

Self Issue settings

The Self Issue tab relates to settings for the Self Issue function.

Note that the Self Issue facility bypasses all the normal loan controls, ie it allows users to loan or renew items even if:



- there is a reservation on the item
- the item is Reference Only
- they have outstanding fines

This is based on the assumption that the user might take the item anyway, and it is better for it to be loaned so its location is known.

The wording for the Self Issue screens can also be amended, in System Management > [Resource String Translations](#).

To access System Configuration Maintenance, navigate to **System Management > System Configuration Maintenance**.

Click on the Self Issue tab to display the following page:

The screenshot shows the 'System Configuration Maintenance' window with the 'Self Issue' tab selected. The settings are as follows:

Setting	Value
Self Issue Time-out Seconds	100
[Self Issue] Display Manual Loan	<input checked="" type="radio"/> Yes <input type="radio"/> No
Self Issue Requires PIN	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is Return tab Visible	<input checked="" type="radio"/> Yes <input type="radio"/> No
Use Touch Screen Mode	<input type="radio"/> Yes <input checked="" type="radio"/> No
Top Banner	<input type="text"/> Browse...
Bottom Left Banner	<input type="text"/> Browse...
Bottom Right Banner	<input type="text"/> Browse...
Enable Manual Reset	<input checked="" type="radio"/> Yes <input type="radio"/> No
Self Issue Renewal Enabled	<input checked="" type="radio"/> Yes <input type="radio"/> No
Check out enabled	<input checked="" type="radio"/> Yes <input type="radio"/> No
Hide USER ID	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show confirmation if item has reservation	<input checked="" type="radio"/> Yes <input type="radio"/> No
User Search Fields	UserFirstName, UserSurname, UserFullName, Use...
Return All Users on Blank Search	<input checked="" type="radio"/> Yes <input type="radio"/> No
Enable Override for Renew	<input checked="" type="radio"/> Yes <input type="radio"/> No

The table below explains the function of each setting:

Setting	Function	Default value
Self Issue Time-out Seconds	The number of seconds of inactivity before the self-issue function times out	60
[Self Issue] Display Manual Loan	Select Yes if users are to have the option of creating manual loans; select No if otherwise.	Yes
Self Issue Requires PIN	Select Yes if users are to be required to enter a PIN number when using the self-issue function, to provide an extra level of security; select No if otherwise. PIN numbers are defined in the User record .	No
Is Return tab visible	Select Yes if users are to have the option of returning loans; select No if otherwise.	Yes
Use Touch Screen Mode	Select Yes to enable Touch Screen mode; select No if otherwise.	No
Top Banner	This allows you to place an image to the right of the user selection box. To add an image: <ul style="list-style-type: none"> • click Browse next to the box - this opens a new window which displays your local PC and connected network • locate the file you want to attach and then click Open • you are then returned to the settings screen 	{none}
Bottom Left Banner	This allows you to place an image at the bottom left of the screen - add the image as described above.	{none}

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Bottom Right Banner	This allows you to place an image at the bottom right of the screen - add the image as described above.	{none}
Enable Manual Reset	Select Yes to enable users to manually reset the timer (ie if they want to finish before the screen times out); select No if otherwise.	No
Self Issue Renewal Enabled	Select Yes if users are to have the option of renewing loans; select No if otherwise.	Yes
Check Out enabled	Select Yes if users are to have the option of loaning items; select No if otherwise.	No
Hide USER ID	This allows you to hide the ID of the User.	Yes
Show confirmation if item has reservation	Displays an indicator against the record if it has been reserved by another user.	Yes
User Search Fields	The fields which are available for searching user records. They should be comma-separated.	UserBarcode, UserImportedBorrowerID, UserSurname
Return All Users on Blank Search	Select Yes to allow all users to be returned by selecting 'Search' without entering any search criteria; select No if this is not to be the case.	No
Enable Overview for Renew	This allows the user to override the maximum renewal limit from self-issue.	Yes

An amended version of the Self Issue screen might look like:

