Workflows Tip of the Week
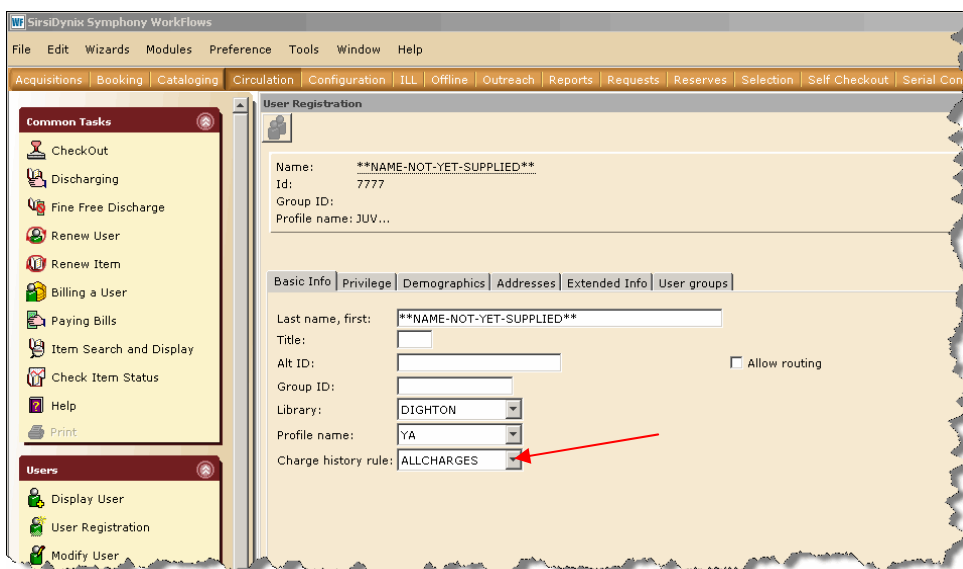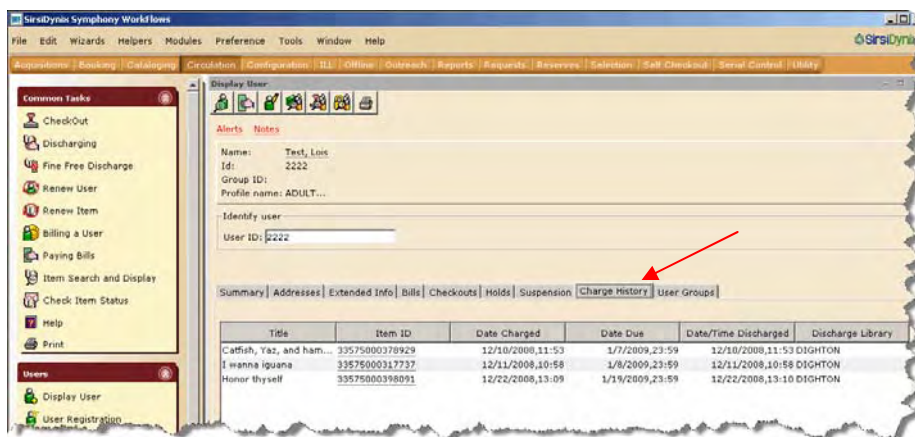## Module: Circulation

Summary: **Charge History**

Note: By default, the Charge History Rule field in User Registration is set to NOHISTORY. If you change it to ALLCHARGES, a history of charges starts being created for the patron when he or she checks an item in. If you change the Charge History Rule back to NOHISTORY, JWF keeps the records of items already checked in but stops keeping track of further check-ins. JWF keeps the list of items discharged until either SAILS runs the Purge Charge History report or the user record is removed from the system.

Instructions:

In the User Registration wizard (Basic Info tab), change the Charge History Rule for the patron from NOHISTORY to ALLCHARGES.

You can view the charge history in the Display User wizard (Charge History tab).

It is up to your director to determine whether or not the Charge History tab appears in the Display User wizard.

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