

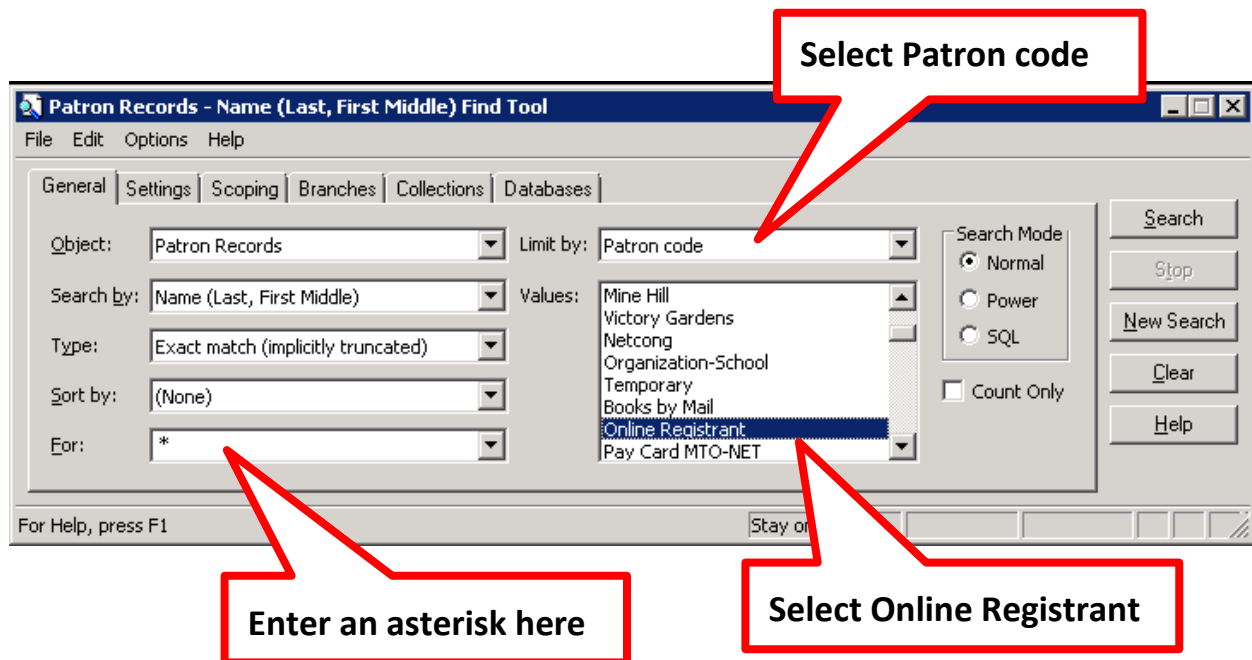
# CIRCTIPS

## How to Find Your Online Registrants

Open the Patron Records Find Tool (F6) and configure a search as shown in the illustration on this page.

- Enter an *asterisk* in the box next to **For:**
- In the **Limit by** drop down menu, select *Patron code*.
- Next, in the **Values** field, select *Online Registrant*.

When these search parameters have been configured correctly, click the **Search** button.



The search results will appear, displaying online registrants from ALL libraries.

In this example, 32 of 202 records are shown.

Display all of the records by pressing **CTRL+SHIFT+A**.

The screenshot shows the 'Patron Records - Name (Last, First Middle) Find Tool' application. The search criteria are: Object: Patron Records, Limit by: Patron code, Search by: Name (Last, First Middle), Type: Exact match (implicitly truncated), Sort by: (None), For: \*. The search mode is Normal. The results table is as follows:

Barcode	Name	Street	City	State	Zip	Library
PACREG257418	battista, madison	524 boonton ave	BOONTON	NJ	07005	Boonton Holmes Li...
PACREG257424	battista, maddy	524 boonton ave	BOONTON	NJ	07005	Boonton Holmes Li...
PACREG257438	SymmonsGary5, Gary	28 Voorhis Road	KINNELON	NJ	0740...	Kinnelon Library
PACREG257449	CUE, SUSIE	39 KEEP ST	MADISON	NJ	07940	Madison Library
PACREG257450	Harju, Jaak Henn	51 Kearney Avenue	WHIPPANY	NJ	0798...	Whippanong Library
PACREG257463	dundas, michael	31 cromwell dr	MORRISTOWN	NJ	07960	Morris County Libr...
PACREG257471	BOKA, LOIS W	159 PENNSYLVANIA AVE...	LAKE HOPAT...	NJ	0784...	Jefferson Townshi...
PACREG257510	Nye, Kym	20 Pearson St	LINCOLN PARK	NJ	07035	Lincoln Park Library
PACREG257515	clark, clarkg50	30 autumn drive	MINE HILL	NJ	07803	Morris County Libr...
PACREG257552	Roobinson, Sandra	72 Redner Road	MORRISTOWN	NJ	07960	Morristown-Morris ...
PACREG257553	Moser, Jean M	137 Whippoorwill Road	BUTLER	PA	16001	Butler Library
PACREG257619	O'Shea, Brian	51 Ketch RD	MORRISTOWN	NJ	0796...	Morristown-Morris ...
PACREG257625	Coyne, Mary-Kay	22 Eagle Nest Road	MORRISTOWN	NJ	07960	Morristown-Morris ...
PACREG257629	Gruchacz, Sue	31 Pecan Ln	OAK RIDGE	NJ	07438	Jefferson Townshi...
PACREG257691	Stauder, Mala	12 Willow Drive	CHESTER	NJ	07930	Chester Library
PACREG257747	kim, hyesung	328 penns way	BASKING RID...	NJ	07920	Bernards Townshi...

The status bar at the bottom right shows 'Stay on Select' and '32 of 202 rec', which is circled in red. A red callout box points to this status bar with the text: 'Only 32 of 202 records are shown here. Press CTRL+Shift+A to display all of the records.'

After pressing **CTRL+SHIFT+A**, all of the records will be displayed.

To find your library's online registrants, sort the list by Library by clicking on the column heading titled **Library**.

You can sort in ascending or descending order, depending on which sort order makes it easiest for you to view your library's online registrants. Just click the Library column heading again to re-sort the search results.

Patron Records - Name (Last, First Middle) Find Tool

File Edit Options Help

General Settings Scoping Branches Collections Databases

Object: Patron Records Limit by: Patron code Search Mode Search

Search by: Name (Last, First Middle) Values: Mine Hill Victory Gardens Netcong Organization-School Temporary Books by Mail Online Registrant Pay Card MTO-NET Count C Help

Type: Exact match (implicitly truncated)

Sort by: (None)

For: \*

Barcode	Name	Street	City	State	Zip	Library
PACREG257450	Harju, Jaak Henn	51 Kearney Avenue	WHIPPANY	NJ	0798...	Whippanong Library
PACREG259703	gast, lizabeth ann	9 kearney ave	WHIPPANY	NJ	07981	Whippanong Library
PACREG260608	Gogineni, Kumuda	227 Malapardis Rd	CEDAR KNOLLS	NJ	07927	Whippanong Library
PACREG260735	Ammar, Fran	635 upper way	WHARTON	NJ	07885	Wharton Library
PACREG260055	Conod, Marianne	104 Fairview Avenue	LONG VALLEY	NJ	07853	Washington Town...
PACREG260415	Cannaveno, Charles	3 Sparrow Lane	LONG VALLEY	NJ	0785...	Washington Town...
PACREG261317	Gartelmann, Debbie	371 West Mill Road	LONG VALLEY	NJ	07853	Washington Town...
PACREG258079	Vaz, Pablo	3 Amboy St.	LANDING	NJ	0785...	Roxbury Library
PACREG260147	Hogan, E	29 Kentwood Road	SUCCASUNNA	NJ	07876	Roxbury Library
PACREG260270	Grennan, Don	23 Whitegate Road	SUCCASUNNA	NJ	07876	Roxbury Library
PACREG260651	seminara, vincent	9 justine pl	SUCCASUNNA	NJ	07876	Roxbury Library
PACREG260656	Caparoni, Tracy	13 south dell ave	KENVIL	NJ	07847	Roxbury Library
PACREG260792	Koznetski, Cheryl	10 Sunnyside Drive	KENVIL	NJ	07847	Roxbury Library
PACREG261248	Wilk, Macie	3 Rena Court	KENVIL	NJ	07847	Roxbury Library
PACREG261552	McIlroy, Susan	100 Main Street	SUCCASUNNA	NJ	07876	Roxbury Library
PACREG262182	Salcedo, Nicholas	16 Timberline Dr.	FLANDERS	NJ	0783...	Roxbury Library

Done Stay on Select 202 of 202 re

Highlight the online registrants for your library by holding down the **Control (CTRL)** key and then pressing the arrow keys to select all of your registrants.

You can also hold down the Control key and click on individual patrons to select (highlight) them.

**Patron Records - Name (Last, First Middle) Find Tool**

File Edit Options Help

General Settings Scoping Branches Collections Databases

Object: Patron Records Limit by: Patron

Search by: Name (Last, First Middle) Values: Mine H, Victory, Netcon, Organi, Temporary, Books by Mail, **Online Registrants**, Pay Card MTC

Type: Exact match (implicitly truncated)

Sort by: (None)

For: \*

Count Only

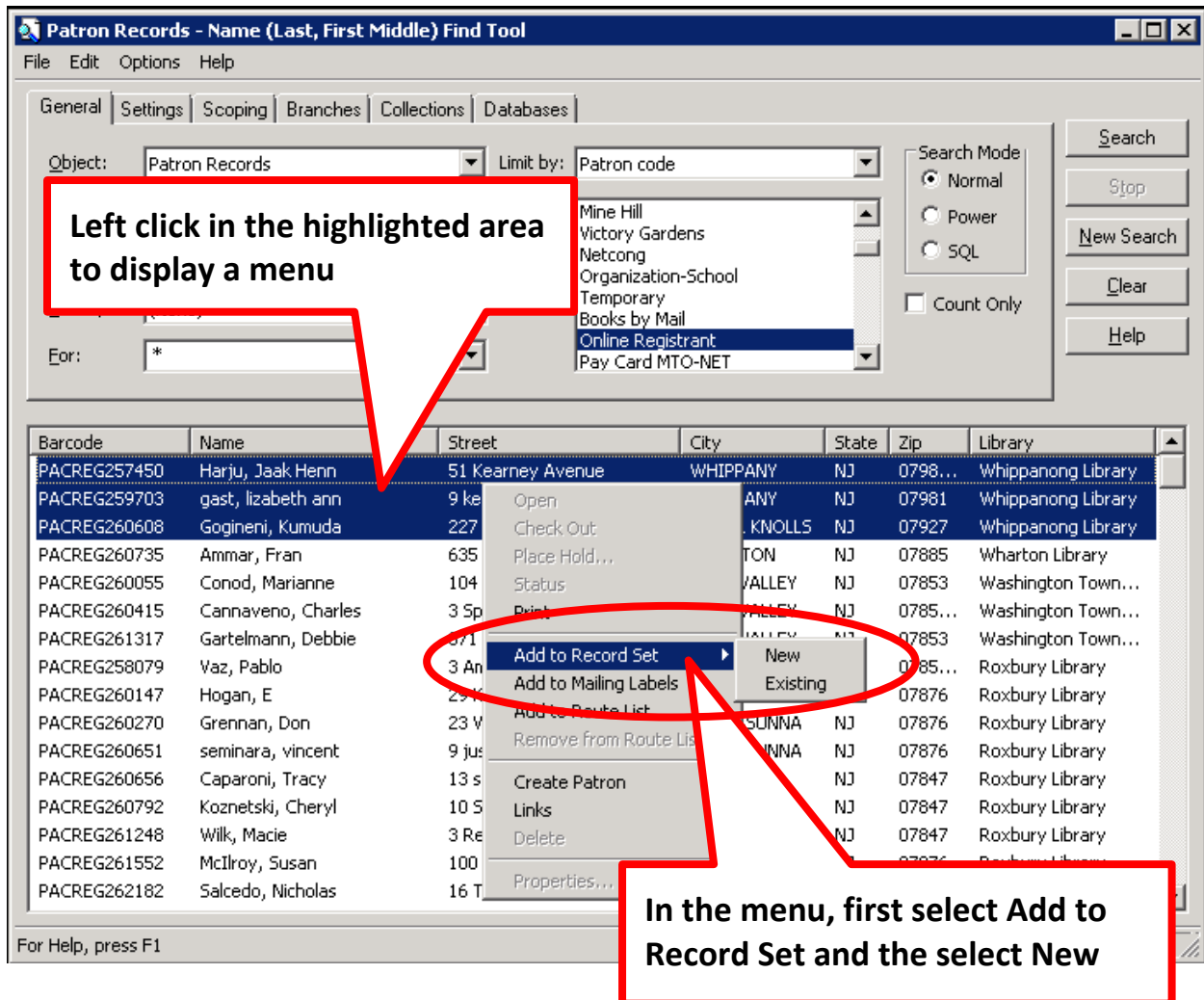
Help

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PACREG260792	Koznetski, Cheryl	10 Sunnyside Drive	KENWIL	NJ	07847	Roxbury Library
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Done Stay on Select 202 of 202 re

Once you have highlighted your online registrants, **left click** anywhere in the highlighted selection to display a menu (see illustration below).

From the menu, choose **Add to Record Set > New** to create a new record set containing the selected patrons. After you click New, the Patron Record Set window will appear.



The selected online registrants are displayed in the **Patron Record Set** screen.

Name and save your record set.

You can use this information to handle your new online registrants as desired.

Barcode	Name	Street	City	State	Zip	Library
PACREG260608	Gogineni, Kumuda	227 Malapardis Rd	CEDAR KN...	NJ	07927	Whippanong ...
PACREG259703	gast, lizabeth ann	9 kearney ave	WHIPPANY	NJ	07981	Whippanong ...
PACREG257450	Harju, Jaak Henn	51 Kearney Avenue	WHIPPANY	NJ	079...	Whippanong ...