Printing and processing NEOcirc paging slips

From the Sierra main menu click on Notices on the left side bar
Type initials and password if necessary
Make sure NEOMED is selected
Select Item paging slips
Click on Prepare Notices
Select local printer print okay
print
Click on Send Notices
Click on OK
Click OK to Send entries # - # to print
Make sure the notices have printed properly before clicking on Yes to Clear all notices
Once the paging slips have been printed, retrieve the books from the stacks.
From the Millennium main menu scroll click on Check In on the left side bar
Key or scan the book barcode
Click No to Print slip to place in book
Place an OhioLINK removable label on the front cover of the book. For books that have been requested by NEOMED patrons, place book on the hold shelf behind the circulation desk. Set aside the books that have been requested by a patron of one of the hospital libraries, these will be packed for the NEOMED courier.