

# 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!**

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