



SETTING UP SYSTEM MESSAGES

Insignia Library System allows users to customize message sent to patrons when required. These messages are used for the Automated Email Notification settings found in **Administration > Library Setting > Configuration** and also in a few of the reports found in **Report > Reports**.

1. Go to **Administration > Library Setting > System Message**.
2. Use the dropdown to select the message Type from the dropdown list.
3. Click **Edit**.
4. Add, remove, or move parameters.
 - 4.1. You can add a parameter by placing the cursor where the parameter is to appear.
 - 4.2. Select the variable from the Parameters list.
 - 4.3. Click **Add**.
5. To see a sample of this template, click **Get sample of this kind of system message**.
6. Enter additional text or edit the message as needed.
7. Ensure that the Visible checkbox is selected. This will make this message visible in other windows if there is a system message dropdown list available.
8. Click **Save**.

Administration > Library Setting > System Message

Type: List of Items Checked Out [Edit]

Name: [] [Visible] [Refresh]

Subject: List of Items Checked Out

Dear {Patron First Name}, {Patron Last Name} :
Patron Barcode : {Patron Barcode},
Our records show that you have the following books checked out:
{Checkout List}
Yours sincerely,
Library Technician
{Library Name}

Parameters

- Current Date
- Library Name
- Patron First Name
- Patron Middle Name
- Patron Last Name
- Patron Phone Number
- Patron Homeroom
- Patron Grade
- Student ID

[Add]