

## Beanstack Quick Reference Guide

Please note that only a parent or guardian may register a child under 13 for Beanstack. Librarians may not register children over phone or email, and are advised to provide the Beanstack URL to the customer and invite them to sign up. Library staff may make cursory reviews of reader accounts upon request of the account holder, but should not give or take info regarding a child under 13. An example of this may be to verify that an adult customer has an existing account with Readers attached, but not provide Readers' names. Customers should be instructed how to log on and check the Readers on their own. If staff is unsure of how to handle a request, please contact Rachel Zukowski.

### Sign onto Beanstack as Branch Admin

**User:** XX.Branch@pgcmls.info **password:** XXstaff1 (ex. BW.Branch@pgcmls.info BWstaff1)

Ensure you are in 'Admin Access' mode. Button is at the bottom of the webpage.

**1**

Welcome to Beanstack Admin!

**People**  
Find, create, and modify readers.

**Content**  
Manage book lists, reviews, and more.

**2**

**People**  
Find, add, delete, and take actions on behalf of account creators and readers.

**Find a Person**  
Search for a reader or account creator.

**Add an Account Creator and Reader**  
Create a new account.

**3**

**Find a Person**

Search fields must contain at least three characters.

First Name Last Name Email Address  
Phone Username Library Branch  
Library Card Number Group Name

Search

There are 9 results for your search.




Account Creator	Reader	Reader's Age
<b>Rachel Zukowski</b> Email: rachel.zukowski@pgcmls.info Branch: Largo-Kettering Card: 21268024881854	<b>Avena Zukowski</b>	11.5

### Does the Customer have Account? (Click 'People' then 'Find a Person')

- 1) No: Create an account (click 'People', then 'Add an Account Creator and Reader')
- 2) Yes: Verify/update Account Creator and Reader (click 'Edit Account Creator' or click Reader and 'Edit Info')

### Common Actions

Account Creator	Reader	Reader's Age
<b>Rachel Zukowski</b> Edit Email: rachel.zukowski@pgcmls.info Reader's Branch: Largo-Kettering Card: 21268024881854 Account Created: 12-10-2014 Account Last Updated: 05-19-2021	Avena Zukowski	10

-  Enroll or Complete Program
- Award a point badge (click 'Reader', then 'Unearned Badges' then click the badge)
-  Add to Log or Activities
-  Redeem Prizes
- Transfer Reader to another Account (click 'Reader', then 'Transfer Reader' Button)
- Change Password (click 'Edit Account Creator') i.e. 12345678