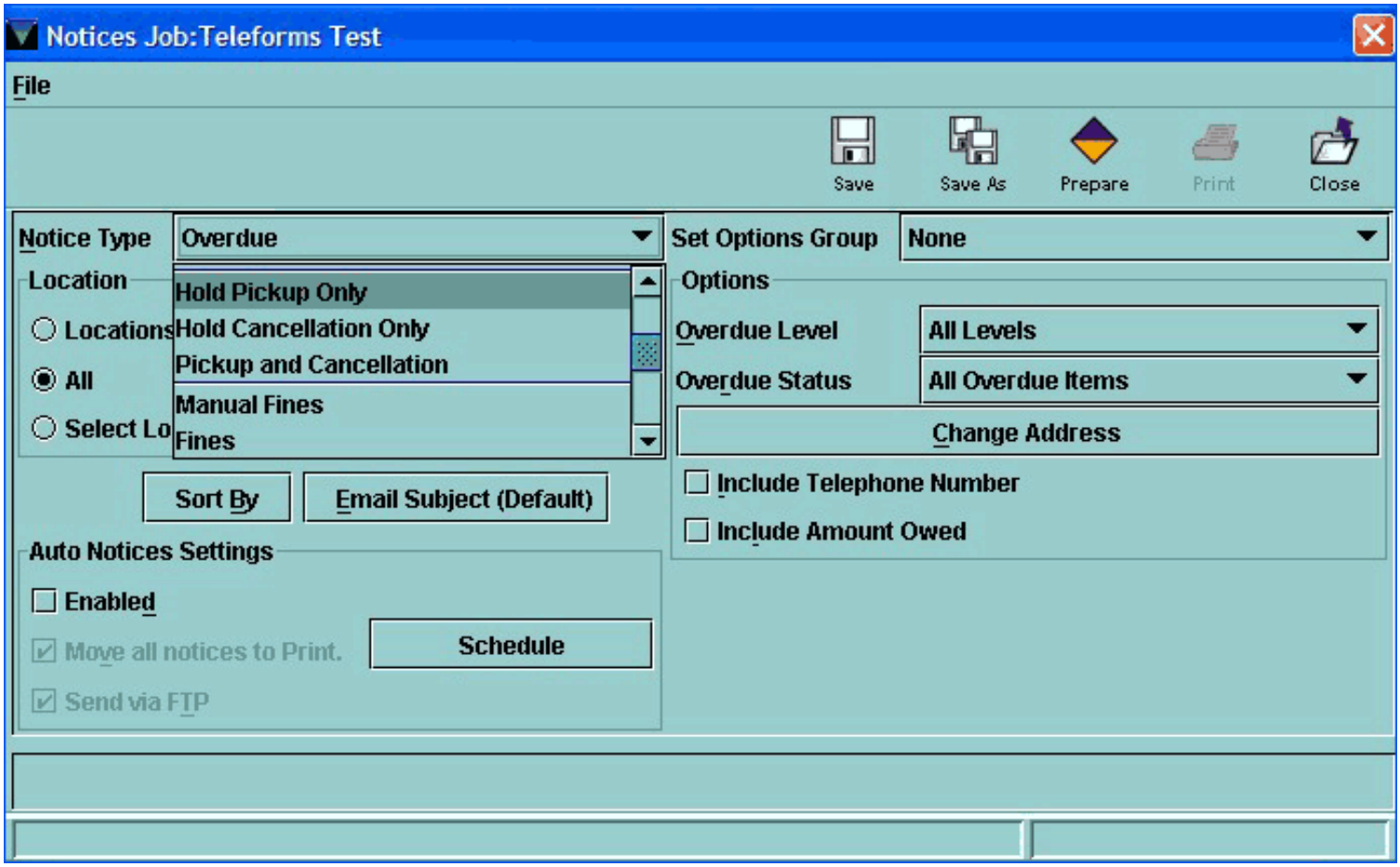
preparing notices for teleforms

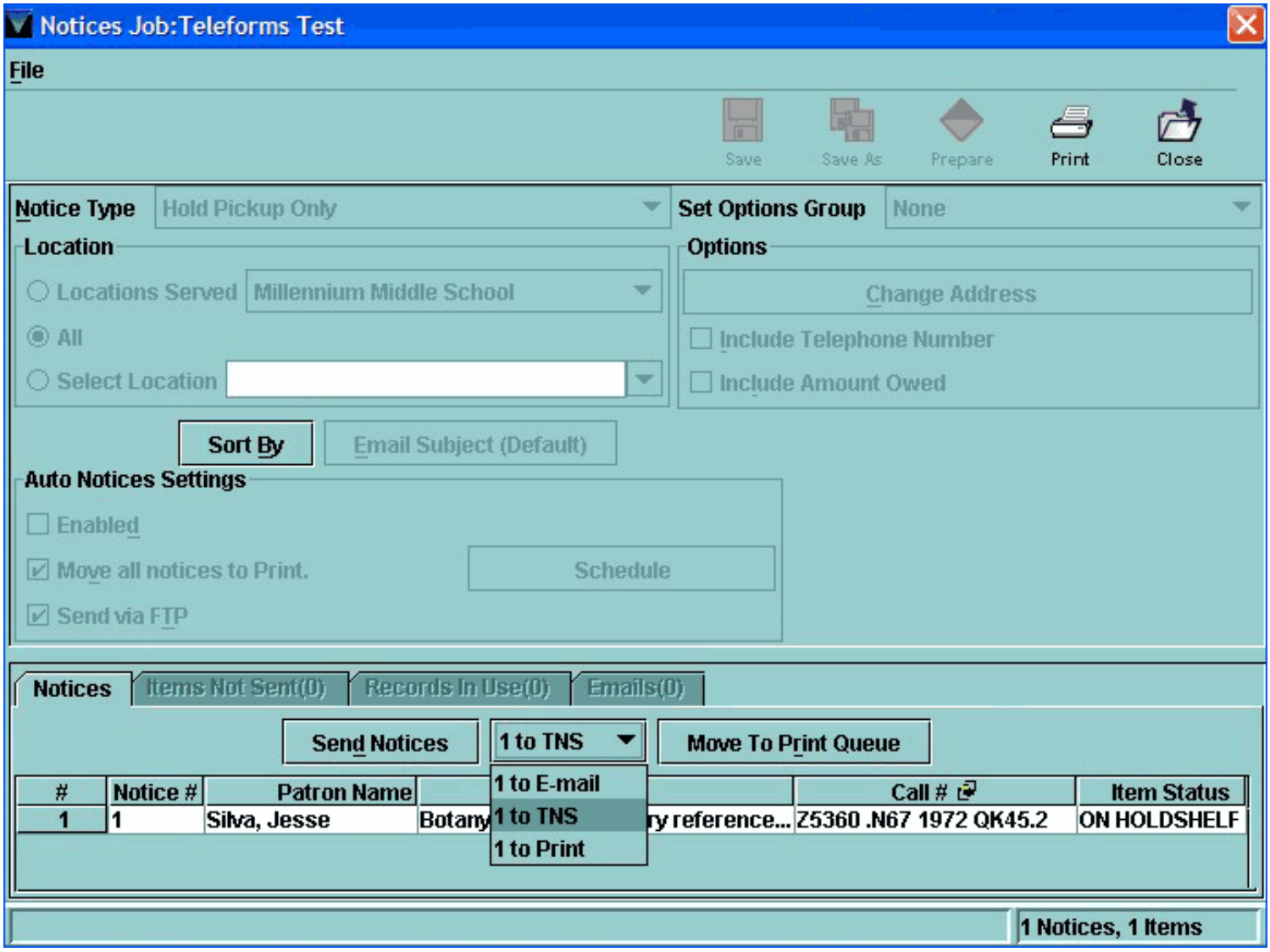
NOTE: Innovative must turn on the Teleforms Options and you must be authorized to prepare Circulation Notices. For additional information, refer to the, Page # 105789: Millennium Circulation Notice Authorizations.

Teleforms needs to have information from the Millennium server in order to start making phone calls. This information is provided in the form of the circulation notices that the library prepares on a regular basis. Teleforms will only call patrons with Holds and Overdue notices.

For additional information, refer to the Reference Manual, Page # 105690: Preparing Notices.



After the holds and overdue circulation notices have been prepared, you will be given the opportunity to view the notices created: email, print and TNS. To view information that could be sent to Teleforms, select TNS from the drop down menu.



As with other Circulation notices, you can review this list for accuracy before sending the information to Teleforms.
Once viewed, click on the "Send" button and the information will be "set-aside" in the Millennium server for Teleforms to access when it starts calling patrons.

HOT TIP - You can control what level of overdue notice Teleforms can deliver. At the time of printing circulation notices, simply specify which level of overdue notice to send to Teleforms.

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