

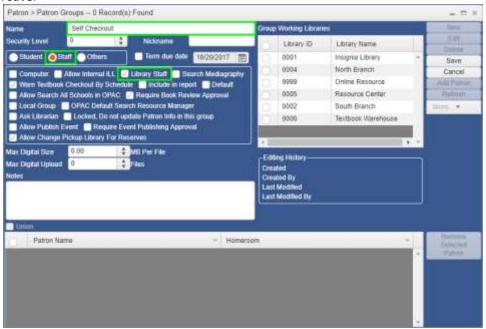
SELF CHECKOUT

The self checkout profile is a limited account that only allows Check In, Check Out, Simple Search, and optionally, Homeroom Check Out.

INITIAL SETUP

CREATE A PATRON GROUP

- 1. Go to Patron > Patron Groups.
- 2. Click New.
- 3. Enter "Self Checkout" into the Name field.
- 4. Set the patron group as Staff.
- 5. Check the checkbox for Library Staff to allow the account to log into the ILS.
- 6. Click Save.



CREATE THE SELF CHECKOUT ACCOUNT

- 1. Go to Patron > Find/Add Patron.
- 2. Click New Patron.
- 3. Enter a Last Name (i.e. Checkout).
- 4. Enter a First Name (i.e. Self).
- 5. Enter a Patron ID (i.e. sc####, the #s being the corresponding library ID).
- 6. Check the checkbox beside the Self Checkout patron group that was previously set up.
- 7. Click Save.
- 8. Click Set Password.
- 9. Enter the new password and confirm the password to be used to log into the Self Checkout account.

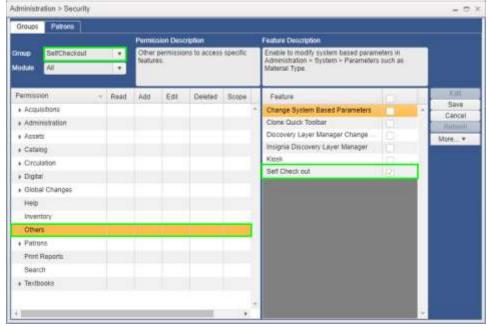




SET UP SECURITY PERMISSIONS

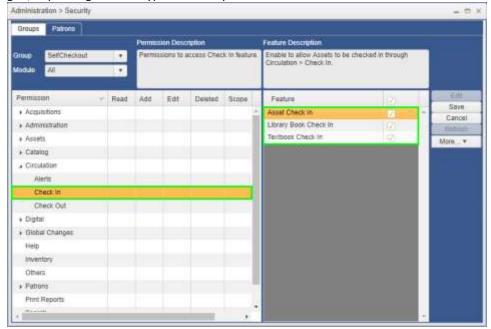
The Self Checkout patron group will need to have permissions set up to control what features the Self Checkout accounts have access to.

- 1. Go to Administration > Security.
- 2. Select Self Checkout from the Group dropdown menu.
- 3. Click Edit.
- 4. Click on the Others permission in the left grid.
 - 4.1. Check the checkbox beside Self Check out in the right grid.





- 5. To enable access to the Check In feature, click on the triangle beside Circulation in the left grid.
 - 5.1. Click Check In left grid.
 - 5.2. Check the checkboxes beside Asset Check In, Library Book Check In, and Textbook Check In in the right grid, depending on what types of items you would like this account to be able to check in.



- 6. To enable access to the Check Out feature, click on the triangle beside Circulation in the left grid.
 - 6.1. Click Check Out in the left grid.
 - 6.2. Check the checkboxes beside Asset Check Out, Library Book Check Out, and Textbook Check Out in the right grid, depending on what types of items you would like this account to be able to check out.
 - 6.3. Check the checkbox for Homeroom Check Out to allow this feature to appear in the Self Checkout account.
 - 6.3.1. To enable Homeroom Check Out to appear in Self Checkout accounts in general, go to Administration > Library Setting > Configuration, search for the setting called "Show Homeroom Checkout In Self Checkout" and enable it.
 - 6.4. Check the checkbox beside Print Receipt to allow receipts to be printed.
 - 6.4.1. To enable the printing of receipts in Self Checkout accounts in general, go to Administration
 > Library Setting > Configuration, search for the setting called "Allow Print Receipt In Self Checkout" and enable it.
- 7. Click Save.



