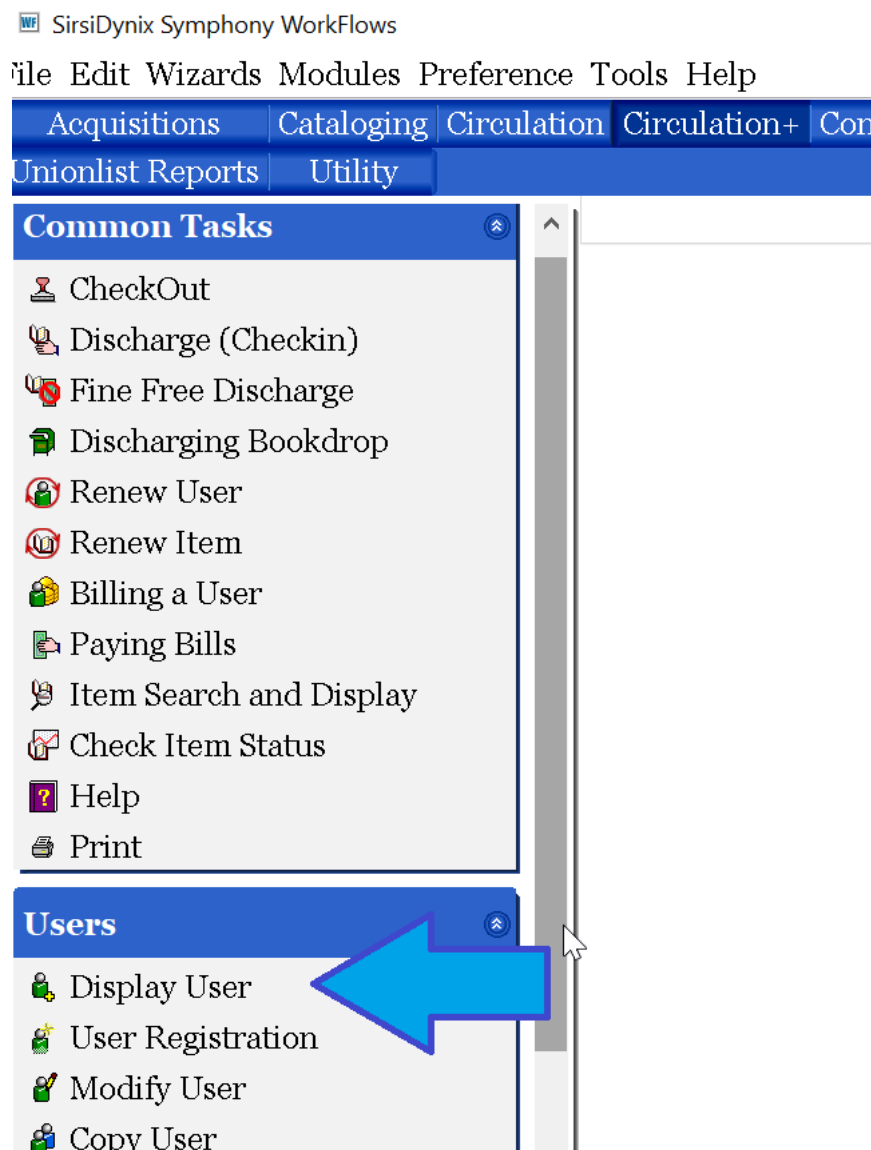


Display User Wizard Cheat Sheet

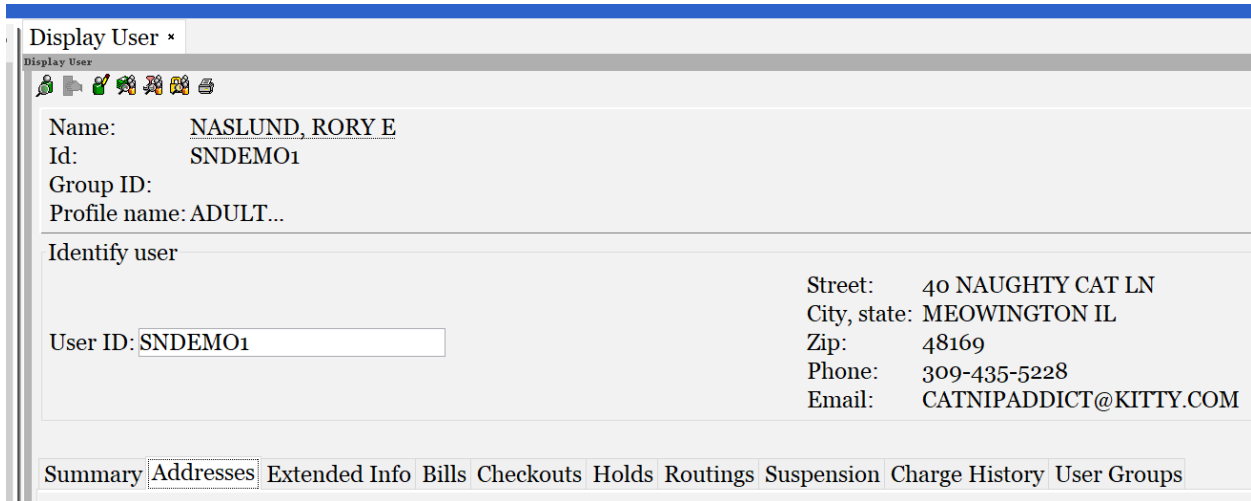
Last updated September 3, 2024

There is a video guide accompanying this cheat sheet which can be found here:
<https://www.youtube.com/watch?v=2Oa6iQsW2Tw>.

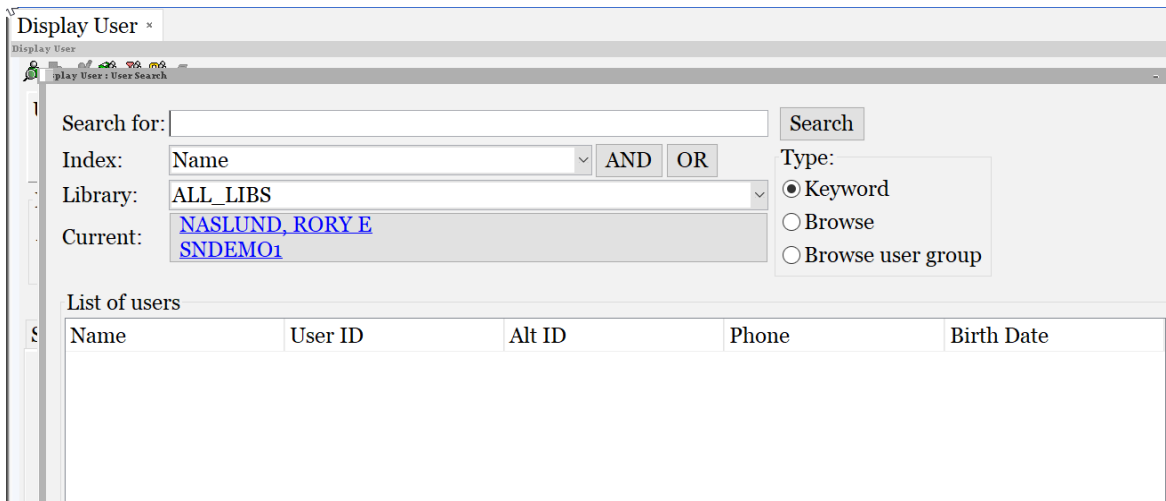
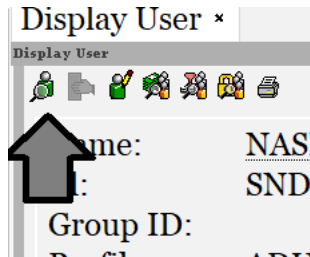
In Circulation – under the Users tab:



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



There are two ways to look someone up. You can 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 first when you look at your patron. To customize a wizard, find more information in the WorkFlows Supervisor Setup Guide, found here:

https://support.librariesofrsa.org/project/setup-config-backup/#WorkFlows_Supervisor_Setup_Guide