5.9   VIEW MESSAGES

You can view messages sent by the users of the COBISS3 software among themselves, messages that are prepared in IZUM and are related to the operation of the COBISS system as well as some software messages (e.g. notification when a report is sent to the printer.

Procedure

1. Select the **System / Messages / View messages** method.

   The **Messages** window will open, which displays messages arranged by publication date, where the last message is shown at the top of the list. Next to each message, the type of message is displayed as well as the username of the person who sent the message with the date, time and content of the message.

2. If you want to delete the messages, click the **Remove all** button.

3. To close the **Messages** window, click the **Close** button.

   You can view the messages until you logout of the COBISS3 software. After that the messages are deleted.

Options

You can also view the messages with the **Messages** button located in the status bar of the browser.

You can also view the messages by clicking the option in the taskbar and selecting the icon. By clicking the right mouse button, a shortcut menu will open, where you select the **View messages** method.

You are alerted about the message from the COBISS3 software with a message on the desktop (Desktop Alert) and the COBISS3 icon in the taskbar.