



Hello!

Office Hours run from 2pm until 3pm

Please mute your microphone

As time permits, we will respond to questions typed in the chat box, and offline afterwards, as needed

This session will be recorded and made available on the CARLI website both as PDF slides and as a recording, with live links to all referenced resources

This presentation contains:

- Overview of letters in Alma
- Basic customizing demonstration
- Info on customizations from the Network Zone
- Links to documentation on letters in Alma

NOTICES IN VOYAGER VS. LETTERS IN ALMA

Hold Expires: 2/20/2018

Item Being Hel

Patron: Patron, Example D.
Patron Phone: (217)555-2453
Pickup At: CIRCULATION DESK
Patron Comme

Title: ILCSO test record
Author:
Call Number: TEST RECORD
Enumeration:
Chronology:
Copy: 1
Item Barcode:



Hold Slip

Route Item

ROUTE ITEM
Item Barcode:



Title: ILCSO test record

TO:
Library: Millikin University

Location: CIRCULATION DESK
Address: ILDS: MIL
Millikin University
Staley Library
Decatur, IL 62522

Route Slip

ITEM CHARGED

Patron:
Patron Barcode:

Sample Patron



Patron Group:

UBReg

Due Date:

10/14/2019 11:45 PM

Title:

Governing the commons : the evolution of institutions for collective action / Elinor Ostrom, Indiana University. Ostrom, Elinor,

Author:

333.2 O856g

Call Number:

Enumeration:

Chronology:

Copy:

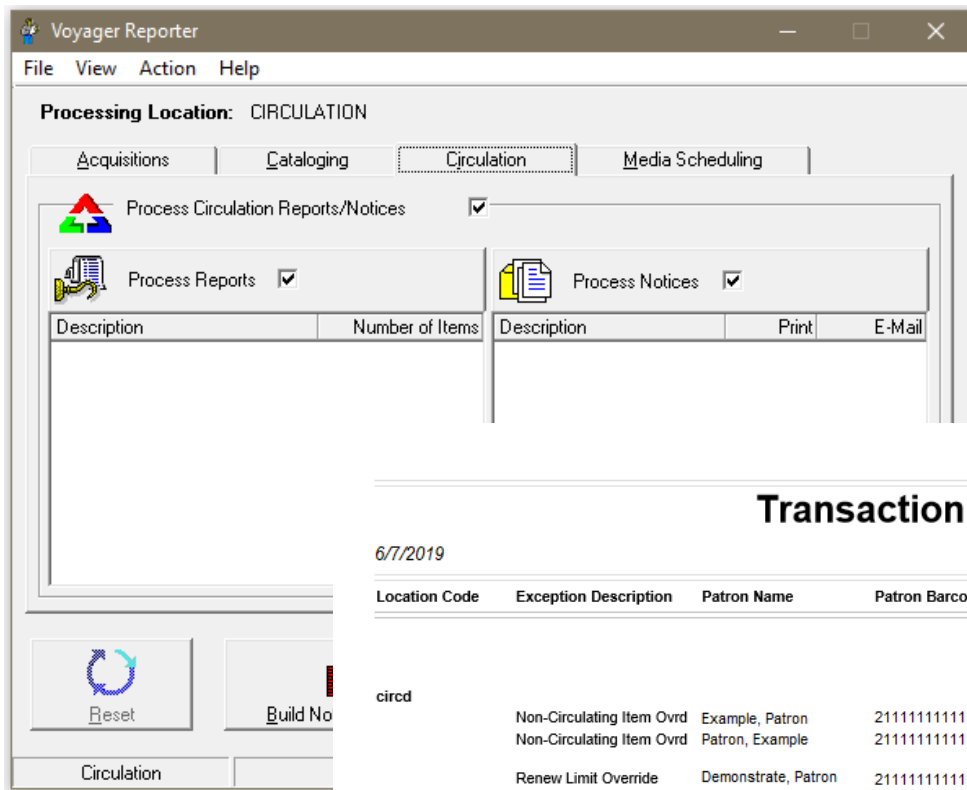
Item Barcode:



This patron has permission to remove this item from the library

Charge Slip

NOTICES IN VOYAGER VS. LETTERS IN ALMA



Transaction Related Exceptions

6/7/2019

Location Code	Exception Description	Patron Name	Patron Barcode	Title	Item Barcode	Exception Date	Operator ID
circd	Non-Circulating Item Ovr	Example, Patron	2111111111115	Communicate!	3111111111111	6/6/2019	staff
	Non-Circulating Item Ovr	Patron, Example	2111111111116	Catalyst : the Pearson custom library for chemistry	3111111111119	6/6/2019	staff
	Renew Limit Override	Demonstrate, Patron	2111111111110	Small Group Room Keys	3111111111117	6/6/2019	staff
	Zero Loan Period Ovr	Example, Patron	2111111111115	Communicate!	3111111111111	6/6/2019	staff
	Zero Loan Period Ovr	Patron, Example	2111111111116	Catalyst : the Pearson custom library for chemistry	3111111111119	6/6/2019	staff

End of Transaction Related Exceptions Report

Slips that print:

- Due Date Slips
- Discharge Slips
- Hold Slip
- Fine/Fee Payment Receipt Slip
- And more!

Reports that occur:

- Fine/Fees Statement
- Patron Charged Items
- Patron Requests
- And more!

For a full list of the letters available in Alma:

<https://go.uillinois.edu/AlmaLetterList>

To perform the following configurations, you must have one of the following user roles:

- General System Administrator
- Letter Administrator

Demo Contents:

- Simple Field Customization
- Adding/Editing Content
- Basic Template Edits
- Fixing What You Broke

Letter customizations can be managed in the Network Zone and distributed to the Institution Zone.

This can be done on a letter-by-letter basis.

CARLI plans to push some basic customizations out to the Institution Zones

- By default, Network Zone changes **do not** override letter and label changes made at the institution level (though this setting can be changed)
- CARLI is currently determining what these customizations will be

- ExLibris Knowledge Center: Configuring Letters
go.uillinois.edu/ConfiguringAlmaLetters
- ExLibris Presentations on Letters
go.uillinois.edu/LettersPresentations
- Video: Configuring Letters in Alma
go.uillinois.edu/LetterConfigDemo

Thank you!

Join us next Thursday at 2pm for another Office Hour

You can always contact CARLI at support@carli.Illinois.edu