
5 COUNTERS

When entering new library members, you can allocate a new membership card number by using the automatic counter which offers you the first available membership card number in relation to the last number allocated by the automatic counter. If there is an error in the counter (incorrect number in "Search from"), you can set the counter manually. To set up the counter manually, the privilege *LOAN_OPER – Setting lowest counter value* is required.

In libraries with departments which keep records on members separately by departments the counter must be set up for each department separately.

Procedure

1. In the **Counters** class, find and select the counter.

Since the class only contains one object (the counter), you can load it onto your workspace by double-clicking the **Counters** class.

2. Select the **Object / Edit** method.

The **Counters** editor will open.

3. Under "Counter for "Search from"", enter the desired number.

4. Save the changes.

The number you entered will be displayed under "Search from" next time you enter a new library member.



Note:

Counter changes are only used in those libraries, in which the membership card number for new library members is allocated by using an automatic counter.