

Adding a Note to the Transaction Log

Do you have multiple student aides using the same login? Would you like to know which is operating Alexandria for what activities? Or do you ever need to leave your post and wonder if anything is happening in Alexandria while you're gone?

Let's take a look at the Transaction Note feature!

In the command line, type # (the number sign), followed by the desired message. For example, Bob on Circ Desk, or Librarian Out.

Press Enter, and the Note appears in the Transaction Log with the date and time.

This note acts as a marker, so you can be aware of anything happening while you are away from your computer, or which student aide was in charge when a certain transaction took place.

Easy; useful.