

Printing Receipts in Evergreen - Installing Hatch in Chrome

Hatch provides a seamless printing experience in Evergreen that is especially useful if you print to multiple printers. For example, it can be configured to automatically print receipts using a receipt printer and print other slips using a standard office printer.

To install Hatch:

1. First, check that your computer has Java installed and install it if it does not:
<https://java.com/en/>
2. Next, install Hatch on your computer using this link to download and install:
<https://evergreen-ils.org/downloads/Hatch-Installer-0.2.0.exe>
3. Install the Hatch app from the Chrome App Store in your browser:
<https://chrome.google.com/webstore/detail/hatch-native-messenger/ppooibdipmklfichpmkcgplfgdplgahl>
4. To check if Hatch is connected, go to the Settings ("hamburger") menu in the upper right-hand corner of the staff client. At the bottom of the menu you should see "Hatch" with two green arrows next to it.
5. To tell Evergreen to use Hatch for printing, go to **Administration > Workstation > Print / Storage Service ("Hatch")** and select "Use Hatch For Printing".
6. Finally, to tell Hatch which printer to use, go to **Administration > Workstation > Printer Settings** and select the printer and configure the settings for each type of slip or receipt you will print.

Additional information about installing Hatch can be found in the Evergreen Community documentation: https://evergreen-ils.org/documentation/install/INSTALL_Hatch.html