TOOLS
SEKnFIND

Setting Up Notice Triggers

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

| Circulation | Patrons | Search | 🛒 Cart | OPAC | More ▼ |

Enter patron card number or...

koha

Check out | Check i...

Home

News

Keeping Up With Koha
- NEW koha-community.org website

Menu:
- Lists
- Cataloging
- Acquisitions
- Authorities
- Serials
- Reports
- **Tools**
- Administration
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2. Click 'Overdue notice/status triggers' on the left

Home › Tools

Patrons and circulation

Comments
    Moderate patron comments.
Import patrons
    Import patron data
Notices & slips
    Define notices (print and email notification messages for overdues, etc.)
Overdue notice/status triggers
    Set notice/status triggers for overdue items
Patron card creator
    Create printable patron cards
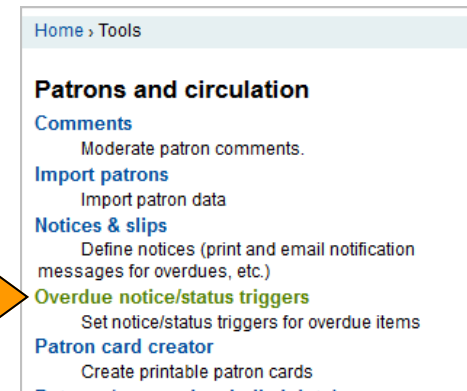
3. Choose your library

Defining overdue actions for IOLA

Delay is the number of days after an checkout is due before an action is triggered.

If you want Koha to trigger an action (send a letter or restrict a member), a delay value is required.

Columns must be filled left to right: if the first column is blank, other columns will be ignored.

Select a library: Iola Public Library

Rules for overdue actions: IOLA

First | Second | Third

	Delay	First letter	Restrict

4. Define your triggers

Remember to set up triggers for each of the 3 notices, and for each patron type you use

First | Second | Third

	Delay	First letter	Restrict
Adult In	2	Iola 1st overdue notice	☐
Adult Indep District		No notice	☐

Delay: How many days to wait before sending this notice

First/Second/Third letter: Which overdue notice to send

Restrict: Should the patron get restricted when this is sent?