

Task Centre

The Task Centre is where you create and manage the background tasks and templates that are required in the application. It is managed by a Windows service installed on the server.

Most tasks require one or more of the following steps:

- setting up a [template](#)
- setting up a [task](#)
- [scheduling](#) the task



*If you will be using the Task Centre to send emails from the system, the [locale](#) needs to be specified as to whether it uses *English (GB)* or *English (US)*. You also need to specify the [email server](#).*

Tasks specific to particular areas of the application are described separately:

- [Overdues](#)
- [Request Confirmation notifications](#) - emails to users to confirm that their request has been received
- [Supply a Copy notifications](#) - emails to the Library for a Supply a Copy request
- [Submission notifications](#) - emails to the Library when a record is submitted, and emails to users advising them of the outcome of their submission