

重新发送打印资料和电子邮件

Note

有关所有主要读者服务文档页面的链接，请见[读者服务](#)。

要重新发送打印资料和电子邮件，您必须具有以下权限之一：

- 读者服务管理员
- 通用系统管理员

重新发送打印资料/电子邮件页面（[读者服务](#) > [高级工具](#) > [重新发送打印资料/电子邮件](#)）允许读者重新发送之前发送的打印资料或电子邮件。

Job id	Status	Creator	Time Started	Time Ended	Entities Finished	Entities Failed
1 1333126200000521	Completed Successfully	Docteam	11/08/2018 02:15:27 CST	11/08/2018 02:15:28 CST	0	0

重新发送打印资料/电子邮件页面

运行参数包括：

- 起始日期 - 重新发送仅从该日期起始的信件。这是必备字段。
- 截止日期 - 重新发送仅到该日期为止的信件。这是必备字段。
- 打印机所有者 - 仅为该机构/图书馆重新发送信件。
- 打印机名称 - 选择写入信件的打印机。
- 作业ID - 只有重新发送信件匹配该作业ID。您可以在历史记录选项卡的监控作业页面找到作业ID。见[查看已完成作业](#)。
- 打印/电子邮件类型 - 仅重新发送这些类型的信件：
 - 自动外借续借信件 (FulUserAutomaticLoansRenewLetter)
 - Borrowed By Letter (FulBorrowedByLetter)
 - Borrower Overdue Email Letter (BorrowerOverdueEmailLetter)
 - Borrowing Activity Letter (FulUserBorrowingActivityLetter)
 - Courtesy Letter (FulUserLoansCourtesyLetter)
 - Document Delivery Notification Letter (FulDigitizationDocumentDeliveryNotificationLetter)

- Fine Fee Payment Receipt Letter (FineFeePaymentReceiptLetter)
- Fines And Fees Report Letter (FinesAndFeesReportLetter)
- Ful Borrowing Info Letter (FulBorrowingInfoLetter)
- Ful Cancel Email Letter (FulCancelEmailLetter)
- Ful Cancel Request Letter (FulCancelRequestLetter)
- Ful Citation Slip Letter (FulCitationSlipLetter)
- Ful Citations Slip Letter (FulCitationsSlipLetter)
- Ful Digitization Notification Item Letter (FulDigitizationNotificationItemLetter)
- Ful Fines\Fees Notification Letter (FulFinesFeesNotificationLetter)
- Ful Incoming Slip Letter (FullIncomingSlipLetter)
- Ful Lost Loan Letter (FulLostLoanLetter)
- Ful Lost Loan Notification Letter (FullLostLoanNotificationLetter)
- Ful Lost Refund Fee Loan Letter (FulLostRefundFeeLoanLetter)
- Ful Outgoing Email Letter (FulOutgoingEmailLetter)
- Ful Overdue And Lost Loan Letter (FulOverdueAndLostLoanLetter)
- Ful Overdue And Lost Loan Notification Letter (FulOverdueAndLostLoanNotificationLetter)
- Ful Personal Delivery Letter (FulPersonalDeliveryLetter)
- Ful Pickup Print Slip Report Letter (FulPickupRequestReportLetter)
- Ful Renew Email Letter (FulRenewEmailLetter)
- Ful Resource Request Slip Letter (FulReasourceRequestSlipLetter)
- Ful Transit Slip Letter (FulTransitSlipLetter)
- General Assign To Letter (GeneralAssignToLetter)
- Lending Requests Report Slip Letter (LendingReqReportSlipLetter)
- Lending Recall Email Letter (LendingRecallEmailLetter)
- Loan Receipt Letter (FulLoanReceiptLetter)
- Loan Status Notice (FullItemChangeDueDateLetter)
- Notify Upon Renewal Letter (NotifyUponRenewalLetter)
- On Hold Shelf Letter (FulPlaceOnHoldShelfLetter)
- Overdue Notice Letter (FulUserOverdueNoticeLetter)
- Query To Patron Letter (QueryToPatronLetter)
- Query To Requester Letter (QueryToRequesterLetter)
- Receiving Slip Letter (ReceivingSlipLetter)
- Resend Notification Letter (ResendNotificationLetter)
- Resource Sharing Return Slip Letter (ResourceSharingReturnSlipLetter)
- Resource Sharing Shipping Slip Letter (ResourceSharingShippingSlipLetter)
- Return Receipt Letter (FulReturnReceiptLetter)
- Short loan Letter (FulShortLoanLetter)
- Shortened Due Date Letter (FulShortenedDueDateLetter)

在填充所有运行参数后，选择运行重新发送打印/电子邮件作业按钮。加载重运行作业。作业的状态可以在页面底部的作业列表中看到。

有关这些信件的信息，见[配置Alma信件](#)。

有关重新发送打印资料和电子邮件的信息，见[重新发送打印资料/电子邮件](#)视频（1:12 分钟）。