Patron Management
Select the Patrons Icon
Landing Page of Patron Management
Step1: Click here to add new patron under one category given
Add class 1 patron

Patron identity

- Salutation:
- Surname: [Required]
- First name:
- Date of birth: (DD/MM/YYYY)
- Initials:
- Other name:
- Gender: Female/Male/NA

Main address

- Street number:
- Address:
- Address 2:
- City:
- State:
- Zip/Postal Code:
Step 2: Fill the required fields related with patron identity. Red color fields are mandatory fields.

Step 3: Fill the patron Main address Details.
Step 4: Fill the patron contact details
Step 5: Select the library in Library management
Step 6: Fill the expiry date in library set-up
Step 7: Fill the user name and password in OPAC/Staff login
Step 8: Set Patron Messaging preference
Step 8: Upload Patron image in Upload Patron Image
Setting Permission to the user (For Library Staffs)

Step1: After creating a Member allow that member or staff to access various modules by clicking “Set permission”
Types of Permissions in Library activities

Set permissions for rama, siva

- (superlibrarian) Access to all catalog functions
- (circulation) Check out and check in items
- (catalogue) Required for staff login. Staff access allows viewing of catalogue in staff client.
- (parameters) Manage Koha system settings (Administration panel)
- (permissions) Set user permissions
- (patrons) Place and modify holds for patrons
- (borrow) Borrow books
- (edtcatalogue) Edit Catalog (Modify bibliographic/holdings data)
- (updatecharges) Manage patrons fines and fees
- (acquisition) Acquisition and/or suggestion management
- (management) Set library management parameters (deprecated)
- (tools) Use all tools (except for granular tools permissions)
- (editauthorities) Edit Authorities
- (prenot) Manage serial subscriptions
- (reports) Allow access to the reports module
- (staffaccess) Allow staff members to modify permissions for other staff members
- (coursesreserves) Course Reserves
- (plugins) Koha plugins
Step 2: Allow the member for Circulation activities in the library Select the module and Save
Admin Permission to the librarien

**Step 1:** Select Superlibrarian for Admin permission

**Step 2:** Click Save.
Generate Membership Card

Step 1: Click Tools icon in Staff Management Centre
Step 2: Click Patron Card creator
Step 3: Manage layouts
<table>
<thead>
<tr>
<th>Layout ID</th>
<th>Layout</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Test Layout</td>
<td></td>
</tr>
</tbody>
</table>

Step 4: Select layout and Click New batch
Step 5: Click Add Items
Step 6: Select member and Click Done
Step 7: Select item and Export batch

<table>
<thead>
<tr>
<th>Card Number</th>
<th>Summary</th>
<th>Borrower Number</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>etnukiher, 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 8: Click Export
Step9: Click PDF
Step10: Click OK and Open the file
Successfully Generated a Membership ID