

**All Items Checked Out to Specific Patron**

**Purpose:**

- Create a list of items checked out to one patron
  - useful as a list for all items teacher has checked out for future reference
  - also list created when student is moving

**Location:**

INFOhio tab > CIR: Active Loans

**Setup options:**

- a. Basic Tab – Enter specific Report Name and Title
  - “French book list for Mrs. Focell”
- b. User ID tab – (index=username) enter user’s last name
  - Highlight specific user, down-arrow to selected list, click OK
- c. Sorting – use Call Number sort
- d. Other selections – use default settings

**Result:**

| Name         | Title                | Item ID        | Callnum  | Due Date   | Room    | Teacher | Grade | Bldg |
|--------------|----------------------|----------------|----------|------------|---------|---------|-------|------|
| Focell, SHER | Nez rouge            | 32612100096167 | 443 CDRO | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Bretagne             | 32612100011786 | 914.4 RE | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Les chaussons        | 32612100092331 | E BAR    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Weather              | 32612100092315 | E BEA    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | At home              | 32612100092232 | E BEA    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Family               | 32612100092265 | E BEA    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Animals              | 32612100092273 | E BEA    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | sauvetage de Madelei | 32612100092323 | E BEM    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Suivons les ours pol | 32612100096191 | E BLA    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Les couleurs         | 32612100094964 | E BRI    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Toute une surprise   | 32612100095052 | E BRI    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Clifford perd une de | 32612100094998 | E BRI    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Bonsoir lune         | 32612100092398 | E BRO    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Decroche-moi la lune | 32612100094675 | E CAR    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Le cameleon meli-mel | 32612100096027 | E CAR    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Lire-Tot             | 32612100069206 | E DAI    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | livre du caca toutes | 32612100069099 | E DAV    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Quille quelle citrou | 32612100094717 | E GER    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Lindy a besoin de po | 32612100075476 | E KAW    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Ma dent ne veut pas  | 32612100094840 | E MAR    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Caramel le pere Noel | 32612100096076 | E MCM    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Mes amies les chauve | 32612100095029 | E MCN    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | bonhomme citrouille  | 32612100094766 | E MOP    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Mmm- des biscuits    | 32612100094568 | E MUN    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Une tonne de tartes  | 32612100094642 | E MUN    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Cher Pere Noel       | 32612100094816 | E PAC    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Desserts gourmands   | 32612100069172 | E SCH    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | arbre genereux       | 32612100092240 | E SIL    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | contraires avec les  | 32612100069123 | E WAT    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | Whats for supper Que | 32612100092299 | E WHA    | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |
|              | NTCs beginners Frenc | 32612100003940 | REF 443  | 2009-08-24 | UNKNOWN | UNKNOWN | FACUL | DLFN |