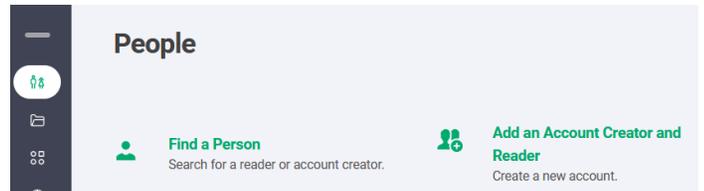
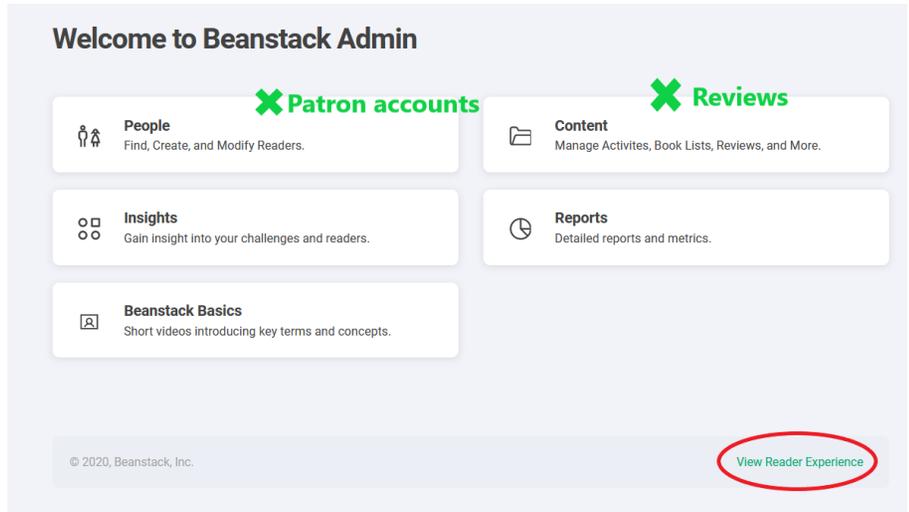


Beanstack How-to's

- 1) Once our site is live everyone logs in at lincolnlibrary.beanstack.org
- 2) Whenever staff logs in they automatically go to admin view if you want to switch over to the Reader Experience click that link in the bottom right corner.
- 3) If you do not have a personal account I made a generic one to access book reviews and patron prize pickups
 - childrens@library.com
 - password
- 4) All Staff log-ins will have access to at least these options. Certain log-ins will have access to more options in order to do different duties.
- 5) The main concerns will be getting into patron records and moderating reviews.
- 6) Click **People** to get to Patron accounts.
- 7) If creating an account for a patron click **'Add an Account Creator and Reader'** otherwise click **'Find a Person'** to access patron's records.



There are 4 results for your search.

Didn't find the right person? [Add an account.](#)

ACCOUNT CREATOR	READER	READER'S AGE	
Adult Reader Edit Email: reader@lincolnlibrary.com Username: reader Phone: 4011234567 Reader's Branch: - Account Created: 05-30-2020 Account Last Updated: 05-30-2020	Adult Reader	18+	Edit Add Check Share
Adult Reader Edit Email: reader@lincolnlibrary.com Username: reader Phone: 4011234567 Reader's Branch: - Account Created: 05-30-2020 Account Last Updated: 05-30-2020	Baby Reader	2	Edit Add Check Share
Adult Reader Edit Email: reader@lincolnlibrary.com Username: reader Phone: 4011234567 Reader's Branch: - Account Created: 05-30-2020 Account Last Updated: 05-30-2020	Child Reader	10	Edit Add Check Share
Adult Reader Edit Email: reader@lincolnlibrary.com Username: reader Phone: 4011234567 Reader's Branch: - Account Created: 05-30-2020 Account Last Updated: 05-30-2020	Teen Reader	13	Edit Add Check Share

8) You must enter in a name, phone, or email to search records. You can not just select the Challenge and search.

9) 'Adult Reader' is the name of the account creator (typically a parent for family accounts), which is why it shows up multiple times on the left (see yellow highlight).

10) When searching patrons by name you should be looking at the middle where it lists the Reader Names (see blue highlight). Examples were made for each age group.

11) To get to an individual's account be sure to click their name under the READER column.

11) If we were handing out rewards they would show where the red box is. If the patron was one of the Drawing Winners this would show in the box below that.

12) The main areas to focus on are highlighted in yellow—the top right hand corner and the box on the left.

13) For Adults & Teens you can click 'Add to Log' to log in books. For all programs you can click 'Log Activities'. Under 'Actions' you can select add reviews, edit info (only name & age here) or transfer the reader.— This could be done if a reader wanted to be their own account creator or if you needed to move a child account from one parent to another.

14) To edit an email or phone number you need to edit it under the account creator.

15) To access that you would click where it says the account creator's name—in this example that is 'Adult Reader' in the red box.

16) To edit the account phone # or email click the edit button on the bottom right. Everyone under the account has the same login information.

System-Wide Setting

- Email can only be used 1 time system-wide. So if family members want to have separate accounts they must use a different email & phone # this is not something that we can change.
- We must have a current & active phone # in order to contact people if they win a raffle.

Moderating Reviews

17) Go back to main screen (click Beanstack logo in upper left corner). Click **Content** and then **Reviews**.

18) Reviews have 3 options—approved, rejected, and pending.

19) Patrons will automatically get points when they submit a review, but if you reject it they lose those points. They are not notified of this though, so keep that in mind.

20) You can approve all at once or check each individually. Click the wrench (highlighted in yellow) to view & approve or reject. Click the pencil (highlighted in green) to edit the review (typo, wrong author/title, etc).

Reviews

NAME	BRANCH	START DATE	END DATE	
Adult Grand Prize*		2020-06-22	2020-08-10	
Adult Week 1		2020-06-22	2020-06-28	
Adult Week 2		2020-06-29	2020-07-05	

Manage Drawings (only roles of Branch Admin & higher)

21) Back on the Admin Home Page you should see **Setup** as an option. Click that. Then click **Manage Drawings**.

22) Search for the drawing you will be running and be sure to click on the name only (area circled in red).

23) This will open the drawing and you will see everyone who qualifies for it. Click **Determine Winners** to run the drawing.

24) Once the drawing has run you see who your winner is (or for Children's the 20 winners for each week). From here you can **replace** winners if they have won before or you can **Re-Run** the whole drawing.

READER	READER EMAIL	ACCOUNT CREATOR	ACCOUNT PHONE	
Adult	reader@lincolnlibrary.com	Adult Reader	4011234567	

READER	READER EMAIL	ACCOUNT CREATOR	ACCOUNT PHONE
Adult	reader@lincolnlibrary.com	Adult Reader	4011234567

25) *Note:* Winners are not notified they have won something—at this time we have no way of notifying them through the program so you will need to call them.

26) All weekly drawings are set to run from Monday—Sunday. With the intention being winners are pulled the following Monday morning.