

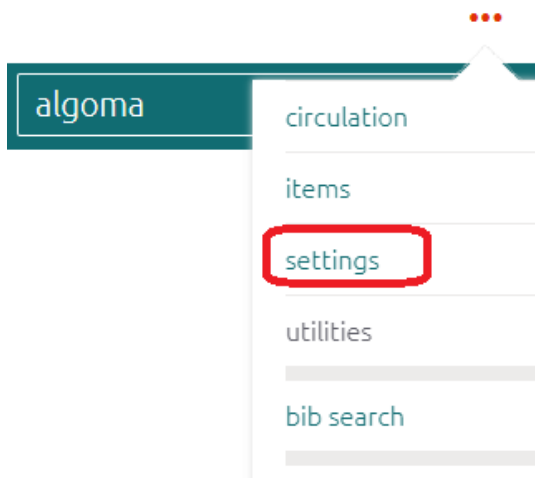
Changing Settings in CARL Connect Staff

CARL Connect Staff allows you to set certain default preferences. These changes follow the login, not the computer.

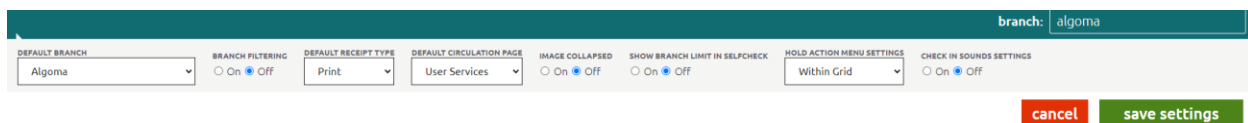
1. Go to Settings from the Welcome screen,



OR choose Settings by clicking on the three dots (...) in the upper right corner.



2. Choose your preferences by selecting the appropriate selection from the dropdown menu or radio button.
3. Once you make a change, a button will appear that will allow you to save your settings.



Changing Settings in CARL Connect Staff

Settings you can control in CARL-Connect Staff:

Branch Filtering - Select whether or not staff is able to filter a user search by branch.

Default Receipt Type - Choose either Email, Text, Print, All, No Selection or No Receipt.

Default Circulation Page - Choose either User Services or Library Services.

Image Collapsed - Select whether or not a user's image is shown or collapsed on their account.

Show Branch Limit in SelfCheck - Choose whether or not to limit branch while in SelfCheck.

Hold Action Menu Settings - Choose in FillList whether the Hold Action Menu is above the grid or within the grid.

Check In Sounds Settings - Choose whether or not sounds occur when checking in items.

