

## Transaction Tags

<https://prometheus.atlas-sys.com/display/aeon/Transaction+Tags+in+Aeon>

Transaction tags are a new feature in Aeon 3.8 which allow users to add tags to their requests in the Aeon web interface to better organize their requests. Tags are only visible in the web interface and will not display in request information in the staff client.

To add a tag, open a blank request or order form. Fill out the required information. In the field for **Researcher Tags**, enter a comma-separated list of tags. Click **Submit Request**. These tags will now be associated with the request.

**Researcher Tags**

Enter a comma-separated list of the tags you want associated with this request.

Schedule Retrieval  
 Keep for My Review

On the Main Menu, a tag cloud of the researcher tags will be shown. By default, these will display above the Outstanding Requests table, but they can be moved anywhere on the page. It will display the tag and the number of their requests that have that tag. Clicking on a tag will display a table of all requests with that tag.

Family history(1)Research(1)Thesis(2)

Outstanding Requests					
TH	Title	Author/Creator	Volume/Box	Status	Order Status

To add new or update existing tags, click on the transaction in any request table. Scroll to the bottom of the details page, enter or delete tags, and click **Update Tags**.

Tracking		
Changed Date	Status	Changed By
9/30/2015 10:24:34 AM	Submitted by User	katie
9/30/2015 10:24:34 AM	Awaiting Request Processing	katie

**Researcher Tags**

Enter a comma-separated list of the tags you want associated with this request.

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To turn this feature on in your web pages, make the changes detailed on the [Aeon 3.8 Web Page Changes](#) page in the Documentation. For Atlas-hosted sites, when we update your site to 3.8, we will add the new html pages and update the .css files for you. You will only need to add the include tags and other html code to your existing pages.

## Web Alerts

<https://prometheus.atlas-sys.com/display/aeon/Creating+Web+Alerts>

Web Alerts are a way to communicate with your users by posting information on your web main menu. You can use web alerts to communicate special closings, events, important messages, announcements, or tips.

Web Alerts are created in the Aeon client and posted to the home page of your users' web interface automatically. This feature does not require special permissions: anyone with access to your client will be able to create, edit, and post alerts.

Outstanding Requests					
TN	Title	Author/Creator	Volume/Box	Status	Order Status
28	The Adventures of Huckleberry Finn	Mark Twain		Awaiting Request Processing	
24	Great Expectations	Charles Dickens		Item On Hold	
23	The Adventures of Tom Sawyer	Mark Twain		Awaiting Request Processing	
21	book 1	jane smith		Submitted by User	Awaiting Order Submittal

Subscribe to Alerts Feed

**Fall 2015 Closings**

The library will be closed on the following days:

October 12 - Columbus Day  
 November 11 - Veterans Day  
 November 26 - Thanksgiving Day

Learn more about **Aeon**

To create a **Web Alert**, open the Aeon client and navigate to the **Manage** ribbon on your dashboard.

Click the **Web Alerts** button and the **Manage Web Alerts** window will open.

In the **Manage Web Alerts** window, click on the **New Alert** tab and fill in the information. Then click **Create** to submit the Alert.

The screenshot shows the 'Manage Web Alerts' window. On the left, there is a table with columns: Type, Identifier, Title, Message, Created, and Active. One row is visible with Type 'System', Identifier 'Fall 2015 Closings', and Message '<p>The library will be...'. On the right, there is a form for creating a new alert, highlighted with a red border. The form includes fields for Type (set to 'System'), Title, Message (a text area), Active Date (set to 9/30/2015), and Expiration Date (set to 10/7/2015). A 'Create' button is at the bottom of the form.

- The **Type** field allows you to choose who will see the alert.
  - **System** posts the Alert to all registered users.
  - **Status** posts the Alert to users assigned to a specific status. Choose the status that should see the alert in the **Status** dropdown, e.g. Faculty or Graduate Students.
  - **User** posts the Alert to a specific user only. Use the **Username** dropdown to choose.
- The **Title** is a short subject that will display above the Alert message to draw attention.
- The **Message** field houses the detailed text of the Alert. You can use standard html code to define your text and embed images or links.
- The **Active Date** and **Expiration Date** fields allow you to choose a date to publish the alert and a date on which the alert will no longer be available. The Alert will be visible during this time.
  - To create an alert in advance, simply set the Active Date for the desired date and the Alert will automatically post on that day.

To edit or delete an alert, choose it from the grid and click the **Edit Alert** tab.

The Alerts feed does not automatically generate an email to your patrons. They will only see the alert if they log in to Aeon. Patrons can subscribe to an RSS Feed via the Subscribe link above the Alerts box.

The location and “Alert Feed” text can be changed by following these instructions:

<https://prometheus.atlas-sys.com/display/aeon/Customizing+Web+Alerts>