## 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

	Casey Cardinia <b>Libraries</b>	Inspiring spaces Where everyone is free to discover possibilities	
	Casey	y-Cardinia Libraries 🗸 All Fields 🗸	
Persona	al Information	Checkouts Holds Bills	
► Library,	Evelyn		
► Change	PIN		

2. Click on the arrow next to Preferences; tick Show my Checkout History and then click Update.

	Change PIN				
	<ul> <li>Preferences</li> </ul>				
	Default My Account Tab:	Checkouts	~		
	Default Checkouts View:	Library Checkouts	~		
	Default Holds View:	Library Holds	~		
	Preferred List:	no default list	~		
	Preferred Pickup Library:	Cranbourne Library	~		
<	Show my checkout hist	tory			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.

Personal II	nformation Checkouts	Holds Fines	
Digital Che	eckouts		
My Curren	t Checkouts		
Total Iten	ns Checked Out: 1 Overdue: 0		
otal Iten Items	ns Checked Out: 1 Overdue: 0 All Renew Title / Author 😌	Times Renewed ()	Date Due 🔶
Total Iten I Items ( Select / ()	All Renew Title / Author © Anthem Rand, Ayn. 330655006946036	Times Renewed ()	Date Due 📀 31/07/15

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.

▼ My Checkout History		
Total Items in Checkout History: 184		
Title ⊖	Checked Out	Returned 😑
The galactic goal	25/06/15	26/06/15
The invisible library	16/06/15	30/06/15
Road to solo driving	26/05/15	2/07/15
Man on a ledge [DVD]	2/07/15	3/07/15
Kingdom hearts. 1 [graphic novel]	20/07/15	21/07/15
Kingdom hearts. 2 [graphic novel]	27/07/15	28/07/15
The treasure of Easter Island	20/07/15	28/07/15
Surfing for secrets	20/07/15	28/07/15
	77/07/4F	20/07/15

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.

	Casey Cardinia <b>Libraries</b>	Inspiring spaces Where everyone is free to discover possibilities
	Casey	-Cardinia Libraries V All Fields V
Person	nal Information	Checkouts Holds Bills
► Library,	, Evelyn	
► Change	e PIN	
▼ Prefere	ences	

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

Personal Information	Checkouts Holds	Fines		Your status: OK	
				Checkouts	
McLean, Michelle - [HQ STAF	FF] (Mrs)			Digital:	0
Change PIN				Library:	1
Preferences					
fault My Account Tab: Che	ckouts •			Holds	
fault Chashauts Manuel Libr	mu Chashauta			Digital:	0
arault Checkouts view: Libr	ary Checkouts •			Library:	7
fault Holds View: Libr	ary Holds 🔹 🔻				
eferred List: no d	efault list 🔹 🔻				
(	Contrate tille on a			Fines	

My Checkout History will no longer be displayed.