

Customizing Letters - Example Reset Password Letter

- **Product:** Alma
- **Product Version:** January 2019 Release

Description

A step by step guide for customizing and testing letters - in this example the Reset Password Letter

Steps:

1. Get the XML of the letter

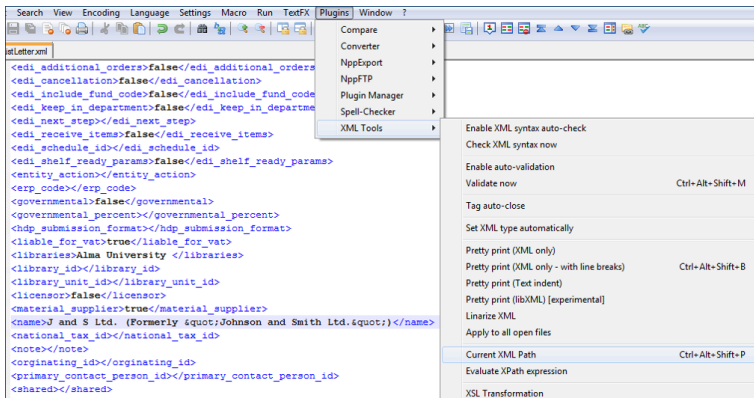
I. Navigate to **Configuration Menu > General > General Configuration > XML To Letter Admin** and select a user to receive the XML and for which letters the XML should be sent.

II. The XML will only be sent when the letter itself is sent. For example, to retrieve the XML for the Reset Password Letter, the letter needs to be sent to a user, once sent the XML receiver will be emailed the XML.

III. For this example, navigate to a user record. Under User Information see "Send message", select reset password, and hit SEND.

2. Customize XSL

I. You can use the XML to identify where changes need to be made, the path can be retrieved by looking at the XML or using a notepad plugin

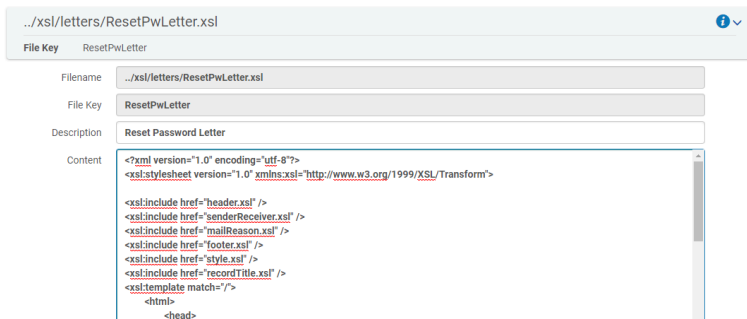


II. To customize the actual XSL go to **Configuration > General > General Configuration > Customize Letters**

III. In the action button for the letter select customize (note if the letter has previously been edited the option EDIT appears instead of customize)

32	✓	../xsl/letters/ResourceSharingReceive...	Resource Sharing Receive Slip Letter	exl_support	15/08...	...
33		../xsl/letters/ResetPwLetter.xsl	Reset Password Letter	-	-	...
34		../xsl/letters/ResendNotificationLette...	Resend Notification Letter	-	-	Customize
35		../xsl/letters/ResearchDepositAction...	Research Deposit Action Letter	-	-	...
36		../xsl/letters/ReceivingSlipLetter.xsl	Receiving slip Notification Letter	-	-	...

IV. Changes can be entered directly in the content box (which is adjustable)



V. Select CUSTOMIZE button in top right corner to save changes

3. Test Changes

I. Changes can be tested by navigating to **Configuration Menu > General > General Configuration > Notification Template**

II. Load XML from step 1 above in the "XML to upload" field

< Notification Template Cancel Run XSL

Notification Template

XML to upload Save

```
<notification_data>
<resetpwletter>
  <resetpwletter>
    <resetpwletter>
      <resetpwletter>
        <resetpwletter>
          <resetpwletter>
            <resetpwletter>
              <resetpwletter>
                <resetpwletter>
                  <resetpwletter>
                    <resetpwletter>
                      <resetpwletter>
                        <resetpwletter>
                          <resetpwletter>
                        </resetpwletter>
                      </resetpwletter>
                    </resetpwletter>
                  </resetpwletter>
                </resetpwletter>
              </resetpwletter>
            </resetpwletter>
          </resetpwletter>
        </resetpwletter>
      </resetpwletter>
    </resetpwletter>
  </resetpwletter>
</resetpwletter>
</notification_data>
```

ResetPwLetter.xml (24.29 KB)

Letter type -

Send by email

Language English

Email

III. Select SAVE

< Notification Template Cancel Run XSL

The file was uploaded and saved successfully.

Notification Template

XML to upload Save

Letter type ResetPwLetter

Send by email

Language English

Email

IV. To test in browser, select "Run XSL" this will open a sample of the letter in a new tab (be sure that browser allows popup tabs to appear)

V. For the sample letter to be emailed, select "Send by email", enter an email address, and select "Run XSL"

Additional Information:

[Customizing Letters - Example Reset Password Letter](#)

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- **Article last edited:** 23-Jan-2019