

WRLC Storage Reshelving Procedures for ARCHIVAL MATERIALS

1. Scanning Procedures

- Aim scanner and press the trigger to scan each barcode
 - Scan the shelf location barcode on the shelf then the item barcode on the box.
 - If more than one box need to go on the same shelf, the shelf location barcode will need to be scanned again.

2. Retrieving Items from Scanner

- Plug the Opticon Scanner to the computer
- Click on OPN Companion Application
- Click on “get barcodes”
- A txt file titled “Barcodes” will automatically appear on desktop listing the barcodes that were just scanned
- Click on “delete barcodes” then “yes” to proceed ***THIS IS VERY IMPORTANT!**
- Click on “close” then close the window
- Open the “Barcodes” file and remove extra space at the end (be sure the cursor is at the end of the last barcode)
- Save the file as text to:

S:\Storage Refiles\Alma\Boxes and Clamshells

File name is the date that list was created along with which department and your name

Example: 3_25_22_GTSC_Clark

- Delete the “Barcodes” file ***THIS IS VERY IMPORTANT!**