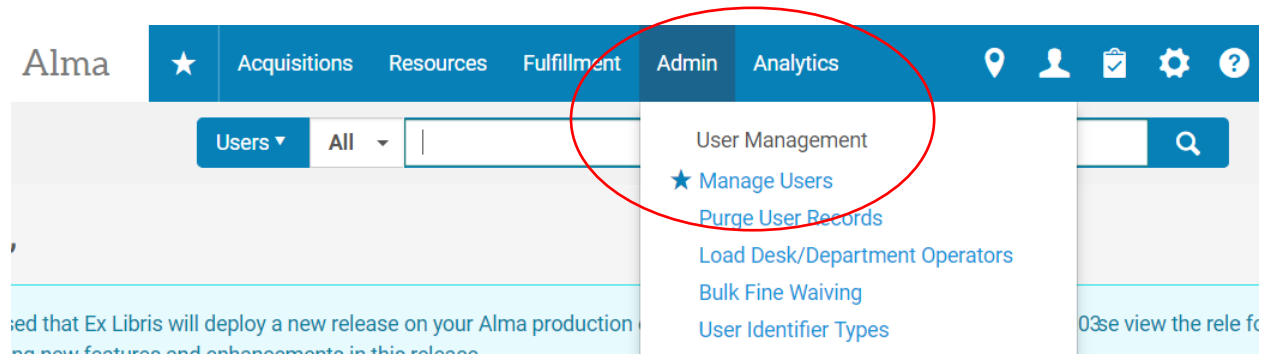


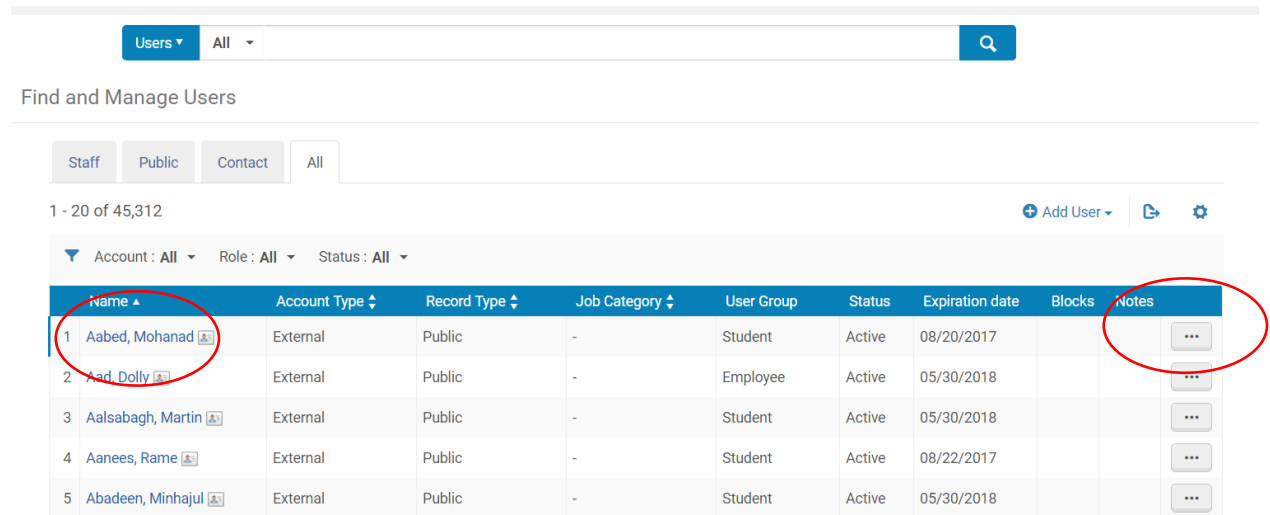
Disabling Individual User and User Group Email Notices

Deactivating Notices for an Individual Patron Account

Click on Admin > Manage Users:



Click either the patron name or the . . . to Edit the patron record:




Click on the Selected Patron Letters to see a list of letter types received:

Campus

Preferred language

Status date **08/21/2017**

Expiration date 

Resource sharing library

Select/Deselect any or all of the Patron Letters appropriate for the patron and Save:

Selected Patron Letters

Selected Patron Letters

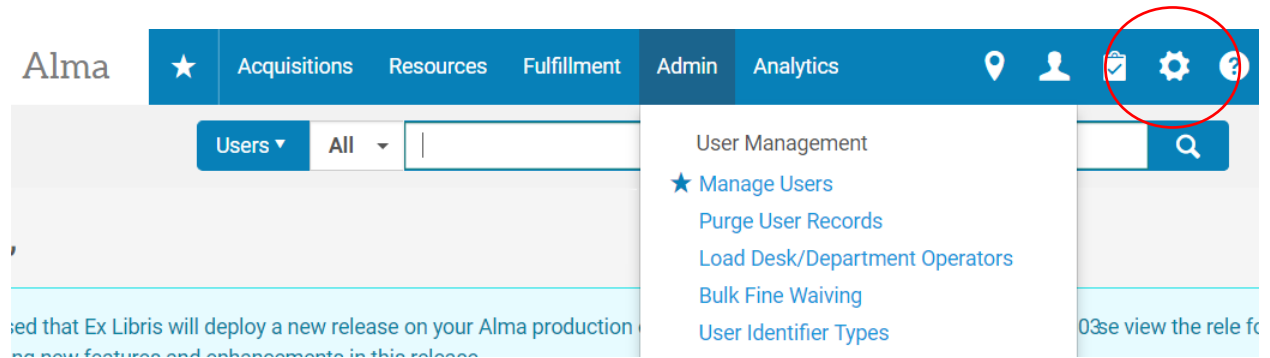
- Activity Report
- Courtesy letter
- Deposit Activity Report
- Fines/ Fees Notification Letter
- Loan Status letter
- Overdue Notice
- Recall Cancellation letter
- Recall letter

Alt + S

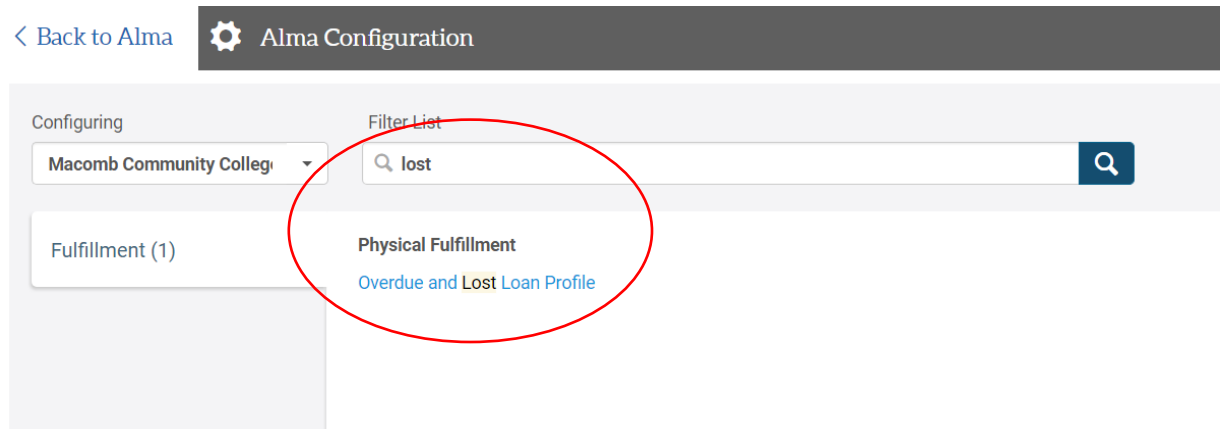
Note: It can also be effective to remove the patron's email if no notices are desired but this is not recommended, nor is it possible for externally managed accounts, e.g. accounts that get loaded from your external campus system.

Deactivating Notices for an Entire Patron Group

Click on the Alma Configuration “gear” icon in Alma:



Search for and click to edit the Overdue and Lost Loan Profile:



Click to Add, Edit, or Duplicate a profile:

Enabled	Name	Profile Type	Create Overdue Loan Fine	Description
<input checked="" type="checkbox"/>	Employee Center	Overdue notification type 1	<input type="checkbox"/>	-
<input checked="" type="checkbox"/>	Employee South	Overdue notification type 1	<input type="checkbox"/>	-

Configure as desire and Save:

Name * Employee Center

Description

Active

Profile Type * Overdue notification type 1

Send Notification

Create Overdue Loan Fine

Create Block

Days After Due Date 10

Days After Status Date 12

Loan Status

Library Macomb Community College Center Campus

Item policy

Letter send format Mail

Days Days Open Days

User Group Employee

Locations

Material Type

Note: If there are no entries in your Overdue and Lost Loan Profile List then no notices will be sent to anyone. If there are notices that only list specific a specific User Group, only that User Group will receive notices.