

How to Add the User's First Name to the mailReason.xsl Letter

- **Product:** Alma
- **Product Version:** May 2017
- **Relevant for Installation Type:** Multi-Tenant Direct, Dedicated-Direct, Local, TotalCare

Question

How do I add the patron's first name to the letter salutation?

Answer

Perform the following steps:

1. From the Alma Configuration menu under the General > Letters > Components Configuration.
2. Locate the "mailReason.xsl" letter and on Actions > Edit.
3. Insert the cursor after the following text:

```
<h3>@@dear@@ &#160;
```

4. To add the user's first name insert the following text:

```
<xsl:value-of select="receivers/receiver/user/first_name"/>&#160;
```

5. (Optional) To substitute the user's last name with the user's first name, perform the following steps:

- a. Locate the following text:

```
<xsl:value-of select="receivers/receiver/user/last_name"/>
```

- b. Highlight the word "last".
- c. Type "first" (without quotes).

6. Click on the "Customize" (or "Save") button.
7. Test a letter to verify that the user's name appears as desired.

As a result the xsl for first name will appear between the xsl for the salutation and the xsl for the last name.

End result should look like this:

```
<h3>@@dear@@&#160;<xsl:value-of select="receivers/receiver/user/
first_name"/>&#160;<xsl:value-of select="receivers/receiver/user/
last_name"/></h3>
```

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- **Article last edited:** 19 May 2017