

## How to add a message to a patron's account (Circulation Coordinators & Library Aide II Only)

### Adding a message:

The major reason to add a message is when a **student has forgotten his or her Champlain College ID and needs to use a driver's license.**

Using the information from the driver's license, you would type in the student's name using the "n" or "n=" (**Again only Library Aide II or Circulation Coordinators can do this**).

Click on the **"Edit"** icon to gain entry into the person's information.

The screenshot displays the Millennium Circulation software interface. The title bar reads "Millennium Circulation · Champlain College · Tammy Poquette". The menu bar includes "File", "Edit", "View", "Go", "Tools", "Admin", and "Help". The main window is titled "Circulation Desk" and features a toolbar with icons for "New", "View", "Edit", "Messages", "Browse", "Print", and "Close".

On the left side, there is a vertical navigation pane with icons for "Millennium", "Circulation Desk", "Check-In", "Search / Holds", "Clear Holdshelf", "View Holds", "Notices", "Fines Paid", "Count Use", and "Rapid Update".

The main content area is divided into two sections. The top section, titled "Key or Scan Item or Patron Barcode", contains a search input field and a "Search" button. To the right of this section, the following patron information is displayed:

Name	Flintstone, Fred
Barcode	0188408
Email	<a href="mailto:fred.flintstone@mymail.champlain.edu">fred.flintstone@mymail.champlain.edu</a>
Patron Type	0 Undergraduate Student
Patron Code 1	u UNDERGRADUATE
Expiration Date	12-18-2010

An arrow points to the "Edit" icon in the toolbar. Below the patron information, there are several tabs: "Check Out (0)", "Checked-Out Items(0)", "Holds(0)", "Fines(\$0.00)", "Check In (0)", and "Linked Patrons(0)". Below these tabs, there are buttons for "Print slip", "Add Message", and "Change Due Date".

The bottom section of the main content area is a table with the following columns: "Barcode", "Title", and "Due Date". The table is currently empty.

The Windows taskbar at the bottom shows the "Start" button, several open applications, and the system clock displaying "11:52 AM".

Appendix A

Click on the “Insert” tab to bring up a drop down.

The screenshot shows the Millennium Circulation software interface. The main window is titled "Edit Patron Record · p10147263". The interface includes a menu bar (File, Edit, View), a toolbar with icons for New, View, Edit, Messages, Browse, Print, and Close, and a sidebar with various functions like Check-In, Search / Holds, Clear Holdshelf, View Holds, Notices, Fines Paid, Count Use, and Rapid Update.

The main content area displays a table of patron information and a form for contact details. The table includes fields for Expiration Date, Patron Code 1-3, Patron Type, Total Checkouts, Total Renewals, Current Checkouts, Birth Date, Home Library, Patron Message, Manual Block, Claims Returned, Current Item A-D, Last Circ Activity, Preferred Language, and Notice Preference. Below the table is a form for Name, Address, Telephone, Barcode, and Email.

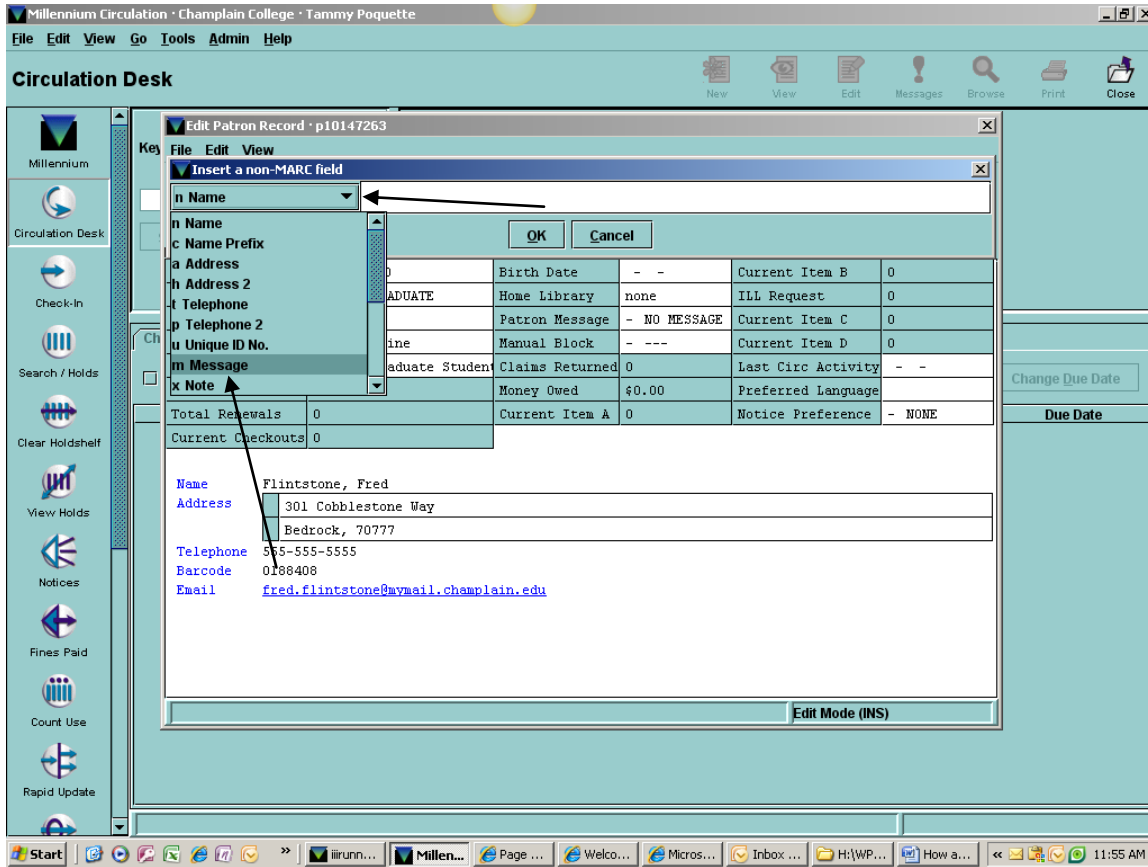
An arrow points to the "Insert" button in the toolbar, which is highlighted. The status bar at the bottom of the window indicates "Edit Mode (INS)".

p10147263		Last Updated: 09-14-2010		Created: 09-14-2010		Revisions: 2	
Expiration Date	12-18-2010	Birth Date	- -	Current Item B	0	ILL Request	0
Patron Code 1	u UNDERGRADUATE	Home Library	none	Current Item C	0	Last Circ Activity	- -
Patron Code 2	- ---	Patron Message	- NO MESSAGE	Current Item D	0	Preferred Language	
Patron Code 3	0 Discipline	Manual Block	- ---	Notice Preference	- NONE		
Patron Type	0 Undergraduate Student	Claims Returned	0				
Total Checkouts	0	Money Owed	¥0.00				
Total Renewals	0	Current Item A	0				
Current Checkouts	0						

Name: Flintstone, Fred  
 Address: 301 Cobblestone Way, Bedrock, 70777  
 Telephone: 555-555-5555  
 Barcode: 0188408  
 Email: fred.flintstone@ymail.champlain.edu

Appendix A

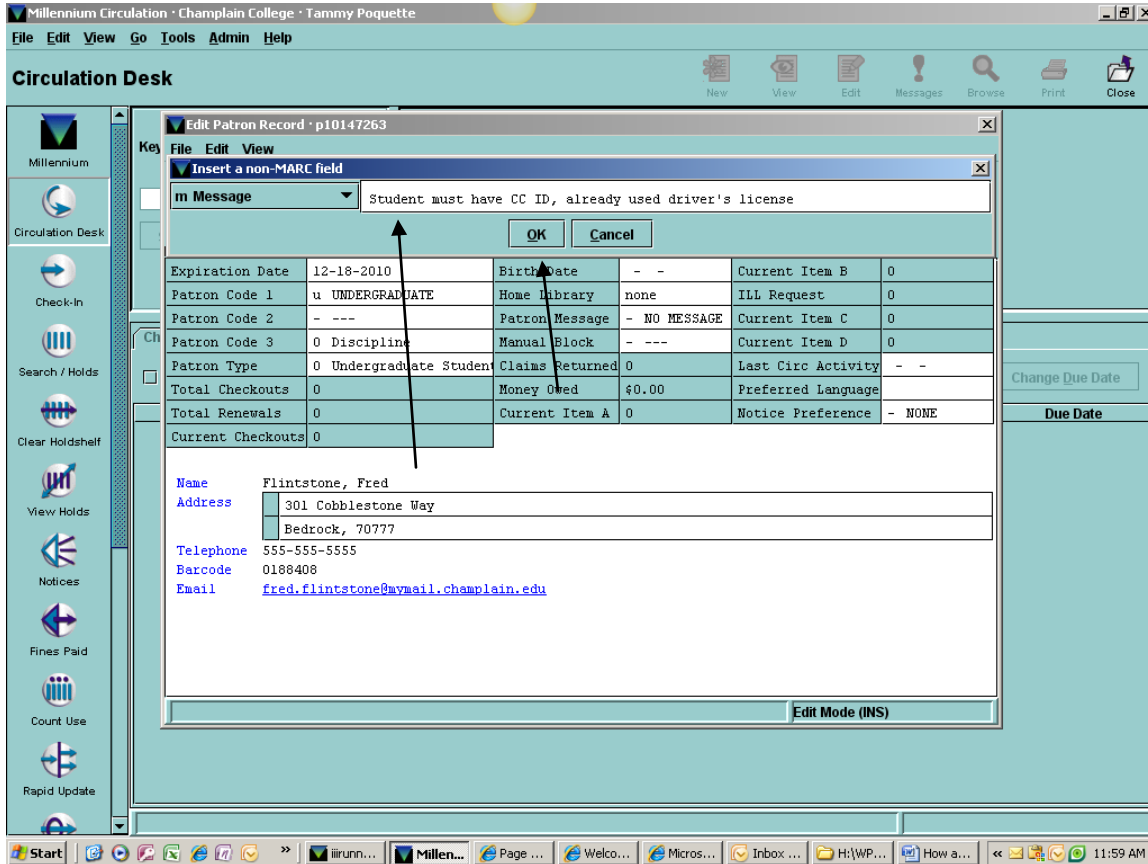
Click on the **arrow** next to the **“n Name”** to bring up the list of items to choose. Click on the **“m Message.”**



Appendix A

Press the key **"F5"** to bring up the message **"Student must have CC ID, already used driver's license."**

Click **"OK."**



Appendix A

You can see the message on the person's account.

Click on the icon "Save/CI" to save and close the screen.

The screenshot shows the Millennium Circulation software interface. The main window is titled "Edit Patron Record · p10147263". It features a menu bar (File, Edit, View) and a toolbar with icons for Insert, Save/CI..., Delete, Print, and Close. Below the toolbar is a table of patron information:

Expiration Date	12-18-2010	Birth Date	- -	Current Item B	0
Patron Code 1	u UNDERGRADUATE	Home Library	none	ILL Request	0
Patron Code 2	- ---	Patron Message	- NO MESSAGE	Current Item C	0
Patron Code 3	0 Discipline	Manual Block	- ---	Current Item D	0
Patron Type	0 Undergraduate Student	Claims Returned	0	Last Circ Activity	- -
Total Checkouts	0	Money Owed	\$0.00	Preferred Language	
Total Renewals	0	Current Item A	0	Notice Preference	- NONE
Current Checkouts	0				

Below the table is a message box:

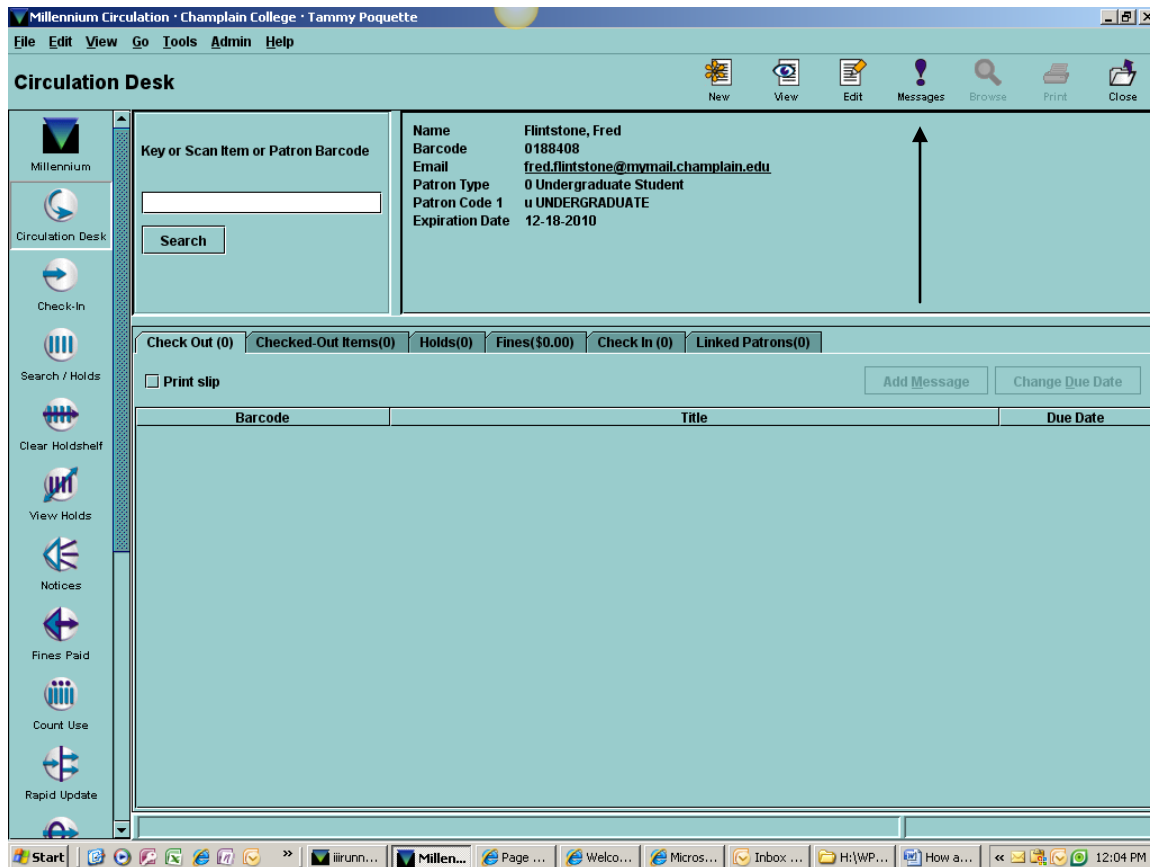
**Message** Student must have CC ID, already used driver's license  
**Name** Flintstone, Fred  
**Address** 301 Cobblestone Way  
Bedrock, 70777  
**Telephone** 555-555-5555  
**Barcode** 0188408  
**Email** [fred.flintstone@vymail.champlain.edu](mailto:fred.flintstone@vymail.champlain.edu)

At the bottom right of the message box is the text "Edit Mode (OVR)".

Two arrows point to the "Save/CI..." button in the toolbar and the "Message" text in the message box.

Appendix A

This will bring up the finished screen. If you look at the “Messages” icon, you will notice that it is now highlighted with a purple exclamation point



## Appendix A

Clicking on the “Messages” icon will bring up all the messages on that person’s account. Click “OK” to get out of the message.

