

Creating a Temporary Borrower

In a circumstance where there is no End User (borrower) record for the person to whom a loan is required, create a Temporary User (also known as a Temporary Borrower).

On the Loans screen, click **Create Temporary Borrower** in the Actions menu.

The following screen appears:

Loans: Issue Loans Powered by *SoutronSQL*

First Name	Surname	Ext. No.	Room No.	Office
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Derby <input type="button" value="v"/>

Actions

Complete the fields, ensuring that the office where the End User is located is correct.

Click **Save** in the Actions menu.

The Loans transaction screen will be displayed. The Loan Transaction can be performed in the normal way.

Experiencing problems with loans and requests? See the [Troubleshooting Guide](#) and [How do I ...?](#)