

Imagine Your Story Beanstack Cheat Sheet

🌟 Staff admin sign on

The URL is <http://meekinslibrary.beanstack.com>

User Name: Staff

Password: beanstack

You should see a page that says “Welcome to Beanstack Admin.” If you don’t, click on Administrative Access in the bottom left.

🌟 Create an Account for a Patron

From the Administrative Access Page

- ❖ Click on People → Find a person.
 - Search by name.
- ❖ If not found, click on:
 - “Didn't find the right person? Add an account.” Fill out form:
 - The fields with the red asterisk are required.
 - For username use the patron’s first and last name with no spaces (firstnamelastname); Example: Jane Smith = janesmith
 - The password will automatically be beanstack, unless the patron wants to have a different one.
 - Leave the Role field as Patron
 - Click Yes to register the person as a Reader
 - Select the appropriate age.
 - Enroll them in the appropriate Imagine Your World program
 - Add any additional readers as required.
 - Click Create Account to finish.

★ Log Minutes read for a Patron

From the Administrative Access page click on:

❖ Click on People → Find a Person

- Fill in name and/or first name and then click Search
- Look for the correct name under the Reader Tab. DO NOT click on the name! You only need to click on the buttons to the right of the name:
- Click the icon with a + 
- Under Log By, choose minutes. Enter the number of minutes you want to log (you may leave the Book, Title, and Author fields blank) and click the Log button. Beanstack will automatically update the reader's log and award prizes/badges accordingly.

★ Log Activities for a Patron

From the Administrative Access:

❖ Click on People → Find a Person

- Fill in name and/or first name and then click Search
- Look for the correct name under the Reader Tab. DO NOT click on the name! You only need to click on the buttons to the right of the name:
- Click the icon with a ✓ 
- Pick the badge the activity they did is under.
- Mark off the activities they have completed.

★ How To Redeem Prizes

From the Administrative Access:

❖ Click on People → Find a Person

- Fill in name and/or first name and then click Search
- Look for the correct name under the Reader Tab. DO NOT click on the name! You only need to click on the buttons to the right of the name:



- Click on the icon that looks like a present
- The Redeem Incentives window will pop up. A blank box means the reward has not been claimed.
- Click on the blank box to turn it into a check mark, and then give the appropriate prize to the reader. Green check mark = Prize has been Redeemed.
- Click the Close button to exit back to the find a person screen

★ Troubleshooting Tips

✚ **Forgotten Username and/or Password.** The patron has a Beanstack account, but can't remember Username and/or Password:

❖ Click on People → Find a Person

- Fill in name and/or first name and then click Search
- Find the correct name under the Account Creator tab. Click on the word edit next to the name of the account creator (they are the ones with a username and password)
- Verify information with patron to ensure you are in the correct

account.

- Click Edit on the bottom right corner
 - The Username can be seen and updated if desired.
 - The password will not show but can be updated and confirmed.
- Click on Save to update account.

❖ **Add a Reader:** Patron already has a Beanstack account and would like add a reader.

- ❖ Click on People → Find a Person
 - Fill in name and/or first name and then click Search
 - Click on the name under the Account Creator tab. Verify information with patron to ensure you are in the correct account.
 - Click on Add a Reader. Fill out required information for each reader to be added.

❖ **No Rewards Available:** Patron says they logged their reading or activities but there are no rewards available under Redeem Incentives.

- ❖ Click on the Program Actions Icon to the far right of the name



- ❖ If there is a blank box under Enrolled for Imagine Your Story, the participant did not enroll in the program. Click the blank box to change it to a green check mark.
- ❖ If the patron was enrolled in the program, or enrolling them does not trigger the prizes, update the log for the patron through the staff side.