1. Sign onto Alma and choose "Resource Sharing Library" as your current desk/department.
2. Under Fulfillment, select Shipping Items.
3. Verify that "Yes" is checked off next to "Automatically Print Slip."
4. Make sure "Physical" is checked off next to "Shipping Format."
5. Scan item into the Scan Item Barcode field.
   a. Check the "Multiple Items" box if the request has more than one volume.
6. After scanning in the item, a message will pop-up that says: "Slip was printed successfully."
7. Take the printed slip and cut the label off.
   a. Stick the label and the remaining slip into the item and then place on the outgoing mail cart.