
How to Print Hold Slip and Email Hold Letter

- **Article Type:** General
 - **Product:** Aleph
 - **Product Version:** 20, 21, 22, 23
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Desired Outcome Goal:

When an item with a hold is returned, print the hold slip (to be inserted in the book when placed on the hold shelf) and email the "available notice" to the requesting patron.

Procedure:

* Create 2 Print IDs for this line , in .\Circ\tab\print.ini:

```
HoldLetter01                00 N P holdltr.prn  email    circrec03
```

'email' is in col. 6.1 and 'circrec03' is in col. 6.2.

This way the hold-request-slip has Print ID 'circrec03', and the hold-request-letter has Print ID 'email'.

* Setup a Print Daemon in 2 separate workstations.

[1] hold-request-slip (circrec03) will be printed to the printer, by adding this line to alephcom/tab/print.ini:

```
circrec01                    00 N P
```

[2] hold-request-letter (email) will be emailed, by adding this line to alephcom/tab/print.ini:

```
email                        00 N M
```

NOTE: if the print.ini has ReturnHoldnn lines, those will take precedence. See the article [How to Send Hold Request Letter by Email](#) in this regard.

Additional Information

Email Basics

[1] In order for any Patron letter to be emailed, the patron must have a valid and active email address entered as part of their address.

[2] In the file hold-request-letter.trn (or the appropriate file for a different form), add the following line:

```
form-print-method EMAIL S
```

To have all or most patron letters emailed, add the EMAIL line to global.trn instead of the specific trn files. Then any individual form can be prevented from emailing by adding the line

```
form-print-method NONE S
```

to the specific form's *.trn file.

[3] The GUI must also be set to "Normal Printing" at the time the printout is generated.

For more information about these two printouts, see System Librarian's Guide - Circulation, chapter 13 Print Templates - 13.1 Available Templates (page 49) and System Librarian's Guide - Printing, chapter 1 print.ini - Setup for GUI GUI

Printouts, pages 5/6.

See also, the article " [Preventing hold-request slip printing](#) ".

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