



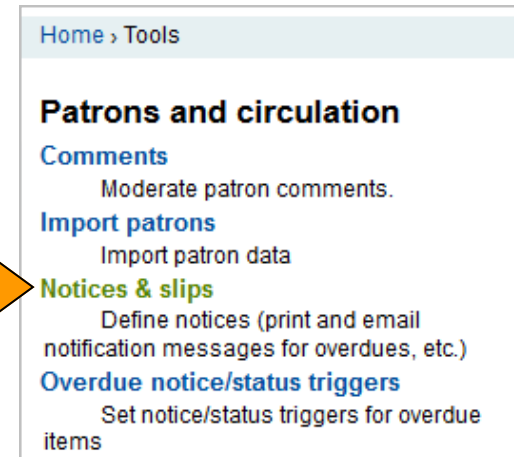
TOOLS

Creating Notices

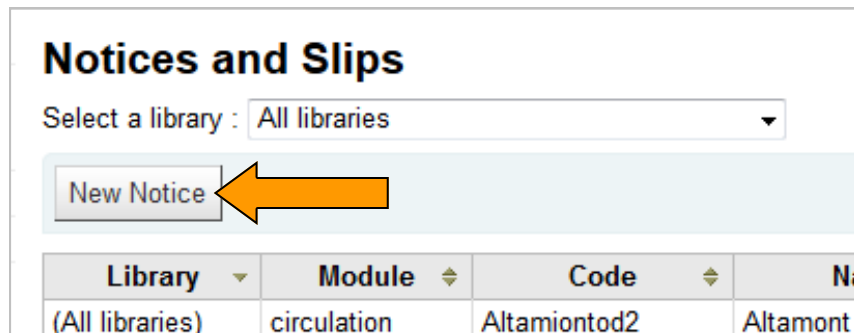
1. Click 'More' > 'Tools' on the top bar



2. Click 'Notices & slips' on the left



3. Click 'New Notice'



4. Fill in these fields

Add notice

Library: All libraries

Koha module: Circulation

Code: [Library]OD1

Name: [Library] First Overdue

HTML message:

Message subject: You Have Items Overdue At [Library] Public Library

For now, we're just adding everything to the (All libraries) pool of notices, this may change in the future to tidy things up.





TOOLS

Creating Notices

5. Create message body

Message body:

---BRANCHES---

- branches.branchcode
- branches.branchname
- branches.branchaddress1
- branches.branchaddress2
- branches.branchaddress3
- branches.branchzip
- branches.branchcity
- branches.branchstate

>>

Submit Cancel

The easiest way to set these up is to look at another library's notice, copy and paste the text into your notice, and adjust so that it works for you.

You can select items from the box on the left and insert them into your message with the >> button. This is how the system pulls the data from the database and plugs it into your notice.

Message body:

---BRANCHES---

- branches.branchcode
- branches.branchname
- branches.branchaddress1
- branches.branchaddress2
- branches.branchaddress3
- branches.branchzip
- branches.branchcity
- branches.branchstate

>>

<<borrowers.firstname>> <<borrowers.surname>>
<<borrowers.address>> <<borrowers.address2>>
<<borrowers.city>> <<borrowers.zipcode>>
<<borrowers.phone>>
<<borrowers.mobile>>

Dear <<borrowers.firstname>> <<borrowers.surname>>,

The following item(s) are past due at the lola Public Library:

<<items.content>>

Please see that they are returned or renewed as soon as possible.

If eligible for renewal, you may renew these items by calling the library at 620-365-3262, by e-mailing iolaref@sekls.org, or you may renew them

Submit Cancel