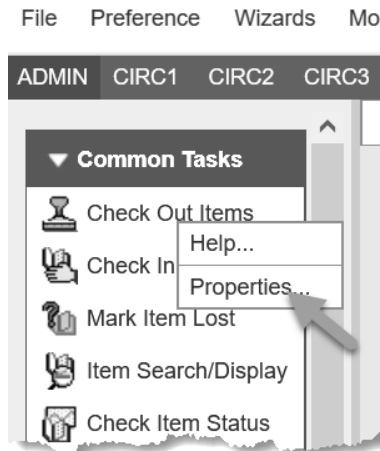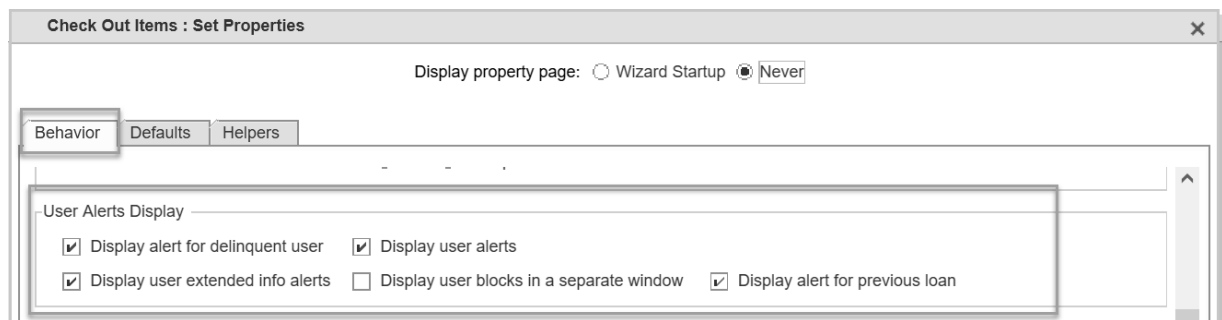# SymphonyWeb: Alert and Sound Properties

To set up sounds and alerts in SymphonyWeb:

1. Click the **Common Tasks wizard**.
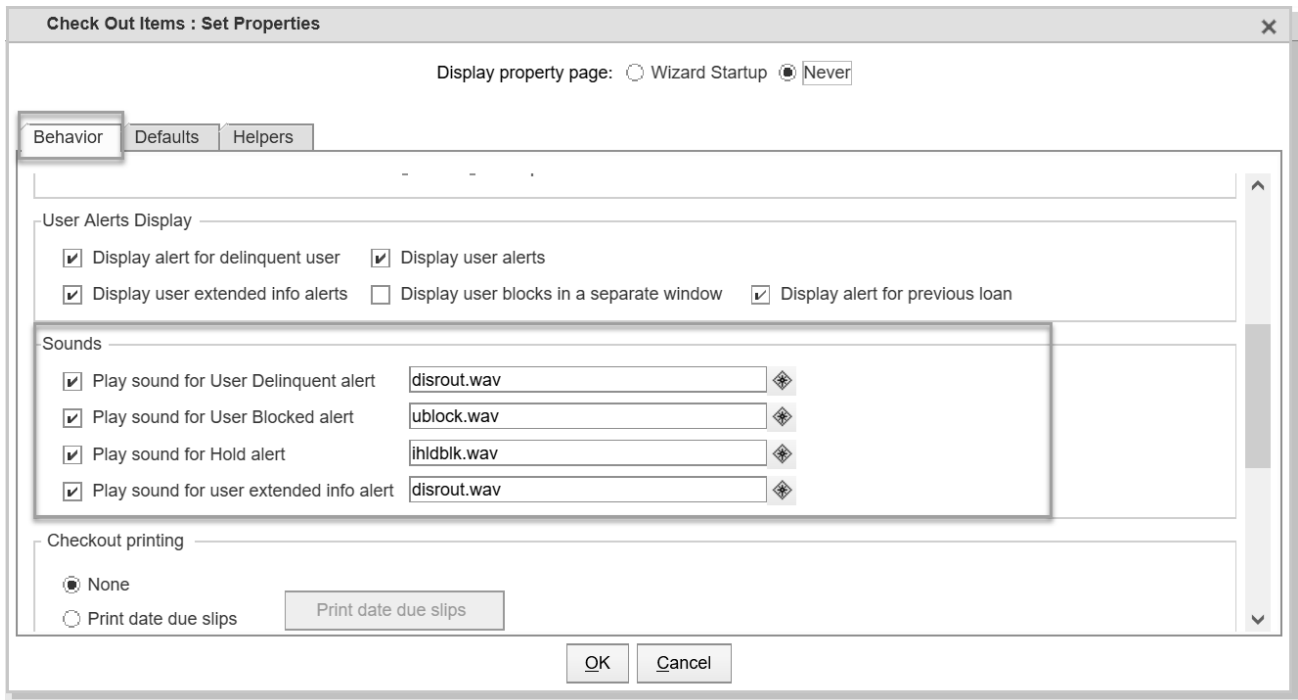2. *Right-click* on the **Check Out Items Wizard**. Click **Properties**.

3. Select the **Behavior** tab and scroll to the User Alerts Display area. Select the options according to your preference:

   a. **Display alert for delinquent user** - Displays a message during check out that the user status has a DELINQUENT, BLOCKED, or BARRED delinquency type. If your site uses the User Groups feature and the user has inherited the delinquency status of other users in the group, then if a user in the same group has a DELINQUENT, BLOCKED, or BARRED delinquency type user status, an alert window will display if this property is selected.

   b. **Display user alerts** - Displays a message during check out with important information from the user record if the user has alerts, such as an available hold, claims returned items, privilege expiration, etc.

c. **Display user extended info alerts** - Displays a message during check out containing the contents of any Extended Info fields in the user's record of entry type alert.

d. **Display user blocks in a separate window** - Displays user information in a separate window.

e. **Display alert for previous loan** - Displays a message during check out if the user had previously checked out a copy of the title. This property is available only in libraries that use the charge history feature.

4. Scroll to the Sounds area to turn on sound alerts by placing a check in the box next to the option. The options available are:

a. **Play sound for User Delinquent alert** - Plays a sound during check out when the delinquent user alert displays.
b. **Play sound for User Blocked alert** - Plays a sound during check out when the override for a user with a blocked delinquency type status display.
c. **Play sound for Hold alert** - Plays a sound during check out when the Holds Block override displays.
d. **Play sound for user extended info alert** - Plays a sound during check out when alerts from a user's extended info section display.

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5. Use the helper tool to add an existing **.wav** file from the list if a file does not already exist. There are three **.wav** files available.
    a. **Disrout.wav** – Use for User Delinquent alert and User extended Info alert.
    b. **Ihldblk.wav** – Use for Hold alert.
    c. **Ublock.wav** – Use for the User Block alert.

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