

## Processing New Requests

1. Login at: <https://www.auto-graphics.com/njlc/UserLogin.aspx>

**STAFF USER LOGIN**

User ID:

Password:

2. Choose "LibraryCard Records Admin"

**ADMIN MENU**

- User Admin
- Librarycard Records Admin
- Statistics
- Logout

3. Edit the new request:

**LIBRARY CARD RECORDS FOR:** MNRP Pending / In Process

[Email Selected Users](#) | 
 [Extract Record\(s\)](#) | 
 [Change Library Status](#)

Select	Edit	Delete	LibCode	Library Card #	FirstName	LastName	Email	LibraryStatus	PatronStatus	PatronStatusDetail
<input type="checkbox"/>	<a href="#">Edit</a>	<input type="button" value="Del"/>	MNRP	NJ937000018336	Peter	Bromberg	<a href="mailto:bromberg@sjrlc.org">bromberg@sjrlc.org</a>	Pending	New	6/1/2006

[Go to Admin Menu](#)

4. Review the application to confirm that the applicant is in your service area. Then change status from "Pending" to one of the four appropriate choices:

- Pending - new request
- Pending - new request
- Complete - card sent
- In Process - additional information requested
- Cancelled

- a. **Complete** (if you are mailing the card immediately)
- b. **In Process** (if you are working on the application (i.e. need to contact the applicant for more info and/or will be processing offline and sending the card at a later time.))
- c. **Cancelled** (If you have determined that the card request is in error, or was being used for practice.)

5. **BATCH PROCESSING:** You can batch process multiple cards by placing a checkmark next to the records you want to update and then click on "change library status". Then choose the new status to apply from the drop down list.

[GO TO ADMIN](#)

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- Select a Library Status -

Select	Edit	Delete	LibCode	Library Card #	FirstName	LastName	Email	LibraryStatus	PatronStatus	PatronStatusDetail
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<input type="button" value="Del"/>	MNRP	NJ937000018336	Peter	Bromberg	<a href="mailto:bromberg@sjrlc.org">bromberg@sjrlc.org</a>	Pending	New	6/1/2006