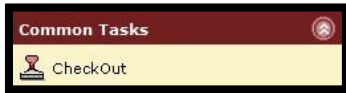


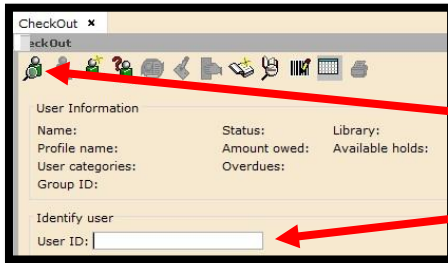
Circulation Tip – 2020-001 – Email All Checkouts

Your patron, Pat E Pals, would like a list of all the items she currently has checked out. Did you know that you can email her a list of all her current checkouts?

It is easy to do using the **CheckOut** wizard.



Open the **Checkout** wizard and enter the patron's library card barcode or search for the patron using the **User Search** helper.



Retrieve the patron's information.

When the patron's information, including their checkouts, appears, click the **Email All Checkouts Receipt** button and the patron will be sent an email receipt of all the items they currently have checked out.

