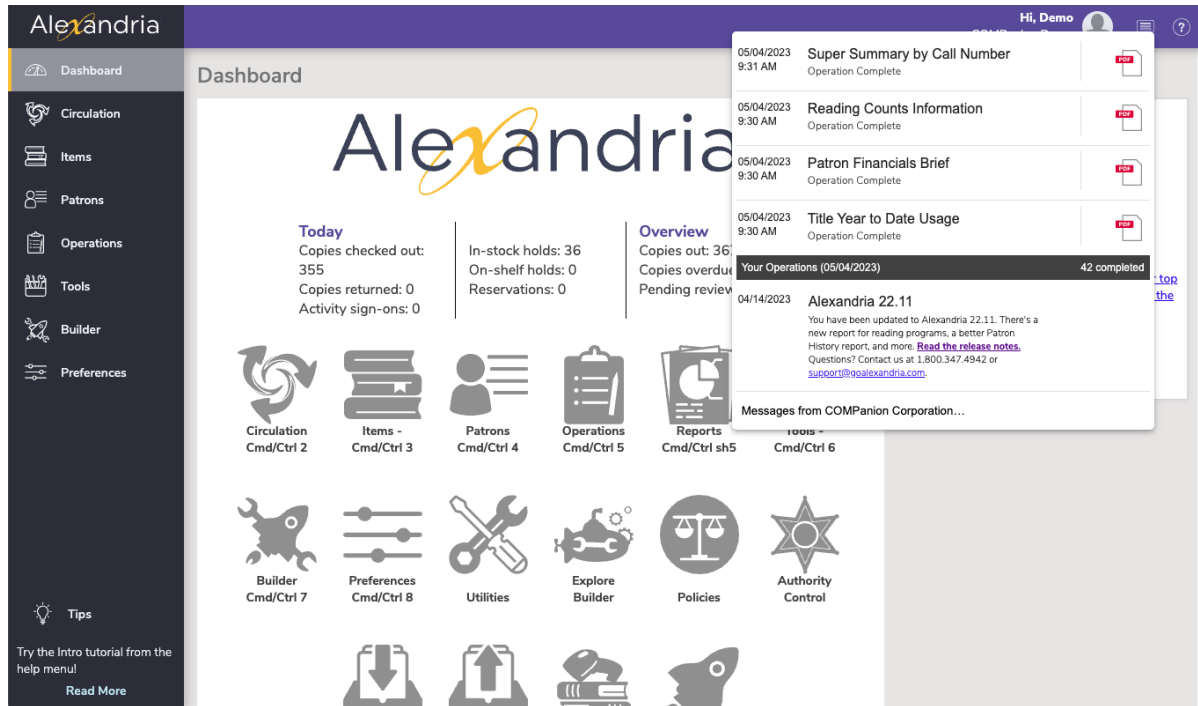


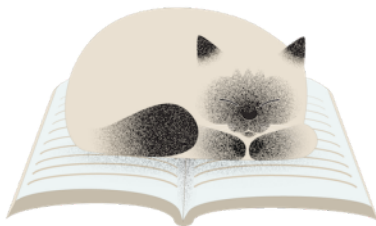
End-of-year procedures & the message drawer


May 8, 2023

Believe it or not, it's that time of year to review your [End-of-Year Procedures](#). As you run all of these EOY operations, are you utilizing the message drawer?



The screenshot shows the Alexandria library management system dashboard. The top navigation bar (topnav) includes a user profile icon and a message drawer icon. The message drawer is open, displaying a list of recent operations: "Super Summary by Call Number", "Reading Counts Information", "Patron Financials Brief", and "Title Year to Date Usage". Below these, it shows "Your Operations (05/04/2023)" with 42 completed items. The dashboard itself features a sidebar with navigation links like Circulation, Items, Patrons, Operations, Tools, Builder, and Preferences. The main content area displays the Alexandria logo, today's statistics (Copies checked out: 355, In-stock holds: 36, etc.), and an overview of various tools and reports.



The message drawer is accessible from the top navigation bar (topnav), by clicking on the  icon.

The message drawer shows your recent operations, so it's great to keep track of your EOY tasks without having to navigate back to Operations.

You can also access the Message Center by clicking the "Messages from COMPanion Corporation" at the bottom.

Need any help with your EOY procedures? Reach out to our amazing support team at 1-800-347-4942.

[Pasha](#) has already started his summer break. Please do not disturb.



We want to hear from you!

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