

When setting properties you need to right click on the wizard go to properties make your changes then click ok. When you log out of workflows it will ask if you want to save properties you should click Yes. If you do not right click on the wizard your properties will not be saved.

Checkout Wizard

Right click on the Wizard

Click on Properties

Click on the **Behavior** tab

HLC recommends checking the following;

Configure

Extend user's library privilege

Pay bills

Do not automatically renew items already checked out

Checkout all items associated with a set – Yes

User Alerts Display

Display alert for delinquent user

Display user alerts

Sounds (if you want the sound alerts it is up to you)

To select the sound files you will click on the gadget by each alert

Click Computer (in the left hand side)

Double click Default (C:)

Double click Program Files or Program Files (x86)

Double click the Sirsi folder

Double click the JWF folder

Double click the Sounds folder

Double click the appropriate sound for each of the alerts

Play sound for User Delinquent alert - disrout.wav

Play sound for User Blocked alert - ublock.wav

Play sound for Hold alert – ihldblk.wav

Charge printing (if you have a receipt printer)

If you don't have a receipt printer you can select None

Select Print date due slips – click on the Print date due slips button to configure

Email Checkout Receipt

If you want to email receipt you will need to make at least one selection.

You shouldn't need to make any other selections.

Click OK