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