



TASKS

SEKnFind Task Checklist

Recommendations on when to perform SEKnFind tasks: daily, weekly, monthly, etc.

Daily:

- Check In Items
- Check Out Items
- Holds Queue
- Prepare Courier
- Check e-mail
- Notify patrons of waiting holds
- Notify patrons of overdues

Weekly:

- Check for Purchase Suggestions, Comments, and Tags
- Check Transfers to Receive
- Run local availability report if you use local availability

Monthly:

- Run Circulation Reports
- Run monthly clean-up reports
- Submit courier statistics

One-time Setup: (can modify later)

Calendar

CircFine Rules

Notices

Notice Triggers