Link borrower addresses

Learn how to link addresses for all members of the same family in Amlib.

**Linking Addresses**

It is possible to link to other addresses – for example, you may wish to link addresses for all members of the same family. This makes it easier when a change of address is needed.

1. Launch the Amlib client
2. Go to Main > Borrowers > Borrower – the Borrower Details screen will display

**1st Member of the Family**

1. Locate the borrower using F5 Query or wand in their barcode (for example: Sarah J Smith)
2. From menu, select Borrower > Address from the menu – the Address screen will display
3. Add the Addresses as required – for example: Postal, Residential, and Guardian
4. Click the F3 Update button when complete – a prompt with the following message will display: Borrower Addresses Updated.

![Borrower Addresses Updated]

5. Click the OK button

**2nd Member of the Family (if not a child)**

1. Locate the borrower using F5 Query or wand in their barcode (for example: John D Smith)
2. From menu, select Borrower > Address from the menu – the Address screen will re-display:
3. Select the Addresses you would like to link by clicking in the tick boxes adjacent to the headings

4. Click the **F6 LinkTo** button – the Borrower Family screen will display listing borrowers with the same surname:

5. If the borrower to whom the link is to be made is not displaying – for example: the member has a different surname – enter the member’s name and click the **F5 Query** button

6. Highlight the desired borrower (for example: **Sarah J Smith**) in the table and click the **F3 Link** button
7. The addresses will then be linked – if the link has not taken place, it may be that the relevant address boxes were not ticked (if so you will be returned to the Address screen to tick the appropriate boxes).

8. The address details of the selected borrower (for example: **Sarah J Smith**) will overwrite the address details of second borrower (for example: **John D Smith**):

![Borrower Address Screen]

9. Click the **F3 Update** button – a prompt with the following message will display: **This will Update all Borrowers sharing the XXX and XXX Addresses. Continue with Update?**

![Borrower Details - Update]

10. Click the **Yes** button to proceed – a prompt with the following message will display: **Borrower Addresses Updated.**

![Borrower Details]

11. Click the **OK** button
Check Links/Update Address Details/Delink Borrowers

In the Borrower Address screen:

- To check which other Borrowers the current Borrower is linked to, click the **F7 Links** button
- Any changes made to any of the linked borrowers Address details will default to updating **All** borrowers
- However, there are times when a member shifts to different address and the borrower will need to be delinked:
  1. Enter the new address details (the Postal tick box will automatically **ticked**)
  2. Select the **New** radio button to indicate that this is a new address and that **All** the linked borrowers are not to be updated
  3. Click the **F3 Update** button
- To delink the borrower (without changing the address):
  - Tick the Postal tick box, select the **New** radio button and click the **F3 Update** button

1st Child: Wand From Option

It is sometimes useful to wand from another family member’s card to enter the Address details. This allows the first (or Residential) address details of the parent/guardian to be copied to the third (or Guardian) address details of the child.

1. Locate the borrower using **F5 Query** or wand in their barcode (for example: **Luke P Smith**)
2. From menu, select **Borrower > Address** from the menu – the Address screen will re-display:
3. In this example, we are copying the Address 1 details of **Sarah J Smith** into the Address 3 details of **Luke P Smith** (however, we can copy any Sarah J Smith’s addresses into any of Luke P Smith’s addresses)

4. Select the following:
   1. **Wand From**: 1
   2. plus = Y (this means **plus name**: the name of the scanned borrower will be copied into Line 1 of the address)
   3. **Wand the barcode of Sarah J Smith** into the field adjacent to the **Wand From** field

5. The name and Address 1 details of the scanned borrower will be added into the selected Address 3 fields

6. Click the **F3 Update** button – a prompt with the following message will display: **Borrower Addresses Updated.**
• Click the **OK** button

• For subsequent children of the family, the address can be linked to this child by clicking on the Guardian box as well as the other addresses and clicking the **F6 LinkTo** button