

Searching for Patrons

- Click the Patron button on Koha's home page
- To search for an adult, leave the search field as **Standard**
- In the search box, type in the last four numbers on their ID
- Hit **Search**
- In the box under **Date of Birth**, type in their birth year
- This should narrow the list enough that you can locate the patron

Important: Before looking up another patron, you need to delete any information you've typed into the boxes above the list of patrons. If you don't, it will continue to filter using that information.

Search for patron

Search:

Search field:

Search type:

Category:

Library:

| Card | Name | Date of birth | Library |
|--|--|-----------------------------------|----------------------|
| <input type="text" value="Card search"/> | <input type="text" value="Name search"/> | <input type="text" value="1990"/> | <input type="text"/> |

- To search for someone under 18, set the search field as **Date of Birth**
- Type in the birth year **only**
- Hit **Search**
- In the box under **Name**, type in their first name
- This should narrow the list enough that you can locate the patron

Important: Before looking up another patron, you need to delete any information you've typed into the boxes above the list of patrons. If you don't, it will continue to filter using that information.

Search for patron

Search:

Search field:

Search type:

Category:

Library:

| Card | Name | Date of birth | Library |
|--|------------------------------------|---|----------------------|
| <input type="text" value="Card search"/> | <input type="text" value="Kevin"/> | <input type="text" value="Date of bi"/> | <input type="text"/> |