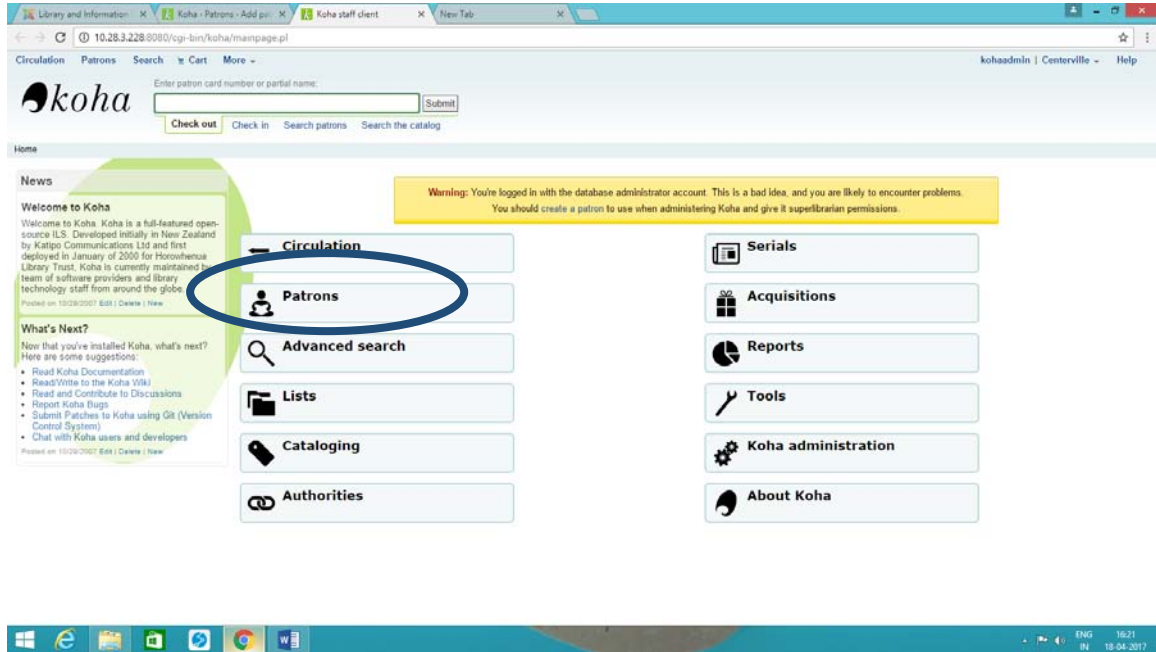


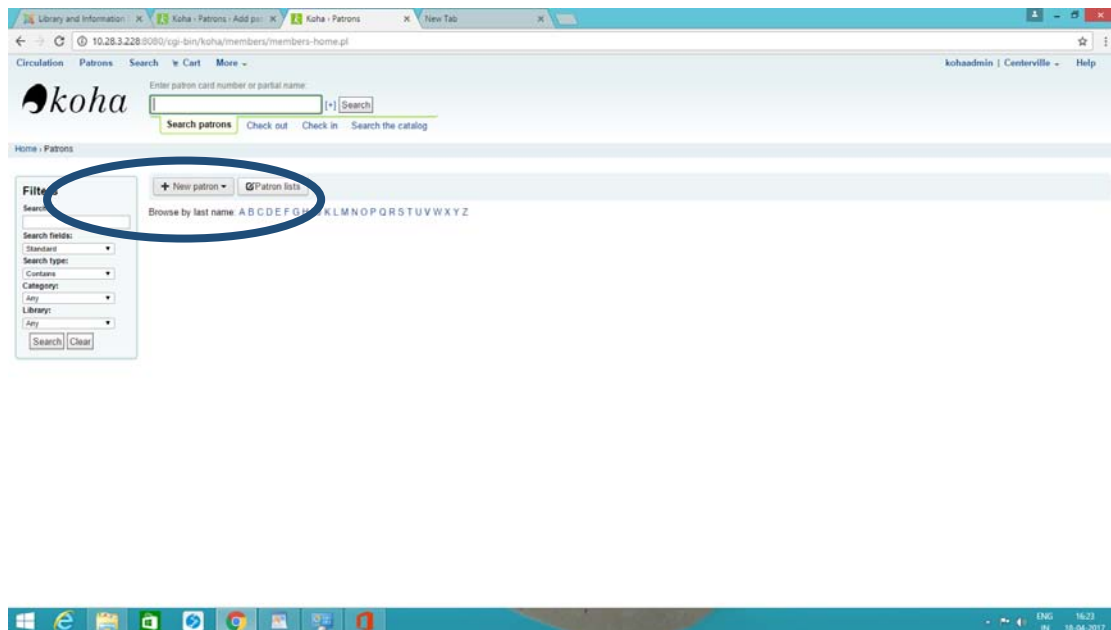
# Koha

## Koha Patrons Entry (User Record)

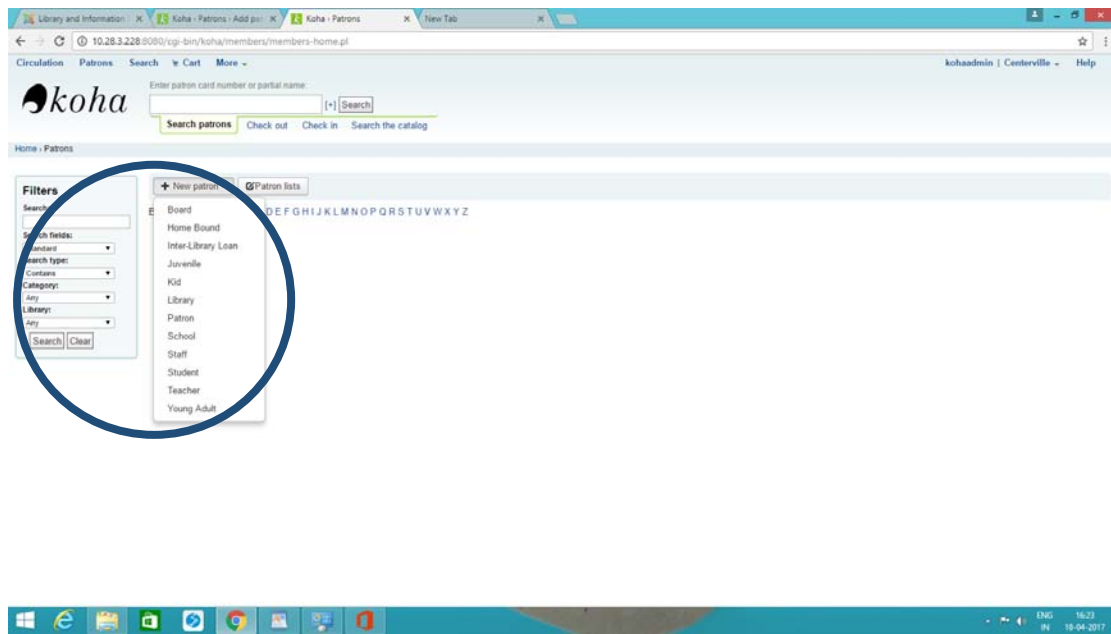
### Step 1. Click on Patron



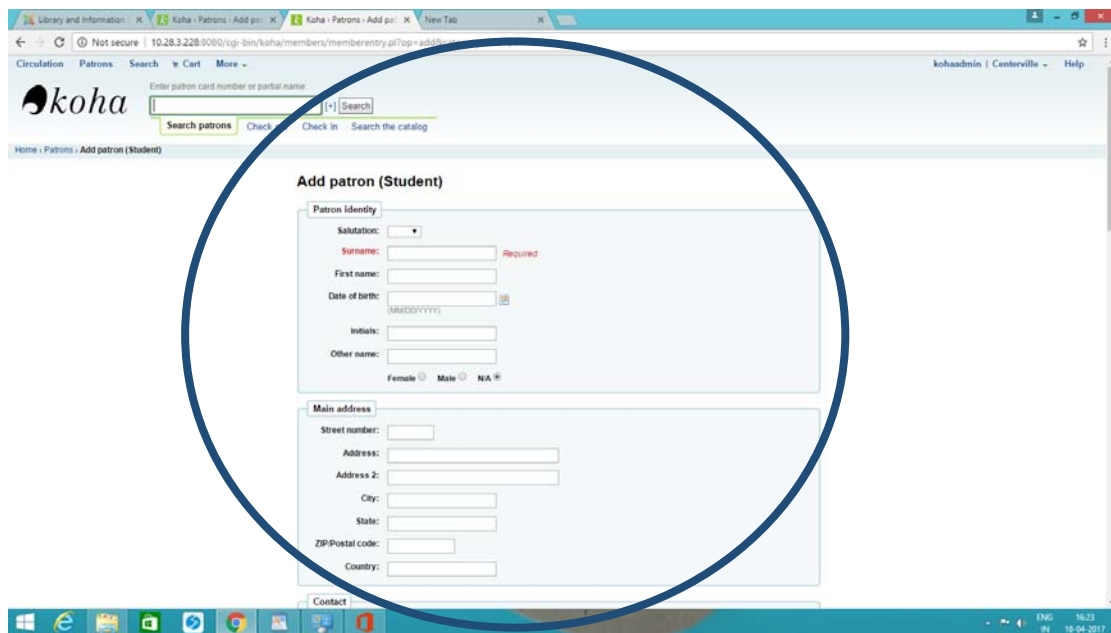
### Step 2. Click on New Patrons / Click on Modify for Already Existing User



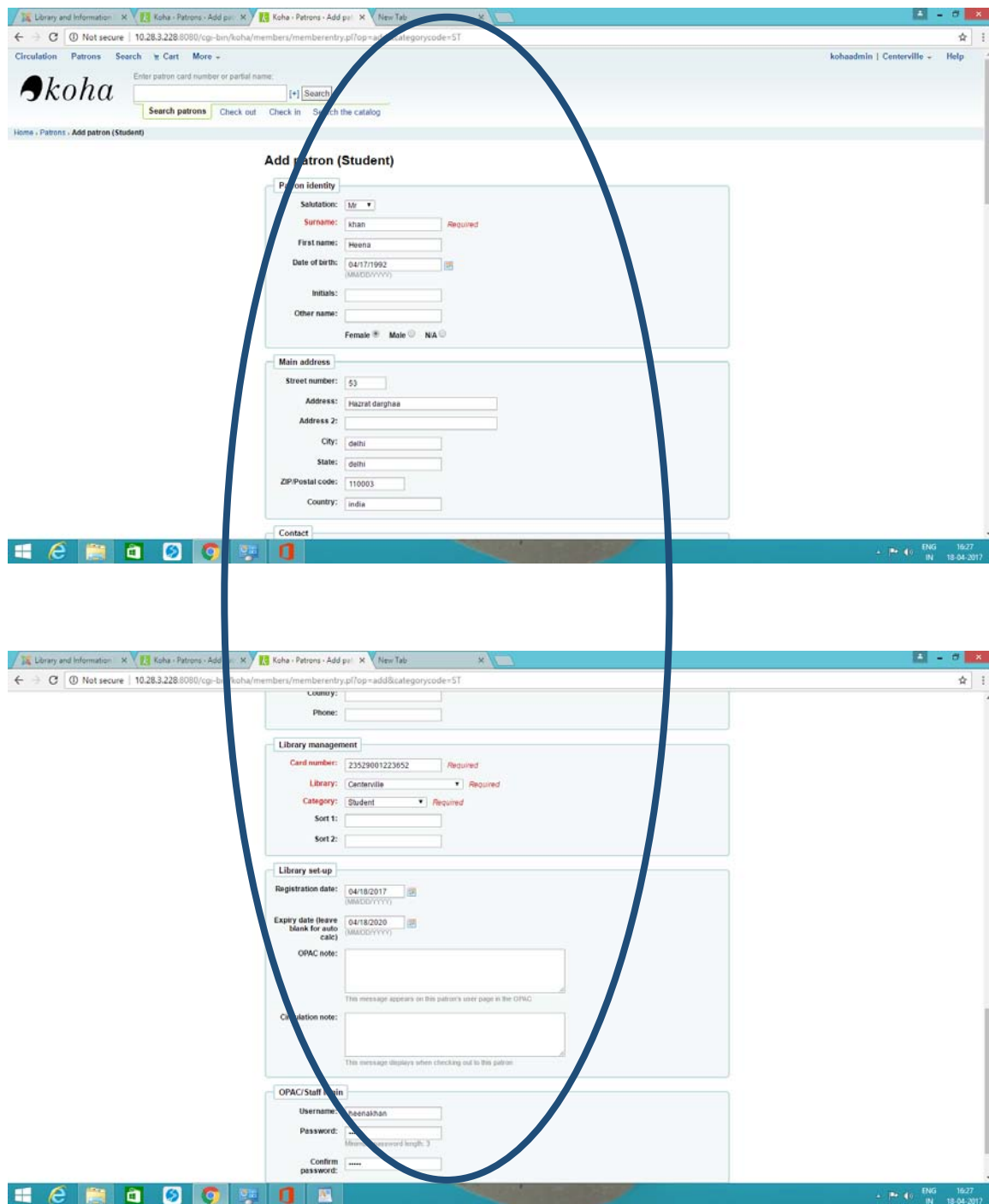
### Step 3. Select User Type (e.g. Student, Teacher, Kid etc.)



### Step 4. Add Patron details



Step 5. Fill the Necessary Details about the User like address name and make is User ID Password etc.



**Person identity**

Solution:

Surname:  Required

First name:

Date of birth:  (MM/DD/YYYY)

Initials:

Other name:

Female  Male  NA

**Main address**

Street number:

Address:

Address 2:

City:

State:

ZIP-Postal code:

Country:

**Library management**

Card number:  Required

Library:  Required

Category:  Required

Sort 1:

Sort 2:

**Library set-up**

Registration date:  (MM/DD/YYYY)

Expiry date (leave blank for auto calc):  (MM/DD/YYYY)

OPAC note:

This message appears on this patron's user page in the OPAC

Circulation note:

This message displays when checking out to this patron

**OPAC/Staff login**

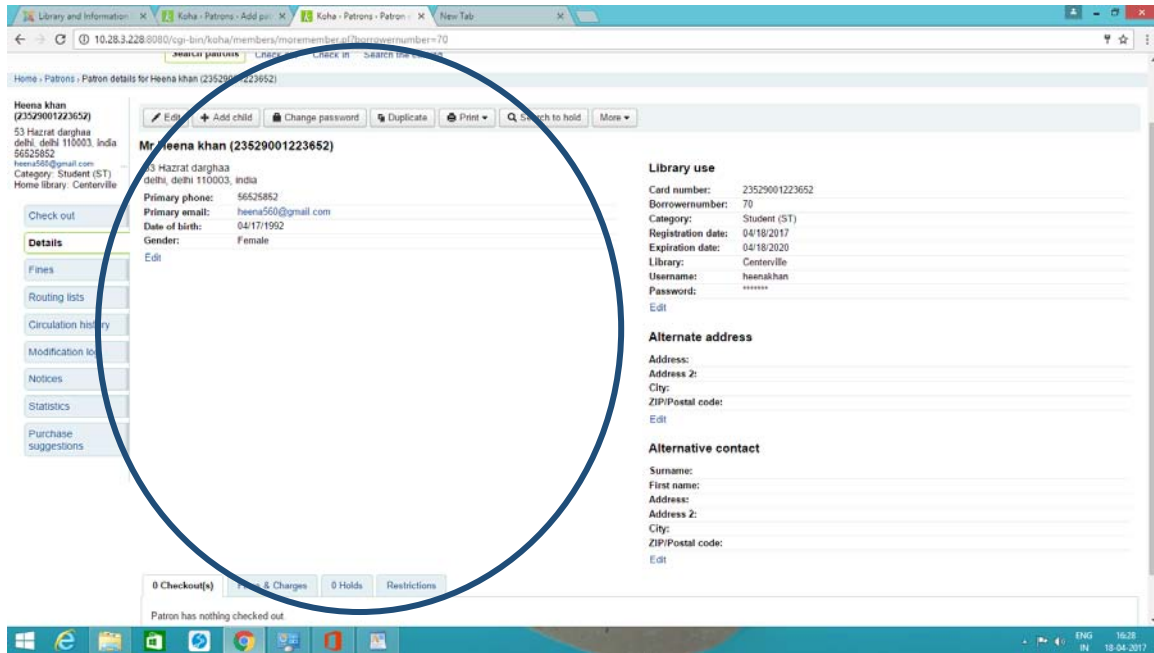
Username:

Password:

Minimum password length: 3

Confirm password:

## Step 6. View the User Record



The screenshot shows a web browser displaying a library patron record for Heena Khan. The browser's address bar shows the URL: `10.28.3.228:8080/cgi-bin/koha/members/moremember.pl?borrowernumber=70`. The page title is "Home - Patrons - Patron details for Heena Khan (23529001223652)".

The record details are as follows:

- Patron Information:**
  - Name: Heena Khan (23529001223652)
  - Address: 53 Hazrat darghaa, delhi, delhi 110003, india
  - Phone: 56525852
  - Primary email: heena560@gmail.com
  - Date of birth: 04/17/1992
  - Gender: Female
- Library use:**
  - Card number: 23529001223652
  - Borrowernumber: 70
  - Category: Student (ST)
  - Registration date: 04/18/2017
  - Expiration date: 04/18/2020
  - Library: Centerville
  - Username: heenakhan
  - Password: \*\*\*\*\*
- Alternate address:**
  - Address:
  - Address 2:
  - City:
  - ZIP/Postal code:
- Alternative contact:**
  - Surname:
  - First name:
  - Address:
  - Address 2:
  - City:
  - ZIP/Postal code:

At the bottom of the record, there are buttons for "0 Checkout(s)", "Fines & Charges", "0 Holds", and "Restrictions". A status message at the bottom reads "Patron has nothing checked out".