



How to Change Printed Products (Reports, Letters, Slips, Labels)

Releases 12.2 – 12.4

Last update: 18 September, 2000

Table of Contents

REQUESTING PRINTED PRODUCTS	3
PRINTED PRODUCT FORMATS	3

This document describes how to change the “non-bib-info” included on ALEPH printed products (reports, letters, slips, and labels).

An associated document, “How To Change Bib Info Displays”, describes how to change the bib info (“DOC” info, from BIB, ADM, HOL, and AUT records and “pseudo-DOC” fields produced by expands).

There is also a “How To Set Up Label Printing” document which covers that specific function in detail.

Note:

We refer below to the “Web Guide”. This may be found by going to your <http://xxxxx.xxx:45x5/S> “Staff Menu”; for instance, <http://chicago.exlibris-usa.com:4545/S>, and then selecting the Web Guide option.

Requesting Printed Products

There are two ways in which printed products can be requested:

1. **Web Services** Most printed products are requested via Web Services. Web Services are accessed through the Staff Menu (<http://xxxx.xxx:45x5/S>) by selecting the Web Services option. Some jobs include a “Report format” or “Letter format” parameter which can be used to specify that a particular form (see below) should be used. All the job parameters are described in the HELP fields which appear below the submission form for each Web Services job.
2. **Online (pc_client)** A printed product which is just for one particular record is usually requested or generated online in the GUI client. Examples are spine labels, hold slips, cash receipts, return receipts, arrival slips, letter-format purchase orders, and transfer slips.

Printed Product Formats

Regardless of whether a printed product is requested online (by the pc client) or via the Web Services, one of two methods will be used to format the product:

1. **If the product is in columnar format**, *xxx01/tab/rep_col.lng* (UTIL I.11) will be used;
2. **If the product does not have columns**, an *xxx01/form_lng* template will be used. We discuss each of the following below:
 - a. *form_lng* requested via Web Services
 - b. *form_lng* requested via GUI client
 - c. *form_lng* –Detailed information

Note:

Generally, the printed products which have columns are staff reports, whereas most printed products which are mailed or given to users do **not** have columns.

1. rep_col.lng

Column 2 in xxx01/tab/rep_col.lng (UTIL I.11) specifies a “Report format number”. One can have different columns on the report depending on which report format is specified. You can change the report format by selecting a different value in the Web Services submission screen. (See “Web Services” above.) To change the format of the report, you can either modify one of the existing formats in rep_col.lng or create a new format by making a new entry in rep_col.lng and changing the submission screen in the alephe/www_b_lng.

Note:

As is the case with pc_tab_col.lng, the only columns which you can include on the report are those which you find already specified in rep_col.lng. What you *can* do is:

- Delete columns,
- Change the order of the columns, and
- Change the percentage of the page width which each column occupies.

A program change is required to make data appear on the report which is not already allowed for in rep_col.lng.

For more detailed information on rep_col.lng parameters, consult:

- The *Database Management Guide*, section UTIL I.11, and
- The *Web Guide --System Librarian*—the Report Columns section of each module (for instance, Circulation—System Librarian—Report Columns).

2. form_lng

a. form_lng requested via Web Services

In the case where a Web Services letter/report does not have columns and is produced using a form_lng template, the HELP section of the submission screen tells you the name of the form_lng form.

Example:

Under the p_cir_51 (“Print Overdue and Lost Billing Summaries”) HELP we find the following:

“The templates for the overdue summaries are in the library's form_lng directory (where ‘lng’ is replaced by the code for the language) under the filenames that begin with *overdue-summary*.”

And if there are multiple versions of the form, the Letter format specified on the submission screen will correspond to a “-nn” suffix in the form *_lng* member.

Example:

For p_acq_12 (“Claim Report and Letters for Monographs”), we have “Standard” and “01” specified as “Letter formats”. And in the alephe/www_b_lng/b-acq-12 each is translated into a specific number:

```
<option value="00" selected>Standard  
<option value="01">01
```

Thus, if “Standard” is selected, the system will look for an “acq-first-claim-00”; whereas if “01” is selected, the system will look for an “acq-first-claim-01”.

b. form *_lng* requested via GUI client

In the case where a form (such as the item-xxxx-label-*nn*) which is triggered from the GUI has multiple versions, the version used is determined by the second column in the module’s print.ini file on the PC –in this case, the ITEMS\TAB\print.ini:

```
ItemLabel                00 N P label.prn  
ItemLabelPrint           20 N P itemlbl.prn
```

This means that it will look for item-xxxx-label-00 for an Items List “Label” request and it will look for item-xxxx-label-20 for a “Utilities”/“Print Item Labels” request.

In some cases, this second column in the print.ini is overridden by other values. For example, the acq-order-slip-*nn* version (used for orders with Delivery-type “LE”) is determined by the ACQ_LETTER_TYPE entries in the xxx50/pc_tab_exp_field.*lng* (selected online in the order record, Vendor tab, Letter-type drop-down).

If Letter-type “01” is selected, the system will use xxx01/form_*lng*/acq-order-slip-01.

For detailed information on print.ini consult:

- Section 2.2.2 of the *Aleph 500 Client Management Guide* and the
- *Web Guide* --System Librarian—Printouts (or Print Setup) section for each module (for instance, --Acquisitions—System Librarian—Printouts).

c. form *_lng* –Detailed information

For more detailed information on the various parameters included on the xxx01/form_*lng* templates consult:

- The “--System Librarian –Print Templates” section under the specific module in the *Web Guide*. This is Acquisitions, section 12.2; Circulation, section 19.12; ILL, section 8.15; Items, section 5.10; and Serials, section 10.2. Under each you will find a “Key to Templates” which describes the various parameters/commands used on the template –including a “Key to Strings with \$ Signs” subsection. For example, Circulation, section 19.12.3.1 is a “Key to Strings with \$ Signs” (for Circulation).

You will also find in the *Web Guide –module--System Librarian* area a “Printouts”/”Print setup” section and a “Headers/Footers” section.

- The “Table of form *ing* Print Templates 12.4”, shows for each form whether it was initiated/requested via Web Services or Online and specifically from which Web Service or GUI screen the request/initiation originated. This document is included under the 13th Tab in the North American Systems Librarian Notebook and will be included in the “Lists” section of the distributed ALEPH Documentation (in the Web Staff Menu).}
- For detailed information on label printing consult the “How To Set Up Label Printing” document in the “How To” section of the distributed ALEPH Documentation (in the Web Staff Menu).