

## Registering the ILL User

1. Search the database to make sure the ILL site has not already been registered in the system.
2. For each new ILL registration:
  - Name: example *Library* [last], *Name* [first]
  - ID: user barcode or unique ID; most ILL users are assigned a barcode of the library that registers them
  - User Library: Your PALS Plus library
  - Profile Name: ILL
  - Privilege expires: NEVER
  - User Cat 1: Z-ILL
  - User Cat 2: DO NOT CODE
  - User Cat 3: DO NOT CODE
  - User Cat 4: DO NOT CODE
  - Address 1: Library address, etc.

The screenshot shows the 'Display User' window in the SirsiDynix Symphony system. The window has a menu bar (File, Edit, Wizards, Helpers, Modules, Preference, Tools, Help) and a toolbar with icons for various actions. A left sidebar contains 'Common Tasks' (CheckOut, Discharging, Renew User, Renew Item, Billing a User, Paying Bills, Item Search and Display, Check Item Status, Help, Print) and 'Users' (Display User, User Registration, Modify User, Copy User, Renew Privilege, Suspend User, Remove User, Unsuspend User). Below these are sections for 'Items', 'Holds', 'Special', and 'In-Transit Items'.

The main area displays user information for 'Library, Harleigh Trecker' with ID '22352006111586'. The 'Identify user' section shows the user ID in a text box and the address: '1800 Asylum Ave., University of Connecticut, West Hartford, Conn., 06117'. The 'Summary' tab is active, showing details like 'Status is: OK', 'Profile name: ILL', 'User cat1: Z-ILL...', 'User cat3: WAYNE...', 'Library: ENGLISH', 'Privilege expires: NEVER', 'Group ID: 22352006111586', 'User cat2: NEVER', 'User cat4: 0', 'Age: 0', 'Next allowed loan date: none', 'Checkouts: none', 'Extended info: none', 'Claims returned: none', 'Amount owed: none', 'Unpaid bills: none', 'Credit balance: none', 'Holds: none', 'Routings: none', and 'Requests/messages: none'. At the bottom are buttons for 'Display this User (u)', 'Display Another User', and 'Close'.