

Creating Receipts in Destiny

1. Go to "Back Office" tab:
 - A. Go to "Site Configuration" on left side of screen
 - B. Click on "Receipts" Tab in the upper right corner
 - C. When "Printing Receipts" should be shown on screen
 1. Click Box titled: Patron Name and Barcode
 2. Click Box titled: Titles
 3. Create a receipts Header:
Example:
Hillcrest Library Receipts
 4. Create A special note in box below:
Example:
Thank you for supporting your library by paying you fines and/or
returning your library book. Your name here
 5. Mark your format for printing
 6. Save, Save, Save, Save
2. When you may want to print a receipt:
 - A. When a book is marked to lost
 - B. When a book is: Damaged, Broken Binding, Writing, Missing Barcode, Torn Pages, Water Damage