

ODIN Work Day 2012

March 28, 2012

Carrington Research Extension Center

Session: **Emailing of Notices & Job_list**

Presenter: Lynn Wolf / ODIN Office

Focus of session was a brief demonstration of email notice setup. Complete information and demonstration can be found on the ODIN website in the Did You Know section in the Training Area. Link is: <http://www.odin.nodak.edu/dyk> Topic name is CIRCULATION – Emailing Notices

Basic setup items needed to send out email notices:

Patron Records - Patron records must be “email ready.” This includes setup on the Global Patron screen for the Mail Attachment option desired and the Send All Letters to Patrons checked. A valid email address must be entered in the email section of the Address Information area.

Client Files – The alephcom.ini file in the ALEPH client must be carefully altered in order to send out email. Typically this file is installed on the C: drive in the AL500 folder (which includes your library’s three letter code and current version). Go to the Alephcom | tab | Alephcom.ini file. Scroll down until you see the MAIL section (approximately 8 sections down). Uncomment the following lines by removing the ! symbol in front each line as you customize.

- MailServer= needs to contain the name of the library’s exchange mailserver. You may need to work with your IT Support personnel to get this information.
- FromAddress= should contain a valid email address where you would like any bounced messages to be directed.
- MailerName= is what will appear to the email recipient as the sender.

Remember to save the file once the alterations have been made. NOTE: The changes made to the client will ONLY apply to the PC they were made on. If multiple machines need the email capability, each has to be set up individually. Secondly, any service pack upgrades or version changes have the potential to overlay this alephcom.ini file settings. You should verify this file after each upgrade to make sure your settings are as you desire.

Once the patrons and client are setup, you are ready to send email. Move the file to the upper pane in your Task Manager as you normally would. Change the Print Configuration box (located under the Remote Name area) from PREVIEW to NORMAL PRINTING. Once this change is made, the two settings directly below will also allow changes. Setup Type has three options where you can PRINT (no emails will be sent), MAIL (those with email address will be sent via email and any without email addresses will print) or BOTH (all notices will be printed AND any notices with email addresses will be sent out). The Print Setup should be set to N unless you wish to preview each and every notice as they are processed. When your notices have been sent/printed, it is recommended to set the Print Configuration back to Preview.

If the library wants to send out overdue notices (cir-51), the service itself MUST be run with the Letter Format set to EMAIL rather than PRINTED so the service pulls the patron email field. Any notices setup via the job_list to run automatically must also be specified to use that option.

Occasionally a library has had to resolve issues with anti-virus software or email system firewalls.

Any library interested in setting up email notice capabilities for the first time is highly encouraged to view the Did You Know presentation mentioned at beginning of this document.

Session attendees were also highly encouraged to explore the wealth of information found in other Did You Know presentations.