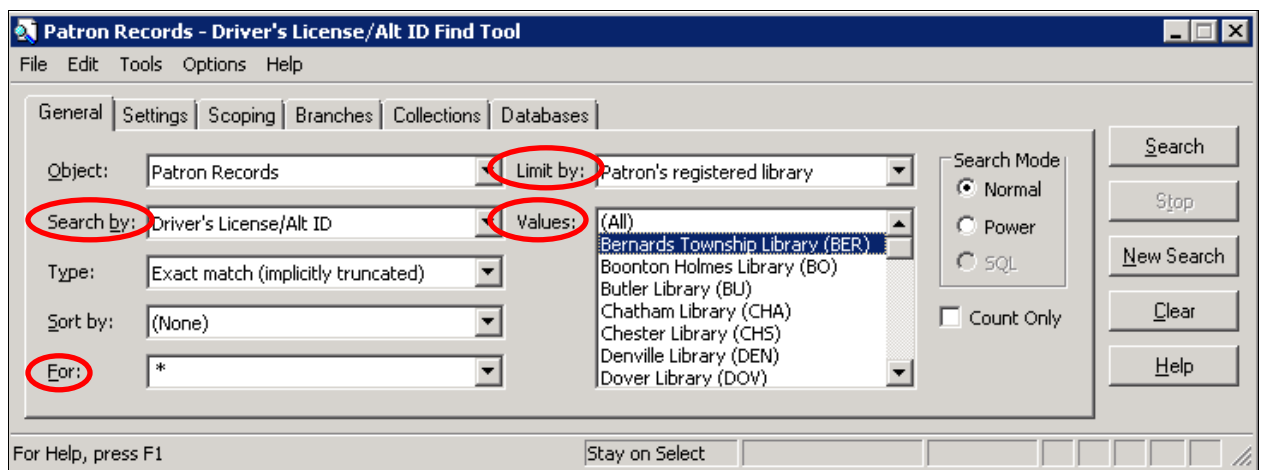


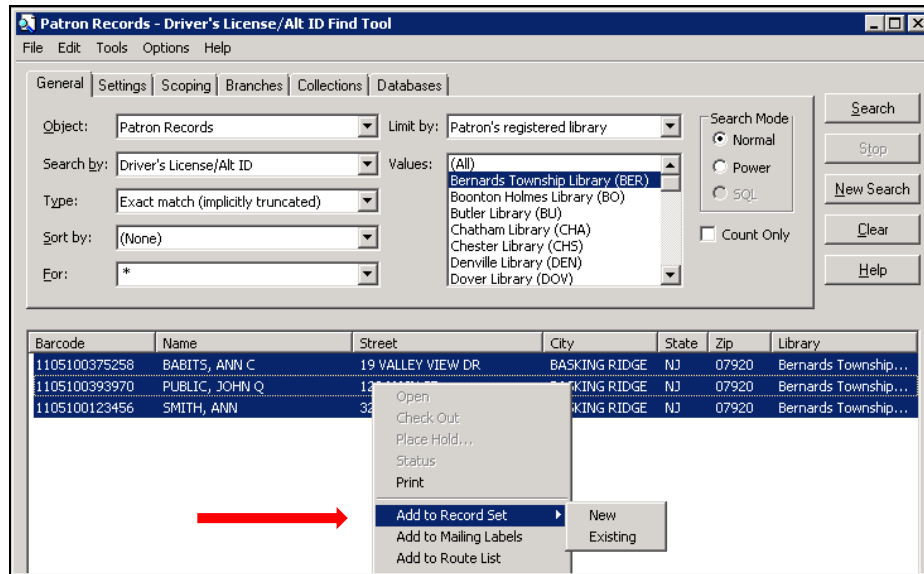
CIRCTIPS

Instructions to Delete Driver's License from the Patron Registration Record

1. Login to Polaris Staff Client using the circsup login
2. Select F7 for Patron Records Find Tool
 - a. Search by: Driver's License/Alt ID
 - b. Limit by: Patron's registered library
 - c. Values: [select your library]
 - d. For: *
 - e. Select Search



3. Use the Karate Chop [Ctrl, Shift, A] to display all the results
4. Randomly open some of the search results to verify that the search yielded Patron Registrations with Driver's License data
5. Enter Ctrl A to select and highlight all results
6. Right click; select Add to Record Set → New



7. Name the Record Set


8. Save  the Record Set and exit 

9. From the drop down menu of Patron Services, select Record Sets



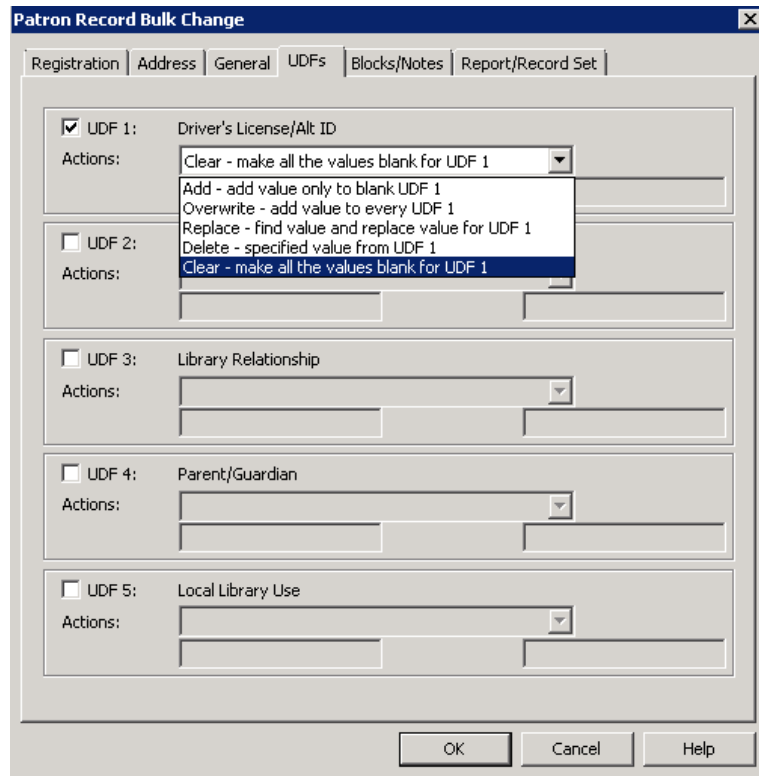
10. In Patron Services Records Sets – Name Find Tool, Search for: Driver's License [or whatever name entered]

11. Open the Record Set

12. Select the Bulk Change icon from the tool bar 

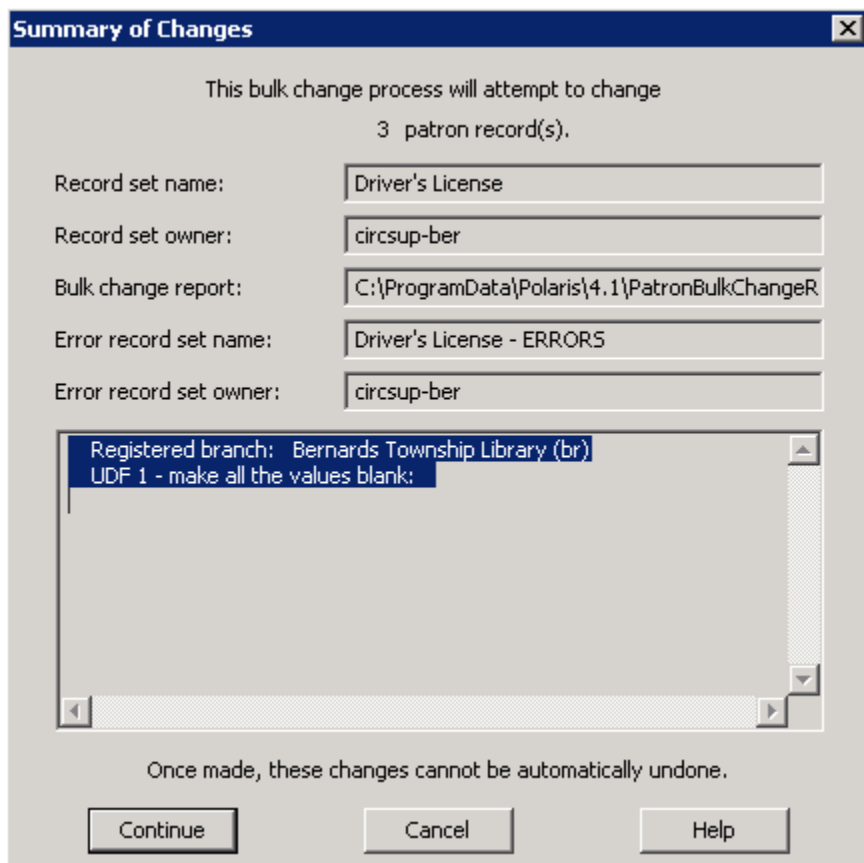
13. In the Patron Record Bulk Change screen, look for the following tabs:

- a. From the tab labeled Registration, check Registered Branch
- b. From the tab UDFs, check UDF1
- c. From the UDF1 drop down menu, select Clear-make all the values blank for UDF1



14. Select OK at the bottom right of the Patron Record Bulk Change screen

15. Confirm the Summary of Changes screen, and select Continue



16. Check some of the Patron Registrations to verify that the Driver's License was cleared
17. From the Patron Services drop down menu, select Record Sets
18. Search for your Record Set, right click on the name, select Delete to erase the Record Set

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January 28, 2013