Printing Paging Lists

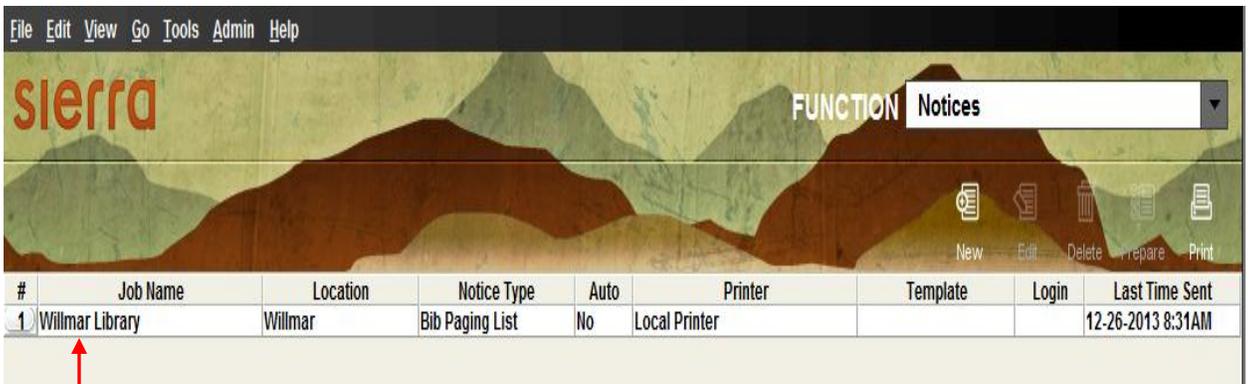## Printing Item/Title Paging Lists

1. **Click** on Notices from your FUCTION dropdown menu.
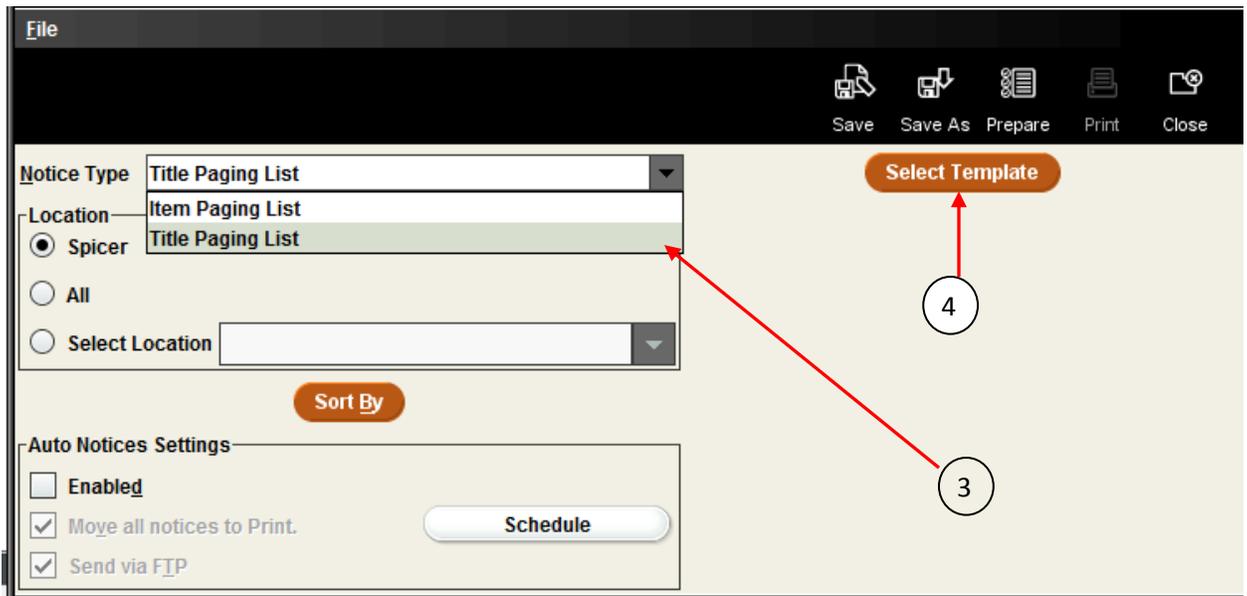

The following window will open.

2. **Double Click** on your library name.

3. Choose Notice Type.

! Important: **Do Not** click on the "All" button. If you click on the "All" button you will then direct all Item or Title level holds to your library for all of the libraries in Pioneerland.

! Important: **Do Not** click on the "Select Location" button. We do not use selected locations within our libraries.
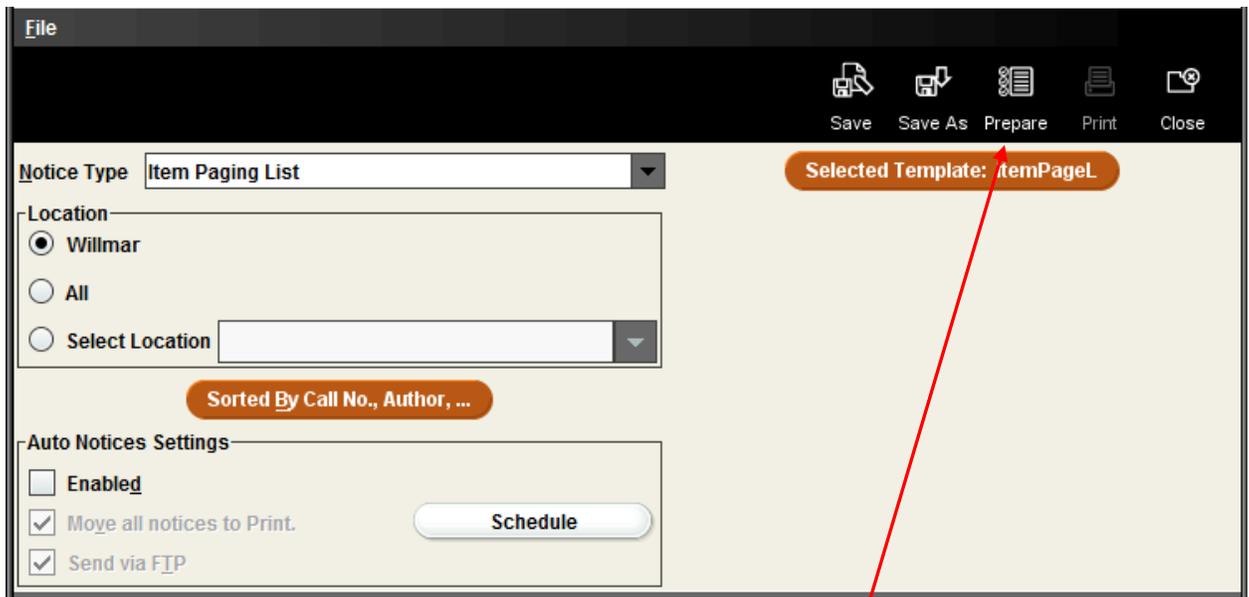
! Important: **Do Not** click on the "Save" or "Save As" buttons.

4. **Click** on Select Template

You'll see one of the windows below open up depending whether you are printing an Item Paging list or a Title Paging list.
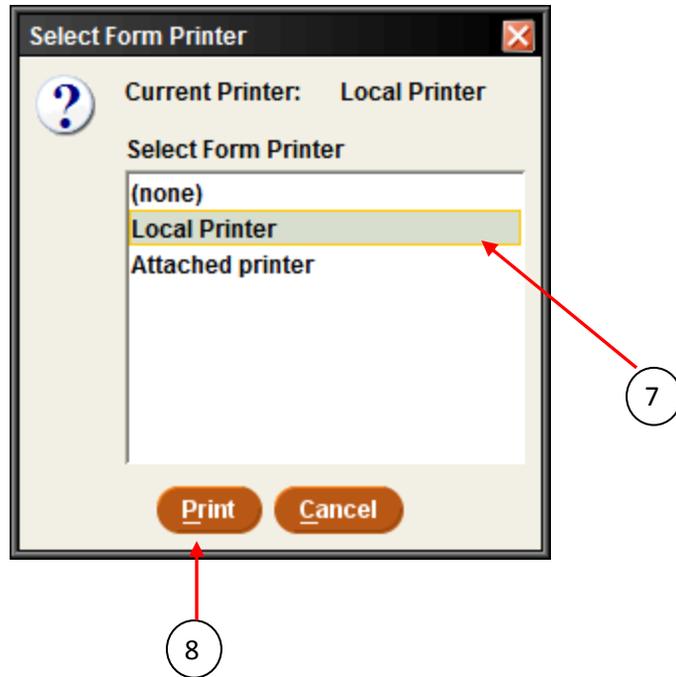

OR
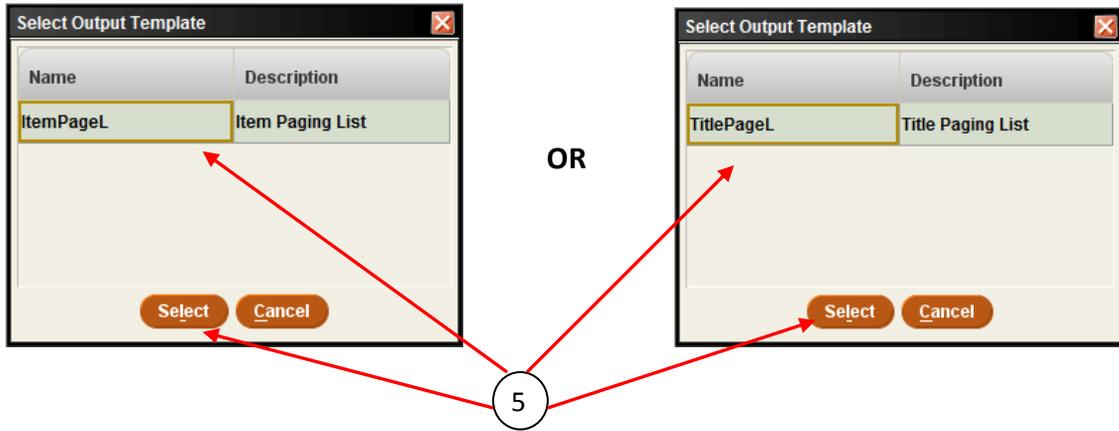
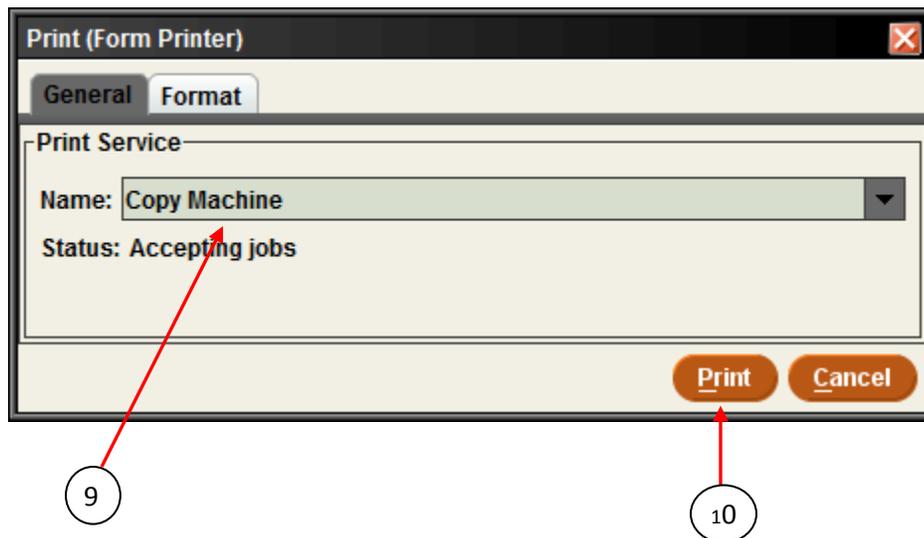5. **Click** on the template name and then **Click** on Select

6. **Click** on Prepare

7. **Click** on Local Printer.
8. **Click** on Print.

9. Choose the printer you would like to use to print your list.
10. **Click** on Print.

You should see something similar to the window below. The number to print will be the same as the number of requests listed.
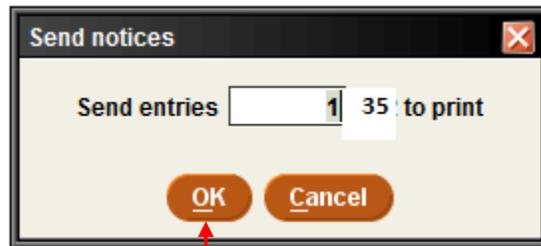

11. **Click** on Send Notices.

❗ Important: **Do not Click PRINT** in the upper right hand corner to print your Item Paging or Title Paging lists like you have done in the past.
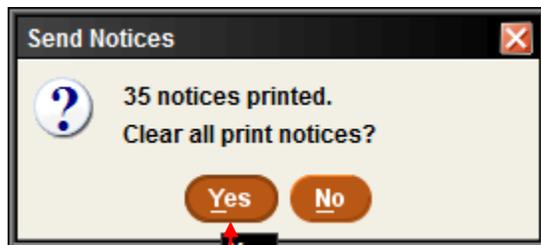
You should see something similar to the window below.

Send notices

Send entries [1] 35 to print

OK   Cancel

(12)

12. **Click** on OK.

NOTE: A listing of all of the holds you are to fill will print out.

You should see something similar to the window below.

Send Notices

? 35 notices printed.
Clear all print notices?

Yes   No

(13)

13. **Click** Yes.

! Important: It is important to click on "Yes" to clear the notices after you print them. When clearing the notices after printing them. The system is notified that you have received the page to fill the hold(s).

If you haven't printed both lists, go back up to step 3 and choose the notice type you have not yet printed.

14. When you are done printing your paging lists **click** on "**Close**" in the upper right hand corner.
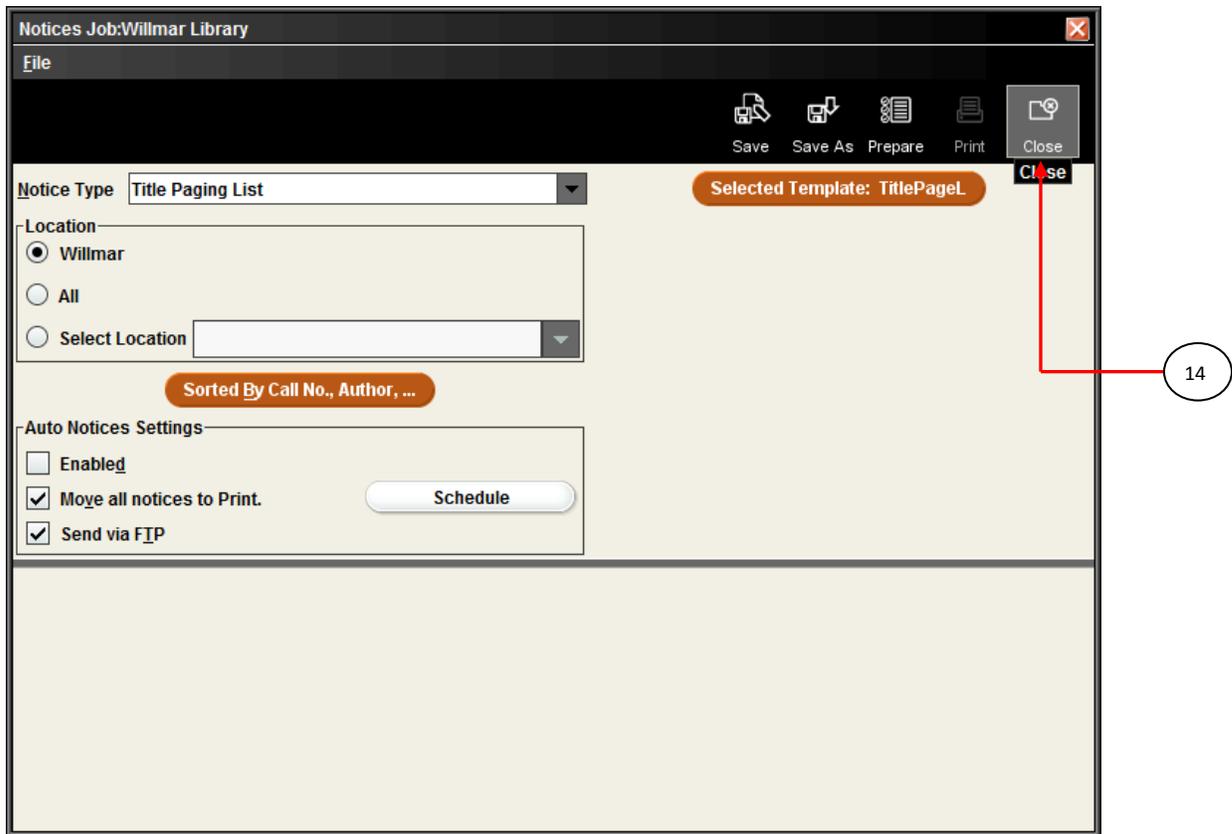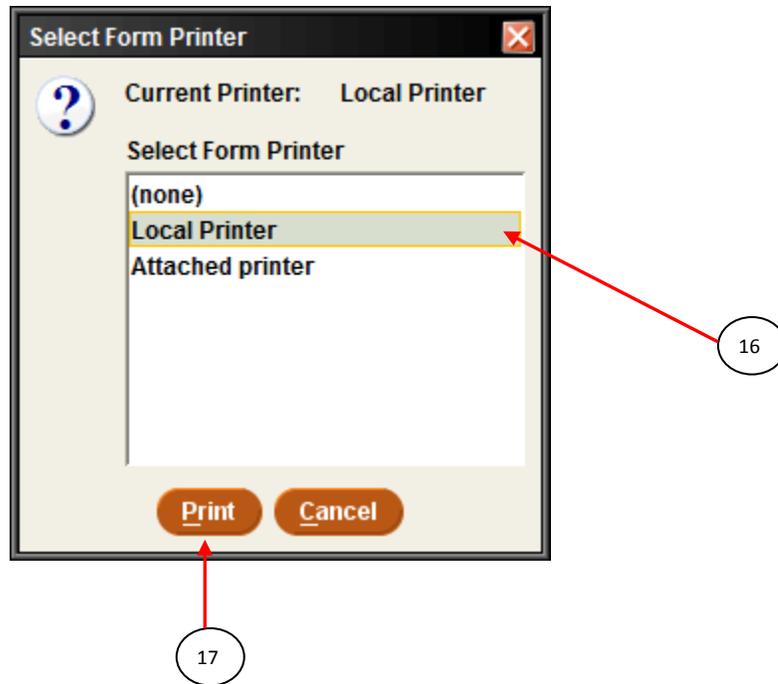

You should see something similar to the window below.
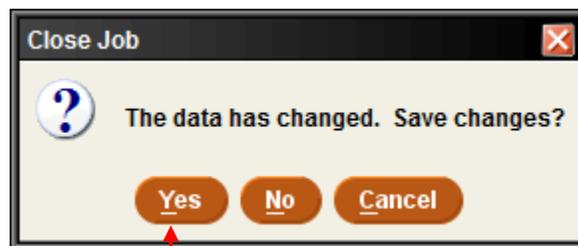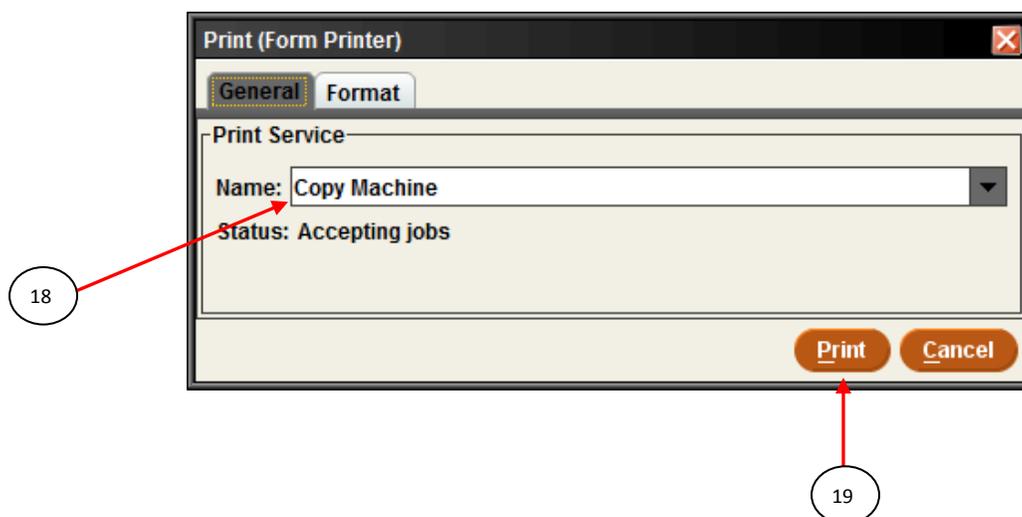

15. **Click** on **Yes**

You should see something similar to the window below.

16. **Click** on Local Printer.
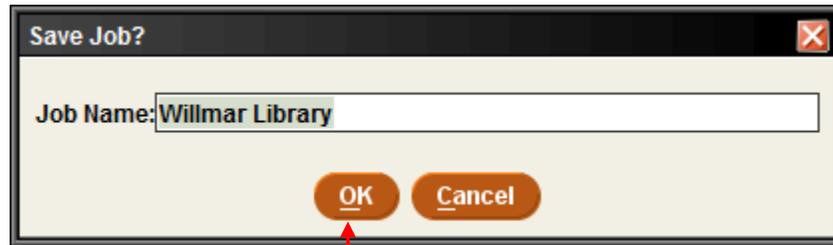17. **Click** on Print.

You should see something similar to the window below.

18. Choose the printer you would like to use to print your list.
19. **Click** on **Print**

You should see something similar to the window below. Your library name should show in the **Job Name:** window.

20. **Click** on **OK**

21. When done printing Item/Title list **Click** on **Close** and you will return to your starting screen.