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## How to determine if notices have been emailed successfully

- **Article Type:** General
  - **Product:** Aleph
  - **Product Version:** 20
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### Desired Outcome Goal:

Determine if notices produced by a batch job and processed by the Print Daemon were emailed successfully.

### Procedure:

1. Check the xxx50 \$data\_print/save-yyyy-mm-dd/ directory for the patron's/item's barcode. (The Print Daemon places files it has processed in a save-yyyy-mm-dd directory created for that day's files.) This directory's files need to be checked on the server since they do not display in the Task Manager FileList.

### Example:

A file ./xxx50/print/loan-notices.xyz is moved to ./xxx50/print/save-2012-10-08/loan-notices.xyz-11-17-20 when processed on October 8th at 11:17.

If save-yyyy-mm-dd files are moved back to the print directory, they will appear in the FileList where they can be processed as desired.

2. Examine the Print Daemon log to confirm that the activity was successful. (Click on "[D] Print Daemon" in the left-hand tree and then select "View Log" on the far right.)
3. Contact certain patrons found in the print/email file to confirm that they received a notice.
4. Add a staff member's email address as a Bcc. {See KB 16384-60321 ("How to send copies of emailed notices to staff").}
5. Create "dummy" overdue loans for certain staff members and see if they receive a notice.

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## Additional Information

Some of the jobs which produce notices are cir-10 (courtesy notices), cir-13 (recall notices), cir-50, cir-51, and cir-52 (overdue notices/bills).

The presence of a notice in a save-yyyy-mm-dd directory indicates that it was processed by the print daemon. See Article 000022101 ("save-yyyy-mm-dd subdirectories in ./xxx50/print directory") in this regard.

**Category:** Circulation (500)

**Subject:** Printing

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