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.

<u>F</u> ile	
	ed 📑 📑 🖓
	Save Save As Prepare Print Close
Notice Type Title Paging List	Select Template
Location Item Paging List Spicer Title Paging List All Select Location	4
Auto Notices Settings	3

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.



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

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	re in the second
	Save Save As Prepare Print Close
Notice Type Item Paging List	Selected Template: ItemPageL
Location	
Willmar	
Select Location	/
Sorted By Call No., Author,	
Auto Notices Settings	
Enable <u>d</u>	
Move all notices to Print.	
Send via FTP	
	1
Click on Prepare	(6)



6.

Select F	Form Printer	
2	Current Printer: Local Printer	
	Select Form Printer	
	(none)	
	Local Printer	
	Attached printer	\sim
	Print Cancel	
	8	

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

Print (Form Printer)	X
General Format	
Print Service	
Name: Copy Machine	-
Status: Accepting jobs	
	Print Cancel
(9)	
\bigcirc	(10)

- 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.

<u>F</u> ile					
			ß		2 - 2
			Save	Save As Prepare	Print Close
Notice Type Title Paging List		•	- Selected	Template: TitlePa	geL
Location			7		
Willmar					
O Select Location		-			
Sorted By Ca	III No., Author,		_		
Auto Notices Settings			7		
Enable <u>d</u>					
Move all notices to Print.	Schedu	le			
Send via FTP					
Notices	Notices				
	Notices				
Titles Not Sent(0)	Send	Notices	35 to Print 🔻 Move	All to P <u>r</u> int Queue	
Emails(0)	# Notic Patron	Name	Title	Call # 🖻	Item Status
	22 HAAKENS	Y GEO DN, MIC	Killing Jesus : a history / The boys in the boat [sp	232.96 ORE 797.123 BRO	
	3 OLSON, K	ARÉN L.	Gift from the sea / Anne	818.5 LIN	AVAILABLE
		ΜΔ2ΙΙ	Prince Edward Island / K	971 7 CAM 35 Noticos 3/	
				-55 Nouces, 5	5 1161113
		_			
		1)			

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.



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.



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.



Notices Job:Willmar Library	
<u>F</u> ile	
Save Save As Prepare Print Close	
Notice Type Title Paging List	
Location ● Willmar	
Select Location	\frown
Sorted By Call No., Author,	14
Auto Notices Settings	
Enabled	
Move all notices to Print.	
Send via FIP	

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.





You should see something similar to the window below.

Select	Form Printer 🛛 🔀	
2	Current Printer: Local Printer	
	Select Form Printer	
	(none)	
	Local Printer 📃	
	Attached printer	
		15
	Print Cancel	

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

You should see something similar to the window below.

	Print (Form Printer) General Format	×
(18)	Print Service Name: Copy Machine Status: Accepting jobs	
	Print	<u>C</u> ancel
	19	
18. Choose the print	ter 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.

Save Job? Job Name:	Willmar Libra	ry OK	ancel	
		20		

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

<u>F</u> ile		
	Save Save As Prepare Print Close	
Notice Type Title Paging List	Selected Template: TitlePageL	_
■ Willmar	21)
Select Location		
Sorted By Call No., Author,		
Auto Notices Settings		
Enable <u>d</u>		
Move all notices to Print. Schedule		
Send via F <u>I</u> P		

