

Title Paging on Mobile Worklists

After signing in on Mobile Worklists with your Sierra username and password, Title Paging is available on the home screen.

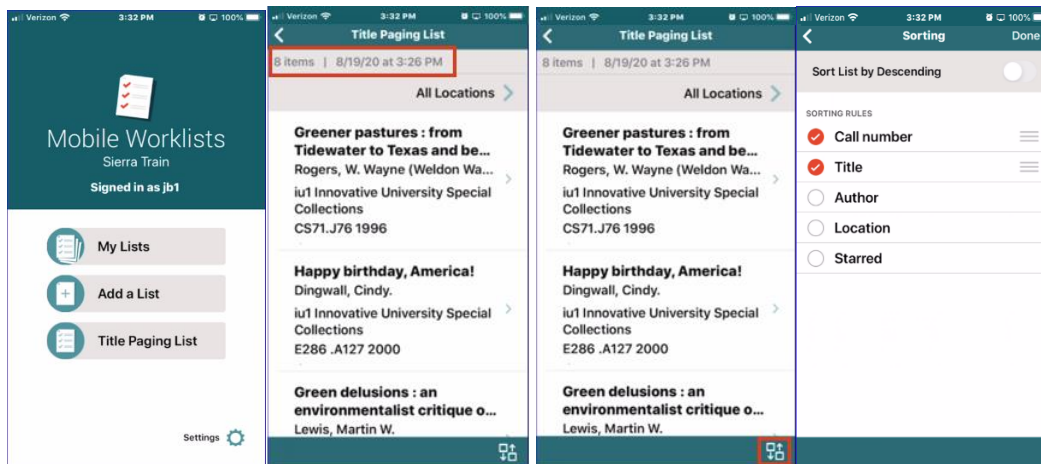
Title Paging List displays the items that are to be paged at the library. Note that a background process that typically runs at 7:00AM, 10:00AM and 2:00PM updates the list. Any new holds placed after the current run will be included in the next scheduled batch – the view is not live.

View the current paging list by clicking the Title Paging List Button on the Main Menu screen.

At the top, there is a summary of the number of items to page and the date/time of last update. The default is to include all locations in the branch. The location should be based on the library associated with your login. Where you see all locations below, you will see your own library's name.

Lists can be scrolled up or down with a swiping motion.

Your list can be sorted by clicking the sort icon at the bottom right corner of your screen. If choosing multiple sort conditions, use the hamburger on the right to determine primary sort, secondary sort, etc.. In this example, the list is sorted in Call Number order. If more than one entry shares the same call number, then sub-sort by Title. On the summary screen swipe right to mark or star an entry.

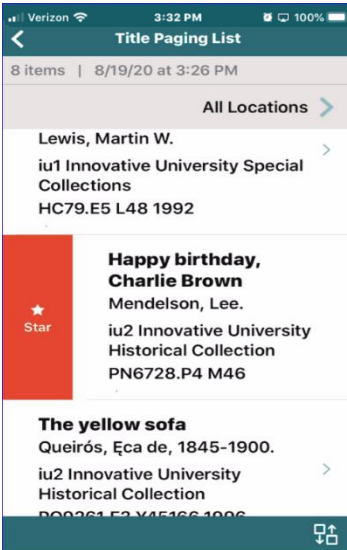


Selections

- Select the star on the bottom left to mark the item without checking it in.
- Select the checkmark on the bottom right to display the check in option.

Checking in Items with Mobile Worklist (Not Recommended)

The reason that we are currently suggesting that you not use this feature is that it is not yet ready to provide printing. **Neither Holdshelf Slips nor transit slips are produced when checking items in via Mobile Worklists.** However mobile worklists can still support paper free paging lists. You can use mobile worklist as a pull list marking off the items that have been found with a star. You would then port the items to the circ desk to check in and print the Holdshelf and Transit Slips. **Only properly printed transit slips can be put in the MHLS delivery.** Our delivery system moves a high volume of items each day, and consistent, clearly printed delivery slips are important to the success of the delivery operations.



A starred item

Using the star is a means of selecting the item. It can be done with a swipe to the right. A starred item in your app display is not starred for others in their app display. Unfortunately, once pulled your list is a copy of a static list that remains in place until the next list is run.

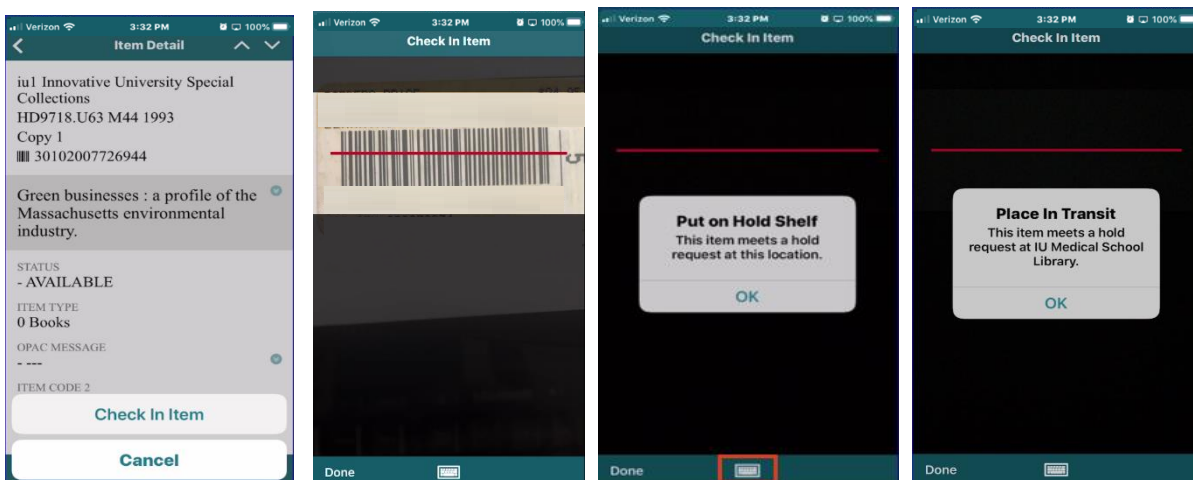
What happens if you do checkin? – Because inquiring minds will want to know, and we hope that print will be added at some point.

Checking in the item will place the item on the holdshelf, if it fills a hold at your location. It will put it in Transit if it is filling a hold at another location.

Select “Check In Item” to check the item in. With the device camera, you can check in the item by scanning the barcode. If the camera is unavailable or the barcode is not scannable, select the keyboard at the bottom of the

screen to type in the barcode number. If the item it to be picked up at a different location based on the above criteria, it will be set in transit.

On the summary screen, the list can be sorted by one or more conditions. Select the symbol on the bottom left.



It is possible to check in items when you find

And swipe left to check the item in from the summary screen.

