A Simple way to print Shipping Labels in Wiscat (Interlibrary Loan software)

1. After you are logged into your account, from the "Staff Dashboard", click the "Print Shipping Labels" under the ILL Admin heading and Lender section.

2. If all Labels are printed, nothing will show up because of the defaults. So, use the drop-down box next to the "Include:" heading and select the correct item from the list based on where the request status is in Wiscat.
   > EX: If the item is only shipped, select the "Shipped" status, if the item is returned, select the "Returned" status, or the one I use most often and it will give you the most results, especially if you don't know what status the item is in, select the "Both Shipped and Returned" from the drop-down box.

3. Use the drop-down box next to the "View:" heading and select the correct item from the list. Again, I usually select the "Both printed and unprinted" category the most.

4. Your list will appear. The list is alphabetical by title, so it's easy to search. You can use the Sidebar on the right side of your screen to scroll down.

5. Click the white box next to the shipping label you want to print. (you can select many or just one)

6. Click the "Format to Print" box at the top right of the screen.

7. The print box should appear. Click the printer icon in the lower right corner. Then click the Print button.

8. Note: Shipping labels can only be printed if it hasn't been printed yet, or if the Wiscat request is in the "Shipped" status or the "Returned" status. If the request is in any other status, it will not appear in your list. If the request has been "Completed," you won't need a Shipping Label anyway.