

3.10 ENTERING A VISIT

When you wish to enter a visit in the part of the library where loan is not recorded with a computer (reading room, information desk, etc.), use the **Enter a visit** method in the **Member** class. A visit entered in this way will be taken into account for statistics of visits.

You can enter:

- a visit by a member in the reading room
- a visit by a member for other reasons
- a visit by a member for internet access
- a visit by a person who is not a library member

Procedure

1. Highlight the **Member** class and select the **Class / Enter a visit** method.
The **Enter visit** window will open.

2. Select the type of visit and click the **OK** button.

A window will open, where you can enter the membership card number. If you selected *visit by non-member*, a window for entering a membership card number will not open.

3. Enter the (membership or alternative) card number.

If you leave the edit box empty and click the **OK** button, a search window for a member will open, where you can search for a member by any data.

4. Select the member.

In the browser in the part of the window **Related objects**, you can see if there is any material on loan for the member, if any restrictions apply to the member, or if there are any outstanding debts entered for the member, etc.

Under »Date of last visit«, the current date (or the date of performing procedures) is entered; number of visits per year increases for one.



Note:

If a membership has expired for the member or restrictions apply to the member, the visit will not be recorded. Checking the membership validity when entering a visit is turned on by a special parameter upon the library's request.

A visit entered in this way will be taken into account for the creation of the following reports:

- for the following two loan reports in the *Member* group: LOAN-Mb-02: Active members and LOAN-Mb-06: Active members – by department

- for the following two loan reports in the *Transactions* group: LOAN-TR-01: Transactions for member – membership card No. and LOAN-TR-02: Transactions for member – ID No. (when the relevant transaction type is selected)
- for all loan statistics in the *Transactions* group
- for all loan statistics in the *Visit* group
- for all loan statistics in the *Visit by transactions* subgroup
- for all loan statistics in the *Active members* group