

How to look up and manage patron accounts

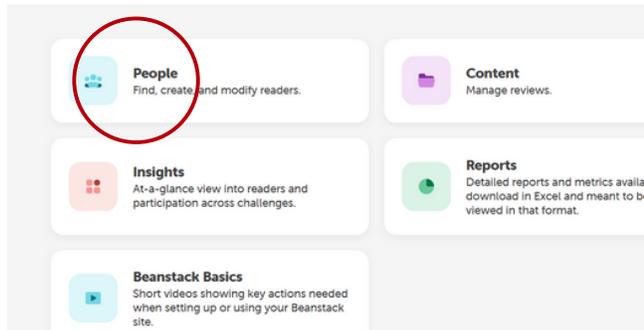
1. Log into Beanstack

Username: Staff

Password: beanstack (info should automatically fill in for you)

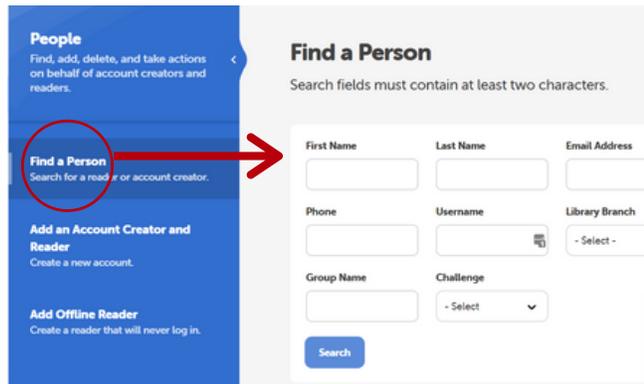
2. Select **People**

Welcome to Beanstack Admin!



2. Under **Find a Person**, search by first/last name, email, phone, etc.

Not every field needs to be filled, the easiest will probably be first & last name.



3. From the results you will see the account creator (left), readers associated with that account, followed by their age (center), and the quick staff action icons (right).

