1. In Circulation, bring the patron up on the screen. (You can use Status mode for this.)



2. A list of the patron's transactions will appear in the bottom pane. Click your RIGHT mouse button anywhere in this pane to bring up a menu.

III M3 Circulation - (M3 Workstation) File Mode Patron Item Iools Settings Help	
Loan Return Renew Reserve Status	SIRS MANDARIN M3"
Barcode: 🛐 💽	item:
Patron:	
S1 🔺	
Mozart, Wolfgang	
0231	
Current Statistics:	
Loans: 3	
Renewals: U	Display Design Mode
Reserves: 0	Becall
Fines: 0	Loan
	Renew
Patron Transactions:	<u> </u>
Barcode Call Number	Claimed Returned Det 2000 24 Det 2000
1KATZ00000139 781 7 Boo What	folk m Claimed Never Had Aug 2000 5 Sep 2000
TKATZ00000120 641.5 Roo The c	cooking Cancel Reserve/Hold Sep 2000 11 Oct 2000
	Cancel Booking
	Los
Ready. Statu	s Change Date stanner Oct 10, 2000 03:39 PM
	Print
	<u> </u>

3. Click Print. It will bring up a printer dialog box. Choose OK to send it to your default printer.