

Resource Sharing Alliance NFP

866-940-4083

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Subject: Receipt Configuration – Adding "You Saved" Info Line

The most recent release of Workflows offers an enhancement that allows libraries to include information about the value of a user's checkouts.

Note: items with no Item Price are not reflected in the "You Saved" total amount. See example below.



In order to configure your receipts to include this information, follow the steps below.

- 1. Log into WorkFlows using the supervisor login to configure receipts.
 - Enter your WorkFlows library name followed by SUPER. In most cases, the pin is also SUPER.

🐨 Login
User ID: WFNAMESUPER PIN: *****
<u>O</u> K <u>C</u> ancel

This option is only available on receipts printed from the CheckOut Wizard.

- 2. In the Circulation module, Common Tasks section:
 - Place the cursor on the name of the circulation wizard that contains the receipt to be configured and right click.
 - Select Properties from the drop down menu.



3. The Set Properties popup box will have a radio button labeled Print date due slips on the Behavior tab.

• Make sure the radio button is selected and click on the Print date due slips bar to the right.

Display property page: Wizard Startup Behavior Defaults Helpers Configure Hide current user Hide current item Extend user's library privilege Pay bills Proxy checkout with cancel hold Automatically restart checkout on item ID error Display an alert for the next to last renewal Automatically renew items already checked out as unseen On on automatically renew items already checked out User Alerts Display User Alerts Display User Alerts Display Sounds						
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Charge printing						
O None						
Print date due slips Print date due slips						
O Print charge receipts Print charge receipts						
Email Checkout Receipt						
Display Email Current Checkouts Receipt button						
Template:						
Prompt for email address if missing						
O Do not prompt for an email address						
Prompt for an email address						
O Prompt to open Modify User Helper						
OK Cancel						

- 4. The CheckOut: Set Properties box will pop up.
 - Check the box next to "Print sum of checked out item prices

CheckOut : Set Properties			×
Defaults			
 Print a sepan Print list of p Print checko ✓ Print sum of 	rate date due slip for each item patron's current checkouts ut totals checked out item prices		^
Receipt header:			
Receipt fields:	Title Author Item ID Date charged Date due V	*	
Receipt footer:		*	v
	OK Cancel		

- Click OK, the OK again to enable the settings.
- EXIT WORKFLOWS! When you exit Workflows you will get a pop-up saying "Properties have been changed. Would you like to save changes?"
 - Click YES!
 - This is the step that actually SAVES you changes to Workflows.
- Restart Workflows.

Note: The print date due slips prints at the end of each checkout transaction.

- The new setting will print the sum of the items checked out based on the ITEM PRICE in the item record.
- Prints the price of each item checked out and a sum of the total value of items checked out. Items with no item price in the item record are not reflected in the total saved amount.
- Receipt text reads: "Using the library today saved you: \$x.xx"