



WorkFlows

Printing Receipts

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Printing receipts

You need to set up three things in order to print receipts:

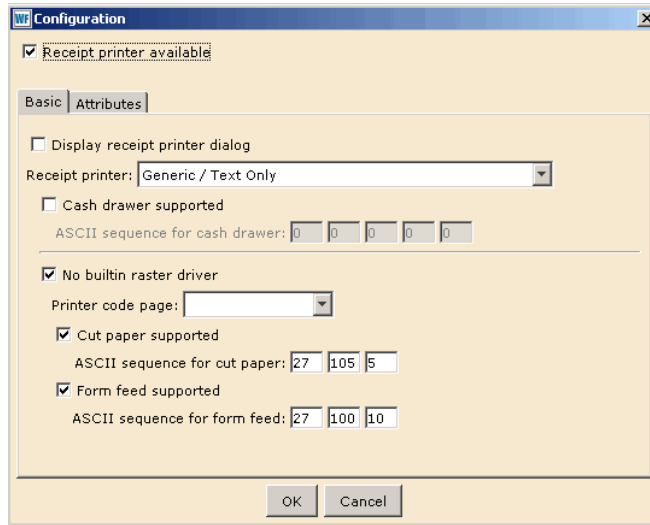
- Windows printer settings
- Receipt printer settings
- What you want to say on the printed receipt.

Windows printer settings

1. In Windows, select **Start > Control Panel > Printers and Faxes**.
2. Look for the check mark near the Generic/Text printer signifying that this is the default printer. If it isn't there, right-click the printer and click Set as Default Printer.
3. Right-click the generic/text receipt printer and click **Properties**.
4. Click the **Advanced** tab.
5. Make sure the following buttons are checked:
 - Spool print documents so program finishes printing faster.
 - Start printing immediately.
6. Click **OK**.

Receipt printer settings

To set up your receipt printer to print:

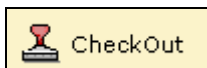


1. Select **Preference > Peripherals > Receipt Printer**.
2. At the top of the **Configuration** screen, check the **Receipt printer available** box.
3. *Uncheck* the **Display receipt printer dialog** box if it is checked.
4. Select your receipt printer in the **Receipt printer** drop-down box. This is usually **Generic/Text Only**.
5. Check the **No builtin raster driver** box. If you want to change the font, uncheck the raster driver box to activate the options under the "Attributes" tab. Go there to make font changes, then come back to the "basic" tab and check the raster driver box.
6. If your printer is capable of cutting the paper at the end of a receipt (you can determine this by trial and error), check the **Cut paper supported** box.
7. Enter 27 105 5 for the **ASCII sequence for cut paper** boxes.
8. Check the **Form feed supported** box.
9. Enter 27 100 10 for the **ASCII sequence for form feed** boxes. If the receipt is too long, enter a number less than 10 in the right-most box.
For Star printers, try using 27 100 50
10. Click **OK**.

Specifying the text of the receipt

You can configure the text printed on the receipt for any circulation wizard that allows you to print receipts, such as CheckOut, Discharging, or Paying Bills, by accessing the wizard properties. You must be logged into WorkFlows as Admin or Tech to change properties.

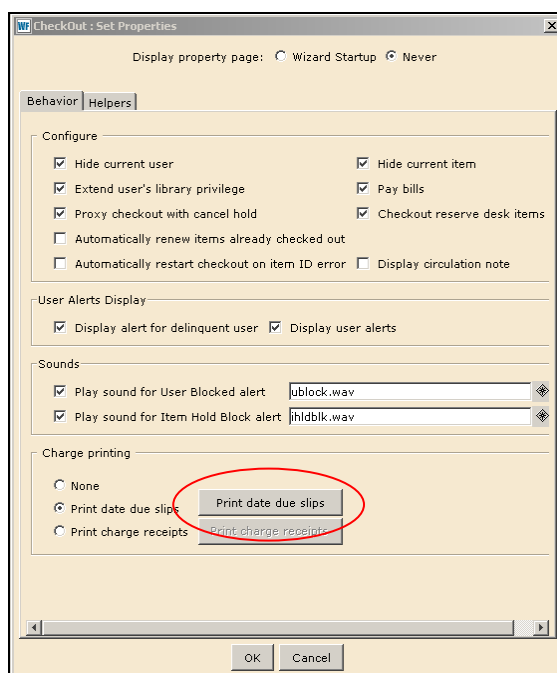
For example, to configure the date due slip for CheckOut:



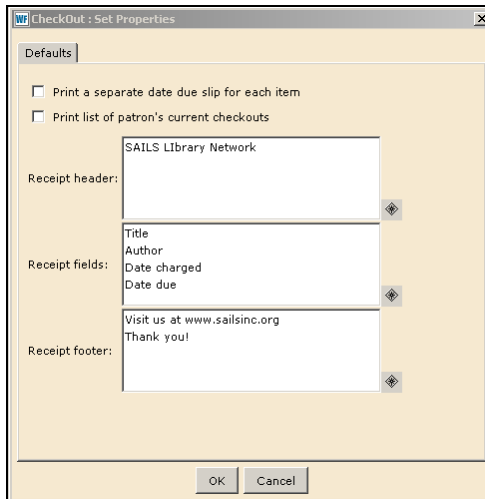
Keyboard shortcut: F 5

1. Right-click the **CheckOut** icon and click **Properties**.

The following screen appears:



2. In the Behavior tab, click the **Print date due slips** button.
3. Check the appropriate box if you want to print a separate date due slip for each item or if you want to print a list of the patron's current checkouts.
4. Use the gadgets to enter the receipt header, fields, and footer.



SAILS Library Network

Title: Performance nutrition
for winter sports
Author: Ryan, Monique,
1962-
Date charged: 3/7/2007,11:
10
Date due: 4/4/2007,23:59

Visit us at www.sailsinc.org
Thank you!

If you format the receipt so that the patron's name appears in the Receipt Fields, the patron's name will appear on the receipt for each item.

If you set the setting to allow printing of receipts, but do not specify any information in the header, footer, or receipt fields, the receipt does not print out.

Common receipts for wizards

If you print receipts, you may want to consider specifying the following text for the wizards listed below (these receipts may have already been set up in the properties set by SAILS during installation of WorkFlows):

Print Date Due Slips button

Title
Author
Item ID
Date Due

Print Slip Showing Payment button

Title
Author
Item ID
Reason for bill
Amount billed
Amount paid
Payment date

Print Available Hold Slip button

Name
Phone number
Title
Author
Item ID

WIZARD	BUTTON
CheckOut	Print date due slips
CheckOut: Pay Bills helper	Print slip showing payments
Check Item Status	Print available hold slip
Discharging	Print available hold slips
Discharging: Pay Bill helper	Print slip showing payments
Fine Free Discharge	Print available hold slips
Fine Free Discharge: Pay Bills helper	Print slip showing payments
Renew User	Print date due slips
Renew User: Pay Bills helper	Print slip showing payments
Renew Item	Print date due slips
Renew Item: Pay Bills helper	Print slip showing payments

WIZARD	BUTTON
Billing a User	Print slip showing payments
Paying Bills	Print slip showing payments
Check Item Status	Print available hold slips
Display User: Pay Bills helper	Print slip showing payments
Place Holds: Pay Bills helper	Print slip showing payments
Place Blanket Holds: Pay Bills helper	Print slip showing payments
Remove User Holds	Print available hold slips
Remove Item Holds	Print available hold slips
Trap Holds	Print available hold slips
Ephemeral	Print date due slips
Ephemeral: Pay Bills helper	Print slip showing payments
Discharging Bookdrop	Print available hold slips
Pending transits	Print available hold slips
Receive transit	Print available hold ships

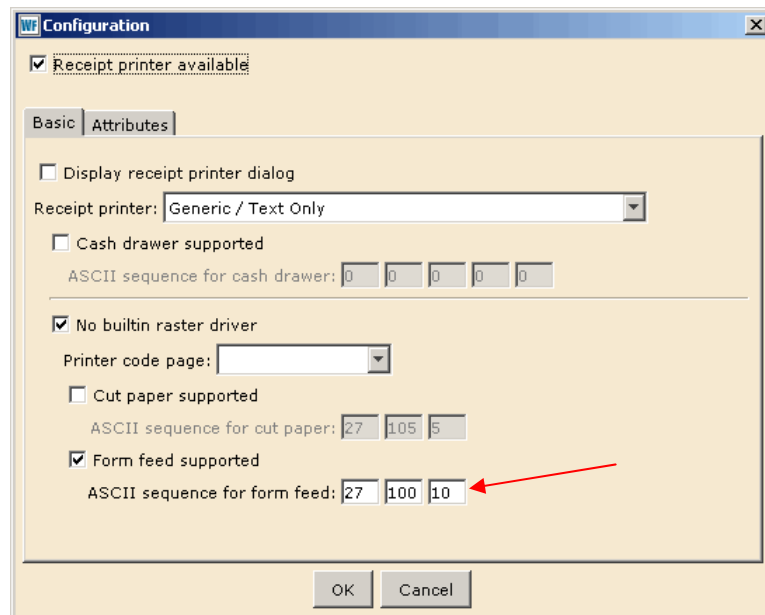
Adjusting the length of the receipt paper

The length of a receipt depends on:

- how many lines of text you specify,
- the number of books or other items processed, and
- the number of lines of blank space that the paper advances after the last line prints.

To adjust the number of lines of blank space after the last line prints:

1. Select **Preference > Peripherals > Receipt printer**.
2. Make sure that the **Receipt printer available** box is checked.
3. Make sure that the **No builtin raster driver** box is checked.
4. Make sure that the **Form feed supported** box is checked.
5. Find the three boxes in the line that says **ASCII sequence for form feed**.
6. In the right-most box, enter the number of lines you want the printer to advance after printing.



A typical sequence is 27 100 10. Reduce the “10” value to reduce the blank space at the end of the receipt.