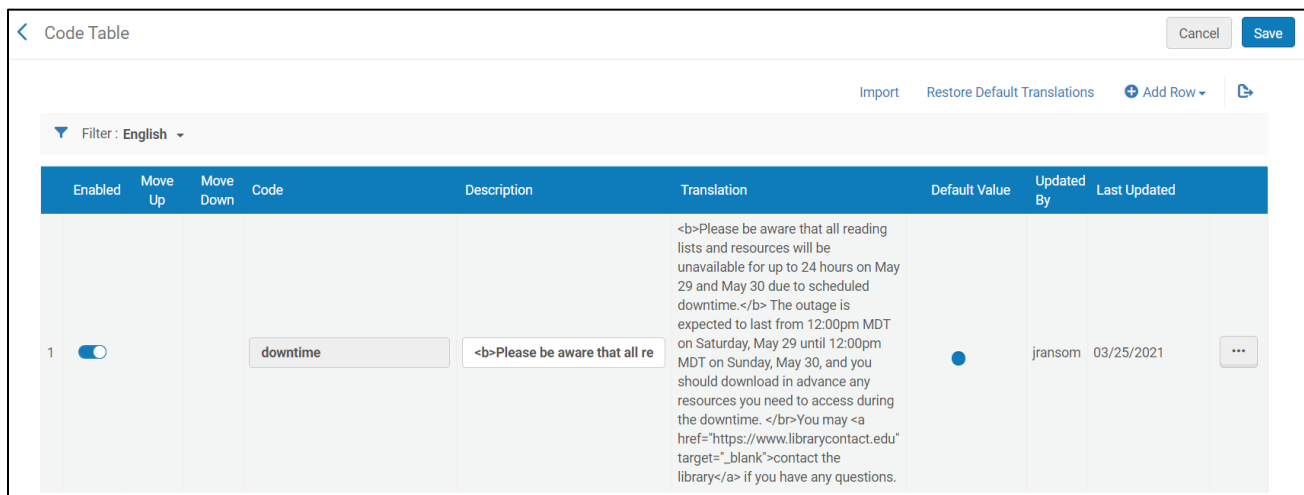# Set a General Message for Students and Instructors

Due to the upcoming May 2021 migration of the Moses Lake data center, libraries should anticipate up to 24 hours of downtime for Ex Libris cloud solution products, including Alma, Rialto, Leganto, and Esploro. This downtime will occur Memorial Day weekend, May 30 01:00 (UTC) – May 31 01:00 (UTC). To prepare for the Leganto downtime, we recommend that you set a "General Message," which will display to all users in the Leganto interface. We recommend you have this message display for several weeks before the scheduled downtime.

Note:

- You can set up the message in advance and schedule the message to appear only within a certain date range
- You can include HTML markup to add formatting or links to additional resources
- At the bottom of this document you will find sample text, including sample HTML markup

Create the General Message:

1. Open the Customer Labels code table (**Configuration Menu > Leganto > General > Customer Labels**).

2. Select **Add Row** and specify the following information in the dialog box:

   o **Code** – Specify a unique code for your general message. You will need this code later when you enable the general message in Leganto.

   o **Description** – Specify the message's text, which may include HTML markup. See the end of this document for some sample text, including sample HTML markup.

3. Click the **Save** button (it may say Customize) to save your changes to the table.

| | Code Table | | | | | | | Cancel | Save |

	Enabled	Move Up	Move Down	Code	Description	Translation	Default Value	Updated By	Last Updated	
1	⬤			downtime	\Please be aware that all re	\Please be aware that all reading lists and resources will be unavailable for up to 24 hours on May 29 and May 30 due to scheduled downtime.\ The outage is expected to last from 12:00pm MDT on Saturday, May 29 until 12:00pm MDT on Sunday, May 30, and you should download in advance any resources you need to access during the downtime. \</br>You may \contact the library\ if you have any questions.	⬤	jransom	03/25/2021	...

Import   Restore Default Translations   Add Row

Filter : English

Enable the General Message:

4. Open the Leganto Features mapping table (**Configuration Menu > Leganto > Features > Leganto Features**).

5. Edit the **general_message** parameter and set the **Parameter Value** field to the code that you assigned to your general message.

6. If desired, edit the general_message_dates to the date range when the message should display. Use the format MM/dd/yyyy. Example: 05/01/2021-05/30/2021

7. If you would like the message to only display to users with certain roles, you can edit the **general_message_role** parameter. We recommend you leave this parameter empty. In this case, the message will be displayed to all users.

24	general_message	system	downtime	A customer label co	-	-	···
25	general_message_dates	system	05/01/2021-05/30/	From-to date range	-	-	···
26	general_message_role	system		To whom to display	-	-	···

8. Save your changes to the table.

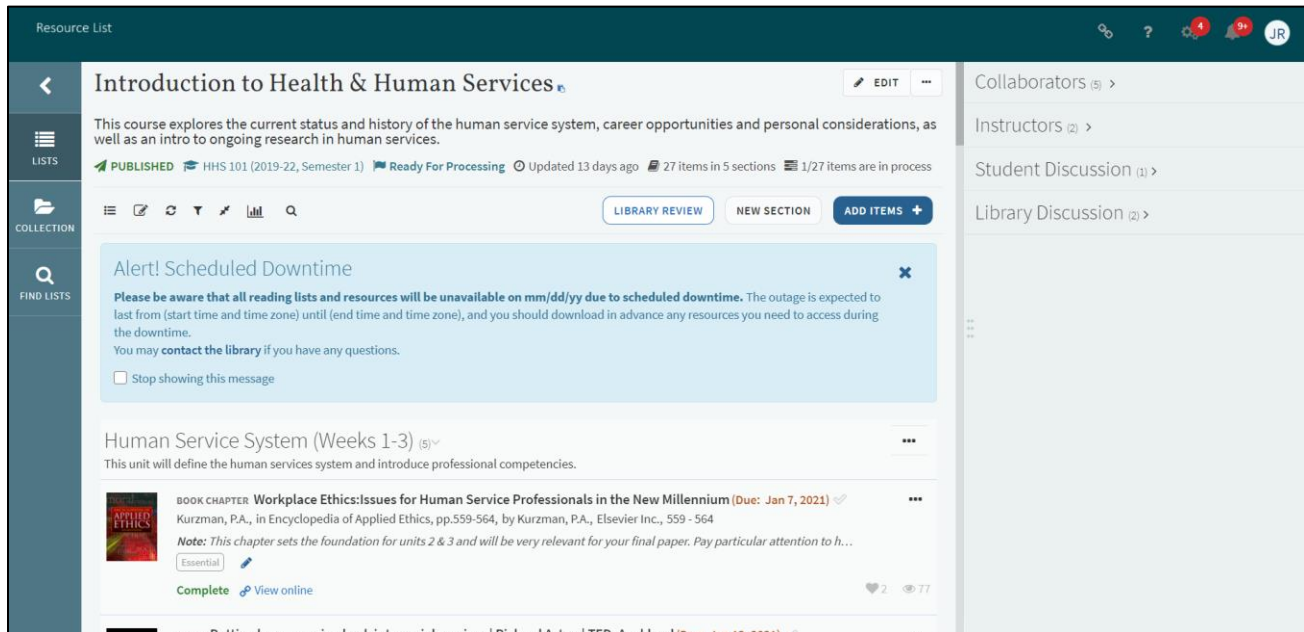**Customize the title of the general message (optional):**

9. If you want to customize your general message's title, open the UI Leganto Labels code table (**Configuration Menu > Leganto > General > Labels**).

10. Edit the row containing the **lists.general.message** code and set the **Description** field to the new title.

	Code	Description	Translation	Updated By	Last Updated	
149	wizard.wizardHelp.workflow.section2.li	After creating the list, you can invite otl	After creating the list, you can invite others to collaborate on the list, as collaborators who can add or edit items or as owners who can add other collaborators and/or delete the list.	-	-	···
150	lists.general.message	Alert! Scheduled Downtime	Alert! Scheduled Downtime	jransom	03/24/2021	···
151	list.recommendations2	Alexander Street	Alexander Street	-	-	···

Code Table — Save

11. Save your changes to the table.

[Documentation: Configuring the General Message for Reading Lists and Citations](#)

During the scheduled date range, the message will display in Leganto:

If you did not set a specific date range in step 6 above, you can remove the parameter value from step 5 when you no longer want this message to display

Sample text:

Please be aware that all reading lists and resources will be unavailable for up to 24 hours on May 29 and May 30 due to scheduled downtime. The outage is expected to last from [start time and time zone] on Saturday, May 29 until [end time and timezone] on Sunday, May 30, and you should download in advance any resources you need to access during the downtime. You may contact the library if you have any questions.

Sample text with sample HTML markup:

Please be aware that all reading lists and resources will be unavailable for up to 24 hours on May 29 and May 30 due to scheduled downtime. The outage is expected to last from [start time and time zone] on Saturday, May 29 until [end time and timezone] on Sunday, May 30, and you should download in advance any resources you need to access during the downtime. </br>You may contact the library if you have any questions.