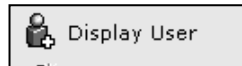**INFOhio**
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Display User

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

   Display User

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).*

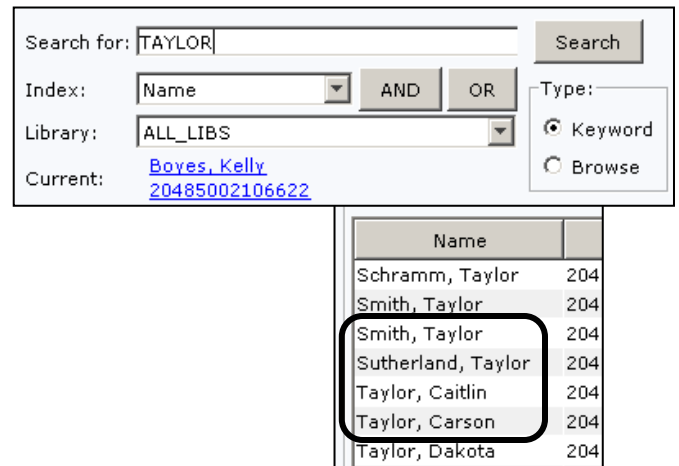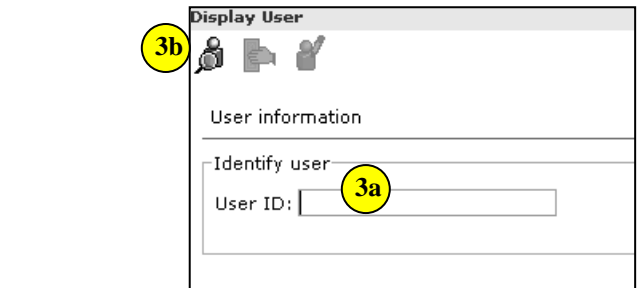   a. *Scan* in or type the significant digits of the user ID.

   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.

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

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

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

   a. Addresses
   b. Extended info
   c. Bills
   d. Checkouts
   e. Holds
   f. Suspensions

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.*

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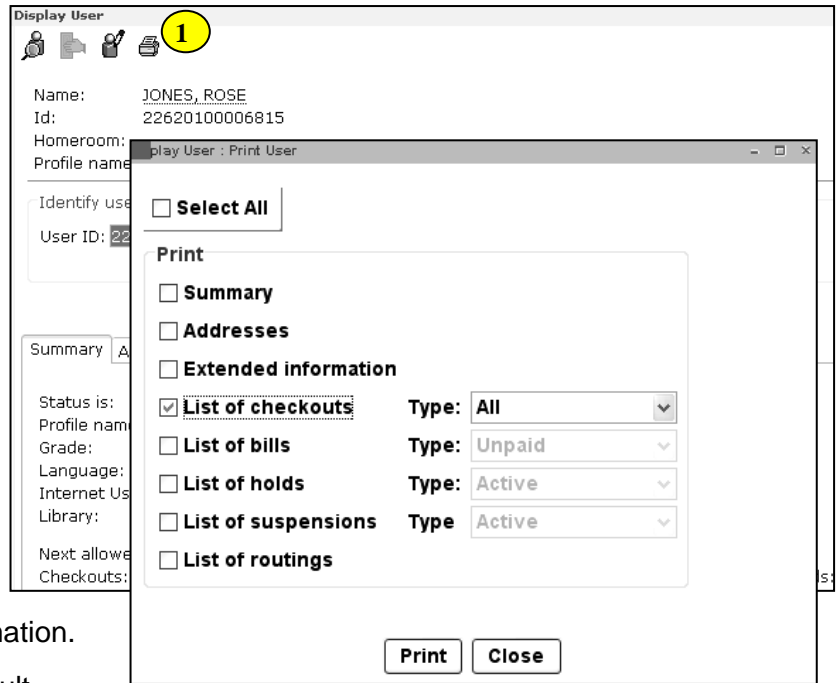
   NOTE*: You can also use the Print function from the Printer icon in the Common Tasks toolbar; but if you do, you can only print the whole record. There is no option to print a specific screen.*

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

2. *Select* from options.

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