

## Beanstack Cheat Sheet

### How to enroll a patron in Summer Reading

1. Go to [www.peoriapubliclibrary.beanstack.org](http://www.peoriapubliclibrary.beanstack.org)
2. Log into Beanstack (find log-in information in the Programming drive in a folder labeled “Beanstack.”)
3. Click on “People.”
4. Search using the patron’s name.
5. On the right side, next to the patron’s name, there are 5 icons. Hover over the icons to see what they do.
6. Click on “Challenge Actions.”
7. Check the box next to the Summer Reading challenge.
8. Fill in any missing information (it may ask for grade level), and click “Close.”

### How to log minutes for a patron

1. Log into Beanstack (find log-in information in the Programming drive in a folder labeled “Beanstack.”)
2. Click on “People.”
3. Search using the patron’s name.
4. On the right side, next to the patron’s name, there are 5 icons. Hover over the icons to see what they do.
5. Click on “Add to log.”
6. It will ask you to choose log type. Choose “minutes.”
7. Type the number of minutes in the appropriate box. You do not need to enter any other information, such as the title of the book. **If the patron is logging hours for a week that has ended, you may need to change the date.**
8. Click on “Log.”

### How to log activities for a patron

1. Log into Beanstack (find log-in information in the Programming drive in a folder labeled “Beanstack.”)
2. Click on “People.”
3. Search using the patron’s name.
4. On the right side, next to the patron’s name, there are 5 icons. Hover over the icons to see what they do.
5. Click on “Log activity.”

6. Select the activity they want to log.
7. Check the box next to the activities they have completed, and fill in any relevant information. You should not need to change the date because activities are not limited to a certain week.
8. Click “Close.”

#### How to redeem a prize for a patron

1. Log into Beanstack (find log-in information in the Programming drive in a folder labeled “Beanstack.”)
2. Click on “People.”
3. Search using the patron’s name.
4. On the right side, next to the patron’s name, there are 5 icons. Hover over the icons to see what they do.
5. Click on “Redeem Incentives.”
6. If the patron has not logged enough minutes to earn their prize, you will see a message that says, “There are no rewards to redeem.”
7. If the patron has prizes to redeem, check the box next to the prize.
8. Click “Close.”