

## 3.6 FINDING A MEMBER

You can search for a member in several different ways. Which way you choose depends on the aim of the search, such as editing data, lending material, printing a label, etc.

There are two basic types of searching:

- through the quick search window

Highlight the **Member** class and select the **Class / Search by key** method. Use the **Search by key** window to type in the member ID number (membership card number) or enter it by using the reader. Once you confirm the entry by clicking the **OK** button, the member details will be loaded onto the workspace. If the entered membership card number does not exist or is invalid, a corresponding warning message will appear.

- by using the search window

Highlight the **Member** class and select the **Class / Search** method. You can search for a member by using different criteria, e.g. surname, name, category, date of last visit, etc. The search fields are distributed in the following tabs:

- **Member**: browsing general member details
- **Postal address**: searching by data from the postal address
- **Telephone**: searching by telephone number
- **E-mail**: searching by e-mail addresses
- **Alternative/invalid numbers**: searching by alternative numbers (e.g. school number) or invalid (old) membership card numbers
- **Privileges**: searching by member privileges
- **Restrictions**: searching by member restrictions

You can also form a search request by searching in the search fields of several tabs simultaneously. In this case, the search result will contain those library members, who fulfil the set criteria.

Highlight the member(s) you were looking for and load it onto your workspace by clicking the **Select** button.

If you wish to record a material-related change for a particular member, find the member by selecting the **Member** class, and then select the method **Class / Home library material** (see chapter 4).