

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.

User Registration

Right click on the Wizard

Click on Properties

Click on the **Behavior** tab

HLC recommends checking the following;

Configure (everything should be blank)

You should put a check in all of the Show Tabs and Allow routing

User Duplicate Searching

Duplication checking – On

Put a check in Student_ID, License, Name

At end of wizard

Select Show checked buttons

Show (check all 4 items)

Click on the **Defaults** tab

Library: (choose your library) Profile name: (choose your profile name)

Select the Focus on of your choice

Addresses

Primary address flag – Address 1

Demographic

User cat 1 (choose whatever you want, but something needs to be here)

All other User cat's are optional

Click on the **Helpers** tab

Put a checkmark in Copy User and User ID Manager

Click OK