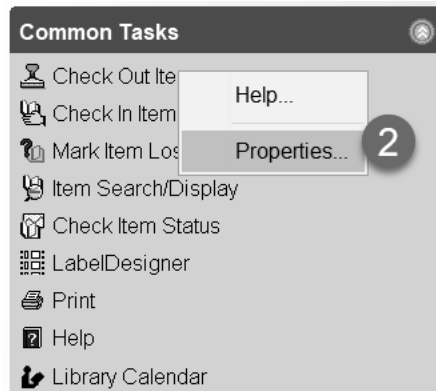


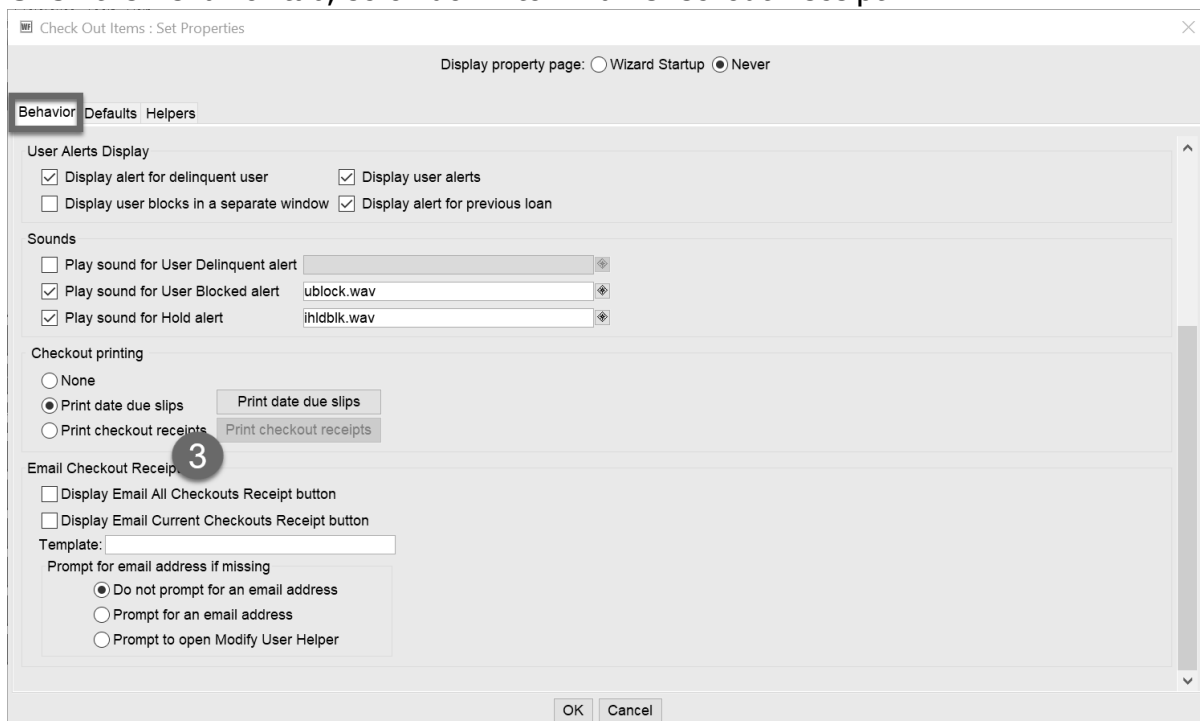
Email Checkout Receipts

The Check Out Items wizard allows emailed checkout receipts to be patrons with the following information: Title, Author, Call Number, Item ID, Date Charged and Due Date.

1. **Click** Common Tasks.
2. **Right-click** on the Check Out Items Wizard. **Click** Properties.



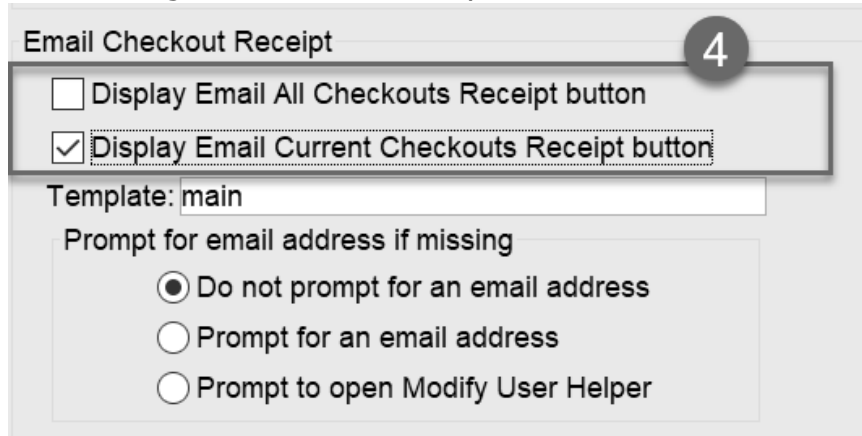
3. **Click** the Behavior tab, scroll down to Email Checkout Receipt.



4. **Select** Display Email All Checkouts Receipt Button to activate a button in the Check Out Items wizard to email a list of **all** items currently checked out to the patron. This includes previous active items on the patron's account along with the items currently being checked out.

OR

Select Display Email Current Checkouts Receipt Button to activate a button to email a list of only the **current** items being checked out to the patron.



Email Checkout Receipt

☐ Display Email All Checkouts Receipt button

☒ Display Email Current Checkouts Receipt button

Template: main

Prompt for email address if missing

☒ Do not prompt for an email address

☐ Prompt for an email address

☐ Prompt to open Modify User Helper

5. Type the template name of "main". This is the default SirsiDynix message.
6. The template files can be edited to create a customized email message. The two files that can be edited are the default.body and the default.item. Both email template files are HTML-based. The default.body.deliv and default.item.deliv **should never** be edited. The template files are located on the library server in the Default folder, located under the **XX/Unicorn/Templates/EmailCheckoutReceipt/Default** directory.

```
noacsc /s/sirsi/TEST/Unicorn/Templates/EmailCheckoutReceipt/Default> ls -l
total 8
-rwxr-xr-x 1 sirsi staff 638 Jul 6 2015 default.body
-rwxr-xr-x 1 sirsi staff 907 Feb 13 2018 default.body.deliv
-rwxr-xr-x 1 sirsi staff 126 Jul 6 2015 default.item
-rwxr-xr-x 1 sirsi staff 161 Feb 13 2018 default.item.deliv
```

When setting up a custom checkout receipt template use the default.body file to update the receipt message. Sirsi Dynix provides additional information on editing the tags:

https://support.sirsidynix.com/helps/sym/371-en?topic=Emailing_Checkout_Receipts. The newly updated default.body and default.item files will need to be copied to the directory for the delivered language located under the

XX/Unicorn/Templates/EmailCheckoutReceipt/English directory.

7. **Select** a setting for Prompt for email address if missing.

- a. Do not prompt for an email address - Sends an email to the email located in the patron's User Account.
- b. Prompt for an email address - Provides a prompt to manually type in the email address in which the receipt will be emailed.
- c. Prompt to open Modify User Helper - Option is set when no email address is available in the User Account, or an email needs to be modified.

Email Checkout Receipt

☐ Display Email All Checkouts Receipt button

☒ Display Email Current Checkouts Receipt button

Template: main

Prompt for email address if missing

- a. ☒ Do not prompt for an email address
- b. ☐ Prompt for an email address
- c. ☐ Prompt to open Modify User Helper

8. **Click** OK.
9. **Select** the Check Out Items wizard.
10. **Scan** the User ID and Item barcode.
11. **Click** Email Current Checkouts Receipts.

Check Out Items

User Information

Name: Doe, Janice Status: OK Library: DLFN
 Profile name: STUDENT3... Amount owed: \$0.00 Available holds: 0
 User categories: Y Overdues: 0 Checkouts: 1
 Homeroom: 200-POHLMAN Privilege expires: 2/1/2022

Identify user
 User ID: 22612200001275

Identify item
 Item ID:

List of checkouts: 1

Title	Call number	Item ID	Date Due	Billed	Amount Paid Auto...	Type	Set ID
The baby blue cat ...	E PRY	32612700000668	8/30/2021,23:59			EASY	

Current user checkouts: 1 (\$0.00)

Title	Item ID	Date Checked Out	Date Due	Status	Type
Halloween cat	32612010100646	6/1/2021,10:44	8/24/2021,23:59		FICTION

11

Get User Information Check Out Item To User Check Out To New User **Email Current Checkouts Receipt** Close

12. Click Ok to close the Email confirmation pop-up.

Check Out Items

User Information

Name: Doe, Janice	Status: OK	Library: DLFN
Profile name: STUDENT3...	Amount owed: \$0.00	Available holds: 0
User categories: Y	Overdues: 0	Checkouts: 1
Homeroom: 200-POHLMAN	Privilege expires: 2/1/2022	

Identify user

User ID: 22612200001275

Identify item

Item ID:

List of checkouts:1

Title	Call number	Item ID	Date	Confirmation	Amount Paid Auto...	Type	Set ID
The baby blue cat ...	E PRY	32612700000668				EASY	

Current user checkouts:1(\$0.00)

Title	Item ID	Date Checked	Status	Type
Halloween cat	32612010100646	6/1/2021, 10:44	8/24/2021, 23:59	FICTION

Get User Information Check Out Item To User Check Out To New User Email Current Checkouts Receipt Close

13. The patron will receive the receipt at the email address listed in their User Account or the email address that is manually entered into the system. **NOTE:** The sending email address will be noreply@sirsidynix.com, this email address cannot be changed.

Checkout Receipt

N noreply@sirsidynix.com
To Kamile Shed

Doe, Tom [22612200001234],
The following items are checked out:

Title	Author	Call Number	Item ID	Date Charged	Date Due
Big cats / by Bobbie Kalman and Tammy Everts	Kalman, Bobbie, 1947-	RC 610 124	32612000081616	Apr 19 2021	May 17 2021

Please note that the list above may only include today's charges and not previously charged items. If you have any questions, please contact yc

14. To apply the email receipts option to a school district or a specific building, copy the property settings from the desktop or computer in which the email receipts settings are set on. To get to the properties do the following:

- Go to the C: drive and the User's directory in your computer
c:\Users\{name}\Sirsi\WorkFlows\Property\Property
- Copy the properties listed as PROP_CHECKOUT_EMAIL.

```

property - Notepad
File Edit Format View Help
PROP_CALLADD_LIBRARY_D|DISTRICT|
PROP_CHECKOUT_EMAIL_ALL|N|
PROP_CHECKOUT_EMAIL_FLOW|NONE|
PROP_CHECKOUT_EMAIL_RECEIPT_TEMPLATE|main|
PROP_CHECKOUT_EMAIL_RECENT|Y|
PROP_CHECKOUT_MODIFYUSER_H|N|Wizards.workflows.Circwfs.CheckOutWizard|
PROP_CHECKOUT_SLIP_PRT|SLIP|
PROP_CHECKOUT_USERXINFO_ALERT_WAV|N|Wizards.workflows.Circwfs.CheckOutWizard|
PROP_CHECKOUT_USER_XINFO_ALERTS_H|N|Wizards.workflows.Circwfs.CheckOutWizard|
PROP_DISCHARGING_HOLD_WRAPPER_PRT|N|Wizards.workflows.Circwfs.DischargeWizard|
PROP_DISCHARGING_TRANSIT_PRT_IF_DEST_OUTSIDE_GROUP|N|Wizards.workflows.Circwfs.DischargeWizard|
PROP_DISP_PROPERTY|N|
PROP_DUEDATE_EACHITEM_PRT|N|Wizards.workflows.Circwfs.CheckOutWizard|
PROP_DUEDATE_EACHITEM_PRT|N|Wizards.workflows.Circwfs.RenewUserWizard|
PROP_DUEDATE_LISTCHARGES_PRT|Y|Wizards.workflows.Circwfs.CheckOutWizard|
PROP_DUEDATE_LISTCHARGES_PRT|Y|Wizards.workflows.Circwfs.RenewUserWizard|
  
```

15. Go to Putty to the directory of **XX/Unicorn/Config/Properties** for the specific ITC.

There are two options:

- Paste the properties in a single building so all computers in a specific building using WorkFlows have the email receipts settings set.
- Set the email receipts settings up for the entire Instance by pasting the setting into USETHIS.custom. After pasting the settings into the USETHIS.custom file, run the **OHprep4java_properties.sh** script to ensure the changes are replicated for the entire instance.

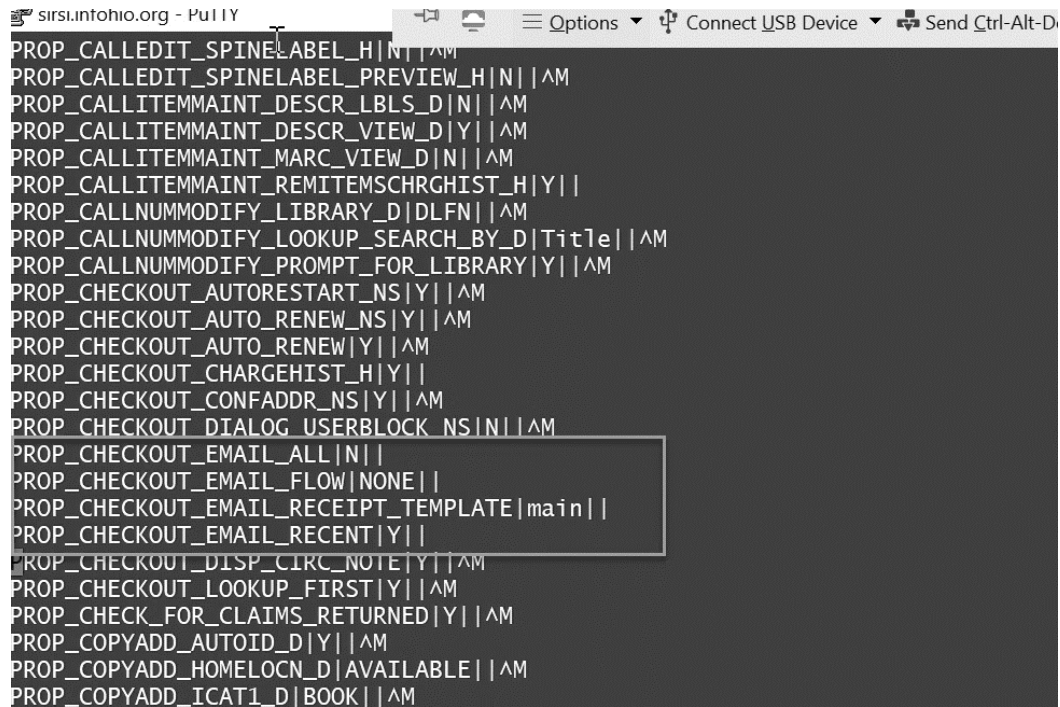
```

-rwxr-xr-x 1 sirsi staff 13335 Apr 12 2019 ADMINTEST
-rwxr-xr-x 1 sirsi staff 13327 Apr 12 2019 ADMINTEST.bak
-rwxr-xr-x 1 sirsi staff 1550 Apr 12 2019 CIRC3CHKOT
-rwxr-xr-x 1 sirsi staff 1542 Apr 12 2019 CIRC3CHKOT.bak
-rwxr-xr-x 1 sirsi staff 13932 Apr 12 2019 DISTRICT
-rwxr-xr-x 1 sirsi staff 13924 Apr 12 2019 DISTRICT.bak
-rwxr-xr-x 1 sirsi staff 14109 Apr 12 2019 DLFN
-rwxr-xr-x 1 sirsi staff 14034 Apr 12 2019 DLFN.b4prep4java
-rwxr-xr-x 1 sirsi staff 14026 Apr 12 2019 DLFN.b4prep4java.bak
-rwxr-xr-x 1 sirsi staff 14101 Apr 12 2019 DLFN.bak
-rwxr-xr-x 1 sirsi staff 14245 Apr 12 2019 DLFNCIRC
-rwxr-xr-x 1 sirsi staff 14237 Apr 12 2019 DLFNCIRC.bak
-rwxr-xr-x 1 sirsi staff 13837 Nov 25 2019 DLFNSELFCHCK
-rwxr-xr-x 1 sirsi staff 13748 Apr 12 2019 DLFNSELFCHCK.bak
-rwxr-xr-x 1 sirsi staff 13735 Apr 19 15:56 DLHS
-rwxr-xr-x 1 sirsi staff 13620 Apr 12 2019 DLHS.bak
-rwxr-xr-x 1 sirsi staff 13386 Apr 12 2019 DLHS2
-rwxr-xr-x 1 sirsi staff 13378 Apr 12 2019 DLHS2.bak
-rwxr-xr-x 1 sirsi staff 14039 Apr 12 2019 DLLD
-rwxr-xr-x 1 sirsi staff 14031 Apr 12 2019 DLLD.bak
-rwxr-xr-x 1 sirsi staff 14038 Apr 12 2019 DLMS
-rwxr-xr-x 1 sirsi staff 14030 Apr 12 2019 DLMS.bak
-rwxr-xr-x 1 sirsi staff 13867 Apr 12 2019 ELIDA
-rwxr-xr-x 1 sirsi staff 13859 Apr 12 2019 ELIDA.bak
-rwxr-xr-x 1 sirsi staff 2756 Apr 12 2019 SELF
-rwxr-xr-x 1 sirsi staff 2748 Apr 12 2019 SELF.bak
-rwxr-xr-x 1 sirsi staff 1499 Apr 12 2019 TEST
-rwxr-xr-x 1 sirsi staff 1491 Apr 12 2019 TEST.bak
-rwxr-xr-x 1 sirsi staff 13121 Apr 12 2019 USETHIS
-rwxr-xr-x 1 sirsi staff 13113 Apr 12 2019 USETHIS.bak
-rwxr-xr-x 1 sirsi staff 1383 Jun 28 2012 USETHIS.custom
  
```

Add Settings to a single building (points to DISTRICT.bak)

Add Settings to a the entire district (points to USETHIS.custom)

16. After selecting the file of choice for either the district or a specific building, copy and paste the properties that were previously copied and save the file. The settings will be saved for a specific building or a district according to the file that is selected.



```
sirsi.intohio.org - PuTTY
Options
Connect USB Device
Send Ctrl-Alt-D

PROP_CALLEDIT_SPINELABEL_H|N||^M
PROP_CALLEDIT_SPINELABEL_PREVIEW_H|N||^M
PROP_CALLITEMMAINT_DESCR_LBLS_D|N||^M
PROP_CALLITEMMAINT_DESCR_VIEW_D|Y||^M
PROP_CALLITEMMAINT_MARC_VIEW_D|N||^M
PROP_CALLITEMMAINT_REMITEMSCHRGHIST_H|Y||^M
PROP_CALLNUMMODIFY_LIBRARY_D|DLFN||^M
PROP_CALLNUMMODIFY_LOOKUP_SEARCH_BY_D|Title||^M
PROP_CALLNUMMODIFY_PROMPT_FOR_LIBRARY|Y||^M
PROP_CHECKOUT_AUTORESTART_NS|Y||^M
PROP_CHECKOUT_AUTO_RENEW_NS|Y||^M
PROP_CHECKOUT_AUTO_RENEW|Y||^M
PROP_CHECKOUT_CHARGEHIST_H|Y||^M
PROP_CHECKOUT_CONFADDR_NS|Y||^M
PROP_CHECKOUT_DIALOG_USERBLOCK_NS|N||^M
PROP_CHECKOUT_EMAIL_ALL|N||^M
PROP_CHECKOUT_EMAIL_FLOW|NONE||^M
PROP_CHECKOUT_EMAIL_RECEIPT_TEMPLATE|main||^M
PROP_CHECKOUT_EMAIL_RECENT|Y||^M
PROP_CHECKOUT_DISP_CIRC_NOTE|Y||^M
PROP_CHECKOUT_LOOKUP_FIRST|Y||^M
PROP_CHECK_FOR_CLAIMS_RETURNED|Y||^M
PROP_COPYADD_AUTOID_D|Y||^M
PROP_COPYADD_HOMEOCN_D|AVAILABLE||^M
PROP_COPYADD_ICAT1_D|BOOK||^M
```