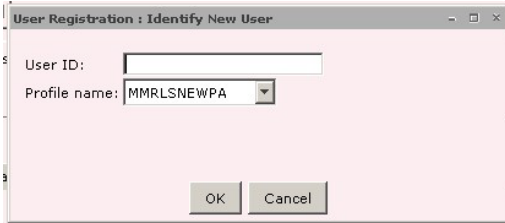
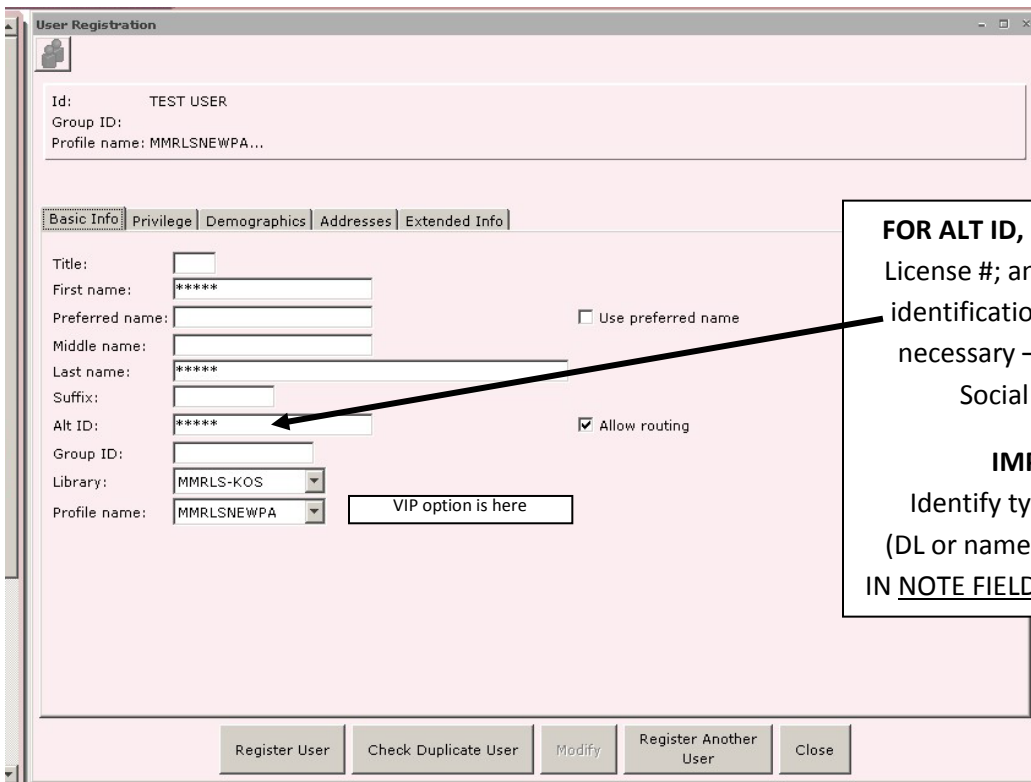


SYMPHONY USER REGISTRATION REQUIRED FIELDS

(How to block a computer user without restricting check-outs: see pages 3 and 5.)



A small dialog box titled "User Registration : Identify New User". It contains two input fields: "User ID:" with an empty text box, and "Profile name:" with a dropdown menu showing "MMRLSNEWPA". At the bottom are "OK" and "Cancel" buttons.



The main "User Registration" form. At the top, it shows "Id: TEST USER", "Group ID:", and "Profile name: MMRLSNEWPA...". Below are tabs for "Basic Info", "Privilege", "Demographics", "Addresses", and "Extended Info". The "Basic Info" tab is active, showing fields for Title, First name (masked with *****), Preferred name, Middle name, Last name (masked with *****), Suffix, Alt ID (masked with *****), Group ID, Library (dropdown: MMRLS-KOS), and Profile name (dropdown: MMRLSNEWPA). There are checkboxes for "Use preferred name" (unchecked) and "Allow routing" (checked). A callout box points to the Alt ID field with the text "VIP option is here". At the bottom are buttons for "Register User", "Check Duplicate User", "Modify", "Register Another User", and "Close".


FOR ALT ID, Preferred is Driver's License #; any picture ID with an identification #; or if absolutely necessary – the last 4 digits of Social Security Card

IMPORTANT!!
Identify type of card you use (DL or name of other card or SS) IN NOTE FIELD under Extended Info

User Registration


Id: TEST USER
Group ID:
Profile name: MMRLSNEWPA...

Basic Info | **Privilege** | Demographics | Addresses | Extended Info

Privilege expires: 5/16/2011 

PIN: **** Override:

Status: OK

Claims returned:  Override:

Web auth id: Override:

Register User | Check Duplicate User | Modify | Register Another User | Close

User Registration

Id:
Group ID:
Profile name: MMRLSNEWPA...

Basic Info | Privilege | **Demographics** | Addresses | Extended Info | User groups

User cat1: User cat2: *User Code*
 User cat3: *Beat* User cat4: MMRLS
 User cat5: *Ward* User cat6:
 User cat7: User cat8:
 User cat9: User cat10:
 User cat11: User cat12:
 Department: Birth date:
 Language: ENGLISH

User cat1: Select "COMPAGRYES" or "COMPAGRNO" depending on if they have read the computer policy and signed the back of their registration card to be a computer user

User cat2: User Code could include:
 AC --- adult computer user
 AVC --- adult Audio-visual user
 CC --- child computer user
 ETC.

User cat1: BLOCKING A COMPUTER USER WITHOUT BLOCKING CHECK-OUT PRIVILEGES

Scroll until you see 'NOCOMPUTER' and click it.

Now go to "Extended Info" to note reason and date the customer is blocked from computer use and when computer privileges are to be reinstated. Staff blocking the user should include their initials in case questions arise later.

Birth date: Enter date of birth. This is to prevent minors from checking out videos and for children under the age of 12 from using the computer without someone 16 years of age or older present at the computer with them.

User Registration

Id: TEST USER
 Group ID:
 Profile name: MMRLSNEWPA...

Basic Info | Privilege | Demographics | **Addresses** | Extended Info

Address 1

HOMEPHONE	*****
CELLPHONE	*****if applicable*****
STREET	*****Mailing Address*****
ADDRESS	*****Physical Address if different from mailing address*****
CITY/STATE	*****
ZIP	*****
EMAIL	*****
LOCATION	
PHOTO	
WORKPHONE	

User Registration

Id: TESTUSER
 Group ID:
 Profile name: MMRLSNEWPA...

Basic Info | Privilege | Demographics | Addresses | Extended Info

NOTE
 COMMENT
 WEBCATPREF
 LOSTITEM
 BIRTHDATE
 INACTVID
 ACTIVEID

Another
 Close

IN NOTE FIELD: Identify type of card you use for Alt ID:

FOR ALT ID, Preferred is
 Driver's License #; any picture ID with an identification #; or if absolutely necessary – the last 4 digits of Social Security #

IN NOTE FIELD: To Block Computer User but not check-out privileges

Place 4 items here:

- **NOCOMPUTER** (try to do it exactly as shown here),
- Reason for the suspension of services,
- Date when services will be restored
- Initials of person inserting.

A report will be pulled of **NOCOMPUTER** users

USER GROUPS

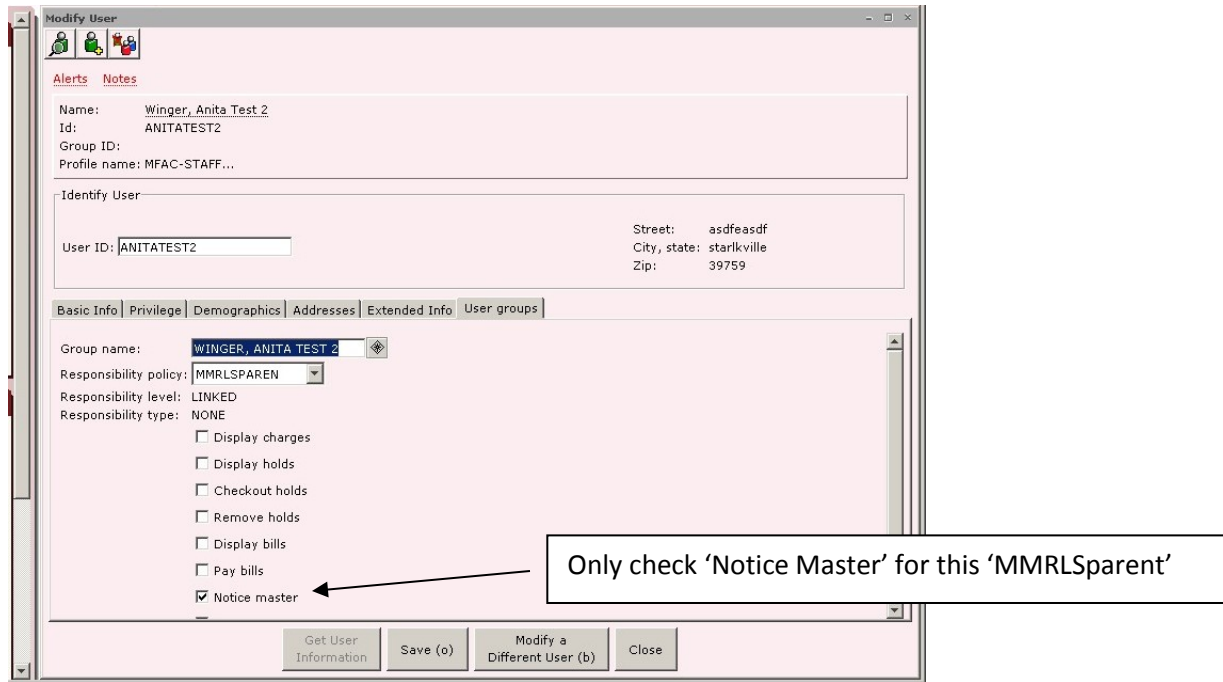
Grouping families under the user group allows billed fines to be linked to each account related to that user group. User groups consist of: mother, father, and/or guardian, and their minor children (under age 18); or a husband and wife residing in the same house. It does not include adult children or other related or non-related people living in the house unless they are financially dependent on the customer linked to this 'User Group' as 'MMRLSParent'. Both mother and father or husband and wife will be named 'MMRLSParent' under '**Responsibility Policy**' but only one can be placed as the '**Group Name**'. 'Group Name' should be the name of the father, mother or guardian that physically resides in the household with minor child(ren), or either the husband OR wife. The 'Group Name' is what links the accounts together.

The screenshot shows the 'User Registration' window with the 'User groups' tab selected. The 'Group name' field is empty. The 'Responsibility policy' dropdown is set to 'CHILD'. The 'Responsibility level' is 'LINKED' and the 'Responsibility type' is 'NONE'. There are several checkboxes for options: 'Display charges', 'Display holds', 'Checkout holds', 'Remove holds', 'Display bills', 'Pay bills', 'Notice master', and 'Allow group choice'. Two callout boxes provide instructions: one pointing to the 'Responsibility policy' dropdown stating 'Responsibility policy: currently defaults to CHILD. Change to MMRLSParent for parent/adult user.' and another pointing to the 'Notice master' checkbox stating 'Check Notice Master only on the account belonging to person named for 'Group Name''. Buttons at the bottom include 'Save', 'Check Duplicate User', 'Register Another User', and 'Close'.

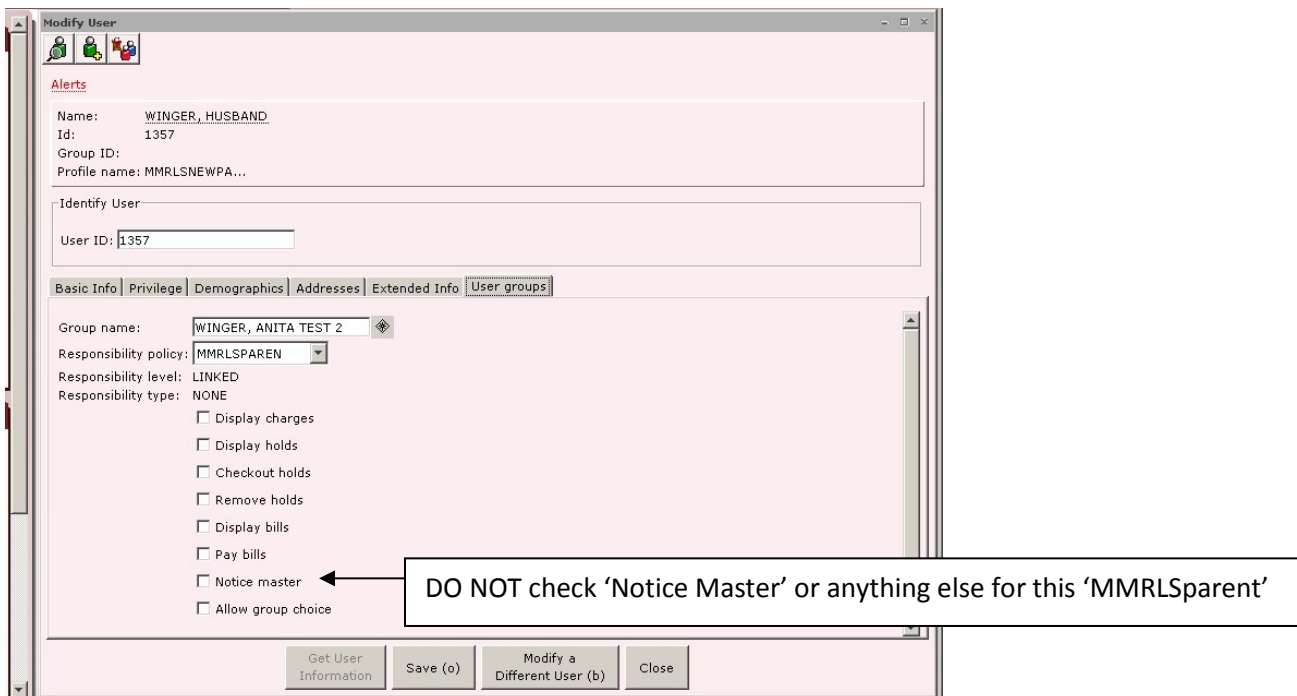
The MMRLSParent listed for the 'Group Name' will be the 'Notice Master'. The 'Notice Master' will receive all overdue notices linked to the user group. Don't check anything else for anyone within the user group.

Below are examples of how to place 3 different types of customers within one User Group

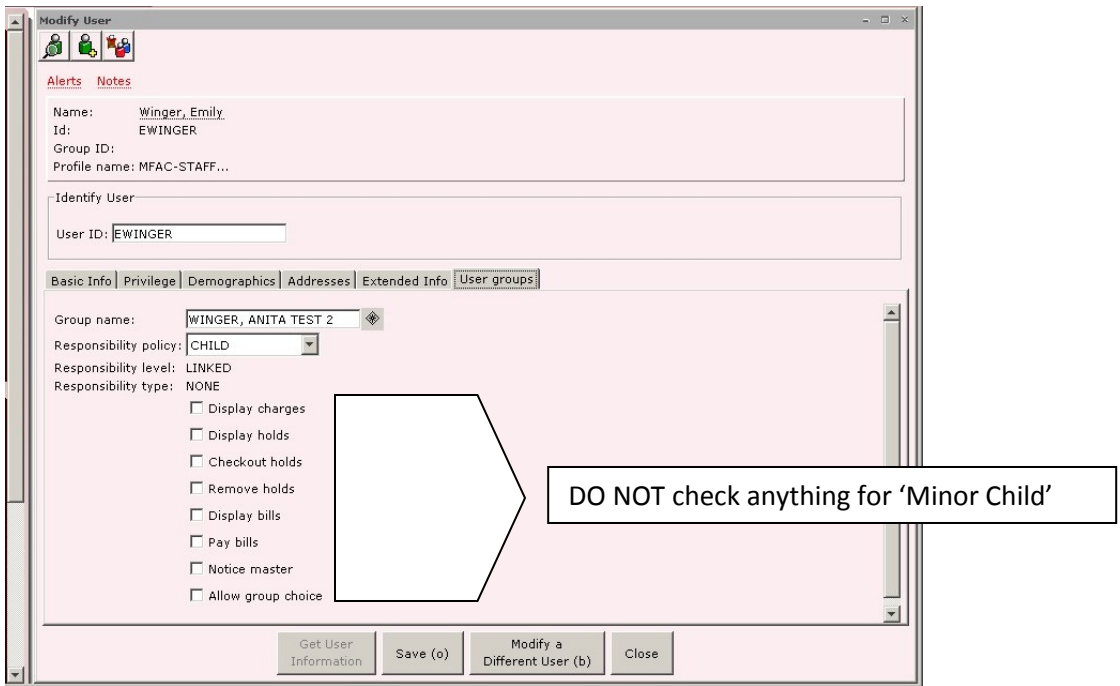
Example: ADULT USER named as MMRLSparent and set as Group Name



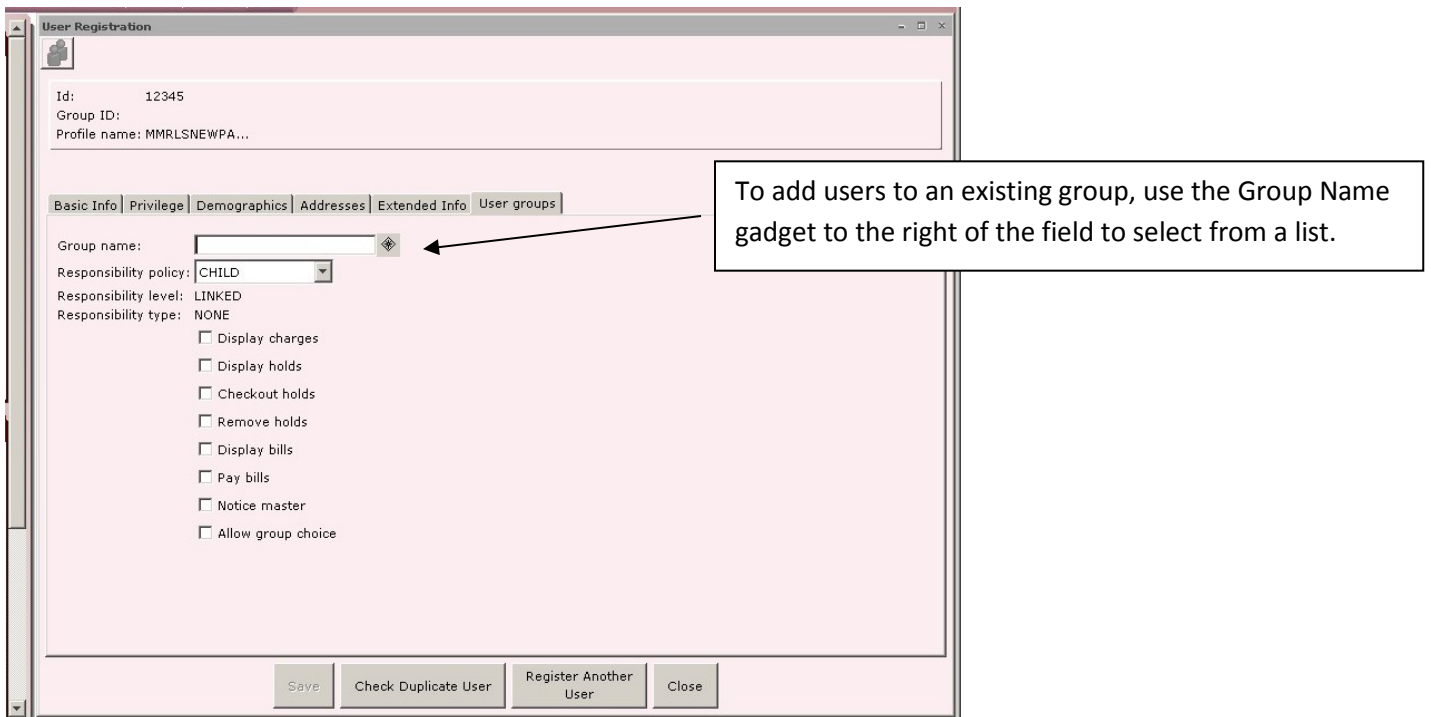
Example: ADULT USER named as MMRLSparent but **NOT** set as Group Name



Example: MINOR CHILD as part of a user group

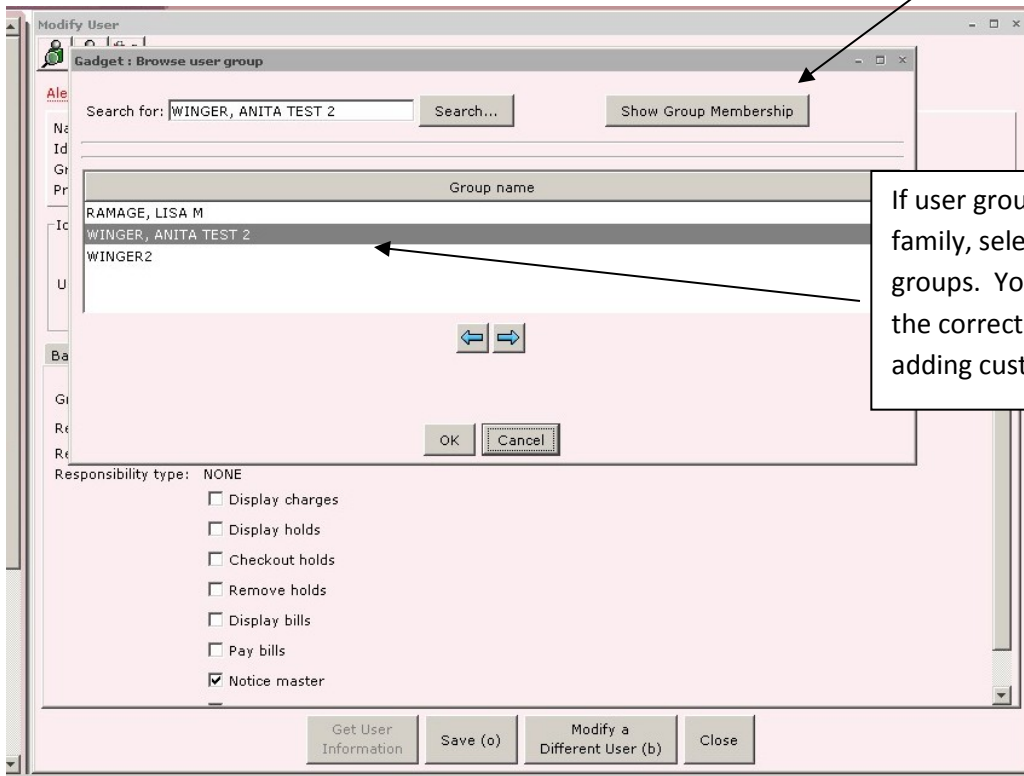


How to Check for Existing User Group



Display Existing Groups

Click on Show Group Membership to display the members of the group.



If user group already exists for this family, select from existing user groups. You must verify that this is the correct user group before adding customer to this user group.

Display Members Within Group

