

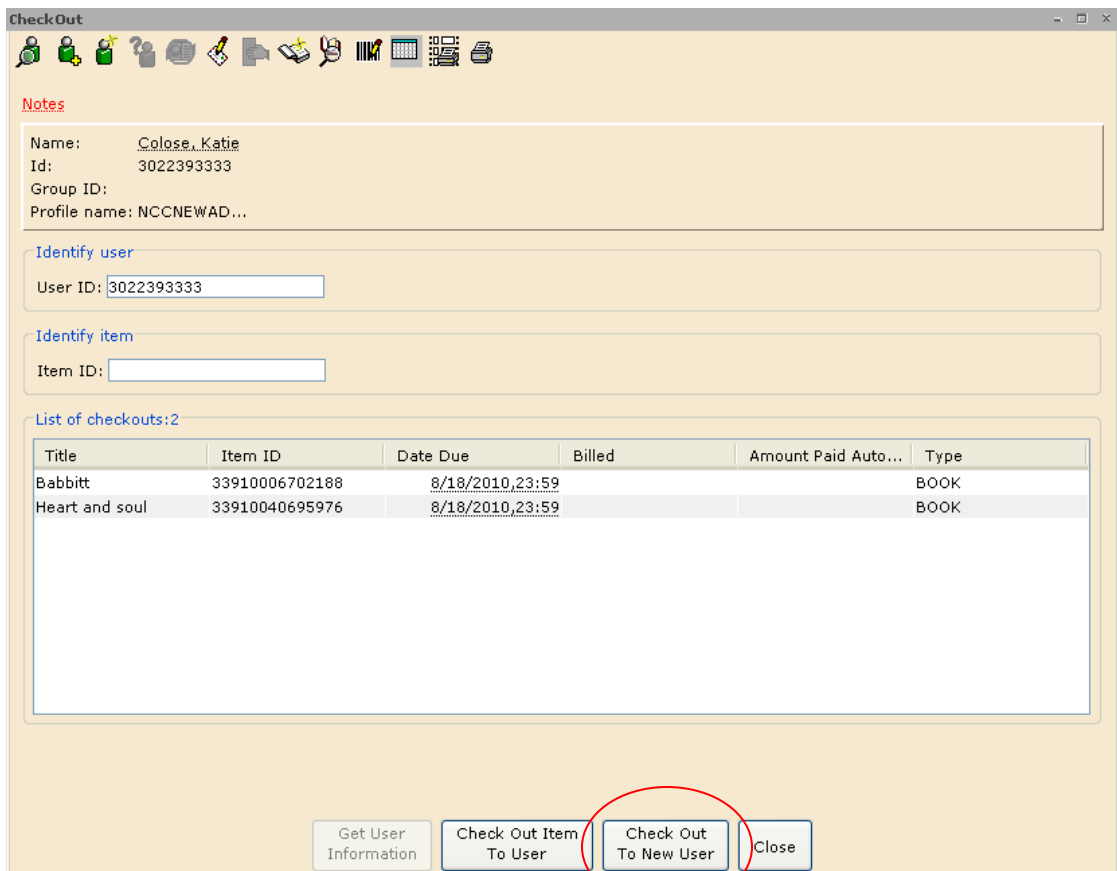
Printing a Receipt

There are 2 regular occasions in which you will want to print a receipt. The first is when the patron checks materials out and the second is when a patron asks for a list of all items they currently have checked out.

With Symphony we also have the ability of printing out additional information for the patron including a list of items they have on hold and their bills.

Printing a Receipt at Checkout

When the patron record is closed or the **Check Out to New User** button is clicked at the conclusion of the checkout transaction, a receipt will print automatically.



The screenshot shows the 'CheckOut' application window. It contains a 'Notes' section with the following information:

Name: Colose, Katie
Id: 3022393333
Group ID:
Profile name: NCCNEWAD...

Below the notes are two sections for identifying users and items:

Identify user
User ID: 3022393333

Identify item
Item ID:

Below these sections is a table titled 'List of checkouts:2':

Title	Item ID	Date Due	Billed	Amount Paid Auto...	Type
Babbitt	33910006702188	8/18/2010,23:59			BOOK
Heart and soul	33910040695976	8/18/2010,23:59			BOOK

At the bottom of the window, there are four buttons: 'Get User Information', 'Check Out Item To User', 'Check Out To New User', and 'Close'. The 'Check Out To New User' button is circled in red.

You may also **Right-Click** on the list of items checked out in the **Display User** or **CheckOut** screens and choose the **Print Checkout Slip** option.

Display User (Alt + F10)

Notes

Name: COLOSE, DIANN E. - DDL STAFF
Id: 23910001739815
Group ID:
Profile name: STAFF...

Identify user

User ID:

Email: decolose@netscape.net
Home phone: 302-475-2221 EMAIL
Street: 1906 HARWYN ROAD
CITYSTZIP: WILMINGTON, DE 19810

Summary | Addresses | Extended Info | Bills | **Checkouts** | Holds | Suspension

Checkouts: 1(\$0.00)

Title	Item ID	Date Charged	Date Due	Recall Date Due	Status	Type
Managing electro...	33314000027850	10/25/2012,15:11				FLBOOK

Display options

Checkout library Owning library

Library: Type of check

- Bill User for Item
- Change Item ID
- Claims Returned
- Discharge
- Display Holds
- Display Item
- Mark Item Lost
- Mark Item Missing
- Modify Due Date
- Place Hold
- Print Checkout Slip**
- Renew As Seen
- Renew As Unseen

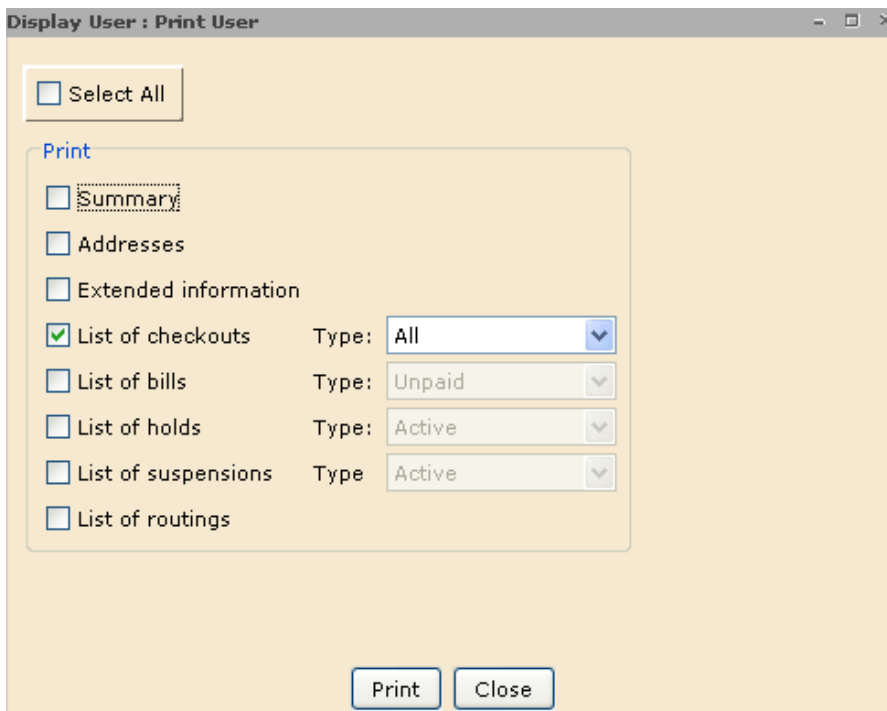
Display this User (o) | Display Another User | Close

Printing a List of Patron Information

1. Click on the Print helper at the top of the screen in the **Checkout** or **Display User** wizard after bringing up the User Record:



2. The following window pops up:



3. Select what information you would like to print by clicking in the box to add the green check mark. Deselect items by clicking again to remove the green check mark.

4. As you select **List of checkouts**, **List of bills**, **List of holds** and **List of suspensions**, the **Type** box will become active and you may use the arrow to open the drop down list of options to change:

A screenshot of a web form with a checked checkbox for 'List of checkouts'. To its right is a 'Type:' label and a dropdown menu. The dropdown menu is open, showing a list of options: 'All', 'Active', 'Claims', 'Inactive', 'Overdue', 'Recalls', and 'Renews'. The 'All' option is currently selected and highlighted in blue.

A screenshot of a web form with a checked checkbox for 'List of bills'. To its right is a 'Type:' label and a dropdown menu. The dropdown menu is open, showing a list of options: 'Unpaid', 'All', 'Paid', and 'Unpaid'. The 'Unpaid' option at the bottom is currently selected and highlighted in blue.

A screenshot of a web form with a checked checkbox for 'List of holds'. To its right is a 'Type:' label and a dropdown menu. The dropdown menu is open, showing a list of options: 'Active', 'All', 'Available', 'Inactive', 'Recalled', and 'Reserve'. The 'Active' option is currently selected and highlighted in blue.

A screenshot of a web form with a checked checkbox for 'List of suspensions'. To its right is a 'Type:' label and a dropdown menu. The dropdown menu is open, showing a list of options: 'Active', 'Active', and 'All'. The 'Active' option is currently selected and highlighted in blue.

5. Click the **Print** button to print the selected information.

6. Click the **Close** button to close the window.