# Message Center

> see https://support.goalexandria.com/message-center/

The Message Center allows you to receive notifications from COMPanion and other partners; these notifications contain data or information from COMPanion or COMPanion-sanctioned third parties and will vary depending on what features you are licensed to use. The interface for the Message Center window is comprised of a single list, with COMPanion messages shown first.

The Message Center icon resides alongside the **Operations Management** and **Help** icons in the **Circulation** module.

Click on the Message Center icon to open the Message Center and display a list of your notifications; when you have unread notifications or receive notification that new messages are available, a red dot appears on the Message Center icon. New messages are checked for when Alexandria performs **Daily Chores**.





## Basics

Here are a few things you should know about the Message Center.

- Alexandria and Textbook Tracker check for new messages during Daily Chores and any time the Message Center is accessed.

- Messages are retrieved based on your Data Station's serial number, and include notifications and important files from third-party partners.

- Because the most recent messages are usually the most relevant, Message Center will only show the most recent 10 notifications. Messages older than 90-days are automatically removed.

- Alexandria and Textbook Tracker remember the last time Message Center was opened on each site. This time-period becomes the individual cut-off point for all new messages.