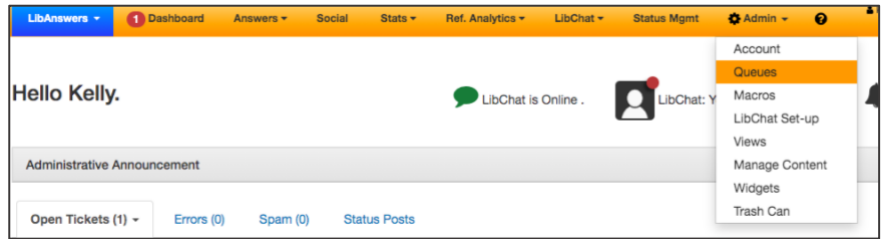




Editing the Email Form Header

Email form headers can be edited to indicate library closures or requests for information.

1. Log in to the LibApps dashboard
2. Under Admin on the orange toolbar, select Queues
3. Use the search bar to search for your library and select the Edit icon



Showing 1 to 1 of 1 entries (filtered from 108 total entries) Search: aal training Previous 1 Next

ID	Name	Email Address	SMS #	Social	# Tickets	Shared	Actions
1087	AAL Training	aaltraining@tblc.libanswers.com	18135796709		126 Q		 

under Actions

4. Under the Question Form tab, open the Headers option toward the bottom of the page

A screenshot of the 'Question Form' configuration page. The 'Question Form' tab is selected and highlighted with a red box. Below the tabs, there's a 'Queue Name' section with a text input field containing 'AAL Training' and a 'Save' button. The page also has tabs for 'General', 'User Access', 'Email', 'Email Templates', 'Notifications', 'SMS', 'Social Media', 'Language', and 'Back to Queue List'.

5. Add or Edit a Header

Form Fields

The following settings will control the fields on your question form. Changing these fields after they are in use could affect your historical statistics. [More info on Question Types](#)

A screenshot of the 'Form Fields' configuration page. The 'Headers' section is highlighted with a red box. It contains a description: 'Headers offer a way to create sections of content within a question form. Each header can include a title, additional descriptive text, and a horizontal separator line.' Below this, there are two header entries: 'Your Question' and 'Your Info', each with 'Edit' and 'Delete' icons. An 'Add New Header' button is at the bottom. To the right, there's a 'Question Form Preview' showing a form with sections for 'Your Question', 'More Detail/Explanation', 'Your Info', 'Email *', and 'Name'.

6. Type your message and save

7. Under Form Layout, you may need to drag and drop to add or reorder your notice

Current Form Display Order
Drag items to reorder them in the form.

- **Header:** Your Question
- **Field:** Question
- **Field:** Details
- **Header:** Your Info
- **Field:** Email
- **Field:** Name

Save Order

Available Fields and Headers
Drag items to this list to remove from the form.
Drag items from this list to add them to the form.

- **Field:** File
- **Field:** Confirmation Email
- **Header:** Holiday Notice

8. Save your settings under Display Order and Display Format