Mac WorkFlows Installation Instructions (Version 4.2)

Please Note: Only users with administrative rights can install Mac Java WorkFlows for Symphony 4.2.

Minimum Requirements:

- Mac OS 10.7 or Later
- 1 Ghz Processor (or faster) Recommended
- 2GB RAM Recommended
- Screen Resolution 1024 x 768 Minimum
- Network Access

****Please note:** For best results on a Mac, use a supported version of Microsoft including Office 2021 or 365 for Mac. If you are using an unsupported version of Office, you may need to use LibreOffice and open barcode reports in LibreOffice.

Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2026, SirsiDynix. All Rights Reserved
INFOhio is Optimized by the Management Council

Table of Contents

Step 0: Backup Your WorkFlows Property File ***3***

Step 1: Checking Permissions ***3***

Step 2: Uninstall the existing WorkFlows Client (if it is currently installed) ***4***

Step 3: Download the latest MAC Java WorkFlows Client ***5***

Step 4: Install the new WorkFlows Client ***5***

Step 5: Start WorkFlows ***9***

Complete the Process ***10***

Setting Toolbars **10**

Set Preferences **10**

Set the Print Pathway **11**

Install the Barcode Font **11**

Step 6: (Optional) Restore Property Files ***11***

List of INFOhio Firewall Access ***11***

Update existing WorkFlows Installation ***12***

Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2026, SirsiDynix. All Rights Reserved
INFOhio is Optimized by the Management Council

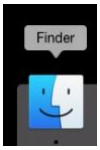
Step 0: Backup Your WorkFlows Property File

If you have a previous version of WorkFlows installed, please make a copy of the existing WorkFlows Property files in case they need to be restored after the application is updated. The Property files on the Mac are typically located in the following directory:
~/Library/Preferences/WorkFlows directory, where ~ is each user's home directory

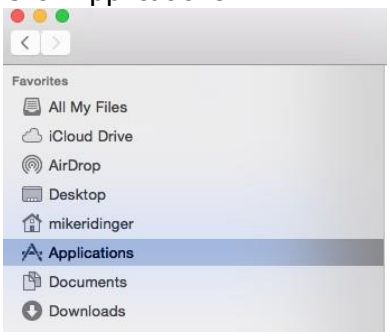
All users who use the WorkFlows client must have write access to the ~/Library/Preferences/WorkFlows folder.

Step 1: Checking Permissions

1. Open Finder.



2. Click Applications.



3. Right Click the WorkFlows application.
4. Select "Get Info"
5. At bottom of window, verify that every user that will be using WorkFlows (or Everyone) has read/write permission. If not, click the gold lock icon at the bottom-right to unlock the permissions and change the permissions so Everyone has read/write or make sure each user has read/write.
6. Close the "Get Info" window.
7. Right-Click WorkFlows again.
8. Select "Show Package Contents".
9. Right-Click the "Contents' Folder".
10. Select "Get Info".
11. Verify every user or Everyone has read/write permission. If they do not, click the gold lock icon at the bottom- right to unlock the permissions and then make your changes. Make sure every user has read/write (or Everyone) has read/write permissions.
12. At the bottom of the window, click the down-arrow button next to the Gear icon and select "Apply to Enclosed Items".

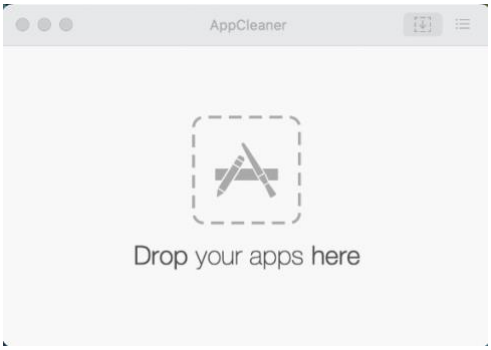
Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2026, SirsiDynix. All Rights Reserved
INFOhio is Optimized by the Management Council

Step 2: Uninstall the existing WorkFlows Client (if it is currently installed)

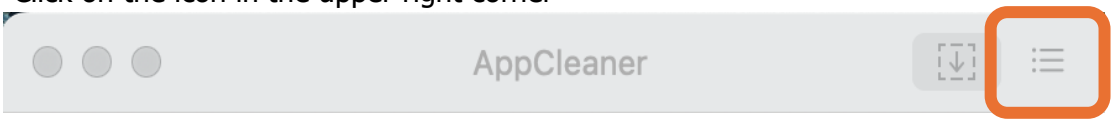
1. Download AppCleaner from https://freemacsoft.net/AppCleaner and install it on your computer. AppCleaner is a free app.

2. Double Click on AppCleaner

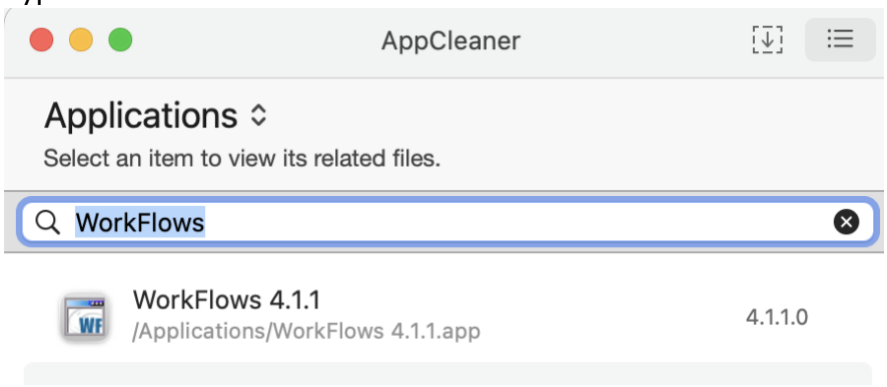
3. The following window will appear.



4. Click on the icon in the upper right corner

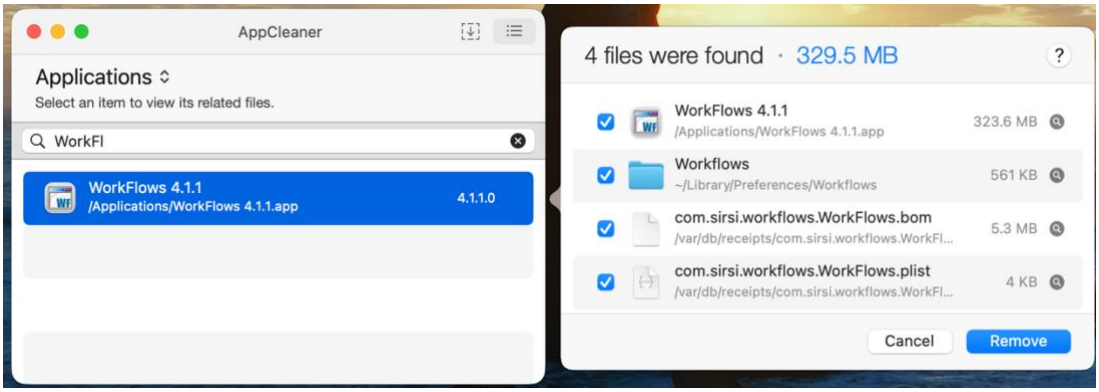


5. Type in "WorkFlows" in the search bar and click on "WorkFlows"



Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2026, SirsiDynix. All Rights Reserved
INFOhio is Optimized by the Management Council

6. Once you click on the WorkFlows, you will be presented with a list of all the related files that will be removed.



7. Click "Remove". WorkFlows and all the associated files are removed from your computer. This includes WorkFlows preference files.

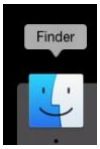
Step 3: Download the latest MAC Java WorkFlows Client

1. The latest WorkFlows download is available at https://infohio.org/library/WorkFlows-handbook/category/installation

2. Click the Download button to download the new client.

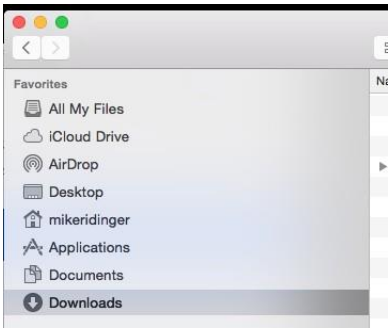
Step 4: Install the new WorkFlows Client

1. Start Finder.

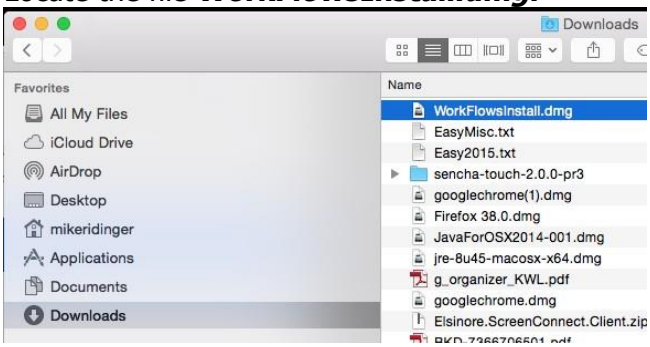


Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2026, SirsiDynix. All Rights Reserved
INFOhio is Optimized by the Management Council

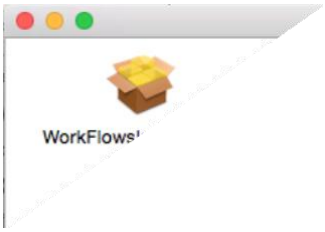
2. Click "Downloads".



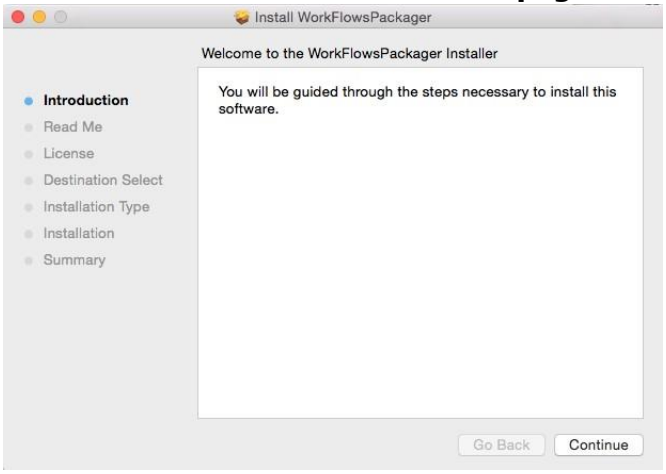
3. Locate the file ***WorkFlowsInstall.dmg.***



4. Double-click ***WorkFlowsInstall.dmg*** (it will open a window and show you a PKG file).

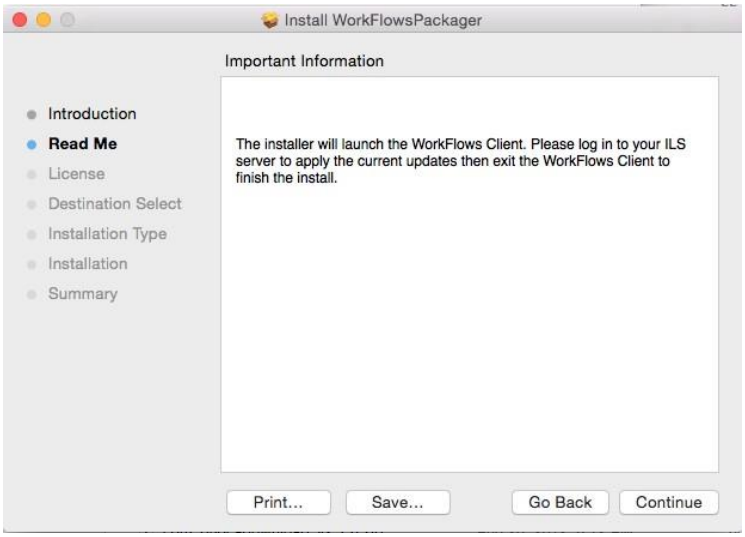


5. Double-click the **WorkFlowsInstall.mpkg**.

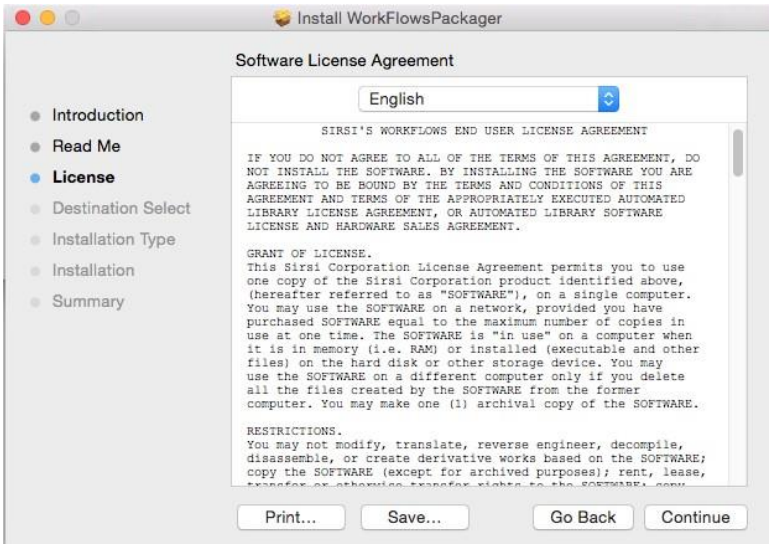


Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2026, SirsiDynix. All Rights Reserved
INFOhio is Optimized by the Management Council

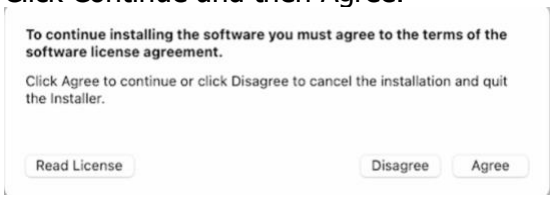
6. Click Continue.



7. Click Continue.

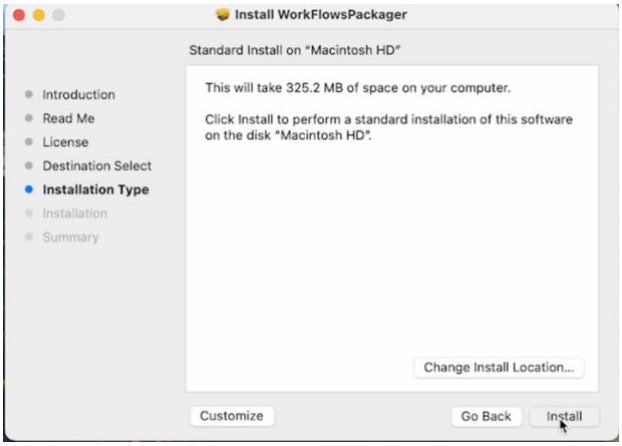


8. Click Continue and then Agree.



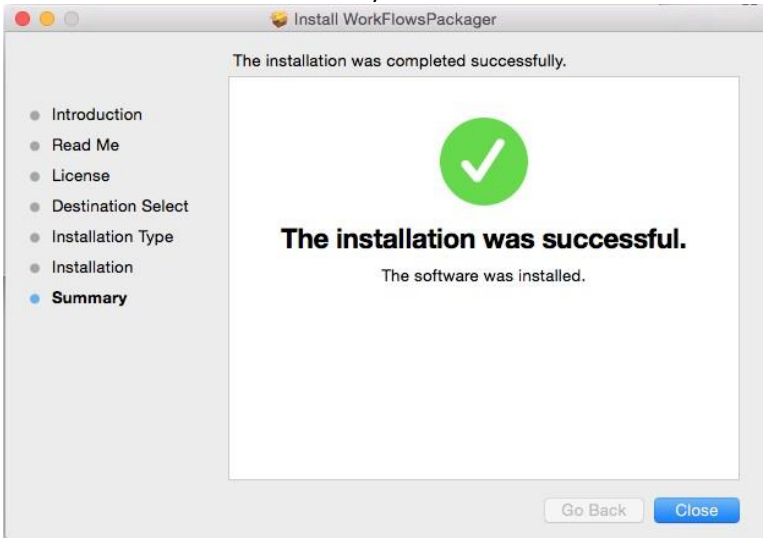
Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2026, SirsiDynix. All Rights Reserved
INFOhio is Optimized by the Management Council

9. Click Install.



10. Enter your computer login credentials, not your WorkFlows credentials, to install the update. If you don't have local admin privileges, contact your District Technology staff. Click "Install Software".

11. After the installation finishes, click "Close".



12. Close the other windows you have open.

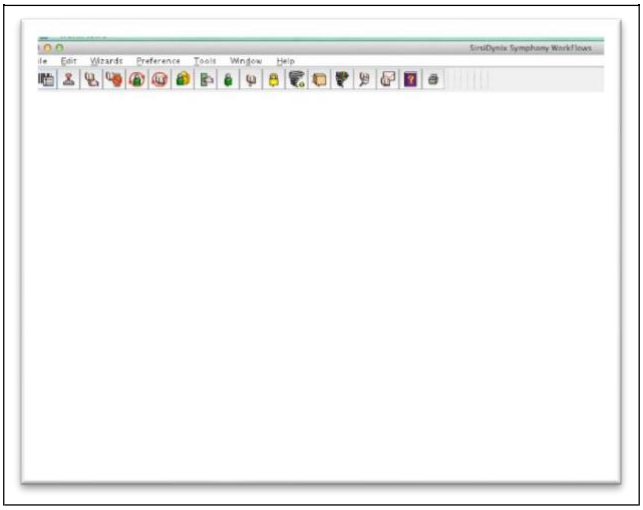
Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2026, SirsiDynix. All Rights Reserved
INFOhio is Optimized by the Management Council

Step 5: Start WorkFlows

1. To open WorkFlows, go to Applications and double click to open WorkFlows or use Finder and search for WorkFlows to open.
2. Please start WorkFlows and connect to your server and port for WorkFlows access.
3. **Log out and log in two more times to complete the setup process.** You should not see any unusual pop-up messages at all. If you see any pop-up messages, you need to revisit Step 3 or submit a help ticket at https://support.infohio.org/
4. Select Help/About from the top menu bar. Confirm that the date/version number matches that provided by your ITC.

NOTE: After installing WorkFlows, have the library staff login in TWICE before leaving. The first time display a patron to make sure the photo appears, set the application to use for printing, etc. The second time, make sure the application used for printing is saved (have staff open a FINISHED report) and the photos continue to appear.

Does your WorkFlows look like this?



If your screen looks like the image above, do the following.

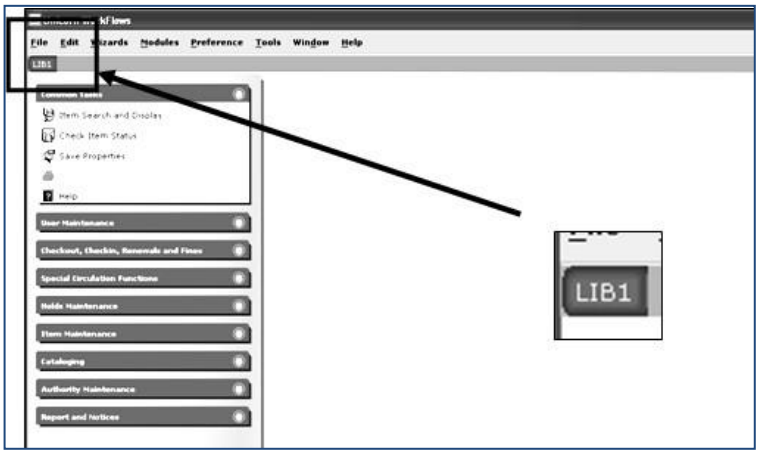
- Go to the Preference menu
- Choose Desktop
- Choose Desktop Setup
- Under "Themes" change it from "Classic" to any other displayed theme like "Fall"
- Close the Window

Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2026, SirsiDynix. All Rights Reserved
INFOhio is Optimized by the Management Council

Complete the Process

Setting Toolbars

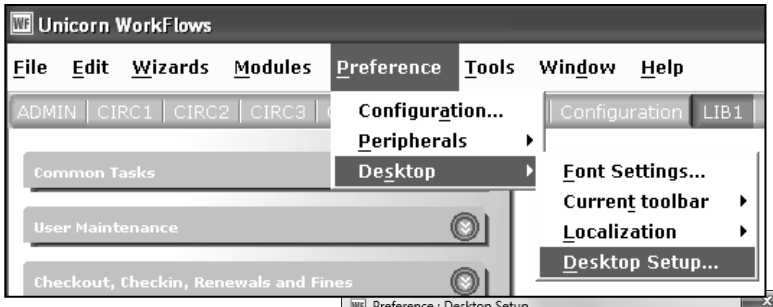
If necessary, ***Click*** the toolbar name that displays, it will be *the toolbar identified with the user login access*. This will update the menu options.



Set Preferences

From the Menu Bar:

1. ***Click*** Preference
2. Desktop
3. Desktop Setup



On the Themes drop down menu:

4. ***Select*** the theme or color you prefer.

<u>Important: Never select the Classic theme.</u>

5. **Verify Multiple Windows mode** is checked.
6. **Place a check by tabbed windows** mode.
7. ***Click*** OK.

Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2026, SirsiDynix. All Rights Reserved
INFOhio is Optimized by the Management Council

Set the Print Pathway

When WorkFlows is first loaded onto a computer or if a computer has been reimaged, the Report Session settings will need to be configured. You will also need to do it if you get the error message, "The specified path was not found."

Please see the **MAC – Setting the Print Pathway** documentation found in the Getting Started section of Setup in the **Library Services Handbook** for instructions on how to set the default settings for opening reports.

Install the Barcode Font

Since this computer will be used to print barcodes, you will need to **install the appropriate barcode font**. Beginning in Summer 2024, you must install either the Google Barcode Font or the Free3of9 Font to print barcodes. Use the Guide instructions found under ***Barcode Font – Google Barcode Font or Barcode Font – Free3of9.ttf*** on this webpage:

https://www.infohio.org/library/WorkFlows-handbook/category/handbook-setup

Step 6: (Optional) Restore Property Files

As WorkFlows is utilized, if you notice that some features are not performing as expected, be certain to restart your WorkFlows client. If the problem persists, contact your INFOhio Provider and consider restoring your Property files from the backup created at the beginning of the process.

List of INFOhio Firewall Access

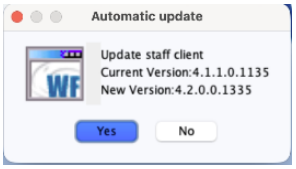
https://www.infohio.org/images/ZOO_DOCS/wfhandbook/Setup/Install/SETUP_INSTALLFirewallAccess.pdf

Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2026, SirsiDynix. All Rights Reserved
INFOhio is Optimized by the Management Council

Update existing WorkFlows Installation

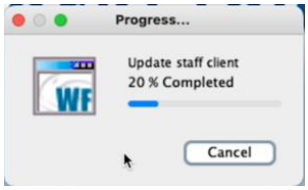
Recently the library software was updated to version 4.2. All libraries will need to update their local installation of the WorkFlows software. You can update your software by logging into WorkFlows and following these directions.

1. After logging into WorkFlows if you get an alert "Automatic update - Update Staff Client." This indicates that you are not on the current version of WorkFlows.

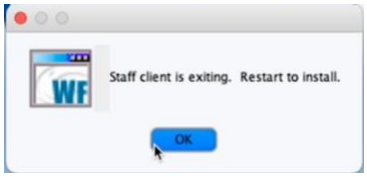


2. Click "Yes".

3. You will now see a window that shows the status of the update.



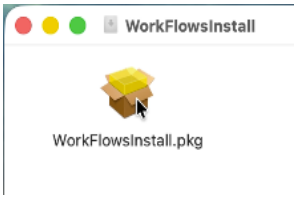
4. When the update is complete you will be prompted to "Restart to Install". Click "OK".



5. Open WorkFlows software. You will notice that WorkFlows doesn't open to the login screen but there is now a **WorkFlowsInstall.dmg** file on your desktop.

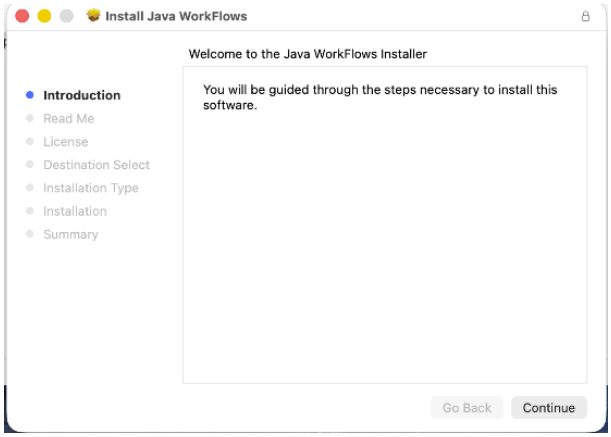
6. Double click on the **WorkFlowsInstall.dmg** file on your desktop.

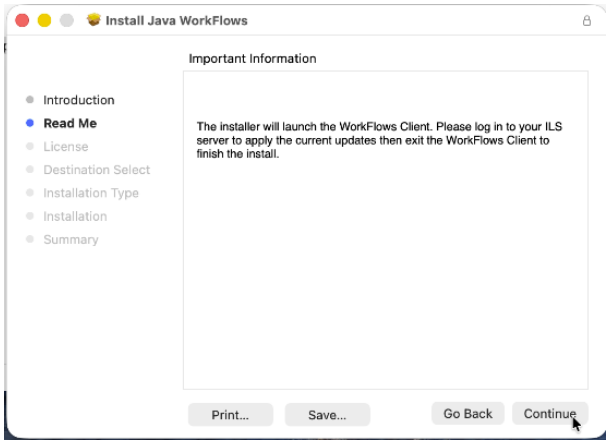
7. A window will appear with a file named **WorkFlowsInstall.pkg**.

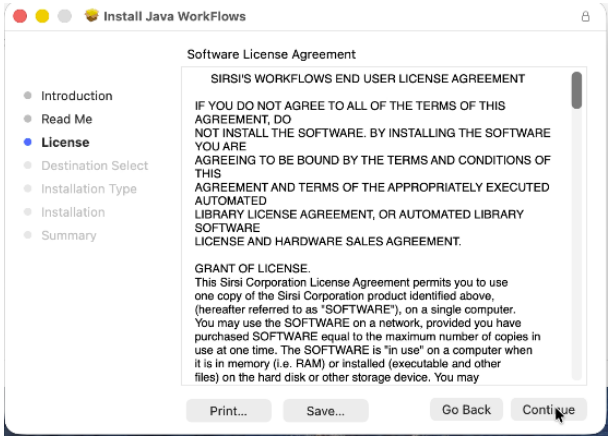


Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2026, SirsiDynix. All Rights Reserved
INFOhio is Optimized by the Management Council

8. Double click on **WorkFlowsInstall.pkg**. Click "Continue" on the next three screens.

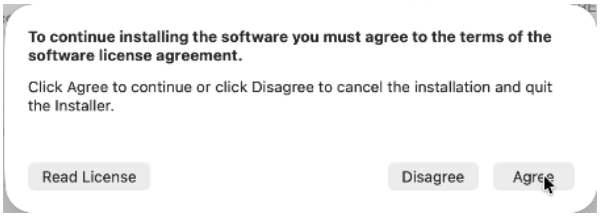




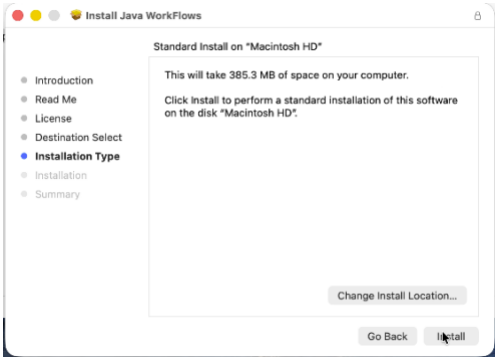


Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2026, SirsiDynix. All Rights Reserved
INFOhio is Optimized by the Management Council

7. Click "Agree".

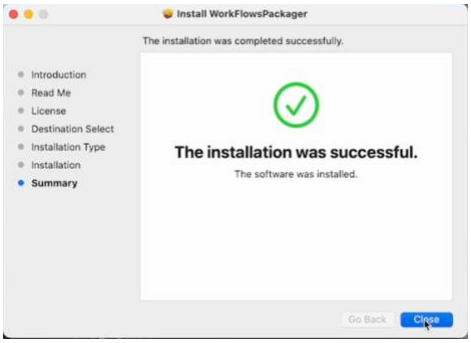


8. Click the 'Install' button.



9. Enter your computer login credentials for installation of the update. If you don't have privileges, you will need to contact your District Technology staff. Click "Install Software"

10. After the installation finishes, click "Close".



Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2026, SirsiDynix. All Rights Reserved
INFOhio is Optimized by the Management Council

11. Double-click on your WorkFlows Icon.

12. After logging in, at the top click on "HELP" and select "About".

13. Verify that you are using the **4.2.0.0.1335** version of the WorkFlows software.

14. You can drag the **WorkFlowsInstall.dmg** file to the trash.

Page layout created and text abridged by INFOhio from SirsiDynix documentation. Copyright © 2026, SirsiDynix. All Rights Reserved
INFOhio is Optimized by the Management Council