

Millennium Circulation Notices

You can print the following types of circulation notices in Millennium Circulation:

- | | |
|---------------------------|------------------------|
| overdue notices | item paging lists |
| hourly overdue notices | item paging slips |
| recall notices | INN-Reach paging slips |
| hold pickup notices | fine notices |
| hold cancellation notices | bills |

Perform the following steps to generate any of these notices. Note that Millennium Circulation will not display the Notices mode if its not enabled in the [Modes](#) tab in the Login Manager.

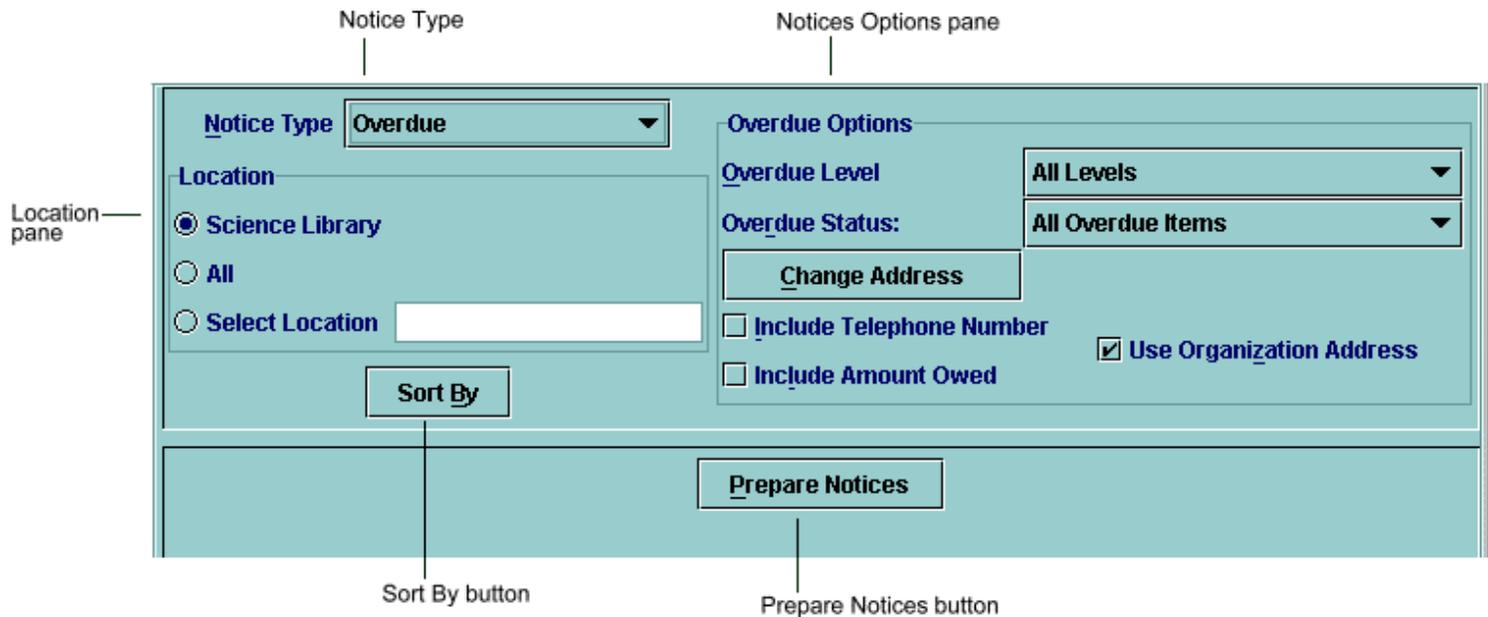


To enter the Notices mode, you must be authorized to print at least one type of Millennium Circulation notice. These authorizations range from 351 ("Millennium Overdue") to 362 ("Millennium Adjustments"). To print notices for all locations, you must be authorized for function 363 ("Millennium Printing for All Locations"). For more information, consult [Authorized Functions](#).



The current setting of the [Fines/Bills: Minimum charge for fines notice to print](#) Circulation Option specifies the minimum charge required for Millennium Circulation to print a fine notice. Millennium Circulation will not print fine notices for amounts lower than this value.

1. [Change modes](#) to Notices mode. Millennium Circulation displays:



2. Select the notice type that you want to print from the **Notice Type** drop-down list. Note that Millennium Circulation displays only the notice types for which you have authorization in this list. For example, if you are authorized for functions 351 ("Millennium Overdue") and 352 ("Millennium Hourly Overdue"), the **Notices Type** drop-down list will contain the **Overdue** and **Hourly Overdue** options only.

- In the **Location pane**, choose the location(s) for which you want to print notices. You can print circulation notices for the location associated with your login in the Locations Served table, all locations, or a single location. By default, Millennium Circulation selects the location associated with your login in the Locations Served table.
- To sort the order in which Millennium Circulation prints the notices, choose the **Sort By** button. Millennium Circulation displays:

Line	Type	Field

Append

Insert

Delete

Save Cancel

To specify a field by which Millennium Circulation should sort the notices, choose the **Append** button or **Insert** button. (The **Append** button creates an entry after any previously specified criteria; the **Insert** button creates an entry at the currently selected line.) Millennium Circulation creates an entry in the **Sort Notices** table. Entries in the **Sort Notices** table consist of three elements:

Line

The order in which the entry is applied (e.g., Millennium Circulation sorts the notices by entry one and then subsorts them by entry two). Millennium Circulation generates this value to match the entry's position in the **Sort Notices** table.

Type

The record type that contains the field by which Millennium Circulation should sort the notices (**Bibliographic**, **Item**, or **Patron**).

Field

The field by which Millennium Circulation should sort the notices (e.g., `MONEY OWED`).

To specify a value for the **Type** or **Field** element, click on the element and press any key. Millennium Circulation displays the list of valid values for that element. Each of these values is assigned a mnemonic (e.g., the number 45 represents the `PCODE2` field for patron records). Choose the value you want to use by clicking on it or keying its mnemonic. Millennium Circulation inserts the value in the selected element.

To delete an entry, click on its row and choose the **Delete** button. To close the **Sort Notices** table without saving your changes, choose the **Cancel** button. To save your entries, choose the **Save** button. Millennium Circulation changes the label of the **Sort By** button to reflect the criteria that you entered. For example, if you chose to sort notices by the `P TYPE` and `DEPT` fields, the **Sort By** button would appear as:

Sorted By P TYPE, DEPT

- Depending on which notice type you have selected, Millennium Circulation offers a different set of options in the **Notice**

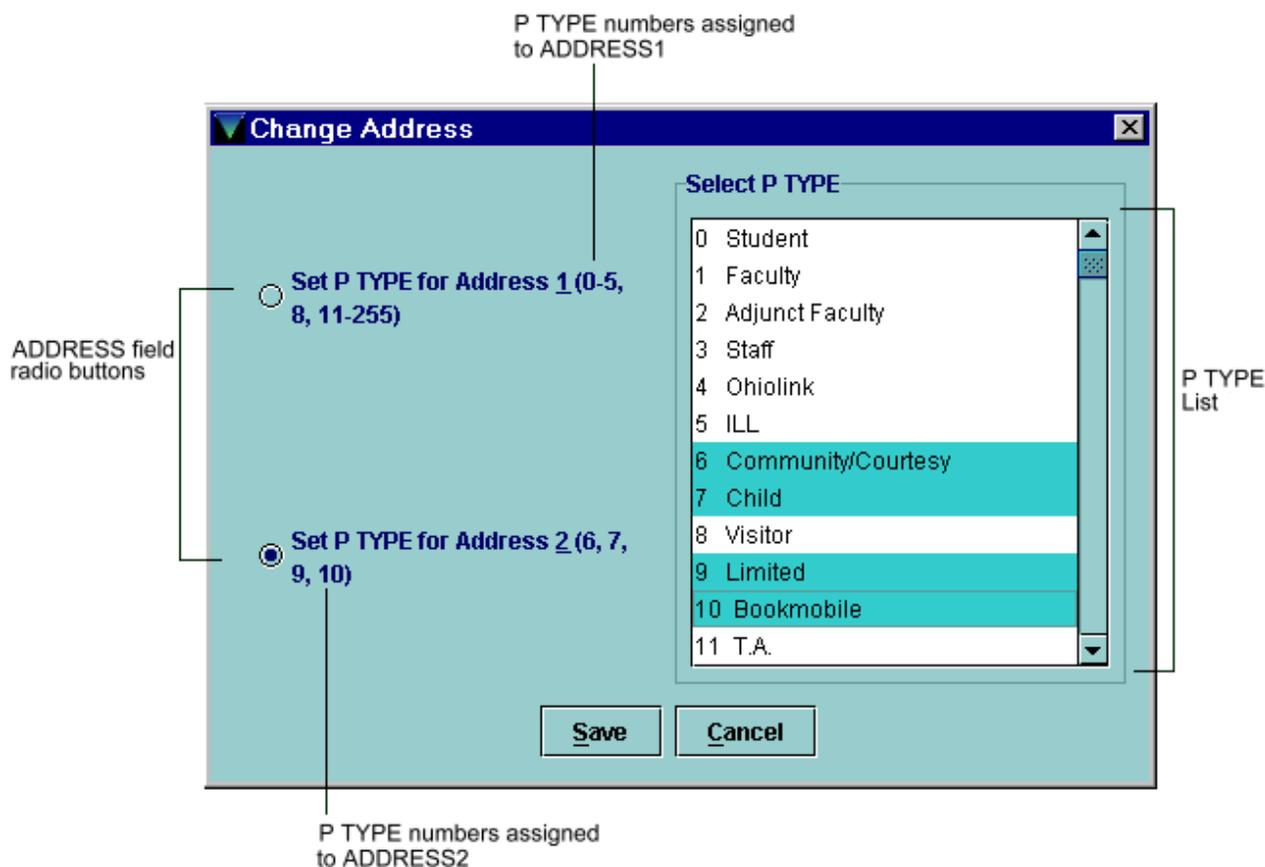
Options pane. These options are listed below. Unless it is otherwise indicated, options are available for all notice types.

Bills less than <amount> will not be sent

Displays the minimum charge required for Millennium Circulation to print a fine notice. This value is set by the [Fines/Bills: Minimum charge for fines notice to print](#) Circulation Option. This option is offered only for fine notices (i.e, bills, fines, and adjustments).

Change Address

By default, Millennium Circulation includes the ADDRESS1 field from the patron record on circulation notices for all P TYPEs. To change which ADDRESS field Millennium Circulation includes for a patron, choose the **Change Address** button. Millennium Circulation displays the P TYPE numbers and ADDRESS fields in your system. For example:



Perform the following steps to assign P TYPE number(s) to your ADDRESS fields:

1. Choose the radio button for the ADDRESS field to which you want to add P TYPE numbers.
2. In the **P TYPE List**, highlight which P TYPE number(s) should use that ADDRESS field. (You can use the <Shift> and <Ctrl> keys to highlight groups of P TYPE numbers.) As you make your selections, Millennium Circulation updates the range of P TYPE numbers assigned to each ADDRESS field.

To save your changes, choose the **Save** button. To exit without saving your changes, choose the **Cancel** button. This option is not offered for item paging lists.

Include Amount Owed

If you select this option, Millennium Circulation includes the amount, if any, that the patron owes the library on the notices that you generate. This option is not offered for item paging lists and INN-Reach paging slips.

Include Telephone Number

If you select this option, Millennium Circulation includes patrons' telephone numbers on the notices that you generate. This option is not offered for item paging lists.

Overdue Level

Specify which level(s) of overdue you want to print. This option is offered only for overdue and hourly overdue notices.

Overdue Status

Specify the overdue items for which you want to print notices. This option is offered only for overdue and hourly overdue notices.

Use Japanese Address Format

If you select this option, Millennium Circulation conforms to Japanese postal addressing conventions. Note that this option appears only at Japanese libraries. This option is not offered for item paging lists.

Use Organization Address

If you select this option, Millennium Circulation uses the organization address in lieu of the patron's address for patrons that are linked to organization records. Note that this option appears only if your library has the [Organization Records](#) product enabled. This option is not offered for item paging lists.

6. After you have selected the criteria for the notices you want to print, choose the **Prepare Notices** button. If you have not already specified a system printer, Millennium Circulation prompts you to select one. Millennium Circulation displays a progress bar as it prepares the notices. To cancel this process, choose the **Cancel** button.
7. When it is finished, Millennium Circulation disables the options in the upper screen and displays information on the prepared notices. (If you want to change an option or prepare a different group of notices, choose the **Close** icon. Millennium Circulation closes the prepared notices and re-enables the options in the upper screen.)

Sort By Button

Millennium Circulation does not disable the **Sort By** button when you prepare notices. Instead, Millennium Circulation limits its functionality. After notices are prepared, you can use the **Sort By** button only to review how those notices are sorted.

Millennium Circulation displays information on the prepared notices in the following tabs. Unless it is otherwise indicated, you can use the **Print** icon to print out a tab's contents.

Notices

The **Notices** tab allows you to organize and send the prepared notices. For example:

Notices		Items Not Sent(0)	Records In Use(0)	Items Emailed(0)	Financial Details
		Send	88 to E-mail ▼	Move To Print Queue	
#	Notice #	Patron	Invoice #		
1	1	p100200	21180		
2	2	p100208	21181		
3	3	p105361	20945		
4	4	p107781	18359		
5	5	p107784	20946		
6	6	p107788	21183		
7	7	p108584	21569		
8	8	p110210	21630		
9	9	p110214	21631		
10	10	p110215	20947		
11	11	p110241	18649		
12	12	p110247	21237		
13	13	p110249	21271		
					88 Notices, 88 Items

Millennium Circulation lists the methods by which you can send notices in the **Notice Method** drop-down list. By default, the **Notice Method** list contains the **Print** option. If your library has acquired [Sending Circulation Notices via E-Mail](#) or [Telephone Notification System \(TNS\)](#), the **Method Notice** list also contains the **Email** and **TNS** options, respectively. Note that Millennium Circulation disables the **Print** icon when you view the **Notices** tab.

In the table, Millennium Circulation displays the notices that can be sent with the currently selected method. If your library has email, all notices that are being sent to patrons whose records have email addresses are listed under the **Email** option. If your library has the TNS feature, all notices that are being sent to patrons whose records have a telephone number are listed under the **TNS** option. (If your library has acquired both the email and TNS features and a patron record has both an email address and a telephone number, Millennium Circulation lists their notices under the **Email** option.) All remaining notices are listed under the **Print** option.

To print the notices listed under the **Email** or **TNS** option, choose the **Move to Print Queue** button. Millennium Circulation asks you if you want to move those notices to the print queue. If you choose **Yes**, Millennium Circulation moves the notices (i.e., those notices now appear under the **Print** option). If you choose **No**, Millennium Circulation does not move the notices.

When you are ready, choose the **Send** button to print or send out the notices associated with the currently selected **Notice Method** option. Millennium Circulation prompts you to specify which of those notices you want to print or send out. For example:



Key the number of the notice at which Millennium Circulation should begin and choose **OK**. (If a printing session was interrupted, you can use this option to continue printing where you left off.) Millennium Circulation displays a progress bar as it prepares the notices. To cancel this process, choose the **Cancel** button. After it prints or sends the selected notices, Millennium Circulation asks if you want to clear the notices. For example:

Clear all email notices?

To clear the notices, choose **Yes**. Millennium Circulation removes all the notices that are not listed in the **Items Not Sent** and **Records In Use** tabs. (Notices listed in these tabs will appear the next time you generate notices for this notice type.) In addition, if you generated overdue notices, Millennium Circulation updates the **OVERDUE** and **ODUE DATE** fields in the item

record(s) to show which overdue notices were sent. If the highest overdue level, or all overdue levels, have been printed for an item, Millennium Circulation changes the item's status to 'n' (BILLED - NOT PAID).

To continue without clearing the notices, choose **No**. The notices will appear the next time you select this notice type.

Items Not Sent

The **Items Not Sent** tab lists all of the items for which you cannot currently generate notices. Reasons that a notice cannot be printed include:

- o invalid notice text specified in the item record
- o invoice already paid
- o circrtext is zero (")

If there are items for which you cannot generate notices, Millennium Circulation displays this tab in your alert color. (Consult [Colors and Fonts](#) for information on setting your alert color.)

Records In Use

The **Records In Use** tab lists records that are currently busy and cannot be processed. If there are records in use, Millennium Circulation displays this tab in your alert color. (Consult [Colors and Fonts](#) for information on setting your alert color.)

Items Emailed

The **Items Emailed** tab lists notices that were sent via electronic mail. This tab appears only if your library has acquired the [Sending Circulation Notices via E-Mail](#) feature.

Financial Details

Lists the bills and/or fines notices by category. For example:

```

Invoice numbers 5377 - 7000
Thu Dec 06 2001 17:57:15
52 MANUAL      totaling      $26.00
45 OVERDUE     totaling      $694.35
3 REPLACEMENT totaling      $43.68
38 OVERDUEEX  totaling      $594.70
2 LOST         totaling      $33.00
4 OVERDUE     totaling      $42.65
-----
144                                $1,434.38

```

Financial Details

This tab is offered for Fine notices and Bills only.

8. To change an option or prepare a different group of notices, choose the **Close** icon. Millennium Circulation closes the prepared notices and re-enables the options in the upper screen.

See also:

[Possible Messages \(Millennium Circulation Notices\)](#)

[Printing](#)

[Print Circulation Notices \(INNOPAC User Manual\)](#)

