**Recreating Paging Slips**

How to recreate paging slips in the event that the printer messes up and the request is gone.

1. In Sierra, go to create lists using the function drop down
2. Find an empty file, highlight it, and click search records
3. Name the file and change the “store record type” to item
4. Set the search parameters
	1. For Local holds
		1. Item (i) | Location (79) | Starts with (^) | ff
		2. AND Item (i) | Hold (8) | exist (e)
		3. AND Item (i) | Status (88) | equal (=) | Available (-)



* 1. For OhioLINK holds
		1. Item (i) | Location (79) | Starts with (^) | ff
		2. AND ( Item (i) | Status (88) | equal (=) | Requested (&)
		3. OR Item (i) | Status (88) | equal (=) | Ohiolink Paged (() | )



To add the parentheses across the terms, highlight both lines and click group

1. Click search. This will bring up a list of everything that should be pulled
	1. For local Items
		1. Open the list to see all the items
		2. Double click the first title to open the record
		3. Click on the item level hold tab and click print at the top to create a pull slip
		4. Write down the call number on the slip and the patron’s name across the top edge
	2. For OhioLINK items
		1. Write down what you need to create your pull list, you’ll print the slips later
2. When everything is pulled you’ll need to process the hold and create a slip for OhioLINK items
	1. For Locals
		1. Use the normal process to fulfil the hold
		2. Make sure to pay attention to the pickup location
	2. For OhioLINK
		1. Go to “InnReach: Check out to remote site” to create the paging slip
		2. Scan the barcode
		3. Click ok on the dialog box that comes up
		4. Sierra should now display the InnReach information, at the top of that screen click Print
		5. Retrieve the slip from the printer, highlight the stop number, fold it in half, and place in the book
		6. Repeat for each item