Properties for Register New User

To set Properties, right click on the User registration Wizard, and left click on the word properties. The following page will appear.

The behavior tab of properties should be set up as follows:
- Auto-generated USER ID is not checked.
- Show Addresses Tab, Show Extended Info Tab, and Show Demographics Tab are checked.
- Duplication checking radio button is set to on, and the following boxes are checked: E-MAIL and NAME.
- Duplication checking set to on will prevent the creation of duplicate users.
Left Click on the Defaults Tab. The following page will appear.

The Library should be set to your library, the profile name should default to GUEST, and the radio button for the Primary address flag should be set to Address 1. Demographics should be left blank.
Next, left Click on the Helpers Tab. The following page will appear. Copy User should be checked.

<table>
<thead>
<tr>
<th>Allow</th>
<th>Configure Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Copy User</td>
</tr>
</tbody>
</table>

Click OK to accept all settings. In order for these changes to be permanent, you must click yes to accept the changes when you close the workstation.