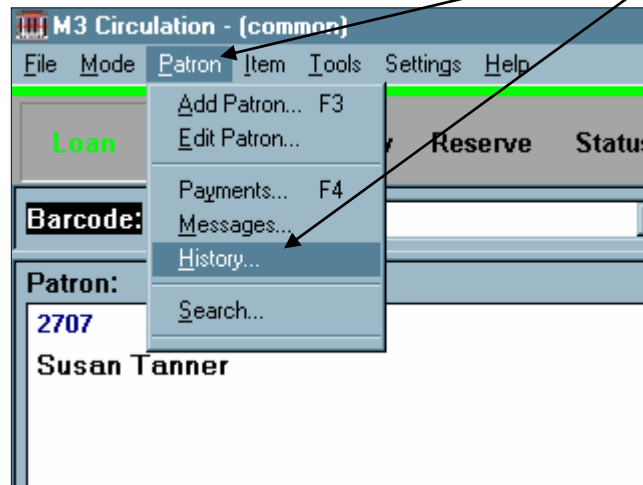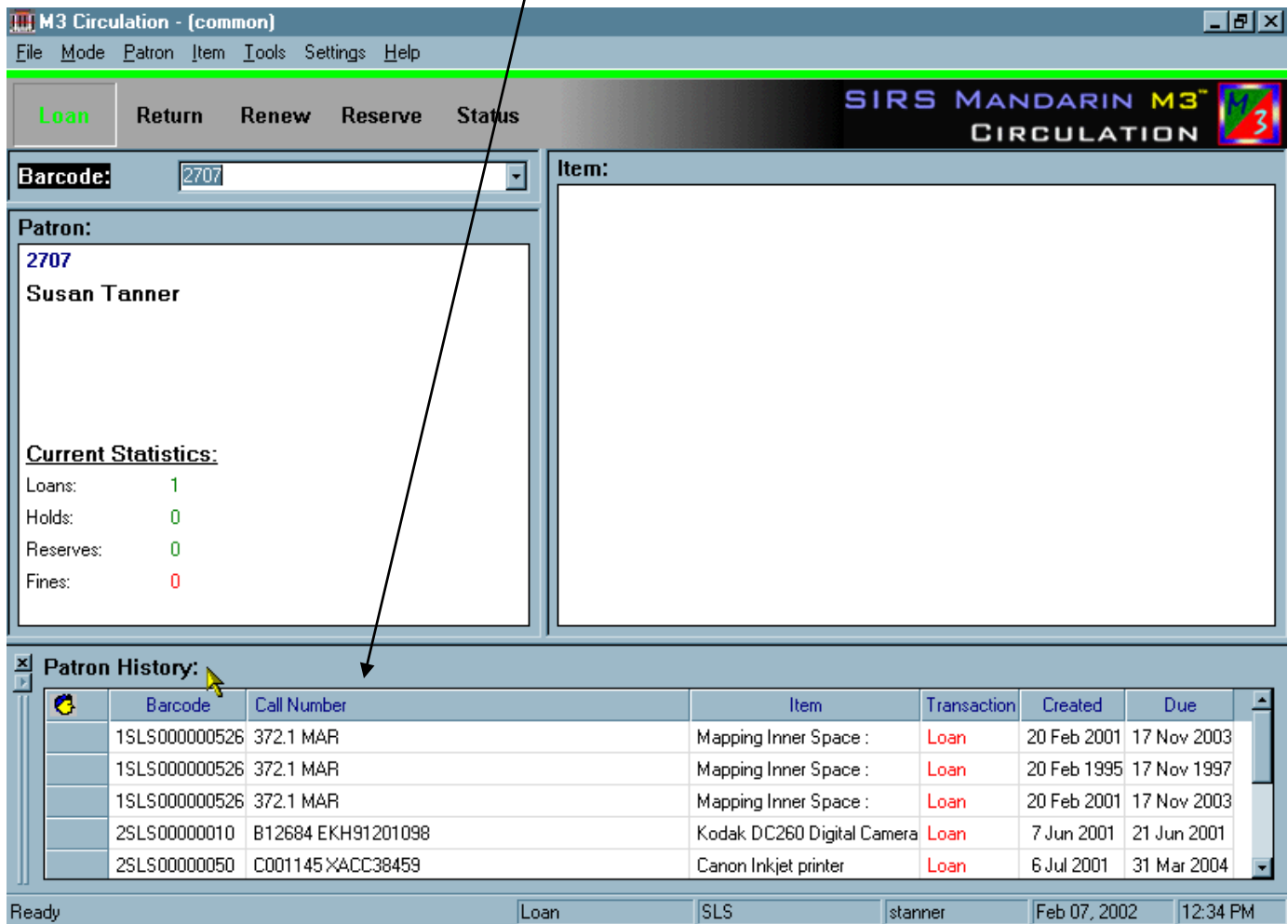## Checking Patron History in Circulation

1. Bring up the student in the circulation window, and from the Patron menu, choose History. (*Note: if "History…" is not listed, see the end of this document to enable it.*)
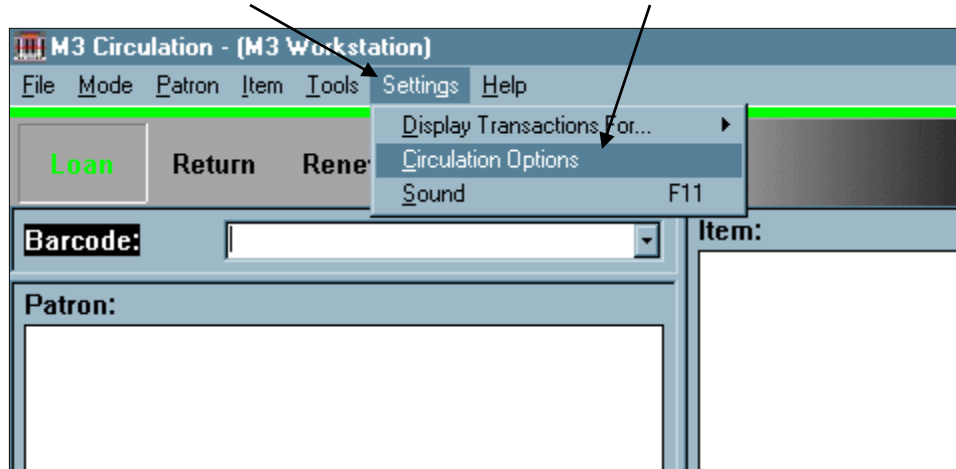2.

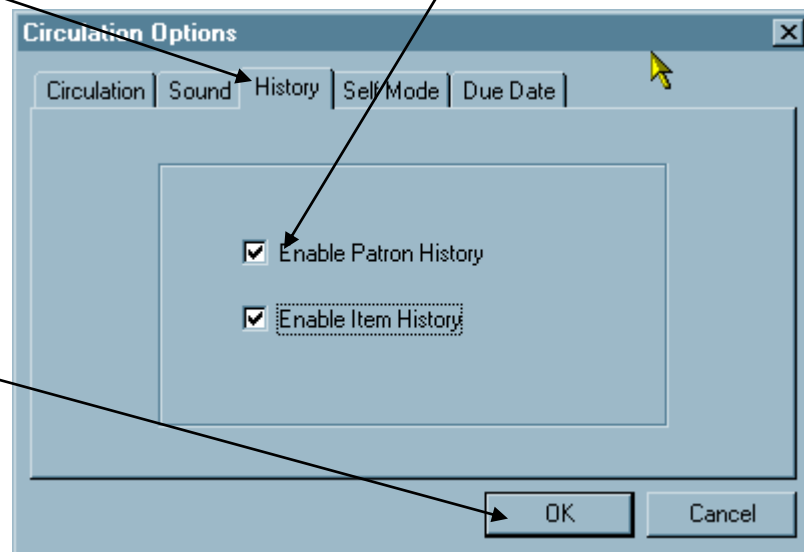3. The patron's history will now display in the bottom pane.

How to Enable Patron History

1. In Circulation, click the Settings menu and choose Circulation Options.

2. Click the History tab, then click in front of Enable Patron History to place a check mark in the box.

3. Click OK.