

# Workflows Tip of the Week



Module: Circulation

Summary: **Printing a list of patron checkouts in Java WorkFlows**

**Note:** You can use the **Print Screen** option (under the File menu in Java WorkFlows) to print a list of patron checkouts.

*Do not* use the **Print** option to print patron checkouts. If you were to use the **Print** option, Java WorkFlows would send information from *all* tabs, including the Extended Info tab (which includes patron notes) for you to print out.

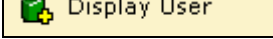
## Set-up

First, make sure the following has been set up:

1. In Java WorkFlows, go to the **File** menu and select **Print Setup**.
2. Clear the **Application to Dump Screen** field so that it is blank.

## Print Screen option

To print a list of a patron's checkouts:

1. Click the **Display User** wizard  and identify the patron.
2. Click the **Checkouts** tab.
3. Go to the **File** menu option and click **Print Screen**. The patron information appears in your default Internet browser.
4. Review and then print the information.