

Workflows Screen

Sirsi K-12 features wizards that allow you to perform complex library tasks quickly and efficiently. These wizards can be accessed on toolbars. The helper bar, menu bar, and tools such as gadgets, glossaries, tabbed folders, alert windows right-click menus, and hypertext links allow you to move easily through Workflows.

Note: For more detailed information or specific questions, search ONLINE HELP.

The screenshot shows the INFOhio Workflows Screen with the following labeled components:

- Menu:** File, Edit, Wizards, Helpers, Modules, Preference, Tools, Help
- Toolbar:** Reserves
- Wizard Group:** Common Tasks, User Maintenance, Checkout, Checkin, R..., Special Circulation Fu..., Maintain Sets, Holds Maintenance, Item Maintenance, Cataloging, Report and Notices
- Wizards:** Display User, User Registration, Copy User, Modify User, Remove User, Suspend User, Unsuspend User, Check Out Items, Check In Items, Renew Single Item, Renew User Checko..., Paying Bills, Billing a User, Credit User Account, Fine Free Check In
- Helper icons:** Located in the top right of the window.
- Platform Glossary:** Located in the top right of the main content area.
- Data Entry Field:** A text input field for "User ID" with the value "2261220000483".
- Folder Tabs for additional information:** Summary, Addresses, Extended Info, Bills, Checkouts, Holds, Reservations, Suspension
- Information Screen:** The main content area displaying user details for "Smithy, Cindy".
- Action Buttons:** Display this User (o), Display Another User, Close

User Information:

Name:	Smithy, Cindy	Privilege expires:	6/30/2015
ID:	2261220000483	Homeroom:	
Homeroom:		Job Title:	
Profile name:	STUDENT1...		

User Details:

Status is:	OK	Next allowed loan date:	
Profile name:	STUDENT1	Checkouts:	4
Grade:	10...	Extended info:	none
Language:	ENGLISH...	Claims returned:	none
Internet Use:	INTERNET_Y...		
Library:	DHLS...		
Language:	ENGLISH		

Summary:

Credit balance:	none
Holds:	none
Requests/messages:	none

WorkFlows Themes

WorkFlows Themes display a new look that is consistent with today's desktop graphical environment, and provides much faster navigation between Unicorn modules and functions.

You can change your WorkFlows desktop colors by selecting from a set of preset color palettes. To change WorkFlows Themes, from the menu bar **Click** on Preference, point to Desktop, and **Click** Desktop Setup. In the Themes box, select a theme (or color palette) from the drop-down list, and **Click** OK. The first time you may be prompted to restart the workstation to see the new theme windows.

NOTE: *Once you are in Themes mode, you can easily change to other themes without having to restart the workstation again. **NEVER** select Classic!*

The following themes are delivered.

1. ** Classic (DO NOT SELECT)

2. Blue
3. Brown
4. Green
5. Pink
6. Purple
7. Primary Red
8. Primary Blue
9. Primary Green
10. Spring
11. Summer
12. Fall
13. Winter

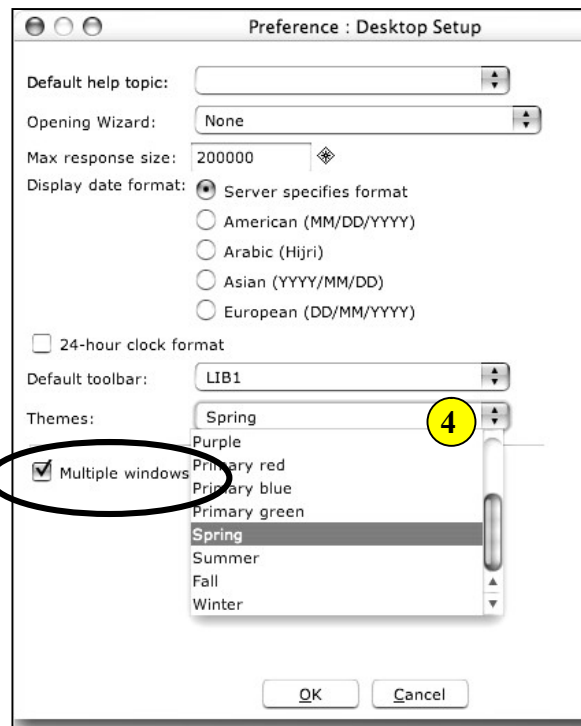
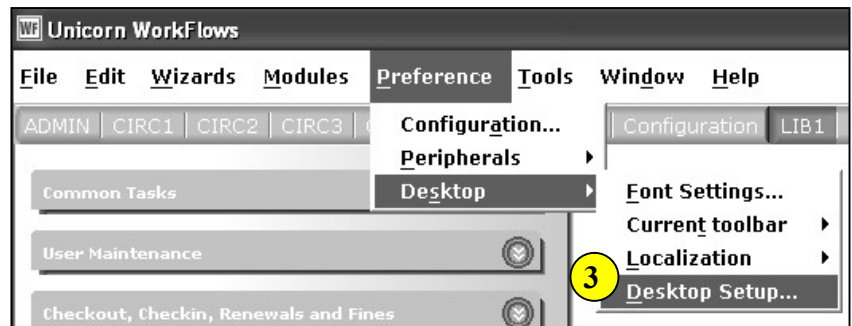
From the Menu Bar:

1. **Click** Preference
2. Desktop
3. Desktop Setup

On the Themes drop down menu:

4. **Select** the theme or color you prefer.
5. **Click** OK

BE SURE TO PUT A CHECK BY MULTIPLE WINDOWS MODE!

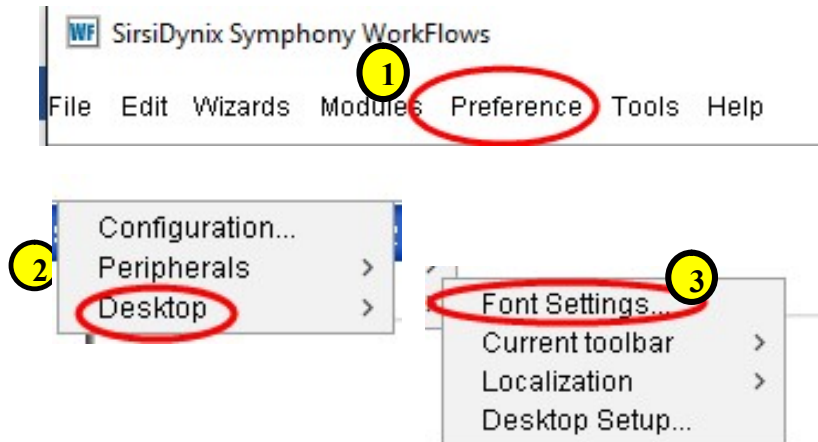


WIZARD FONT Settings

The font size of toolbar text (wizard names) can be **modified** using the **Font Settings** control under the **Desktop** options of the **Preference** menu.

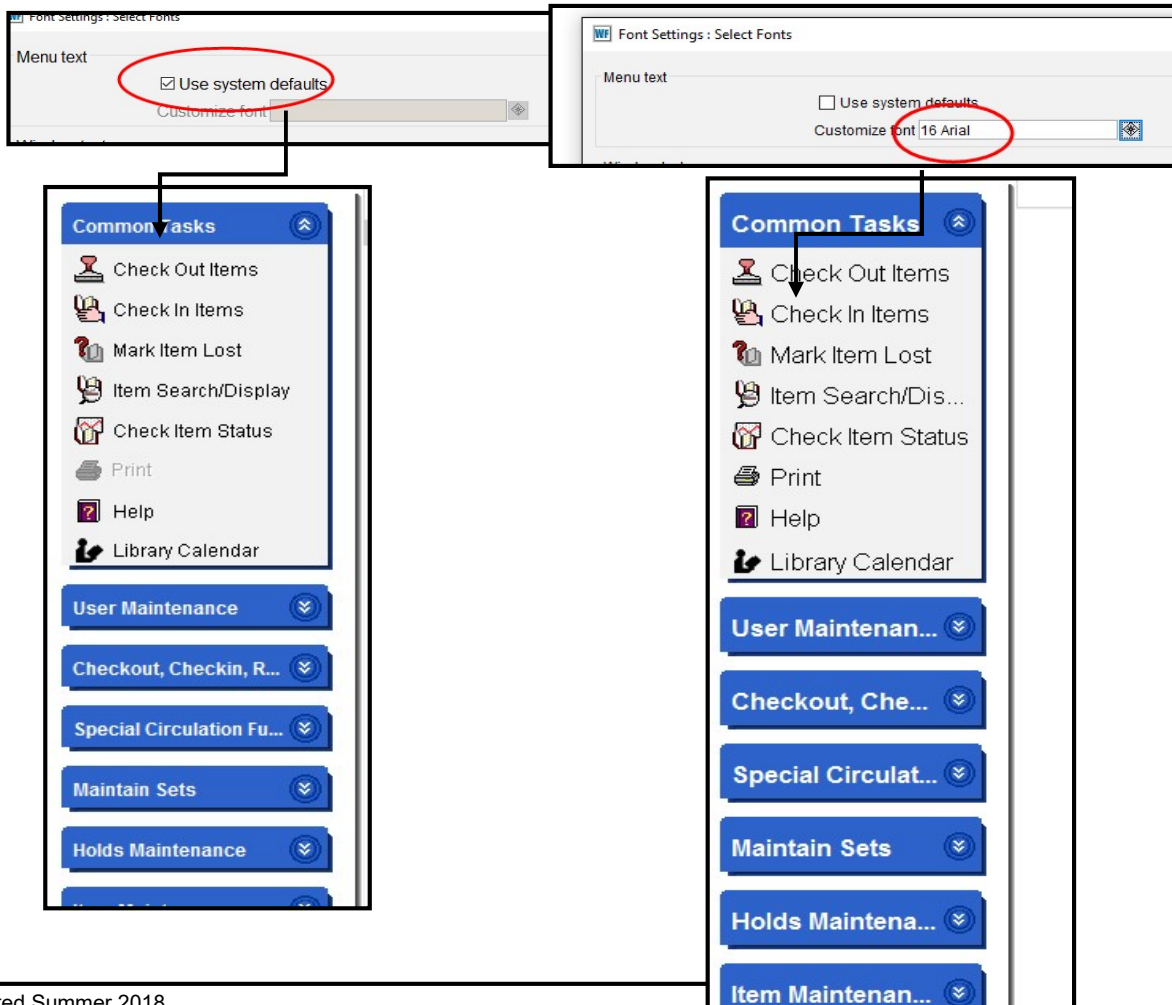
From the Menu Bar:

1. **Click** Preference
2. Desktop
3. Font Settings



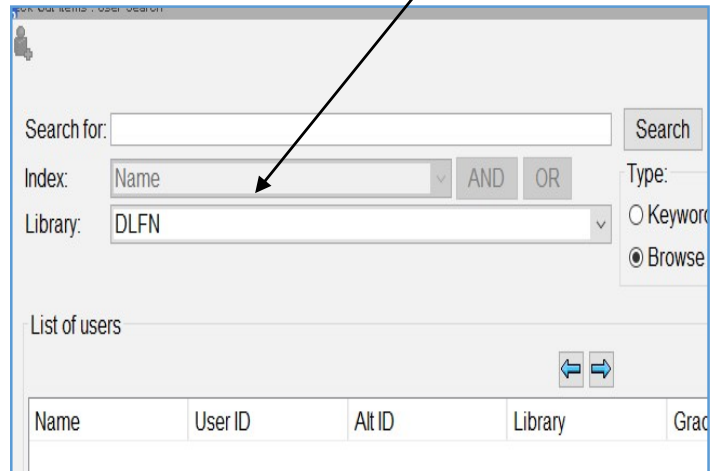
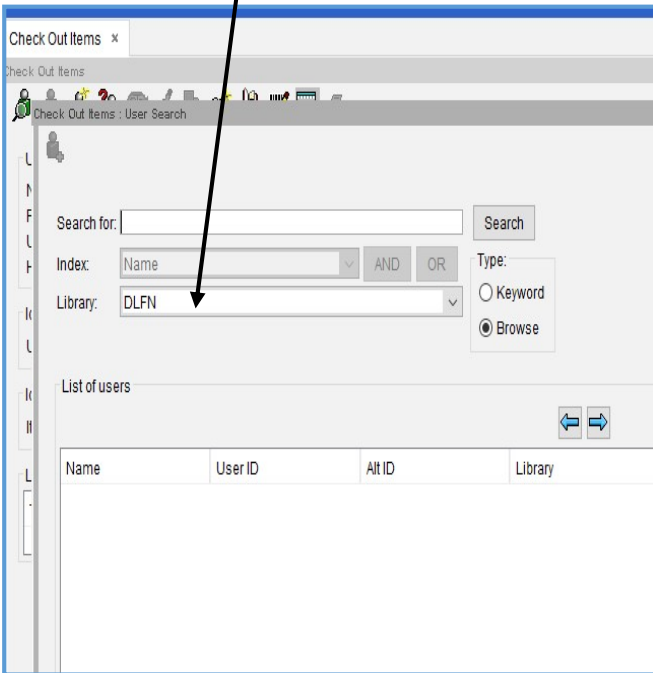
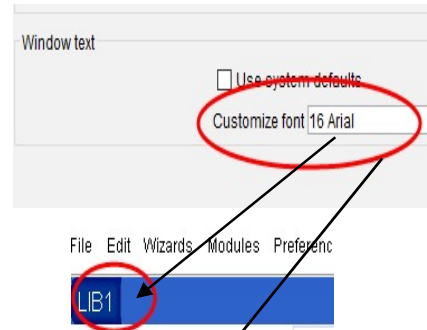
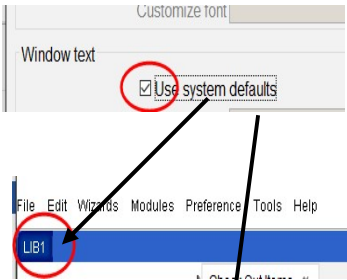
MENU text - System Default:

Customized:



WINDOW text - System Default:

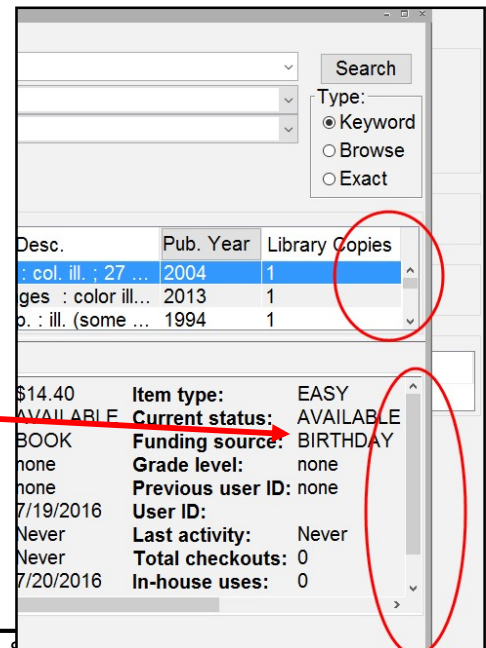
Customized:



Screen change will take place immediately and new Font settings will be "saved" on this workstation until changes are made again.



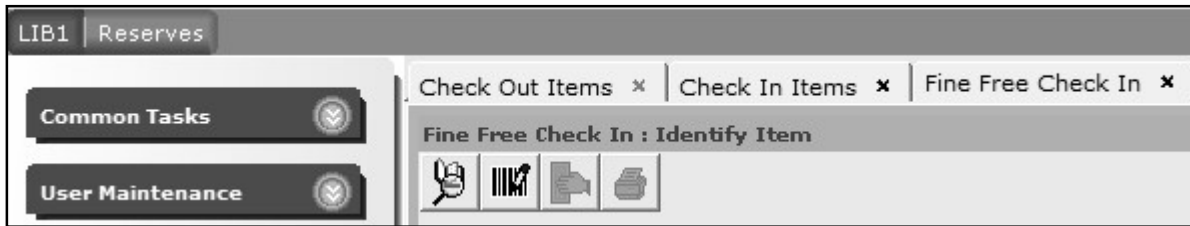
Large font size may create "sliders" that you will need to be aware of when looking at full lists:



Tabbed Windows

Select the 'Tabbed Windows' check box to open multiple tabbed windows simultaneously in WorkFlows. Each time you open a new wizard, a new tab will display for that particular wizard.

NOTE: *Tabs cannot be reorganized.*



When you select a WorkFlows Theme the tabbed windows check box displays.

1. **Select** the Tabbed Window check box to open multiple tabbed windows. Tabs display at the top of the client workspace by default.
2. Placing a check in 'Tabbed windows on bottom' allows display of tabs at the bottom of the screen.
3. The selected tab open in the client workspace is the active wizard.
4. The active wizard's name is the only wizard name displayed in the window caption.
5. When a single wizard is opened multiple times, numbers will appear in the tab next to the wizard's name to distinguish between each tabbed window for that wizard.

Helpful Tip:

Users can switch between tabbed windows by pressing either:

CTRL + Tab or CTRL + Page Up to move to the next tabbed window

CTRL + Shift + Tab or CTRL + Page Down to move to the previous tabbed window

To close a tab, simply click on the close icon or press CTRL + W.



Right-click menus

WorkFlows supports right-click menus for wizards and other WorkFlows functions. The right-click menus are 'popup' or shortcut menus that contain commands and options that can be performed against a selected record or group of records. The right-click menus are available using a mouse right-click in circulation lists (or tables), such as checkouts, bills, holds, and more.

Once in a right-click menu, click a circulation or print option to access that option.

NOTE: Not all options are available in all wizards. If a user does not have access to a wizard or wizard function, that option will not appear in the list.

Title	Item ID	Date Due	Billed	Amount Paid Automatic...	Type
Bad dog! : true tales of...	32612100098965	4/27/2012,23:59			


▼ Current user checkouts:3(\$0.00)				
Title	Item ID	Date Checked Out	Date Due	
The 1900s	32612100082951	3/30/2012,14:12	4/27/2012,2	
The 1920s	32612100083033	3/30/2012,14:12	4/27/2012,2	
Bad dog! : true tales of trou...	32612100098965	3/30/2012,14:13	4/27/2012,2	

- Bill User for Item
- Change Item ID
- Discharge
- Display Holds
- Display Item
- Display User
- Edit Item Note
- Modify Due Date
- Place Hold
- Print Checkout Slip


Resizing the Screens

Most screens in Java can be made larger or smaller by simply clicking and dragging. Watch your mouse as you move it around the screen. When it turns to resize mode (2 points), you can click and drag that section to the size you wish.

Before:

Description	Call Number/Item	
<ul style="list-style-type: none"> ☒ ☒ Phillips, Charles. - The lost history of Aztec & Maya : the history, legend, & discovery of the lost cities of the Americas ☒ ☒ 972.01 PHI PB - NRHS ☒ ☒  30465060143285 - 1 - NONFICTION - AVAILABLE 		Price: \$20.00 item group: Shelf location: AVAILABLE Current location: Material type: BOOK Funding source: Date created: 4/10/2006 Media desk: Date last charged: NEVER Previous user ID: Last discharged: NEVER Last activity: Date inventoried: NEVER Total checkouts: Times inventoried: 0 In-house uses:

After:

Description	Call Number/Item	
<ul style="list-style-type: none"> ☒ ☒ Phillips, Charles. - The lost history of A ☒ ☒ 972.01 PHI PB - NRHS ☒ ☒  30465060143285 - 1 - NONFIC 		Price: \$20.00 item group: NONFICTION Shelf location: AVAILABLE Current location: AVAILABLE Material type: BOOK Funding source: none Date created: 4/10/2006 Media desk: none Date last charged: NEVER Previous user ID: Last discharged: NEVER Last activity: NEVER Date inventoried: NEVER Total checkouts: 0 Times inventoried: 0 In-house uses: 0

You can use the Show / Hide Search Pane helper to see more of the result screen.



Item Search/Display

Search for: history world

Index: Title

Library: ALL

Current:

KEYWORD Title history world, ALL: 23 records

Title	Author
The age of Napoleon	Henderson, Harry, 1951-
All times, all peoples : a world history of slavery	Meltzer, Milton, 1915-
America in the 1960s	Kronenwetter, Michael.
Datelines of world history	Arnold, Guy.
A world history of world history, ancient, medieval, and modern	Leopold, William L. (William Leopold), 1896-1977

Description Call Number/Item

Leader am a0c
key UC20-0028043
Data source OCoLC
Date/time stamp 19991224061610.0
Fixed field data 980528s1999 cauab c b 001 0deng
LCCN 98008372
ISBN 156006319X (alk. paper)
Cataloging source DLC DLC OIA
Authentication code lcac
Geographic area code e-fr--- e-----
Local holdings OIAA
LC Call Number DC203.9 .H46 1999
Dewey class number 944.05 21
Personal Author Henderson, Harry, 1951-
Title The age of Napoleon / by Harry Henderson.
Publication info San Diego, Calif. : Lucent Books, c1999.
Physical descrip 112 p. : ill., maps ; 24 cm.
Series Title (World history series)

Sorting Results

Any of the screens that have a results list (Item Search, User Search, Finished Reports) with a header column can be sorted by clicking the various headers. The selected sort option will have a gray arrow in it to indicate ascending or descending.

Click on Title to sort by title.

Title ▲	Author	Pub. Year
The apes: the gorilla, chimpanzee, orangutan, a...	Reynolds, Vernon.	1967
Encyclopedia of events that changed the world : ...	Ingpen, Robert R.	1991
Exploring the ocean world; a history of oceanogr...	Idyll, C. P. (Clarence P.)	1969
The grand tactician; Khrushchev's rise to power	Pistrak, Lazar.	1961
The History of the First World War	Wood, Leonard.	1965
History of World War I	Taylor, A. J. P. (Alan John Percivale), 1906-	1974
The Macmillan world history factfinder	McEvedy, Colin.	1985
The military history of World War II	Dupuy, Trevor Nevitt, 1916-	1962
Pictorial history of the Jewish people, from Bible ...	Ausubel, Nathan, 1899-	1953
A pictorial history of the World War II years	Jablonski, Edward.	1977

Click on Author to sort by author

Title	Author ▲	Pub. Year
Pictorial history of the world; the story of man's prog... Year.	Year.	1956
World war II : a photographic history		1998
Pictorial history of the Jewish people, from Bible tim...	Ausubel, Nathan, 1899-	1953
The United States since 1865	Dulles, Foster Rhea, 1900-	1959
Prelude to world power : American diplomatic histor...	Dulles, Foster Rhea, 1900-	1965
The military history of World War II	Dupuy, Trevor Nevitt, 1916-	1962
The war in the air: a pictorial history of World War II ...	Gurney, Gene.	1962
Exploring the ocean world; a history of oceanography	Idyll, C. P. (Clarence P.)	1969
Encyclopedia of events that changed the world : eig...	Ingpen, Robert R.	1991
A pictorial history of the World War II years	Jablonski, Edward.	1977

Click on Pub. Year to sort by date of publication.

Title	Author	Pub. Y... ▼
Salt : a world history	Kurlansky, Mark.	2002
World war II : a photographic history		1998
Encyclopedia of events that changed the world : eig...	Ingpen, Robert R.	1991
The Macmillan world history factfinder	McEvedy, Colin.	1985
The spoils of time : a world history from the dawn of ...	Wedgwood, C. V. (Cicely Veronica), 1910-	1985
A pictorial history of the World War II years	Jablonski, Edward.	1977
History of World War I	Taylor, A. J. P. (Alan John Percivale), 1906-	1974
A World history	McNeill, William H.	1971
Exploring the ocean world; a history of oceanography	Idyll, C. P. (Clarence P.)	1969