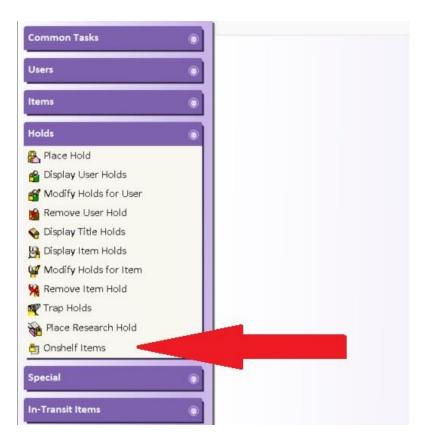


Sorting the Onshelf Items List Cheat Sheet

Last updated October 24, 2024

Open the Onshelf Items Wizard. This is the last Wizard in the Holds Group.



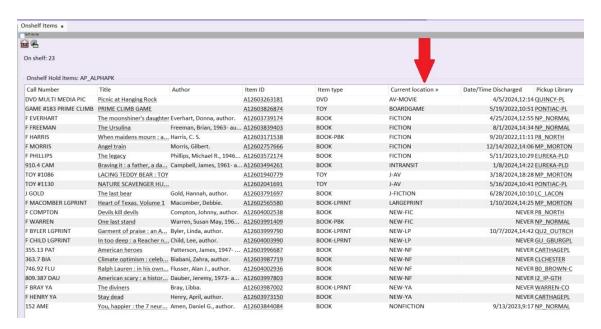
Sort by Current Location

Helpful for grouping items in shelving location order.

Click the column heading Current Location.



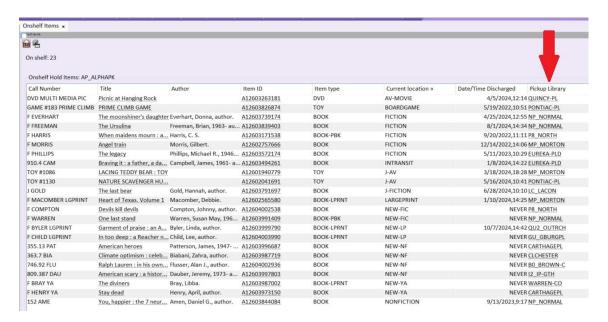
Now items are grouped by shelving location.



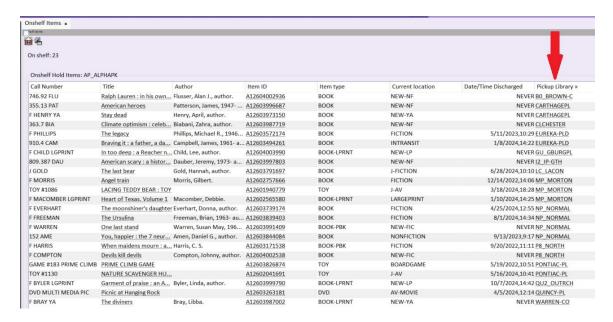
Sort by Pickup Location

To pull items for pickup in your location first.

Click the column heading Pickup Library.



Now items are grouped by Pickup Library.



If you have any questions, you can reach RSA at help@rsanfp.org or by phone at 866-940-4083.