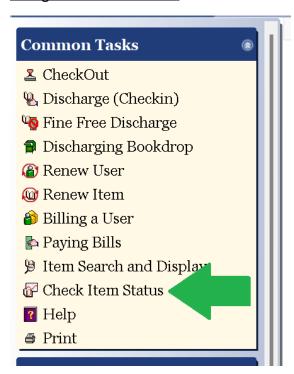


Finding the previous user of an item Cheat Sheet

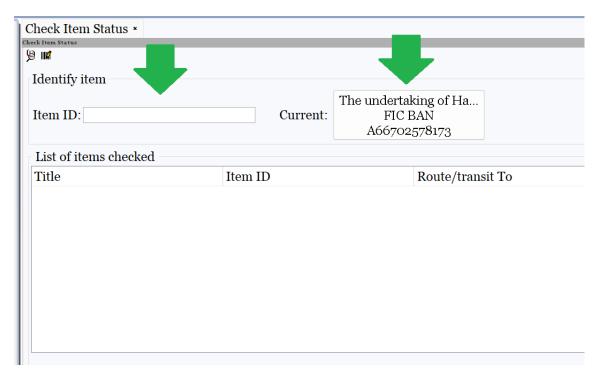
Last updated: May 1, 2024

If staff need to see who the immediate last person was to have checked out an item, this information can be found using the Check Item Status Wizard.

Using Check Item Status



Scan the item in question.



A pop-up box will show up with all the current information about that item. Click on the Item ID.

