

How to look up and manage patron accounts

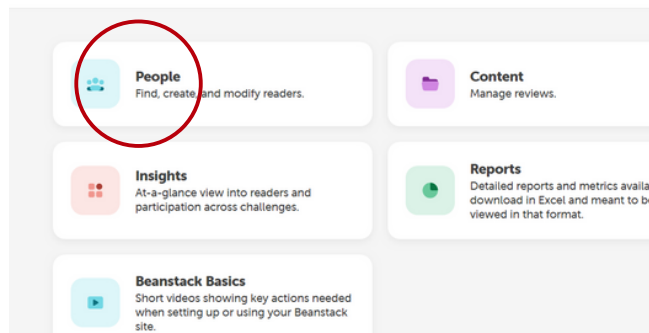
1. Log into Beanstack

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.

The screenshot shows the 'Find a Person' search form. The 'Find a Person' link in the sidebar is circled in red and has an arrow pointing to the search form. The form has fields for First Name, Last Name, Email Address, Phone, Username, Library Branch, Group Name, and Challenge. A 'Search' button is at the bottom.

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).

Account Creator	Reader	Reader's Age	
Adult Test Family Edit Email: bclvirtualreference@gmail.com Username: testfamily Phone: 6103690496 Reader's Branch: - Account Created: 05-14-2020 Account Last Updated: 05-12-2021	Adult Test Family	19+	 Edit Reader's info  Redeem Rewards  Add to Log  Log activity  Challenge actions