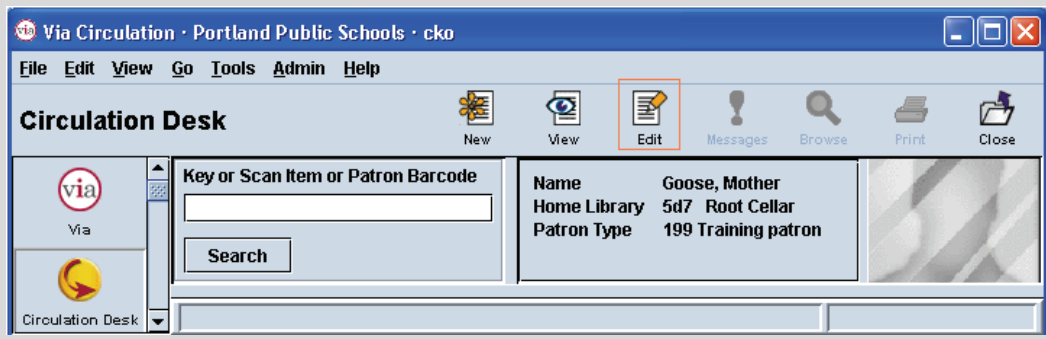
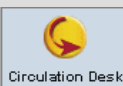
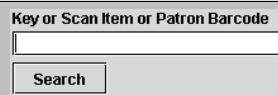
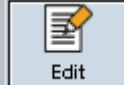

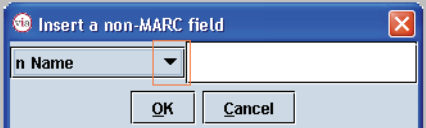
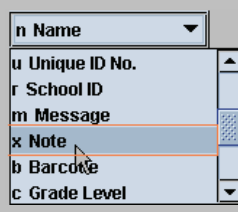
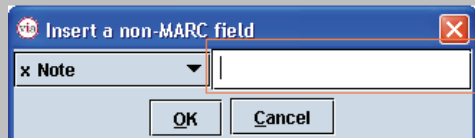


# Portland Public Schools

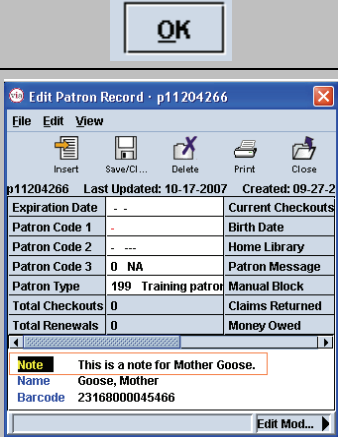
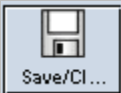
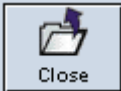


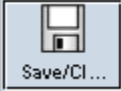
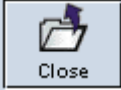
## Via Circulation Quick Reference Guide

### Adding a Note or Message to a Patron Record

From the Circulation Desk Mode, a note can be added to a patron's record. For example, a note might be added to state that a student is a volunteer in the school library.

		
 <b>From the Circulation Desk Mode:</b>		
<b>Step 1</b>	Retrieve the Patron's record.	
<b>Step 2</b>	Click on the <b>Edit</b> button in the Via toolbar.	
<b>Step 3</b>	The <i>Edit Patron Record</i> window will open. Click on the <b>Insert</b> icon in the toolbar.	
<b>Step 4</b>	An <i>Insert a non-MARC field</i> window will open. Click on the <b>Name</b> field drop down arrow.	
<b>Step 5</b>	From the drop down list, scroll down and select <b>Note</b> or <b>Message</b> .  A <b>Message</b> will pop up when you access the record.  A <b>Note</b> is visible only when you look on the record for it.	
<b>Step 6</b>	Type the note or message in the text box.  <i>Proofread the message -there is no spell checker.</i>	

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<p><b>Step 7</b></p>	<p>Click on the <b>OK</b> button.</p> <p>The Note field template will close, and the note will appear in the variable field location of the patron's record.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Note</b> This is a note for Mother Goose.  <b>Name</b> Goose, Mother  <b>Barcode</b> 23168000045466</p> </div>	
<p><b>Step 8</b></p>	<p>Click on the <b>Save/CI...</b> button to save the message for this patron.</p> <p>The <i>edit patron</i> record window will be closed, but the patron record will still be active.</p>	
<p><b>Step 9</b></p>	<p>Click on the <b>Close</b> button to close the patron's record.</p>	
<p>To edit or remove a note or message...</p>		
<p>Return to the <i>Edit Patron Record</i> window (steps 1 and 2 above)</p>		
<p><b>Edit</b></p>	<p>Highlight the text you want to change and type the new text.</p>	
<p><b>Remove</b></p>	<p>Right-click anywhere on the note and select the <b>Delete Field</b> option.</p> <p>Keyboard shortcut: Click in the note text so that the flashing cursor is placed in it, hold down the <b>Ctrl</b> key and simultaneously press the <b>D</b> key on your keyboard.</p>	
<p><b>Save &amp;</b></p>	<p>Save the change.</p>	
<p><b>Close</b></p>	<p>Close the patron's record.</p>	

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