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Signing into Beanstack:

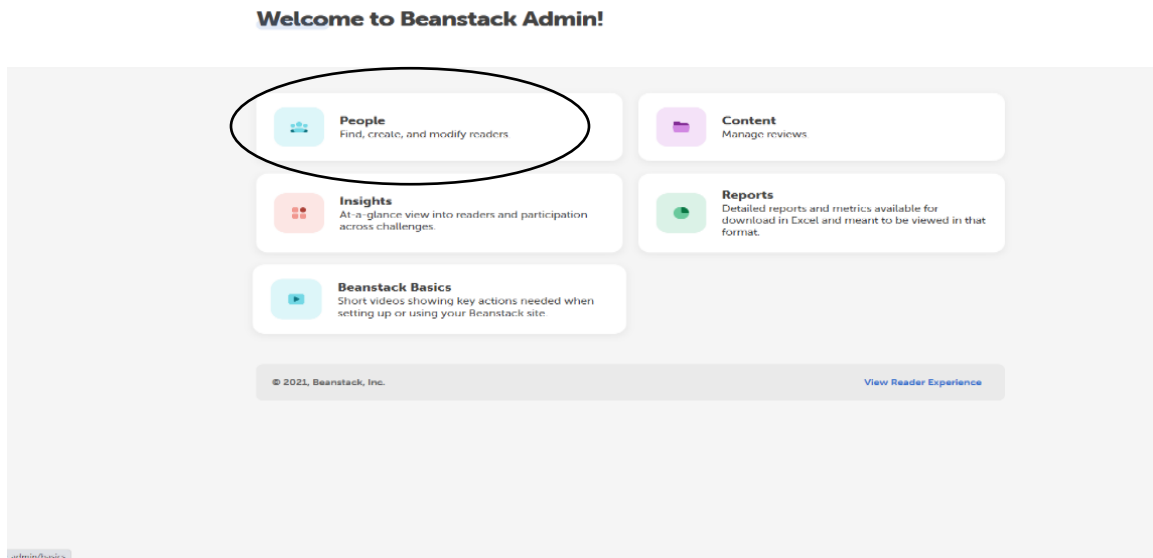
<https://jolietlibrary.beanstack.com/>

user:

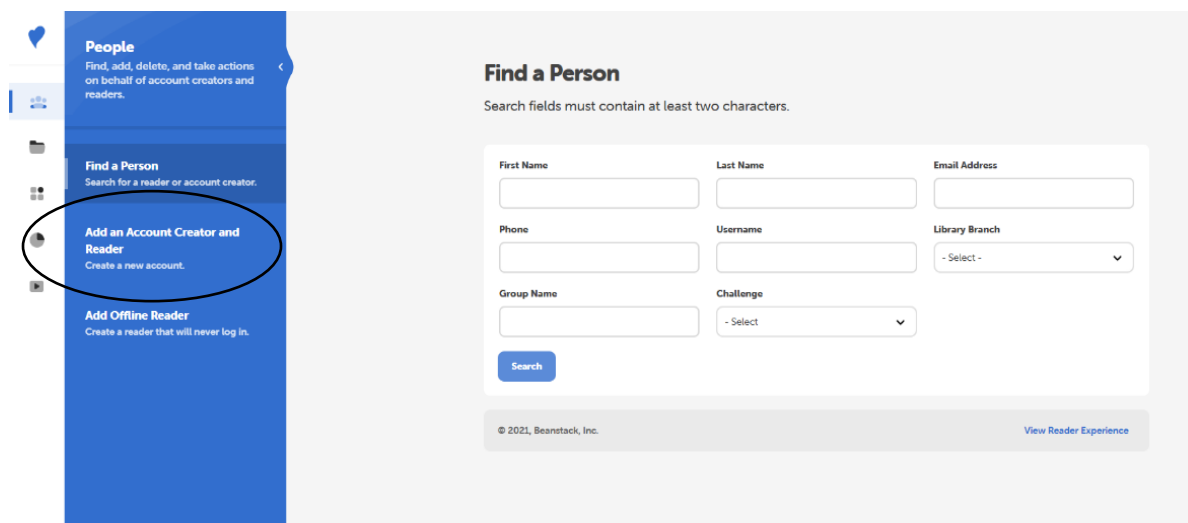
pass:

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.

HOME • PEOPLE • [ADD AN ACCOUNT CREATOR ...](#)

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

Patron

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 *

Select an age

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

Select a grade level

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](#)

© 2021, Beanstack, Inc. [View Reader Experience](#) Beanstack-Chilly-Pilot-687

[Need Help?](#)

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 *

First name

Last Name *

Last Name

Age *

Select an age

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

Select a grade level

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 ☐

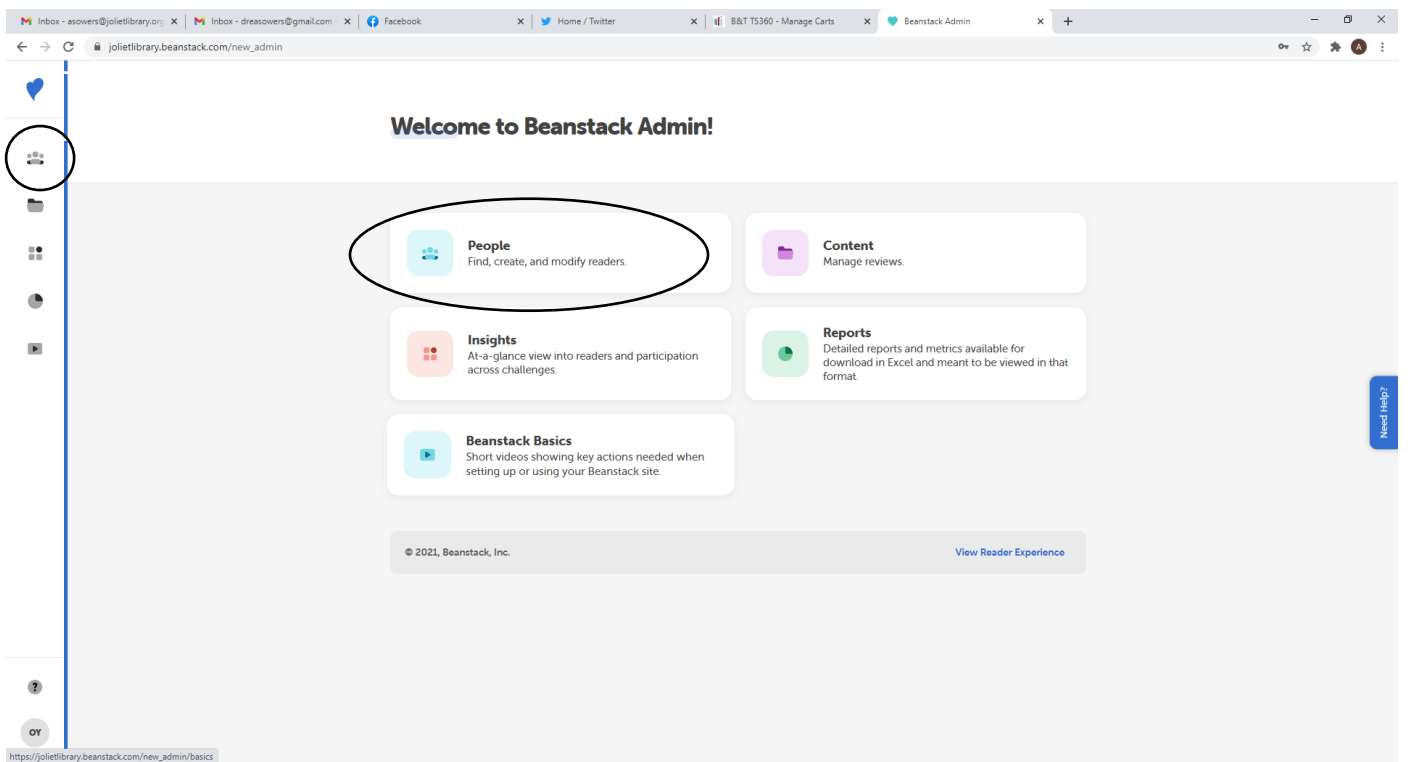
Add Reader

Cancel

Click on **Create Account** when finished.

Looking up a Patron:

Click on the **People** button



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

The screenshot shows a web browser window with multiple tabs. The active tab is 'jolielibrary.beanstack.com/new_admin/users#/users'. The page has a blue sidebar on the left with a 'People' section containing links for 'Find a Person', 'Add an Account Creator and Reader', and 'Add Offline Reader'. The main content area is titled 'Find a Person' and includes a note: 'Search fields must contain at least two characters.' Below this is a form with the following fields: First Name, Last Name, Email Address, Phone, Username, Library Branch (a dropdown menu), Group Name, and Challenge (a dropdown menu). A blue 'Search' button is located at the bottom of the form. At the bottom of the page, there is a copyright notice '© 2021, Beanstack, Inc.' and a link 'View Reader Experience'. A 'Need Help?' button is visible on the right side of the page.






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**.

This is a close-up view of the 'Find a Person' form. The form is titled 'Find a Person' and includes the instruction 'Search fields must contain at least two characters.' The form fields are: First Name, Last Name, Email Address, Phone, Username, Library Branch (a dropdown menu), Group Name, and Challenge (a dropdown menu). A green 'Search' button is located at the bottom of the form and is circled with a black oval. At the bottom of the page, there is a copyright notice '© 2021, Beanstack, Inc.' and a link 'View Reader Experience'. The page also includes the text 'Beanstack-Chilly-Pilot-687'.

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](#)

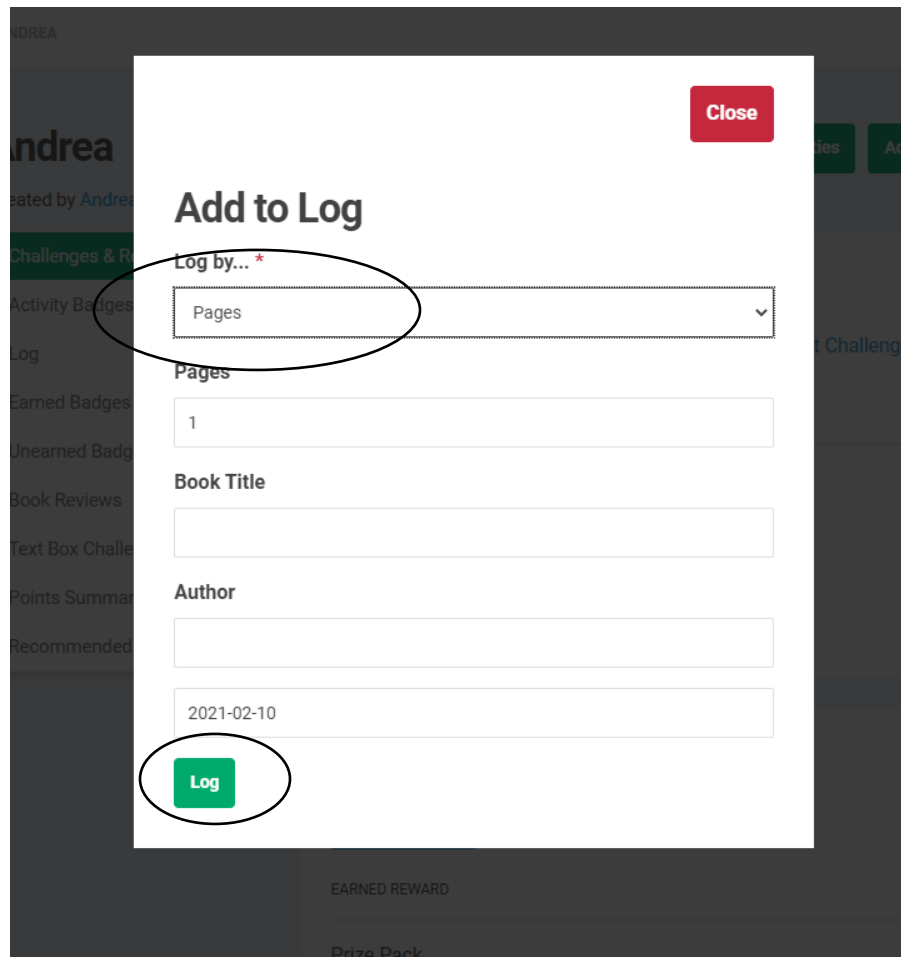
Add to Log Log Activities Actions ... Active

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](#)

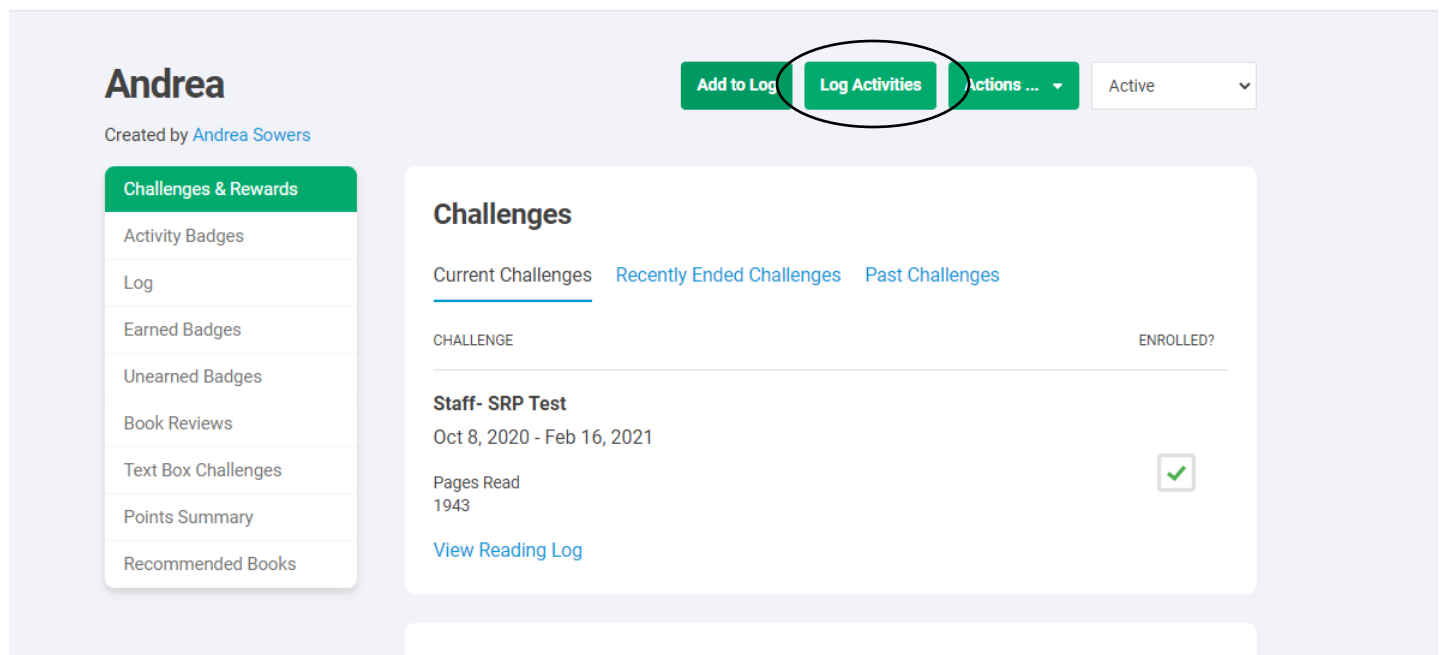
CHALLENGE	ENROLLED?
Staff- SRP Test Oct 8, 2020 - Feb 16, 2021 Pages Read 1943 View Reading Log	<input checked="" type="checkbox"/>

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**.



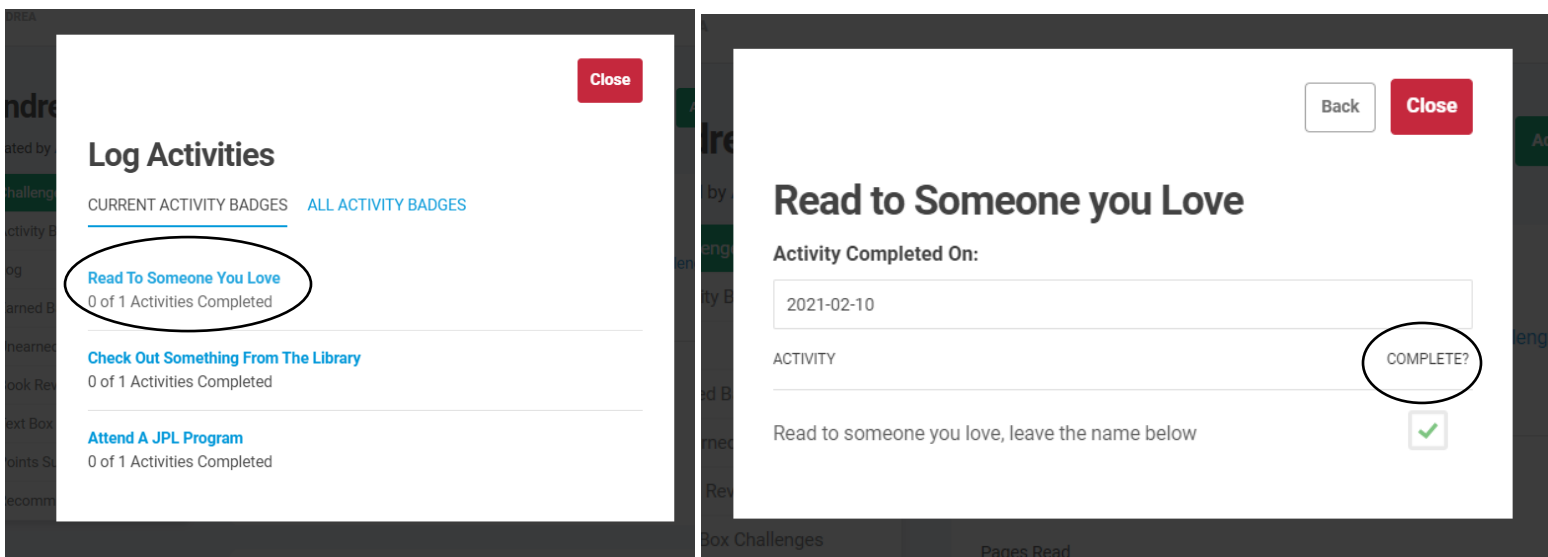
The image shows a modal window titled "Add to Log" with a red "Close" button in the top right corner. The form contains the following fields: a dropdown menu labeled "Log by..." with "Pages" selected (circled in black), a text input for "Pages" containing the number "1", a text input for "Book Title", a text input for "Author", and a date input containing "2021-02-10". At the bottom left of the form is a green "Log" button (circled in black). The background of the page is dark grey and partially obscured by the modal.

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



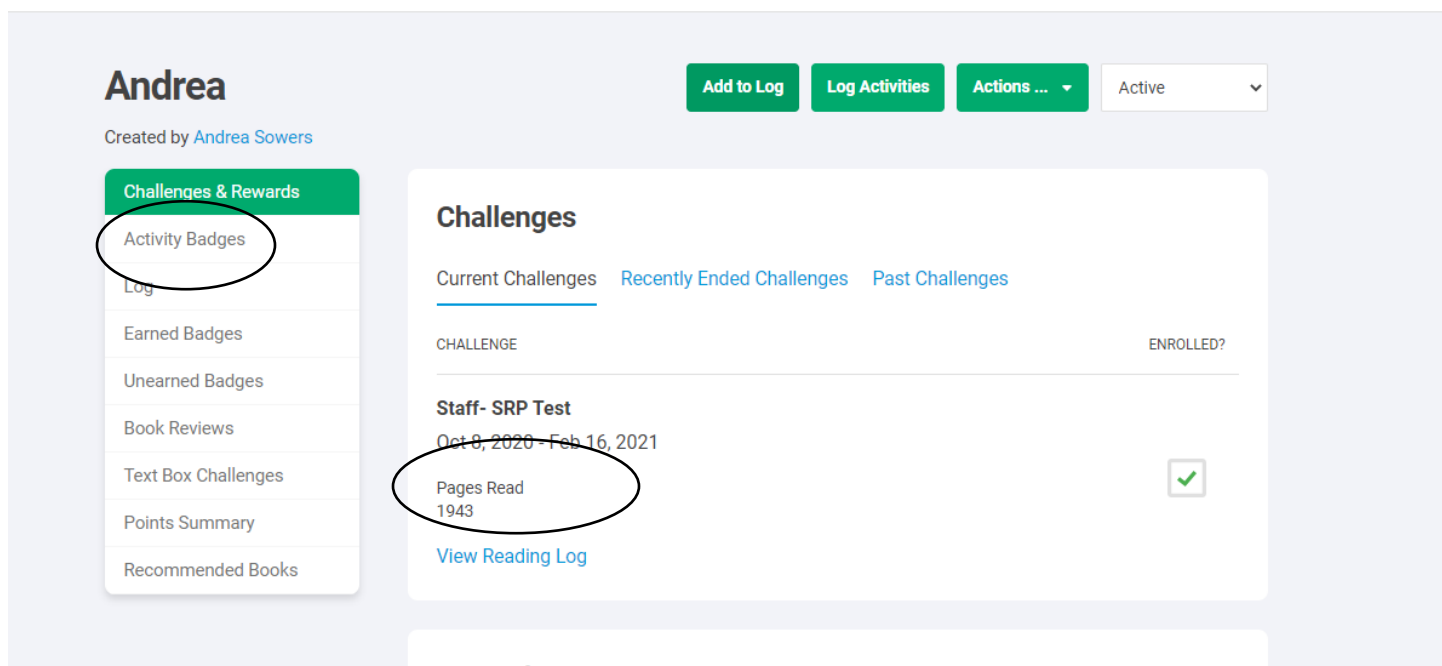
The image shows the main interface of the "Andrea" system. At the top left, the name "Andrea" is displayed, followed by "Created by Andrea Sowers". On the top right, there is a navigation bar with three green buttons: "Add to Log", "Log Activities" (circled in black), and "Actions ...", followed by a dropdown menu currently set to "Active". On the left side, there is a sidebar menu with a green header "Challenges & Rewards" and several white items: "Activity Badges", "Log", "Earned Badges", "Unearned Badges", "Book Reviews", "Text Box Challenges", "Points Summary", and "Recommended Books". The main content area is titled "Challenges" and has three tabs: "Current Challenges" (underlined), "Recently Ended Challenges", and "Past Challenges". Below the tabs is a table with two columns: "CHALLENGE" and "ENROLLED?". The first row of the table shows the challenge "Staff- SRP Test" with the dates "Oct 8, 2020 - Feb 16, 2021". Under "Pages Read", the value "1943" is shown, and a green checkmark icon is in the "ENROLLED?" column. A blue link "View Reading Log" is at the bottom of the row.

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.

Challenges & Rewards

Activity Badges

Log

Earned Badges

Unearned Badges











Book Reviews

Text Box Challenges

Points Summary

Recommended Books

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	

[1](#) [2](#) [Next](#) [Last](#)

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](#)

Challenges & Rewards

Activity Badges

Log

Earned Badges

Unearned Badges

Book Reviews

Text Box Challenges

Points Summary

Recommended Books

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

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 patron information screen for Andrea Sowers. The 'Actions ...' dropdown menu is open, showing options: Active, Inactive, Delete, and Active. The 'Delete' option is highlighted. The background shows the 'Challenges & Rewards' section with a list of challenges and a 'Rewards' section.

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

The screenshot shows the 'Delete Andrea Sowers?' confirmation dialog. The dialog contains a warning message, two checkboxes for confirmation, and two buttons: 'Permanently Delete This Profile' and 'Cancel'. The 'Permanently Delete This Profile' button is circled.

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 ...' button is open, showing a dropdown menu with 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 next to the challenge name. The 'Rewards' section is also visible below the challenges.

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, the email address 'asowers@jolietlibrary.org' and the phone number '8157402260' are displayed. A 'Close' button is in the top right corner.

The second screenshot shows the same dialog box, but with a confirmation message from 'jolietlibrary.beanstack.com' asking 'Are you sure you wish to transfer this reader?'. Below this, the account details are shown: 'Name: Andrea Sowers' and 'Login: asowers@jolietlibrary.org'. There are 'Save' and 'Cancel' buttons at the bottom.