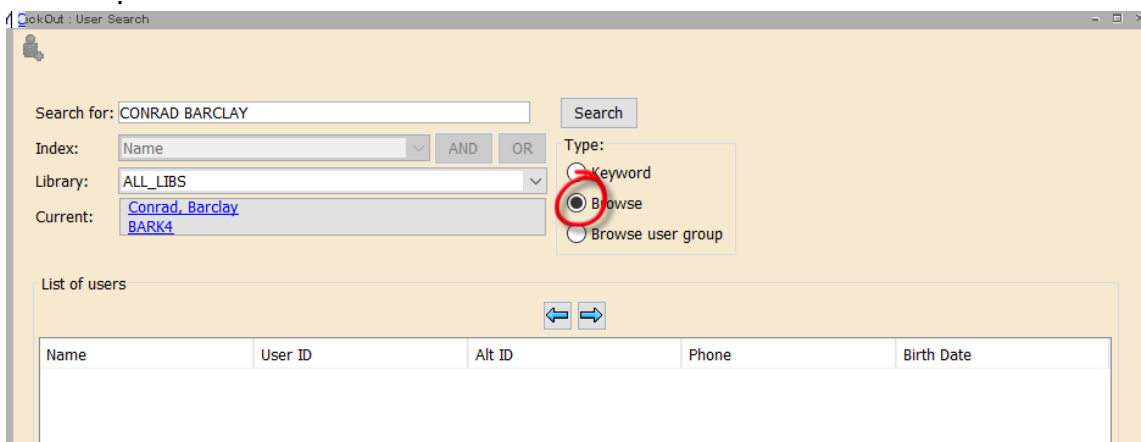


## Module: Circulation



### Summary: User Search helper

1. When using a wizard, click the User Search helper. The User Search screen appears



Search for: CONRAD BARCLAY

Search

Index: Name AND OR

Library: ALL\_LIBS

Current: Conrad, Barclay BARK4

Type:

Keyword

Browse

Browse user group

List of users

Name	User ID	Alt ID	Phone	Birth Date
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2. Enter the patron's last name and the first 3 letters of their first name in the **Search For** field. Do not enter the entire first name.
3. Click the **Browse** radio button in the Type area
4. Click the **Search** button. WorkFlows displays all patrons who have names which match the information you entered. For each patron, the name, User ID, Alt ID, and birthdate appear

5. Highlight the patron and click the Display This User button.

Search for:  
Name: CONRAD BARCLAY

Search for:

Index:  AND OR

Library:

Current: [Conrad, Barclay](#)  
[BARK4](#)

Type:  
 Keyword  
 Browse  
 Browse user group

List of users

Name	User ID	Alt ID	Phone	Birth Date
Conrad, Ashlynn May	22872000786463		508-692-8647	5/10/2004 ^
<b>Conrad, Barclay</b>	<b>BARK4</b>	<b>BARK</b>	<b>7818347036 sms</b>	<b>2/15/2009</b>
Conrad, Belle Sue	BARK5		7818347036 VOICE	
Conrad, Brandon Martin	22870000185538	325169	508-584-3101	
Conrad, Casey Elizabeth	900202652	900202652		
Conrad, Christina Marie	22039001948936		5089617814 VOICE	7/6/2014
Conrad, Christine Lee	21462000231271		508-215-7273(email)	1/31/1980
Conrad, Christopher	21611000083492	320678	508-559-6427	
CONRAD, CINDY LYNN	25899200022941		5082943164 EMAIL	11/13/1960
Conrad, Daniel Lee	23573000137462	A208350	508-822-9619	1/1/1017
Conrad, Debora Jean	21462000424116	A96825	508-528-8162 (email)	11/2/1953 v