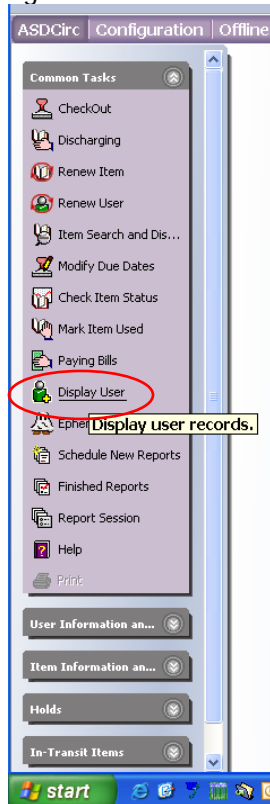


User Display Wizard and Print User Display

Introduction: Display User wizard allows patrons to know what they have checked out or overdue and print item list without running a report .

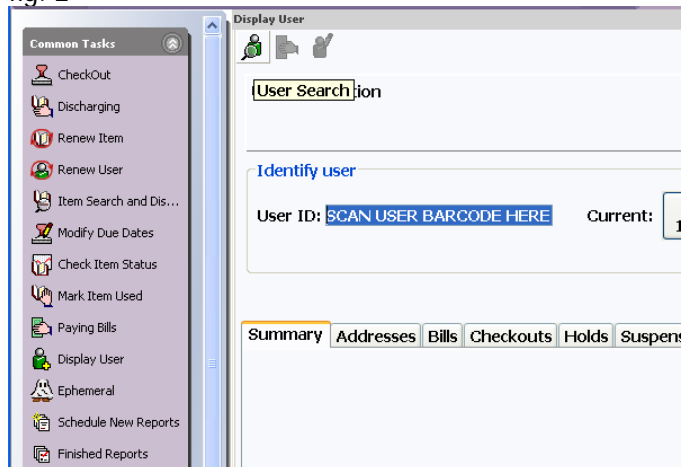
1. Under the ASDCirc tab in Common Tasks, click on the User Display wizard. Figure 1

fig. 1



2. In the User ID data well scan in the users barcode, or click on the User Search helper to look up by last name. Figure 2

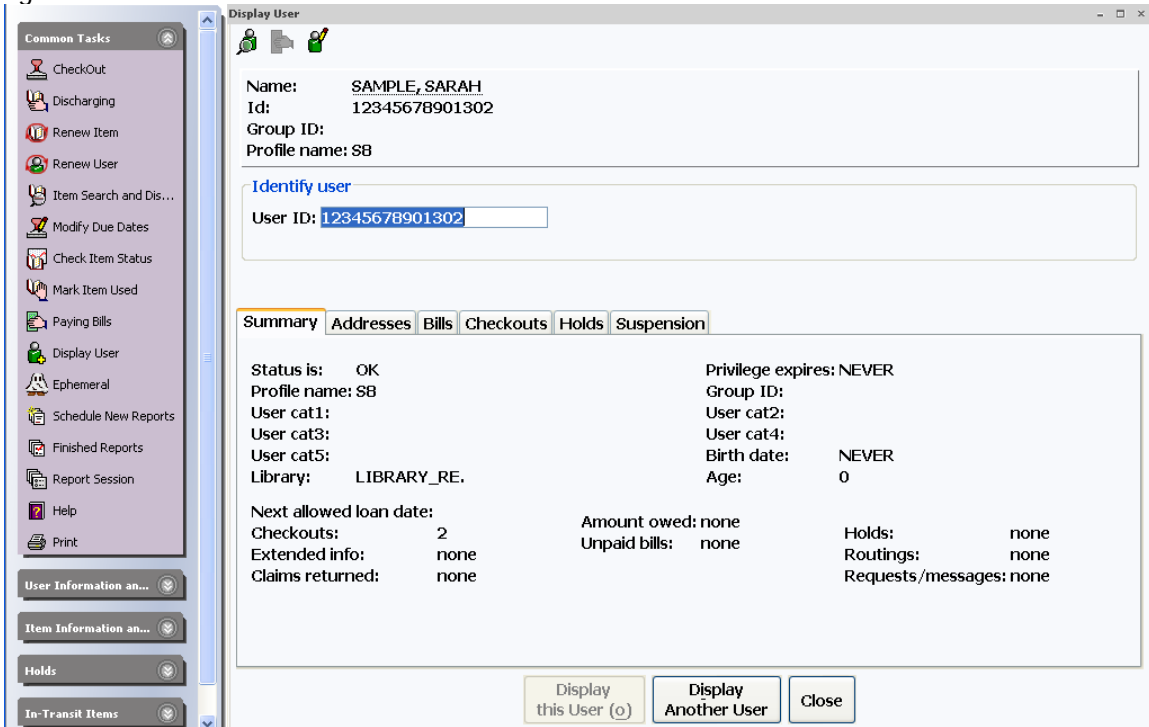
fig. 2



Workflows Display User

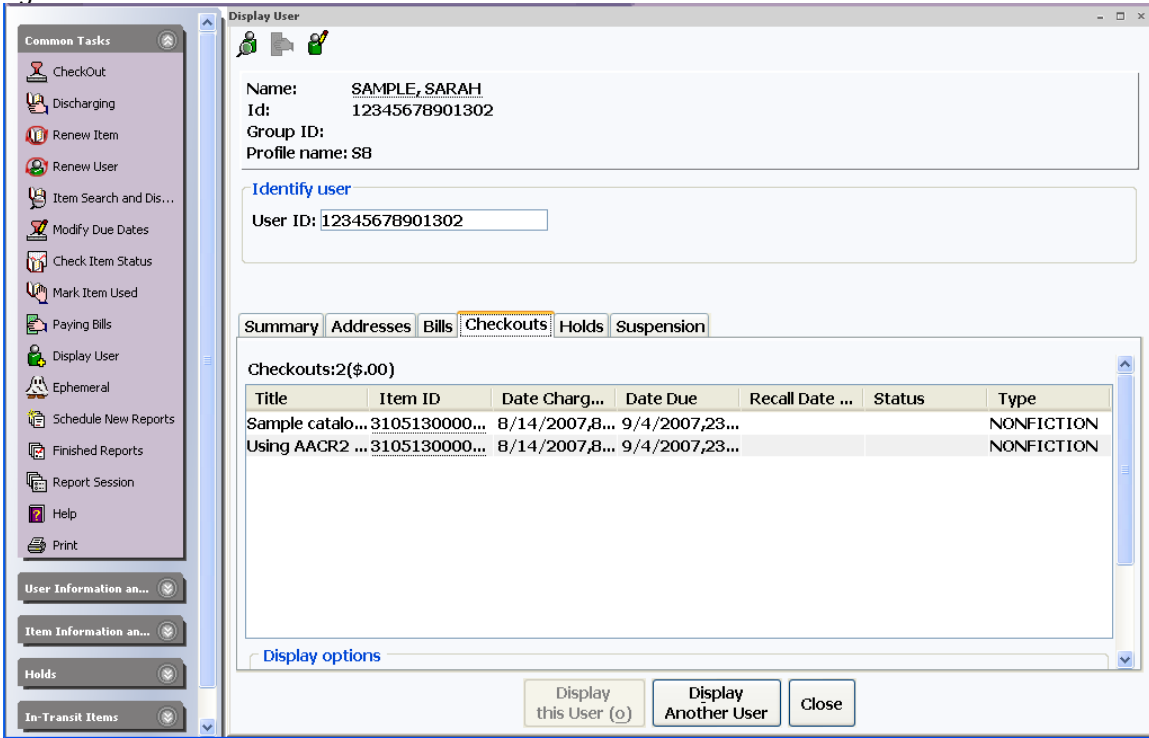
3. Patron information displays. Figure 3

fig. 3



4. Click on tabs to display information. Figure 4

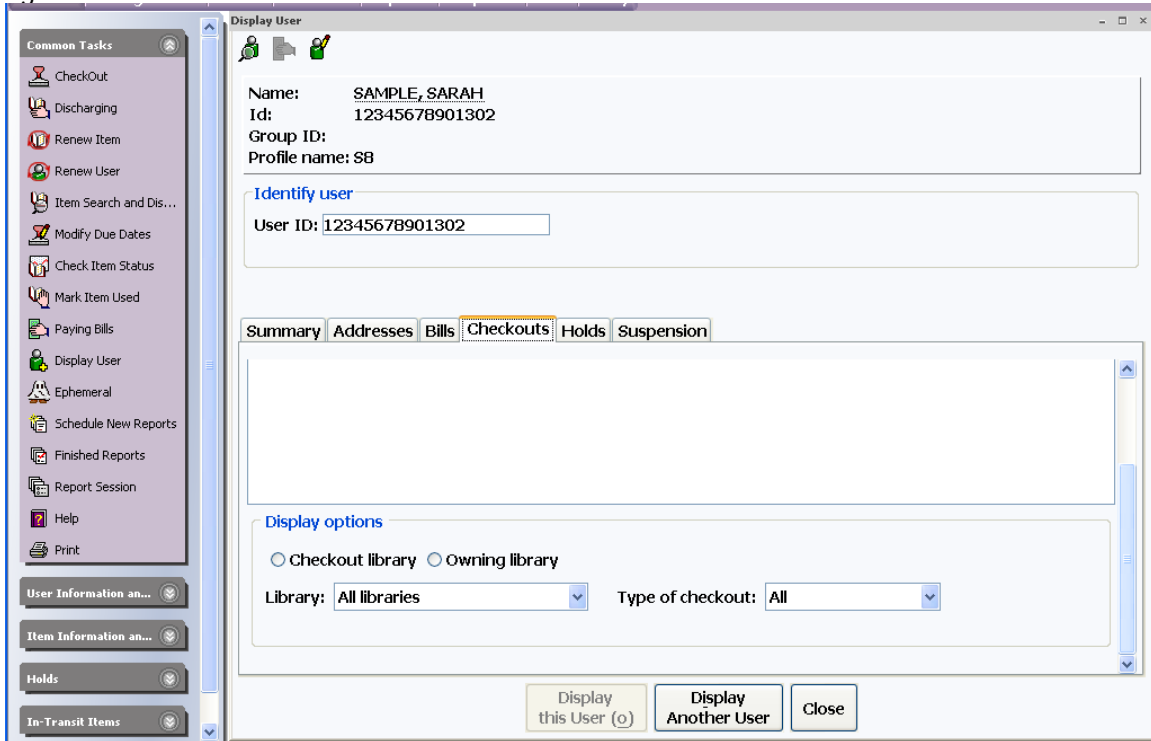
fig. 4



Workflows Display User

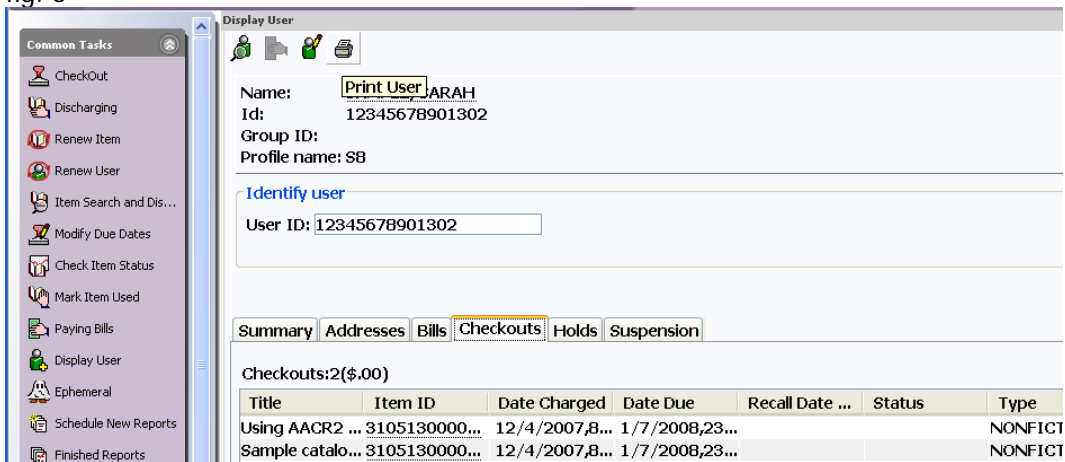
Note: Review Display options in Type of checkout, select **All** to view entire patron record, especially overdue items. Figure 5

fig. 5



5. Print patron record. Click on the Print User icon. Figure 6

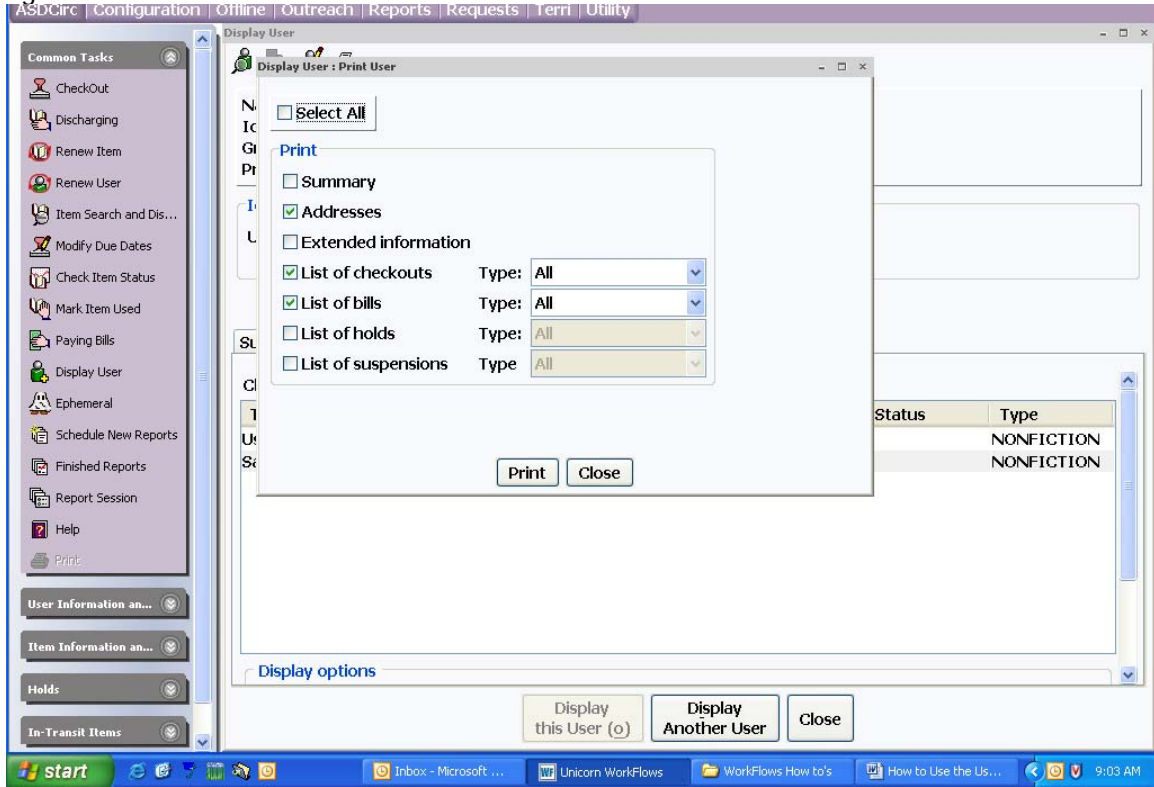
fig. 6



Workflows Display User

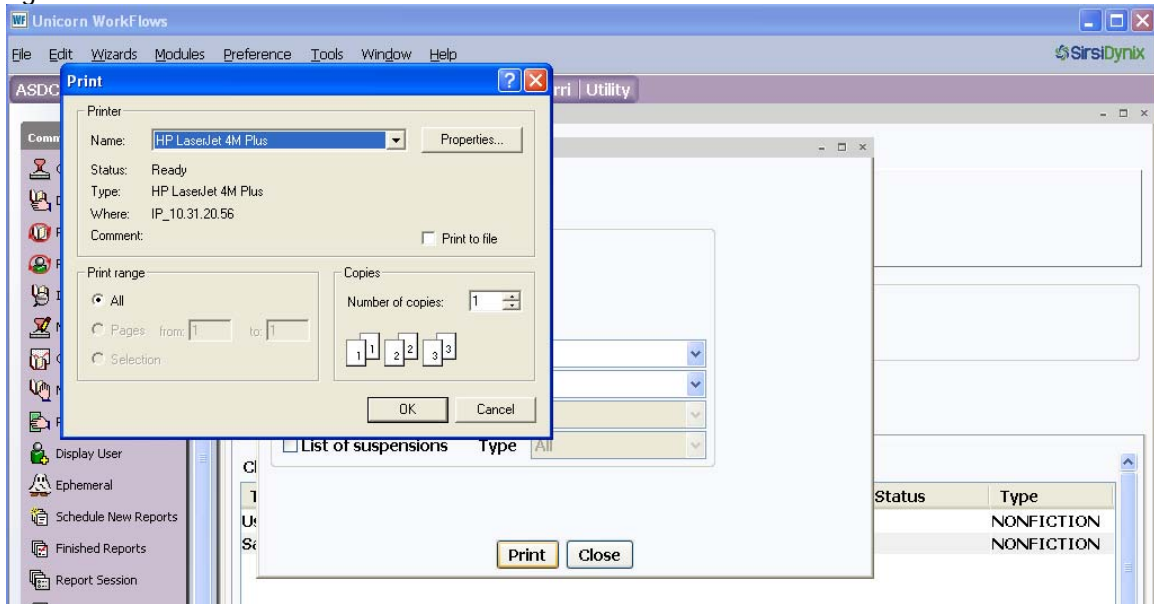
6. Print User window opens. Check box(s) next to list to print. Figure 7

fig. 7



7. Click the Print button, print window will open, check printer name, click OK. Figure 8

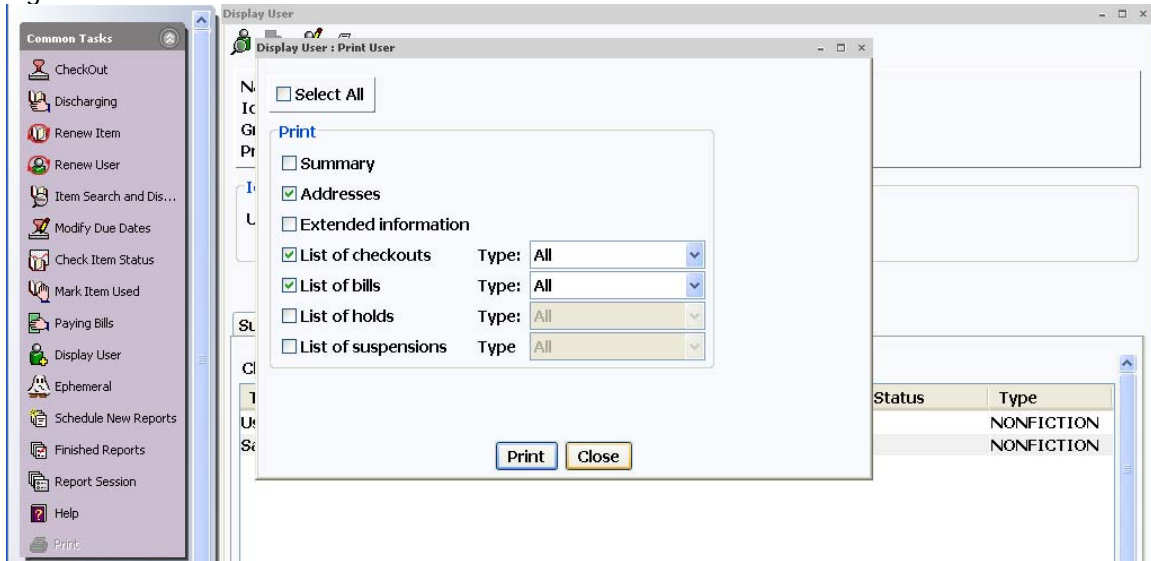
fig. 8



Workflows Display User

8. The document has printed; now hit the Close button to go back to the display user.

Fig. 9



9. Sample of printout. Figure 10

fig.10

```
NAME: Johnstone Suzette USER ID: 11

Checkouts
Total: 3
Libraries for the national education goals
ITEM ID: 31051900000999 CHARGED: 8/1/2007,15:42 DUE: 8/14/2007,23:59
STATUS: Claims lost

Guide to the evaluation of library collections
ITEM ID: 31051300002470 CHARGED: 7/23/2008,14:59 DUE: 7/23/2008,23:59
STATUS: overdue

Plugging into the electronic library
ITEM ID: 31051900102993 CHARGED: 7/23/2008,14:59 DUE: 7/23/2008,23:59
STATUS: Claims lost
```