Receipt Configuration – Reshelving Slips
Created March 31, 2016

If your library has receipt printers, a receipt will need to be configured for each type of receipt you use in each wizard. There is no one receipt configuration that carries through to the same type of receipt in the next wizard.

These wizards contain the Reshelving Slips for items discharged at your library.
- ➢ Discharge
- ➢ Fine Free Discharge
- ➢ Check Item Status
- ➢ Onshelf Items
- ➢ Discharging Bookdrop
- ➢ Pending transits

Reshelving slips are configured by logging into WorkFlows using the supervisor login.

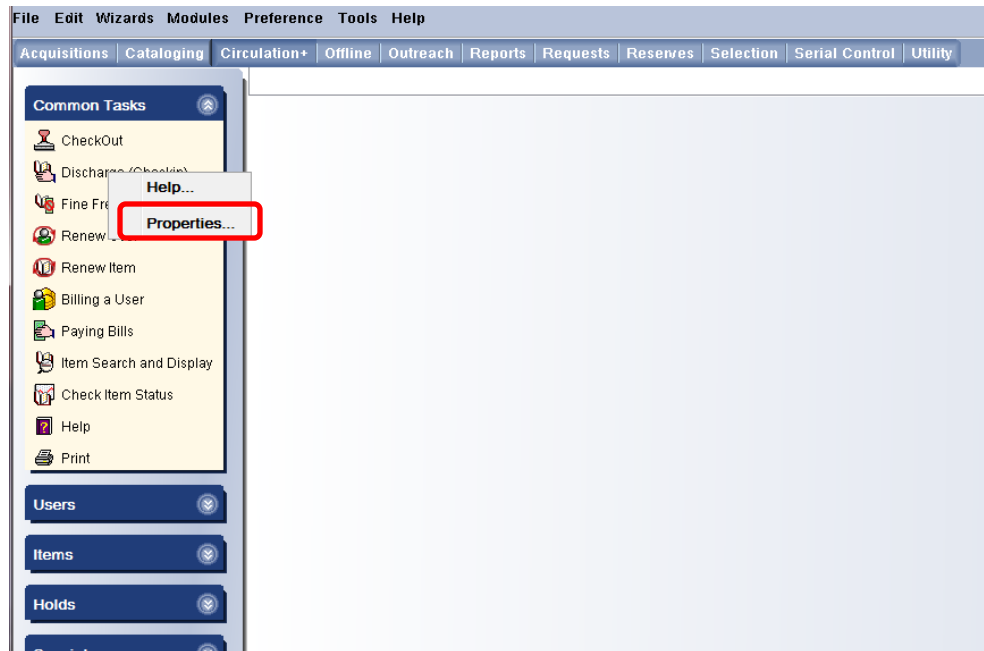Log into WorkFlows using the Supervisor login:
- • Enter your WorkFlows library name followed by SUPER. The pin is also SUPER. Example:
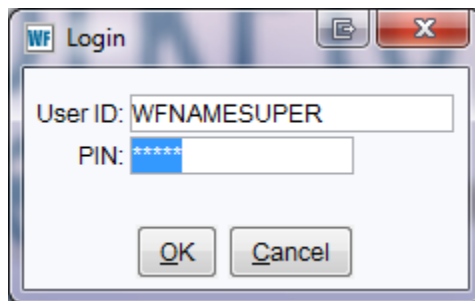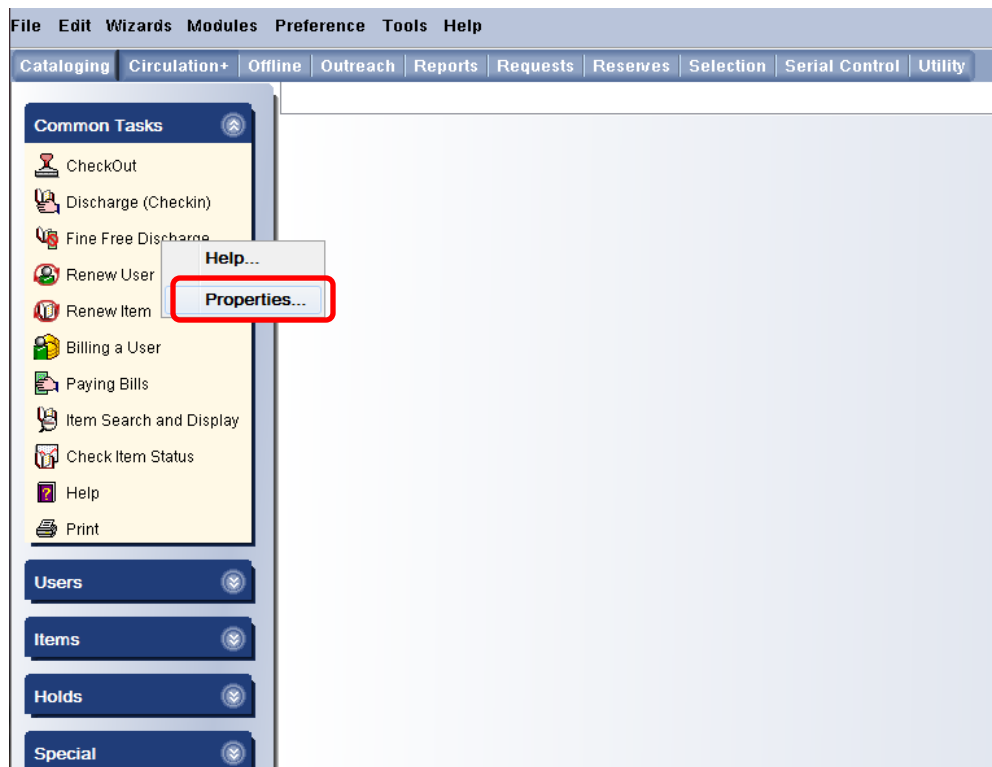
In the Circulation module:

- o Place the cursor on the name of the circulation wizard that contains the receipt to be configured and right click.
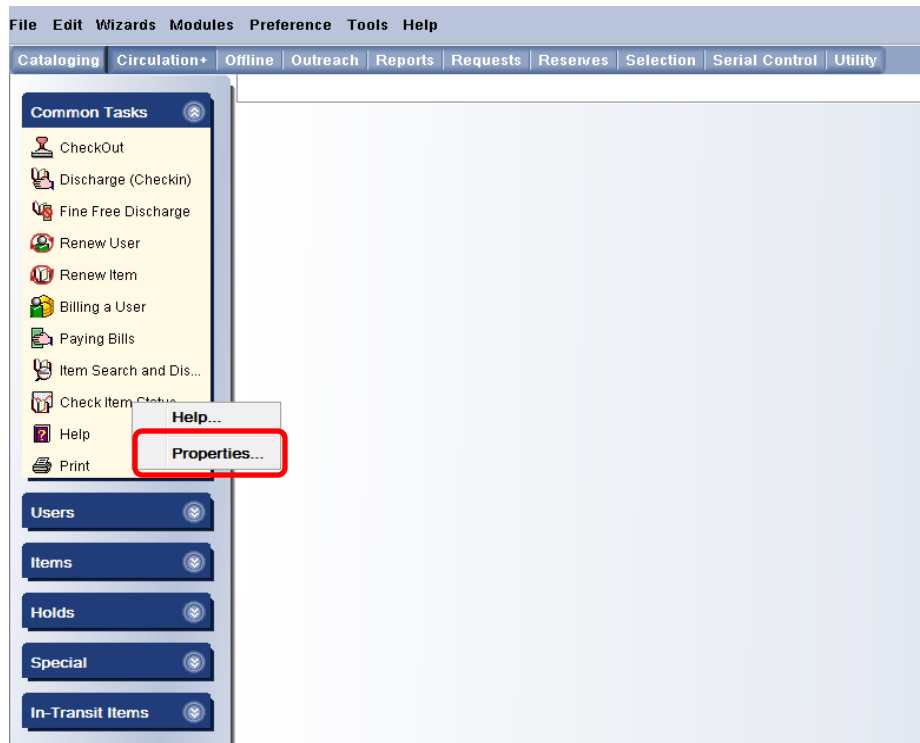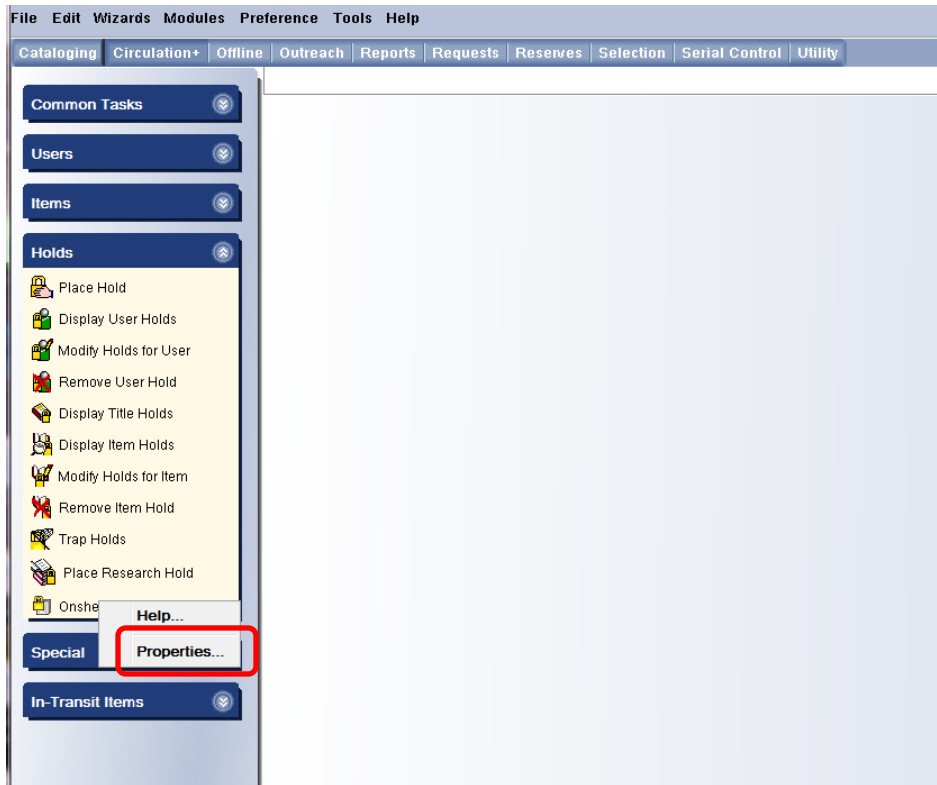- o Select Properties from the drop down menu.

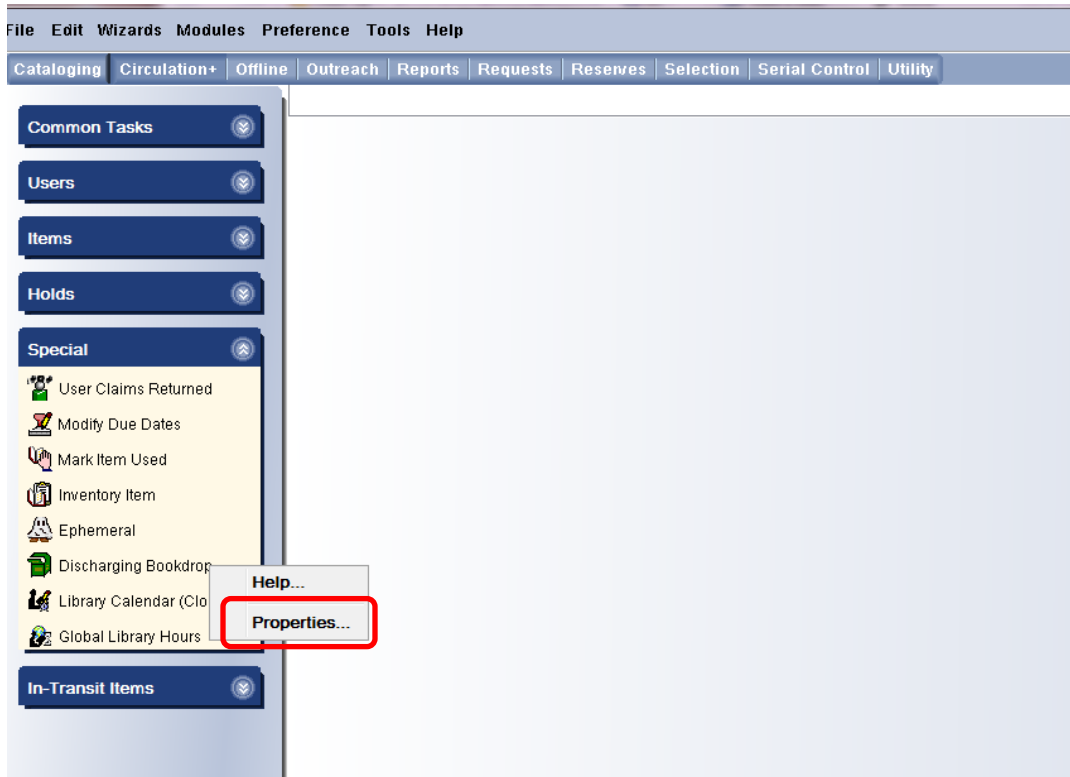Discharge Wizard:

Fine Free Discharge Wizard:
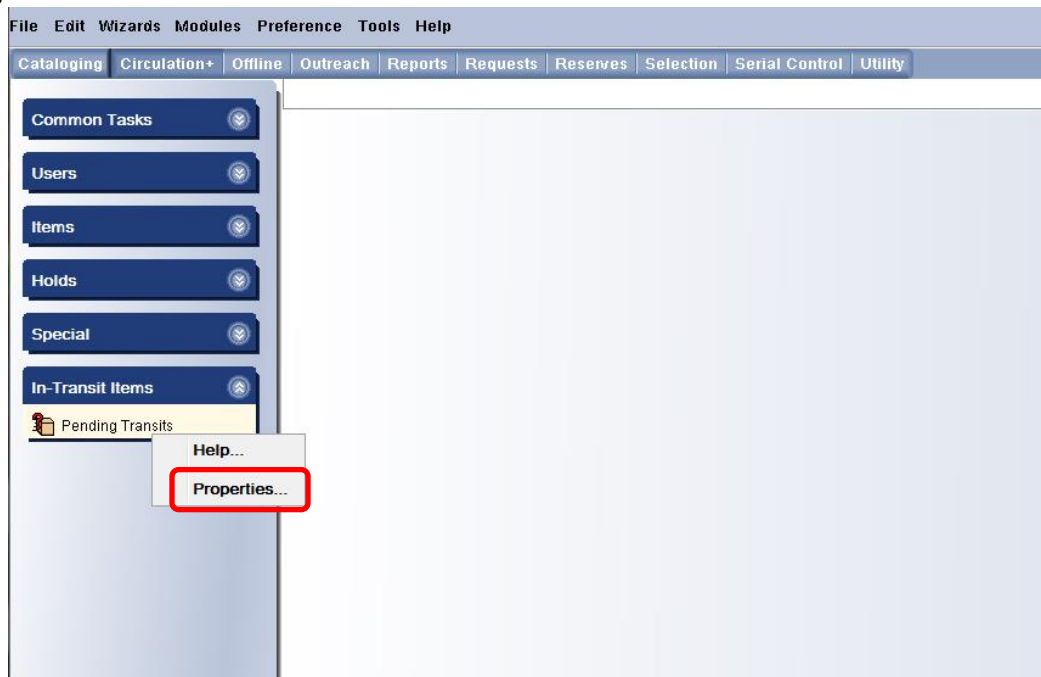
Check Item Status Wizard:

Onshelf Items Wizard:

Discharging Bookdrop Wizard:

Pending Wizard:

Receipt (Reshelving)

The Set Properties popup box contains a check box labeled "Print Reshelving slips" on the Behavior tab.

Make sure the check box is selected and click the "Print reshelving slips" bar to the right of the checked box.

Discharge Wizard:

Fine Free Discharge Wizard:

Check Item Status:

Onshelf Items Wizard:

Discharging Bookdrop:

Pending Wizard:

The Set Properties box will pop up.

➢ Print reshelving slips: Prints a reshelving slip for items ready to be shelved.

❖ Receipt Header (Optional): *Since reshelving slips are used internally you may choose not to enter information into the receipt header. If you are not entering information into the receipt header skip the receipt header setup.*

If using the Receipt Header: Click the gadget ⬦ to the right of the Receipt Header box to enter information that will appear on the top of the receipt.   The most common entry will be the library name.

- Enter the information into the Enter String box and click the Add button on the bottom of the Gadget: string List box

The information added to the Receipt Header will appear in the List Selected display box. When you have finished adding the receipt header information click the Save button on the bottom of the Gadget: string list popup box.

The suggested minimum information to include on the receipt is:

Route To
Call number
Author
Title
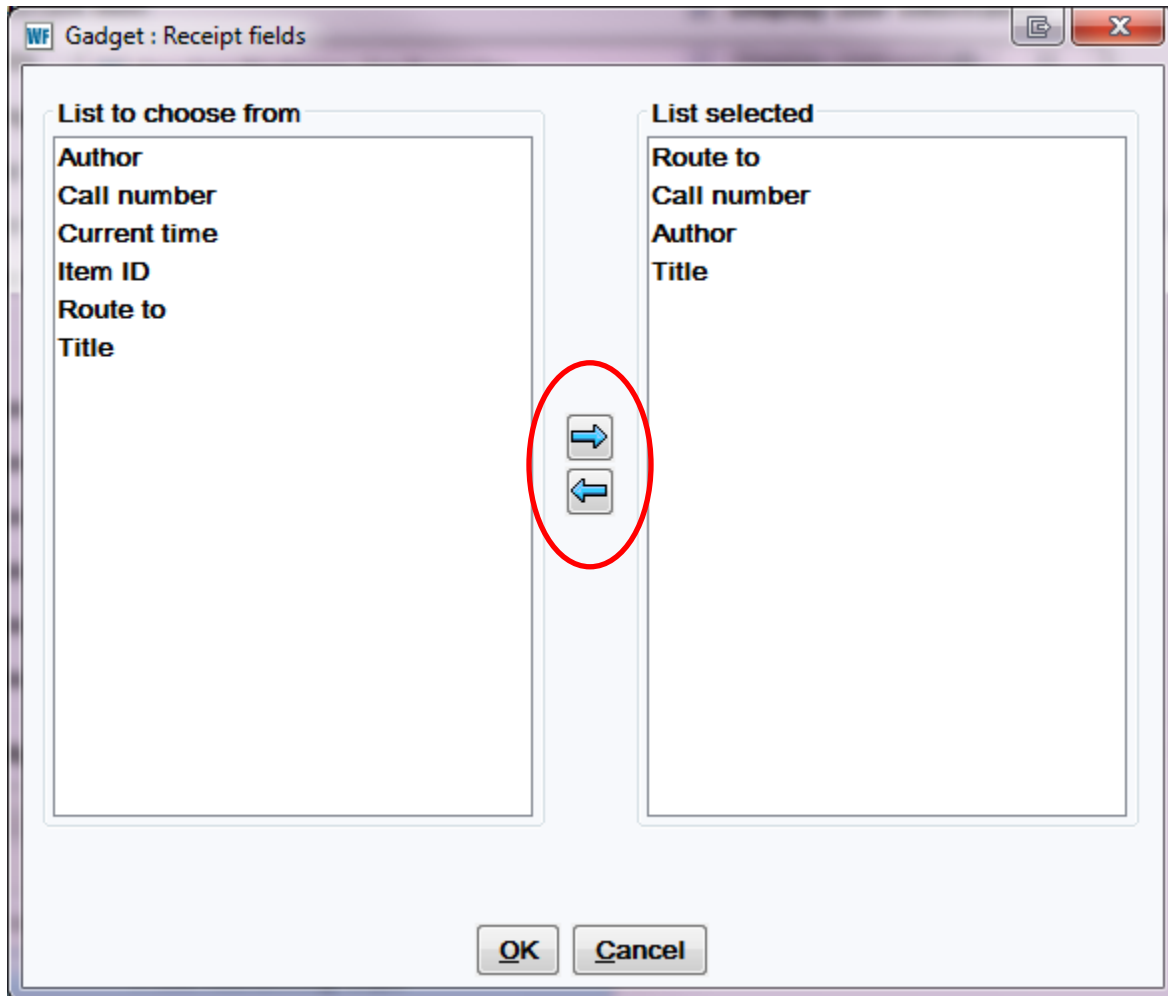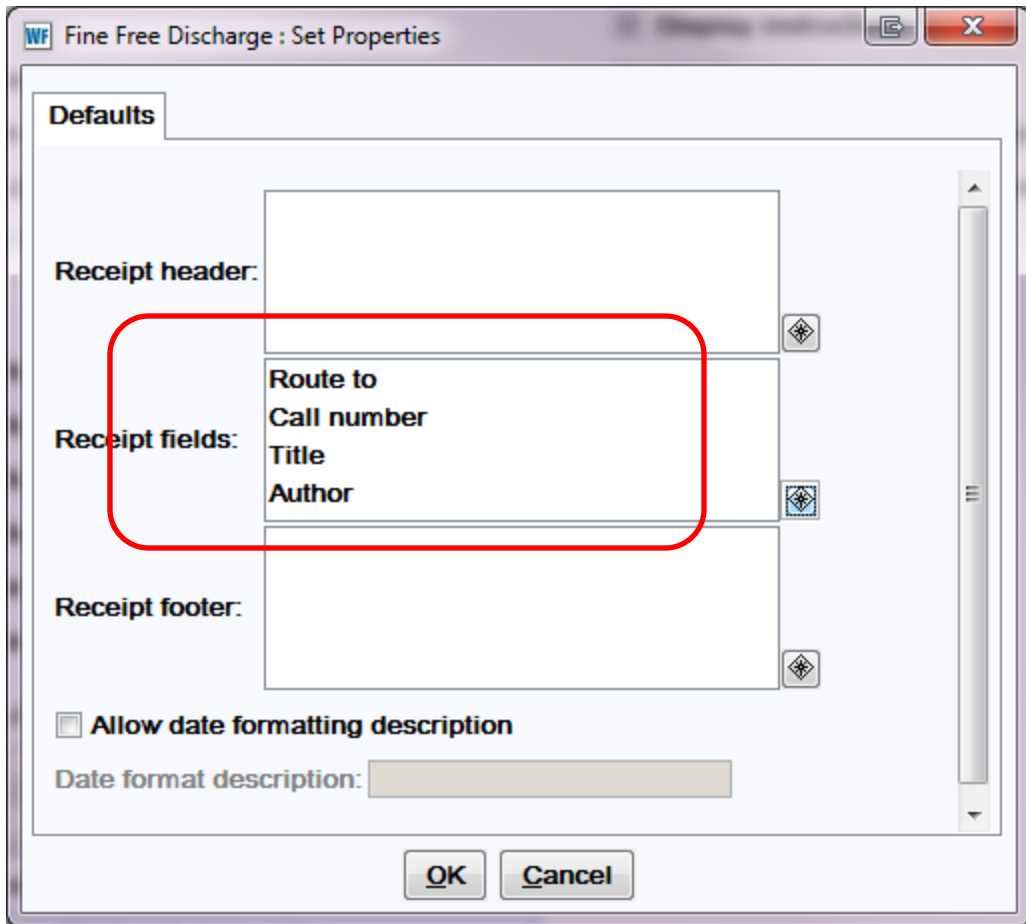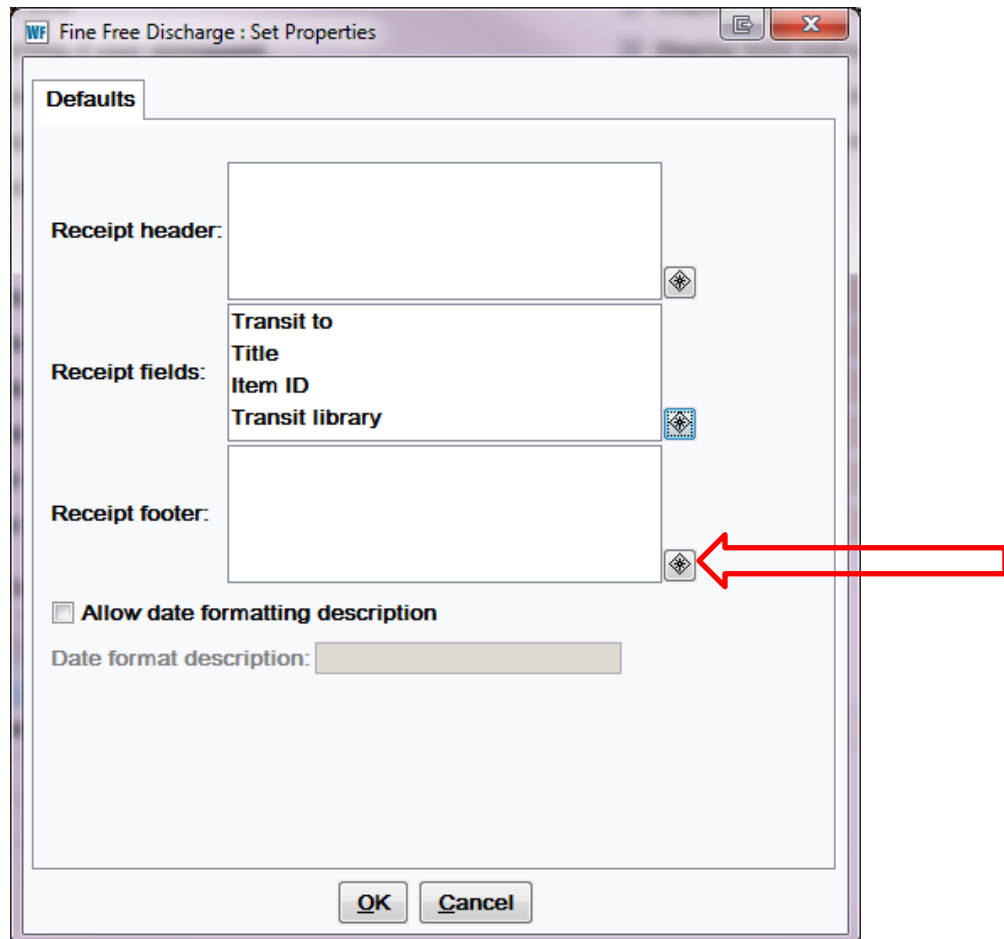
The information added to the receipt fields will appear in the Receipt fields display box on the Set Properties popup box.

❖ Receipt Footer (Optional)

❖ Receipt Footer: *You may choose to leave the receipt footer blank. If you are not entering information into the Receipt footer skip the receipt footer setup.*

If using the Receipt Footer: Click the gadget ⬖ to the right of the Receipt Footer box to enter information that will appear on the bottom of the receipt.

Enter the information into the Enter String box and click the Add button on the bottom of the Gadget: string List box

The information added to the Receipt Footer will appear in the List Selected display box. When you have finished adding the receipt header information click the Save button on the bottom of the Gadget: string list popup box.
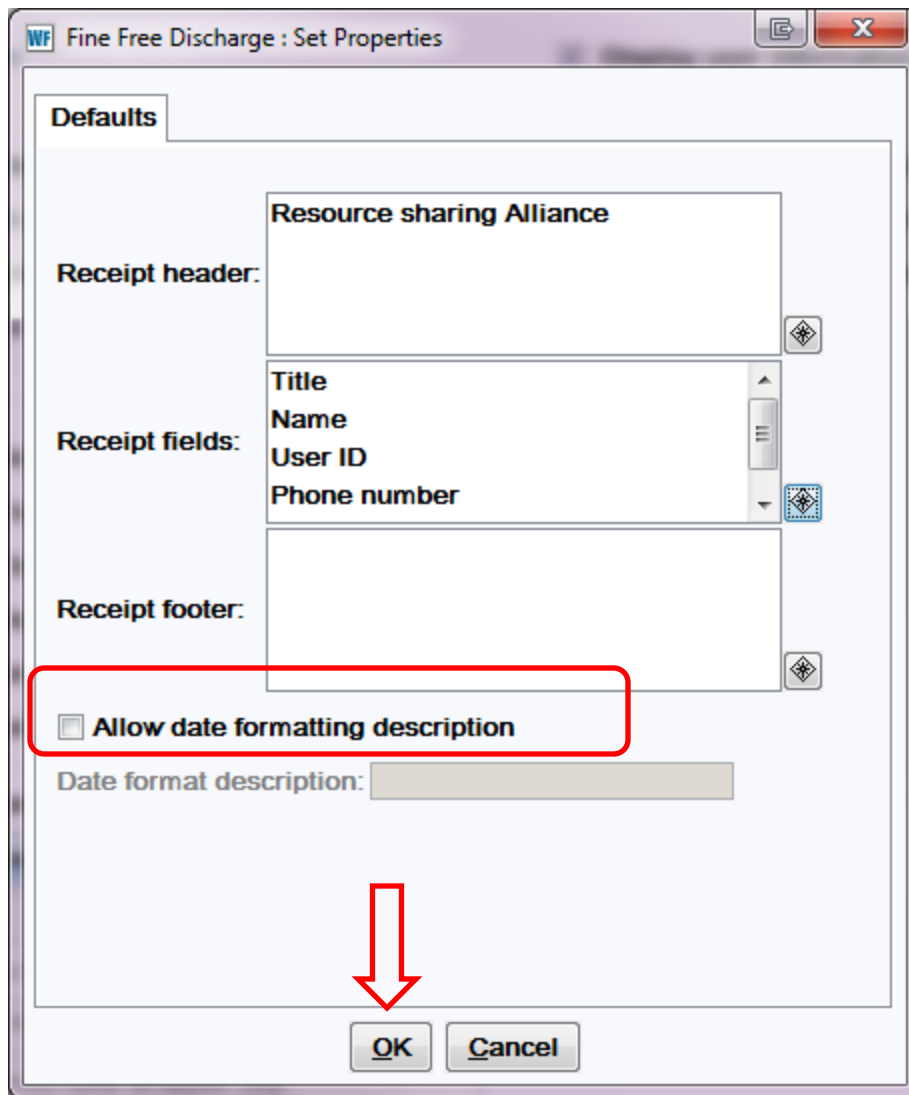
(Optional): Date formatting supplies text on the receipt to explain the date format your library uses

12/14/2015
Month/Day/Year

When you have finished configuring the Reshelving Slips click the OK button on the bottom the CheckOut: Set Properties pop up box.

You must close the Supervisor session of WorkFlows to save the Reshelving Slips configurations.

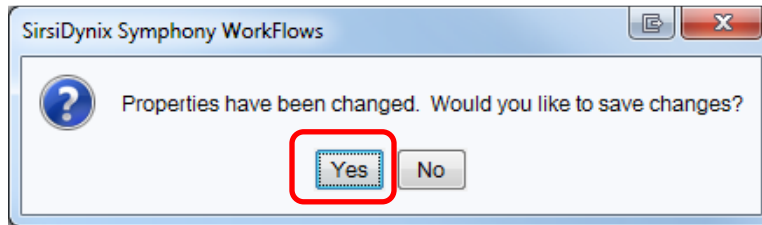When you close this session of WorkFlows you will receive the following popup box:

Click "Yes" to save the settings.

The Reshelving slips will be available the next time you log into WorkFlows using the CIRC or your assigned cataloging login.

Don't forget to back up your Sirsi folder which will now contain the receipt configuration. Instructions for backing up your Sirsi folder can be found on the RSA web page.

How to Back Up the Workflows Configuration Folder on Windows 7:
http://alsrsa.org/client/search/asset/3503

The backed up Sirsi folder can be used to:
- Transfer settings from one computer to another
- Load configured settings onto a new computer

Instructions on replacing the Sirsi folder or transferring the folder to another computer can be found on the RSA web page.

How to Replace the WorkFlows Configuration Folder on Windows 7:
http://alsrsa.org/client/search/asset/4346

Questions?? Contact Martha at:
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