

## **Print ILL requests transcripts**

In this video, I will show you how to print requests in WorldShare Interlibrary Loan and

Tipasa.

This video is about printing full request.

Look for other videos about printing book straps or stickers and shipping and return

labels.

First let's clarify which request you can print.

You can print almost any request with one exception.

When you're the borrowing library and you're creating a new request, you must first send

the request or save it for review before you can print it.

Here's what I mean.

This is an example of a new just created borrowing request.

No print button is available until I either send the request to potential lenders or save it for review.

With the one exception I just mentioned, you can print any request in any queue.

This includes borrowing request, lending request, purchase request and for Tipasa libraries, document delivery request.

There are three ways to print requests.

You can print a single request immediately by using the "Print Now" button.

When you have requests open, you can add them to a print queue to print later.

You can also print all requests in a queue such as “Can You Supply?” without opening the request.

The first way to print a request is to open the request you want to print and click the “Print Now” button in the upper right corner.

This will open your web browser’s print preview screen.

The appearance of the screen and the action you take to send the image to your printer is different in different web browsers.

Another way to print request is to add them to the print queue to print later.

You might want to do this for example for requests in a “Can You Supply?” queue.

When you're ready to print request that you've added to a print queue, open the

print queue, select the request you want to print, select to print one or two per page

and then send the selected request to your printer.

Here's a comparison of printing one or two requests per page.

It's basically the same information but arranged and spaced differently on the page.

Let's see how this works.

In this example, I have a "Can You Supply?"

queue open.

I will open the first request and then click the arrow next to "Print Now" and select

"Add to Request Print Queue".

A message at the top of the screen confirms the request has been added to the print queue.

I will do this for one more request.

I will go to the next request.

I will click the arrow next to “Print Now” and then click “Add to Request Print Queue”.

I will continue doing this to add additional requests to the print queue.

When I’m ready to print the request, I will open the print queue from the left navigation and click “Request”.

I will select the request I want to print.

In this example, I want to print all four requests.

So, I will select the all checkbox at the top of the screen.

Then I will choose to print one or two per page.

For this example, I will print two per page.

The print preview opens.

I will click the printer button to print the request.

Remember that the print preview will vary depending on your web browser.

The message at the top confirms the request printed successfully, which really just means that the system successfully sent the request to the printer.

Requests remain in the print queue until you remove them.

If something goes wrong, such as a printer running out of paper, you can just send the

request to the printer again.

It's a best practice to remove requests from the print queue once you have your printout.

Here's how to do that.

Under "Print Queue," select "Request" and then select a request you want to remove.

Because I want to remove all of them, I will click the "Select All" checkbox at the top and then click "Remove".

Now I have no results in the print queue.

The third way to print request is to print all the requests in a queue without opening the request.

You do this by going to the print queue menu in the left navigation and clicking "Print All".

Then click the checkboxes for the queues you want to print.

The number in parentheses after each queue tells you how many requests are in that queue.

Note that you can print a maximum of 500 requests per batch.

Then click the “Next” button in the lower right corner.

Then select or deselect any applicable auto update options.

Then for each category for which you have marked queues that you want to print, print

either one or two requests per page.

Note that under “Borrowing,” the default is for not reviewed requests to be automatically

updated to “Reviewed” and under “Lending,” the default is for new copies and new loans



to be automatically updated to “Considering”.

If you do not want these automatic updates to occur, uncheck the appropriate boxes before printing.

Let’s see how this works.

Under “Print Queue” in the left navigation, I will select “Print All”.

Then I will select the boxes for the queues I want to print.

Under “Borrowing,” I will select “Not Reviewed” and “Overdue”.

Under lending “Can You Supply?”

I will select “New Loans” and under purchasing, I will select “On Order”.

The numbers in parentheses next to each queue indicate how many requests are in each queue.

I'm well under the 500 maximum, so I will click "Next".

Now I will print the request for each category of queues.

For borrowing, I did not want the "Not Reviewed" request to be automatically updated to "Reviewed".

So, I will uncheck that box and then I will print one per page and then I will send those requests to the printer.

Remember that the appearance of the print preview and the action you take to send the request to the printer varies depending on your web browser.

For lending, I want the request to be automatically updated to "Considering".

So, I will leave that box checked and I will print two per page.

For purchasing, I will print one per page.

Now that I finished printing, I will click  
“Return” to go back to the “Print All”

screen.

If you need more help with printing requests,  
please visit <https://help.oclc.org> for documentation,

training and contact information for OCLC  
support in your region and remember to look

for our other videos on printing book straps  
or stickers and shipping and return labels.