
How to Send Hold Request Letter by Email

- **Article Type:** Q&A
 - **Product:** Aleph
 - **Product Version:** 21, 22, 23
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Question

Hold request letters are currently set to be sent to the printer. How can it be changed so that they are sent by email instead?

Answer

The procedure is as follows:

1. Test the GUI is configured to send emails: open the Circulation GUI module, select Global Patron Information and click on the "envelope" icon under the User Picture and send a message to your email account.
2. Right-click the Printer icon on the bottom right of the screen, to check that the "Normal Printing" option is selected from the list of available print options.
3. Open the `.\Circ\tab\print.ini` file
4. Check that the lines for `HoldLetter##` and `ReturnHold01` have col. 4 (mail default) configured as B (for print AND email) or M (for only email). P is used for only printing.

Example:

```
! 1          2 3 4 5
!-----+--+-----
ReturnHold01      00 N M rethold.prn
HoldLetter01      00 N M holdltr.prn
HoldLetter02      00 N M holdltr.prn
HoldLetter03      00 N B holdltr.prn
HoldLetter04      00 N B holdltr.prn
```

Additional Information

See also:

Documentation > Aleph > How To Documents > Additional How To Presentations from Support >

under GUI_email_and_installation > "How_to_define_the_GUI_to_send_Email_introductory"

AND

Documentation > Aleph > How To Documents > Additional How To Presentations from Support > under Printing > "How to print the hold request slip to printer and the hold request letter via email"

Category: Circulation (500)

Subject: Hold requests (500)

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