



WorkFlows Receipt Setup Locations Cheat Sheet

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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 and helpers use receipts.

Instructions on setting up receipts in WorkFlows can be found in the [Supervisor Setup Guide](#).

CheckOut wizard

- Print date due slips
- Pay Bills helper

Discharge Wizard

- Print available hold slips
- Print transit slips
- Print slips if transit to is outside selected group
- Print reshelving slips
- Print hold wrapper slip
- Pay Bills helper

Fine Free Discharge

- Print available hold slips
- Print transit slips
- Print slips if transit to is outside selected group
- Print reshelving slips
- Print hold wrapper slip
- Pay Bills helper

Renew User

- Print date due slips
- Pay bills

Renew Item

- Print date due slips
- Pay bills

Billing a User

- Print slip showing payments

Paying Bills

- Print Slip showing payments

Check Item Status

- Print available hold slips
- Print transit slips
- Print reshelving slips
- Print hold wrapper slip

Display User

- Pay Bills helper

Place Holds

- Pay Bills helper

Remove User Hold

- Print available hold slips
- Print transit slips
- Print hold wrapper slip

Remove Item Hold

- Print available hold slips
- Print transit slips
- Print hold wrapper slip

Trap Holds

- Print available hold slips
- Print transit slips
- Print hold wrapper slip

Place Research Hold

- Pay Bills helper

Onshelf Items

- Print available hold slips
- Print transit slips
- Print reshelving slips
- Print hold wrapper slip

Ephemeral

- Print date due slips
- Pay Bills helper

Discharging Bookdrop

- Print available hold slips
- Print slips if transit to is outside selected group
- Print reshelving slips
- Print transit slips
- Print hold wrapper slip

Pending Transits

- Print available hold slips
- Print transit slips
- Print reshelving slips
- Print hold wrapper slip