

How to edit a PIN

Open the student profile and click edit

Sierra · University of the Witwatersrand Library · Eric Skosana

File Edit View Go Tools Reports Admin Help

FUNCTION Check Out (Circulation Desk)

Key or Scan Item or Patron Barcode Search

New Save All View Edit Register Print Close

PATRN NAME Einstein, Mr Albert EMAIL ADDR Department of Physics
P BARCODE EXP DATE 30-09-2018 ADDRESS Faculty of Science
P TYPE Support staff Full Time

Check Out 0 Check Out Postal Register Change Due Date

Barcode	Title	Due Date
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Checked-Out Items 0

Holds 0

Fines R0.00

Check In 0

Bookings 0

ILL 0

On the edit screen, scroll down until you find the PIN field

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EXP DATE	30-09-2018	HOME LIBR	none	CUR ITEM A	0
PCODE1		PMESSAGE	- NO MESSAGE	CUR ITEM B	0
PCODE2		HLODUES	0	PIUSE	0
PCODE3	132 Undergraduate 20	MBLOCK	- NO BLOCK	OD PENALTY	0
P TYPE	26 Support staff Full Time	CL RTRND	0	ILL REQUES	0
TOT CHKOUT	9	MONEY OWED	R0.00	DEBIT BAL	R0.00
TOT RENWAL	1	FIRM	none	CIRCACTIVE	07-06-2018
CUR CHKOUT	0	BLK UNTIL	- -	Notice Preference	z EMAIL

PATRN NAME Einstein, Mr Albert

ADDRESS Department of Physics
Faculty of Science

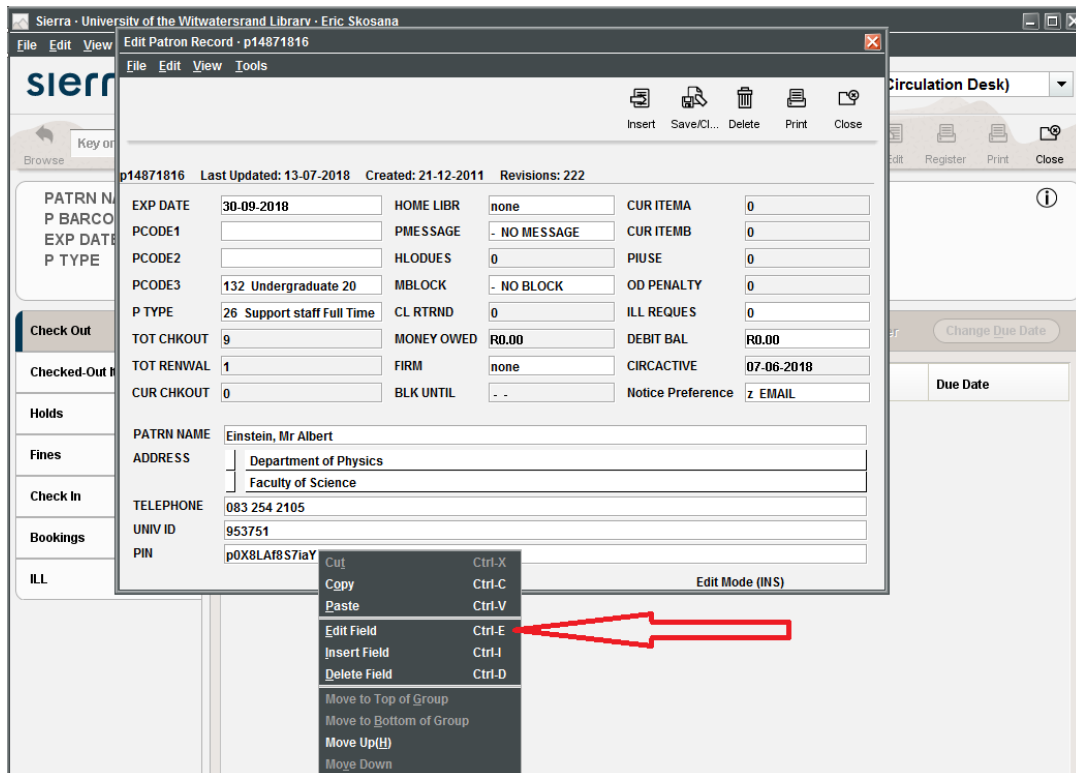
TELEPHONE 083 254 2105

UNIV ID 953751

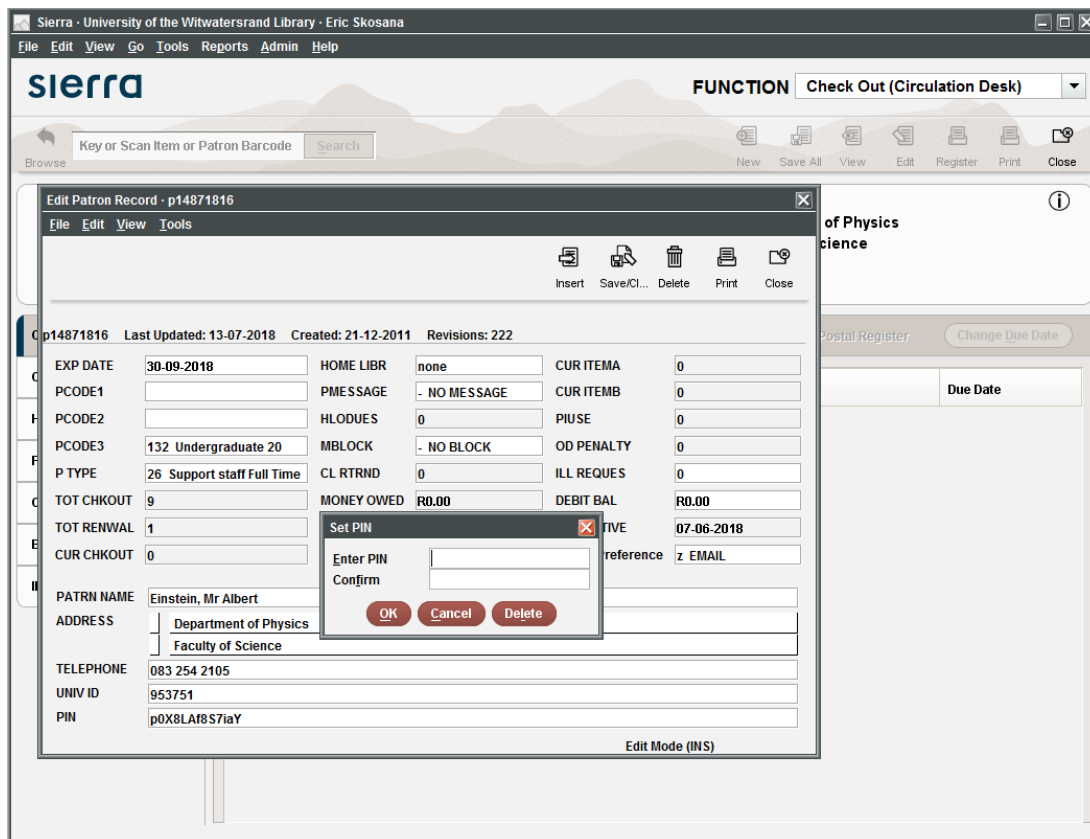
PIN p0X8Laf8S7iaY

Edit Mode (INS)

Right click on the PIN field and select edit



In the small screen that pops up enter a pin (digits only). Press ok, save the and close the patron record.



If you are unable to edit a pin, please speak to you manager or supervisor for assistance.