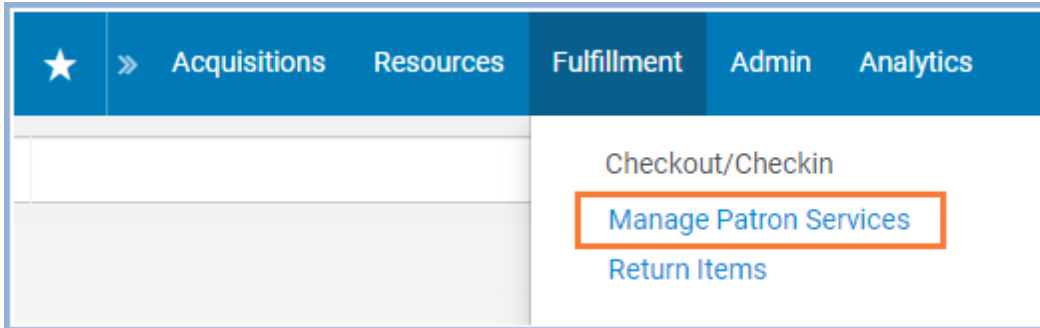


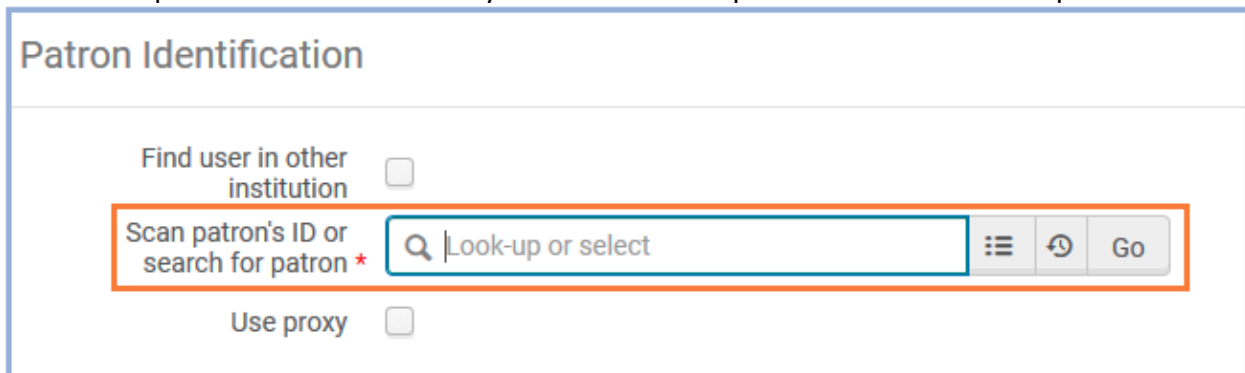
View the Loan Audit Trail

The Loan Audit Trail is where you can find all the actions a patron has had with an item charged out to them such as loan date, renewals, and due date changes made by staff.

1. Go to “Fulfillment” and select “Manage Patron Services”.



2. Scan the patron’s i-card or courtesy card in the “Scan patron’s ID or search for patron” field.



A screenshot of a web form titled 'Patron Identification'. The form has a white background and a light gray border. It contains several elements: a checkbox labeled 'Find user in other institution', a search input field with the placeholder text 'Look-up or select', a 'Go' button, and another checkbox labeled 'Use proxy'. The search input field is highlighted with a red rectangular border. The search input field contains a magnifying glass icon on the left, the placeholder text 'Look-up or select', a hamburger menu icon, a refresh icon, and the text 'Go'.

3. In the Loans tab, select "All loans" from the drop-down menu.

Fonda, Jane

Active balance 0.00 USD
 ID 5455774610005899
 User group FACULTY

Send Activity Report
 Send Requests Report

Loans Returns Requests Network Activity

Scan item barcode * OK Create Item

Loan Display:

- All loans
- Loans of this session

No records were found.

4. Click on the title of the item you wish to see the Loan Audit Trail for.

Scan item barcode * OK Create Item

1 - 3 of 3 Search Renew Selected Renew All Change Due Date

Loan Display: All loans

| Title | Due Date | Barcode | Fine | Loan Date | Loan Status | Item Policy | Library | Loan Notes |
|--|-------------------------|----------------|------|------------|-------------|---------------|--------------------|------------|
| Working out with weights / Steve Jarrell. | 07/28/2020 17:00:00 CDT | 30112011496285 | - | 04/07/2020 | Renewed | BOOK3 | Oak Street Library | |
| Virtual reference training : the complete guide to providing anytime, anywhere answers / Buff Hirko, Mary Bucher Ross. | 07/28/2020 22:00:00 CDT | 30112068654836 | - | 04/07/2020 | Normal | BOOK 16/4 WKS | Main Stacks | |
| Delavier's stretching anatomy / Frédéric Delavier, Jean-Pierre Clémenceau, Michael Gundill. | 07/28/2020 22:00:00 CDT | 30112106433086 | - | 04/07/2020 | Normal | BOOK 16/4 WKS | SSHSL | |

5. At the bottom, you will see a list of actions for this item.

Working out with weights / Steve Jarrell.

Description -
 Borrower Fonda, Jane
 Loan date 04/07/2020 11:36:43 CDT
 Due date 07/28/2020 17:00:00 CDT
 Loaned at library Main Stacks
 Loaned at desk Main Stacks
 Loan status Renewed
 Process ID 545577720005899
 Return date -
 Booking loan? No

| Action Date | Action | Due Date | Loan Status | Desk | Operator | Additional Information |
|-------------------------|---------|-------------------------|-------------|-------------|----------|------------------------|
| 04/07/2020 11:41:07 CDT | Renewed | 07/28/2020 17:00:00 CDT | Active | Main Stacks | | - |
| 03/30/2020 12:04:21 CDT | Renewed | 07/20/2020 17:00:00 CDT | Active | Main Stacks | | - |
| 02/01/2019 04:59:00 CST | Normal | - | Active | - | System | - |