

Quick Printing and Printout Queues

Lori Hilterbrand demonstrated this process on the recorded [Slip Printing Demo Open Call](#) (Video, 54:49) on July 27, 2021. Click “CC” in the bottom corner to view the live transcript.

Introduction

Quick printing and printout queues are closely related and easy to set up. They offer greater control to the user than Ex Libris’ original “print to email address” functionality, while still offering that same granularity where desired. The printing documentation from Ex Libris is also unusually good and I will start by supplying links to their materials.

[Knowledge Center Documentation - Printouts Queue](#)

[Letters - The Printout Queue and Quick Printing in Alma.pptx](#). This will download a powerpoint presentation.

[Fulfillment LibGuides - Printers](#)

As usual, you’ll need to check your roles before you begin the work. You will need to have the following permissions to do this work:

PERMISSIONS: To access the printouts queue, you must have one of the following roles:

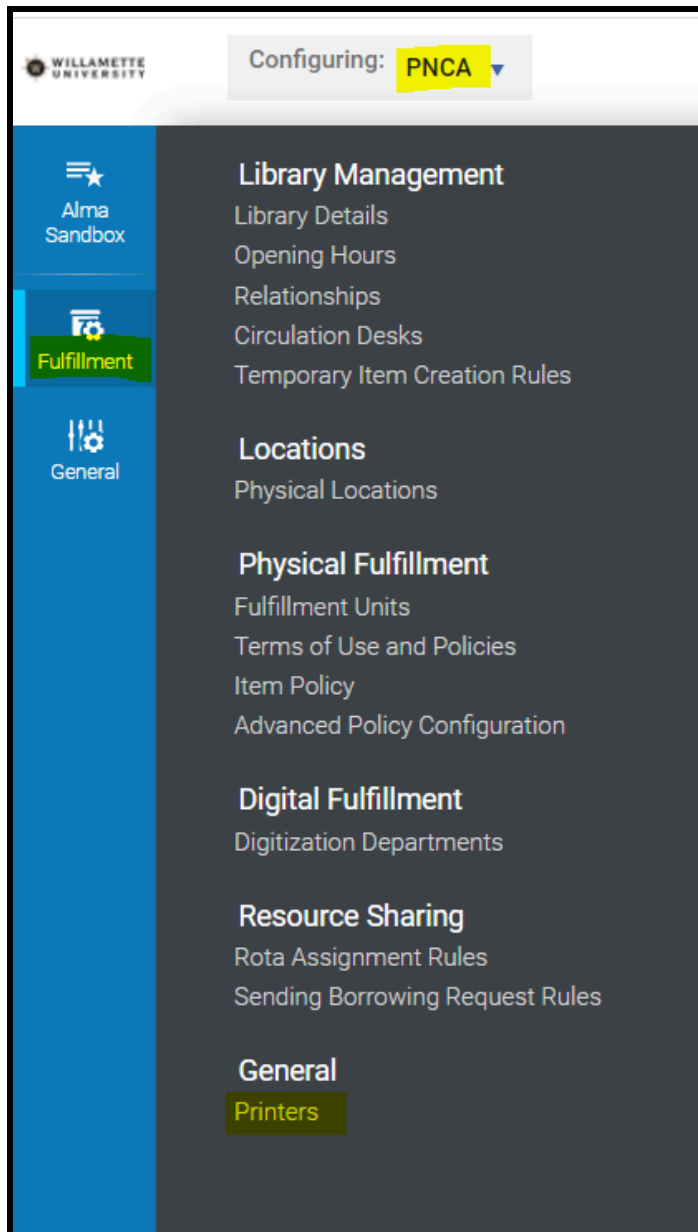
- Printouts Queue Manager
- Printouts Queue Operator

To configure printouts queue, you must have one of the following roles:

- General System Administrator
- Fulfillment Administrator

Configuring a new printer

Start at the configuration menu and scope to whichever library you are wanting to set up a new printer for. I will choose PNCA here. **Configuration>Fulfillment>General>Printers**



Select **+Add Printer** from the top right corner and a drop down menu will appear. Fill in a code and a name, and for this option, click the box next to **Printout Queue**. When you're finished, don't forget to click **Add Printer** at the bottom.

Pro Tip: You do not need to add an email address with a printout queue. Be aware that if you do add an email address, each print will be distributed to both the printout queue and the email you designate. I have included my email address here as an example of what happens.

Back

+ Add Printer ▾

✓ Printout Queue ×

Code *

The Q

Name *

That's Queue to Yueue

Email

lhilterbrand@orbiscascade.org

Description

Testing Printout Queues in Alma

Add Printer

Once you have added the printer, click on its code to edit it. You'll see a new screen where you can attach a circulation desk and/or service unit to the printer. For this example I'll add the PNCA Circulation Desk and click **Save**.

Printer Details

Printer Details

Name * That's Queue to Yueue Email lhilterbrand@orbiscascade.org

Description Testing Printout Queues in Alma Printout Queue

Served Circulation Desks List

Name

No records were found.

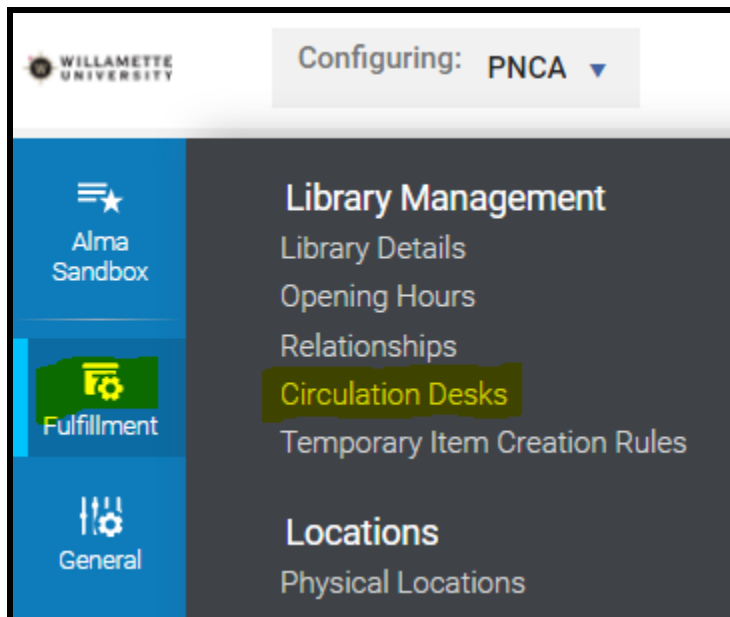
Served Service Units List

Code

Circulation Desk

PNCA Circulation

Somewhat counterintuitively, at this point it is important to take the extra step to go into the circulation desk settings you selected and save. While the printer populates to the circ desk profile, it does not work until you go in and save it. **Configuration>Fulfillment>Library Management>Circulation Desks.**



Circulation Desk - General Information Cancel Save

General Details | Physical Locations | Work Order Types | Operators | Automatic Printing

General Details

Name * **PNCA Circulation**

Primary

Reading room desk

Picks from shelf

Supports personal delivery

Supports registering new users

Supports overriding return date

Time to reshelve (hours)

Delay for hold notification (minutes)

Additional Information

Description

Map

Printing Information

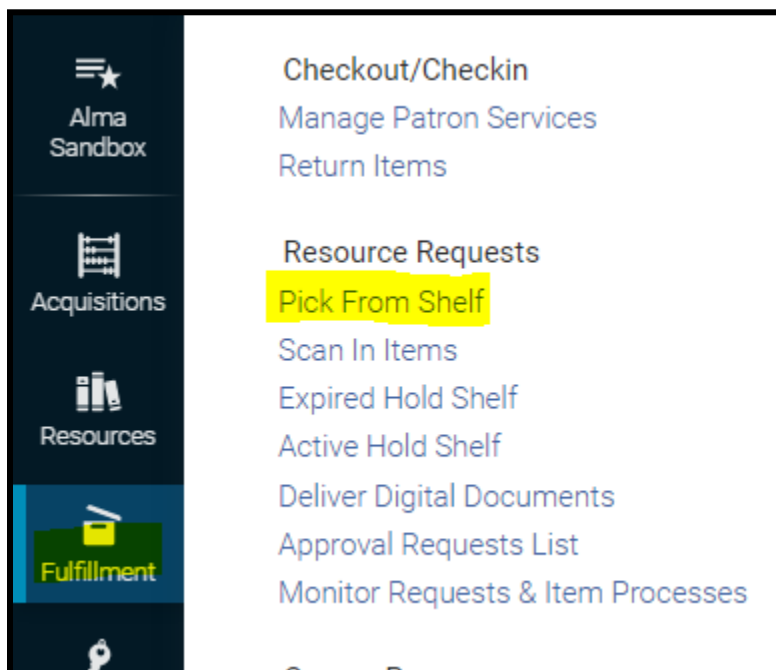
Default Printer **That's Queue to Yueue**

Additional Printers

Testing your printer

Now that you have a printout queue and it's attached to a circulation desk, you'll need to choose something to print. I'm going to print some pull slips from the **Pick From Shelf** menu.

Fulfillment>Resource Requests>Pick From Shelf

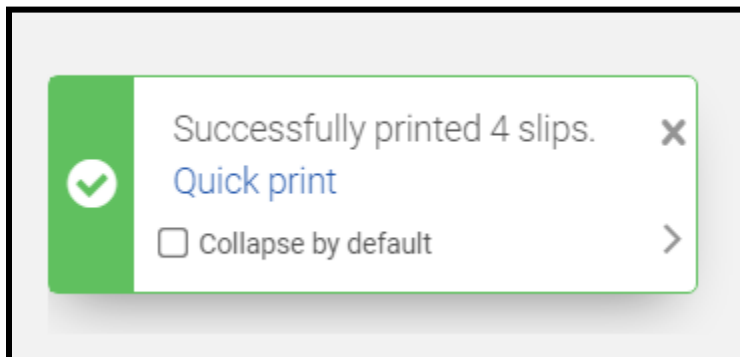


There are four items to pull in my **Pick From Shelf** menu and I'll check the box next to **Select All**, and click the **Print Slip** button.

The screenshot shows a web interface titled "Pick Up Requested Resources (1 - 4 of 4)". At the top right is a blue button labeled "Print Slip Report". Below the title, there is a "Select All" checkbox which is checked, followed by a "Sort by: Location Name - Asc" dropdown menu. To the right of the sort menu are buttons for "Print Slip" (highlighted in yellow), "Cancel", a share icon, and a settings gear icon. The main content area lists two items, each with a checked checkbox and a "Cancel Request" button, and a "Mark as Missing" button with a three-dot menu icon.

Item #	Item Title	Author	ISBN	Imprint	Location	Call Number	Inventory	Requests
1	How to be an antiracist / Ibram X. Kendi.	Kendi, Ibram X., author.	9780525509288	New York : One World, [2019]	PNCA 1st Floor Stacks	E 184 .A1 K344 2019	03/19/2021	1
2	Pastel painting techniques / Guy Roddon ; contributing editor, Angela Gair.	Roddon, Guy.	9780891343967	Cincinnati, Ohio : North Light Books, 1991.	PNCA 1st Floor Stacks	NC 880 .R62 1987		

A green pop-up message enters the right side of the screen and tells me that 4 slips successfully printed. And this is where a lot starts going on!



Emails

Remember the **Pro Tip** from the configuration section? I received four emails (one for each pull slip) to the email address I designated. This may be desirable to you - if not remember to remove the email address from the printer in the configuration menu.

Printout Queue

Because we designated this as a printout queue, the 4 slips were additionally sent to the queue. You can find the queue at **Admin>Printing>Printouts Queue**. If you have more than one

printer designated as a printouts queue, all of those queues will feed to the same menu. Select the ones you wish to print and click **Print Selected**.

WILLAMETTE UNIVERSITY

Physical items ▾

Keywo

- User Management
 - Manage Users
 - Purge User Records
 - Load Desk/Department Operators
 - Bulk Fine Waiving
 - User Identifier Types
- Advanced Tools
 - HealthCheck Dashboard
- Printing
 - Printouts Queue**
- Recommendations
 - Manage Recommendations
- Manage Jobs and Sets

Printing Queue (1 - 26 of 26)

Print Selected Cancel Selected

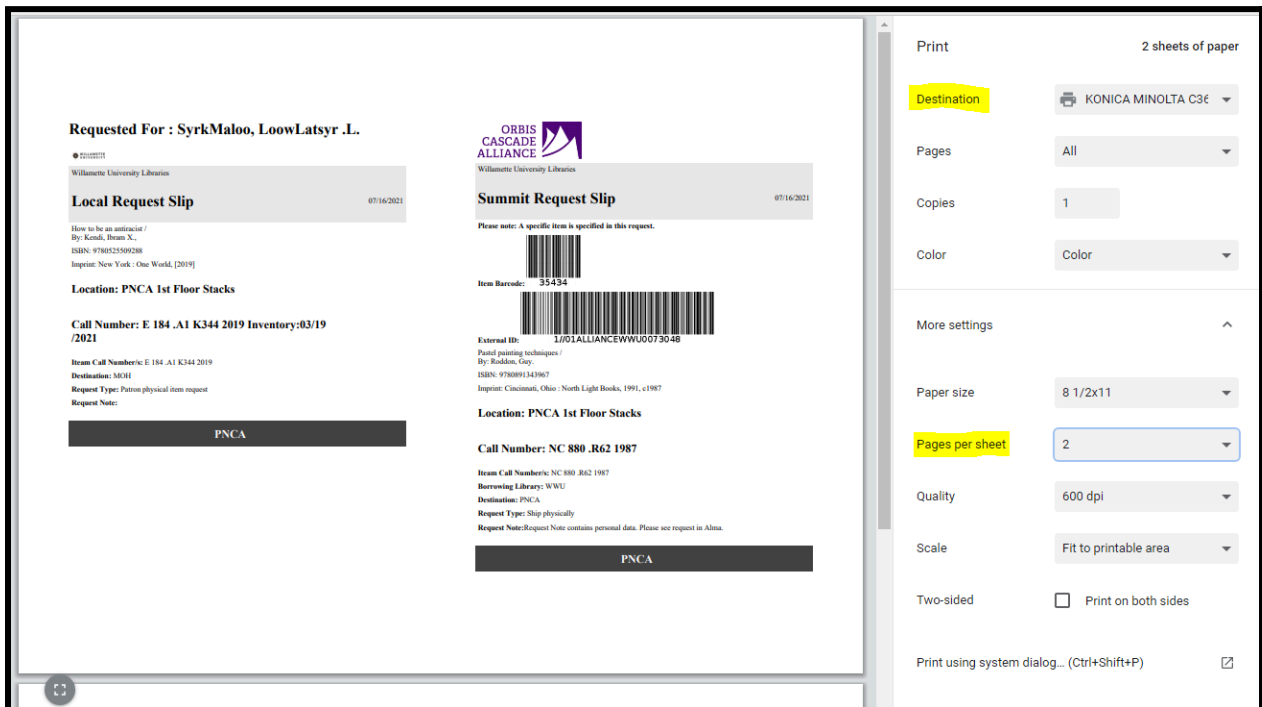
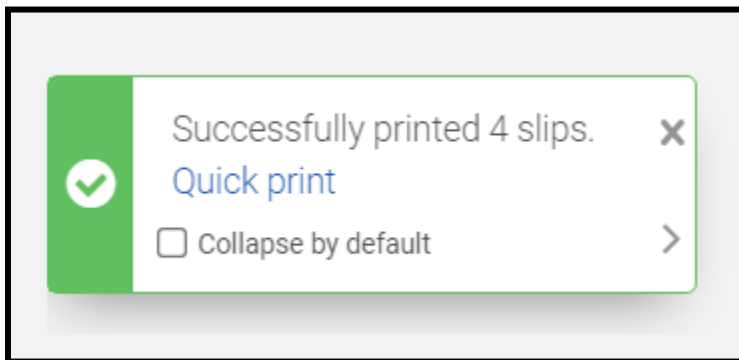
Printout: All ▾ Printed By: All ▾ Status: All ▾

<input type="checkbox"/>	Printout	Date	Size	Source	Printer	Status
<input checked="" type="checkbox"/>	Resource Request Slip Letter	07/16/2021 09:25:55 AM PDT	4.3kb	Hilterbrand, Lori	That's Queue to Yueue	Printed
<input checked="" type="checkbox"/>	Resource Request Slip Letter	07/16/2021 09:25:54 AM PDT	4.0kb	Hilterbrand, Lori	That's Queue to Yueue	Printed
<input checked="" type="checkbox"/>	Resource Request Slip Letter	07/16/2021 09:25:52 AM PDT	4.3kb	Hilterbrand, Lori	That's Queue to Yueue	Printed
<input checked="" type="checkbox"/>	Resource Request Slip Letter	07/16/2021 09:25:47 AM PDT	3.6kb	Hilterbrand, Lori	That's Queue to Yueue	Printed
<input type="checkbox"/>	Resource Request Slip Letter	07/12/2021 03:05:49 PM PDT	4.4kb	Hilterbrand, Lori	PQ - Lori's Test	Canceled
<input type="checkbox"/>	Resource Request Slip Letter	07/12/2021 03:05:48 PM PDT	4.1kb	Hilterbrand, Lori	PQ - Lori's Test	Canceled
<input type="checkbox"/>	Resource Request Slip Letter	07/12/2021 03:05:48 PM PDT	4.2kb	Hilterbrand, Lori	PQ - Lori's Test	Canceled

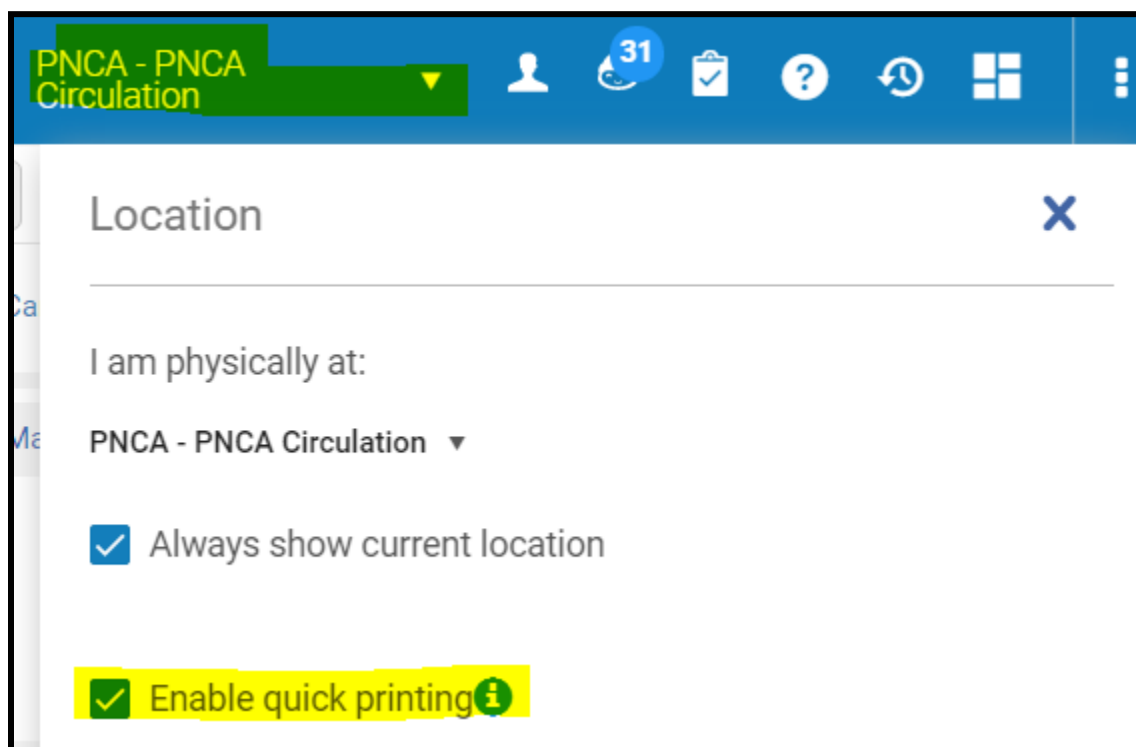
A dialog box will open for your browser printing and you may select your physical printer, and any other print settings you choose - for example Print on both sides, Pages per sheet, etc. Please be aware that items remain in the printout queue list for an undesignated amount of time (actually, it's either 7 days or 30 days but Ex Libris hasn't clarified which it actually is....). They will self-destruct after that.

Quick Print

You may have noticed on that little green "Success" pop-up, there is a link that says **Quick Print**. Clicking that link will allow you to by-pass the printout queue altogether and go directly to your browser's printing dialog box.



If you prefer quick printing in general, you can make that function the default by finding your location indicator in the top right of your screen and clicking the box next to **Enable quick printing**.



Additional Options

Printout queues can be automated in conjunction with the [Print Daemon](#), and our colleague Tamara Marnell has created [an application for multiple slip vertical printing](#) you can install at your institution. At this time, Ex Libris is also working on creating an interface for multiple slip vertical printing and we will update this document with information on that option when it is available.