When patron at the checkout desk requests a list of items currently checked out:

- In DISPLAY USER, enter User ID.

- Click on the CHECKOUT tab.

- Sort items
    - by due date, click on the Due Date under Checkouts.
    - by format, click on Type.

- To printout a current list of checkouts to your receipt printer: highlight all checkouts on the CHECKOUTS tab.

- Right click on PRINT CHECKOUT SLIP*.

*This only works when you have a receipt printer connected, like at the desk