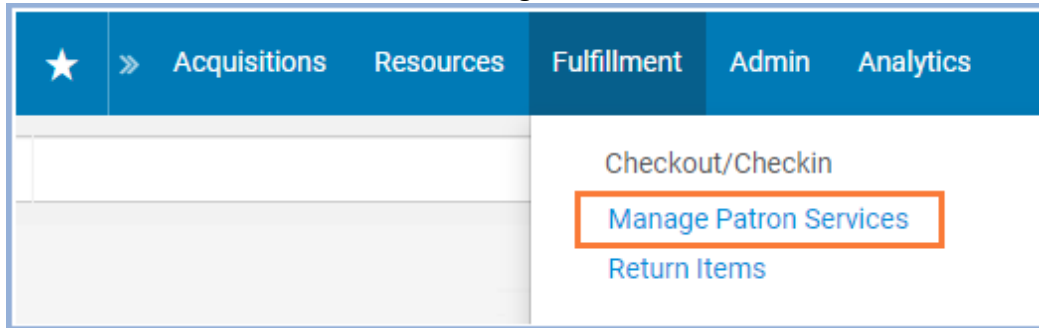# View the Loan Audit Trail

Documentation by Dani Postula, University of Illinois – Urbana-Champaign

The Loan Audit Trail is where you can find all the actions a patron has had with an item charged out to them such as loan date, renewals, and due date changes made by staff.
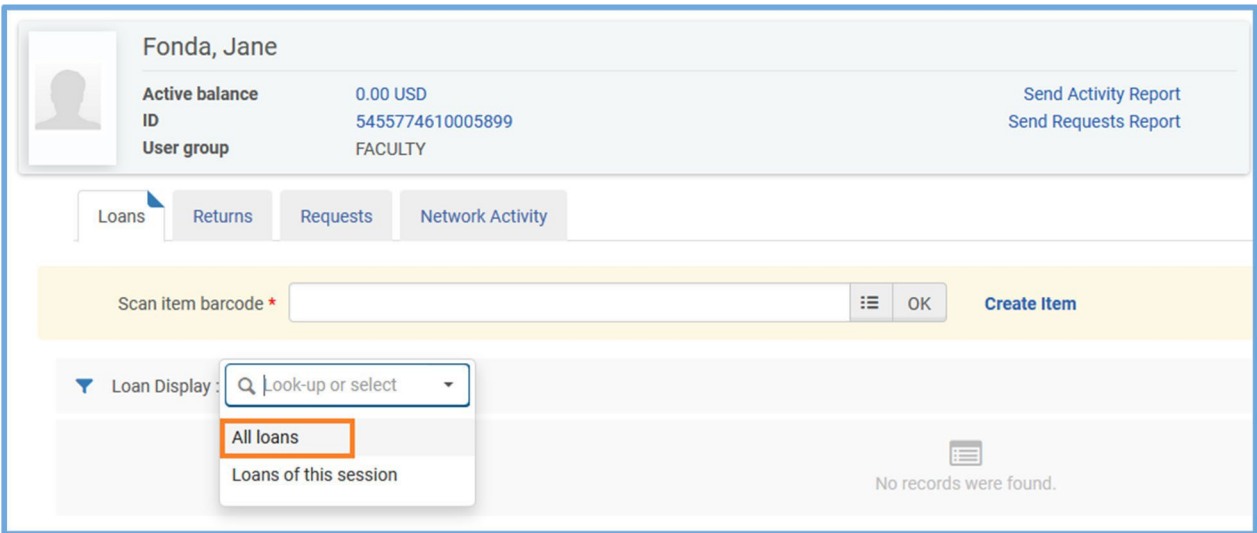
1. Go to "Fulfillment" and select "Manage Patron Services".

2. Scan the patron's i-card or courtesy card in the "Scan patron's ID or search for patron" field.
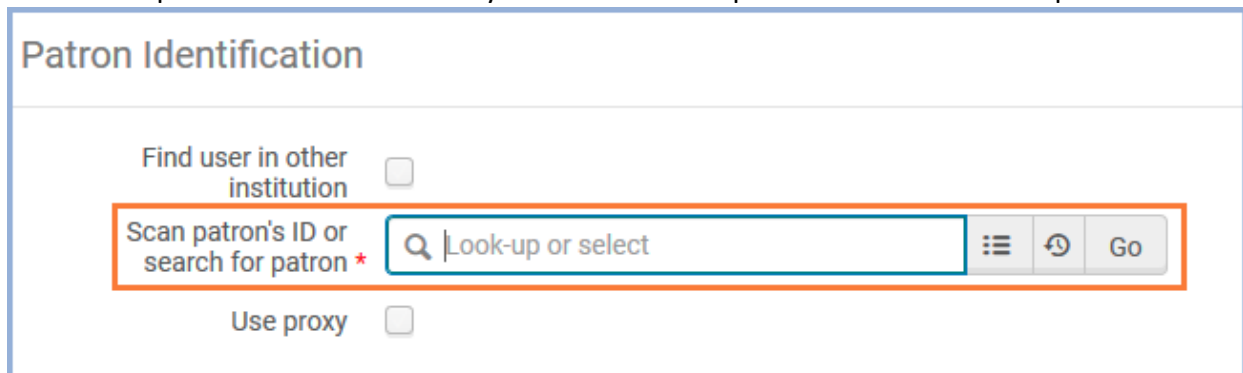
3. In the Loans tab, select "All loans" from the drop-down menu.
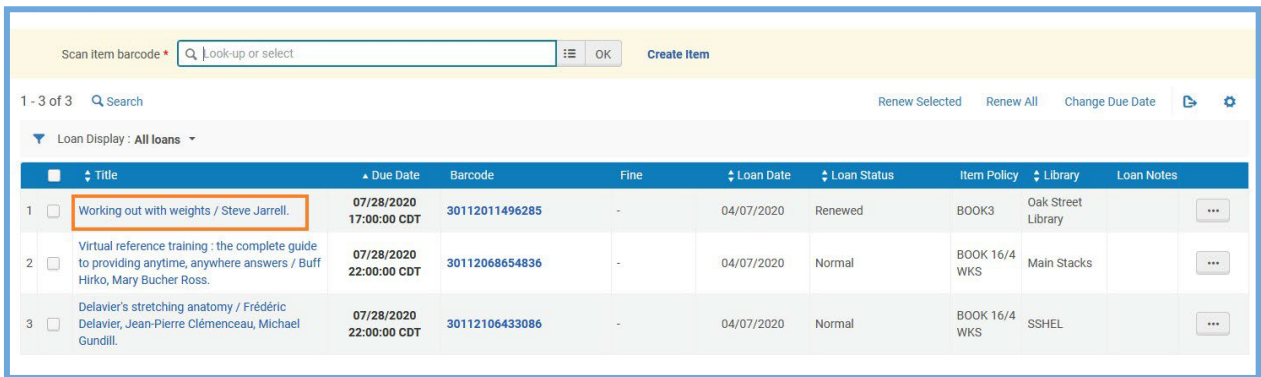
4. Click on the title of the item you wish to see the Loan Audit Trail for.

5. At the bottom, you will see a list of actions for this item.