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## 5 SETTINGS

The following chapter describes how to change the font and the login procedure to the lending department. It also tells you how to edit user destinations and logical destinations, to which reports are sent (see also chapter 4.5).

The introduction described above is followed by instructions for editing your personal address book, which you can use to store e-mail addresses of your business contacts. The last part contains instructions on how to send a message to all currently logged-in users, how to read the last sent message, how to read a message sent by IZUM concerning the functioning of the COBISS system, how to view messages from the COBISS3 software sent during your login, how to prepare a notification that will appear in COBISS+, how to send remarks and suggestions about the functioning of COBISS3 software by e-mail, how to refresh the settings after changing the parameters in the configuration file, how to check for server errors, how to show the activities log and the COBISS3 log, how to perform a network test, how to check which system users are currently logged into the COBISS3 software and how to examine the personal data processing in accordance with PDPA (Personal Data Protection Act).

All settings are bound to your username. When you exit the browser, the window size will be saved automatically. All other user settings – font style and size, user destinations, logical destinations, personal address book, queries, shortcuts and hit list formats – will be saved when you define your individual user settings.

Subchapters:

- Changing the font
- Login to the lending department
- Defining user destinations
- Editing logical destinations
- Editing your personal address book
- Sending messages to other users
- Reading the last sent message
- Notifying the users
- Viewing messages
- Preparing the COBISS+ notification
- Sending remarks

- Refreshing the settings
- Viewing server errors
- Viewing activities log
- Viewing COBISS3 log
- Network test
- Viewing logged in users
- Examination of personal data processing in accordance with PDPA (Personal Data Protection Act)