


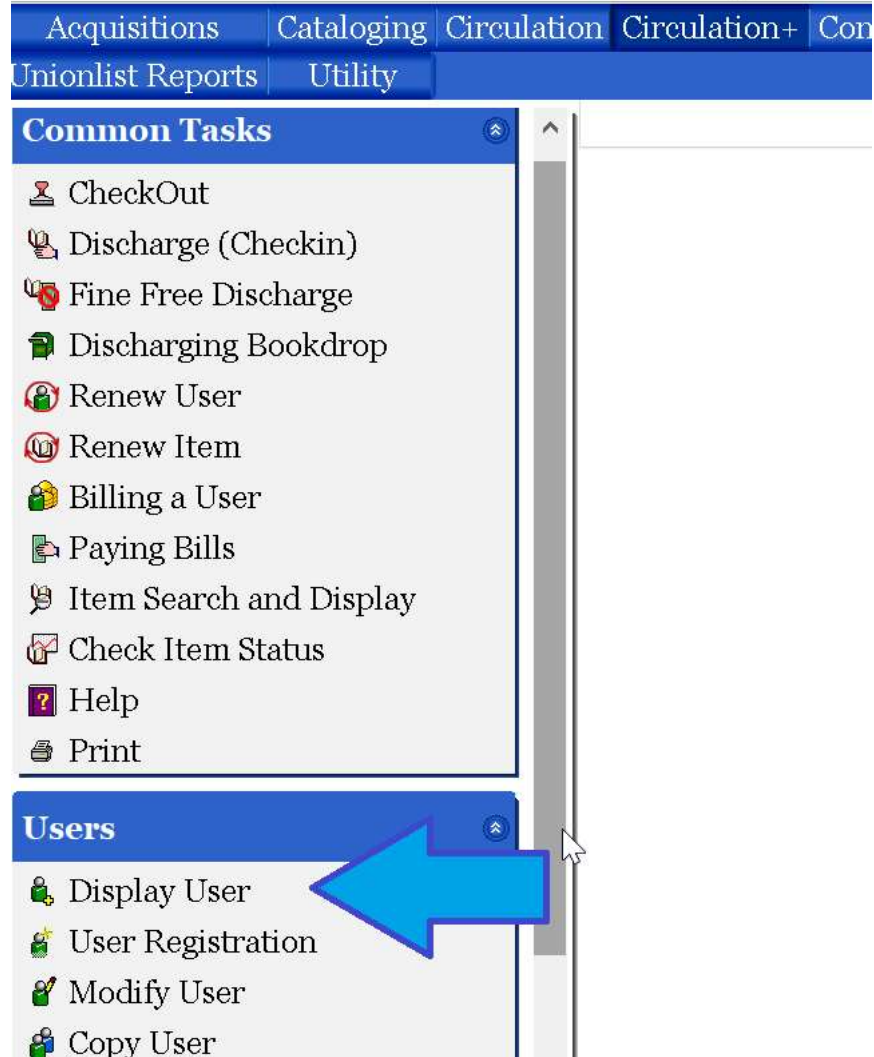
9 Sept. 2021

## The Display User Wizard

In Circulation – under the Users tab:

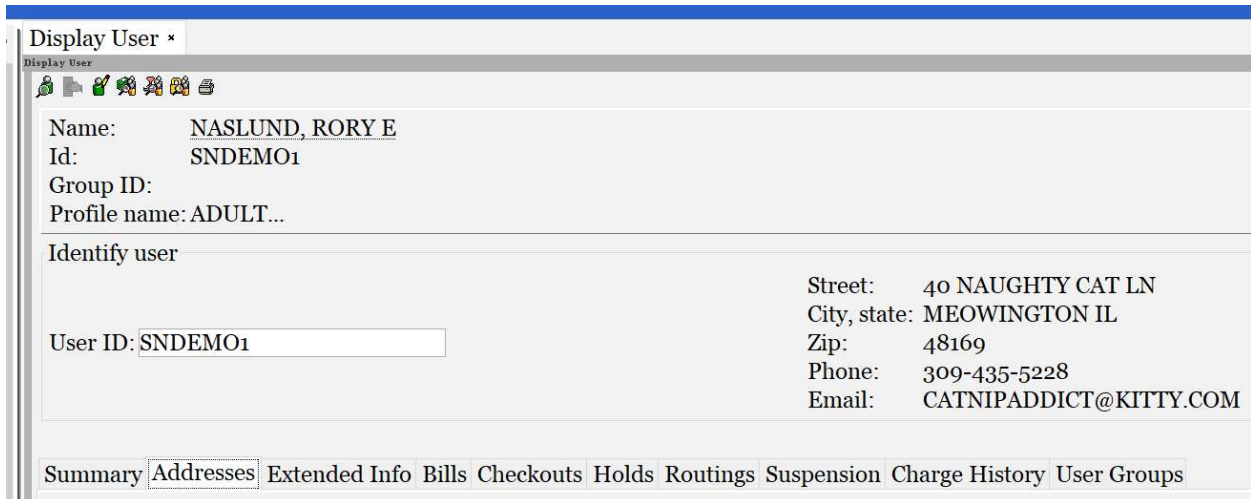
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File Edit Wizards Modules Preference Tools Help

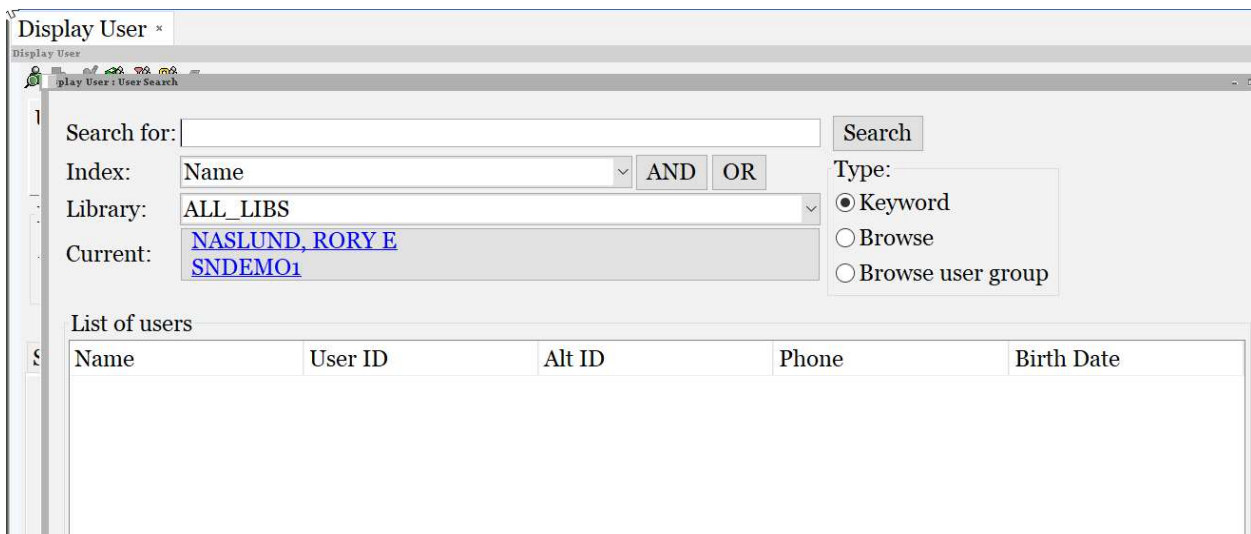
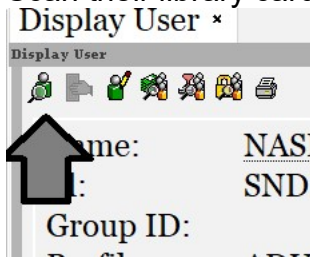


The screenshot shows the software interface with the 'Circulation' tab selected. The 'Common Tasks' list includes: CheckOut, Discharge (Checkin), Fine Free Discharge, Discharging Bookdrop, Renew User, Renew Item, Billing a User, Paying Bills, Item Search and Display, Check Item Status, Help, and Print. The 'Users' section is expanded, showing: Display User, User Registration, Modify User, and Copy User. A large blue arrow points to the 'Display User' option.

This is where you can access all the information about your patrons.



There are two ways to look someone up:  
 Scan their library card into the User ID box or search for them by name.



This will show you all the information on your patron in one spot:  
 Name, any address info (if applicable), any info entered when creating an account like graduation year and group ID, any checkouts, any bills, any holds, any notes that have been added to the account. You can customize which tab opens up first when you look at your patron.