

Circulation Notices: System Printers to Autonotices and Everything In Between

Presented by
Kelly L. Shook
KentLINK Systems Coordinator
Kent State University
kshook@lms.kent.edu



Overview of Kent State University Libraries and Media Services

- **Eight Regional Campuses**
 - Ashtabula Campus
 - East Liverpool Campus
 - Geauga Campus
 - Kent Campus
 - Salem Campus
 - Stark Campus
 - Trumbull Campus
 - Tuscarawas Campus



Overview of Kent State University Libraries and Media Services



- **Kent Campus has the following Branch Libraries:**
 - Architecture
 - Audiovisual Services
 - Chemistry
 - Fashion
 - Main
 - Map
 - Music
 - Periodicals
 - Rootstown Regional Depository
 - Stark Campus Student Center Lap Top Circulation

Overview of Kent State University Libraries and Media Services



- **Notice Production**
 - The Kent Campus Main Library produces the following notices for all Circulation Points:
 - Bills
 - Overdues
 - Recalls
 - Hold Pickup Notices
 - Hold Cancellation Notices
 - Statement of Charges
 - Courtesy Notices

Overview of Kent State University Libraries and Media Services



- **Notice Production**
 - All circulation points with the exception of the Main Library and Audiovisual Services print the following notices for their library:
 - Local Paging Slips
 - OhioLINK (Inn-Reach) Paging Slips
 - Pickup Anywhere Paging Slips

Overview of Kent State University Libraries and Media Services



- **Notice Production**
 - All circulation points that have the Materials Booking Module print the their own Booking Slips.

History of Printing Notices at the Kent Campus Main Library



- **1992**
 - Procomm scripts were written to produce the Circulation Notices produced by the Main Library Sunday – Thursday nights.
 - Scripts produced print files that were FTP'd to the file server.
 - Circulation staff used a local Windows application that retrieved the print files from the file server and printed the notices to the system printer.

History of Printing Notices at the Kent Campus Main Library



- **1995**
 - Procomm scripts failed.
 - Notices were run by the KentLINK Coordinator from her home Sunday – Thursday nights all year round.
 - Circulation staff used a local Windows application that retrieved the print files from the file server and printed the notices to the system printer.

History of Printing Notices at the Kent Campus Main Library



- **August 2002**
 - Email Notices were implemented.
 - The noisy, big system printers were retired.
 - Notices that could not be emailed or circulation staff did not want emailed were printed on the laser printer.

History of Printing Notices at the Kent Campus Main Library



- **August 2002**
 - The Circulation staff no longer had to use the local Windows application. The circulation notices were waiting for them on the printer each morning.
 - Notices were run by the KentLINK Coordinator, Head of Systems and the Web Programmer from their homes Sunday – Thursday nights all year round.

History of Printing Notices at the Kent Campus Main Library



- **2004 – Present**
 - KentLINK Coordinator and assistants no longer process the notices from home Sunday – Thursday night.
 - Use Auto-notices option in Millennium Circulation to produce the Circulation Notices 7 days per week 365 days per year.
 - Use the option of printing notice to an outside vendor by FTP'ing the print files created to the print server on our local network.

Notice Production Schedule



- 11:00 PM • Auto-notices run.
- Remote paging slips script runs.
- 1:50 AM • Files are FTP'ed to web server.
- Processing scripts are run.

Notice Production Statistics



Notice Print Counts - Microsoft Internet Explorer

Address: http://intra.lms.kent.edu/tools/hobos/notice_report_display.php

For the dates 09/01/2005 - 09/14/2005

Date	Bills	Fines	Holdmain	Kentpage	Ohio page	Remotepage	Overdues	Recalls
09/01/2005	27	0	2	77	120	0	1	0
09/02/2005	14	3	7	52	116	3	3	0
09/03/2005	0	0	7	45	75	0	0	0
09/04/2005	16	0	0	32	26	0	4	0
09/05/2005	2	0	0	43	38	0	0	0
09/06/2005	0	0	0	20	54	0	3	0
09/07/2005	9	6	5	48	141	0	2	0
09/08/2005	10	0	5	69	129	4	2	0
09/09/2005	19	10	2	69	118	0	0	0
09/10/2005	7	0	8	27	94	0	3	0
09/11/2005	0	0	0	27	44	0	1	0
09/12/2005	4	0	0	35	54	0	0	0
09/13/2005	3	0	8	71	110	2	1	0
09/14/2005	7	0	2	104	129	2	3	0
Totals:	118	19	46	719	1248	11	23	0

Date	AV Bills	AV Booking	AV Fines	AV Kentpage	AV Ohio page	AV Remotepage	Periodicals Kentpage	Periodicals Ohio page
09/01/2005	0	0	0	0	10	0	0	0
09/02/2005	0	0	0	3	4	0	0	0
09/03/2005	0	0	0	0	8	0	0	0
09/04/2005	0	0	0	4	0	0	0	0
09/05/2005	0	0	0	0	0	0	0	3
09/06/2005	0	0	0	0	8	0	0	0
09/07/2005	0	0	0	6	0	0	0	0

Notice Re-printing



Reprint Last Night's Notices

- [Notice Print Counts](#)
- [Reprint Notices](#)

Choose a notice to print:

Choose a printer to print to:

Implementing Auto Notices at Your Library



- Auto Notices became available with the Millennium Silver software release.
- Set up is required by ILL in order to associate a login that can see all auto notices that have been created on the system.
- A circulation option seen only by ILL needs to be set to true.
- Authorizations 351-366 need to be given to the appropriate staff.

Implementing Auto Notices at Your Library



The screenshot shows the Millennium Circulation - KentLINK software interface. The main window displays a table of Notices. The table has columns for #, Job Name, Location, Notice Type, Auto, Printer, Initials, and Last Time Sent. Two notices are listed:

#	Job Name	Location	Notice Type	Auto	Printer	Initials	Last Time Sent
1	Main Kentpage Auto	Kent Campus ...	Item Paging Sil...	Yes	FTP	kts	09-13-2005 11:...
2	Main Ohio page Auto	Kent Campus ...	Inn-Reach Pag...	Yes	FTP	kts	09-13-2005 11:...

The interface also includes a menu bar (File, Edit, View, Go, Admin, Help) and a toolbar with icons for New, Edit, Delete, Properties, and Print. A sidebar on the left contains navigation icons for Millennium, Circulation Desk, Check-In, Search / Holds, Clear Holdshelf, View Holds, and Transfer Paged It...

Implementing Auto Notices at Your Library

#	Job Name	Location	Notice Type	Auto	Printer	Initials	Last Time Sent
1	AV First Overdues Auto	Audiovisual Serv...	Overdue	Yes	FTP	kls	09-13-2005 11:02...
2	Main Courtesy Auto	All	Courtesy	Yes	FTP	kls	09-13-2005 11:02...
3	Main Fines 2 Auto	All	Fines	Yes	FTP	kls	09-13-2005 11:01...
4	Main Fines Auto	All	Manual Fines	Yes	FTP	kls	09-12-2005 11:02...
5	Main Bills 2 Auto	All	Adjustments	Yes	FTP	kls	09-13-2005 11:01...
6	Main Bills Auto	All	Bills	Yes	FTP	kls	09-12-2005 11:03...
7	Main Hold Cancellation Auto	All	Hold Cancellation...	Yes	FTP	kls	09-13-2005 11:01...
8	Main Pickup Notices Auto	All	Hold Pickup Only	Yes	FTP	kls	09-13-2005 11:01...
9	Main Recalls Auto	All	Recall	Yes	FTP	kls	09-13-2005 11:00...
10	Main Overdues Auto	All	Overdue	Yes	FTP	kls	09-13-2005 11:02...
11	AV Outpage Auto	Audiovisual Serv...	Inn Reach Paging...	Yes	FTP	kls	09-13-2005 11:01...
12	AV Kentpage Auto	Audiovisual Serv...	Rem Paging Slips	Yes	FTP	kls	09-12-2005 11:02...
13	Main Kentpage Auto	Kent Campus Lib...	Rem Paging Slips	Yes	FTP	kls	09-13-2005 11:01...
14	Main Outpage Auto	Kent Campus Lib...	Inn Reach Paging...	Yes	FTP	kls	09-13-2005 11:01...
15	Undergrad SOC 1	All	Statement of Cha...	No	File save	kls	09-12-2005 9:22PM
16	Undergrad SOC2	All	Statement of Cha...	No	File save	kls	09-12-2005 9:25PM
17	Grad SOC 1	All	Statement of Cha...	No	File save	kls	09-12-2005 9:27PM
18	Grad SOC 2	All	Statement of Cha...	No	File save	kls	09-12-2005 9:29PM
19	Courtesy SOC 1	All	Statement of Cha...	No	File save	kls	09-12-2005 9:30PM
20	Courtesy SOC 2	All	Statement of Cha...	No	File save	kls	09-12-2005 9:32PM
21	Undergrad SOC3	All	Statement of Cha...	No	File save	kls	09-12-2005 9:36PM
22	Courtesy SOC 3	All	Statement of Cha...	No	File save	kls	09-12-2005 9:40PM
23	Faculty SOC 1	All	Statement of Cha...	No	File save	kls	09-12-2005 9:14PM
24	Faculty SOC 2	All	Statement of Cha...	No	File save	kls	09-12-2005 9:16PM
25	Faculty SOC 3	All	Statement of Cha...	No	File save	kls	09-12-2005 9:06PM
26	Faculty Renewals	All	Statement of Cha...	No	File save	kls	09-10-2005 10:05...
27	Grad SOC 3	All	Statement of Cha...	No	File save	kls	09-12-2005 9:38PM
28	Store Kent Paging Slips	Depository	Rem Paging Slips	No	Local Printer	kls	06-07-2005 2:05PM
29	Store OhioLINK Paging Slips	Depository	Inn Reach Paging...	No	Local Printer	kls	06-07-2005 2:06PM
30	Rootstown Kent Paging Slips	Remote Storage ...	Rem Paging Slips	No	Local Printer	kls	09-13-2005 9:09AM
31	Rootstown Kent OhioLINK ...	Remote Storage ...	Inn Reach Paging...	No	Local Printer	kls	09-13-2005 9:09AM
32	MapKentlinkpagingslips	Map Library	Rem Paging Slips	No	Local Printer	kls	08-08-2005 1:01PM
33	Map OhioLink paging slips	Map Library	Inn Reach Paging...	No	Local Printer	kls	08-08-2005 1:03PM
34	peohiopage	Periodicals	Inn Reach Paging...	Yes	FTP	kls	09-13-2005 11:01...
35	Carrel Renewals	All	Statement of Cha...	No	File save	kls	20
36	pekentpage	Periodicals	Rem Paging Slips	Yes	FTP	kls	09-13-2005 11:01...

Implementing Auto Notices at Your Library

- Steps for Creating A Notice Job
- Click on the New Button.

#	Job Name	Location	Notice Type	Auto	Printer	Initials	Last Time Sent
1	AV First Overdues Auto	Audiovisual Serv...	Overdue	Yes	FTP	kls	09-13-2005 11:02...
2	Main Courtesy Auto	All	Courtesy	Yes	FTP	kls	09-13-2005 11:02...
3	Main Fines 2 Auto	All	Fines	Yes	FTP	kls	09-13-2005 11:01...
4	Main Fines Auto	All	Manual Fines	Yes	FTP	kls	09-12-2005 11:02...
5	Main Bills 2 Auto	All	Adjustments	Yes	FTP	kls	09-13-2005 11:01...
6	Main Bills Auto	All	Bills	Yes	FTP	kls	09-12-2005 11:03...
7	Main Hold Cancellation Auto	All	Hold Cancellation...	Yes	FTP	kls	09-13-2005 11:01...
8	Main Pickup Notices Auto	All	Hold Pickup Only	Yes	FTP	kls	09-13-2005 11:01...
9	Main Recalls Auto	All	Recall	Yes	FTP	kls	09-13-2005 11:00...
10	Main Overdues Auto	All	Overdue	Yes	FTP	kls	09-13-2005 11:02...
11	AV Outpage Auto	Audiovisual Serv...	Inn Reach Paging...	Yes	FTP	kls	09-13-2005 11:01...
12	AV Kentpage Auto	Audiovisual Serv...	Rem Paging Slips	Yes	FTP	kls	09-12-2005 11:02...
13	Main Kentpage Auto	Kent Campus Lib...	Rem Paging Slips	Yes	FTP	kls	09-13-2005 11:01...
14	Main Outpage Auto	Kent Campus Lib...	Inn Reach Paging...	Yes	FTP	kls	09-13-2005 11:01...
15	Undergrad SOC 1	All	Statement of Cha...	No	File save	kls	09-12-2005 9:22PM
16	Undergrad SOC2	All	Statement of Cha...	No	File save	kls	09-12-2005 9:25PM
17	Grad SOC 1	All	Statement of Cha...	No	File save	kls	09-12-2005 9:27PM
18	Grad SOC 2	All	Statement of Cha...	No	File save	kls	09-12-2005 9:29PM
19	Courtesy SOC 1	All	Statement of Cha...	No	File save	kls	09-12-2005 9:30PM
20	Courtesy SOC 2	All	Statement of Cha...	No	File save	kls	09-12-2005 9:32PM
21	Undergrad SOC3	All	Statement of Cha...	No	File save	kls	09-12-2005 9:36PM
22	Courtesy SOC 3	All	Statement of Cha...	No	File save	kls	09-12-2005 9:40PM
23	Faculty SOC 1	All	Statement of Cha...	No	File save	kls	09-12-2005 9:14PM
24	Faculty SOC 2	All	Statement of Cha...	No	File save	kls	09-12-2005 9:16PM
25	Faculty SOC 3	All	Statement of Cha...	No	File save	kls	09-12-2005 9:06PM
26	Faculty Renewals	All	Statement of Cha...	No	File save	kls	09-10-2005 10:05...
27	Grad SOC 3	All	Statement of Cha...	No	File save	kls	09-12-2005 9:38PM
28	Store Kent Paging Slips	Depository	Rem Paging Slips	No	Local Printer	kls	06-07-2005 2:05PM
29	Store OhioLINK Paging Slips	Depository	Inn Reach Paging...	No	Local Printer	kls	06-07-2005 2:06PM
30	Rootstown Kent Paging Slips	Remote Storage ...	Rem Paging Slips	No	Local Printer	kls	09-13-2005 9:09AM
31	Rootstown Kent OhioLINK ...	Remote Storage ...	Inn Reach Paging...	No	Local Printer	kls	09-13-2005 9:09AM
32	MapKentlinkpagingslips	Map Library	Rem Paging Slips	No	Local Printer	kls	08-08-2005 1:01PM
33	Map OhioLink paging slips	Map Library	Inn Reach Paging...	No	Local Printer	kls	08-08-2005 1:03PM
34	peohiopage	Periodicals	Inn Reach Paging...	Yes	FTP	kls	09-13-2005 11:01...
35	Carrel Renewals	All	Statement of Cha...	No	File save	kls	20
36	pekentpage	Periodicals	Rem Paging Slips	Yes	FTP	kls	09-13-2005 11:01...

Implementing Auto Notices at Your Library



- Steps for Creating A Notice Job
 - Select the Notice Type

The screenshot shows the 'New Job' dialog box with the following settings:

- Notice Type: Overdue
- Location: Overdue
- Options: Overdue Level (All Levels), Overdue Status (All Overdue Items)
- Auto Notices Settings: Enabled (unchecked), Move all notices to Print (checked), Send via FTP (checked)

Implementing Auto Notices at Your Library



- Steps for Creating A Notice Job
 - Select the location.

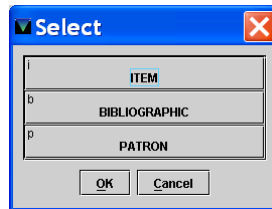
The screenshot shows the 'New Job' dialog box with the following settings:

- Notice Type: Overdue
- Location: Kent Campus Library
- Options: Overdue Level (All Levels), Overdue Status (All Overdue Items)
- Auto Notices Settings: Enabled (unchecked), Move all notices to Print (checked), Send via FTP (checked)

Implementing Auto Notices at Your Library



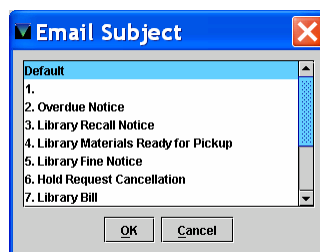
- **Steps for Creating A Notice Job**
 - Click on the Sort button.



Implementing Auto Notices at Your Library



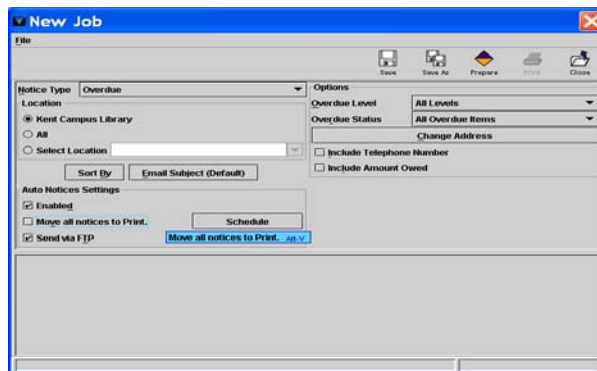
- **Steps for Creating A Notice Job**
 - Choose an email subject line for that notice.



Implementing Auto Notices at Your Library



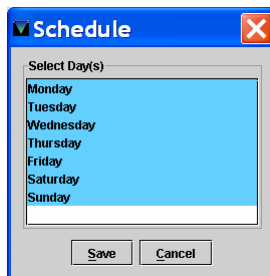
- **Steps for Creating A Notice Job**
 - Select options under the Auto Notices Settings Section.



Implementing Auto Notices at Your Library



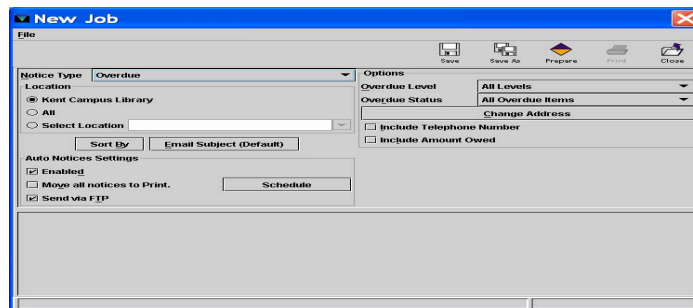
- **Steps for Creating A Notice Job**
 - You need to decide when you will schedule this notice to run.



Implementing Auto Notices at Your Library



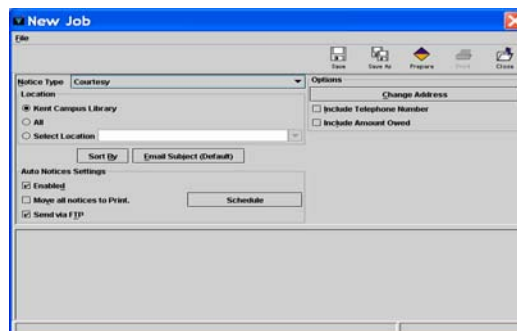
- **Steps for Creating A Notice Job**
 - The options presented will depend on the type of notice.



Implementing Auto Notices at Your Library



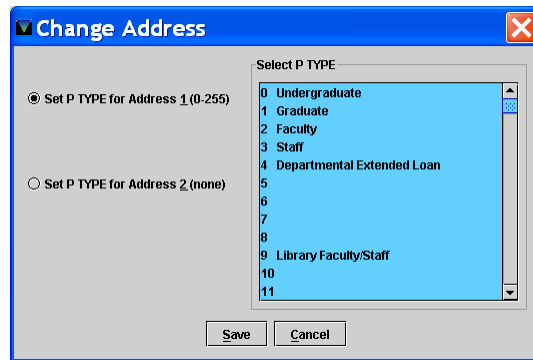
- **Steps for Creating A Notice Job**
 - The options presented will depend on the type of notice.



Implementing Auto Notices at Your Library



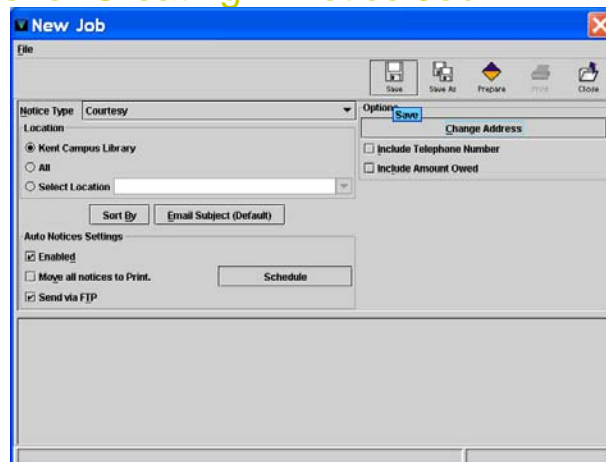
- **Steps for Creating A Notice Job**
 - The change address option allows you to choose Address 1 or 2 for different patron types.



Implementing Auto Notices at Your Library



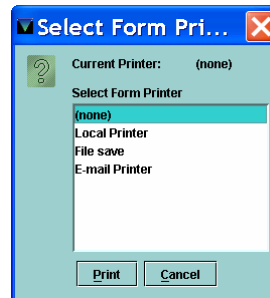
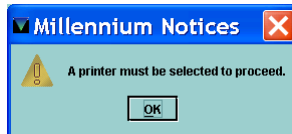
- **Steps for Creating A Notice Job**



Implementing Auto Notices at Your Library



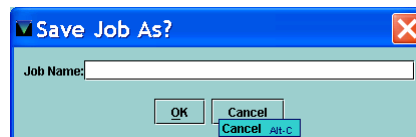
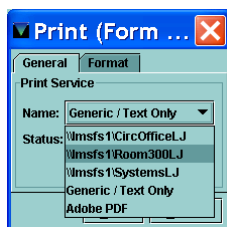
- Steps for Creating A Notice Job
 - A printer must be set.



Implementing Auto Notices at Your Library



- Steps for Creating A Notice Job
 - When a local printer is selected.



Implementing Auto Notices at Your Library



- Steps for Creating A Notice Job
 - When file save is selected.

Implementing Auto Notices at Your Library



#	Job Name	Location	Notice Type	Auto	Printer	Initials	Last Time Sent
13	main renpage auto	Kent Campus...	Item Paging S...	Yes	FTP	kis	08-13-2005 1...
14	Main OhioPage Auto	Kent Campus...	Inn-Reach Pa...	Yes	FTP	kis	09-13-2005 1...
15	Undergrad SOC1	All	Statement of ...	No	File save	kis	09-12-2005 9...
16	Undergrad SOC2	All	Statement of ...	No	File save	kis	09-12-2005 9...
17	Grad SOC 1	All	Statement of ...	No	File save	kis	09-12-2005 9...
18	Grad SOC2	All	Statement of ...	No	File save	kis	09-12-2005 9...
19	Courtesy SOC1	All	Statement of ...	No	File save	kis	09-12-2005 9...
20	Courtesy SOC2	All	Statement of ...	No	File save	kis	09-12-2005 9...
21	Undergrad SOC3	All	Statement of ...	No	File save	kis	09-12-2005 9...
22	Courtesy SOC3	All	Statement of ...	No	File save	kis	09-12-2005 9...
23	Faculty SOC1	All	Statement of ...	No	File save	kis	09-12-2005 9...
24	Faculty SOC2	All	Statement of ...	No	File save	kis	09-12-2005 9...
25	Faculty SOC3	All	Statement of ...	No	File save	kis	09-12-2005 9...
26	Faculty Renewals	All	Statement of ...	No	File save	kis	08-10-2005 1...
27	Grad SOC3	All	Statement of ...	No	File save	kis	09-12-2005 9...
28	Store Kent Paging Sli...	Depository	Item Paging S...	No	Local Printer	kis	06-07-2005 2...
29	Store OhioLINK Pagl...	Depository	Inn-Reach Pa...	No	Local Printer	kis	06-07-2005 2...
30	Rootstown Kent Pagl...	Remote Stora...	Item Paging S...	No	Local Printer	kis	09-13-2005 9...
31	Rootstown Kent Ohio...	Remote Stora...	Inn-Reach Pa...	No	Local Printer	kis	09-13-2005 9...
32	MapKentlinkpagingst...	Map Library	Item Paging S...	No	Local Printer	eas	08-08-2005 1...
33	Map Ohioink paging ...	Map Library	Inn-Reach Pa...	No	Local Printer	eas	08-08-2005 1...
34	peohiopage	Periodicals	Inn-Reach Pa...	Yes	FTP	kis	09-13-2005 1...
35	Carrel Renewals	All	Statement of ...	No	File save	kis	- -20
36	pekentpage	Periodicals	Item Paging S...	Yes	FTP	kis	09-13-2005 1...
37	CHEM KentPage Slips	Chem-Phys Li...	Item Paging S...	No	Local Printer	kis	09-14-2005 2...
38	CHEM OhioPage Slips	Chem-Phys Li...	Inn-Reach Pa...	No	Local Printer	kis	09-14-2005 2...
39	Test	All	Overdue	No	File save	kis	- -20
40	Tes	All	Item Paging S...	Yes	FTP	kis	- -20

Implementing Auto Notices at Your Library



Millennium Circulation - KentLINK

File Edit View Go Tools Admin Help

Notices

#	Job Name	Location	Notice Type	Auto	Printer	Initials	Prepare Notices
1	AV First Overdues A...	Audiovisual S...	Overdue	Yes	FTP	kis	09-13-2005 1...
2	Main Courtesy Auto	All	Courtesy	Yes	FTP	kis	09-13-2005 1...
3	Main Fines 2 Auto	All	Fines	Yes	FTP	kis	09-13-2005 1...
4	Main Fines Auto	All	Manual Fines	Yes	FTP	kis	09-12-2005 1...
5	Main Bills 2 Auto	All	Adjustments	Yes	FTP	kis	09-13-2005 1...
6	Main Bills Auto	All	Bills	Yes	FTP	kis	09-12-2005 1...
7	Main Hold Cancellati...	All	Hold Cancellat...	Yes	FTP	kis	09-13-2005 1...
8	Main Pickup Notices ...	All	Hold Pickup ...	Yes	FTP	kis	09-13-2005 1...
9	Main Recalls Auto	All	Recall	Yes	FTP	kis	09-13-2005 1...
10	Main Overdues Auto	All	Overdue	Yes	FTP	kis	09-13-2005 1...
11	AV Othopage Auto	Audiovisual S...	Item Paging S...	Yes	FTP	kis	09-13-2005 1...
12	AV Kentpage Auto	Audiovisual S...	Item Paging S...	Yes	FTP	kis	09-12-2005 1...
13	Main Kentpage Auto	Kent Campus...	Item Paging S...	Yes	FTP	kis	09-13-2005 1...
14	Main Othopage Auto	Kent Campus...	Item Paging S...	Yes	FTP	kis	09-13-2005 1...
15	Undergrad SOC1	All	Statement of ...	No	File save	kis	09-12-2005 9...
16	Undergrad SOC2	All	Statement of ...	No	File save	kis	09-12-2005 9...
17	Grad SOC 1	All	Statement of ...	No	File save	kis	09-12-2005 9...
18	Grad SOC 2	All	Statement of ...	No	File save	kis	09-12-2005 9...
19	Courtesy SOC1	All	Statement of ...	No	File save	kis	09-12-2005 9...
20	Courtesy SOC2	All	Statement of ...	No	File save	kis	09-12-2005 9...
21	Undergrad SOC3	All	Statement of ...	No	File save	kis	09-12-2005 9...
22	Courtesy SOC3	All	Statement of ...	No	File save	kis	09-12-2005 9...
23	Faculty SOC1	All	Statement of ...	No	File save	kis	09-12-2005 9...
24	Faculty SOC2	All	Statement of ...	No	File save	kis	09-12-2005 9...
25	Faculty SOC3	All	Statement of ...	No	File save	kis	09-12-2005 9...
26	Faculty Renewals	All	Statement of ...	No	File save	kis	09-10-2005 1...
27	Grad SOC3	All	Statement of ...	No	File save	kis	09-12-2005 9...
28	Noticia Kent Danton S...	Danton S...	Item Danton S...	No	Local Printer	kis	09-02-2005 7...

Implementing Auto Notices at Your Library



Notices Job: Main Courtesy Auto

File

Save Save As Prepare Print Close

Notice Type: Courtesy

Location: All Select Location

Options: Include Telephone Number Include Amount Owed

Sorted By: ADDRESS Email Subject (12)

Auto Notices Settings: Enabled Move all notices to Print. Send via FTP

Notices: 228 to E-mail

#	Notice #	Patron Name	Title	Call #	Item Status
1	1	VEYRA, DANIEL I	Beyond the box : mid-century mod	NA680 .B49 2002	09-19-2005
2	2	DE JULIO, MARYANN	MONIQUE GOSSELIN...NATHALIE S...		09-19-2005
3	3	BARBATO, CAROLE A	Ripples of hope : great American	E184.A1 R53 2003	09-19-2005
4	4	YANTEK, THOMAS A	The cartoon guide to statistics	QA276.12 .G67 1993	09-19-2005
5	5	MC MULLEN, MARSHA E	Agatha Christie's Ten little ind	VHS 1398	09-16-2005
6	6	HASSLER, DAVID A	Jump up and say! : a collection	PS647.A35 J85 1995	09-19-2005

228 Notices, 421 Items

Implementing Auto Notices at Your Library



- **Steps for Creating A Notice Job**
 - When you want notices automatically sent to an outside network or vendor.

Input

File name:

Print Cancel

Save Job As?

Job Name:

OK Cancel

Save Job As?

Job Name:

FTP Site:

FTP Login:

FTP Password:

FTP Directory:

Custom Command

ASCII

OK Cancel

Circulation Notices: System Printers to Auto Notices and Everything In Between



Presented by
Kelly L. Shook
KentLINK Systems Coordinator
Kent State University
kshook@lms.kent.edu