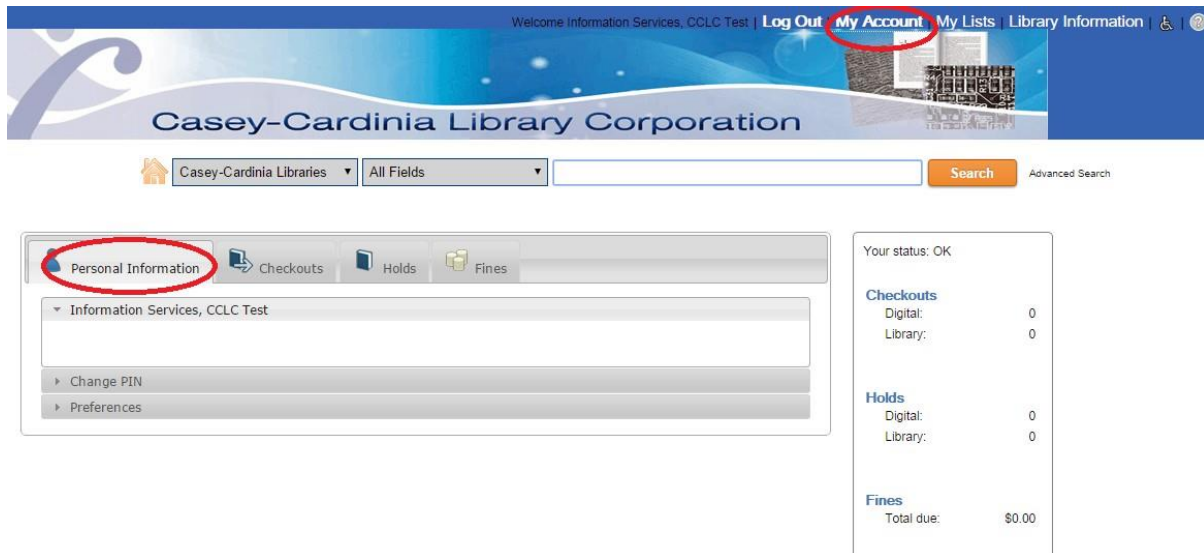


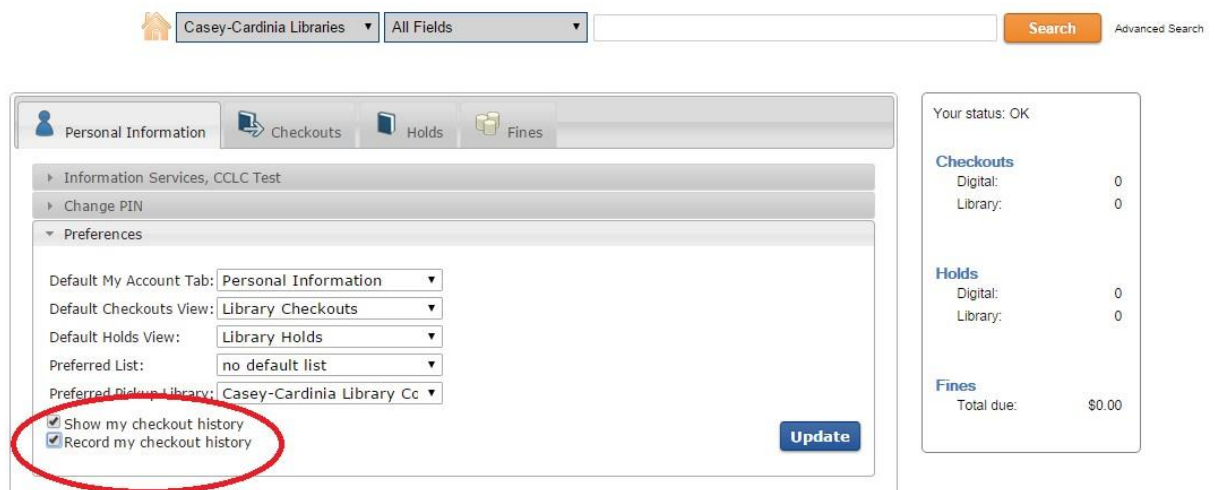
Setting up My Checkout History

All Checkout History transactions must be setup and viewed through the catalogue.

1. Go to the catalogue, login to My Account and go to the Personal Information Tab



2. Click on the arrow next to Preferences; tick both boxes for Show my checkout History and Record my Checkout History and then click Update.

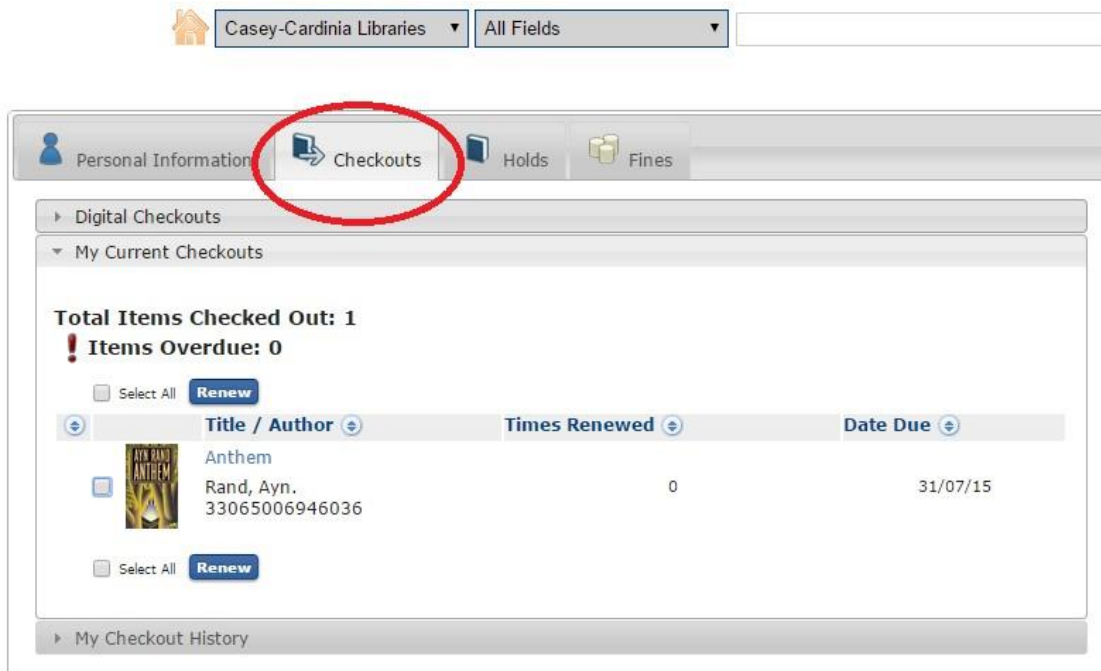


My Checkout History will now start recording.

NOTE: Records only start to show once items have been returned!

Checking My Checkout History

1. Go to the catalogue, login to My Account and go to the Checkouts Tab.



2. Click on the arrow next to My Checkout History and you will then see the items that you have returned since Checkout History was turned on.

My Checkout History

Total Items in Checkout History: 184

Title	Checked Out	Returned
The galactic goal	25/06/15	26/06/15
The invisible library	16/06/15	30/06/15
Road to solo driving	26/05/15	2/07/15
Man on a ledge [DVD]	2/07/15	3/07/15
Kingdom hearts. 1 [graphic novel]	20/07/15	21/07/15
Kingdom hearts. 2 [graphic novel]	27/07/15	28/07/15
The treasure of Easter Island	20/07/15	28/07/15
Surfing for secrets	20/07/15	28/07/15

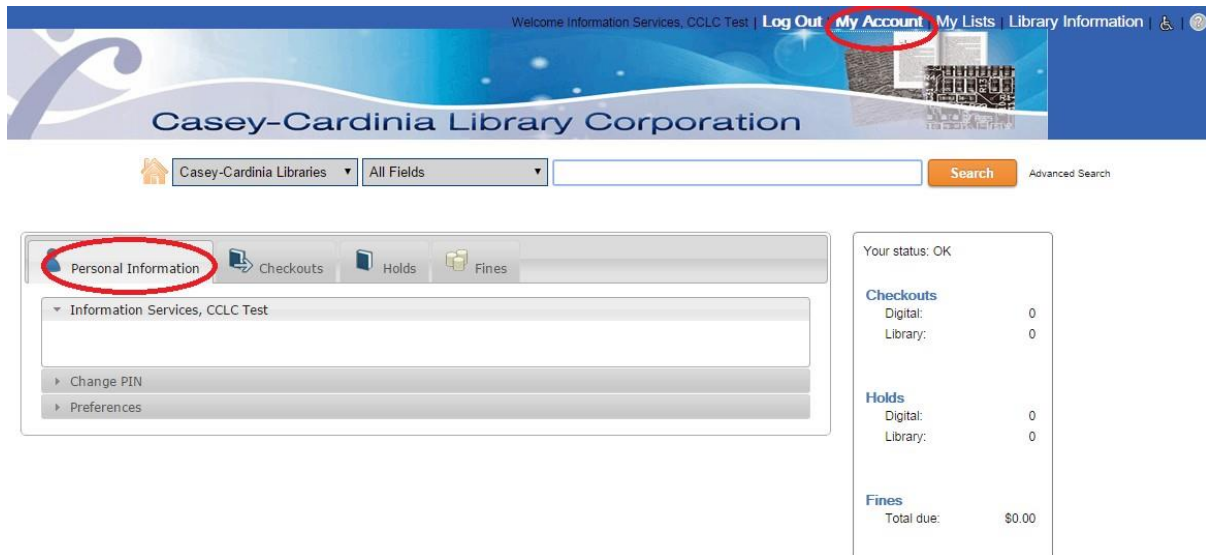
3. You can sort My Checkout History by title, checked out date and returned date, by clicking on the arrow below the heading. You can also click on the title to find more about the item or to place a hold.

NOTE:

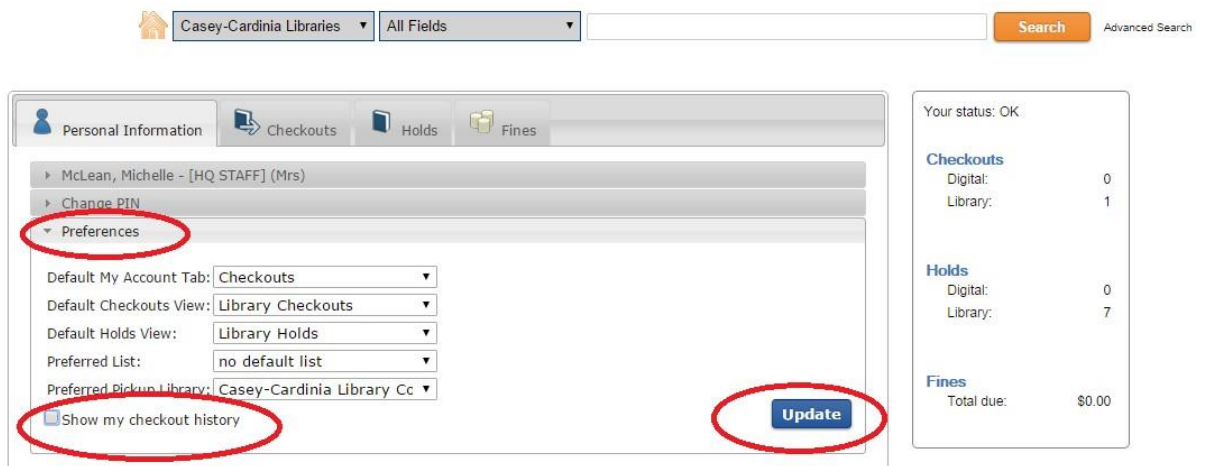
- **Checkout History does NOT record magazine issues**
- **Checkout History is kept for three (3) years.**

Turning off My Checkout History

1. Go to the catalogue, login to My Account and go to the Personal Information Tab



2. Click on the arrow next to Preferences; untick the box next to Show my checkout history then click Update. (NOTE: If you do this on the same day that you set up My Checkout History, there will be two boxes to uncheck)



My Checkout History will no longer be displayed.