
What settings do I change to start using Courtesy Notices?

- **Article Type:** General
 - **Product:** Voyager
 - **Product Version:** 8.1.0
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Question

How to start generating and sending courtesy notices to patrons via e-mail?

Answer

Courtesy notices require the following configuration:

1. System Administration > Circulation > Policy Definitions > [appropriate Policy] > Edit > Patrons tab > highlight patron group > Rules button > check box for "Courtesy Notice Apply"
2. System Administration > Circulation > Policy Definitions > [appropriate Policy] > Edit > Patrons tab > highlight patron group > Rules button > check box for "Email Courtesy Notices"
3. System Administration > Circulation > Policy Definitions > [appropriate Policy] > Edit > Matrix tab > highlight matrix entry > Modify button > Matrix window - Intervals tab > set the Courtesy Notice Interval. Courtesy Notice Interval is number of days before an item is due when a courtesy notice can be produced. The default is 0, which means courtesy notices are not generated.
4. System Administration > Circulation > Policy Definitions > [appropriate Policy] > Edit > Matrix tab > highlight matrix line > click Modify > Matrix window - Intervals tab > Minimum Loan for Courtesy. Minimum Loan for Courtesy is the minimum loan length for an item to activate courtesy notices. If you want all loans to be eligible for courtesy notices, leave this setting at 0.
5. Configure Circjob 7 to run daily (if you run Circjob 12, "All Daily Jobs", then Circjob 7 is already running).

Additional Information

After these settings are in place and Courtesy Notices are generated, they can be picked up and processed via Reporter. See also [System Administration User's Guide](#), [Reporter User's Guide](#)

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