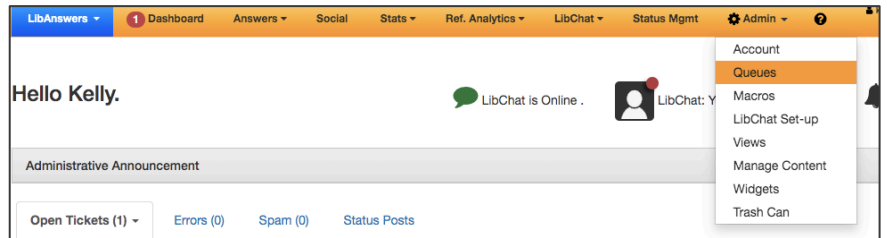


Setting Up SMS Auto-Responders

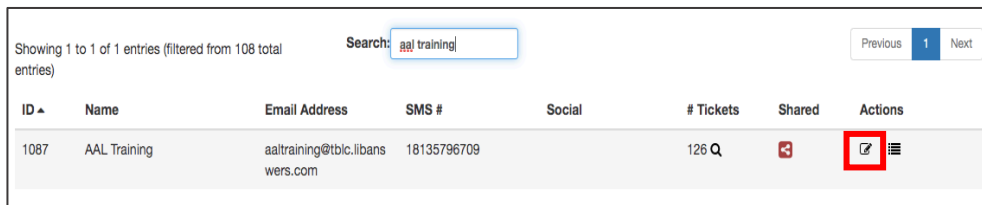
Springshare will send automated text responses to patrons when an SMS question is sent outside of designated hours.

1. Log in to the LibApps dashboard

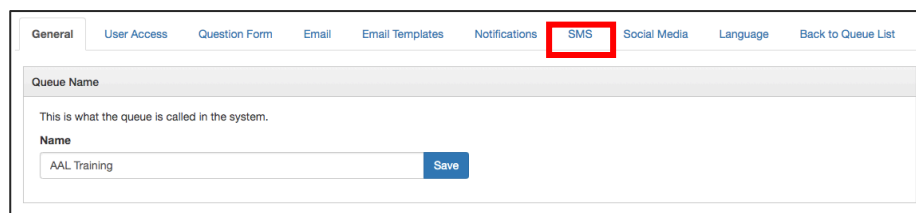
2. Under Admin on the orange toolbar, select Queues



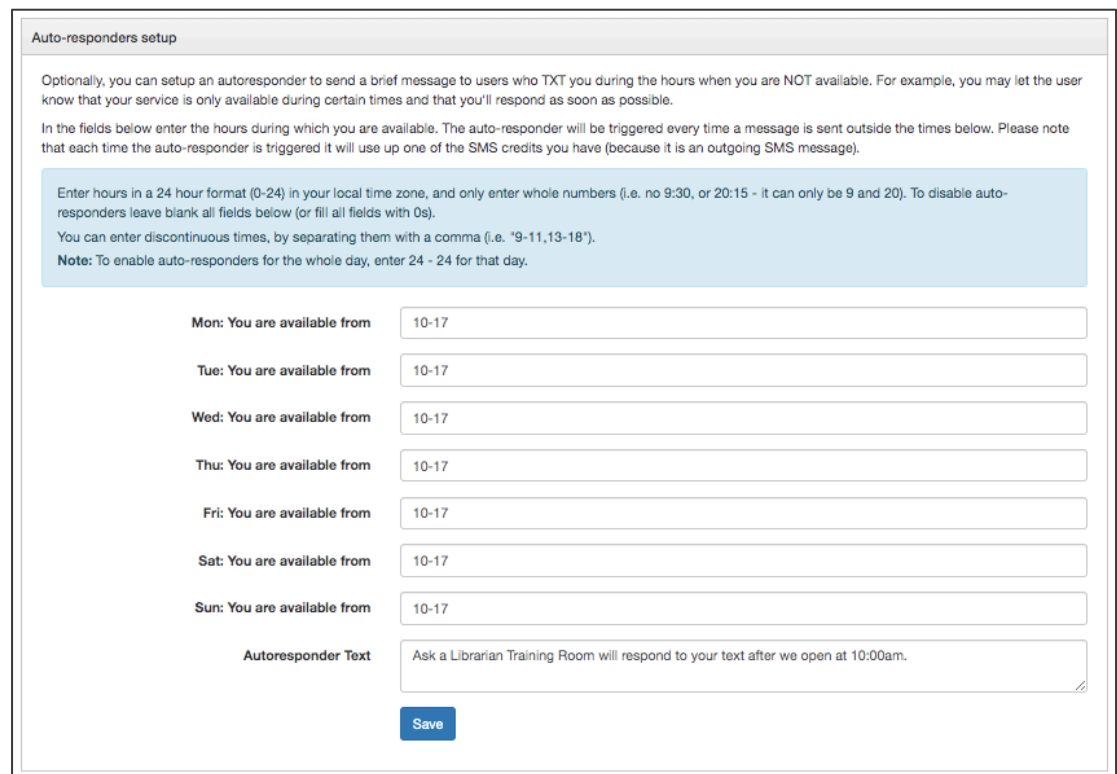
3. Use the search bar to search for your library and select the Edit icon under Actions



4. Select the SMS tab



5. Follow the prompts to set your hours of availability in a 24-hour format (the message will send outside of these hours). To enable auto-responders for the whole day, enter 24 - 24 for that day.



6. Type your auto-response and Save