



## Traverse des Sioux Library System

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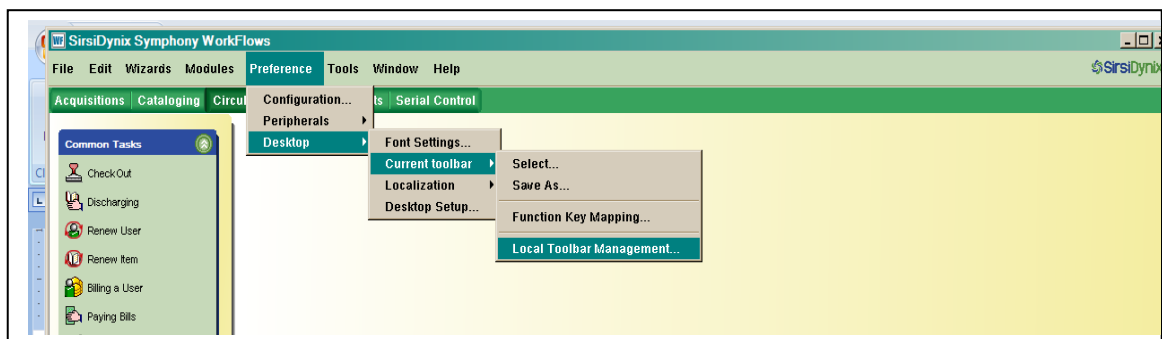
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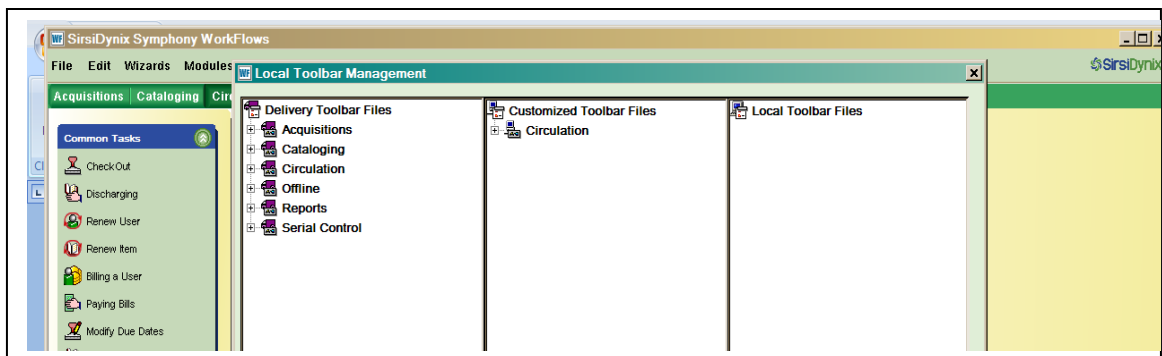
# WorkFlows Local Toolbar

You can customize the wizards that appear on each staff workstation by using the Local Toolbar feature in WorkFlows. You must repeat these steps on each staff PC, as the changes only apply to the workstation you are working on.

- Logon to WorkFlows under your TECH login. Only the TECH login has authorization to edit the toolbar, but changes will apply to both CIRC and TECH logins at that staff PC.
- Click Preference/Desktop/Current Toolbar/Local Toolbar Management.



- You'll see the screen below.



- Under the middle column for customized toolbar files, point to *circulation* and RIGHT click.
- Click on *Copy to Local*. The group of circulation wizards will be copied to the right hand side under Local Toolbar Files.
- Click the plus (+) sign next to *Circulation* under the Local Toolbar Files to see individual wizards.
- To remove, for example, the wizard for “User Claims Returned”, click on the plus (+) sign next to Special Circulation Functions. Right click on the “User Claims Returned” wizard and click **Remove**.
- To move a wizard, for example, the wizard for “Trap Holds”, right click on the wizard in the local toolbar file, and click **Copy**. Click on the plus (+) sign for *Manage In Transit Items*, point to the approximate place where you want the wizard to be and right click again. Then select **Paste Before** or **Paste After**. [To finish up, you may want to go back to the “Trap Holds” wizard you copied, and remove it.]
- When you are done modifying your local toolbar file, click the **Close** button to save the changes.
- If you feel you’ve made a dreadful error and can’t correct it, the local toolbar can be removed again, but that requires a higher level login. Call the TdS office.