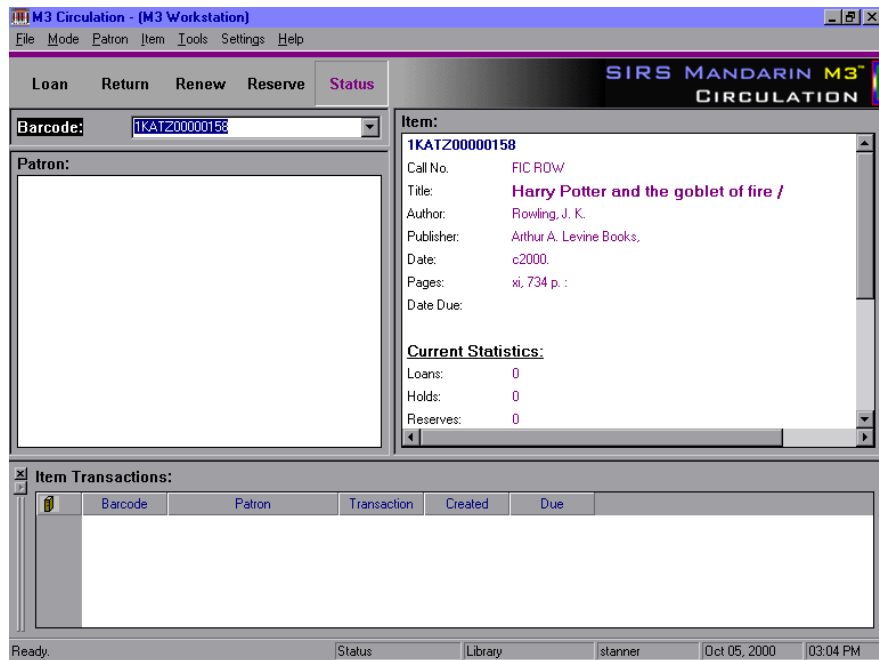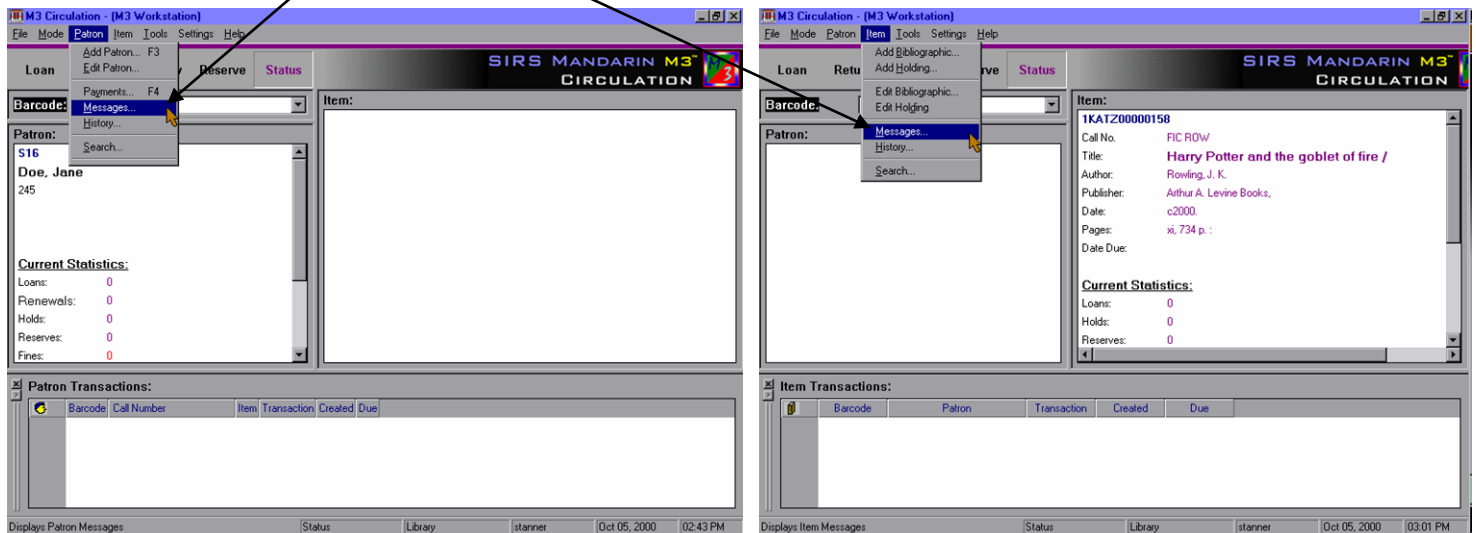# ATTACHING MESSAGES TO AN ITEM OR PATRON

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.
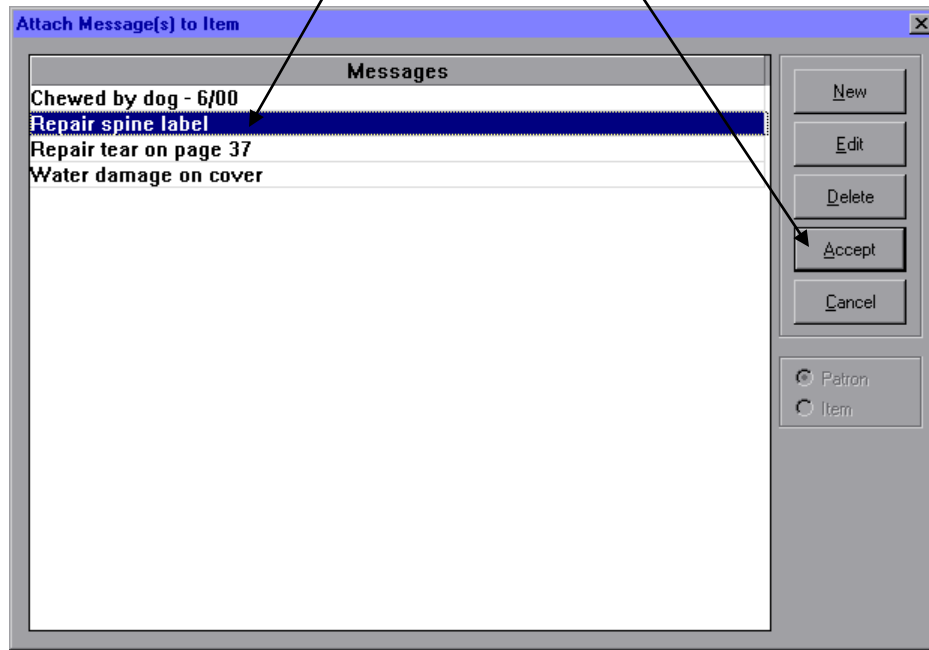

3. A message screen will come up. If the message you wish to use does not appear in the list, click New and type the message in the next box that appears. When you have finished the message, click OK.
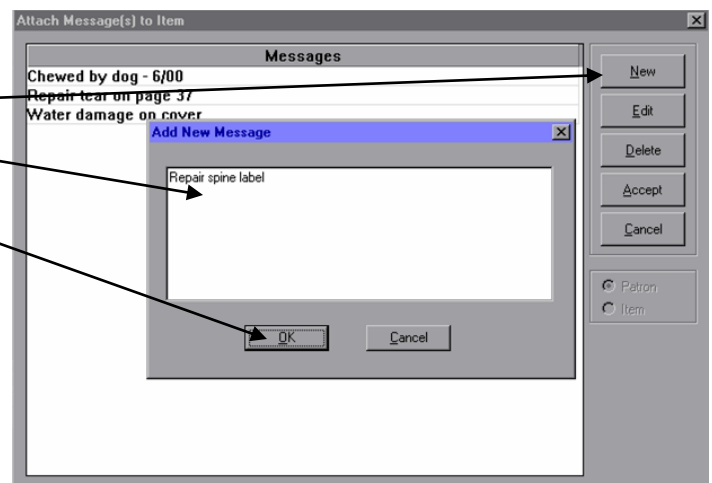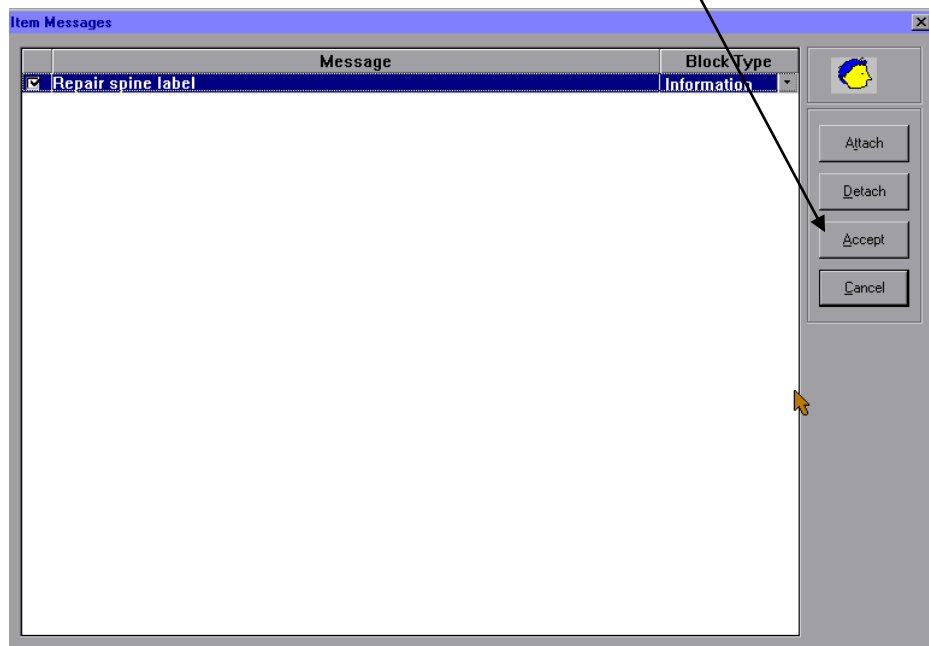

4.

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

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

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.