

Creating Temporary Patrons

1. Log in to <http://libonline.scls.lib.wi.us/admin>
2. Choose "Bookings" from the top menu.
3. Choose "Temporary Patrons."
4. Click on the "Create New" button.
5. Enter information into the form:
 - a. **Identifier:** This can be anything to identify the temporary patron. It is used if you want to search for the patron later on.
 - b. **Number of day(s) from now before this patron expires:** Enter the number of days you want this temporary card to be valid.
 - c. **Patron type:** Choose a patron type if your library restricts access to machines by patron type and you would like the patron to be restricted. This can be left blank.
 - d. **Number to create:** Enter the amount of temporary patrons you want to create at this time.
6. Click "Save Changes."
7. A form will be displayed listing the temporary patrons you created. Click the "Print" button to print the list (you may need to scroll down to find the "Print" button).