Printing for Purchasing Requests

Last updated: Wed, 05 Dec 2018 22:29:01 GMT

Print book straps

Follow the below instructions to add book straps to the print queue and to print book straps for items you are purchasing.

To add book straps to the Print Queue for Purchasing requests:

1. On the left navigation, click **Purchasing Requests**.
2. Open a request that you are ready to receive.
3. Select the checkbox for **Print Book Straps**
4. Select **Mark as Received**.
5. The request will appear under **Book Straps** in the **Purchasing Print Queue**.

To print book straps:

1. On the left navigation, click **Print Queue**.
2. Under the **Purchasing** queue, click **Book Straps**.
3. On the **Borrowing Book Straps** screen, select the check boxes next to the items for which you want to print book straps. Select the check box at the top of the table to select all items in the table.
4. Click **Print**.
5. On the Print Preview window, click the Print icon or links to print the book straps.