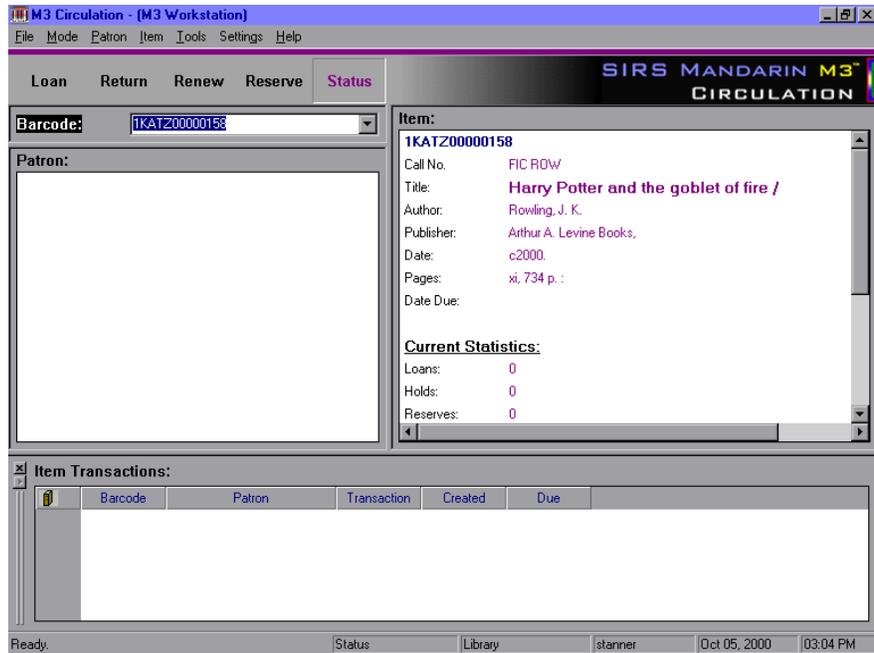
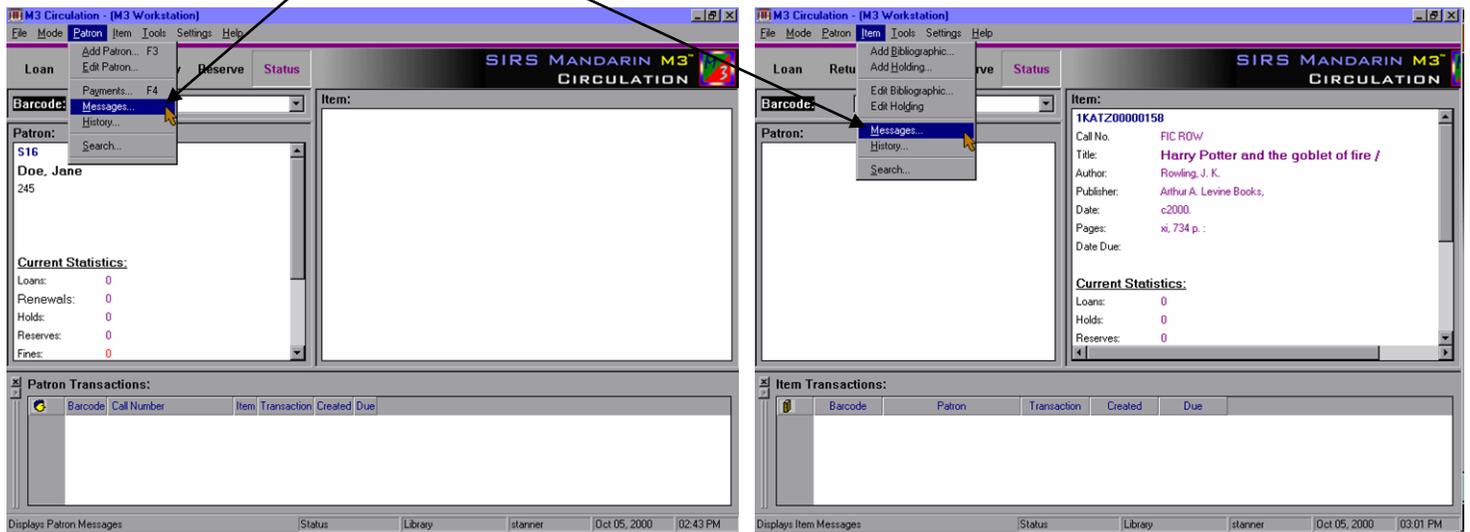


REMOVING MESSAGES FROM AN ITEM OR PATRON

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. Any messages that are attached to the item or patron will appear in the list with a check mark in front of them. Click the Detach button; the message will deselect. Click Accept and the message is removed.

