Search for user records

Last updated: Tue, 03 Sep 2019 20:51:00 GMT

Click the **User** button in the left-hand menu bar to display the User Search screen:

**User Search**

![User Search Form]

Enter your Username (barcode).

Select the appropriate radio button from the **Match** menu:

<table>
<thead>
<tr>
<th><strong>Match</strong></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXACT</strong></td>
<td>Retrieves records matching your search terms exactly but is not case sensitive.</td>
</tr>
<tr>
<td><strong>ANY PART</strong></td>
<td>Retrieves matches including your search term in any part of the string.</td>
</tr>
<tr>
<td><strong>FIRST PART</strong></td>
<td>Retrieves matches including your search term at the beginning of the string.</td>
</tr>
<tr>
<td><strong>LAST PART</strong></td>
<td>Retrieves matches including your search term at the end of the string.</td>
</tr>
</tbody>
</table>

Note: If your system requires a barcode prefix you will need to include it when searching and when entering a new patron.

Click **Search**. Your user record will be displayed.
### User Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>458</td>
</tr>
<tr>
<td>Barcode</td>
<td>TESTPATRON</td>
</tr>
<tr>
<td>First Name</td>
<td>Test</td>
</tr>
<tr>
<td>Surname</td>
<td>Patron</td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:Patron@domain.com">Patron@domain.com</a></td>
</tr>
<tr>
<td>Category</td>
<td>Standard</td>
</tr>
<tr>
<td>Joining Date</td>
<td>17 Nov 2014</td>
</tr>
<tr>
<td>Location</td>
<td>Doger - MnLINK Requester</td>
</tr>
<tr>
<td>Banned in VDX</td>
<td>No</td>
</tr>
<tr>
<td>Has Presigned Copyright</td>
<td>No</td>
</tr>
<tr>
<td>Default Pickup Location</td>
<td>Doger - MnLINK Requester</td>
</tr>
</tbody>
</table>

[Edit]