



FACT SHEET

Deleting Borrowers

April 2016

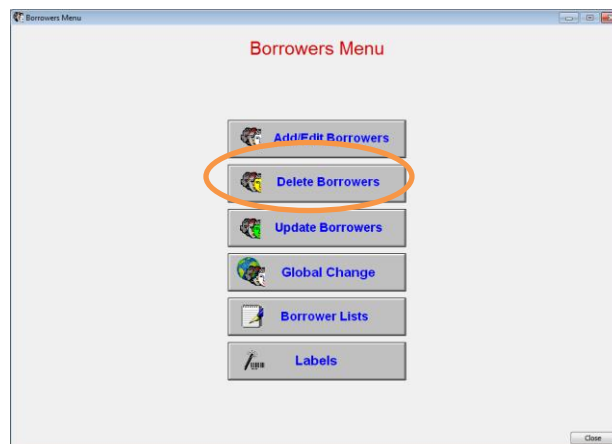
Borrowers can be deleted from the system at any time. Deleting borrowers removes their data, removes their loan history, removes reservations and holds, and changes the status of any items on loan to a designated other status. A historical record of their loans and returns, however, is retained in the Circulation Log and can be retrieved.

During the year, it is not a good idea to delete students. Instead, just change their class to something like "Left".

At the end of the year, do the annual backup, then mass delete the group called Left. That way there is a long term record of their presence and loans for legal purposes.

To delete the class called left or the top year leaving the school.

Go to Borrowers Delete borrowers



Click on the heading to sort by year level, groups, etc

Delete Borrowers

109 borrowers
Click to highlight those to be deleted, then click on DELETE.
Many borrowers can be deleted at the same time by using the Shift or Ctrl keys when clicking.
The only way the list can be changed (re-sorted) by clicking on a column heading.

	Name	Class	Year level	Type	Loans	AdminID	Barcode
	DAVIES, Melanie	6F	4	3 - Years 3-6	Yes	92057	
	BEAR, Lauren	10K	K	1 - Kindy	Yes		
3	GREEN, Ryan	10K	K	1 - Kindy	Yes		
4	Bulk Loan -Snr. Class			3 - Years 3-6	Yes		
5	LAISSEY, Lyn	6F	4	3 - Years 3-6	Yes		
6	PLIKSAND, Renee	6F	4	3 - Years 3-6	Yes		
7	SHAWNER, Danny	6F	4	3 - Years 3-6	Yes		
8	BOONLEE, Steven	5L	6	3 - Years 3-6	Yes		
9	CASEY, Petra	12C		4 - Staff	Yes		
10	SOUTHPORT, Karen	2B	5	3 - Years 3-6	Yes		
11	CLARKSON, Emma	3V	7	7 - Year 7	Yes		
12	SOUTHFIELD, Ken	2B	5	3 - Years 3-6	Yes		
13	LANECOVE, Colin	3V	7	7 - Year 7	Yes		
14	STREETFIELD, Reece	3V	7	7 - Year 7	Yes		
15	LATTICE, Merrily	5L		4 - Staff			
16	MITCHELLFIELD, Barry	10K	K	1 - Kindy			
17	STRACHAN, Sam	10K	1	1 - Kindy			
18	VERITY, Samantha	3V		4 - Staff	Yes		
19	FISHER, Cathy	10K	K	1 - Kindy			
20	HENNING, Teddy	10K	K	1 - Kindy	Yes		
21	SHORTCUT, Sarah	4I	1	2 - Junior Primary	Yes		
22	JONES, Ben	4I	1	2 - Junior Primary	Yes		
23	WALTERS, Janet	2B	5	3 - Years 3-6	Yes		
24	BOOTE, Christine	2B		4 - Staff	Yes		

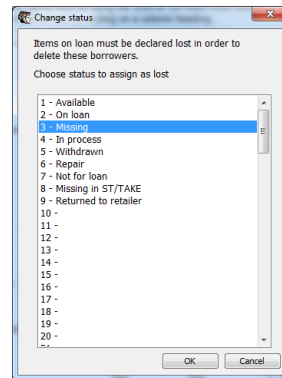
List loans Scan Overdue notice Delete Go back

Those with books out are marked with a Yes

Highlight the borrower/s to be deleted. Use the SHIFT key or the Control key to highlight "blocks" of borrowers. Those highlighted will be deleted.

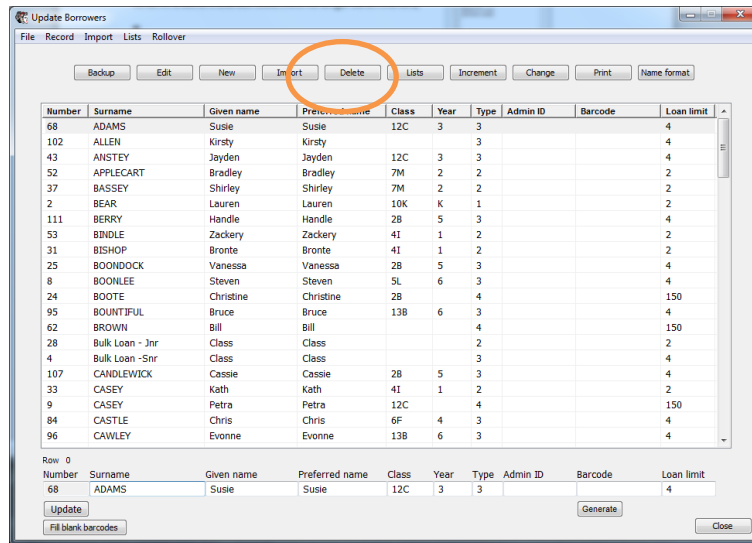
Press the delete key. Are you sure? Yes.

The screen will then ask:
What to do with the books on loan? Mark them as missing.....
When it is done those borrowers will no longer be on the list



Borrowers can also be deleted in Update Borrowers.

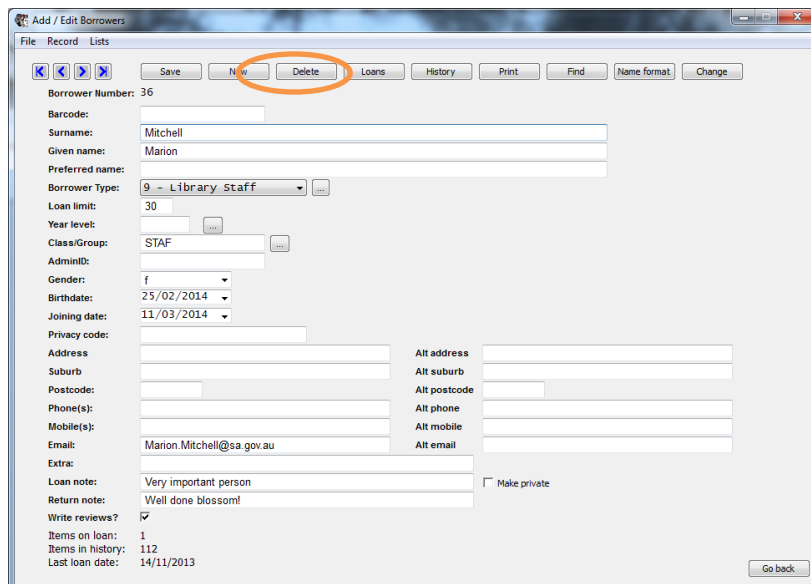
In Borrowers, Update borrowers people can also be deleted, one at a time..



Highlight the one to be deleted, press the delete key Are you sure? Y and it is done.

Deleting an individual borrower

Got into Borrowers, Add/edit, and call up the borrower. In Ad/edit there is a delete key



It asks "are you sure", and if there are books issued to the borrower it asks what status to give the items.