Printing Charge History from RSAcat Cheat Sheet

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Providing a patron has already turned on charge history in their RSACat account, they can print their charge history by following these steps.

1. From RSAcat, the patron logs into their account.
2. Under **My Account**, go to the **Checkouts** tab.
3. Click on the **arrow** to expand **Checkout History**.
4. Sort the history by clicking on the arrows on the column heading. Sorting by author or title is easiest.
5. Use the mouse to highlight all the items and columns.
6. Press Ctrl-C to copy them to the clipboard.
7. Open an Excel document or a Google Sheet.
8. Ctrl-V to paste the items to the spreadsheet.
9. Ctrl-P to print the list in the spreadsheet.