



Introduction: Responsible Party (RP) listed incorrectly or not assigned, search for student, open student record. A button at the bottom of the student record, under DOB field is, Resp. Party. The option to modify current RP or assign is a click away.

Warning – The nightly borrower update will overwrite RP field if stored in Zangle.

1. Search borrower
2. Select borrower type to expand record and view all borrower information
3. The button to add or change RP is below D.O.B
4. The option to Add or Change is based on:
 - a. No RP assigned the button will default to *Choose*
 - b. RP assigned the button defaults to *Remove*

- ✓ Add RP review steps 5 to 15
- ✓ Remove RP follow steps 1 – 4
- ✓ Remove & Add follow steps 1 - 15
 1. Click the button "Remove" next to the current Resp. Party name
 2. The RP name is blank
 3. Click button "Save Changes"
 4. The button by Resp. Party has changed to "Choose"
 5. Click "Choose" button
 6. Search for correct RP, click search
 7. The search result will be the teachers personal record and the RP record
 8. Select the RP record
 9. The RP class list displays
 10. Click on the teachers name
 11. Class list window closes
 12. Resp. Party now has RP teacher name populated
 13. Click button "Save Changes"
 14. Confirmation window opens – to verify change has been made
 15. Click OK
 16. Now that the student is listed with the correct RP
 17. Run report, Borrower listing by Location and Responsible Party w/ barcodes
 18. **Warning** – the nightly borrower update will overwrite RP field
 19. The nightly update will list the student with the correct RP when Zangle has updated TLC
 20. The PDF class list can be converted to csv. display but the scannable barcode is lost