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User CAT Demographics Fields in WorkFlows Descriptions Cheat Sheet

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When registering a new user in WorkFlows the following fields can be used to gather demographic information which can be used to populate reports.

User CAT 1: **(Required)** Defaults to WorkFlows library name entered in the Properties settings.

User CAT 2: (Optional) Use to select the gender and/or age range of the patron.

User CAT 3: (Optional) Contains zip codes and options for user's residence statistics.

User CAT 4: (Optional) Contains general options for statistics and contact information that print on hold wrappers.

User CAT 5: (Optional) Contains options that can be used with PC Reservation and contact information that print on hold wrappers.

User CAT 6: Contains graduation years for school libraries.

User CAT 7: Used by public libraries who have Intergovernmental agreements with local schools.

User CAT 8: Use to track program and rewards.

User CATs 9,10,11: Blank

User CAT 12: Contact RSA to add codes to track specific user statistics.

Department: (Optional) Used for statistics. Reports may be run using the Department. To get accurate statistics you must be consistent when entering information in the Department box.

Birth date: Enter the patron's birthday using this format; 6/15/2015 or using the gadget at the end of the Birth date box. **Entering a birthdate is not optional. It is required.**

Language: The default is English.