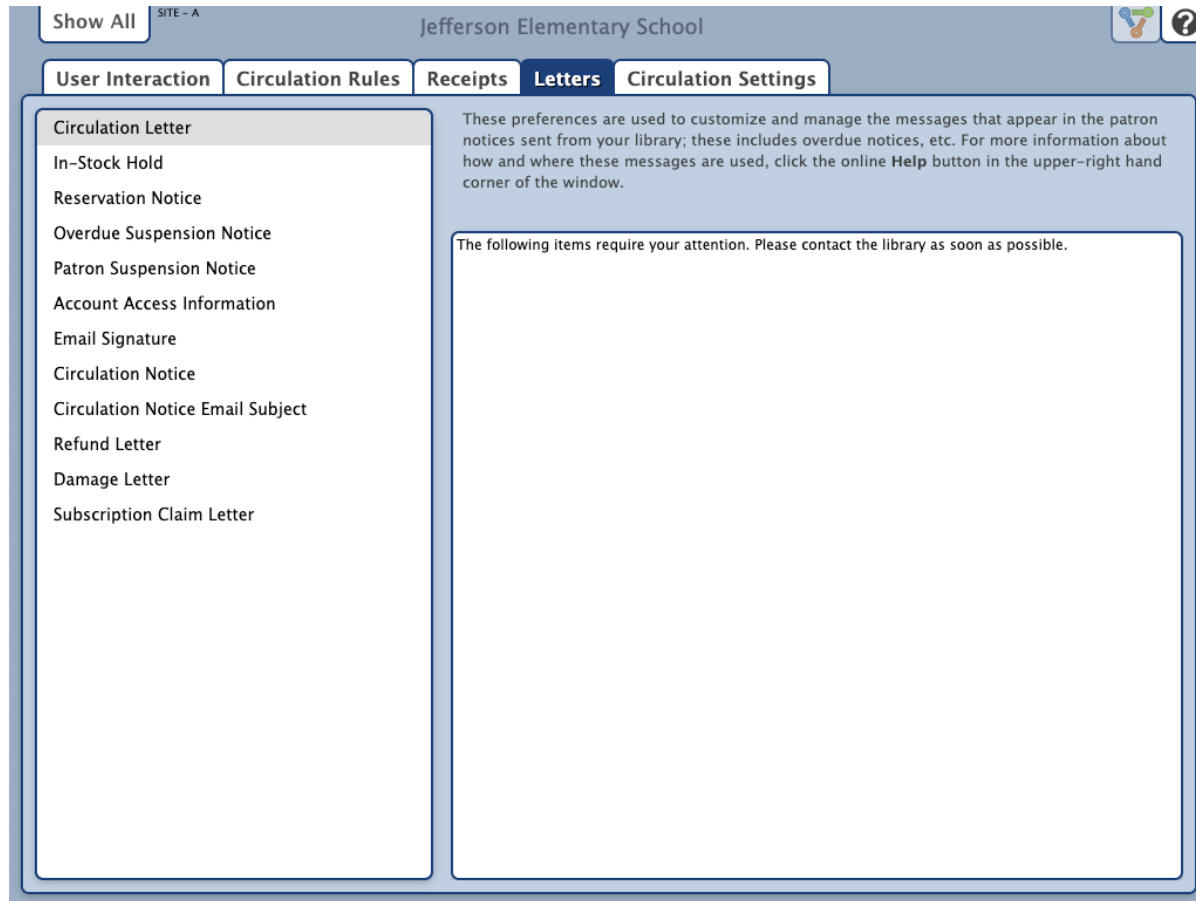


# Personalized, Please—Variables in Letters

Tip for 10.08.18

You know you can use Letters to set standard text for reports and emails sent from Alexandria. You know you can change the default text per report under the Options tab. You know you can decide whom the emails are sent to, or for which patrons the report is reporting, in the Selections tab. But it's still a generic message going to all of your patrons. Is there anything you can do to make it a little more personalized?



Absolutely! It's easy.

Use variables to add a personal touch or provide more information. For example, enter %PATRON% to insert the patron's full first and last name in the letter, or enter %SITEADDRESS% to add your library's address to the signature. In the Send Email Account Info letter, we also recommend including the %USERNAME% and %PATRONBARCODE% variables.

When Alexandria goes to use this letter, it will substitute the variable for the correct information in that record.

For example, a Send Email report formatted like this:

%PATRON%

%PATRONBARCODE%

*As part of our school information policy, we encourage all students to update their passwords at the start of the term. Please log in to [yourlibrary.goalexandria.com/status](http://yourlibrary.goalexandria.com/status) to change your password.*

Thank you,

%SITEADMIN%

%SITEADDRESS%

will turn out something like this when sent to Darla:

*Darla Anderson*

*1001*

*As part of our school information policy, we encourage all students to update their passwords at the start of the term. Please log in to [yourlibrary.goalexandria.com/status](http://yourlibrary.goalexandria.com/status) to change your password.*

*Thank you,*

*Elena Honey*

*Washington High School*

*1234 Bright Lane*

*#123*

*Dahl, WI 54002*

*USA*

[Read more about variables.](#)