

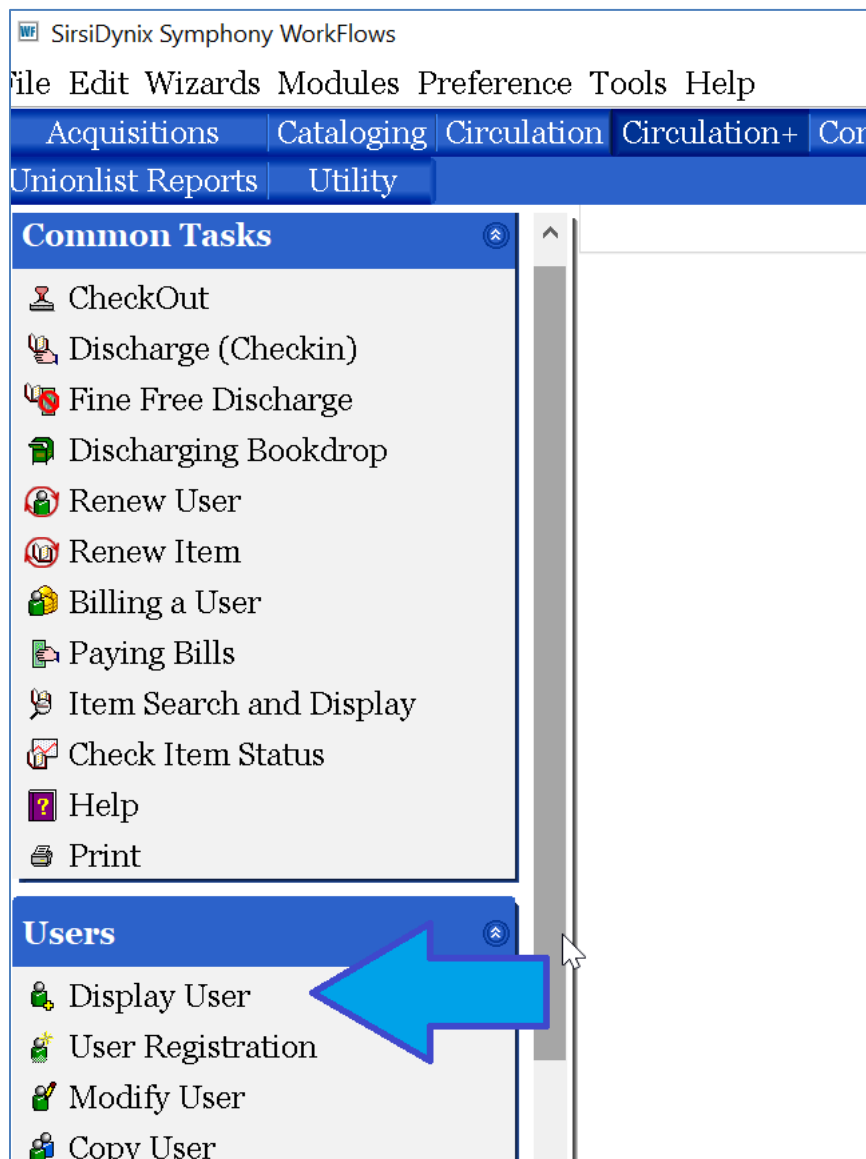


Display User Wizard Cheat Sheet

Last updated: August 7, 2026

There is a video guide accompanying this cheat sheet which can be found here:
<https://www.youtube.com/watch?v=PXdwtfuFP0>.

In Circulation – under the Users tab, click **Display User**:



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

Display User *

Display User

Name: NASLUND, RORY E
 Id: SNDEMO1
 Group ID:
 Profile name: ADULT...

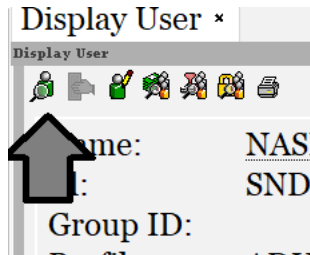
Identify user

User ID:

Street: 40 NAUGHTY CAT LN
 City, state: MEOWINGTON IL
 Zip: 48169
 Phone: 309-435-5228
 Email: CATNIPADDICT@KITTY.COM

Summary Addresses Extended Info Bills Checkouts Holds Routings Suspension Charge History User Groups

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.



Display User *

Display User: User Search

Search for:

Index: Name AND OR

Library: ALL_LIBS

Current: NASLUND, RORY E
 SNDEMO1

Search

Type:
☒ Keyword
☐ Browse
☐ Browse user group

List of users

Name	User ID	Alt ID	Phone	Birth Date

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

Questions: Contact the RSA Help Desk at help@rsalibraries.org or 866-940-4083.