

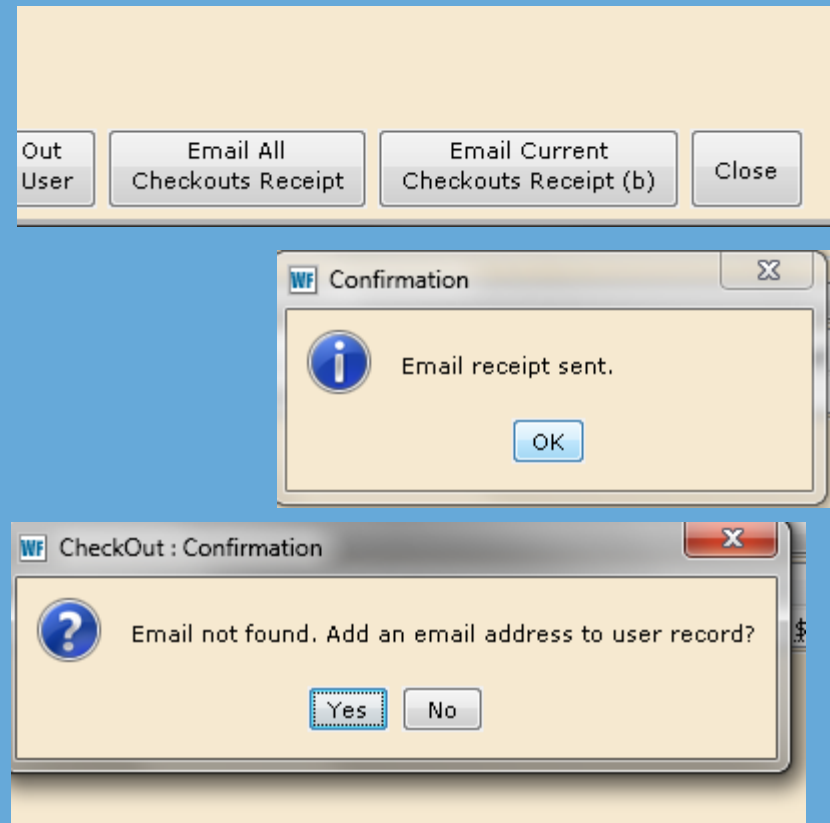
# Emailing Checkout Receipts

With our last Sirsi upgrade, we got the new feature of e-mailing checkout slips to patrons. (current or all)

To use:

Simply click on the “e-mail current checkouts” or “e-mail all checkouts” then you will get a e-mail sent confirmation

If patron doesn't have an e-mail address on file you will asked if you want to add one



# Emailing Checkout Receipts

After clicking “yes”, “modify user” wizard opens so you can add e-mail address

Once you “save” and “close”, e-mail will be sent to patron and you will receive a confirmation

Checkout : Modify User

[Alerts](#) [Notes](#)

User ID: 40612001413552..... WILSON, LAURIE A Profile name: SPECIAL...

Identify User

User ID: 40612001413552

Basic Info Demographics Addresses Extended Info

Primary:  Address

Address 1

PHONE	
HOMEPHONE	758-7634- STAFF
WORKPHONE	758-0714
CELLPHONE	
FAX	
EMAIL	
CARE/OF	
CARE_OF	
LINE1	
LINE2	

