



SETTING UP AUTOMATED EMAIL NOTIFICATIONS

Insignia Library System allows users to set up several types of email notifications to students/patrons.

Tip: If you do not want staff to receive overdue email notifications, go to **Administration > Library Setting > Circulation Types > Patron Circ Type tab**, select the staff circulation type from the dropdown menu, and check the Suppress Overdue Notice option.

To set this up, please follow these steps:

1. Go to **Administration > Library Setting > Configuration**.
2. Expand the Automation menu by using the small arrow icon.
3. Expand the Automated Email Notification menu by using the small arrow icon.
4. Expand the Email Notification Overdue Message menu by using the small arrow icon.
5. Click **Edit**.
6. Set the number of days the item is overdue for the system to send out an email notification.
7. Select the system message to use in the email. This message can be modified in **Administration > Library Setting > System Message**.
8. The system allows up to 3 overdue notifications to be set up and 1 pre-overdue notification.
9. To set up what time the emails are sent out at, expand the Everyday Execute Daily Check program menu by using the small arrow icon.
 - 9.1. Make sure Everyday Execute Daily Check Program is checked.
 - 9.2. Set the time the daily check program will run at.
10. Make sure No Notification For My Library is unchecked.
11. Expand the Create Warning Message to a Patron menu by using the small arrow icon.
 - 11.1. Set the thresholds the system must reach before sending out an email notifications to the students/patrons.
12. Click **Save** after all changes have been made.

The screenshot shows the 'Administration > Library Setting > Configuration' window. The 'Settings' table is expanded to show the 'Automated Email Notification' section. The 'Email Notification Overdue Message' is set to 'Overdue Message for Patron'. The 'Days Overdue' is set to 1. The 'Every Day(s) Send Email To Patrons And Their Homeroom Teacher' is set to 7. The 'Everyday Execute Daily Check Program' is checked. The 'No Notification For My Library' is unchecked. The 'Create Warning Message to a Patron' is checked. The 'Exclude Textbooks Fines' is unchecked. The 'If Number Of Overdue Items Exceeds' is set to 3. The 'Setting Description' at the bottom states: 'When enabled, your library will be excluded from sending item notifications to patrons.'

Settings	Value
Automation	
Automated Email Notification	
Email Notification Overdue Message	
Days Overdue	1
Email Notification Overdue Message	Overdue Message for Patron
Email Notification Overdue Message II	
Email Notification Overdue Message III	
Email Notification Pre-Overdue Message	
Every Day(s) Send Email To Patrons And Their Homeroom Teacher	7
Everyday Execute Daily Check Program	<input checked="" type="checkbox"/>
Fixed Day Notification	
No Notification For My Library	<input type="checkbox"/>
Create Warning Message to a Patron	<input checked="" type="checkbox"/>
Exclude Textbooks Fines	<input type="checkbox"/>
If Number Of Overdue Items Exceeds	3