

# Setting Your Away Status on LibAnswers for Ask a Librarian Delaware



## **Away on vacation?**

If you or, if you are your library's liaison for Ask a Librarian Delaware and someone on your library's team goes on vacation or is out for a planned time, set their away status to "yes" (=they are away) and then back to "no" when they return so that they can begin to accept questions again.

## **Does your library need a back up person?**

**Note that if you are the only person from your library and you area away, Cathay needs to know who is helping on your library's questions.**



# How to set your “Away” status on LibAnswers

In five steps or less

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*Yes = “I am away”*

*No = “I am back and ready for questions”*



1. Log onto LibAnswers (<http://answers.delawarelibraries.org/home.php>)

2. Click on your email address to come to “Manage Account”.

answers.delawarelibraries.org/admin\_profile.php?uid=7971

LibAnswers Dashboard Answers Stats Ref. Analytics LibChat Status Mgmt Admin Help

cathay.keough@lib.de.us Logout

### Manage Account

Edit account information.

You are editing Rhonda Allende's account.

Edit the account information and click 'Save'.

**Nickname**   
Current used for LibChat public display. If left blank your name will be used.

**User Level**

**Away**   
When your away status is set to "Yes" your account cannot be assigned questions and any notifications for your existing questions will be emailed to the general queue notification addresses.

**LibChat Departments**

#### Queue Access

**Ask a Librarian Delaware**

#### Group Access

**Ask a Librarian Delaware**

**Delaware Library Access Services**

**Wilmington Univ Library Group**

3. Just use the drop down to select “yes” for away (or “No” to come back to action).

4. Press “**Save**” at the bottom of the page.

5. When you return, remember to set your Away status back to “No”.

