

AFO 483 – Circulation notice parameters

483.1 Introduction

Using AFO 483, you can control of the layout and content of the print functions in the circulation administration. The system distinguishes between a number of different types of print functions. Per type of print function, you can indicate how the information is to be sorted and what the printouts should look like.

With reference to the layout of the print functions, the system distinguishes between two types:

- Card formats
 - The information is printed on the size of a postcard. The actual information is printed on the left; the address of the addressee (the borrower) is printed on the right. This print method is coupled to sorting according to postal code or according to name as the first printing criterion; the second sorting criterion is according to name.

- SSP formats
 - The information is printed in a size to be defined. The address of the addressee precedes the actual information which, with reference to the possibilities offered by SSP, can be printed in columns or blocks. This printing method is coupled to sorting according to the borrower category as the first sorting criterion and the name as the second.

Note

With both card and SSP formats the messages, when sent via email, will be part of the body of the email (so not an attachment). SSP notices will be formatted to Courier text.

The general workflow for generating notices comprises the following steps:

1. AFO616 - Miscellaneous settings for notice output; defines the general characteristics of a output method. Here is where one would define the type of output to be used for which notice. The Method name later appears in the AFO452 Contact Method type for a summary of the number of notices to be output.

2. AFO616 – Client Settings - **Circulation** button; defines the system default contact method to be used.

Note that 1 and 2 **must** be set on a system.

If email notices or SMS notices are to be utilized, then AFO 651 – Email and SMS Setup must also be configured.

3. Optional - AFO481 – Miscellaneous - Circulation workflow - Notification contact methods - by location
4. Optional - AFO481 – Miscellaneous - Circulation workflow - Notification contact methods - by borrower category
5. Optional AFO431 - Contact method on a borrower record

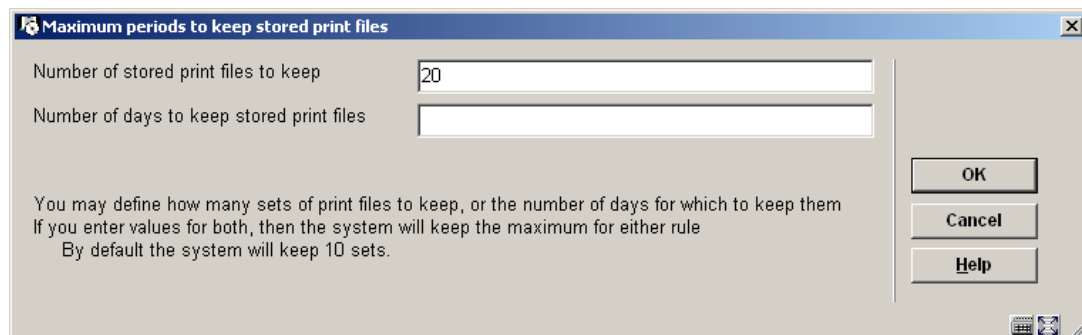
When notices are being generated, which method to be used for the individual notice is determined by checking the inverse order of this list. For example, If a contact method is defined in the borrower record, use it. If it is not defined, check the borrower category for a method. If that is not defined, use the method defined for the location. If the location does not have a method defined, use the system default method.

In ALL cases, output will be generated in PRINT format when the method specified cannot be output due to the fact that the borrower record does not have the necessary information. For example, if email output is the preferred method of contact, and the borrower record does not have an email address available, then PRINT the notice instead.

The only exception to the calculation of the contact method is the Reservation Pickup notice. If the reservation was placed via AFO 421 and an alternate method was requested, then this is the method that will be used for the reservation notice.

After choosing this option the following menu will be displayed

:



The screenshot shows a dialog box with the title "Maximum periods to keep stored print files". It contains two input fields: "Number of stored print files to keep" with the value "20" entered, and "Number of days to keep stored print files" which is empty. Below the fields is a paragraph of text: "You may define how many sets of print files to keep, or the number of days for which to keep them. If you enter values for both, then the system will keep the maximum for either rule. By default the system will keep 10 sets." To the right of the text are three buttons: "OK", "Cancel", and "Help".

These menu options are described in the next sections.

483.2 Notices

You can define the sorting criteria and the printout format per type of print function.

When this menu option is selected, a menu screen will be displayed with the types of print functions that have been defined:

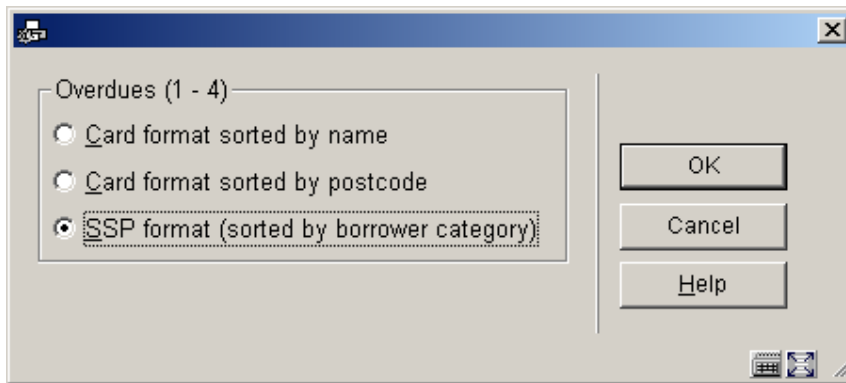


The menu options relate to the various output types within the circulation module. They are described below.

- If you opt for the card format for a certain type of print function, a layout must be defined for that type of print function (option "Card format: layout" in the start menu of this AFO) and the texts must be defined (option "Card format: texts" in the start menu of this AFO). If you opt for SSP formats, an SSP print profile must be defined for that type of print function (option "SSP formats" in the start menu of this AFO).
- The type (card format or SSP format) and the sorting method may always be changed, except when a print file has been generated but not yet printed. If this parameter is changed in that intermediate period, this will result in printing problems.

483.2.1 Overdues, Reservations, Recalls

After choosing this option the following form will be displayed:

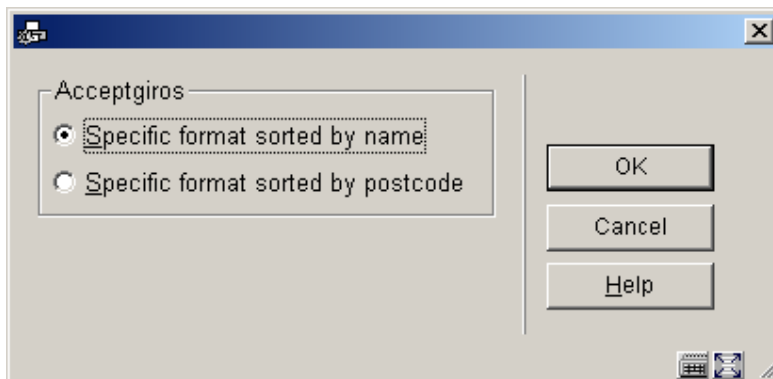


A screenshot of a Windows-style dialog box titled "Overdues (1 - 4)". The dialog has a title bar with a close button (X) in the top right corner. Inside the dialog, there is a group box containing three radio button options: "Card format sorted by name", "Card format sorted by postcode", and "SSP format (sorted by borrower category)". The "SSP format" option is selected. To the right of the group box are three buttons: "OK", "Cancel", and "Help". At the bottom right of the dialog, there are small icons for a keyboard and a mouse.

Overdues, reservations and recalls offer the same options.

483.2.2 Acceptgiros + overdues

After choosing this option the following form will be displayed:

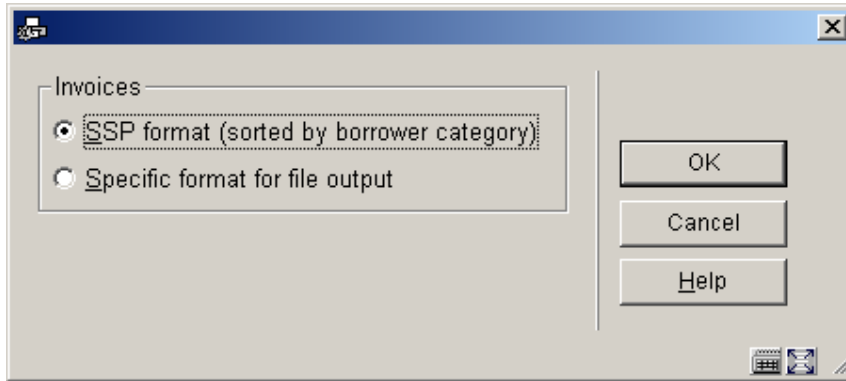


A screenshot of a Windows-style dialog box titled "Acceptgiros". The dialog has a title bar with a close button (X) in the top right corner. Inside the dialog, there is a group box containing two radio button options: "Specific format sorted by name" and "Specific format sorted by postcode". The "Specific format sorted by name" option is selected. To the right of the group box are three buttons: "OK", "Cancel", and "Help". At the bottom right of the dialog, there are small icons for a keyboard and a mouse.

All three acceptgiro definitions offer the same options.

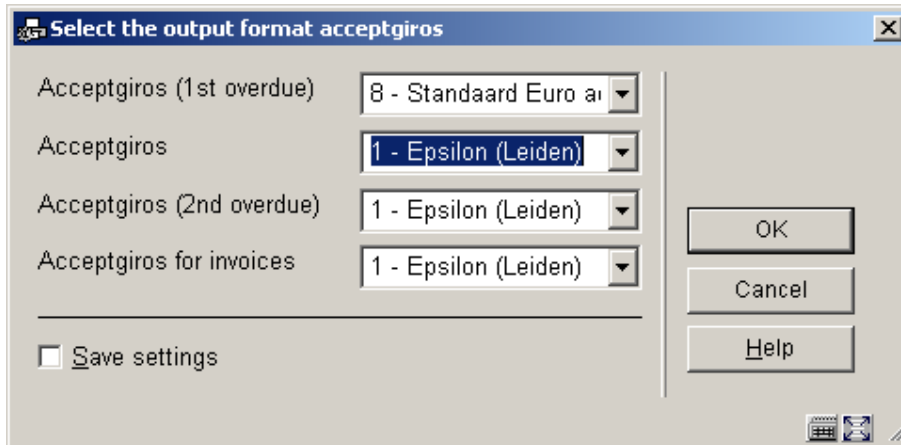
483.2.3 Invoices

After choosing this option the following form will be displayed:



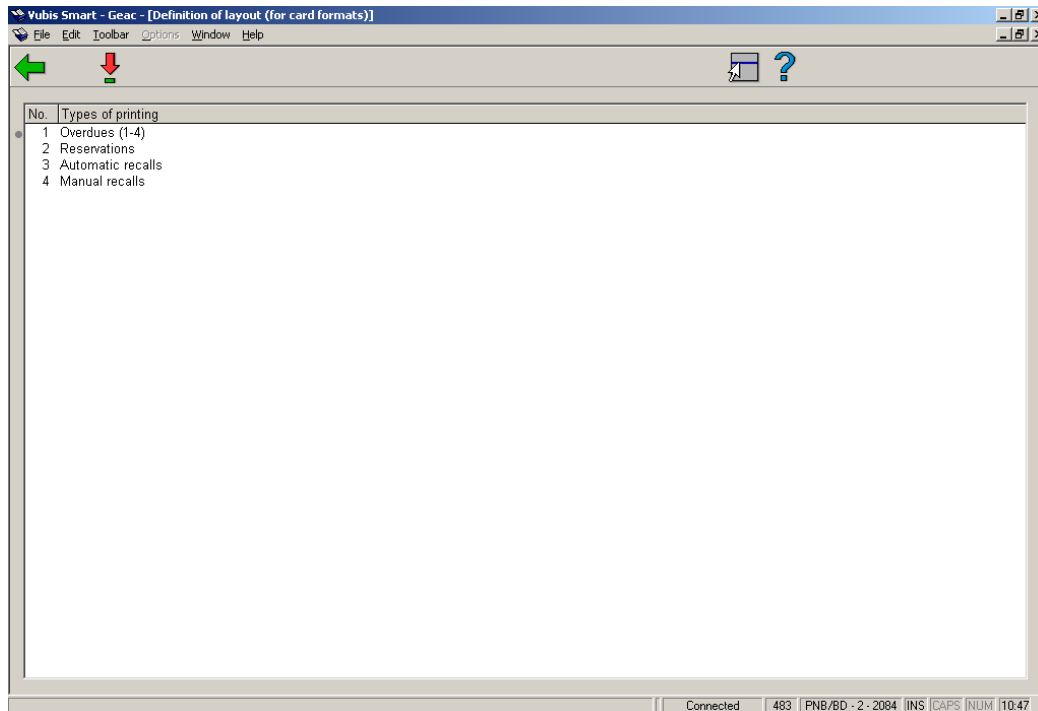
483.2.4 Output format acceptgiros

After choosing this option the following form will be displayed:

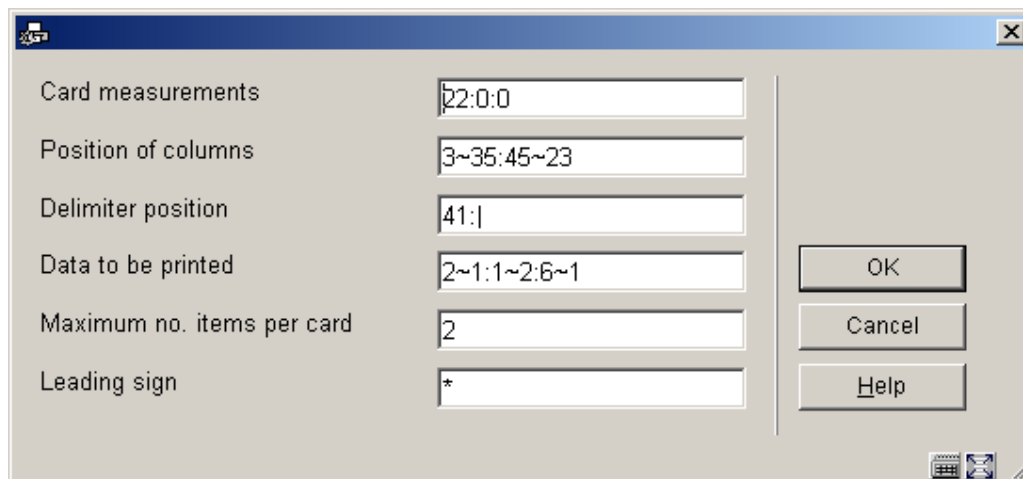


483.3 Card format layout

After choosing this option an overview screen will be displayed with the relevant codes:



For each of the four options you can define the following:



Fields on the screen

Card measurements: In this field, enter the three parameters that pertain to the dimensions of the card, separated by a “.” (colon):

- the length of the card, expressed in the number of lines;
- the margin at the top (the number of blank lines);

the margin at the bottom (the number of blank lines).

Example
"18:2:2"

Meaning:

The card is eighteen lines long and both the top and bottom margins consist of two blank lines.

Position of columns: In this field, enter the two parameters that pertain to the positions of the columns on the card, separated by a ":" (colon). Per parameter, the start position and the maximum width of the relevant column should be entered, separated by a "~" (tilde).

Example
"3~35:45~23"

Meaning

The column on the left is printed starting in position three and has a maximum width of 35 characters. The column on the right is printed starting in position 45 and has a maximum width of 23 characters.

Delimiter position: In this field, enter the two parameters that pertain to the delimiter, separated by a ":" (colon).

Enter the position at which the delimiter between the column on the left (which contains the information on the item level) and the column on the right (which contains the borrower information) is to be printed, and the punctuation mark to be used as the delimiter.

Please note!

The punctuation marks space, tilde ("~"), up arrow ("↑") and underscore ("_") may not be used. If you do not want to use a delimiter, e.g. because the card has a pre-printed delimiter, leave this field empty.

Example
"41:|"

Meaning

"|" (the pipe symbol) is used as delimiter. The pipe symbol is to be printed at position 41.

Data to be printed: In this field, enter one or more code for the information to be printed on the card. Separate the codes using a ":" (colon). Per code, indicate what is to be printed (as indicated in the table below), then a "~" (tilde) and the maximum length for that type of information.

No.	Meaning
1	Title

2	Author
3	Volume
4	Due date
5	Overdue number
6	Item number
7	Call number
8	Title + due date (on one line)

Example

"2~1:1~1:6~1"

Meaning

The system will print in the following order:

the author (2), maximum length one line;

the title (1), maximum length one line;

the item number (6), maximum length one line.

Max. no. of items per card: Enter the maximum number of items to be included on a single card. The number entered must be greater than "0". This can be used to indicate, for example, that a separate card is to be used for each item for which a reservation has been submitted. In that case, you should enter "1" in this field.

Leading sign: In this field, enter the character to be printed as leading sign. This character is printed on the card preceding each item.

Please note!

The punctuation marks space, tilde ("~"), up arrow ("↑") and underscore ("_") may not be used.

Example

A overdue card with three items with no introductory character:

The Duck Symphony in DoReMi

Boston Philharmonic

A3412400000055B

Pretty Woman

Orbison, Roy

A34124000009355B

Suddenly

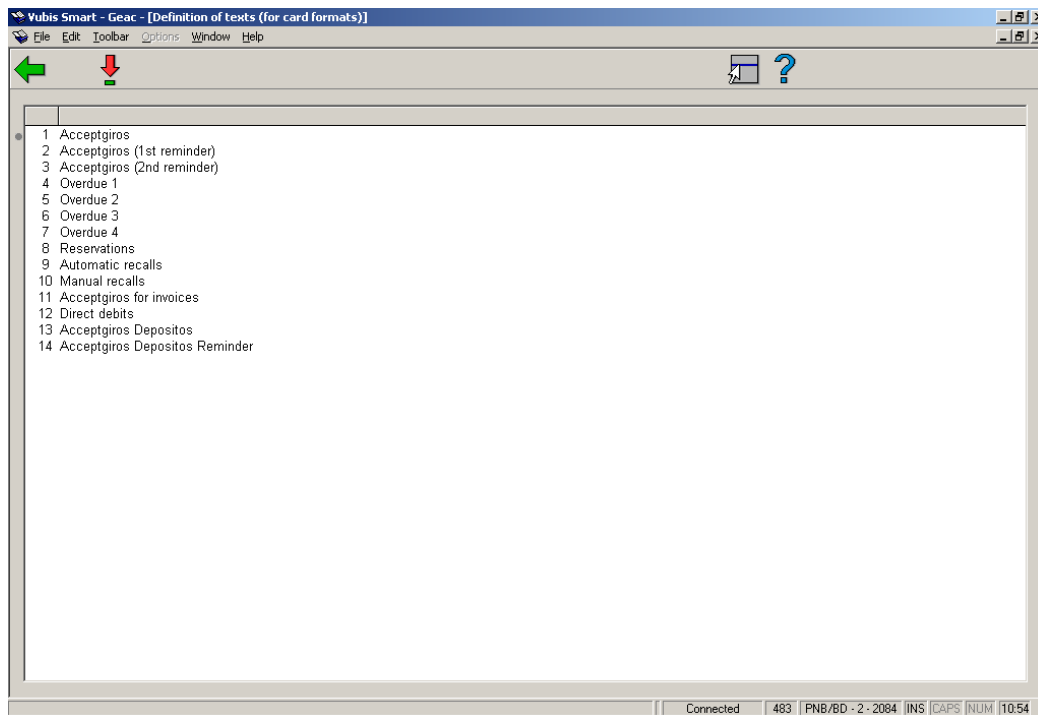
Ocean, Billy
A34124000012345B

A overdue card with three items, with the introductory character "" (star):*

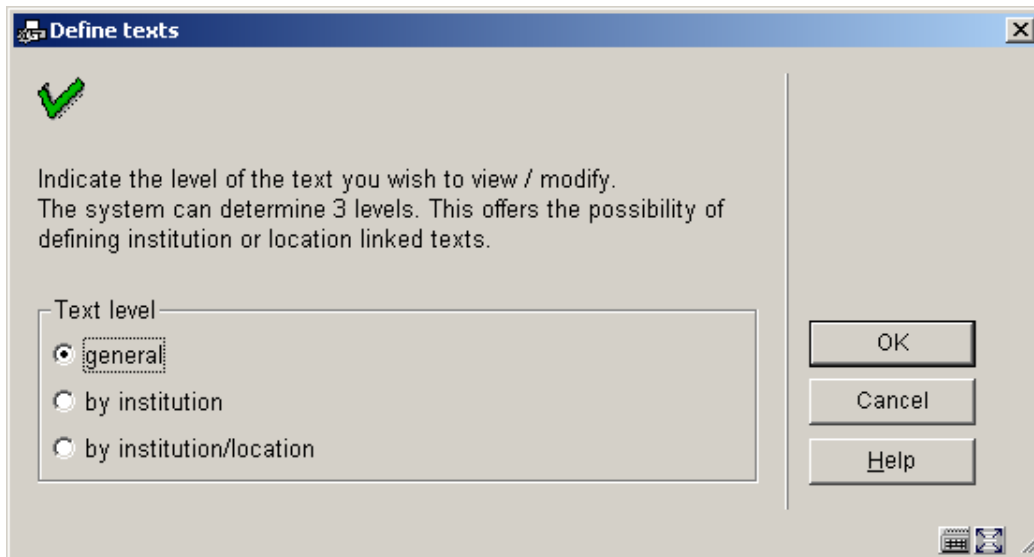
- * *The Duck Symphony in DoReMi*
Boston Philharmonic
A34124000000055B
- * *Pretty Woman*
Orbison, Roy
A34124000009355B
- * *Suddenly*
Ocean, Billy
A34124000012345B

483.4 Card format text

After choosing this option an overview screen will be displayed with the relevant codes:



For each of the fourteen options you can define the following:



Indicate in this field the level on which the texts are to be defined. The system distinguishes between three levels:

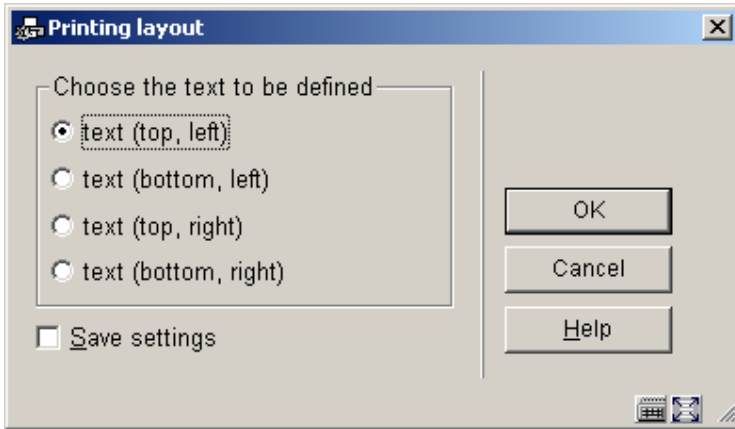
- *general*: the texts apply to the entire system; in other words: for all locations of all agencies
- *per agency*: the texts apply to all locations of the agency for which your workstation is logged in
- *per agency/location*: the texts apply only to the agency/location for which your workstation is logged in.

Please note!

Texts can be defined on multiple levels. When printing the texts, the system will select the most specific text available.

483.4.1 Overdues

When you have selected the text level, an input screen will be displayed:

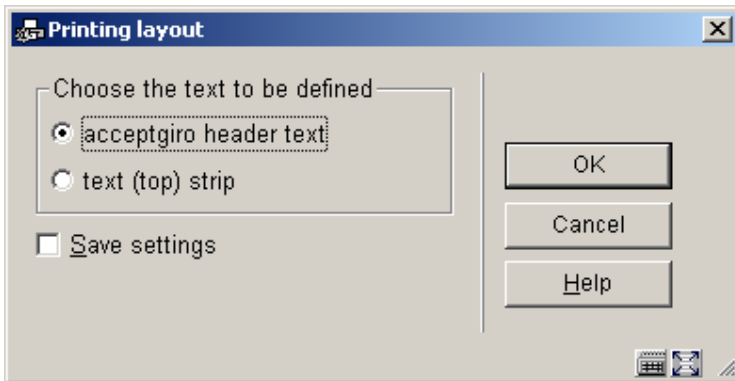


Indicate in this field that text you want to enter. When you select this option, an input screen will be displayed. Enter the text in this field.

483.4.2 Acceptgiros

Print function 'Accept giros', 'Accept giros(overdue 1)' and 'Accept giros(overdue 2)'

When you have selected the text level, an input screen will be displayed:



Indicate in this field that text you want to enter. When you select this option, an input screen will be displayed. Enter the text in this field.

Note

When entering a text, be sure to take the available space into account.

The following codes can be used in texts. These codes are translated when the text is printed.

`BIB`

is translated as a description of the library sending the printout.

`$CON`

is translated as the period over which the membership fee is due
(only for accept giros)

`$+n$` and
`-n`

are translated as the date upon which the information is printed + n
days or – n days

Date examples:

If printing takes place on 29 February, “`+$+1$`” is printed as “1 March” and “`--2`” as “27 February”.

If you want the date to be printed as 'today's date', enter `--0` OR `+$+0$`.

Four special ‘\$’ variables are available for this option when defining the layout:

<code>\$DEPOSITCODE\$</code>	will print the code of the deposit
<code>\$DEPOSITWORDING\$</code>	prints the (language-)wording of the deposit
<code>\$DEPOSITUSERID\$</code>	prints the borrower id of the person using the deposit
<code>\$DEPOSITUSERNAME\$</code>	prints the name of the person using the deposit

483.4.3 Direct debits

When you have selected the text level, an input screen will be displayed. Enter the text in this field.

Note

With 'Direct debit', the text has a slightly different function. The text should consist of a number of codes, followed by a "=" (equals sign) and the value of the code. This information is then used to generate a file with payment orders for direct debit to be sent to the BGC (Bank Giro Center).

The following texts must be included in the text. The codes and their meaning are given here. For the exact values, please see the brochure published by the BGC titled 'ClieOp02', which can be requested from the Bank Giro Center.

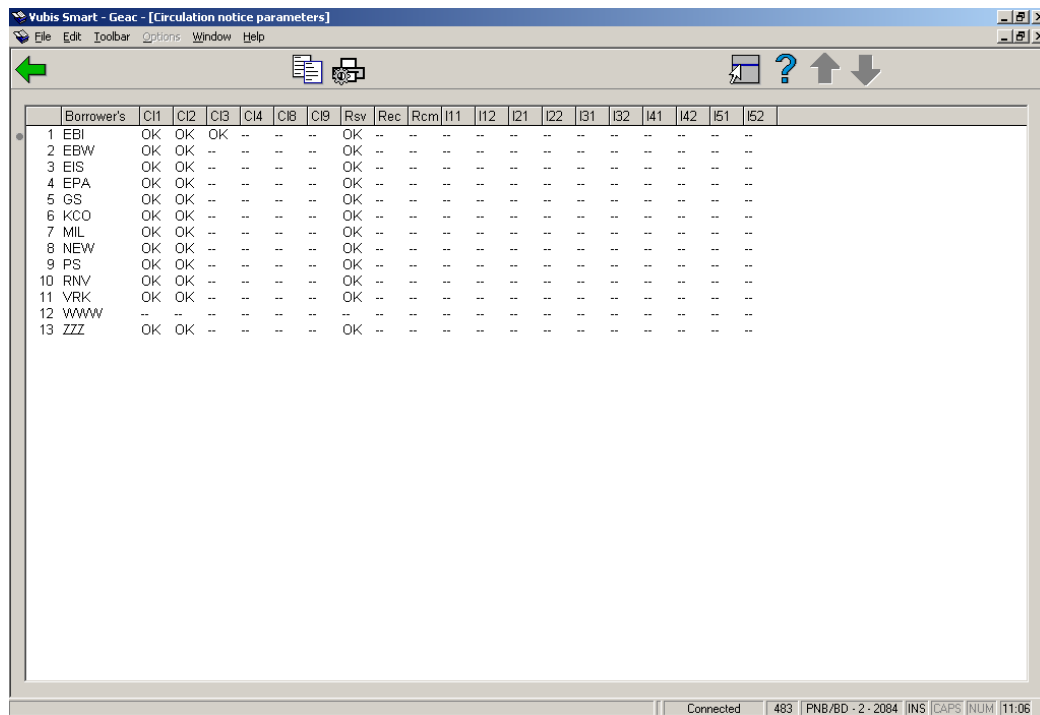
Codes	Meaning	Examples:
INZEND	sender identification	OBG
DUPL	Duplicate code	1
GROEP	Transaction group	10
RKBG	account number principal	567885
VAST	fixed description	Membership fee through \$CON
NAW	Name and address code	1
VWDAT	desired processing date	+\$28\$
NAME	name of principal	O.B. Geldrop
TEST	test code	P
SOORT	Transaction type	1002
OMSCH	Description	\$BIB\$

483.5 SSP format

If you would rather use SSP formats for some types of print functions, this has the following consequences:

- The print function is sorted according to borrower category, and then according to name;
- The print function can differ from one borrower category to another;
- The layout and content of the print function can be defined using the principles of the SSP print module, by which the entire range of functions can be applied.

When you select this menu option, an overview screen will be displayed with print function types and borrower categories. By displaying "OK", the system indicates which print profiles



The screenshot shows a window titled "Vubis Smart - Geac - [Circulation notice parameters]". The window contains a table with the following columns: Borrower's, C11, C12, C13, C14, C15, C19, Rsv, Rec, Rcm, I11, I12, I21, I22, I31, I32, I41, I42, I51, I52. The table lists 13 borrower categories (EBI, EBW, EIS, EPA, GS, KCO, MIL, NEW, PS, RNV, VRK, WWW, ZZZ) and their status for each print function type. The status is "OK" for most categories, indicating that print profiles have been defined for them.

Borrower's	C11	C12	C13	C14	C15	C19	Rsv	Rec	Rcm	I11	I12	I21	I22	I31	I32	I41	I42	I51	I52
1 EBI	OK	OK	OK	--	--	--	OK	--	--	--	--	--	--	--	--	--	--	--	--
2 EBW	OK	OK	--	--	--	--	OK	--	--	--	--	--	--	--	--	--	--	--	--
3 EIS	OK	OK	--	--	--	--	OK	--	--	--	--	--	--	--	--	--	--	--	--
4 EPA	OK	OK	--	--	--	--	OK	--	--	--	--	--	--	--	--	--	--	--	--
5 GS	OK	OK	--	--	--	--	OK	--	--	--	--	--	--	--	--	--	--	--	--
6 KCO	OK	OK	--	--	--	--	OK	--	--	--	--	--	--	--	--	--	--	--	--
7 MIL	OK	OK	--	--	--	--	OK	--	--	--	--	--	--	--	--	--	--	--	--
8 NEW	OK	OK	--	--	--	--	OK	--	--	--	--	--	--	--	--	--	--	--	--
9 PS	OK	OK	--	--	--	--	OK	--	--	--	--	--	--	--	--	--	--	--	--
10 RNV	OK	OK	--	--	--	--	OK	--	--	--	--	--	--	--	--	--	--	--	--
11 VRK	OK	OK	--	--	--	--	OK	--	--	--	--	--	--	--	--	--	--	--	--
12 WWW	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
13 ZZZ	OK	OK	--	--	--	--	OK	--	--	--	--	--	--	--	--	--	--	--	--

have been defined.

On this screen you see what layouts have been defined for each borrower category in the system.

Explanation of the layout types:

Abbreviation	Print function type	Code
CI1	Overdue 1	RAP1
CI2	Overdue 2	RAP2
CI3	Overdue 3	RAP3
CI4	Overdue 4	RAP4
CI8	Overdue concerning borrower import program	RAP101
CI9	Second for overdue concerning borrower import program	RAP102
Rsv	Reservation messages	RESV
Rec	Automatic reclaims	TRUG
Rcm	manual reclaims	TRUA
I11	debt invoice	RK11
I12	overdue debt invoice	RK12
I21	invoice items not returned	RK21
I22	overdue items not returned	RK22
I31	free invoices	RK31
I32	overdue free invoices	RK32

Abbreviation	Print function type	Code
I41	invoice loan fee	RK41
I42	overdue invoice loan fee	RK42
I51	[currently not in use]	RK51
I52	[currently not in use]	RK52

Options on the screen

General settings: this option allows you to enter parameters for the handling of notices over multiple pages. Selecting this option will result in the following form:

Repeat heading for multiple pages

For each type of notice below, check the box if you want headers and footers to be repeated when the notice spans multiple pages

<u>O</u> verdues	<input checked="" type="checkbox"/>
<u>R</u> eservation notices	<input type="checkbox"/>
<u>A</u> ceptgiros	<input checked="" type="checkbox"/>
<u>A</u> ceptgiros (1st overdue)	<input checked="" type="checkbox"/>
<u>A</u> ceptgiros (2nd overdue)	<input checked="" type="checkbox"/>
<u>A</u> utomatic recalls	<input type="checkbox"/>
<u>M</u> anual recalls	<input checked="" type="checkbox"/>
<u>I</u> nvoices	<input type="checkbox"/>
<u>A</u> ceptgiros for invoices	<input type="checkbox"/>
<u>D</u> irect debits	<input type="checkbox"/>
<u>O</u> verdues for item transfers	<input type="checkbox"/>
<u>A</u> ceptgiros for Deposits	<input type="checkbox"/>
<u>A</u> ceptgiros for Deposits (overdue)	<input type="checkbox"/>
<u>D</u> irect debits for Deposits (overdue)	<input type="checkbox"/>
<u>D</u> irect debits for Deposits	<input type="checkbox"/>

OK
Cancel
Help

If the output for a given notice type extends across multiple pages of output, then the following option allows you to specify whether the headers and footers should be repeated on the continuation pages. This is particularly relevant if notices are sent using automated enveloping machines.

The above screen shows the setting defined for the current logged in location i.e. the setting is defined on a per location basis. However, in general, the setting is likely to be the same for all locations. so when the settings are saved (by clicking OK), then another form is popped up, allowing you to populate all locations with these settings.

Copy profile: After choosing this option the following form will be displayed:

Enter the details for copying one profile to another or for creation of a new profile based on the definition of an existing profile.

Modify profile: Here you can modify an existing profile or create a new profile. This is explained in the next section. After choosing this option the following form will be displayed:

Note

Notice texts can be defined in a number of different languages. For language specific notice tests (blocks of texts before / after printout plus the Lines before and after) the system uses the following logic to determine which text to apply to the notice.

- Check the borrower record for a language code like the system codes dut, fre or eng. You can define other language codes in AFO 482 – Borrower file parameters – Borrower Authority lists, as long as they are 3-letter codes.
- If a language code does exist in the borrower record, then this is considered the language of the borrower. If the code is not specified, OR if the language code is not one that matches the definition in the Borrower Authority lists, then the system will use the default language of the system (which is set on installation).

- Dates, borrower salutation titles and the site defined texts for the notice contents / email will use this language specified (borrower specific or default).
- The texts / output first uses the texts defined for the language of the borrower. If there is no text defined for the borrowers language, then use the texts for 'Default' where available else use the texts for the language of the system

483.5.1 Modify profile

When you do this for a new profile the following input screens will be offered sequentially:

The screenshot shows a dialog box titled "Print profile management". It contains a text input field labeled "Comment for print profile". Below it is a group box labeled "Print profile type" containing two radio buttons: "Block" and "Column". The "Column" radio button is selected. To the right of the group box are three buttons: "OK", "Cancel", and "Help".

Print profile type: choose "Blocks" to have the data printed in blocks for each title (title etc. information will be displayed in blocks containing a line for each element defined) or "Columns"(title etc. information will be displayed in columns containing the various data elements for all overdues, pickups etc.).

The screenshot shows a dialog box titled "Printing profile : SSP-PNB.BD-RAP1-WWW - Layout and pagination". It contains several input fields for layout settings: "Lines per page" (56), "Characters per line" (80), "Left margin" (8), "Top margin" (4), "Bottom margin" (4), "Page numbers (N(o)/B(top)/O(bottom))" (N), and "Place of pagination" (C). To the right of these fields are three buttons: "OK", "Cancel", and "Help".

This input form deals with the various setting for the page layout. The options for **Place of pagination** are: C (center), L (left), or R (right); they have no effect if the previous option (**Page numbers**) is set to 'N'.



This input form allows you to define text for top and bottom of the forms in various languages. After choosing a language and clicking **OK** the form is presented:

Texts at top and bottom

Texts at top

Line 1

Line 2

Line 3

Line 4

Line 5

Line 6

Centre

Texts at bottom

Line 1

Line 2

Line 3

Line 4

Line 5

Line 6

Centre

OK

Cancel

Help

Enter texts as appropriate and repeat this for as many languages as necessary. When you have finished this section click **Cancel** to proceed to the next form:

Print profile : SSP-PNB.BD-RAP1-WWW - General structure

No columns/blocks: 3

Separate data: N

Separate blocks with blank line:

Split data after max.: 99

Lines: 33

Switch to new page: FF

Save settings

OK, Cancel, Help

This form deals with the general characteristics of the (overdue, pick-up etc.) notice.

The **No columns/blocks option** allows you to define the number of columns or blocks (depending on the choice you made on the first screen) containing data such as title, item number, due date etc. you want to print on the (overdue, pick-up etc.) notice.

Next you are prompted with this input form:

Data for column/block 1

Data in column/block: Title

OK, Cancel, Help

Choose the appropriate data element from the dropdown list and click **OK**.

The next input form allows you to define labels (Blocks) or headers (Columns) for the chosen data element in several languages:

A dialog box with a title bar containing a small icon and a close button (X). The main area contains a list of language labels on the left and corresponding text input fields on the right. The labels are: Text for block (general), Text for block (Dut.), Text for block (Eng.), Text for block (Ger.), Text for block (fre), Text for block (Spa.), Text for block (Rou.), and Text for block (Pap.). The first field, labeled 'Title:', contains the text 'Title:'. To the right of the input fields are three buttons: 'OK', 'Cancel', and 'Help'. At the bottom right corner, there are two small icons: a printer and a help icon.

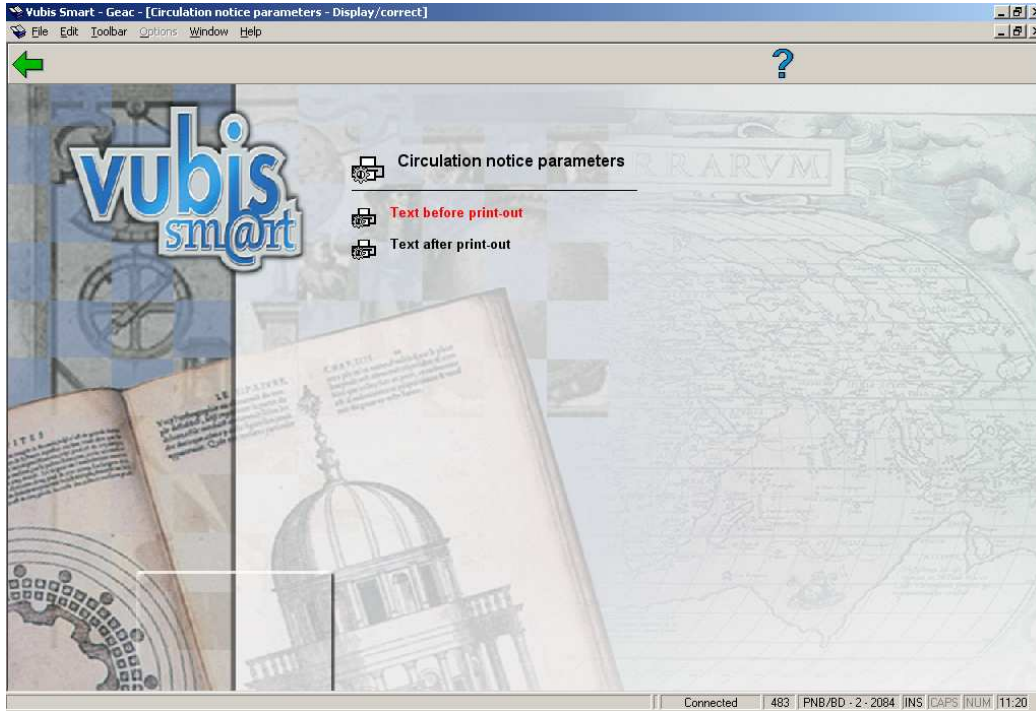
After which you are prompted for more parameters regarding the positioning etc. of this data element:

A dialog box titled 'Print profile : data' with a title bar containing a small icon and a close button (X). The main area contains several configuration options. At the top, there is a text input field labeled 'Title:' containing the text 'Title:'. Below it are two more text input fields: 'Display block from position' with the value '5' and 'Display block to position' with the value '70'. A section titled 'Align' contains three radio button options: 'Left' (selected), 'Right', and 'Centre'. Below this are two checkboxes: 'Put codes into words' and 'Transform data to capitals', both of which are currently unchecked. At the bottom left, there is a text input field labeled 'Display from line' and a checkbox labeled 'Save settings', which is also unchecked. To the right of these options are three buttons: 'OK', 'Cancel', and 'Help'. At the bottom right corner, there are two small icons: a printer and a help icon.

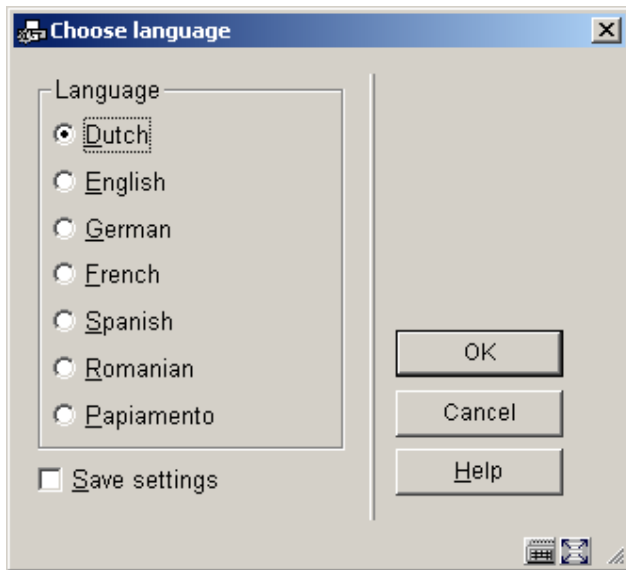
The system will repeat this prompt for the number of blocks/columns you specified in the earlier screen.

When you have finished the system will display a screen similar to the example below. You must now complete the layout by amending the following sections.

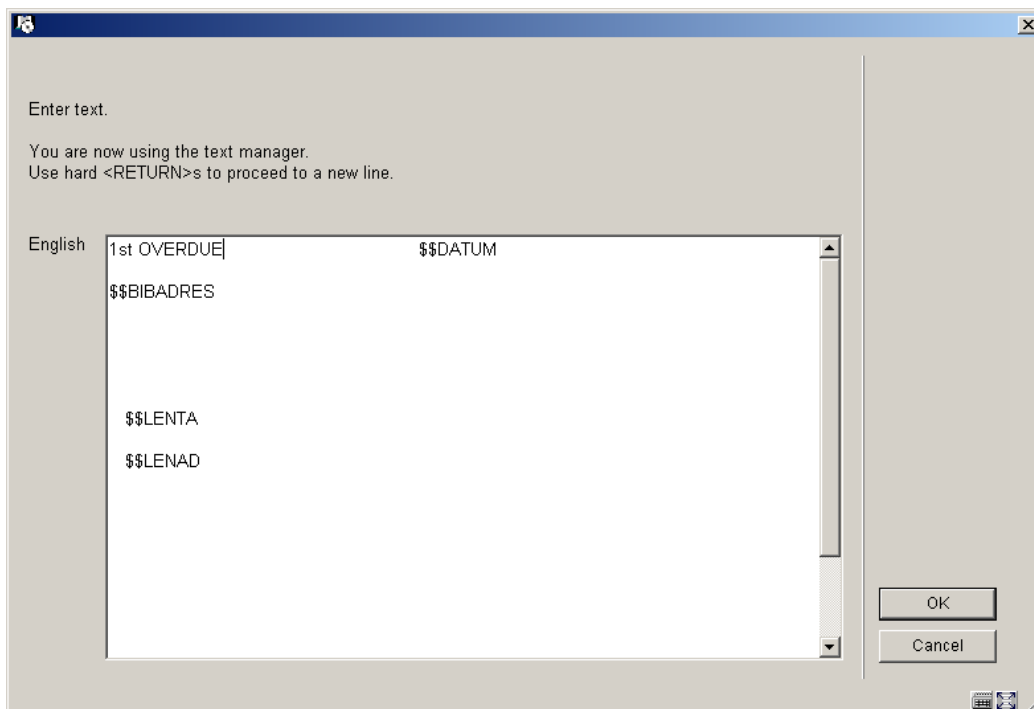
Free text: when you select this a new menu is displayed:



Choose **Text before print-out** to define the text that will appear at the beginning of a letter. Again you can do this for several languages:



After choosing a language you are presented with an editor window:



Enter texts as appropriate and repeat this for as many languages as necessary. When you have finished this section click **Cancel** to return to the menu. Then repeat this for **Text after print-out** to define the text that will appear at the bottom of a letter.

Valid codes to be used here are:

- **\$\$DATUM** The date the notice was generated
- **\$\$ADMINISTRAT** The administration costs (only valid for invoices).
- **\$\$BIBADRES** The address of the library.
- **\$\$ADLOC** The address of the location (as defined in AFO 617)
- **\$\$BTW** The VAT amount (only valid for invoices).
- **\$\$CONTACT** The contact person as entered in the borrower record.
- **\$\$LEE=nr1,nr2,** (Only valid for acceptgiros) everyone whose age is no.1, no.2 (or higher) who is sent an acceptgiro, the indication "(N)" is added after the first line of the text that is printed at the top right of the acceptgiro
- **\$\$LENAD** The name of the borrower, street and number, postcode and city as included in the first address of the borrower record. The Address to be printed on the notice uses the AFO 482 Address Priority Setup to determine the value of \$\$LENAD as a variable for the SSP notices. The AFO482 Print setup and SSP print setup for the address groups is also referenced when creating the SSP output for address blocks.
- **\$\$LENAT** The form of address ('Mr'/'Mrs') based on the field 'gender' in the borrower record.
- **\$\$LENNR** The current borrower number.
- **\$\$LENTA** The name of the borrower, street and number, postcode and city as included in the second address of the borrower record.
- **\$\$LENWA** The name of the borrower, department, street and number, postcode and city as included in the work address in the borrower record. This will always print the 3rd address (work or Business).
- **\$\$LENZO** The name of the borrower.
- **\$\$REKENING** The invoice number (only valid for invoices).

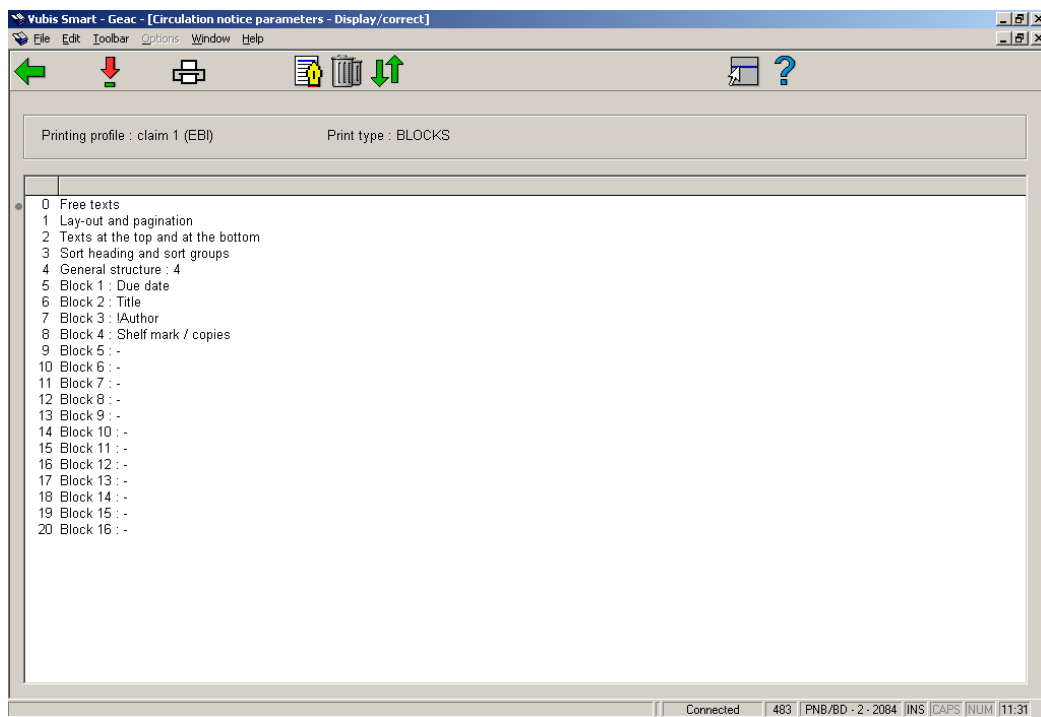
- **\$\$TOTAAL** The total amount as included in an invoice of the circulation module (only valid for invoices)

Please note

If the requested address is not defined in the borrower record, the data from the FIRST address block found in the borrower record will be used, the system starts at address block 1 (home) down until it finds an address to be used.

In the case of guarantors, the address is the Main / Home address or the first address group found in the record.

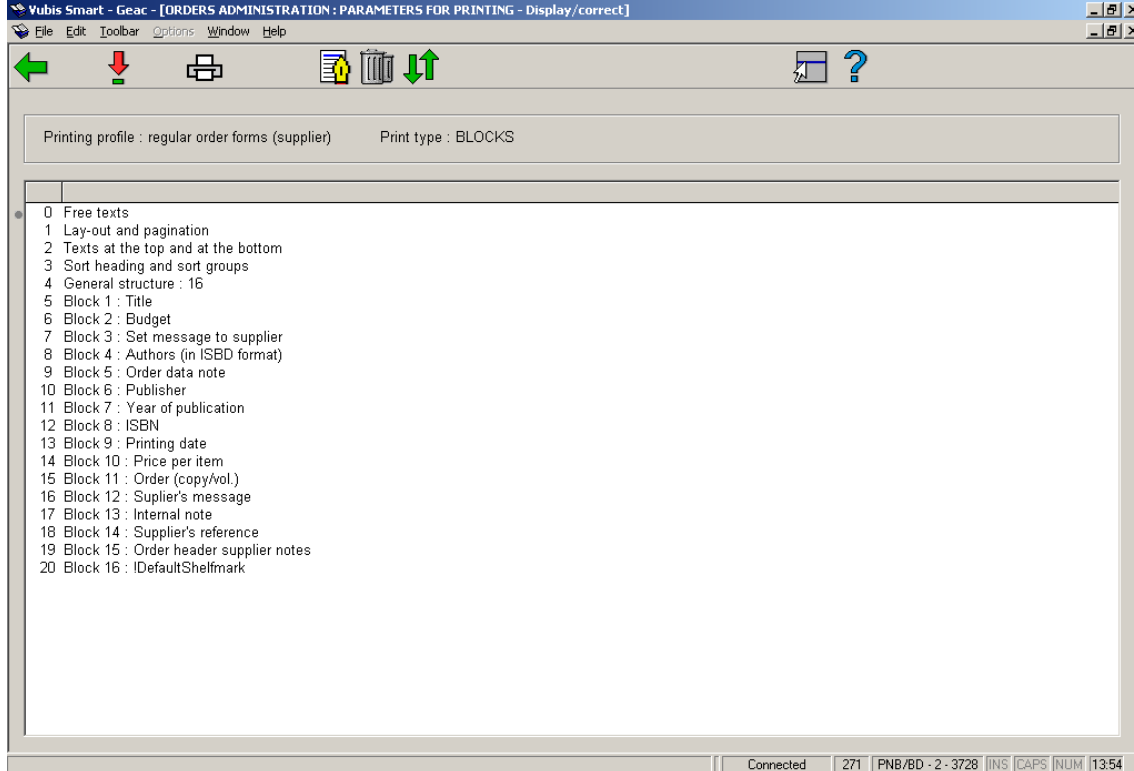
When you select an already defined type of printout from the overview screen, the system will



display a screen as shown in the example below immediately:

Options on this screen

Modify/display: Select a line and click on this icon to edit the chosen part of the layout.



Print: The standard form for generating output will be presented. You can print the complete definition of the defined layout.

Note:

This will not print a sample letter based on the layout, just a listing of all the definitions that have been made.

Comment: To add a free text explanation to this layout definition.

Delete: To delete the whole definition of this layout. You cannot delete lines from the 'Blocks' (or 'Columns') definition.

Exchange places: Select two lines from the 'Blocks' (or 'Columns') definition (by using mouse and the CTRL-key) to swap their positions. This can be useful when you have made a mistake, because you cannot delete lines from the 'Blocks' (or 'Columns') definition.

Note:

Line 4 (**General structure**) determines the number of lines ('Blocks') or ('Columns') that will actually be printed. So more 'Blocks' (or 'Columns') can be defined than are set in this parameter. Make sure you amend this setting when you wish not to print all 'Blocks' (or 'Columns'). Again this can come in useful when you have made a mistake: use the **Exchange places** option first to move a no longer required data element to the last position. Then decrease the number specified in **General structure**.

See the previous section for information on the various fields how to edit them.

483.6 Loan receipts

Texts for various slips can be defined in the system. For the time being, this option is only used to print a freely definable text at the bottom of loan slips and the like.

When you select this menu option, an input screen will appear in which the language of the text can be defined. Next an input screen will appear in which the desired text can be entered.

Please note!

The width of these slips as well as other related parameters can be set in AFO 481 - Miscellaneous - Circulation Workflow – Printing. See the Help on this AFO for more information.

483.7 Address priority for cards

For the circulation print functions that do not use SSP, you can determine the address in the borrower administration to which the printed matter is to be sent. The system offers the possibility of defining the address to be printed per borrower category combined with the type of print function.

When you select this menu option, an input screen will be displayed:

Addresses for printing

For borrower category EPA	1111111111
For borrower category EIS	0
For borrower category EBI	0
For borrower category PS	0
For borrower category GS	0
For borrower category KCO	0
For borrower category EBW	0
For borrower category MIL	0
For borrower category VRK	0
For borrower category RNV	0
For borrower category NEW	0
For borrower category ZZZ	0
For borrower category WWW	1111111111

OK
Cancel
Help

For each borrower category, enter a parameter with ten digits in this field. Each of these digits pertains to a type of print function, in the sequence indicated below:

1	overdues
2	Reservations
3	Accept giros
4	first overdue accept giros
5	second overdue accept giros

6	automatic recalls
7	manual recalls
8	accept giro with invoice
9	direct debit
10	Invoice

Each digit can be given one of the following values:

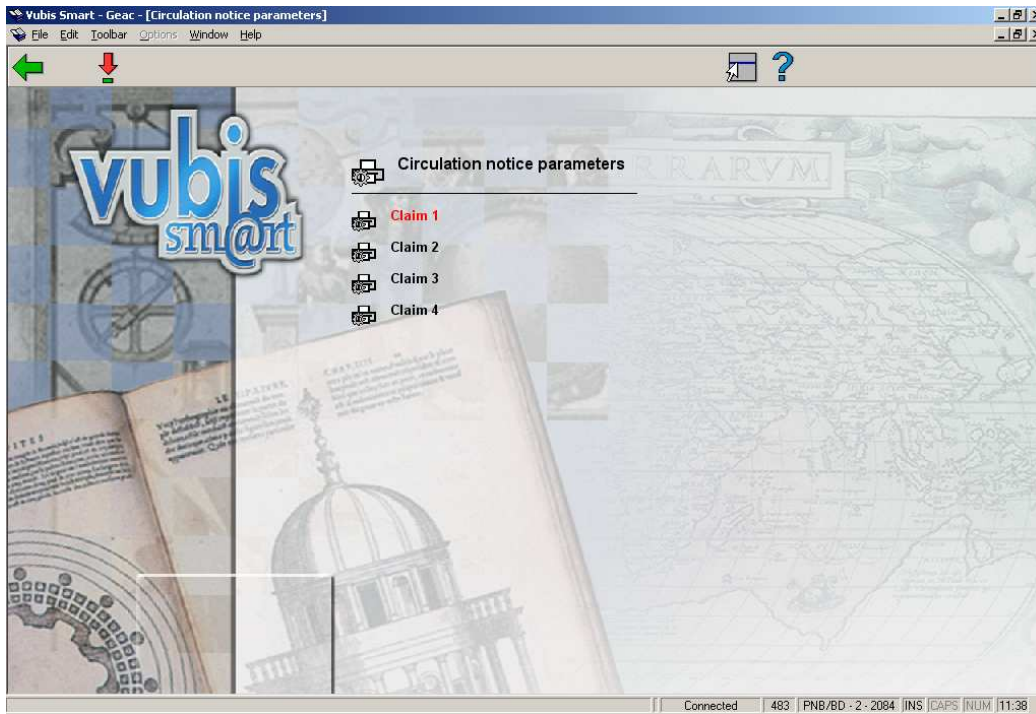
1	send the printed matter to the first address
2	send the printed matter to the second address
3	send the printed matter to the work address

Please note!

If no values from this table are entered, all printed matter will be sent to the first address.

483.8 Collection overdue

When this menu option is selected, a submenu will be displayed with the types of reminders have been defined:



Select a reminder and then this option to define the print profile for the collection.

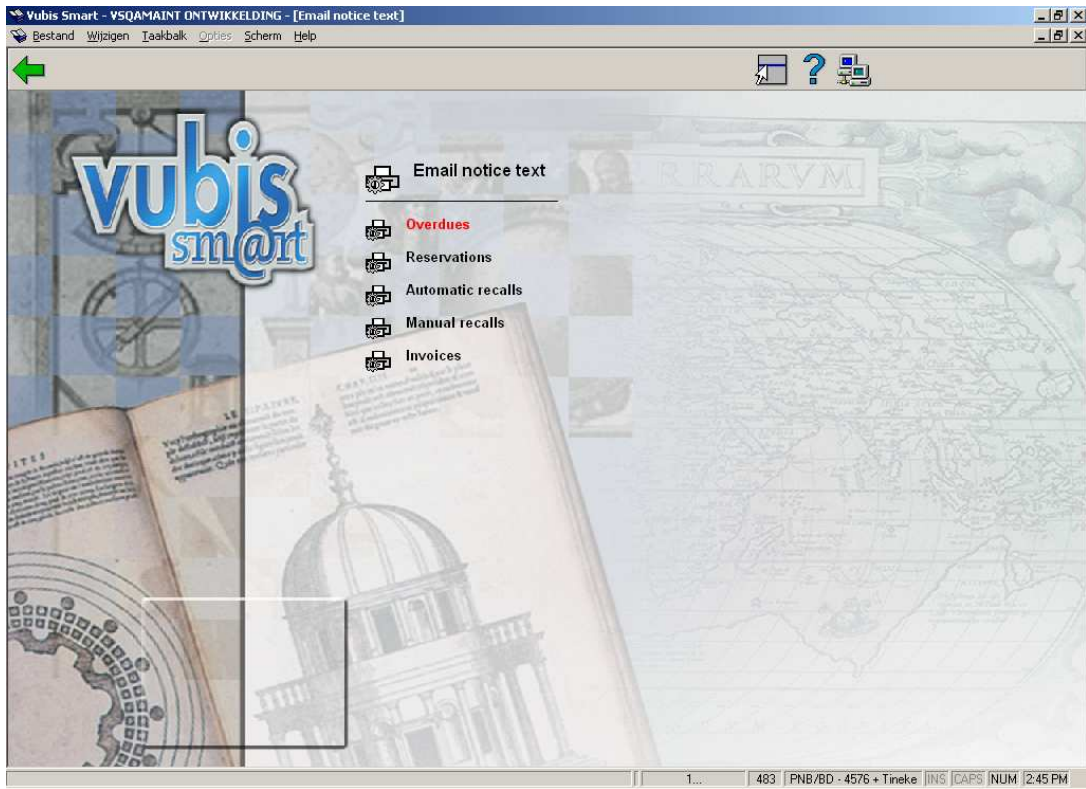
Next a survey screen will be displayed with the selected print profile.

The print profile can be modified in this screen. The working method and options are explained in the section on SSP formats.

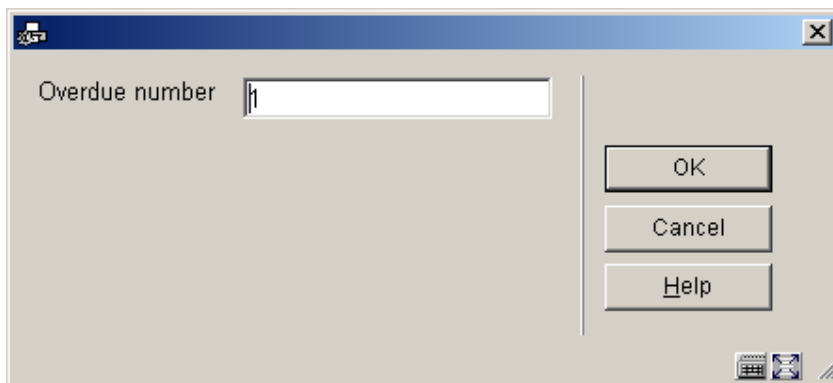
483.9 Email notice text

With this option you can define Subject and Contents of notices sent via email.

When this menu option is selected, a submenu will be displayed with the various notice types:



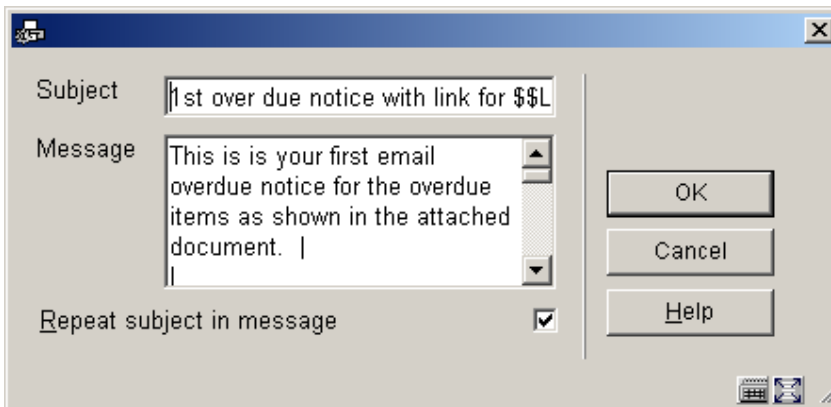
Choose an option, after which an input form is displayed:



Choose an overdue number, after which a choice of language is offered:



Choose a language, after which an input form is displayed:



The method for the other options is identical, except for manual recalls, where there is no language option.

You can use the same \$\$ codes as described in section 483.5.1.

483.10 Stored print file periods

This option allows you to specify the number of days print files must be stored OR how many files you wish to retain. This enables you to reprint files if necessary. After choosing this menu option an input form will be displayed:


Maximum periods to keep stored print files [X]

Number of stored print files to keep

Number of days to keep stored print files

You may define how many sets of print files to keep, or the number of days for which to keep them
If you enter values for both, then the system will keep the maximum for either rule
By default the system will keep 10 sets.

OK
Cancel
Help



- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	creation	
2.0	September 2006	updates for release 2.4.1 build 17	
3.0	December 2006	changed terminology; added new intro & clarification for language dependant notices	
4.0	March 2007	added option “invoices” to email parameters; added new menu option “stored print file periods” ; new option for SSP formats	Tineke vanBuul