

5.3 DEFINING USER DESTINATIONS

User destinations are considered when preparing and sending reports, whose definitions do not contain predefined destinations, such as the *Basic report*.

Procedure

1. Select the **System / Settings / User destinations** method.

The **User destinations** window will open. In the part of the window labelled "Destinacije" you will see a list of destinations, which you have already defined.

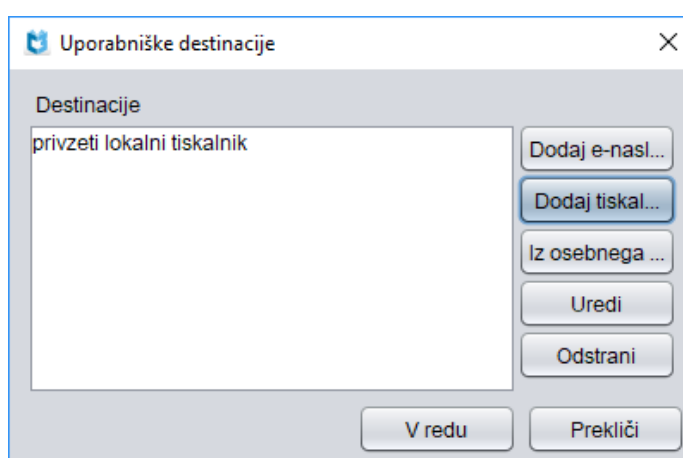


Figure 5.3-1: User destinations

On the right side, there are buttons for adding, editing or removing user destinations:

- to add an e-mail address, click the **Add e-mail** button (see chapter 5.3.1)
- to add a printer, click the **Add printer** button (see chapter 5.3.2)
- to add an e-mail address from your personal address book, click the **From personal address book** button (see chapter 5.3.3)
- to edit a destination, click on it to highlight it, and then click the **Edit** button (see chapter 5.3.4)
- to remove a destination, click on it to highlight it, and then click the **Remove** button (see chapter 5.3.5)

2. Click the **OK** button.



Tip:

The user destination is usually a printer.

5.3.1 Adding an e-mail address

Procedure

1. In the **E-mail** window, enter the recipient e-mail address.
2. Click the **OK** button.

The e-mail address will be added to the group TO – main recipients.

5.3.2 Adding a printer

Procedure

1. In the **Printer** window, select a printer and define the number of copies you wish to print.

Under "Printer", you can select from all local printers, which are accessible from your computer. Do not change the default value *default local printer*, if you wish to send reports to the printer, which is defined as the default printer on your personal computer.
2. Define the details for the selected printer (see chapter 5.3.2.1).
3. Click the **OK** button.

5.3.2.1 Defining details for selected printer

Procedure

1. In the **Printer** window, click the **Details** button.
The **Details** window will open.
2. Define more specific information about:

- the printing mode
- the printer type
- the printer subtype
- the printing style
- the printing orientation

Under "Printing mode" you can select between textual and graphical printing. The default setting is *graphics*, because it is easier to print Unicode characters.

In textual printing, where the selection is limited to a small number of characters, the report will be converted into an LST file, which will be converted into a file containing printer commands which depend on the printer you selected. In COBISS2 software, printing takes place in a similar way. If the report is prepared in LST format, one page usually contains up to 64 lines maximum.

If you select the textual printing mode, you also have to define the printer type. You can choose between several types of printers. When installing COBISS3 software, the drop-down list "Printer type" will already contain type values, however, the content of the drop-down list can be different in

different libraries. The parameters, on the basis of which a code list is created, are defined in the configuration file of the library.

The printer subtype only has to be defined for thermal printers, which are used for printing labels. Some printer types (e.g. *Zebra S4M*) have specific characteristics, which can be set up through printer configuration. Along with the printer type (e.g. *Thermal Zebra*) you also have to define the printer subtype (e.g. *S4M*). Under "Printer subtype", you can select from the values, which are defined in the configuration file of the library to make sure that the printer will be set up properly (set up of the thermal print head temperature, printing speed, coordinate system shift etc.).

When using graphical printing, you cannot select the printer type and subtype, because graphical printing can only be carried out using a laser printer.



Note:

When using textual printing, be careful when you select the printer type.

Under "Printing style", you can select values from the drop-down list, which determine whether you want to print on one or both sides as well as the type of binding. The default value is *single sided*.

Under "Orientation", you can change the page orientation when printing by selecting values from the drop-down list. The default value is *portrait*.

3. Click the **OK** button.

5.3.3 Adding an e-mail address from your personal address book

Procedure

1. In the **Select personal address book entry** window, select an e-mail address by:
 - using the arrow keys <up>, <down> and press <Enter>
 - click on the desired value to highlight it, then click the **OK** button

The selected e-mail address will be added to the group TO – main recipients.

5.3.4 Editing a destination

You can edit the settings of a particular destination, i.e. an e-mail address or a printer.

Procedure

1. In the **User destinations** window, click on the desired destination to highlight it.
2. Click the **Edit** button.

Depending on the type of destination you selected, either the **E-mail** window (see chapter 5.3.4.1) or the **Printer** window (see chapter 5.3.4.2) will open.

5.3.4.1 E-mail addresses

The **E-mail** window has three tabs to select *groups of addresses*:

- **TO** – main recipients
- **CC** – recipients who receive a copy
- **BCC** – recipients who receive a copy but are hidden to all other recipients

In each group, you can define one or more recipients which represent a *set of e-mail addresses* and will be added to the list of destinations when you close the **E-mail** window.



Example:

You defined the department for interlibrary loan of the University of Maribor as the main recipient (TO:). Its e-mail address is *illukm@uni.mb.si*. The group of addresses, which receives carbon copies (CC:), contains two recipients: *ukm@uni-mb.si* and *janezn@uni-mb.si*.

The following set of e-mail addresses will be added to the list of destinations:
TO: *illukm@uni-mb.si*, CC: *ukm@uni-mb.si*, CC: *janezn@uni-mb.si*.

Procedure

1. Click on the desired tab. Depending on the group of addresses you selected, the name of the group will be displayed above the list of e-mail addresses, which will contain those e-mail recipients who were previously added to this group.



Example:

If you click on the **CC** tab, the heading above the list will be "CC addresses".

2. To **add** an e-mail address to a selected group, click the **Add** button. The **E-mail** window will open. Enter the recipient's e-mail address and click the **OK** button to confirm it. The **E-mail** window will close again. The e-mail address will be transferred to the **E-mail** window to the list of e-mail addresses of recipients within the same group.
3. To **edit** an address within a selected group, click on it to highlight it, and click the **Edit** button. The **E-mail** window will open. Edit the recipient's e-mail address. To confirm the change, click the **OK** button.
4. To **remove** an e-mail address from the selected group, highlight it on the list and click the **Remove** button. The **Confirm** window will open with the question "Are you sure you want to remove?" Click the **Yes** button. The window will close and the recipient will be removed from the list of recipients of that group of e-mail addresses.

5. Under "Format" select the format, in which you wish to send the report:
 - *TXT* for reports in textual format
 - *PDF* for reports, which the recipient will have to read using Adobe Acrobat Reader
 - *HTML* for reports, which the recipient will have to read using a web browser
 - *RTF* for reports, which the recipient will have to read using Microsoft Word
 - *text ("Tab" Delimited)* for reports, which the recipient will have to read using Microsoft Excel
 - *text attachment* for reports, which the recipient will have to read using any programme for working with text files (Notepad, WordPad ...)
6. Click the **OK** button.



Note:

Each set of e-mail addresses must contain at least one e-mail address from the TO group of addresses.

5.3.4.2 Printers

The **Printer** window displays the printer settings. The process of editing these settings is the same as when you add a printer (see chapter 5.3.2).

5.3.5 Removing a destination

A destination can be removed from the list of user destinations.

Procedure

1. In the **User destinations** window, click on the destination to highlight it.
2. Click the **Remove** button.

The **Confirm** window will open with the question "Are you sure you want to remove?".

3. Click the **Yes** button.