Lost Library Card Instructions

1. Find Patron record
2. Click on Edit (to edit patron record)
3. Delete old barcodes (right click on the old barcode and choose 'Delete field' for each one)
4. Click on insert (To insert the new barcode)
5. Scroll down and choose barcode and then scan in new barcode
6. Click OK
7. Click on Save/Close
8. Click on Fines tab
9. Click on Add Charge to add the $3.00 fine to the patron record
10. Click on Collect Money and collect the money from the patron