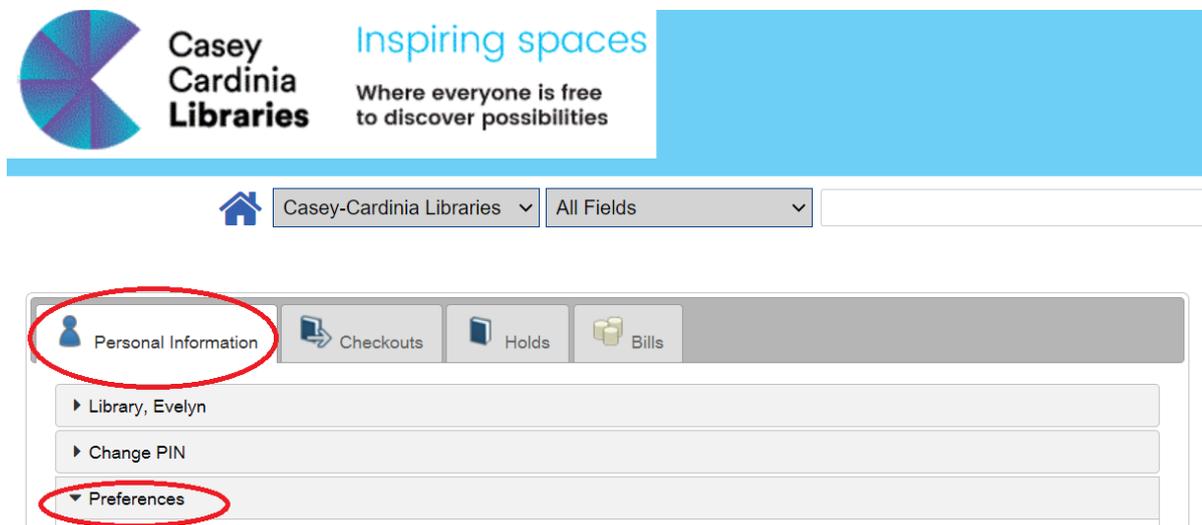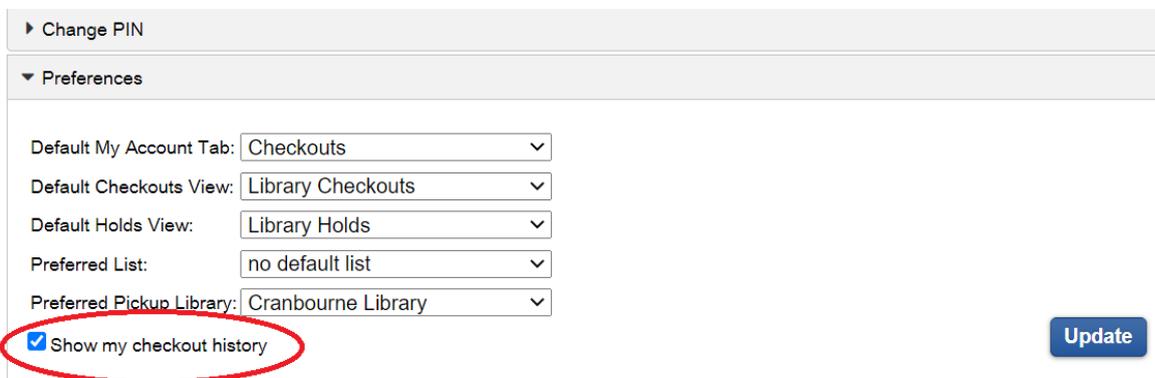## Setting up My Checkout History

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 Show my Checkout History and then click Update.
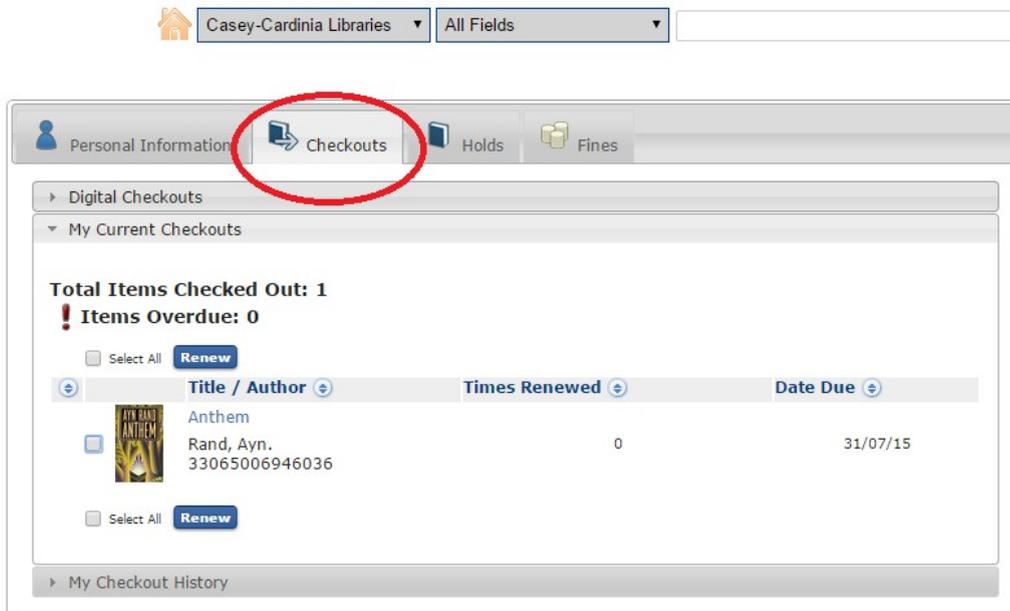

My Checkout History will start displaying.

NOTE: Items will only show in Checkout History once 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.
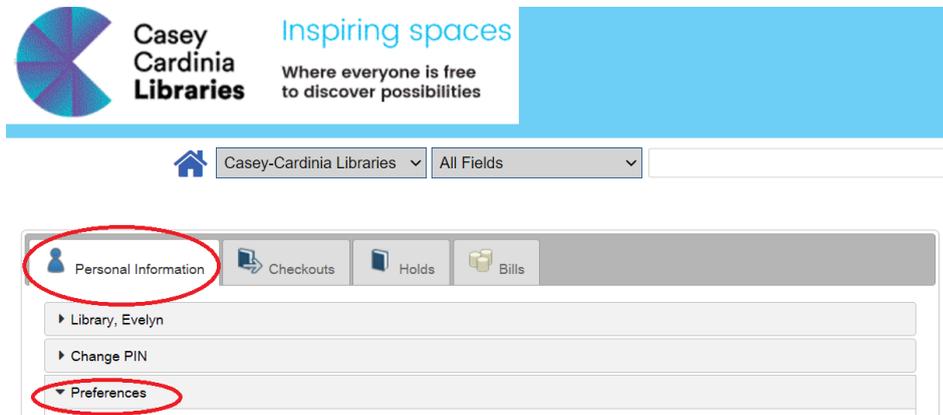

3. You can sort My Checkout History by title, checked out date and returned date, by clicking on the arrow below the heading. You can also click on the title to find more about the item or to place a hold.
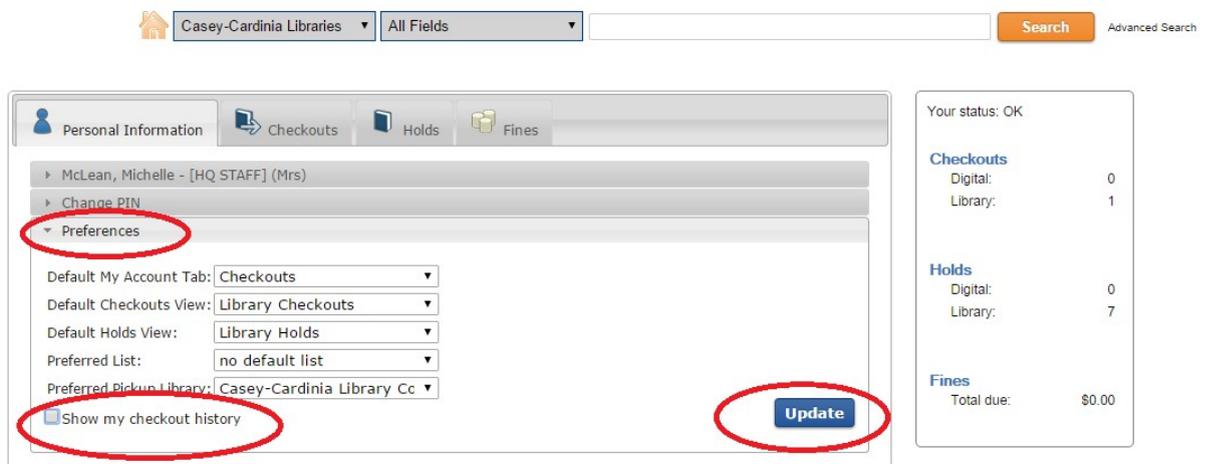
NOTE:

- *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 and then click the arrow next to Preferences.

2. Click/tap the box next to Show my checkout history, to unselect it, then click/tap Update.

My Checkout History will no longer be displayed.