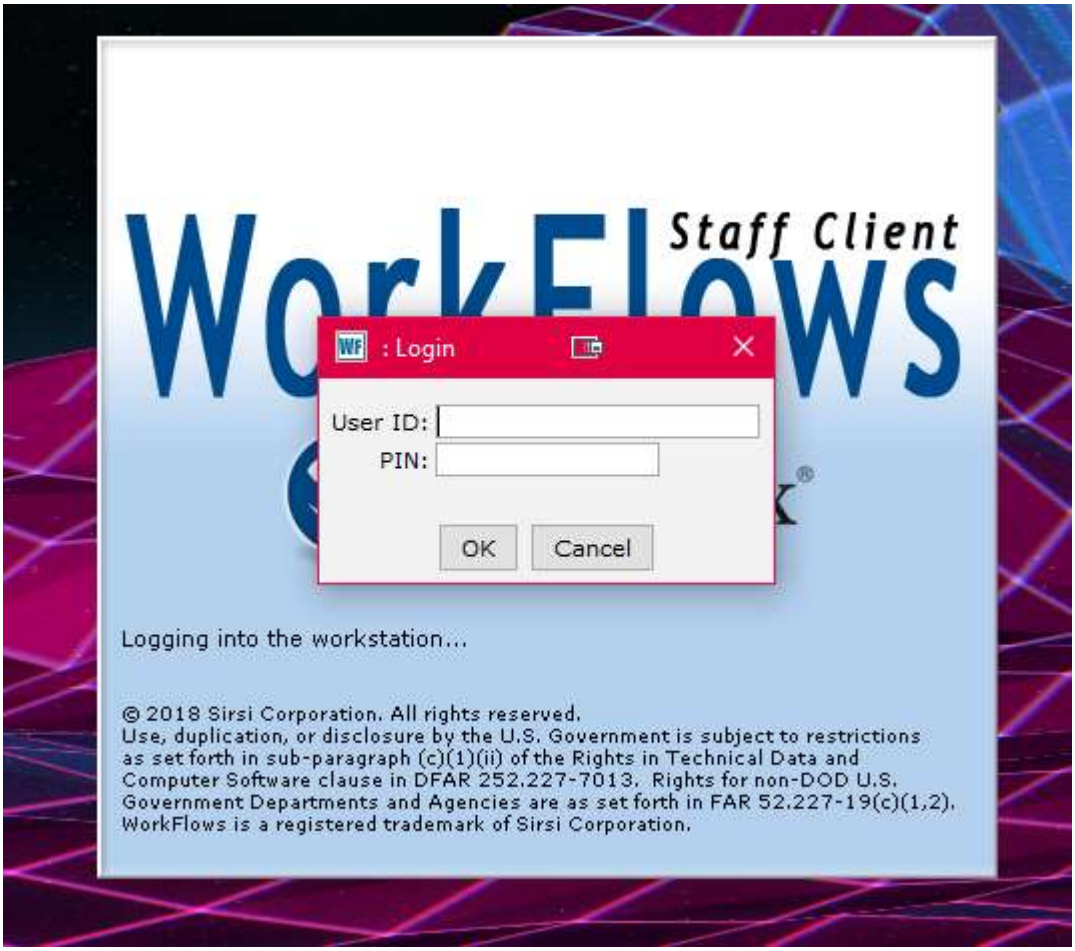
How to print notices

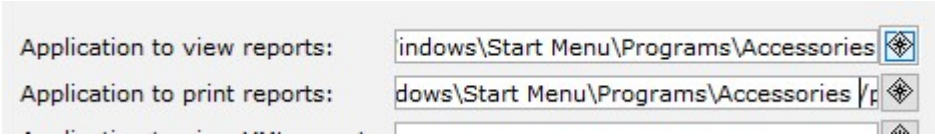
1) Login to workflows



2) Select reports
   Then select report session

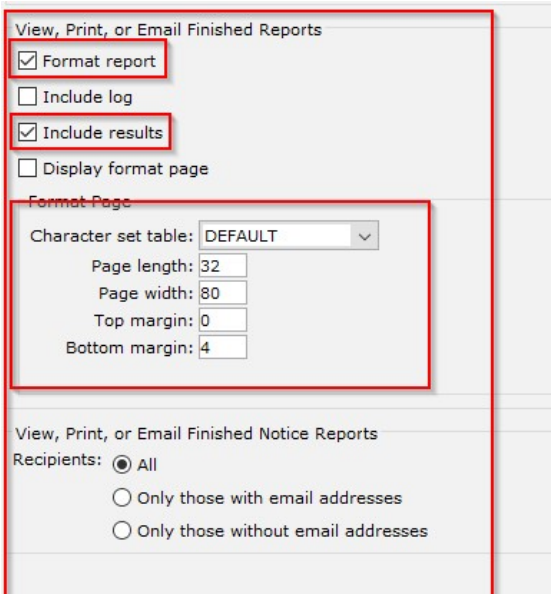


3) In report session you wil see applications to view reports. C:\ProgramData\Microsoft\Windows\Start Menu\Programs\Accessories and the application to print reports is the same location just ad a /p

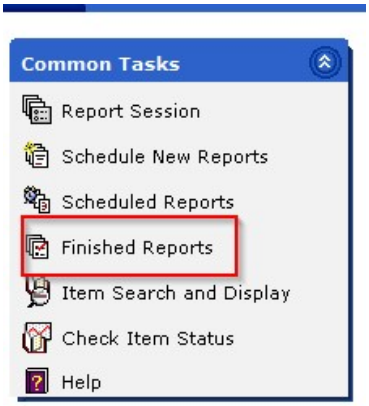


This will then give you the ability to see notices in workflows.

4) Adjust to settings to match the printer. You want to format report and include results but do not include the log. The page length and width margins will depend on the type of printer you will want to print from to print out the notices



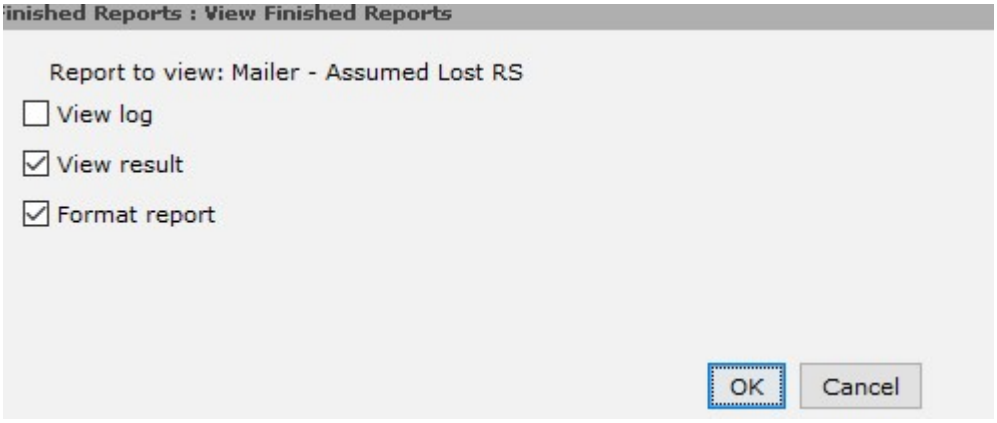
5) Go into the finished reports and you will see the screen , just go ahead and continue



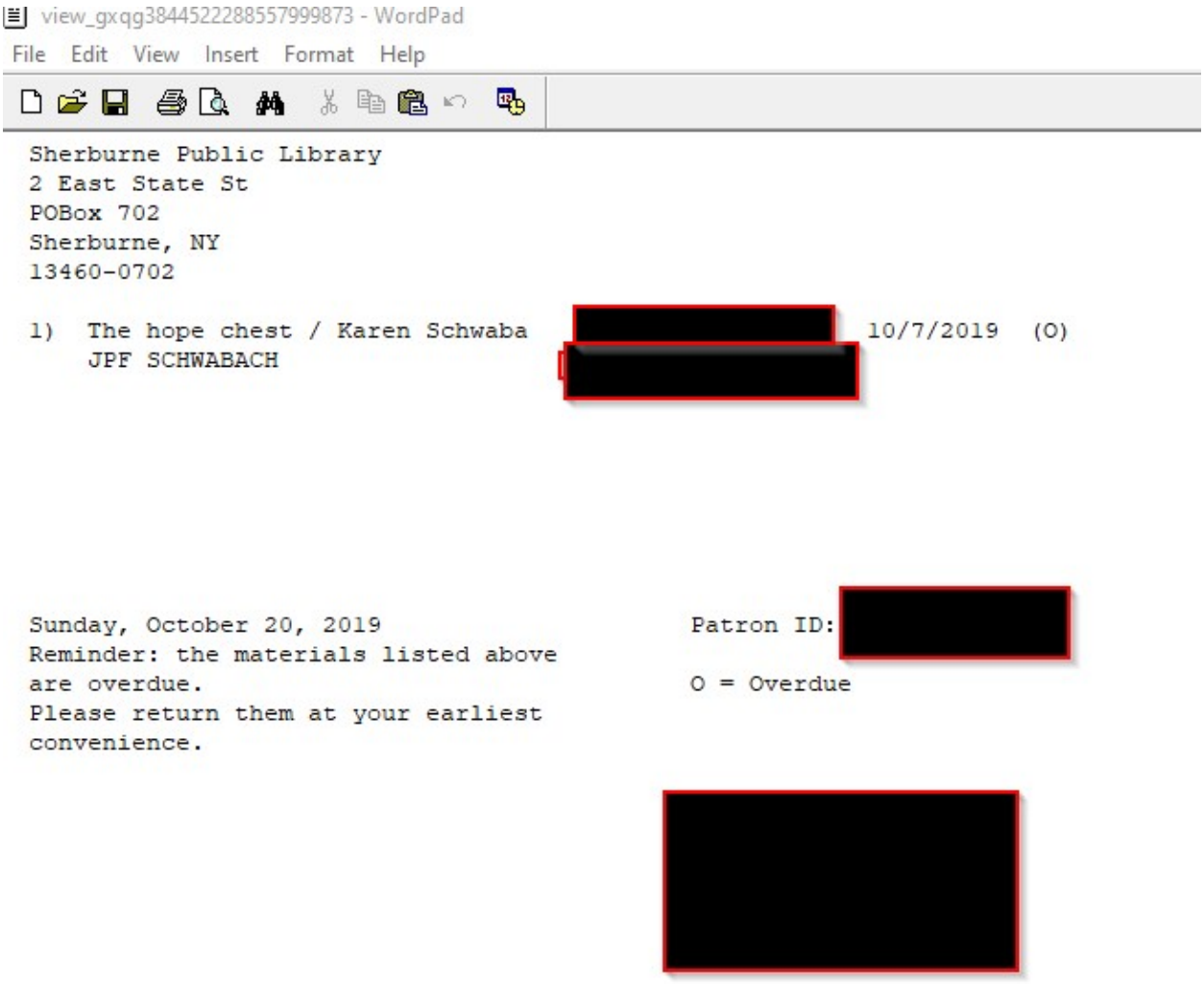
6) Select the notice that you want to print out and select view.



Make sure these items are checked and then select ok



You will see notepad document pop up

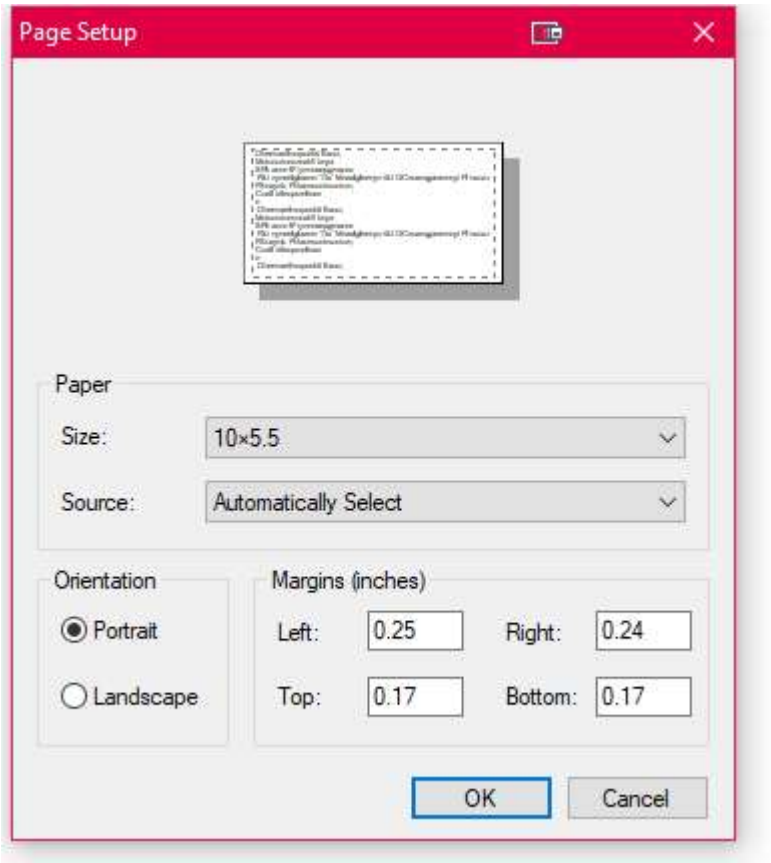


7) Go to print preview to see how it is going to look.



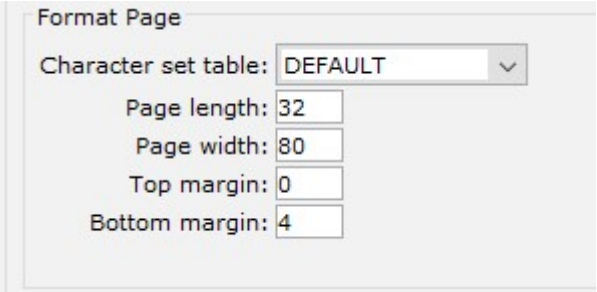
Notice the invisible line on the top. You will want to make sure that it lines right up to the top and not over the bottom or top line. This means the paper has the correct margins. You will want to check multiple notices to make sure this the case.

8) 99%, it is not so you will have to make adjustments in the margins. Close the notices and select page setup by the print preview. You should see this prompt.



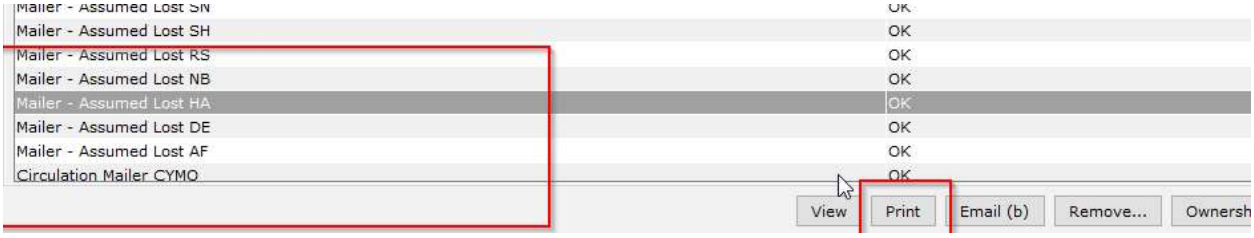
Generally, you will want to make sure these are similar or close to the settings in the picture as far as margins.

9) Once those are set go back to report session and configure the format page area. Adjust the settings and repeat 5,6,7 again until they are all aligned. This is dependent on the printer manufacturer and can vary. This is more of an art then a science.



Last STEP

10) When the print preview is aligned properly and the pages don't run over each other, select a notice report in the finished and select print.



It should print out correctly and that is how you setup the print notices for your library. If you need any assistance, please remit all questions to automation. Once it is set correctly take notes of the margins and format. It WILL come in hand later.