



## Workflows Tip of the Week

### Module: Circulation

**Summary:** Allow patrons to receive email for two email accounts, giving them more flexibility and opportunity to see the notice.

**Note:** We've found that there is a limit to the number of emails the system will allow. Four seems to be the max, but if the email addresses are long, only enter 3. The limit is on the total number of characters, not the number of email addresses listed.

### Instructions:

1. Look up the patron's record using the "Modify User" wizard.
2. Under the address tab, in Address 1, type in the 2 e-mail addresses, as shown below, using a comma to separate the addresses.

A screenshot of a web-based form for managing user records. The form has several tabs at the top: "Basic Info", "Privilege", "Demographics", "Addresses", and "Extended Info". The "Addresses" tab is currently selected. Below the tabs, there are several input fields for user information. The fields are labeled with dropdown menus on the left and text input boxes on the right. The labels and their corresponding values are: "STREET" (Main Street), "STREET" (empty), "CITY/STATE" (Weymouth), "ZIP" (00000), "HOMEPHONE" (empty), "WORKPHONE" (empty), "CELLPHONE" (empty), and "EMAIL" (lynn1@sailsinc.org, lynn2@sailsinc.org). The form is set against a light beige background.

3. Click the **Modify User** button.