

5.2 LOGIN TO THE LENDING DEPARTMENT

In libraries, where loan is organised by departments, you are logged into the department selected as default by the administrator of local applications on the **Training** portal. If you wish, you can log into another department that you have access to:

Procedure

1. In the part of the window containing modules and classes, select the **Department** class (in the Loan or Application administration software module).
2. Select the **Class / Transition to another department** method.

The **Select department** window will open containing a list of departments you can access with your username.

3. To select a department, click on it to highlight it and click the **OK** button.

In the title bar you will see the department ID and the name of the department you logged in to.

Options

You can also change the department you are logged in to by selecting the **System / Settings / Lending department** method.