## Workflows Tip of the Week



## Module: Circulation

Summary: How to view the last patron information without performing a patron search.

## Instructions:

1. Search for the item in question using Check Item Status. We are assuming you're searching by barcode. The current User ID is displayed.

Harry Potter and	the applet of fire [videorecordina] / 1 vid	eodise (1157 min.) : sd., col. : 4 3/4 in.	
DVD HARR Coj	ру:1 ID:31654003579452		
Status			
	Ite	em Checked-Out	
lame:	McKearney, Sharon Jean	User ID: 21654000377845	
Date due:	4/11/2007,23:59	Checked out: 3/28/2007.14:19	
tenewals:	NONE	Claims ret: NEVER	
Dates Last	notice:	Recalled:	
lotices Overd	lues:	Recalls:	
ine:	\$1.00		

2. Click on the platform (red arrow, above) and the glossary displays, showing the Previous User ID.

WF Check Item Status : Glossary
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 $\label{eq:transformation} \begin{array}{ll} \mbox{Title:} & \mbox{Harry Potter and the goblet of fire [videorecording]} \\ \mbox{Author: 1 videodisc (]157 min.) : sd., col. ; 4 3/4 in.} \end{array}$ 

 Call number:
 DVD HARR

 Copy:
 1

 Item ID:
 31654003579452

 Price:
 \$29.00

 Home location:
 DVD...

 Item cat1:
 DVD...

 Date created:
 3/23/2006

 Date last charged:
 3/27/2007,12:43

 Date inventoried:
 NEVER

(circulation summar	γy)
Туре:	DVD
Current location:	CHECKEDOUT
Item cat2:	ADULT
Media desk:	
Previous user ID:	21654005510127
Last activity:	3/28/2007
Total checkouts:	35
In-house uses:	0

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<u>C</u>lose