

5.8 NOTIFYING THE USERS

In the COBISS3 software you can read messages which are prepared in IZUM and refer to the functioning of the COBISS system (e.g. installation of a new software version, announced or unannounced interruptions, etc.).

No later than one hour after a new message is published in IZUM, the **COBISS Messages** window will open to all users logged into the COBISS3 software. The users can view the new message, as well as all previously published messages whose validity did not expire.

If you were not logged into the COBISS3 software at the time the message was published, the **COBISS Messages** window will open immediately after you log in.

Procedure

1. Select the **System / Messages / Show COBISS messages** method.

The **COBISS messages** window will open. The list of published messages, whose validity did not expire, is displayed in the part of the window labelled "List of COBISS messages". The list is arranged by publication date, so the last published message is displayed at the top of the list.

Unread messages are written in green, read messages are written in black.

2. Click on the message that you wish to read to highlight it, and click the **Open** button.

The **COBISS Message** window will open and display the message contents.

3. To close the window containing message contents, click the **OK** button.
4. To close the window containing the list of COBISS messages, click the **Close** button.

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.