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Signing into Beanstack:

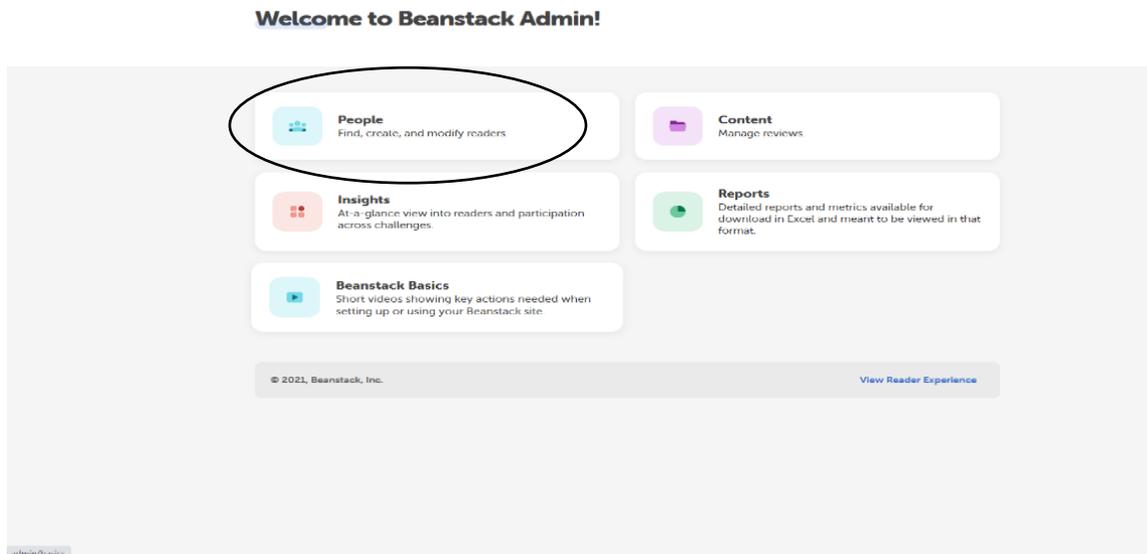
<https://jolietlibrary.beanstack.com/>

user:

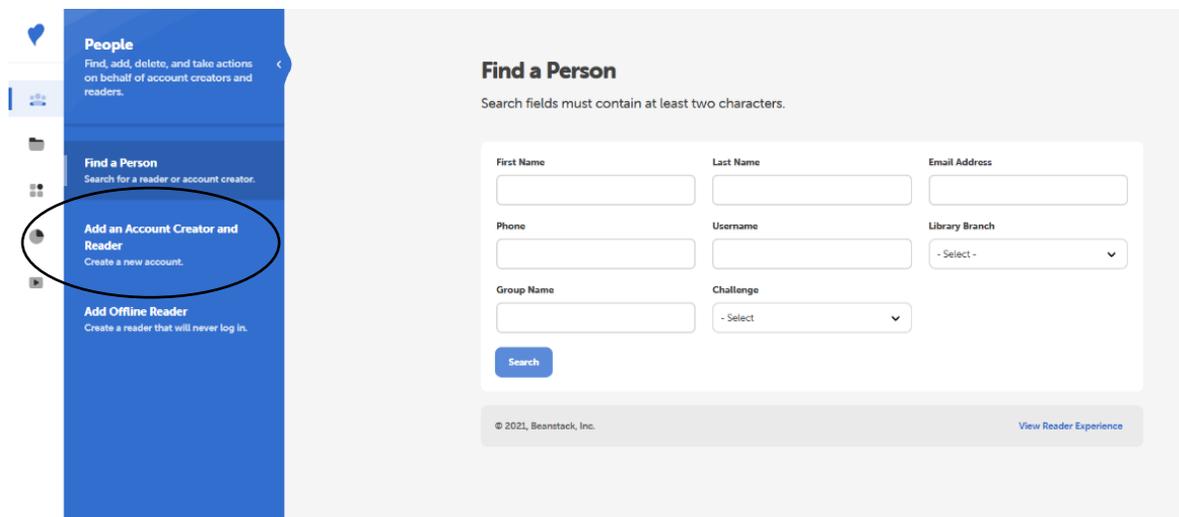
pass:

Registering Patrons:

This is what you'll see when you first log into Beanstack. Click on the **People** button to start the registration process.



Now click on **Add an Account Creator and Reader**. Please use this for **all** patrons, even those who believe they will never log online in the future. This will give them the option just in case they ever change their minds.



Fill out the needed information. Be sure to click **yes** where it asks **Is this person registering as a user**. If there are available programs to sign up for, they will be offered in this area as well.

Add an Account Creator and Reader

[Import a Users CSV](#)

Reminder: An account creator is the person who will login to this account and log reading for the readers attached to the account.

The Account Creator's password will automatically be set to "beanstack" after creating their account. Don't forget to remind users to log in and change their password after their account is created.

Basic Info

First Name *

Last Name *

Email Address

Phone Number *

Username *

Library Branch *

Role

Who is this account for?

A Family or an Individual

A Group

Is this person registering as a reader?

No

Yes

Reader Info for Account Creator

Age *

What Grade Level Are They In? (If Applicable) *

Email Settings

Does this reader want to receive email notifications?

If you disable email notifications, the account creator will not receive email notifications about rewards for this reader.

Disabled

Are you also registering other family members on this person's account?

No

Yes

[Create Account](#)

You may add multiple family members on this screen by clicking **yes** in the **Are you registering family members** area. Fill out the information and click **Add Reader** for any additional members.

Additional Reader Info

⚡ Don't forget to click "Add Reader" to add the reader to this account, or click "Cancel" to close this section and continue on to creating the account.

First Name * **Last Name ***

Age *

What Grade Level Are They In? (If Applicable) *

Email Settings

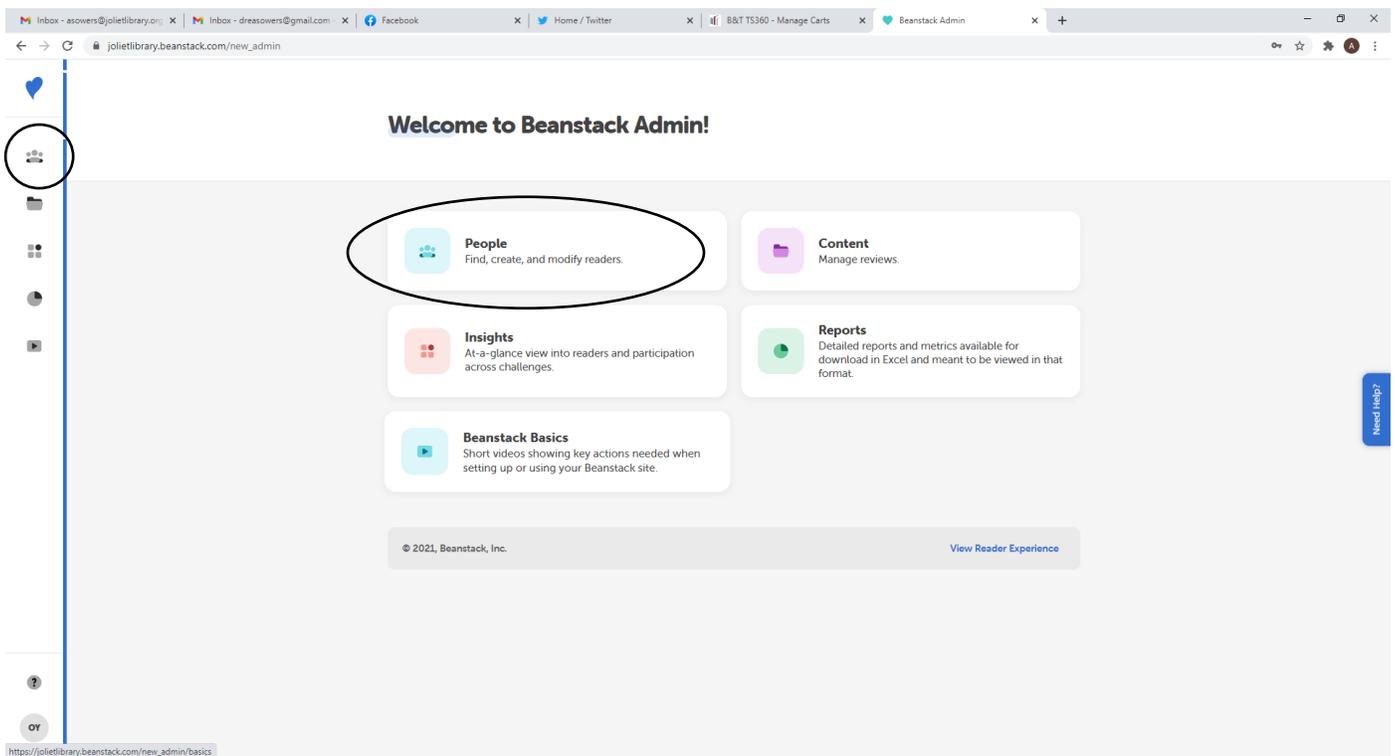
Does this reader want to receive email notifications? Disabled

If you disable email notifications, the account creator will not receive email notifications about rewards for this reader.

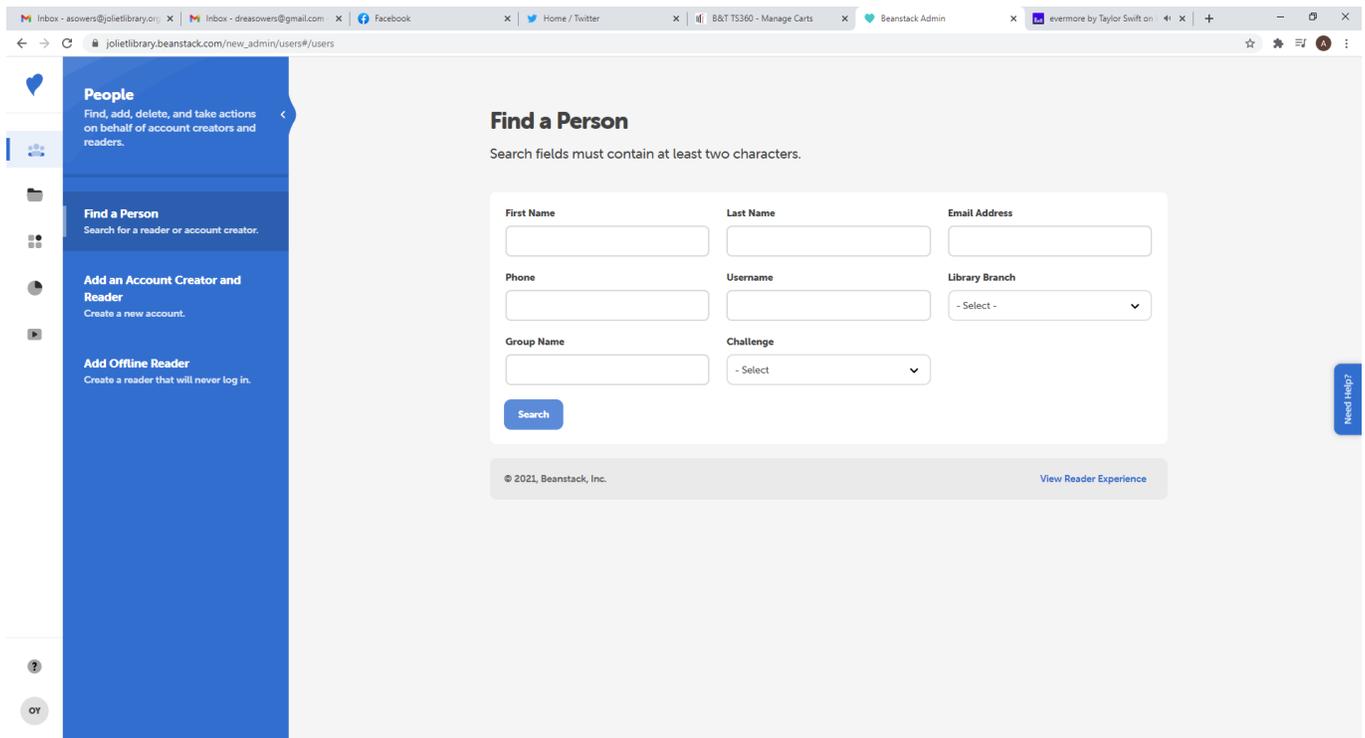
Click on **Create Account** when finished.

Looking up a Patron:

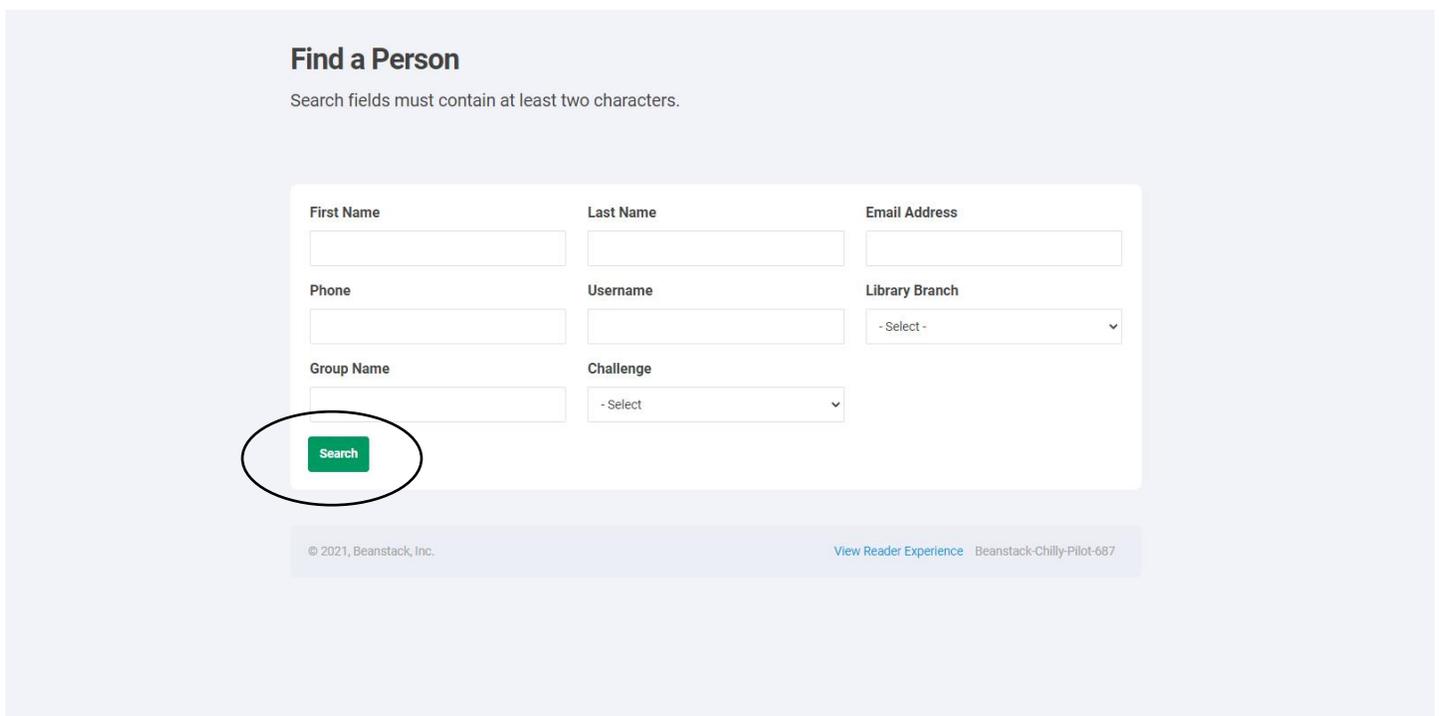
Click on the **People** button



This should open to **Find a person** automatically.



When searching for a patron, I recommend narrowing it down by program to keep results from being overwhelming, especially with multiple years' worth of information. You can narrow down by location as well. Once you've entered the patron information, hit **search**.



Adding Logs/Activities:

Reader identification is mainly in the center. However, you can view the Account Creator name and information on the left hand side. Click on the **patron name** in the center to open their information.

ACCOUNT CREATOR READER READER'S AGE

Andrea Sowers Edit
Email: asowers@jolietlibrary.org
Username: asowers
Phone: 8157402260
Reader's Branch: Ottawa Street
Account Created: 08-13-2020
Account Last Updated: 02-09-2021

Andrea Sowers 18+

Click on **Add to Log** to add books.

Andrea
Created by [Andrea Sowers](#)

Add to Log **Log Activities** **Actions ...** Active

Challenges & Rewards
Activity Badges
Log
Earned Badges
Unearned Badges
Book Reviews
Text Box Challenges
Points Summary
Recommended Books

Challenges
[Current Challenges](#) [Recently Ended Challenges](#) [Past Challenges](#)

CHALLENGE	ENROLLED?
Staff- SRP Test Oct 8, 2020 - Feb 16, 2021 Pages Read 1943 View Reading Log	<input checked="" type="checkbox"/>

Logging may be different depending on the program. For example, you would choose **log by books** for 1,000 books before kindergarten, but **log by pages** for Summer Reading. Once you have the correct log choice, enter the information and hit **log**.

Andrea

Created by Andrea Sowers

Challenges & Rewards

Activity Badges

Log

Earned Badges

Unearned Badges

Book Reviews

Text Box Challenges

Points Summary

Recommended Books

Add to Log

Close

Log by... *

Pages

Pages

1

Book Title

Author

2021-02-10

Log

EARNED REWARD

Prize Pack

Click on **Log Activities** to add activities patrons have done

Andrea

Created by Andrea Sowers

Add to Log Log Activities Actions ... Active

Challenges & Rewards

Activity Badges

Log

Earned Badges

Unearned Badges

Book Reviews

Text Box Challenges

Points Summary

Recommended Books

Challenges

Current Challenges Recently Ended Challenges Past Challenges

CHALLENGE ENROLLED?

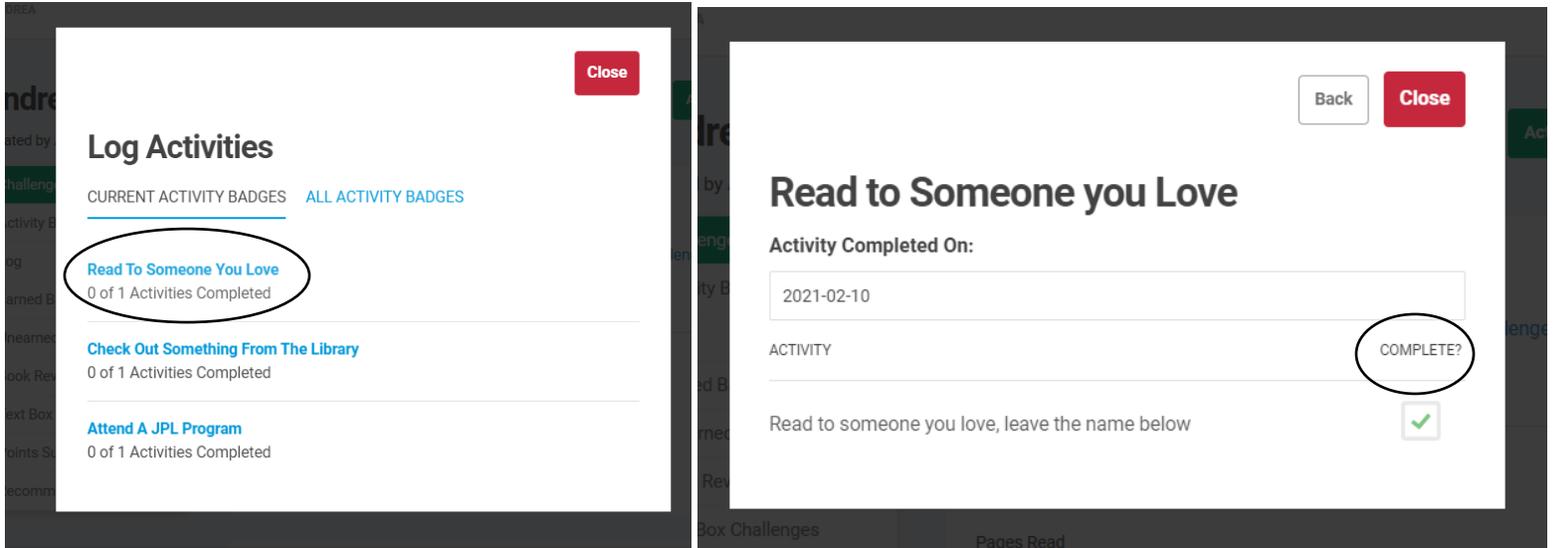
Staff- SRP Test

Oct 8, 2020 - Feb 16, 2021

Pages Read 1943

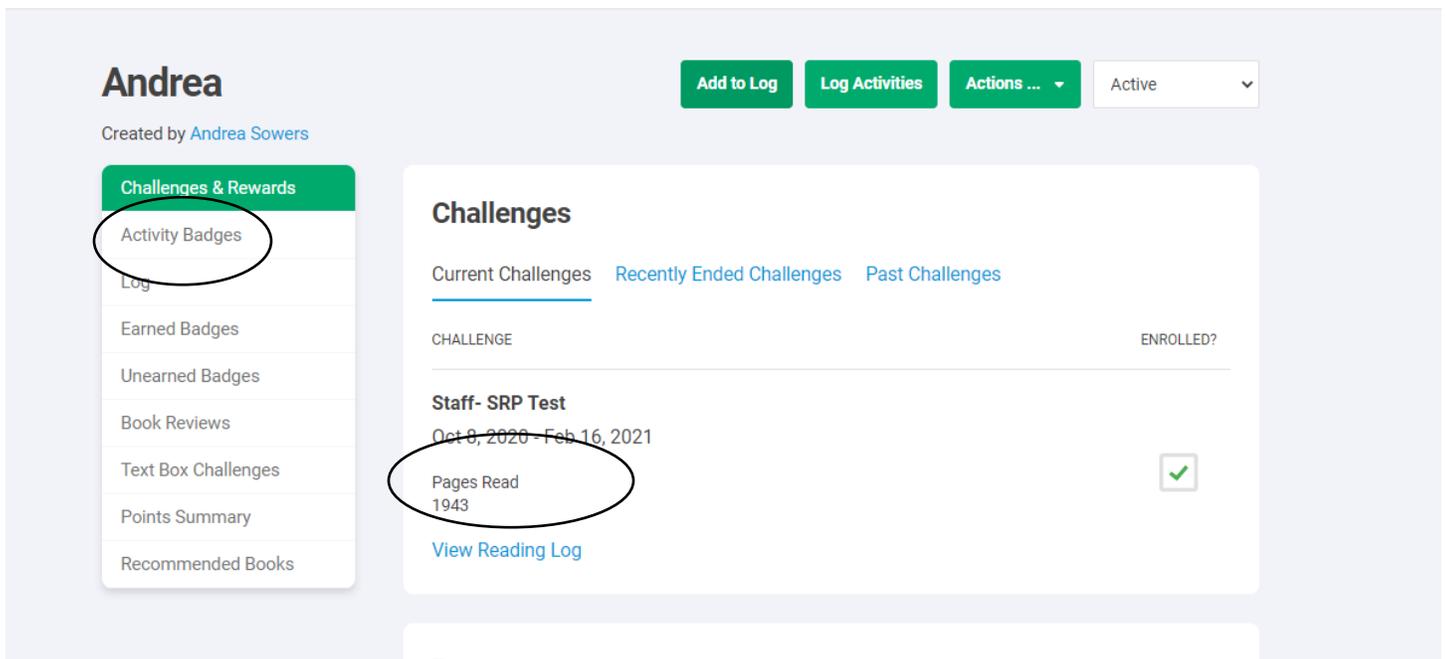
View Reading Log

You will have to click into each **activity** to see what they have to do for you to mark it completed. You may also uncheck an activity if it hasn't actually been done.



Viewing & Removing Logs:

To view the reading log, you can either click the **log** button on the side or the **view reading log** in the challenge area. I personally would do the **view reading log** as it will give you books read for current challenge vs the history of everything they've read.



There isn't a way to edit a log, but you can remove it by hitting the trash can or remove button & re-add it by adding log.

Log

ITEM	UNIT	POINTS	LOG DATE	
Knight of the Ice 1	1 book	0	01/22/2020	
Long Way Down	100 pages	0	10/20/2020	
I Am Not Your Perfect Mexican Daughter	60 pages	0	10/20/2020	
No Title	400 pages	0	10/20/2020	
The Lorax	70 pages	0	10/20/2020	
The 57 Bus	290 pages	0	10/20/2020	
With the Fire on High	20 pages	0	10/20/2020	
The Darkest Minds Never Fade (A Darkest Minds Novel (2))	5 pages	0	10/20/2020	
The 57 Bus	30 pages	0	10/20/2020	
Harry Potter and the Cursed Child	256 pages	0	10/13/2020	

Staff- SRP Test
Oct 8, 2020 - Feb 16, 2021
Pages Read 1943

The 57 Bus
Dashka Slater
Added on 10/20/20
290 pages [Remove](#)

The Lorax
Dr. Seuss
Added on 10/20/20
70 pages [Remove](#)

No Title
Added on 10/20/20
400 pages [Remove](#)

The 57 Bus
Dashka Slater
30 pages [Remove](#)

Awarding Prizes:

Rewards appear on the patron information screen right under the **Challenges** area. To award a prize, hit the checkmark box. To unreward it, click the checkmark box to make the check disappear.

Andrea
Created by Andrea Sowers

[Add to Log](#) [Log Activities](#) [Actions ...](#) Active

Challenges & Rewards

- Activity Badges
- Log
- Earned Badges
- Unearned Badges
- Book Reviews
- Text Box Challenges
- Points Summary
- Recommended Books

Challenges
Current Challenges [Recently Ended Challenges](#) [Past Challenges](#)

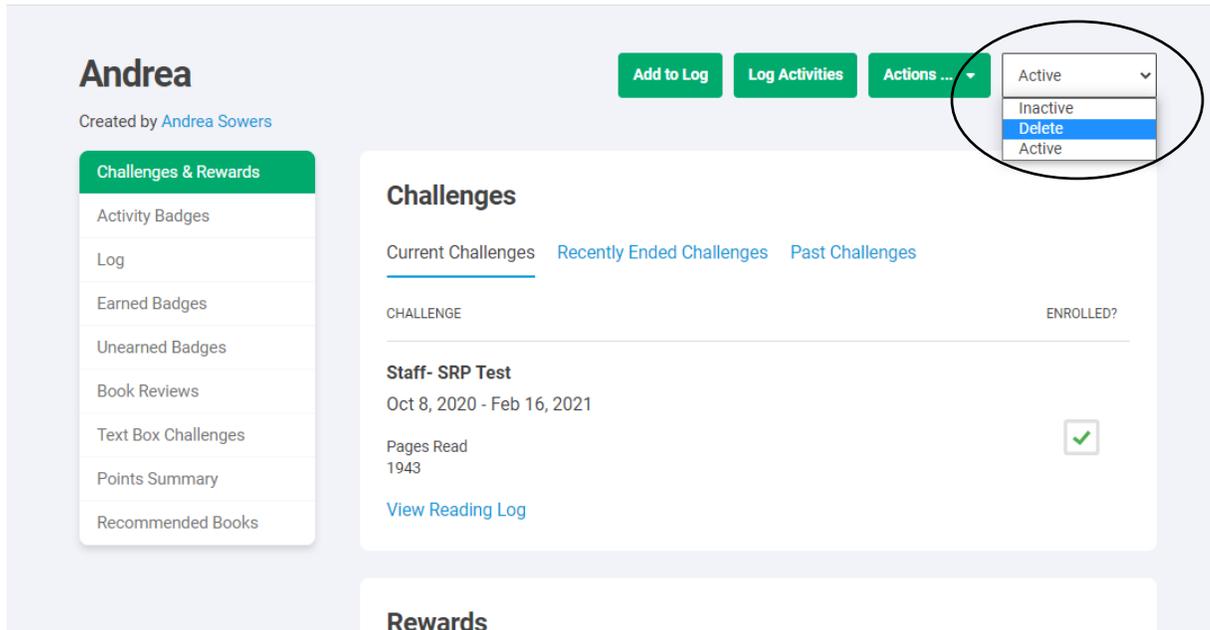
CHALLENGE	ENROLLED?
Staff- SRP Test Oct 8, 2020 - Feb 16, 2021 Pages Read 1943 View Reading Log	<input checked="" type="checkbox"/>

Rewards
Current Rewards [Past Rewards](#)

EARNED REWARD	REDEEMED?
Prize Pack Challenge: #WinterRead2021: Books Like Us	<input checked="" type="checkbox"/>

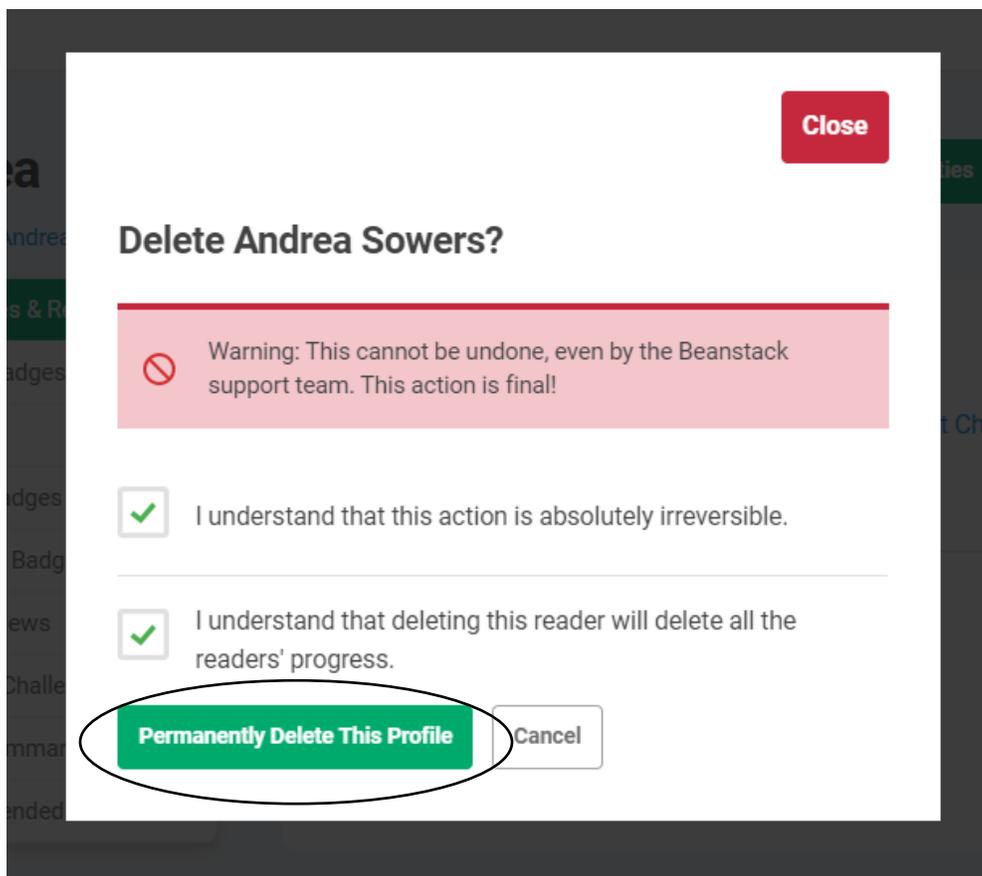
Deleting Patron:

In the patron information screen, click the drop down box and click **delete**.



The screenshot shows the profile page for a patron named Andrea Sowers. At the top right, there are three buttons: "Add to Log", "Log Activities", and "Actions ...". The "Actions ..." button is open, showing a dropdown menu with the following options: "Active", "Inactive", "Delete", and "Active". The "Delete" option is highlighted in blue. Below the buttons, there is a sidebar menu with "Challenges & Rewards" selected. The main content area shows a "Challenges" section with tabs for "Current Challenges", "Recently Ended Challenges", and "Past Challenges". Under "Current Challenges", there is a challenge titled "Staff- SRP Test" with a date range of "Oct 8, 2020 - Feb 16, 2021" and "Pages Read 1943". A green checkmark icon is visible next to the challenge name. Below the challenges, there is a "Rewards" section.

Check both of the warning checkboxes and hit **permanently delete this profile**.



The screenshot shows a confirmation dialog titled "Delete Andrea Sowers?". At the top right, there is a red "Close" button. Below the title, there is a warning message in a pink box: "Warning: This cannot be undone, even by the Beanstack support team. This action is final!". Below the warning, there are two checkboxes, both of which are checked with green checkmarks. The first checkbox is labeled "I understand that this action is absolutely irreversible." and the second is labeled "I understand that deleting this reader will delete all the readers' progress." At the bottom of the dialog, there are two buttons: "Permanently Delete This Profile" (highlighted with a black oval) and "Cancel".

Viewing the Whole Family:

Click **account name** on the left hand side.

ACCOUNT CREATOR	READER	READER'S AGE	
Laura Yanchick Edit Email: laura@kumla.us Username: lyanchick Phone: 7088348056 Reader's Branch: Black Road Account Created: 09-24-2020 Account Last Updated: 02-09-2021	Bethany Yanchick	13	    
Laura Yanchick Edit Email: laura@kumla.us Username: lyanchick Phone: 7088348056 Reader's Branch: Black Road Account Created: 09-24-2020 Account Last Updated: 02-09-2021	David Yanchick	18+	    
Laura Yanchick Edit Email: laura@kumla.us			

You will now see a list of all family members who are listed under that account creator. You can click the names to get to the individual account.

Laura Yanchick

[Redeem Rewards](#) [Add Readers](#) [Log for All Readers](#)

Last sign in on Mon, 21 Dec 2020 12:44:47 -0500

Readers

[Bethany Yanchick](#)
[Edit Information](#)

[David Yanchick](#)
[Edit Information](#)

[Elena Yanchick](#)
[Edit Information](#)

[Julia Yanchick](#)
[Edit Information](#)

[Laura Yanchick](#)
[Edit Information](#)

Account Info

Email
laura@kumla.us

Phone Number
7088348056

Library Branch
Black Road

Library Card
No

[Edit](#)

Transferring a patron

In the patron information screen, click on the actions drop down and select **transfer reader**.

The screenshot shows the 'SUE' patron information screen. At the top, there are buttons for 'Add to Log', 'Log Activities', and 'Actions ...'. The 'Actions ...' dropdown menu is open, showing options: 'Add a Review', 'Edit Information', 'Add Notes', 'Advisory Settings', and 'Transfer Reader'. The 'Transfer Reader' option is highlighted. Below the menu, the 'Challenges' section is visible, showing a challenge titled '1,000 Books Before Kindergarten' with a status of 'Ongoing' and 'Books Completed 0'. A green checkmark icon is present next to the challenge name. The 'Rewards' section is partially visible below.

Now, input the account creator's email or phone number that the reader will be transferred to. Select the correct account, then click save and ok to finish the transfer.

The first screenshot shows the 'Transfer Reader' dialog box. It asks 'Who would you like to transfer this reader to?' and has a text input field containing 'asow'. Below the input field, there is a blue button with the text 'asowers@jolietlibrary.org' and '8157402260'. A red 'Close' button is in the top right corner.

The second screenshot shows a confirmation message from 'jolietlibrary.beanstack.com' asking 'Are you sure you wish to transfer this reader?'. Below the message is a 'Transfer Reader' dialog box with the text 'This reader will be transferred to...'. It lists 'Name: Andrea Sowers' and 'Login: asowers@jolietlibrary.org'. There are 'Save' and 'Cancel' buttons at the bottom.