

Printouts Queue in Alma

The Printouts Queue page in Alma lists all documents that Alma has sent to the printer via email. In the SCF IZ, these documents are primarily Pull Slips.

Go to **Admin > Printing > Printouts Queue**

Be sure to choose the correct filter options at the top left-hand side of the screen : **Printed by = ALL** and **Status = ALL**

The screenshot shows the Alma Printouts Queue interface. At the top, there are navigation tabs: Alma Production, Acquisitions, Resources, Discovery, Fulfillment, and Admin. The main header displays 'Printouts Queue (1 - 50 of 60)'. Below the header, there are filter options: 'Printout: All', 'Printed By: All', and 'Status: All'. The table below lists the printouts with columns for Printout, Date, Size, Source, Printer, and Status.

Printout	Date	Size	Source	Printer	Status
1 <input type="checkbox"/> Pull Slip	07/28/2025 24:04:25 EDT	4.8kb	API, Ex Libris	WRLC Print	Printed
2 <input type="checkbox"/> Pull Slip	07/28/2025 24:04:24 EDT	4.9kb	API, Ex Libris	WRLC Print	Printed
3 <input type="checkbox"/> Pull Slip	07/28/2025 24:04:23 EDT	5.0kb	API, Ex Libris	WRLC Print	Printed
4 <input type="checkbox"/> Pull Slip	07/28/2025 24:02:31 EDT	4.7kb	API, Ex Libris	WRLC Print	Printed
5 <input type="checkbox"/> Pull Slip	07/28/2025 24:00:32 EDT	4.7kb	API, Ex Libris	WRLC Print	Printed
6 <input type="checkbox"/> Pull Slip	07/27/2025 12:59:47 EDT	4.8kb	System	WRLC Print	Printed

Some helpful things to keep in mind about the Printouts Queue

- When a document has a **Status of *Printed***, it means that the slip was sent via email to the printer. It doesn't necessarily mean that the slip was printed by the printer, it only means the email was sent by Alma.
- Information in the **Source** column can give us clues about the origin of each Pull Slip:
 - If the Source of a document is **API, Ex Libris**, it means the document was created by the SCF Remote Storage App; these requests are sent to the SCF IZ twice per day, at midnight and at noon.
 - If the Source of a document is **System**, it is a Pull Slip requesting a WRLC Shared Monograph; these requests can be sent to the SCF IZ at any time of the day.

Printouts Queue (1 - 50 of 60)

This close-up screenshot highlights the 'Source' column in the Printouts Queue table. The rows shown are 4, 5, 6, and 7. The 'Source' column values are 'API, Ex Libris', 'API, Ex Libris', 'System', and 'API, Ex Libris' respectively.

Printout	Date	Size	Source	Printer	Status
4 <input type="checkbox"/> Pull Slip	07/28/2025 24:02:31 EDT	4.7kb	API, Ex Libris	WRLC Print	Printed
5 <input type="checkbox"/> Pull Slip	07/28/2025 24:00:32 EDT	4.7kb	API, Ex Libris	WRLC Print	Printed
6 <input type="checkbox"/> Pull Slip	07/27/2025 12:59:47 EDT	4.8kb	System	WRLC Print	Printed
7 <input type="checkbox"/> Pull Slip	07/27/2025 12:00:43 EDT	4.7kb	API, Ex Libris	WRLC Print	Printed

- You have the option to Preview each document sent to the print. Go to the **ellipsis button (...)** to the right hand side of each document, then click **Preview**.

Letter Preview

Article/ Chapter

**SCF:AS36 .G3 1984
WRLC Storage Circulating**

**U.S. agriculture in the world economy : a
stochastic coefficients approach /
By: Conway, Roger K.**

Requested: 07/25/2025

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Due Date: _____

Tvne: Partial

Print Done

07/25/2025 24:01:25 EDT	4.8kb	API, Ex Libris	WRLC Print	Printed
07/25/2025 24:01:19 EDT	4.8kb	API, Ex Libris	WRLC Print	Printed
07/25/2025 24:01:15 EDT	4.8kb	API, Ex Libris	WRLC Print	Printed
07/25/2025 24:01:12 EDT	4.8kb	API, Ex Libris	WRLC Print	Printed

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