View and edit recurring reply-to contacts

Discover how to view and edit recurring reply-to contacts in WorldShare Acquisitions. From the Reply to Contacts accordion, you can view and edit existing recurring reply-to contacts.

View existing recurring reply-to contacts

1. On the left navigation, click Settings > Institution Settings.
2. Click Reply to Contacts to open the accordion. All available reply-to contacts are displayed.
   - Results are sorted alphabetically by shipping address name.
   - To change the sort order, click the Shipping Address Name column heading.
   - If there is more than one page of results, use the navigation buttons to move between pages.
   - Select a number from the Rows drop-down list to change the number of rows you see per page.
3. (Optional) Select a specific institution or branch from the Filter by Institution/Branch drop-down list and then click Filter to view the reply-to contacts for a specific institution or branch.

Edit recurring reply-to contacts

1. On the left navigation, click Settings > Institution Settings.
2. Click Reply to Contacts to open the accordion. All available reply-to contacts are displayed.
3. Select the reply-to contact(s) you want to edit and then click Set or Change Contact. The Set or Change Contact dialog opens.
4. From the Set or Change Contact dialog, select one of the following:
   - Registry contact - The registry contact for the branch of the institution you have selected.
   - Click the Choose field to search through all user contacts in your patron user accounts. Use the text field to search for a name, or select a name from the list.
     - Note: This is an auto-suggest text field. Auto-suggestions for field-appropriate elements start with the first keystroke in the text field.
   - Do not reply
4. Click Apply. The reply-to contact you selected appears in the Contact column of the Reply to Contacts table.