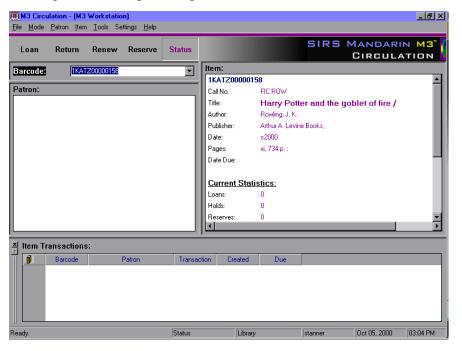
## **ATTACHING MESSAGES TO AN ITEM OR PATRON**

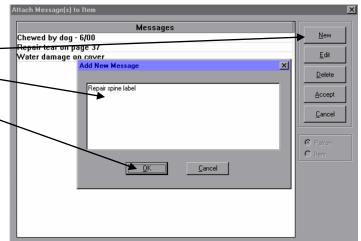
1. In Circulation, bring the item or patron up on the screen. (You can use Status mode for this.)



2. From either the Patron or Item menu (depending upon whether you are attaching to a patron or an item), choose Messages.

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Barcoda Pequetation Parameter Parame	Barcode:       Edit Hokkydgen:         Edit Hokkydgen:       IKAT200000158         Call No.       FIC ROW         Yate:       Harry Potter and the goblet of fire /         Author:       Rowing.J.K.         Publisher:       Author A. Levine Books,         Date:       c2000.         Page:       xi, 734 p.:         Date Due:       Current Statistics:         Loann:       0         Hold:       0         Heservet:       0         Heservet:       0
Patron Transactions:  Patron Transaction Created Due  Baccode Cal Number Item Transaction Created Due	Item Transactions:           Baccode         Patron         Transaction         Created         Due
Displays Patron Messages Status Library stanner Oct 05, 2000 02:43 PM	Displays Item Messages Status  Library stanner Oct 05,2000 03:01 PM

3. A message screen will come up. If the message you wish to use does not appear in the list, click New and type the message in the next box that appears. When you have finished the message, click OK.



4.

4. Click on the message you wish to attach to highlight it and click Accept.

Attach Message(s) to Item	×
Messages	
Chewed by dog - 6/00	New
Repair spine label	<u> </u>
Repair tear on page 37	
Water damage on cover	<u>D</u> elete
	<u>C</u> ancel
	© Patron
	C Item

5. In the next screen you can choose the Block Type for your message (see below). Click on the dropdown arrow to change the block type. When you are finished, click Accept again.

	Message	Block Type	
Repair spine label	mooogo	Information	
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			5

## **BLOCK TYPES**

*Blocking Blocks* - When a blocking block message appears, you must select a decision in the message dialog box to proceed. *Information Blocks* - This is the least intrusive block type. When processing a circulation transaction, you can bypass an information block message by clicking anyplace in the Circulation window.

*Nudge Blocks* – The first time a nudge block message appears, you must select a decision in the dialog box to proceed, as with a blocking block message. Any time this message appears again with this record, it will act as an information block (no decision required to bypass). *Privilege Blocks* - When a privilege block message appears, a password is required to bypass the message dialog box. This is the most intrusive block type.

## THE ATTACHED MESSAGE WILL NOW APPEAR ANYTIME A TRANSACTION INVOLVING THE ITEM OR PATRON IS CONDUCTED.