Understanding Equipment System Templates

Article Number: 188 | Rating: Unrated | Last Updated: Tue, Sep 18, 2012 at 3:11 PM

Equipment System Templates control the messages users receive when they attempt to reserve equipment. This menu can be found as part of the System Configurations and Settings menu.

Patron Request controls the message patrons receive when they submit a request for a piece of equipment.

Staff Request Submitted controls the message staff receive when they submit a request for a piece of equipment.

These fields contain information between carrot marks, for example ^text^. These carrots allow the system to customize the text for each individual reservation. Changing the text between the carrots can eliminate the reference. References are listed along the right hand side. Do not use tags from

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