

Enabling User Signature Uploads in WorkFlows Procedure

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Enabling the uploading of user signatures in WorkFlows is configured into the installation of WorkFlows on a specific computer, not in the individual login used to access WorkFlows and not remotely from RSA's end.

This means that once the user signature option is enabled in WorkFlows, any staff member who logs into WorkFlows on that computer will have access to this option if they know how to use it.

To enable the user signature feature, you will need to do the following:

1. Log into WorkFlows as a SUPER user. Email help@rsanfp.org if you are unsure of your library's SUPER user.
2. Click on the Circulation+ module at the top of the WorkFlows screen.
3. Open the Users toolbar on the left side of the screen.
4. Hover the mouse cursor over the User Registration wizard and right click.
5. Open the Properties.
6. Go to the Helpers sub-tab toward the top of the properties box.
7. Check mark the box next to the User Signature button.
8. Then click the User Signature button.
9. Check mark the box next to "Show Delete Button." Click OK to shut the box.
10. Click OK again to shut the properties box.
11. Hover the mouse cursor over the Modify User wizard and right click.
12. Repeat steps 5-10 above.
13. Hover the mouse cursor over the Copy User wizard and right click.
14. Repeat steps 5-10 above.
15. Click the X in the upper right corner to shut WorkFlows.

16. Click yes to halt the workstation.

17. Click yes when warned that properties have been changed, would you like to save the changes.

18. Log into WorkFlows as a circulation user. The user's PIN remains the same as before the signature option was configured.

19. When the user opens the User Registration, Modify User, or Copy User wizards, they should now see a user signature helper button in the upper left corner. It is a blue piece of paper and pencil with a green plus sign.

