

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

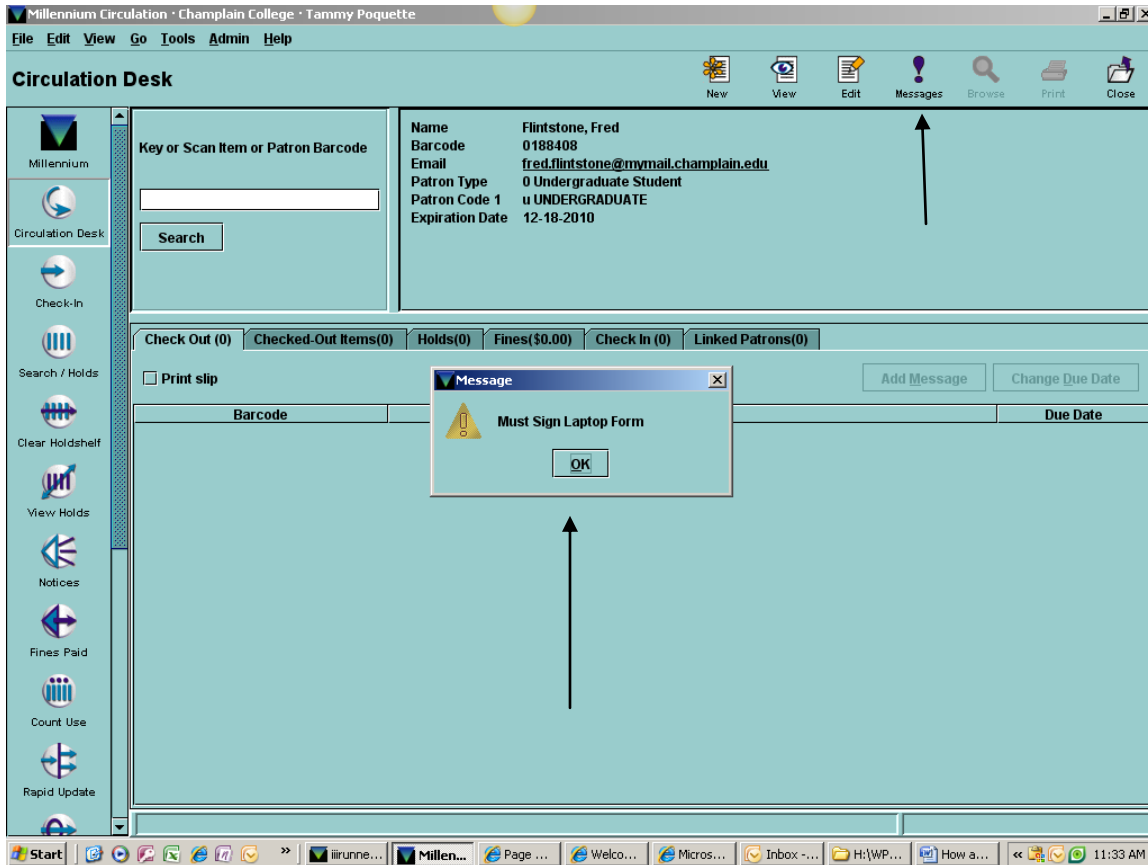
### Removing a message:

You would normally remove a message when a student fills out the “**Laptop Agreement Form**” located at the front desk.

Use the ID number for the student's laptop form or the person's name to bring up the account.

You should see the message “**Must Sign Laptop Form.**” You will also notice the “Messages” icon has a purple exclamation point.

Click on the “**OK.**”



Click on the “**Edit**” icon to gain entry into the person’s information.

The screenshot displays the Millennium Circulation Desk interface. At the top, the window title is "Millennium Circulation - Champlain College - Tammy Poquette". The menu bar includes "File", "Edit", "View", "Go", "Tools", "Admin", and "Help". The toolbar contains icons for "New", "View", "Edit", "Messages", "Browse", "Print", and "Close".

The main interface is divided into several sections:

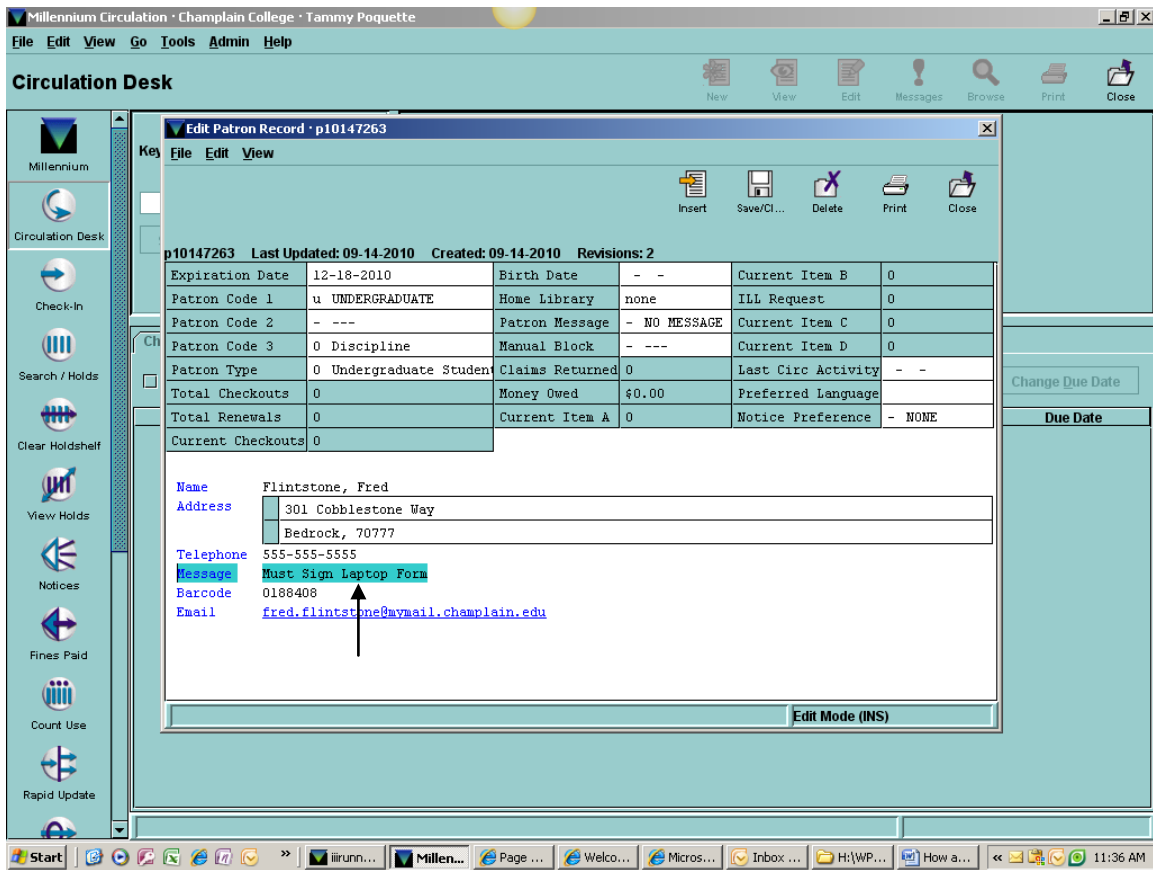
- Left Sidebar:** Contains navigation icons for Millennium, Circulation Desk, Check-In, Search / Holds, Clear Holdshelf, View Holds, Notices, Fines Paid, Count Use, and Rapid Update.
- Search Section:** A "Key or Scan Item or Patron Barcode" field with a "Search" button.
- Patron Information:** A box displaying details for "Flintstone, Fred":
  - Name: Flintstone, Fred
  - Barcode: 0188408
  - Email: fred.flintstone@mymail.champlain.edu
  - Patron Type: 0 Undergraduate Student
  - Patron Code 1: u UNDERGRADUATE
  - Expiration Date: 12-18-2010
- Navigation Tabs:** "Check Out (0)", "Checked-Out Items(0)", "Holds(0)", "Fines(\$0.00)", "Check In (0)", and "Linked Patrons(0)".
- Actions:** "Print slip" checkbox, "Add Message" button, and "Change Due Date" button.
- Table:** A table with columns "Barcode", "Title", and "Due Date".

An arrow points from the "Edit" icon in the toolbar to the "Edit" icon in the toolbar.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "11:35 AM".

Appendix A

This will bring up the screen to delete the message. **Highlight** the information and click the “delete” button on the keyboard.



This will erase the message. Click on the “Save/Cl...” button.

**Millennium Circulation Desk - Edit Patron Record · p10147263**

File Edit View

Insert Save/Cl... Delete Print Close

p10147263 Last Updated: 09-14-2010 Created: 09-14-2010 Revisions: 2

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				

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

Change Due Date

**Due Date**

Edit Mode (INS)

Appendix A

You will notice that the “Messages” icon no longer has the purple exclamation point showing. **The message has been removed.**

