

# 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

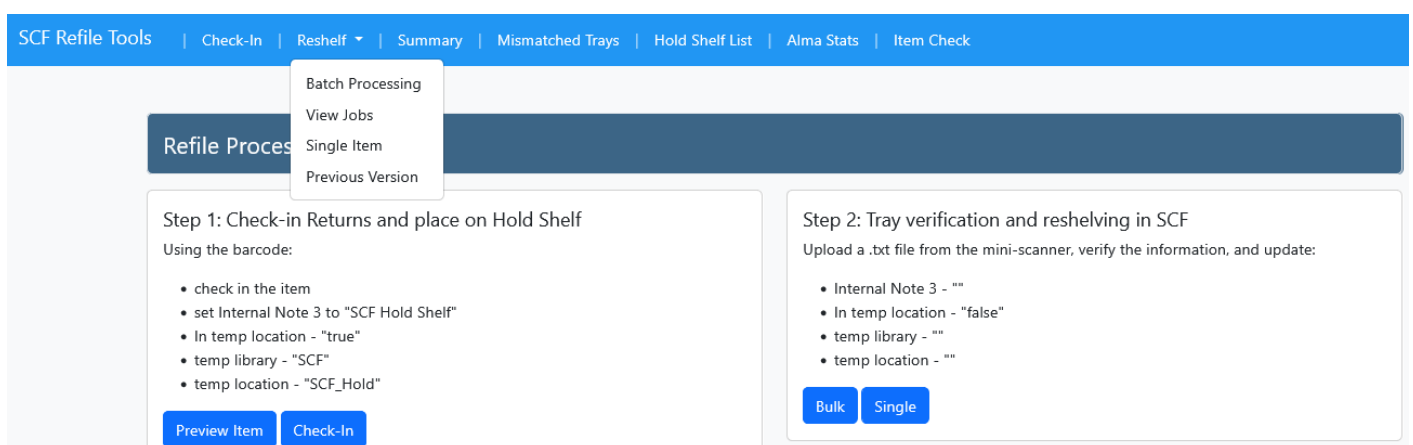
Use the SCF Processing website to upload reshelved books. If you needed to leave your desk briefly, it will be a good idea to refresh the page when you comes back before starting work to ensure everything is ready to proceed.

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.



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 actions: 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 actions: 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.

# Step 2: Tray verification and reshelving in SCF

## Upload Barcode File for Background Processing

Choose .txt file:

notepad\_row31and32\_6\_4\_26.txt

[Start Background Analysis](#)

[View Jobs](#)

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

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...

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	<b>Checking</b> Check job #3	10/98	—	0	0	0		<a href="#">View Checked Items</a> <a href="#">Delete</a>

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	<b>Checking</b> Check job #3	70/98	—	1	0	1		<a href="#">View Checked Items</a> <a href="#">Delete</a>

# 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	<span style="background-color: green; color: white; padding: 2px;">Ready to Refile</span> <small>Check job #3</small>	98/98	—	1	0	2		<a href="#">View Checked Items</a> <a href="#">Complete Refile</a> <a href="#">Delete</a>

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	<a href="#">39020017039499</a>	39020017 039499X	The community of the beautiful : a theological aesthetics /	R29M14S 02T02	SCF Hold Shelf	<span style="background-color: green; color: white; padding: 2px;">checked in</span>	<span style="background-color: blue; color: white; padding: 2px;">analyzed</span>	<span style="background-color: green; color: white; padding: 2px;">Yes</span>	
61	R29M15S 08T01	<a href="#">39020010263591</a>	39020010 263591X	The necessity of atheism and other essays /	<span style="color: red;">R29M15S 18T01</span>	SCF Hold Shelf	<span style="background-color: green; color: white; padding: 2px;">checked in</span>	<span style="background-color: blue; color: white; padding: 2px;">analyzed</span>	<span style="background-color: gray; color: white; padding: 2px;">No</span>	Tray barcode does not match Alma Internal Note 1.
63	R29M15S 21T04	<a href="#">39020026028889</a>	39020026 028889X	The metaphysics of the incarnation /	R29M15S 21T04	SCF Hold Shelf	<span style="background-color: green; color: white; padding: 2px;">checked in</span>	<span style="background-color: blue; color: white; padding: 2px;">analyzed</span>	<span style="background-color: green; color: white; padding: 2px;">Yes</span>	

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

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 mean 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	<span>Applying Refile</span> Apply job #4	98/98	0/95	1	0	2		<a href="#">View Checked Items</a> <a href="#">Refile In Progress</a> <a href="#">Delete</a>

## 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 reshef.	2026-06-04 14:37:50	<b>Refile Completed</b> Apply job #4	98/98	95/95	1	0	2		<a href="#">View Checked Items</a> <a href="#">View Completed Items</a> <a href="#">Refile Already Completed</a> <a href="#">Delete</a>

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

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