



Workflows Tip of the Week

Module: Circulation

Summary: This tip will give examples of proper and improperly formatted email addresses. Only properly formatted email addresses may be entered in the Email field in a patron record.

Note: It's very important to properly format the email in a patron record. Not doing so has resulted in server troubles since the email field is what is read when notices are sent.

Examples of typos that have been corrected in the system (this is what was found in the EMAIL field):

cmp1103@tmail.com,
yo_ama-IZ@yahoo.com
msloan7551@aol.com
msuarez,@wheatonma.edu
ritinha37,@aol.com
yes, but can't read
rockstar03@hotmail.com
queenof the mafia@@gmail.co,

This is what they should have looked like:

cmp1103@tmail.com
yo_ama-IZ@yahoo.com
msloan7551@aol.com
msuarez@wheatonma.edu
ritinha37@aol.com
yes, but can't read – this was just eliminated and moved to the notes field.
rockstar03@hotmail.com
queenofthefafia@gmail.com

As you can see, commas are the most typical. You can **never** have the following in the email field;

- Spaces
- Two @ signs - @@
- Just text

Safe Characters are:

+ - . _ 0-9 A-Z a-z

For a complete list of proper ways to format an email, see:

<http://www.remote.org/jochen/mail/info/chars.html>