

Printing Paging Lists

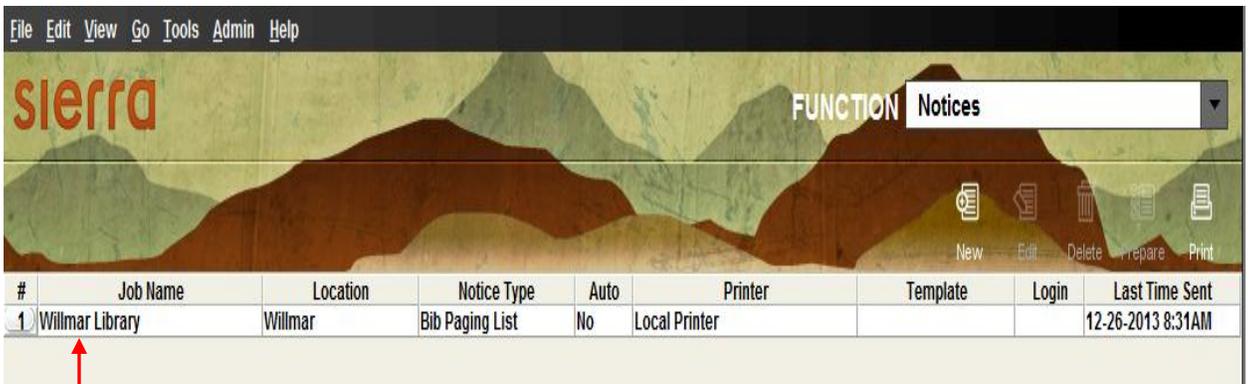
Printing Item/Title Paging Lists

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

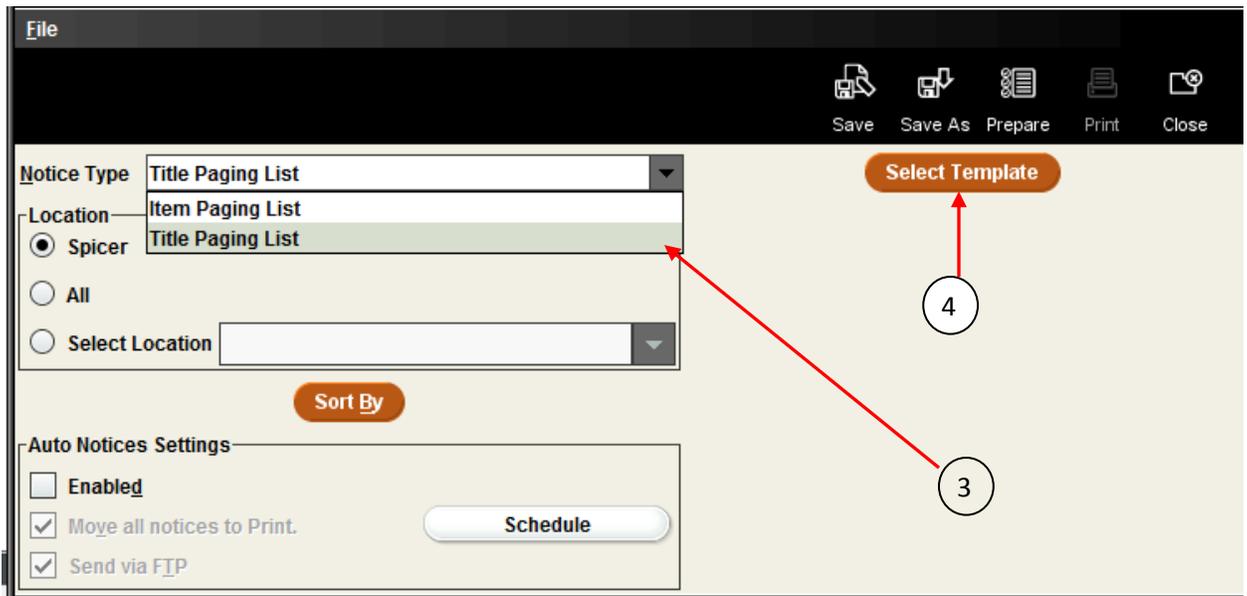


The following window will open.

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



3. Choose Notice Type.



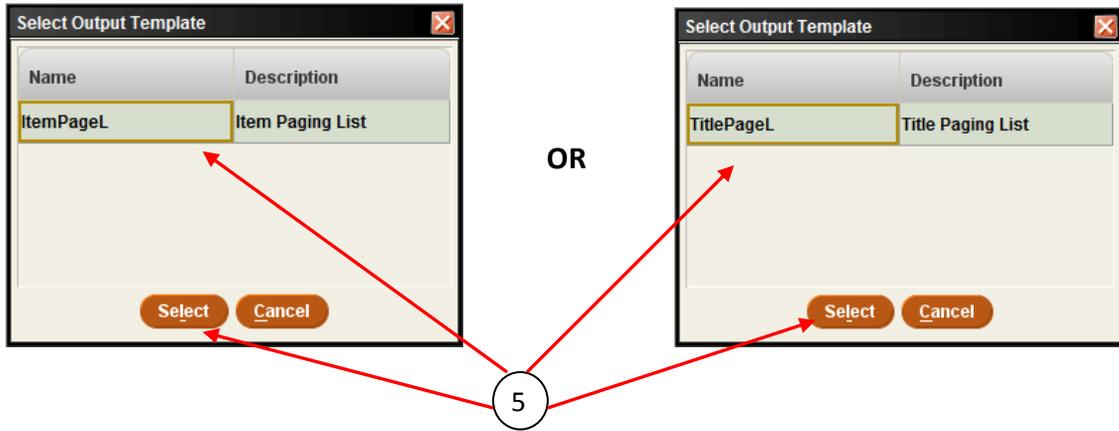
! Important: **Do Not** click on the “All” button. If you click on the “All” button you will then direct all Item or Title level holds to your library for all of the libraries in Pioneerland.

! Important: **Do Not** click on the “Select Location” button. We do not use selected locations within our libraries.

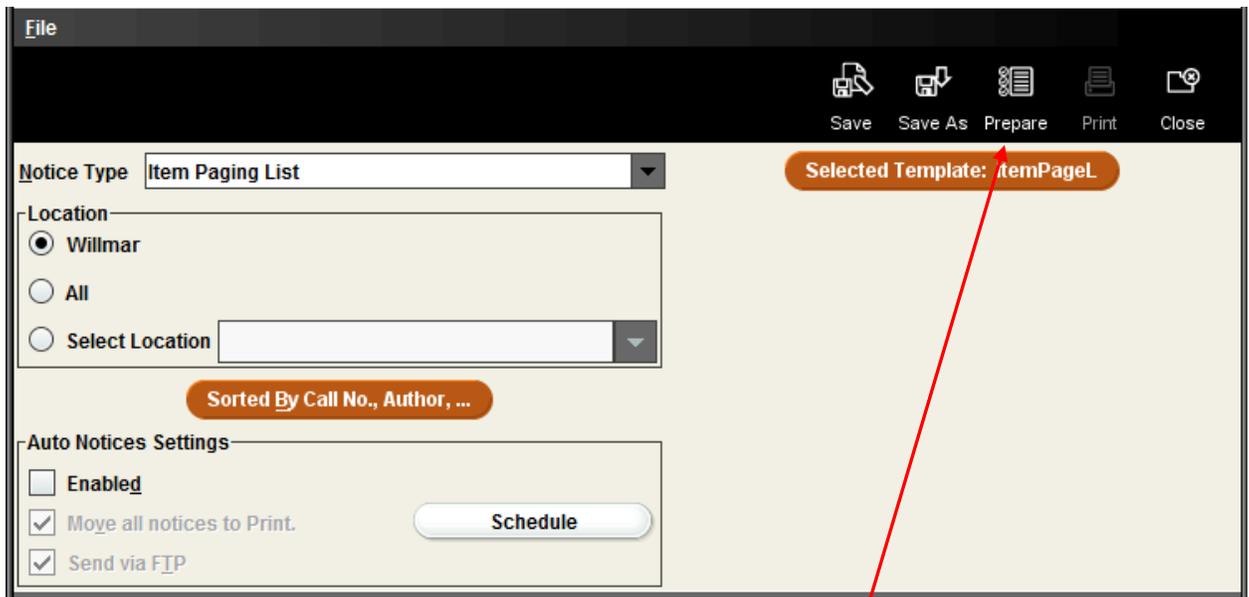
! Important: **Do Not** click on the “Save” or “Save As” buttons.

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.

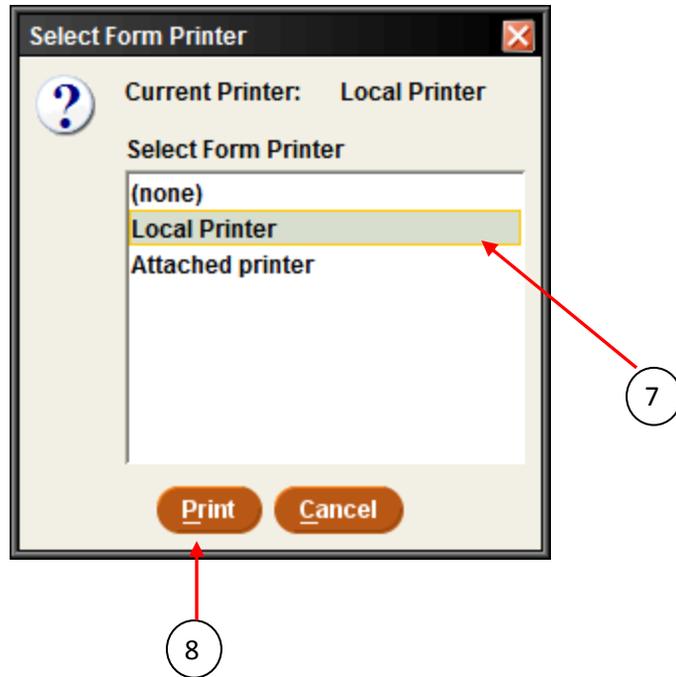


5. **Click** on the template name and then **Click** on Select

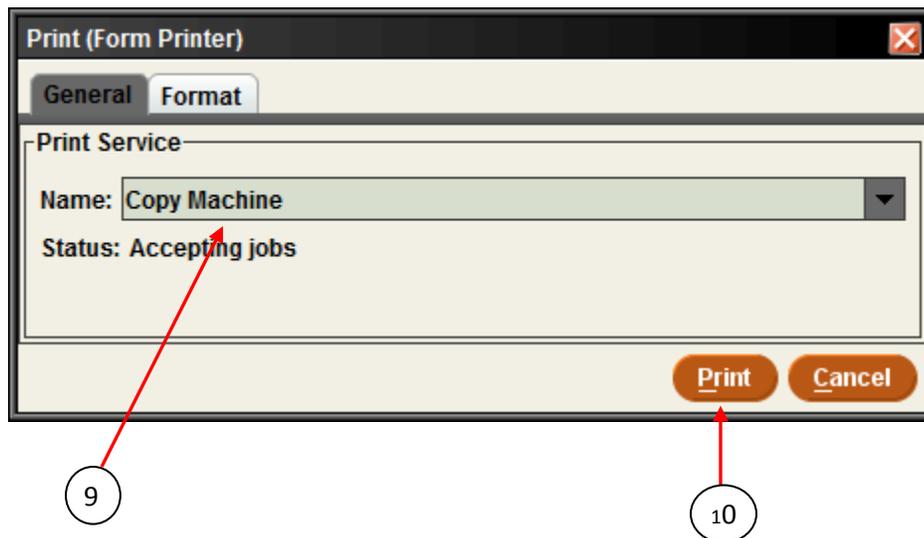


6. **Click** on Prepare

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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.

File

Save Save As Prepare ~~Print~~ Close

Notice Type: Title Paging List Selected Template: TitlePageL

Location: Willmar All Select Location

Sorted By Call No., Author, ...

Auto Notices Settings: Enabled Move all notices to Print Send via FTP Schedule

Notices

Titles Not Sent(0)

Emails(0)

Send Notices 35 to Print Move All to Print Queue

#	Notic...	Patron Name	Title	Call #	Item Status
1	1	GEER, GARY GEO...	Killing Jesus : a history /...	232.96 ORE	AVAILABLE
2	2	HAAKENSON, MIC...	The boys in the boat [sp...	797.123 BRO	AVAILABLE
3	3	OLSON, KAREN L.	Gift from the sea / Anne ...	818.5 LIN	AVAILABLE
4	4	LUCIANO, LISA M	Prince Edward Island / K	974.7 CAM	AVAILABLE

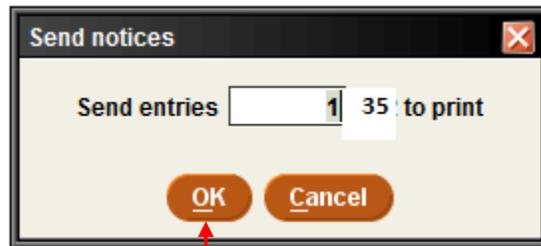
35 Notices, 35 Items

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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.

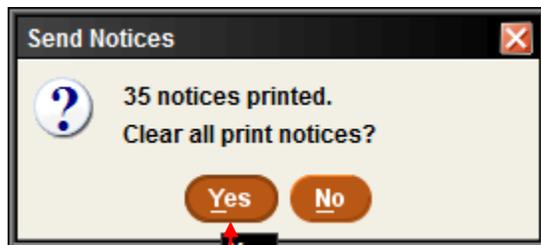
You should see something similar to the window below.



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.

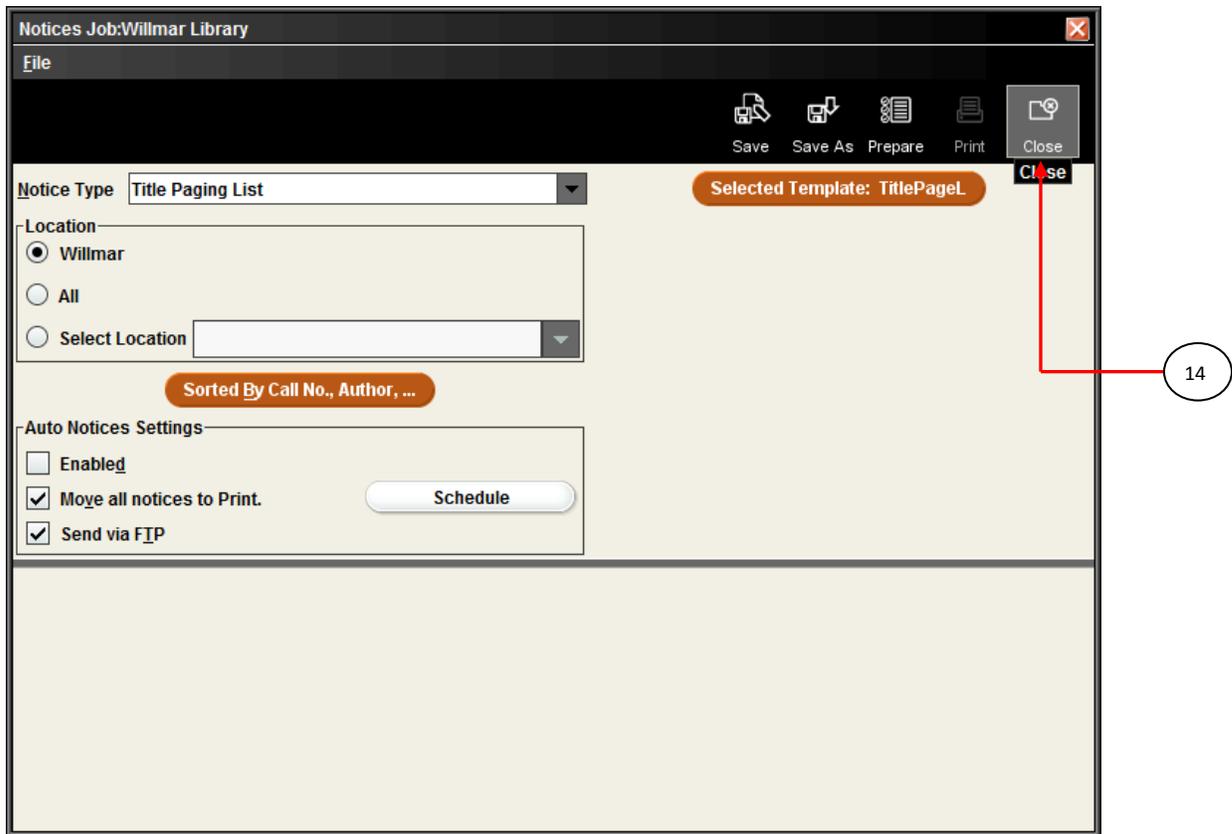


13. **Click** Yes.

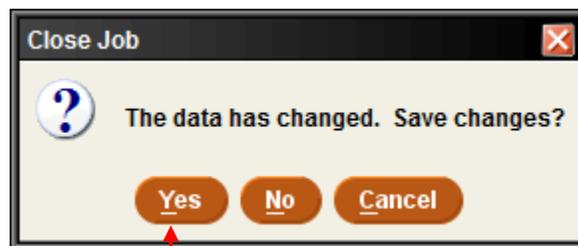
! Important: It is important to click on “Yes” to clear the notices after you print them. When clearing the notices after printing them. The system is notified that you have received the page to fill the hold(s).

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

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

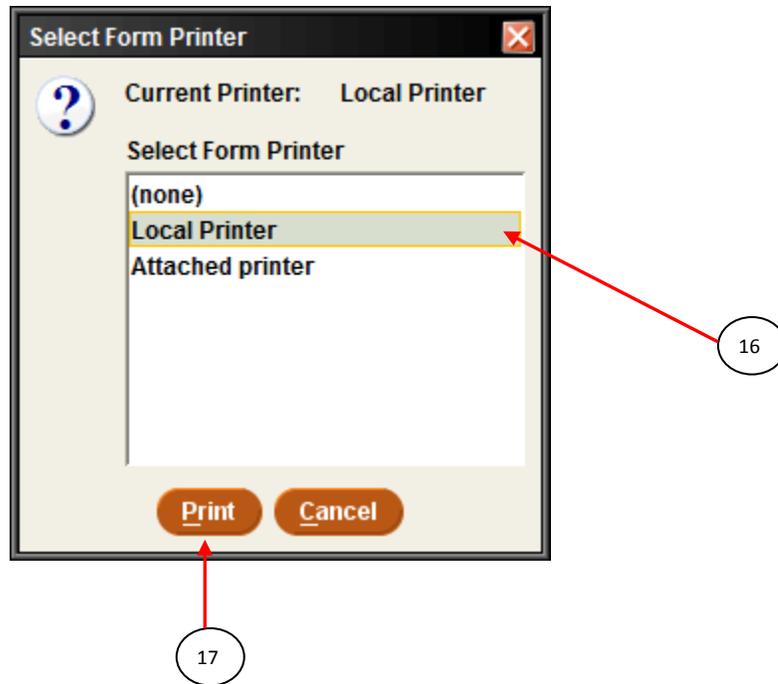


You should see something similar to the window below.



15. **Click** on Yes

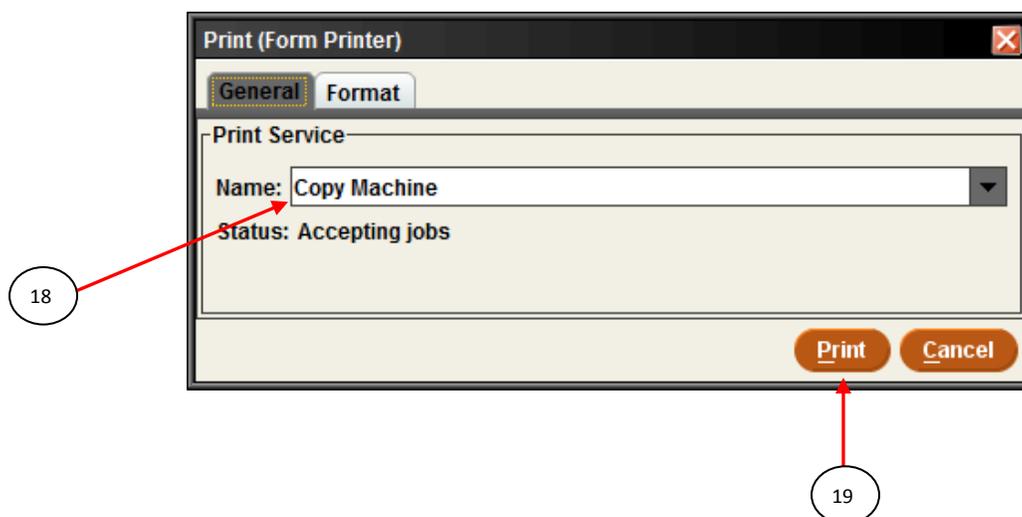
You should see something similar to the window below.



16. **Click** on Local Printer.

17. **Click** on Print.

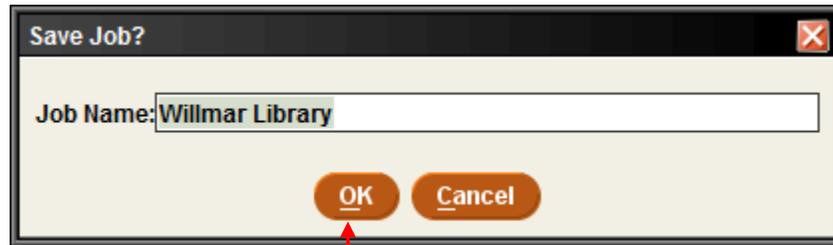
You should see something similar to the window below.



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.

