Workflows Tip of the Week

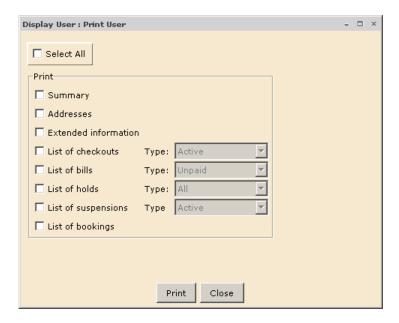## Module: Circulation

Summary: **Printing patron information using the Print User helper**

Note: In addition to using the Print Screen option to print information, you can use the Print User helper to print patron information. The Print User helper appears in the Display User, CheckOut and Discharging wizards. If you don't see this helper, log in as Tech and check your properties.

Instructions:

1. In the **Display User** wizard, identify the patron in the **User ID** field.

2. Click the **Print User** helper. The following screen appears:

3. Check the boxes next to the information you want to print. If necessary, select a type from the **Type** drop-down list.

4. Click the **Print** button.

5. Print as usual.

Reminder: If you select Extended Information, then the patron Notes will print out.