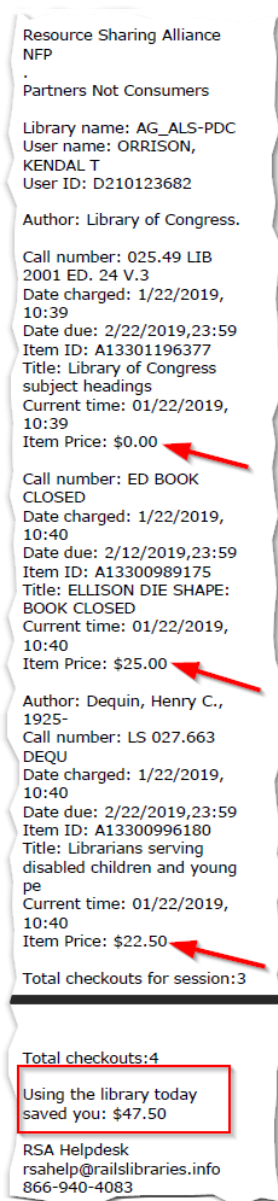January 22, 2019

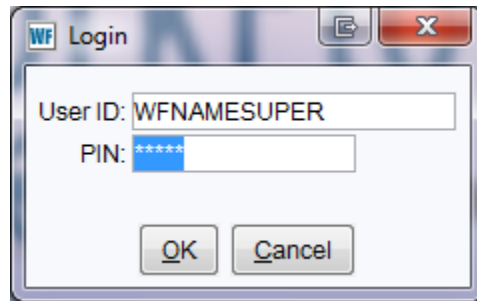Subject: Receipt Configuration – Adding "You Saved" Info Line

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.

Resource Sharing Alliance NFP
.
Partners Not Consumers

Library name: AG_ALS-PDC
User name: ORRISON, KENDAL T
User ID: D210123682

Author: Library of Congress.

Call number: 025.49 LIB 2001 ED. 24 V.3
Date charged: 1/22/2019, 10:39
Date due: 2/22/2019,23:59
Item ID: A13301196377
Title: Library of Congress subject headings
Current time: 01/22/2019, 10:39
Item Price: $0.00

Call number: ED BOOK CLOSED
Date charged: 1/22/2019, 10:40
Date due: 2/12/2019,23:59
Item ID: A13300989175
Title: ELLISON DIE SHAPE: BOOK CLOSED
Current time: 01/22/2019, 10:40
Item Price: $25.00

Author: Dequin, Henry C., 1925-
Call number: LS 027.663 DEQU
Date charged: 1/22/2019, 10:40
Date due: 2/22/2019,23:59
Item ID: A13300996180
Title: Librarians serving disabled children and young pe
Current time: 01/22/2019, 10:40
Item Price: $22.50

Total checkouts for session:3

Total checkouts:4

Using the library today saved you: $47.50

RSA Helpdesk
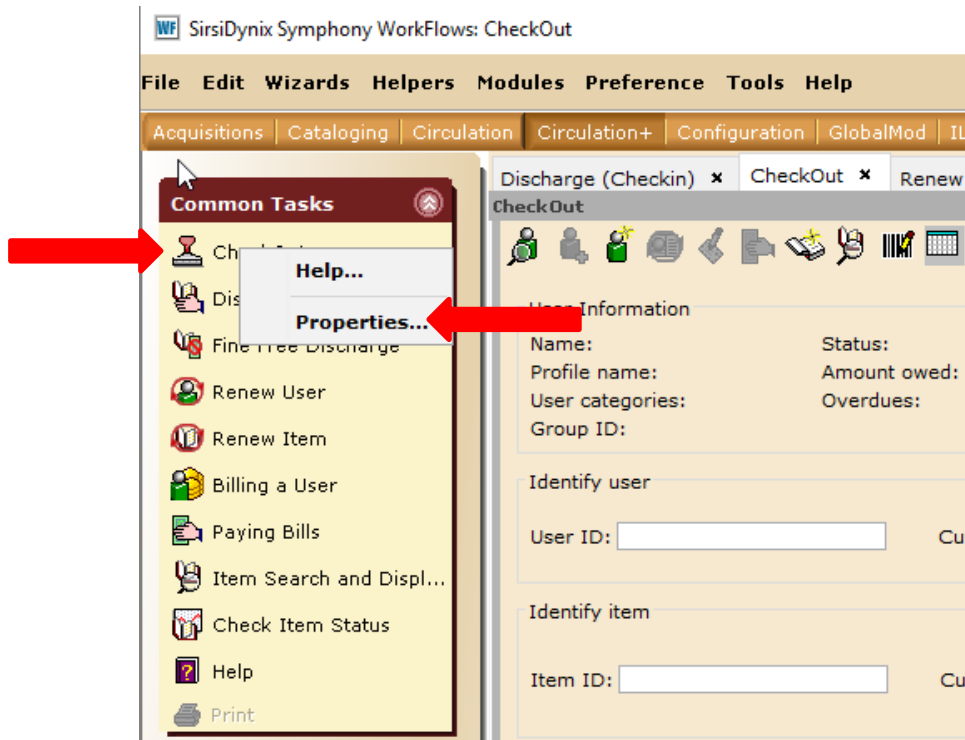rsahelp@railslibraries.info
866-940-4083

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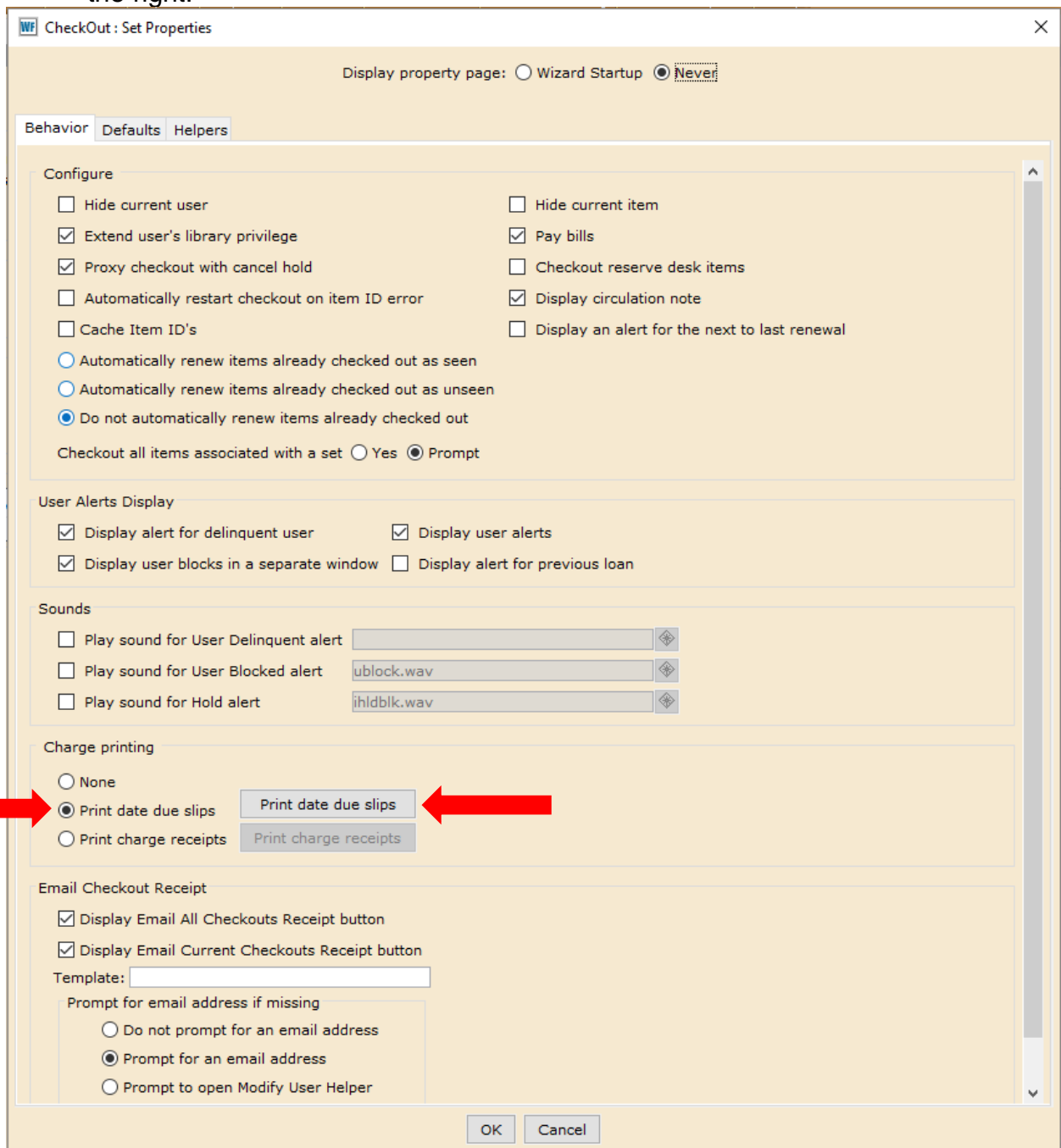
This option is only available on receipts printed from the CheckOut Wizard.

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.
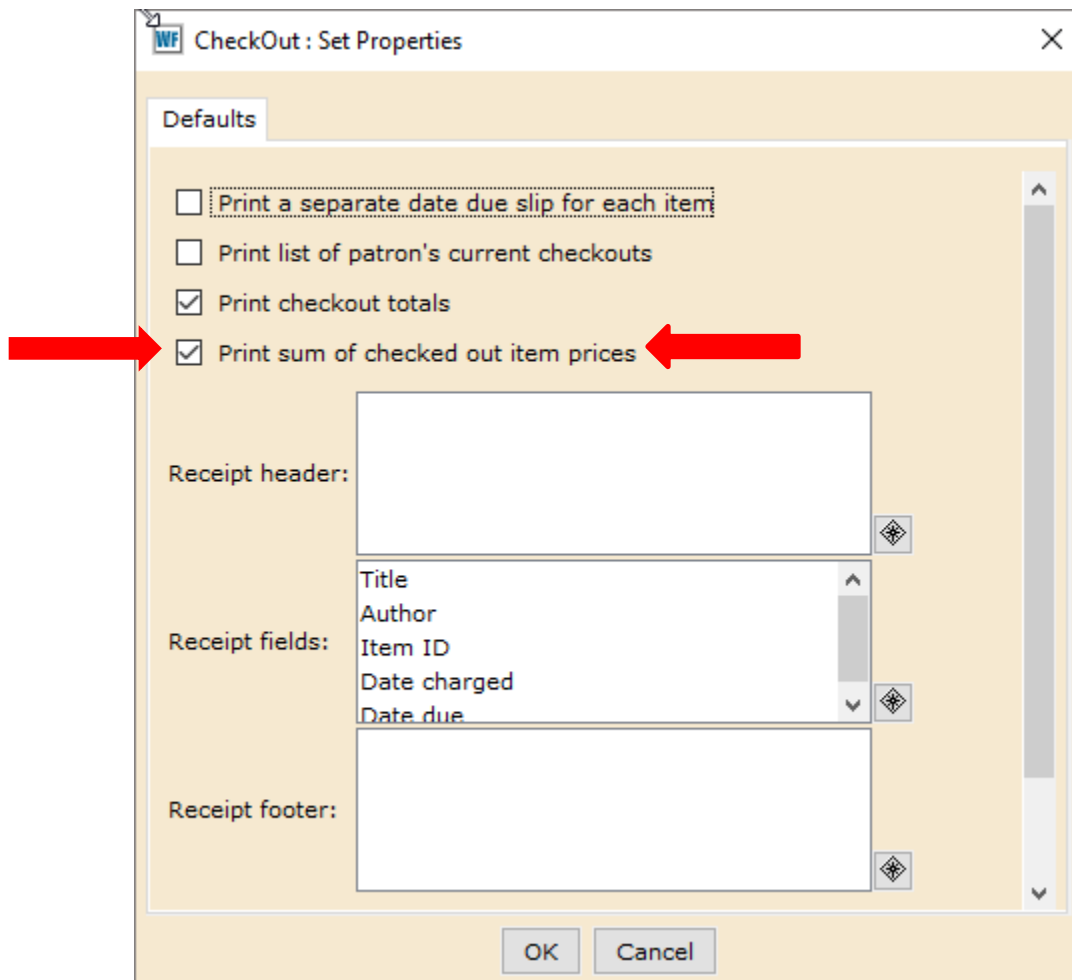   - Select Properties from the drop down menu.

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.

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

   - 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"