

Workflows Hack:

Remember the right-click options in Workflows.

From the Checkout screen, if you right-click on a checkout, you can Add a Bill to the patron's account for that item. Also, if they have an inactive hold (missed picking it up) you can right-click on the inactive hold (found by setting the display option at the bottom of the table to "All holds) and Place Hold for that item, getting them on the list again.

Bill a patron a 1 penny fine for returned empty case, forgiven immediately. That way, can see if there's a pattern of the patron returning empty cases.

When sending an item to another library (they purchased your copy of something), withdraw it, put it in the van, then when they get it, barcode it. That way, it counts as item added/removed for state stats.

Use Payment Type FORGIVEN if cancelling fines for patrons. Payment Type CANCEL is used by the system, and therefore by Winnefox staff to track what's going on with payments. – We can also create a new Payment Type, WAIVE, for use when a patron claims they returned an overdue item, and staff find it on the library shelves.

For a list of new DVDs for patrons to browse through, can use an empty search in the catalog, and add in relevant limits, to create said list. Then print. (Example search link, for Green Lake: https://wls0.ent.sirsi.net/client/en_US/erctest/search/results?qf=ITEMCAT1%09Specific+Format%091%3ADVD%09DVD&qf=LIBRARY%09Library%091%3AGREENLAKE%09Green+Lake+%28Caestecker%29&qf=PUBDATE%09Pub+Date%092019%092019)

Useful Websites:

Fantastic Fiction: <https://www.fantasticfiction.com/> Has series in order, and forthcoming releases!

Literature Map: <https://www.literature-map.com/> Enter an author, and have a floating map of authors who are similar in style to that author.

"Bob Tollini," the DVD Forecaster, has an email list of what's coming out on DVD

KDL What's Next: <http://ww2.kdl.org/libcat/whatsnext.asp> What's the next book in a series. Has a printer-friendly list! Links out to their catalog.

Goodreads: <https://www.goodreads.com/> Might be familiar, and doesn't require a login to check series for next, or number in the series

Download fonts for posters from the web; for a Disney movie, can download the Disney font to make the poster *look* like Disney. – With the caveat, make sure you're downloading the font from a reputable site, like "1001 Free fonts" (<https://www.1001freefonts.com/>), because font downloads can easily hide malware.

Windows Tips and Shortcuts:

Windows Shortcuts: Ctrl-C to copy, Ctrl-V to paste, Ctrl-P to print, Ctrl-Z to Undo, Ctrl-U, underlines, Ctrl-F Finds. In Web browsers, Ctrl+= and Ctrl-= (plus and minus) will increase/decrease text size. Windows key (between Ctrl and Alt on the left-side) and E to open the file browser.

Examples of Ctrl-F: If a patron has a long Charge History, can log onto the catalog and Ctrl-Find commands to search for something in particular. If you're looking for a particular cake pan, bring up cake pan record catalog, use Ctrl-F, and search "Dinosaur": the term is found in call number.

Copy and paste the charge history from the catalog into Excel instead of exporting from Workflows.

In Excel, highlight a column of numbers and a sum is shown in the bottom-right hand corner. Useful for adding, without having to enter a formula.

In Microsoft Publisher, or PowerPoint, if you have multiple layers of things and want to move just one of them, you can tab to scroll through the pieces until you find the one you need.

A computer with a second monitor makes many tasks much easier, including comparing two Excel documents side-by-side.

Use Windows Sticky Notes to organize ideas in a grid, moving them around a screen to reorder (like sticky notes on a bulletin board).

Hacking People:

If get a patron who looks like a duplicate, but says they haven't registered before, go and compare the handwriting on the two applications

For new Blu-rays, take the slip cover that comes on top of the case, and post that to the bulletin board. Patrons can then browse the covers and point to the one they want.

When making your Board Reports, look at what the format is for the Annual Report, and use it. That way, the Annual report can be made from compiling all your Board Reports.

When in doubt, or if something looks hinky, call the director of the library.

Come to the All-WALS meetings; there's SO much good information.