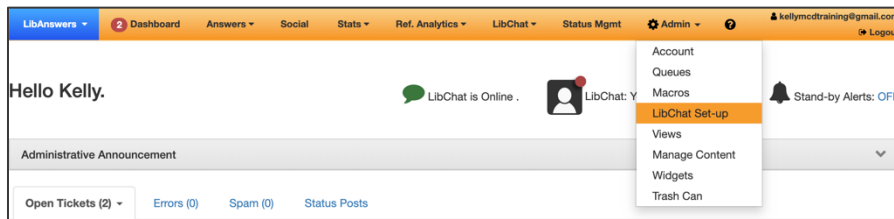


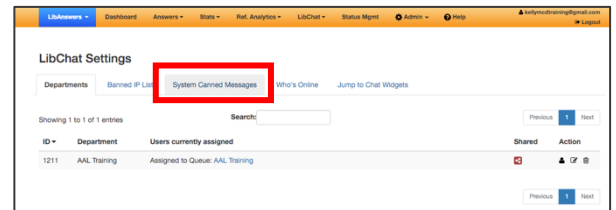
Site Coordinator: System Canned Messages

Add Canned Messages specific to your library which can be accessed by all users in your Ask a Librarian local department. These can only be added and edited by site coordinators.

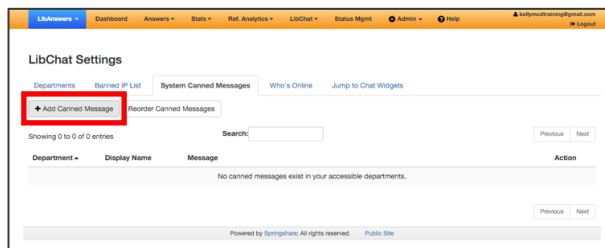
1. Select the Admin > LibChat Set-up from the top orange ribbon



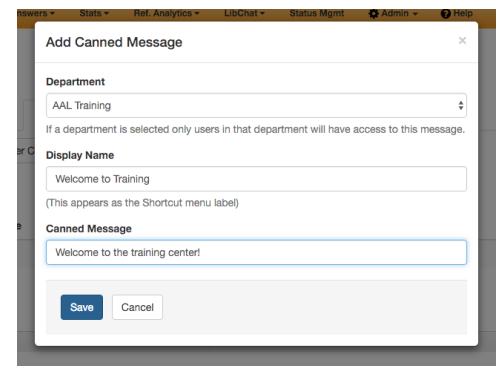
2. Choose the System Canned Messages tab



3. Select the Add Canned Message button



4. Choose a display name that will quickly identify what the message says



5. Type out the canned message and Save

6. When you are chatting with a patron, select the Canned Messages button

7. Your new system canned message will now appear under the System list

