

How to add new XML example letters in new Letter configuration?

- **Product:** Alma
- **Product Version:** August 2019 release and up

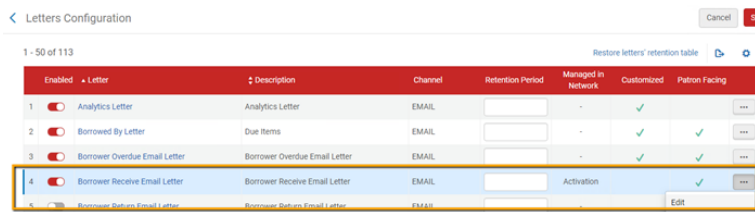
Question

How can one add own letter examples to the list in the new letters configuration? Currently there is only a DefaultLetter.xml which is not very helpful.

Answer

Go through the following steps in order to add own letter examples:

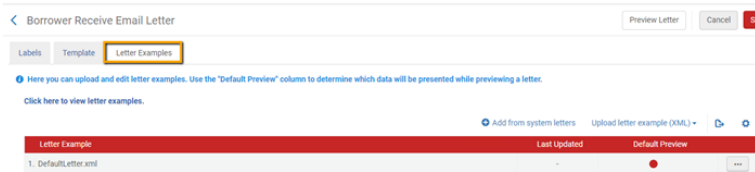
>Configuration >General >Letters >Letters Configuration



Enabled	Letter	Description	Channel	Retention Period	Managed in Network	Customized	Patron Facing	
<input type="checkbox"/>	Analytics Letter	Analytics Letter	EMAIL		-	✓		...
<input type="checkbox"/>	Borrowed By Letter	Due Items	EMAIL		-	✓	✓	...
<input type="checkbox"/>	Borrower Overdue Email Letter	Borrower Overdue Email Letter	EMAIL		-	✓	✓	...
<input type="checkbox"/>	Borrower Receive Email Letter	Borrower Receive Email Letter	EMAIL		Activation	✓		Edit
<input type="checkbox"/>	Borrower Return Email Letter	Borrower Return Email Letter	EMAIL					...

>Letter Examples

Currently you see only the DefaultLetter.xml



Letter Example	Last Updated	Default Preview
1. DefaultLetter.xml		•

On the above screen tick "Add from system letters" and you'll see the latest sent letters

Sent Letters

	Name	Date
1	BorrowerReceiveEmailLetter - 16.12.2019 09:48:52 CET	16.12.2019 09:48:52 CET
2	BorrowerReceiveEmailLetter - 16.12.2019 09:46:28 CET	16.12.2019 09:46:28 CET
3	BorrowerReceiveEmailLetter - 16.12.2019 09:30:59 CET	16.12.2019 09:30:59 CET
4	BorrowerReceiveEmailLetter - 16.12.2019 09:28:25 CET	16.12.2019 09:28:25 CET
5	BorrowerReceiveEmailLetter - 16.12.2019 09:25:45 CET	16.12.2019 09:25:45 CET
6	BorrowerReceiveEmailLetter - 16.12.2019 08:47:34 CET	16.12.2019 08:47:34 CET
7	BorrowerReceiveEmailLetter - 16.12.2019 08:43:52 CET	16.12.2019 08:43:52 CET
8	BorrowerReceiveEmailLetter - 16.12.2019 08:42:10 CET	16.12.2019 08:42:10 CET
9	BorrowerReceiveEmailLetter - 13.12.2019 15:03:14 CET	13.12.2019 15:03:14 CET
1...	BorrowerReceiveEmailLetter - 13.12.2019 14:48:18 CET	13.12.2019 14:48:18 CET

Tick on one of the names and the letter xml will be added to the list on the "Letter Examples" tab. From here you can edit, preview and delete the letter.

Borrower Receive Email Letter Preview Letter Cancel

Labels Template Letter Examples

Here you can upload and edit letter examples. Use the "Default Preview" column to determine which data will be presented while previewing a letter.
[Click here to view letter examples.](#)

[Add from system letters](#) [Upload letter example \(XML\)](#)

Letter Example	Last Updated	Default Preview	
1. DefaultLetter.xml	-	<input checked="" type="radio"/>	...
2. BorrowerReceiveEmailLetter - 16.12.2019 08:47:34 CET	16.12.2019	<input type="radio"/>	...

- **Article last edited:** 20-Dec-2019