

Print Labels Queue

The Print Labels screen is where you manage the labels that are to be printed.

To access the Print Labels screen, select **Modules > Cataloguing > Print Labels Queue**, or, click on the **Print labels in queue** link when in the **Locations table** of any record.

 Note that the Print Queue is individual to each user - there is no global queue that is seen by everybody.

The screen displays a list of all the titles and copies in the queue, as follows:

Print Labels In Queue Powered By: [SoutronGLOBAL](#)

Library	Office	Barcode	Shelf Reference	Date Added
☰ Title: Harry Potter and the chamber of secrets				
<input type="checkbox"/>	Main Library	Derby	345	03/06/2011 12:45:14
<input type="checkbox"/>	Main Library	Derby	M.000012	03/06/2011 12:45:14

Actions

- Print selected labels
- Remove selected items
- Clear print queue
- Close

Selection

- Select all
- Clear selection

Filters

- Expand All
- Collapse All
- Filter by Office: [All Offices]
- Filter by Library: [All Libraries]

By default the system shows you the items in the print queue for the logged in user's office.

 The default value is determined in System Configuration Maintenance ([Common Settings](#)).

To select another office or "All Offices", click the drop-down list. The same applies to the Library which is dependent on the office selected.

If you have a large list, use the "Expand All" or "Collapse All" option to hide the items accordingly.

Print selected Labels

1. Select the copies for which you want to print labels, by ticking the box next to the copy, or click **Select All** in the Actions menu.
2. Click **Print selected labels** in the Actions menu, which takes you to the [Print report screen](#).

Remove selected items

To remove one or more items from the list to be printed (ie you do not want to print them or you have already printed them), select them and click **Remove selected items** in the Actions menu. The item(s) will be removed immediately.

Clear print queue

To remove all items from the print queue, click **Clear print queue** in the Actions menu.

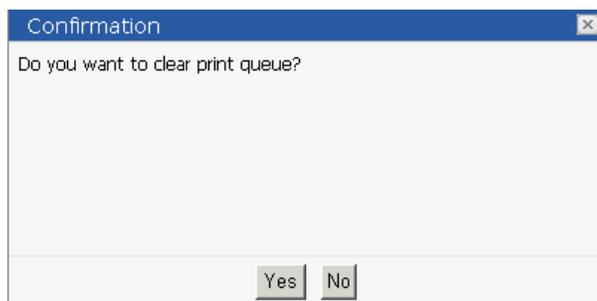
All items will be removed and you will not be able to retrieve them.

 Note that copies added to the print queue will remain in the queue until you clear them.

Close

This takes you back to the screen you were in before.

You will be asked if you want to clear the print queue: select **Yes** or **No** as appropriate.



Experiencing problems with cataloguing? See the [Troubleshooting Guide](#).