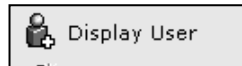


## Display User

The Display User wizard displays user information after guiding you through the process of selecting which user information to display.

1. **Click** on User Maintenance Wizard Group
2. **Click** on Display User Wizard



3. **Locate** the appropriate User.

**NOTE:** Method of User search can be pre-determined by the property setting on the Workstation (see User Helper Properties guide).

- a. **Scan** in or type the significant digits of the user ID.

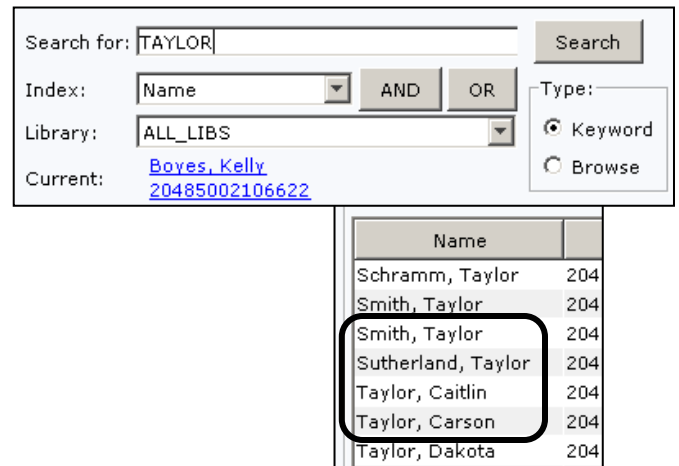
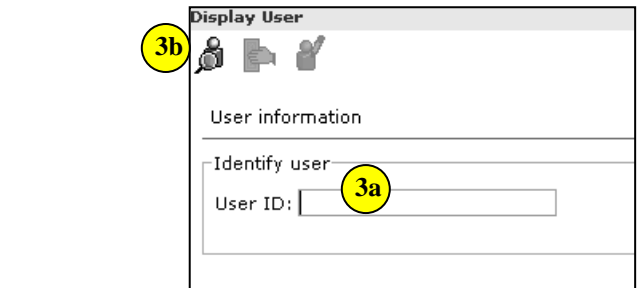
OR

- b. **Use** the User Search Helper



### Keyword –

- **Enter** the *full first or last name*.  
Ex. Taylor
- **Bullet** Keyword
- Results will include Taylor as first name or last name.



### Browse –

- **Enter** one or more letters of the *last name*.  
Ex. Ta
- **Bullet** Browse.
- Results will start one name before your search term. Then all last names that start as requested will follow.



Name
Szanyi, Mikayla
Tandarich, Lukas
Tandarich, Morgan
Taylor, Caitlin
Taylor, Carson

4. If you have previously viewed a user record, the option of “Current” will display.

Display User : User Search

Search for:  Search

Index:  AND OR

Library:

Current:

Type:  Keyword  Browse

List of users

Name	User ID	Alt ID	Phone
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5. When the correct user is located,
- **Click** to highlight the user name.
  - **Click** on Display this User.

Fortier, Taylor	12	110	20
Goffee, Taylor	06	302	20
Harasti, Taylor	09	113	20
Hardwick, Taylor	06	302	20
Jerousek, Taylor	09	113	20

5

Display this User Cancel

6. **Click** on the tabs to access specific user information. Modifications cannot be made from this wizard.

- Addresses
- Extended info
- Bills
- Checkouts
- Holds
- Suspensions

Name: JONES, ROSE  
Id: 22620100006815  
Homeroom:  
Profile name: FACULTY1

Identify user  
User ID:

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Summary Addresses Extended Info Bills Checkouts Holds Suspension

Status is: OK Privilege expires: 1/6/2017  
Profile name: FACULTY1 Homeroom:  
Grade: Job Title:  
Language: ENGLISH. Gender: FEMALE.  
Internet Use: INTERNET\_Y Birth Date: NEVER  
Library: LMHS. Age: 0

**HINT:** The Bills tab has a record of all past monetary obligations for a student. This is the way to find out how much a student paid for a lost item if you need to refund his money! Change the Bill type from Unpaid to Paid or All.

Paid bills: 7(\$0.00)

Title	Item ID	Reason	Owes	Billed	Date
White Star : a dog on t...	30485000651601	LOST	\$0.00	\$5.00	1/11/2007
Schoolhouse mystery	30485000674066	LOST	\$0.00	\$10.20	2/1/2007
Schoolhouse mystery	30485000674066	PROCESSFEE	\$0.00	\$10.20	2/1/2007
Caboose mystery	30485000673837	LOST	\$0.00	\$10.20	2/1/2007
Caboose mystery	30485000673837	PROCESSFEE	\$0.00	\$10.20	2/1/2007
		LOST	\$0.00	\$6.50	2/1/2007
		PROCESSFEE	\$0.00	\$6.50	2/1/2007

Display options

Library:

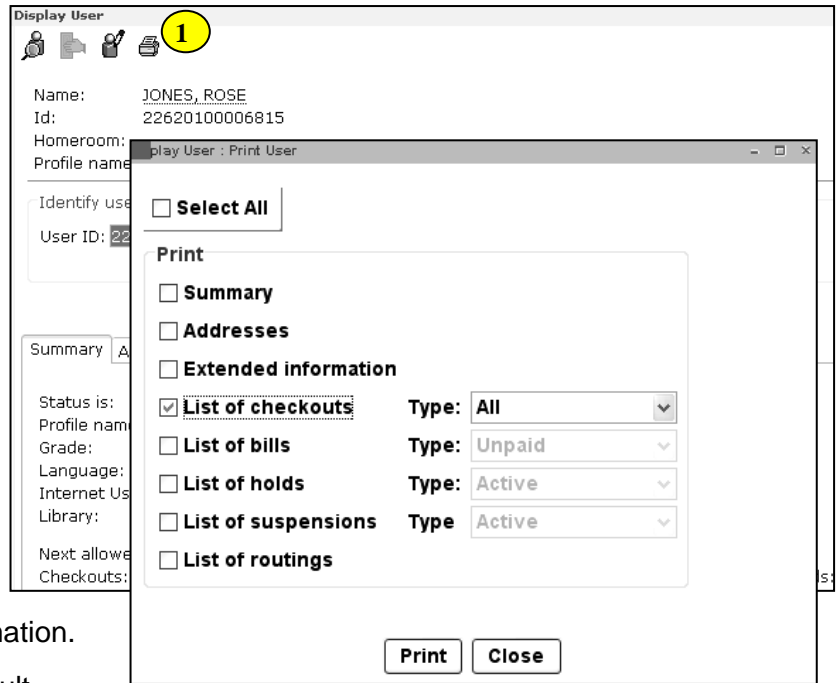
Bills:   
All  
Paid  
Unpaid

Display this User Close

### Printing User Information

1. **Print User** information by selecting the **PRINT USER** helper. This will allow for printing of user information from inside the wizard. The helper allows you to select to print All user information, or select from the following options.

- a. **Summary** — Prints user information from the Summary tab of the user record.
- b. **Addresses** — Prints all user address information.
- c. **Extended Information** — Prints all user extended information.
- d. **List of Checkouts** — By default, prints all Active checkouts. To change, select from the list options Active, All, Claims Returned, Inactive, Overdue, Recalls, Renewals.
- e. **List of Bills** — By default, prints all Unpaid bills. To change, select from the list options Unpaid, Paid, All.
- f. **List of Holds** — By default, prints all Holds. To change, select from the list options All, Available, Recalled, Reserve.
- g. **List of suspensions** – by default prints all active suspensions. To change, select from active or All suspensions.
- h. **List of routings** - Not used.



**NOTE:** You can also use the Print function from the Printer icon in the Common Tasks toolbar; but if you do, you can only print the whole record. There is no option to print a specific screen.

**HINT:** Before printing, look at the print preview. If information is wrapping, try changing the page setup to Landscape.

2. **Select** from options.



**Note:** For more detailed information or specific questions, use **HELP** wizard.