

WRLC Storage Reshelving Procedures for BOOKS 2026

WRLC Storage Reshelving Procedures for BOOKS 2026

1. Scanning Procedures

Aim scanner and press the trigger to scan each barcode

- Scan the tray location barcode on the tray then the item barcode on the book.
- If more than one book need to go in the same tray, the tray 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:

C:\Users\your last name\WRLC\WRLC COMMON - Documents\1_Storage
Refiles\Alma\Books\Row x & x

File name is the date that list was created

Ex. notepad_7_12_16

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

3. Uploading reshelved items

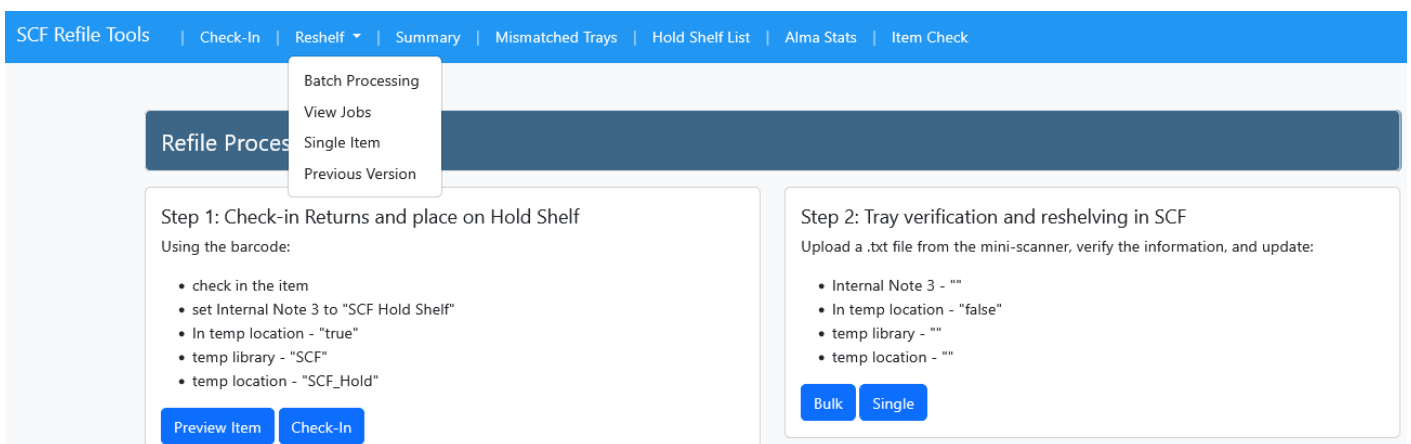
Use the SCF Processing website to upload reshelved books. If you needed to leave your desk briefly, it will be a good idea to refresh the page when you comes back before starting work to ensure everything is ready to proceed.

When items have been uploaded it means:

- The message, "SCF Hold Shelf" in Internal Note 3 has been cleared
- The Item is in temporary location has been switched to "No"
- The temporary library of "WRLC - Shared Collections Facility" has been removed
- The temporary location of "SCF Hold Shelf" has been removed

On the main menu of the SCF Processing website, go to "Refile Processing" then click on "Home".

For now, click on "Batch Processing" in the top drop-down menu.



The screenshot shows the SCF Refile Tools website interface. At the top, there is a blue navigation bar with the following links: SCF Refile Tools, Check-In, Reshelf, Summary, Mismatched Trays, Hold Shelf List, Alma Stats, and Item Check. Below the navigation bar, there is a dark blue header with the text "Refile Processing". A dropdown menu is open, showing the following options: Batch Processing, View Jobs, Single Item, and Previous Version. The main content area is divided into two columns. The left column is titled "Step 1: Check-in Returns and place on Hold Shelf" and contains the following instructions: "Using the barcode:" followed by a list of steps: check in the item, set Internal Note 3 to "SCF Hold Shelf", In temp location - "true", temp library - "SCF", and temp location - "SCF_Hold". Below the list are two buttons: "Preview Item" and "Check-In". The right column is titled "Step 2: Tray verification and reshelving in SCF" and contains the following instructions: "Upload a .txt file from the mini-scanner, verify the information, and update:" followed by a list of steps: Internal Note 3 - "", In temp location - "false", temp library - "", and temp location - "". Below the list are two buttons: "Bulk" and "Single".

Select the file that was just created after uploading the items from the portable scanner.

Click on "Start Background Analysis"

Step 2: Tray verification and reshelving in SCF

Upload Barcode File for Background Processing

Choose .txt file:

notepad_5_7_26.txt

The upload creates a background job. Monitor progress on the jobs screen.

Format should be:

Tray Barcode

Item Barcode

Tray Barcode

Item Barcode

You will see the progress of the job. In the next few screenshots they show the progress...

SCREENSHOTS

The "Check Progress" column will show how many items are being processed. It will process items 10 at a time until all are completed.

Once completed, you will see "View Checked Items" and "Complete Refile" buttons.

Click on "View Checked Items" to see a detailed listing of items that have been checked. Then click on "Back to Jobs".

If "Mismatched Tray Errors" and "Items Not Yet Checked in" do not contain errors, then you may proceed with the "Complete Refile"

When ready, click the "Complete Refile" button to finish the process.

SCREENSHOT

Applying Refile

Refile Completed

When done, the Status Column will show "Refile Completed" and the "Apply Progress" column will be filled in.

Revision #5

Created 6 May 2026 15:43:15 by Tammy Hennig

Updated 7 May 2026 14:46:15 by Tammy Hennig