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.