Printing for Purchasing Requests

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.