

5.6 SENDING MESSAGES TO OTHER USERS

You can send a message to all users, which are currently logged in to COBISS3 software in the library.

Procedure


1. Select the **System / Messages / Message to all users** method.

The **Message to all users** window will open.

2. Enter the text of the message.
3. Click the **OK** button.

The **Message** window will open, where you will see the username of the person that sent the message, the date and the time of the message and its contents.

Options

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