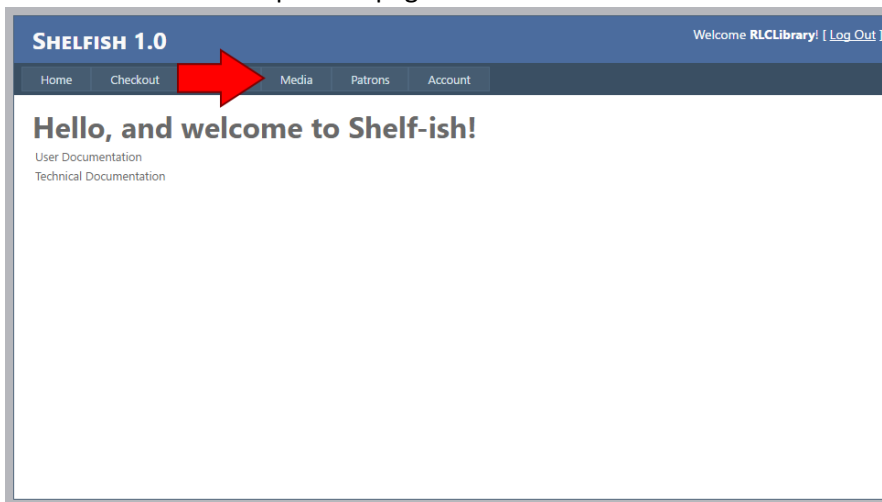
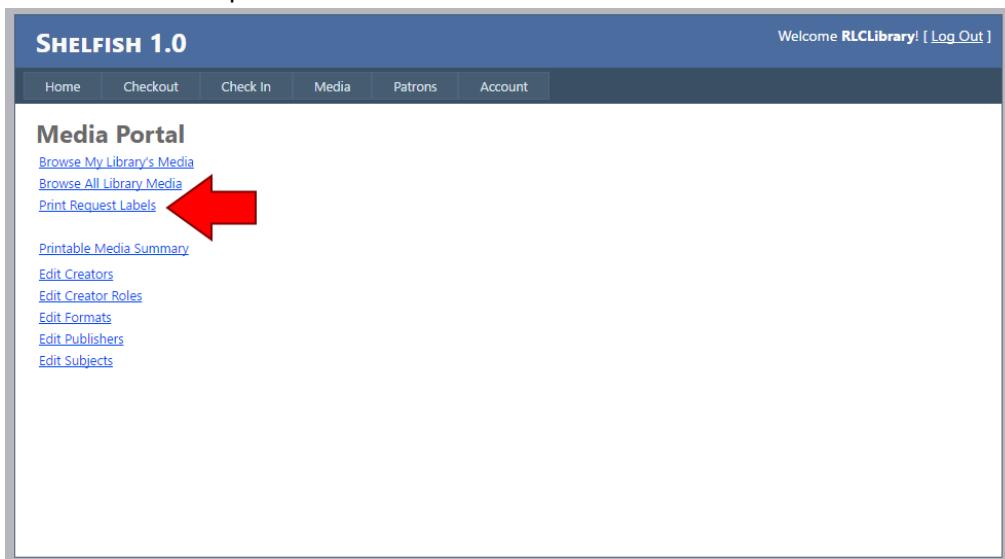


Managing Requests

1. Click “Media” at the top of the page.



2. Click the “Print Request Labels” link.



- From here, you can use the dropdown box to select different media that has been requested, and the shipping label will appear in the report viewer below.

The screenshot displays the SHELFISH 1.0 web application. At the top, a blue header bar contains the title "SHELFISH 1.0" and a welcome message "Welcome RLCLibrary! [Log Out]". Below the header is a navigation menu with tabs for "Home", "Checkout", "Check In", "Media", "Patrons", and "Account". The "Media" tab is currently selected. The main content area shows a form for media management. At the top of this form, there is a "MediaID:" dropdown menu set to "10023" and a "Mark As Shipped" button. Below this is a search bar with "1" entered, and "Find | Next" buttons. A list of shipping addresses is displayed, with the first address selected and highlighted in yellow. The selected address is: "Rend Lake College Library", "468 Ken Gray Pkwy", "Ina, IL", "United States", "62812". The second address, "Benton Public Librai", "502 S. Main St.", "Benton, IL", "United States", is partially visible below it. A scrollbar is on the right side of the address list.

- After packaging the media and printing the label, click the "Mark as Shipped" button.
- Continue in this manner until all requests have been processed.