Circulation

Checkout

Click on the Checkout Tab and then, look up patrons by typing in their last name or clicking on the homeroom (this works for Pre-K through 8th grade classes).

The homeroom tab allows you to choose the homeroom.

When you select a homeroom, you see all the students in the class. Simply click on the name, check out the book to the student and then click on Select Patron to go back to the whole class. Repeat the process for all the students in the homeroom.

To choose another homeroom, click on the pulldown menu. Or you can click To Patron to go back to the individual checkout.
Changing Passwords

Go to Back Office=>Manage Patrons=>Look up the patron account. Click on the Edit button and type in the new password in the correct field.

Copy Status

Go to Circulation =>Copy Status. This allows you to check on the status of the book in terms of availability, circulation history, current checkout, etc. Search for a book by title or barcode.

Patron Status

This allows you to look up the fine history, circulation history, notes, etc. on a patron

Patron Fines/Clearing Records

Go to Circulation=>Fines=>Type in the patron’s name to see what they have out.
You can add a fine for an existing item:

This allows you to set the reason, put in an amount, waive the amount later, indicate the amount was paid, and print a receipt for your records and the student/Faculty member.

You can also view the fine history of a patron:

The icon tells you the reason for the fine, and the details offer information about when the fine was created and if it was paid or waived.

If you have a student with fines from another site, please contact: MSookdeo@schools.nyc.gov