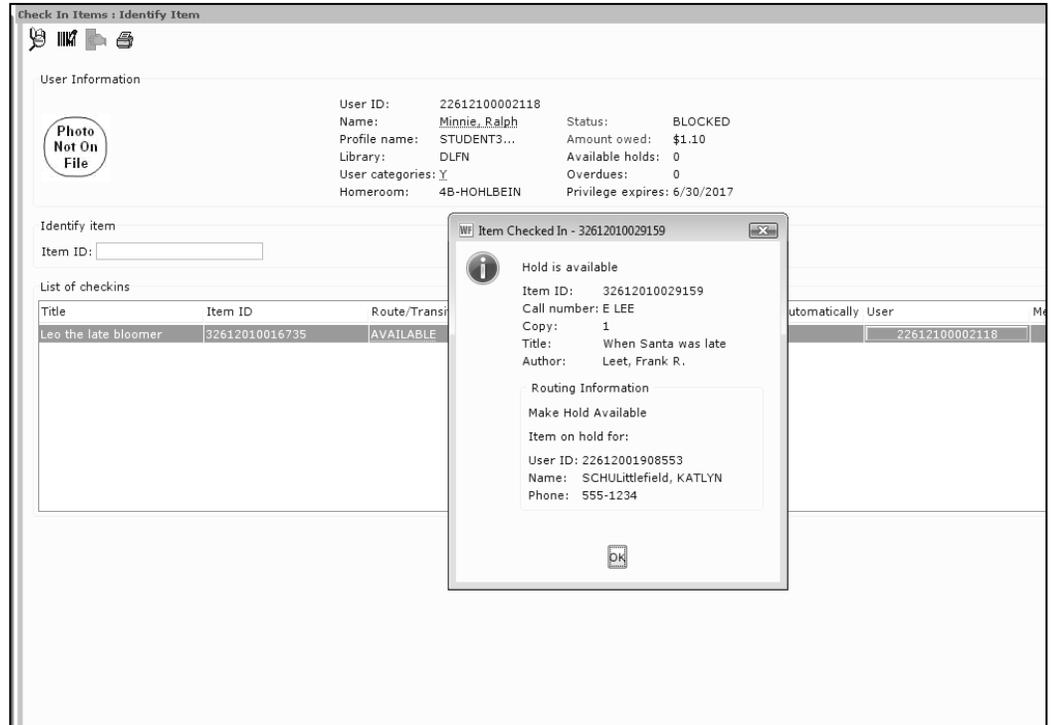


Print HOLD screen message from Workflows Screen for user notification

When item is checked in, there is an alert set to display that this is an item on HOLD. This alert displays as shown here:

However, there is no way to print this alert – Print Screen option is NOT available for this alert.



Following are instructions to be able to print this alert from the **CHECK IN Screen**.

The **CHECK IN** list will have a glossary for the item that is on Hold (as shown here):



Click on that glossary and you will get the same hold message with info about the hold as was in the alert message - shown here – (note, this is the *Glossary* display):

The screenshot shows a library system interface. At the top, there is a user profile section with the following information:

User ID:	22612001908850	Status:	DELINQUENT
Name:	Schreckengost, MADISON	Amount owed:	\$0.50
Profile name:	STUDENT3...	Available holds:	0
Library:	DLFN	Overdues:	0
User categories:	Y	Privilege expires:	8/1/2010
Homeroom:	KB-BINKLEY		

Below this is a table of holds:

Item	Item ID	Route/Transit To
Santa was late	32612010029159	HOLDS
late bloomer	32612010016735	AVAILABLE

A pop-up window titled "Check In Items : Glossary" is overlaid on the table. It contains the following information:

Item ID: 32612010029159
 Call number: E LEE
 Copy: 1
 Title: When Santa was late
 Hold
 User ID: 22612001908553
 Name: SCHULittlefield, KATLYN
 Phone: 555-1234

The "Check In Items : Glossary" window title is circled in red. A "Close" button is visible at the bottom of the window.

You can NOW use the Print Screen process to print this info (in Word, or other word processing program that you have mapped):

The screenshot shows a software menu with the following options:

- Print
- Print Preview
- Print Screen** (highlighted with a red circle)
- Print Setup
- Page Setup
- Update Staff Client
- Exit
- MARK Item Lost
- Item Search/Display
- Check Item Status
- Print

Results are in word document : (can be edited as desired)

Check In Items : Glossary	
Item ID:	32612010029159
Call number:	E LEE
Copy:	1
Title:	When Santa was late
Hold	
User ID:	22612001908553
Name:	SCHULittlefield, KATLYN
Phone:	555-1234