# **ALMA QUICK TIPS: Adding Patrons on the Fly**

1.  In the Fulfillment menu, click **Manage Patron Services**
2. Scan the patron’s library card or enter the patron’s barcode or name; click **Go**

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1. If the patron’s record is not found, click **Register New User**



1. Upon presentation of a valid photo ID, complete all required fields on the **Quick User Management** pagewith the new patron’s information. Required fields are marked with a.



*Note #1: The Primary Identifier field will auto-populate according to your institution’s configuration settings. Modify this number as needed in accordance with your institution’s protocols.*

*Note #2: Your institution’s configuration settings will determine what format of phone numbers are accepted when registering new users. See the parameter* ***phone\_regex*** *in* ***User Management > Other Settings.*** *If you are getting a “Field phone number must be numeric” error message, enter the following syntax in the* ***phone\_regex*** *configuration field:* **^([0-9\(\)\/\+ \-]\*)$**

1. If the user you are registering is an external user, such as a new student, select “Yes” in the **Patron has institutional record** area. If the user is internal, such as a community patron, select “No”.



1. Click on **Update User** to save.



1. The user record will appear as confirmation that they have successfully been added to the system. You may then proceed to check out items to the patron in the **Scan Item Barcode** field.

