PaperCut Check Printing History and Print Credit Balance

To check printing history and/or print balance account, open a different browser than for making a deposit.

**Note:** CPAS will time out within 30 minutes of login. To refresh press F5 on the keyboard.

To **check printing history and/or print balance account**, go to **Mozilla** on the taskbar.

The branch log in and password is pre-set.

When logged in, the **Mozilla** icon on the taskbar changes to the following:

To locate the patron record, Type in a user’s NSID in the **QuickFind** search bar. Allow the dropdown box to appear and click onto the correct NSID.

**Select** **Go**
Select **View User’s Transaction**

Transactions and print balance will appear. See example below.

Clear the screen by selecting **Users tab**