Print user loans
Last updated: Thu, 13 Aug 2020 15:14:13 GMT

Users may ask for a paper copy of the items they have on loan or it may be necessary to provide them with a transaction history in case of a query.

Print current items on loan

1. Search for the User’s record either from the Circ. Desk or the Users domain.
2. Display the User’s details and click Print  
3. To print out a list of items on loan, choose the Current Transactions layout and print.

Print a user's loan history

This display can be useful when answering queries regarding overdue items or fine queries.

Note: if the steps below do not display the Historic Transactions print layout, the system manager will need to make an adjustment in Layout Manager, see below.

1. Search for the User’s record either from the Circ. Desk or the Users domain.
2. Display the History sheet. and click on the Print icon.
3. To print out a list of historic loans, choose the Historic Transactions layout and print.

Add user categories to historic transactions layout

If the Historic Transactions do not display in the above steps, the system manager needs to configure the relevant Layout:

1. Logged in as the system manager, go to Admin Client Configuration>Layouts.
2. Search for historic and open the layout in modify mode.
3. In the Info Types sheet, select all the User Categories in the Possible Info Types list, and choose Attach from the drop down.
4. This copies those User Categories up to the Info Types section. Save the changes.

The Historic Transactions layout should then appear in the Print Layout drop down in the Print Record dialog window.