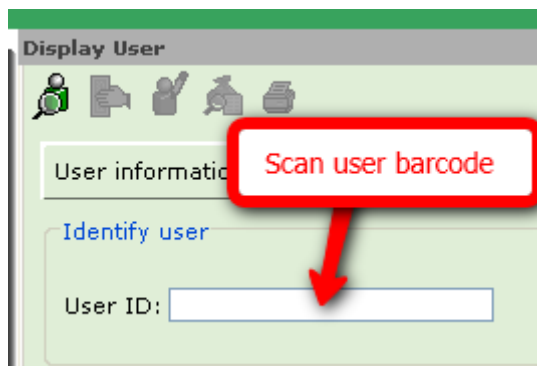


How to Check if a Student Has Books

1. In the circulation mode open the Users tab. Click on Display User.

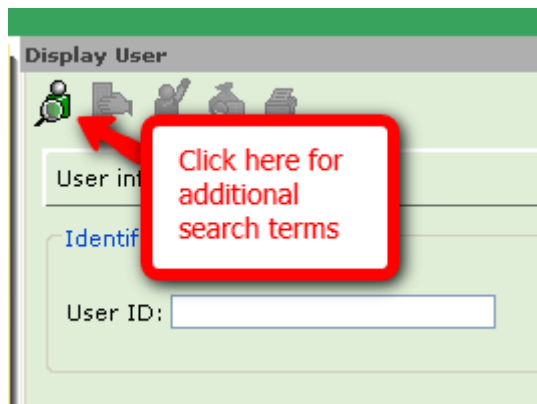


2. Scan the student user barcode.



OR

Click the user with magnifying glass icon to type in the student name.



3. Type in the student name.

The screenshot shows a search interface with a 'Print User' button at the top. Below it are three input fields: 'Search for:', 'Index:', and 'Library:'. The 'Index:' field is set to 'Name'. To the right of the 'Library:' field is a 'Keyword' button. A red callout box with arrows pointing to the 'Search for:' and 'Index:' fields contains the text: 'Type student name here being sure the index tab indicates "Name"'. The 'Library:' dropdown is set to 'ALL_LIBS'.

4. This screen displays that the student has several books checked out. For additional information click the checkout tab.

The screenshot shows the 'Display User' page for user ID 31800686, Aqwa, Jaida. The 'Identify user' section has the user ID entered. Below this is a tabbed interface with 'Summary', 'Addresses', 'Extended Info', 'Bills', 'Checkouts', 'Holds', and 'Suspension'. The 'Checkouts' tab is selected and highlighted in red. A red callout box points to the 'Checkouts' tab with the text: 'Click this tab for more information about the items checked out to this user.' Below the tabs, user details are listed, including 'Status is: OK', 'Profile name: EL-KIDPWR', 'Library: 3_BENSON...', and 'Language: ENGLISH'. A red callout box points to the 'Checkouts: 3' field with the text: 'Shows this user has 3 books checked out.' Other fields include 'next allowed loan date:', 'Amount owed: none', 'Unpaid bills: none', 'Bookings: none', 'Orders: none', 'Privilege expires: 11/11/2010', 'Group ID:', 'User cat2: ELEM...', 'User cat4:', 'Birth date: NEVER', and 'Age: 0'.

5. A list of items checked out to the student will appear. This list includes title, date checked out, date due and the type of item.

The screenshot shows the 'Checkouts' tab selected. A red callout box points to the 'Checkouts: 3(\$0.00)' header with the text: 'Book titles and charge dates are displayed.' Below the header is a table with the following data:

Title	Item ID	Date Charged	Date Due	Recall Date Due	Status	Type
I spy fantasy : a book ...	32233019467950	3/5/2010,9:07	3/22/2010,23:59			BOOK
Dinner with Dracula : ...	32233019471713	3/22/2010,9:18	4/6/2010,23:59			PAPERBACK
Nothing but trouble : t...	32233024037384	3/22/2010,9:18	4/6/2010,23:59			BOOK

6. Click Close when finished.

