

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:

A screenshot of a software dialog box titled "Display User : Print User". The dialog has a light beige background and a standard window border with minimize, maximize, and close buttons in the top right corner. At the top left, there is a checkbox labeled "Select All". Below this is a section titled "Print" containing a list of options, each with a checkbox and a "Type" dropdown menu. The options are: "Summary", "Addresses", "Extended information", "List of checkouts" (Type: Active), "List of bills" (Type: Unpaid), "List of holds" (Type: All), "List of suspensions" (Type: Active), and "List of bookings". At the bottom of the dialog, there are two buttons: "Print" and "Close".

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.