

Notes for student aides—System Patron notes

October 16, 2023

Miss Spellman was always reminding her library student aides (*and sometimes the other librarians*) how to use the [System Patrons](#) in Alexandria—until she set up system patron alert notes.



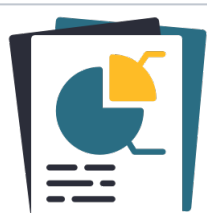
[Patron alert notes](#) are a great way to add simple reminders about the different uses for system patrons.

For example, to add a note to the **For Library Use** system patron:

1. In Circulation, bring up the For Library Use system patron by typing **3** <enter> into the command line
2. Into the command line type **“! Use to keep items available for use only within the library.”** <enter>

The next time the For Library Use system patron is made current, the alert note will pop up informing the user on how it should be used.

If you have any questions about system patrons, alert notes, or anything else in Alexandria, reach out to our support team at (800) 347-4942 · support@companioncorp.com.



Coming soon: Reports will be split up into 3 types—informational [Reports](#), email [Notices](#), and [Labels](#)! And they will all be joining the new makeover interface with a fresh look and improved functionality.

We'll be sharing betas with our users in upcoming months.