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.