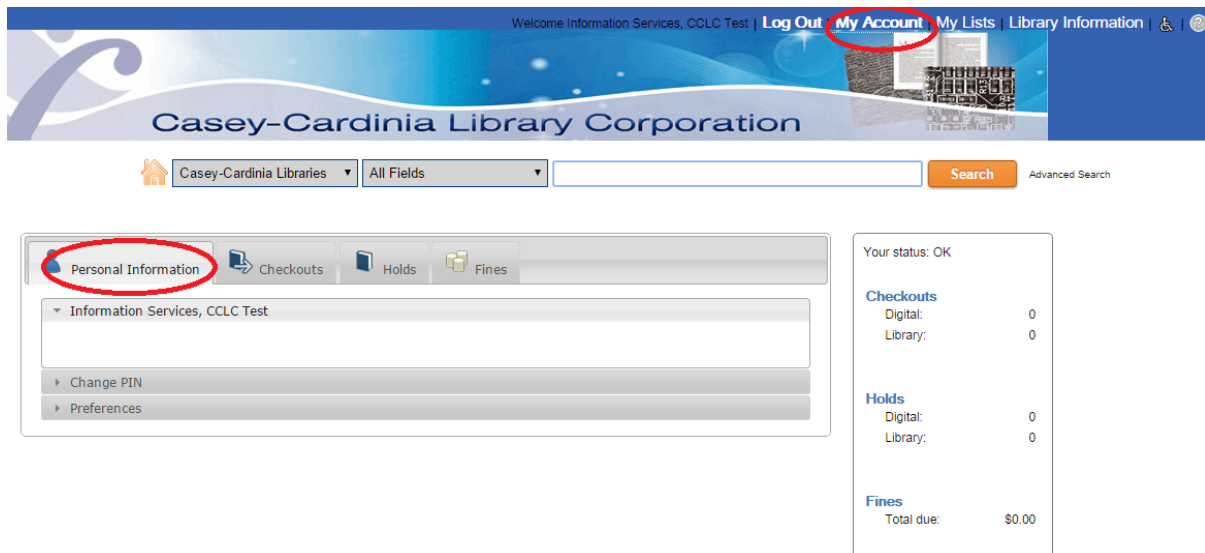


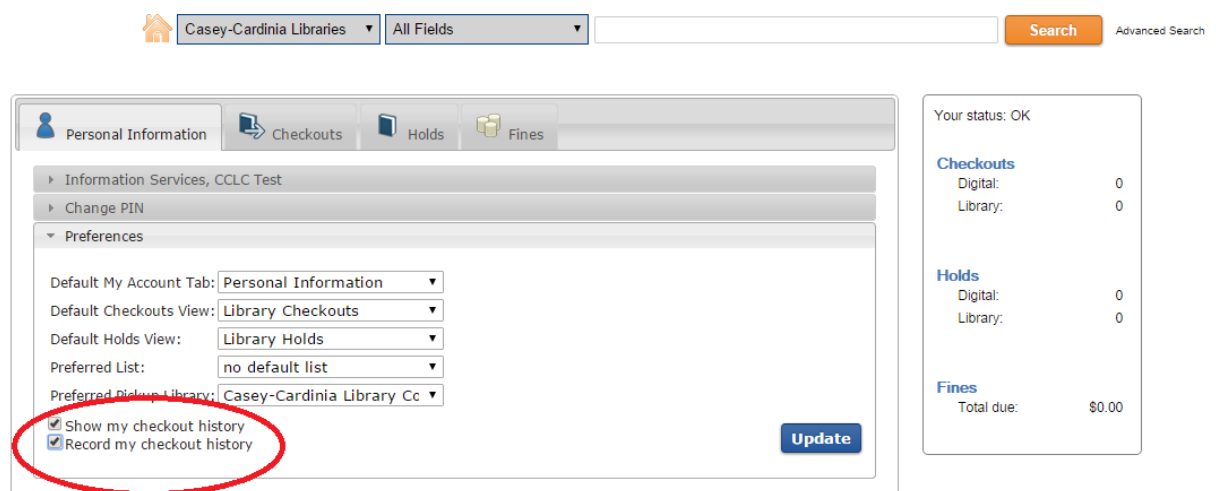
## Setting up Patron History

All Patron History transactions must be setup and transacted by library users through Enterprise.

1. Go to Enterprise, 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.



Patron History will now start recording.

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

## Checking Patron History

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

The screenshot shows the top navigation bar with a home icon, a library selection dropdown (Casey-Cardinia Libraries), and an 'All Fields' dropdown. Below this is a navigation menu with four tabs: 'Personal Information', 'Checkouts' (highlighted with a red circle), 'Holds', and 'Fines'. Under the 'Checkouts' tab, there are sections for 'Digital Checkouts', 'My Current Checkouts', and 'My Checkout History'. The 'My Current Checkouts' section displays 'Total Items Checked Out: 1' and 'Items Overdue: 0'. A table lists one item: 'Anthem' by 'Rand, Ayn.' with a due date of '31/07/15'. Below the table are 'Select All' and 'Renew' buttons.

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

The screenshot shows the 'My Checkout History' section expanded. It contains a table with the following data:

Title / Author	Checked Out	Returned
The galactic goal / Stilton, Geronimo,	25/06/2015	26/06/2015
The enchanted charms : the seventh adventure in the Kingdom of Fantasy / Stilton, Geronimo,	25/06/2015	30/06/2015
The invisible library / Cogman, Genevieve,	16/06/2015	30/06/2015
Deal breaker / Coben, Harlan.	30/06/2015	30/06/2015
Road to solo driving /	26/05/2015	02/07/2015
Man on a ledge [DVD] /	02/07/2015	03/07/2015

To the right of the table is a sidebar with the following information:

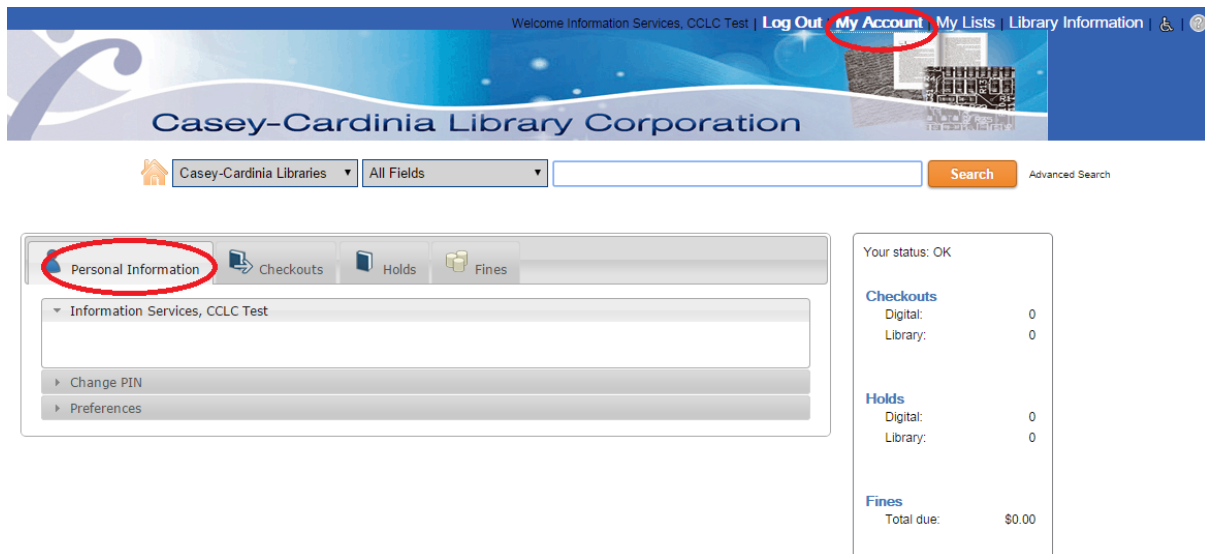
- Your status: OK
- Checkouts**
  - Digital: 0
  - Library: 1
- Holds**
  - Digital: 0
  - Library: 7
- Fines**
  - Total due: \$0.00

**NOTE:**

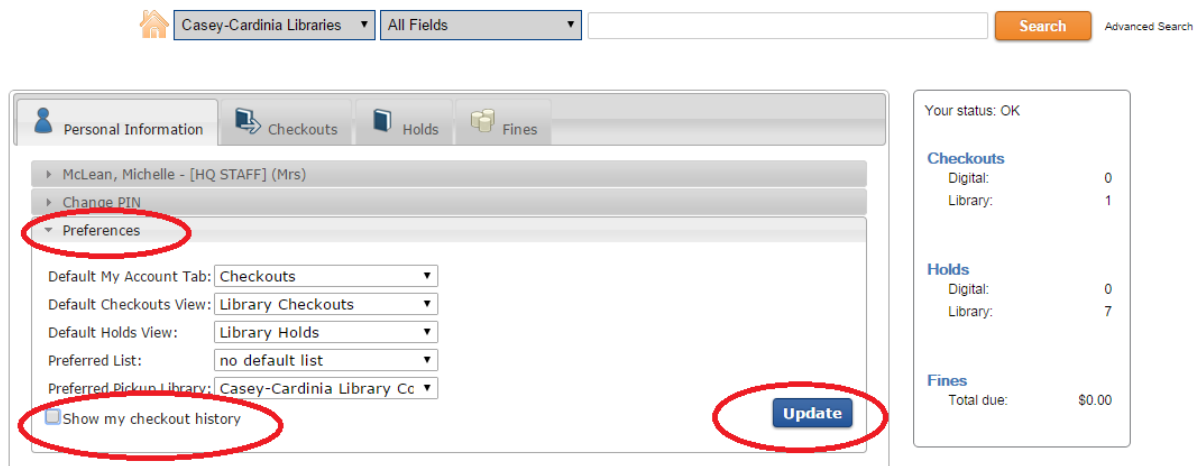
- **Checkout History does NOT record magazine issues**
- **Checkout History at this point in time does NOT record SWIFT items (due to a bug which is being worked on)**
- **Patron History is kept for three (3) years.**

## Turning off Patron History

1. Go to Enterprise, 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 Patron History, there will be two boxes to uncheck)*



Patron History will no longer be displayed.