

# How do I print a reservation announcement ?

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When in the Loans file, choose **Print** in the **File** menu.

Click on **Reservation announcements**, then on **Print**.

An option dialog is displayed : with the checkbox **Per E-Mail**, readers with a registered e-mail address will receive the announcement per e-mail ; the checkbox **Print** lets you print the announcements; with the checkbox **Inscription**, you can log the number of announcements sent for this loan.

Online URL: <https://om-bm.knowledgebase.co/article-927.html>