

Grouping Patrons

If a new patron is cloned from another patron (eg, a child's card is cloned from a parent's card), they are automatically grouped together. You may also manually group different patrons together.

If you open the Group Member Details and no one (including the patron you are viewing) loads in the list, please refresh your browser window to get them to display.

Viewing a Group

1. Open a patron's account.
2. Click Other > Group Member Details.
3. The list of people in the group will appear.

Adding a Patron to a Group

1. Open one patron's account.
2. Click Other > Group Member Details.
3. Check the box next to the patron's name.
4. Click Actions.
5. Click Move Another Patron To This Group.
6. Enter the second patron's barcode number.
7. Click OK.

Removing a Patron from a Group

1. Open the account of a patron who is in the group, but who is not the member you wish to remove.
2. Click Other > Group Member Details.
3. Check the box next to the patron you wish to remove.
4. Click Actions.
5. Click Remove Selected From Group.

Group Fines

There are no PINES policies related to groups, but if members of a group have fines, the sum of all the fines will appear in the patron summary bar when any member of that group is opened.

Profile	Patron
Home Library	ARL-ATH
Net Access	Filtered
Date of Birth	1/1/1980
Last Activity	4/11/2017
Last Updated	3/17/2017
Create Date	1/30/2017
Expire Date	1/30/2019
Fines Owed	\$0.00
Group Fines	\$0.09
Items Out	0
Quantity	0

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