Permissions for issues and returns only

Learn how to set permissions for issues and returns in Amlib.

Setting permissions for issues/returns only

1. In Amlib navigate to **Main > Supervisor > Usernames**

   ![Amlib Supervisor Usernames screenshot]

2. Create a new login if required using **F1 New**
3. Fill in the details as required then **F3 Save**

**Username:** The user name will be based on the person/group you are giving the login to. The location is just your main library location, unless you wish to set it up for that specific location (e.g. resource room).

**Location:** The location must be set up already, or added prior to adding this login (to set up locations, go to LibraryMenu – Locations).

**Circ at this location only (Y/N):** Type Y here if you are setting the terminal up for people to only issue at this location. The level number is just a guide as the permissions you have set, it has no numerical function. If you are only setting up issues and returns, you might want to indicate this with a low number.
4. Click on **F9 Passwd** and fill in the password

   ![Operator Password](image)

   - **Operator**: TEACHING STAFF
   - **Password**: 
   - **Confirm Password**: 

   ![OK and Cancel Buttons](image)

5. Highlight the user name select F8 Choose

   ![User Names - STAFF at Lastville](image)

   ![Highlighted TEACHING STAFF](image)

6. Then navigate to **ActualMainMenu > Circulation > Issues**
7. Click the Green ‘give’ button. This will give access to issues. Repeat this for ActualMainMenu > Circulation > Returns.

8. Logout of Amlib and then login using your new username or the selected username you have just set up