

## How to Replace the Workflows Configuration Folder on Windows 7

Created by James Campbell, RSA System Manager  
July 28, 2014

The WorkFlows configuration folder (also called the Sirsi folder) controls default values for the cataloging, circulation, and reports wizards, as well as your receipt printer. If your computer crashes, or if you need to transfer settings from one WorkFlows to another WorkFlows, follow these instructions to use your backup copy of the WorkFlows configuration folder to restore your preferred defaults in the new WorkFlows. Replacing the configuration folder allows you to avoid manually setting defaults in the cataloging, circulation, and reports wizards in the new WorkFlows.

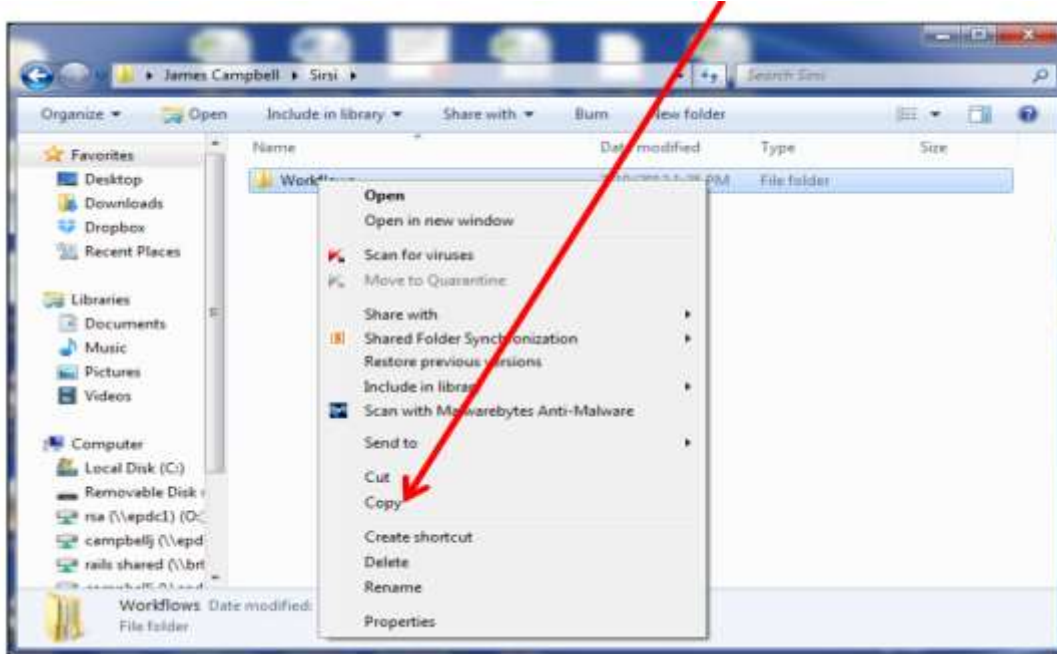
### Questions?

Send an email to James at [james.campbell@railslibraries.info](mailto:james.campbell@railslibraries.info) or call 1-866-940-4083 and ask to speak to James.

1. Shut WorkFlows if it is currently open on your computer.
2. Plug your RSA flash drive into a USB port on your computer.
3. Once the flash drive is ready to use, a file box will open. The flash drive may take a minute to connect to your computer.
4. Click on "Open Folder to view files."



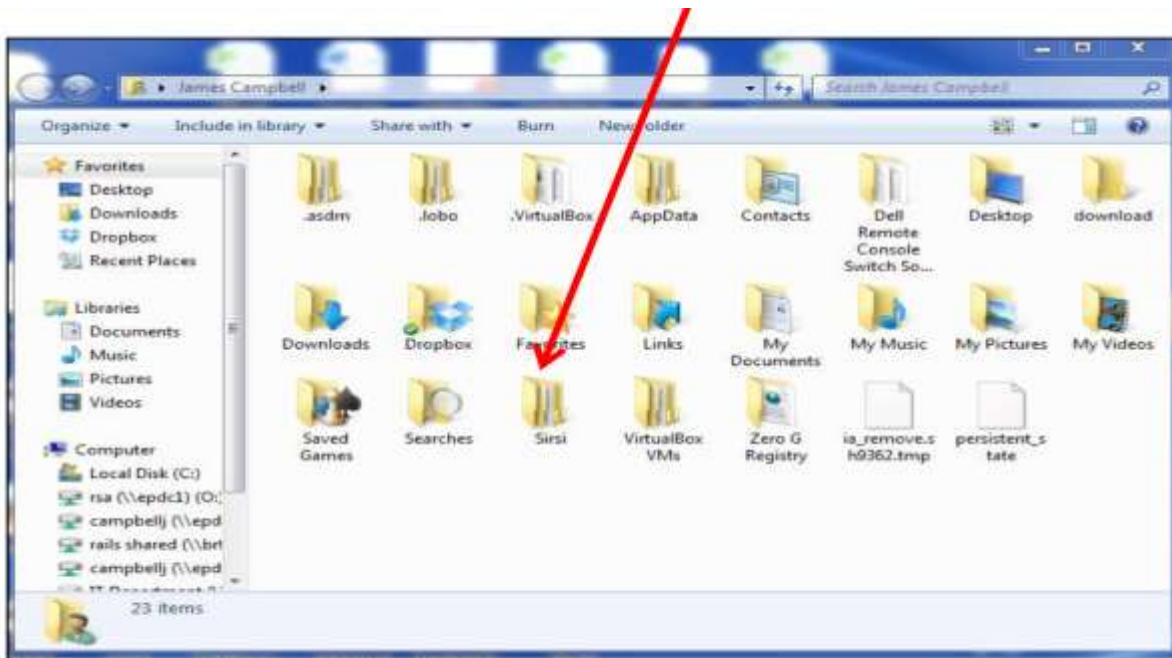
5. Right click on the folder called Workflows and select Copy.



6. Click on the Start button on the lower left corner of your computer screen.
7. From the Start menu, click on the username that appears above Documents.  
"James Campbell" appears as the username below, but your username will differ.

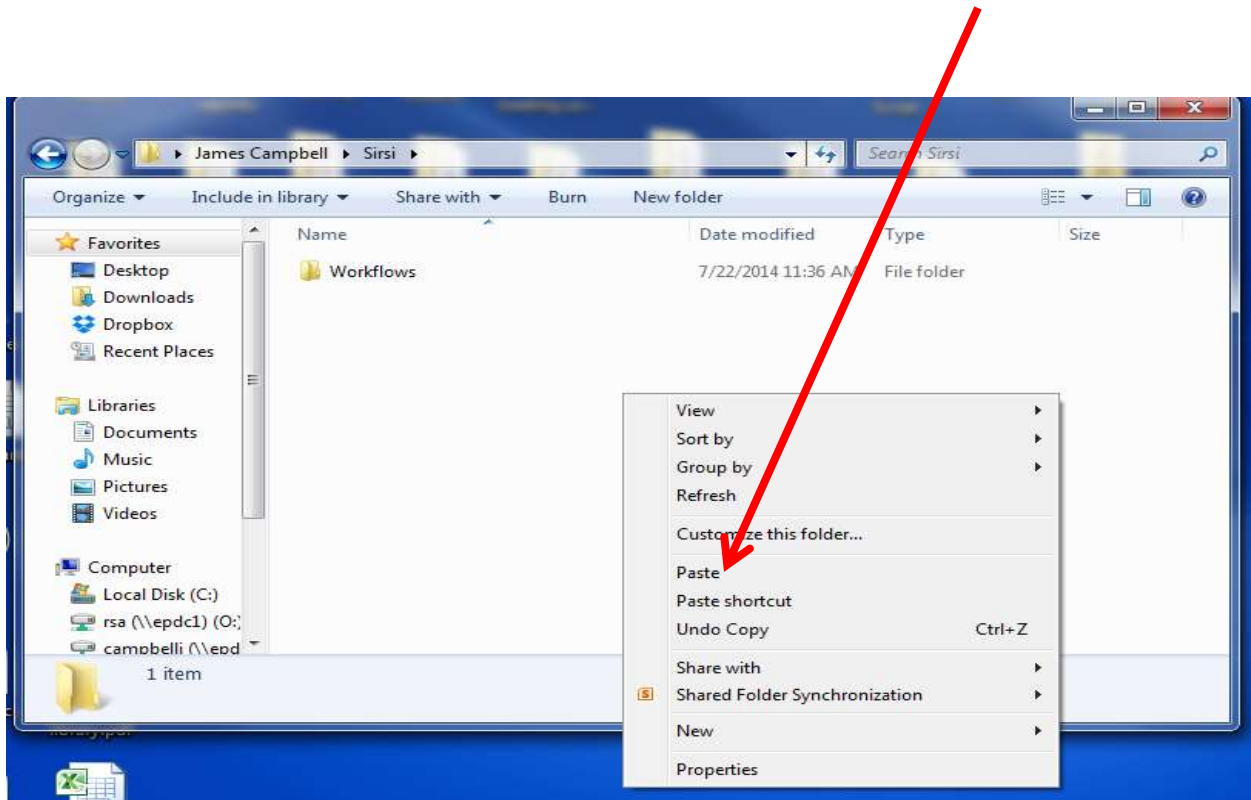


8. From the file box, double click on the folder called Sirsi.



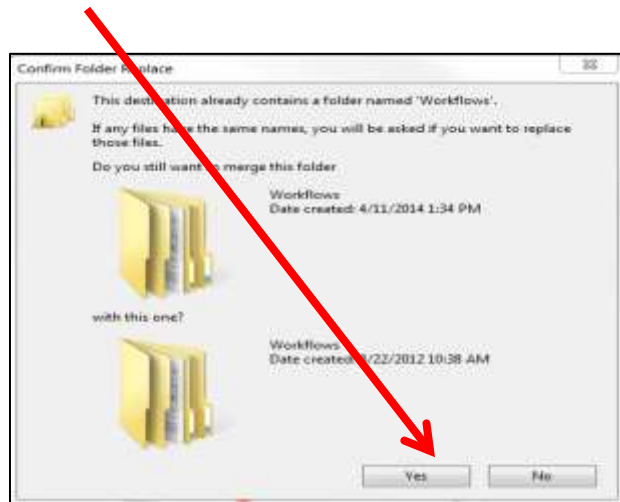
9. Once you open the Sirsi folder, you should see an existing folder named WorkFlows.

Right click anywhere in the blank space in the file box. Select Paste.



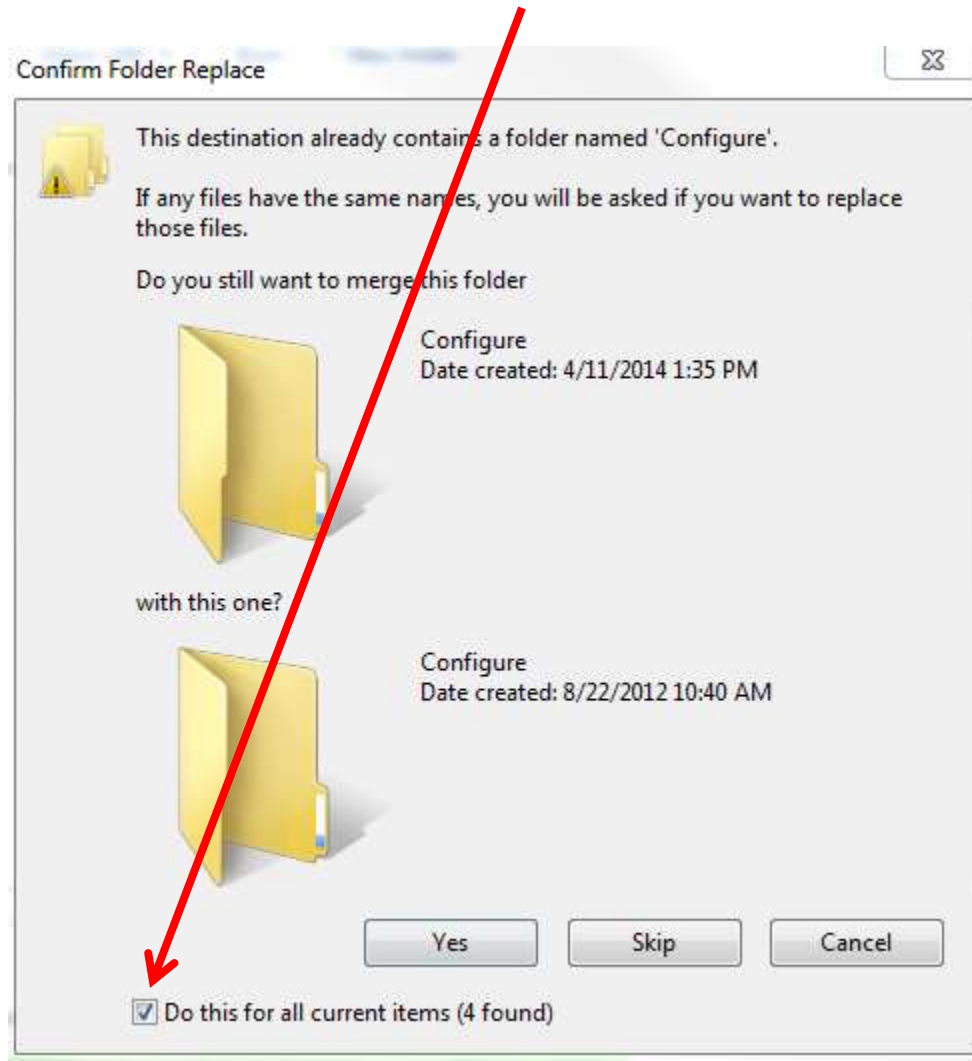
10. A box will pop up, asking you to confirm if you want to replace the original WorkFlows folder with the WorkFlows folder you are about to paste into the file box.

Click Yes.



11. Another box will appear to confirm the folder replace.

Place a check mark next to “Do this for all current items.”



12. Click Yes on the confirm folder replace box.

After you click Yes, you have replaced your Workflows folder. Log into WorkFlows using your library’s CIRC or TECH login. WorkFlows should now be configured to use your preferred defaults that were saved in the backup copy of your WorkFlows configuration folder.