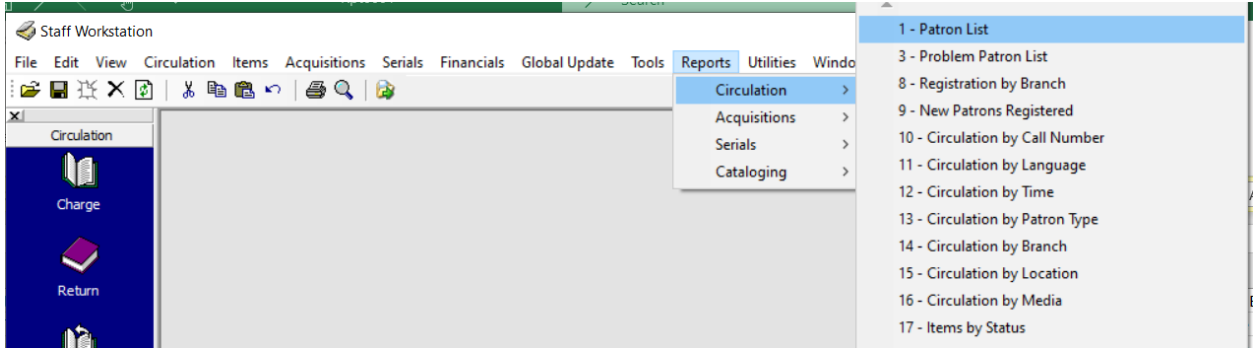


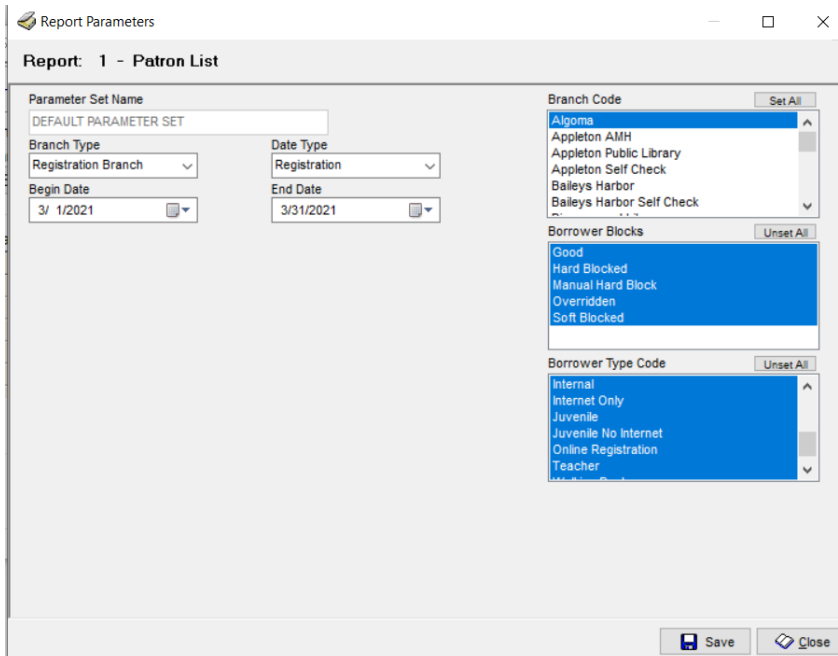
New Patrons Report

OWLS previously sent out a monthly report to libraries of their new patrons registered for that month. CARLX now has the ability for libraries to pull this on their own. The instructions below walk staff through how to collect this by using Report 1 – Patron List

1. In CARLX, navigate to Reports > Circulation > 1 – Patron List

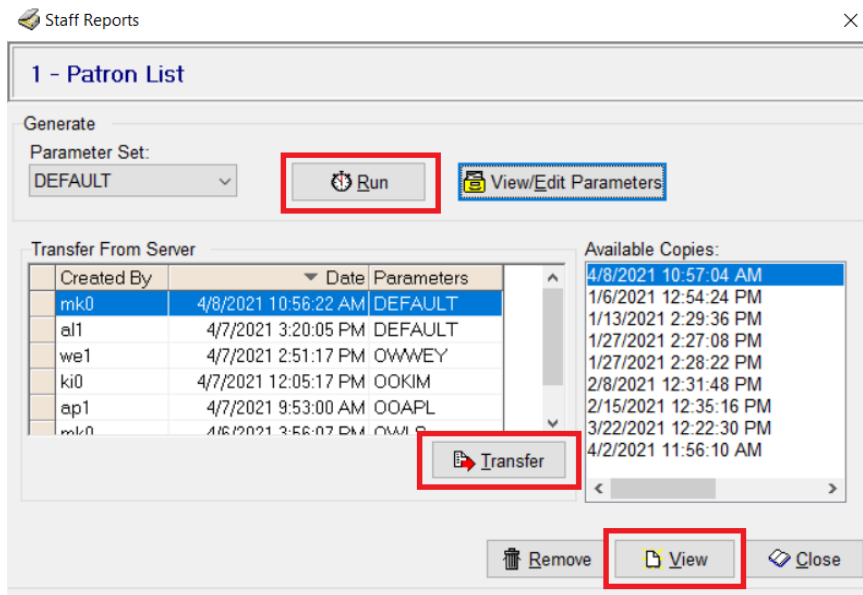


2. Choose your branch from the Parameter Set drop-down (if your branch isn't listed, please email OWLSnetHelp)
3. Click on "View/Edit Parameters"
 - a. Branch Type: Registration Branch
 - b. Date Type: Registration
 - c. Begin Date: First of the month
 - d. End Date: End of the month
 - e. Branch Code: Your branch
 - f. Borrower Blocks: Select All
 - g. Borrower Type Code: Select All

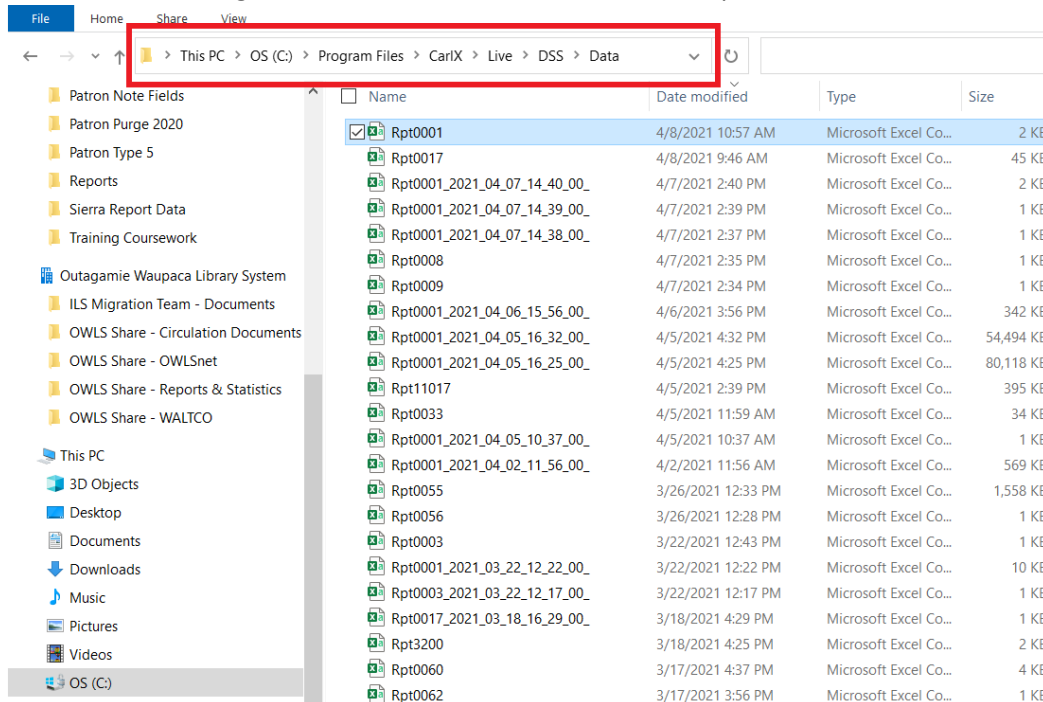


4. Save.

5. Run.
6. Transfer.
7. Highlight your report from the right-hand side window "Available Copies" and click View.



8. This report most likely won't open by clicking View, so you will need to navigate to it through the C drive. C > Program Files > CarlX > Live > DSS > Data > Rpt0001



9. Once open, you can sort/filter as you'd like for the information most pertinent to you.