WRLC Storage Reshelving Procedures for BOOKS 2026

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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_row 31and32_7_12_16

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

3. Uploading reshelved items

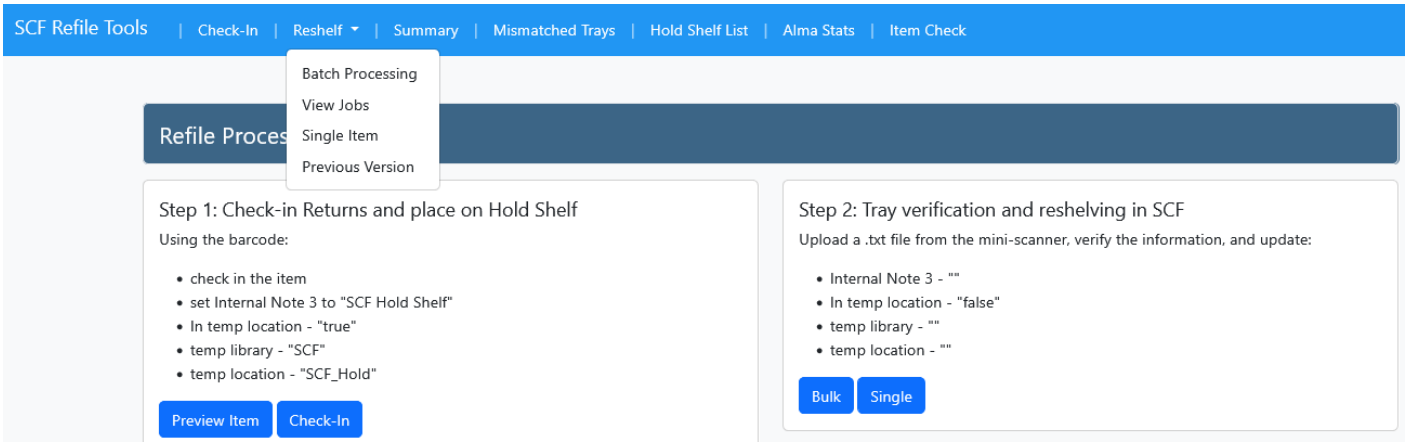
Use the SCF Processing website to upload reshelved books. If you needed to leave your desk briefly, it will be a good idea to refresh the page when you comes back before starting work to ensure everything is ready to proceed.

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

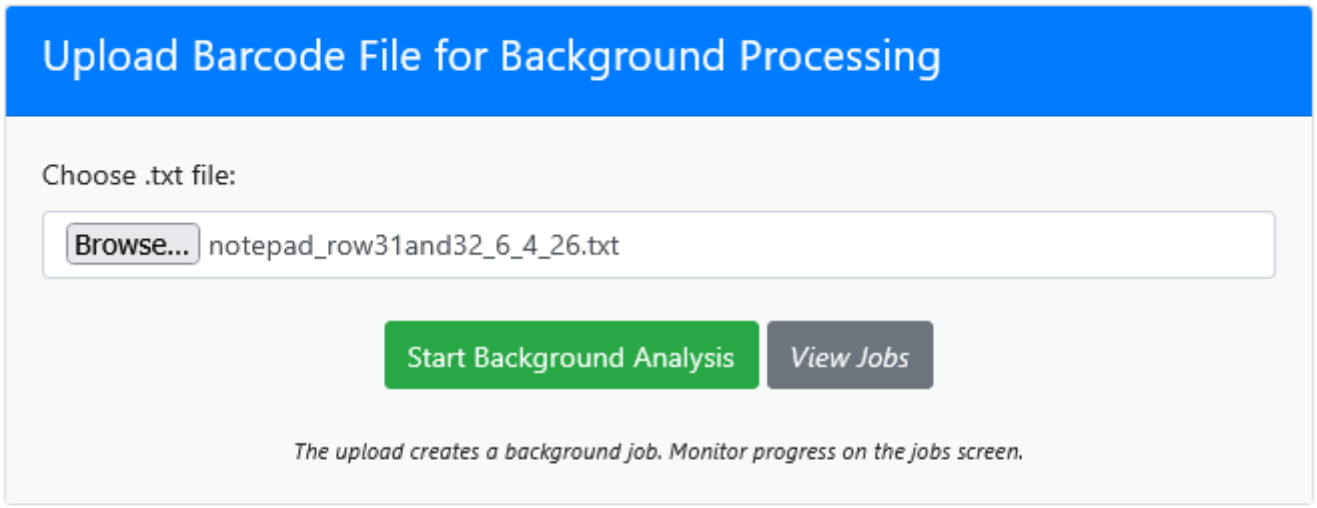
On the main menu of the SCF Processing website, go to "Refile Processing" then click on "Home".

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



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

Step 2: Tray verification and reshelving in SCF



Format should be:
Tray Barcode
Item Barcode
Tray Barcode
Item Barcode

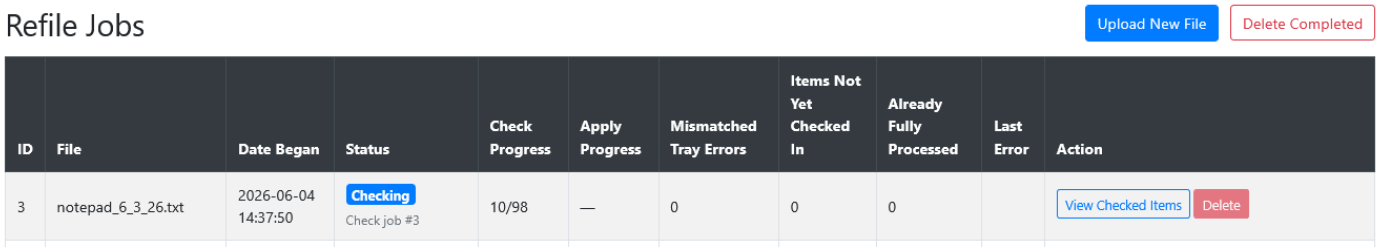
Click on "Start Background Analysis"

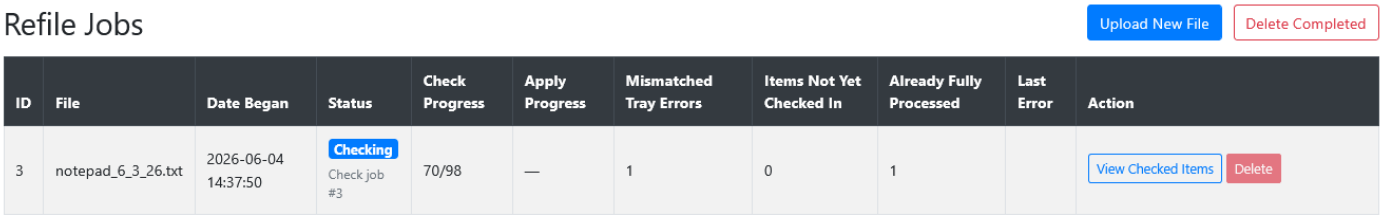
You will see the progress of the job. In the next few screenshots they show the progress...

Checking, Ready to Refile

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

Job in progress...





All done!

Refile Jobs

Upload New File | Delete Completed

ID	File	Date Began	Status	Check Progress	Apply Progress	Mismatched Tray Errors	Items Not Yet Checked In	Already Fully Processed	Last Error	Action
3	notepad_6_3_26.txt	2026-06-04 14:37:50	Ready to Refile Check job #3	98/98	—	1	0	2		View Checked Items | Complete Refile Delete

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

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

Mismatched Tray Errors

If a number shows up in the "Mismatched Tray Errors" column, click on "View Checked Items"

Locate the problematic item and retrieve the item then give it to the supervisor. Proceed with the refile.

59	R29M14S 02T02	3902001 7039499	39020017 039499X	The community of the beautiful : a theological aesthetics /	R29M14S 02T02	SCF Hold Shelf	checked_in	analyzed	Yes	
61	R29M15S 08T01	3902001 0263591	39020010 263591X	The necessity of atheism and other essays /	R29M15S 18T01	SCF Hold Shelf	checked_in	analyzed	No	Tray barcode does not match Alma Internal Note 1.
63	R29M15S 21T04	3902002 6028889	39020026 028889X	The metaphysics of the incarnation /	R29M15S 21T04	SCF Hold Shelf	checked_in	analyzed	Yes	

Click on "Back to Jobs" to resume the refile.

Items Not Yet Checked In

If a number shows up in the "Items Not Yet Checked In" column, click on "View Checked Items"

Locate the problematic item and retrieve the item then give it to the supervisor. Proceed with the refile.

109	R31M22S 05T07	3288400 2718822	32884002 718822X	The return of the king : being the third part of The lord of the rings /	R31M22S 05T07	SCF Hold Shelf	checked_in	analyzed	Yes	
111	R31M22S 15T03	3288200 9540272	32882009 540272X	On edge : the crisis of contemporary Latin American culture /	R31M22S 15T03		checked_out Due: 2026-05-31T04:00:00Z NORMAL	analyzed	No	Already fully processed.
113	R31M23S 02T11	3288400 2403185	32884002 403185X	Post Milan ASL & English literacy : issues, trends, & research, conference proceedings, October 20-22, 1993 /	R31M23S 02T11	SCF Hold Shelf	checked_in	analyzed	Yes	

Click on "Back to Jobs" to resume the refile.

Already Fully Processed

If a number shows up in the "Already Fully Processed" column, at this point disregard this.

This may means that "SCF Hold Shelf" was never applied to Internal Note 3. But since the items are showing up on the list, it is safe to assume that they were just placed into the trays.

Click on "Back to Jobs" to resume the refile.

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

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

Applying Refile Refile Completed

Job in progress...

Refile Jobs

Upload New File Delete Completed

ID	File	Date Began	Status	Check Progress	Apply Progress	Mismatched Tray Errors	Items Not Yet Checked In	Already Fully Processed	Last Error	Action
3	notepad_6_3_26.txt Items have been previewed and Updates Applied. Ready to reshelf.	2026-06-04 14:37:50	Applying Refile Apply job #4	98/98	0/95	1	0	2		View Checked Items Refile In Progress Delete

All done!

Refile Jobs

Upload New File | Delete Completed

ID	File	Date Began	Status	Check Progress	Apply Progress	Mismatched Tray Errors	Items Not Yet Checked In	Already Fully Processed	Last Error	Action
3	notepad_6_3_26.txt Items have been previewed and Updates Applied. Ready to reshelf.	2026-06-04 14:37:50	Refile Completed Apply job #4	98/98	95/95	1	0	2		View Checked Items | View Completed Items Refile Already Completed | Delete

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

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