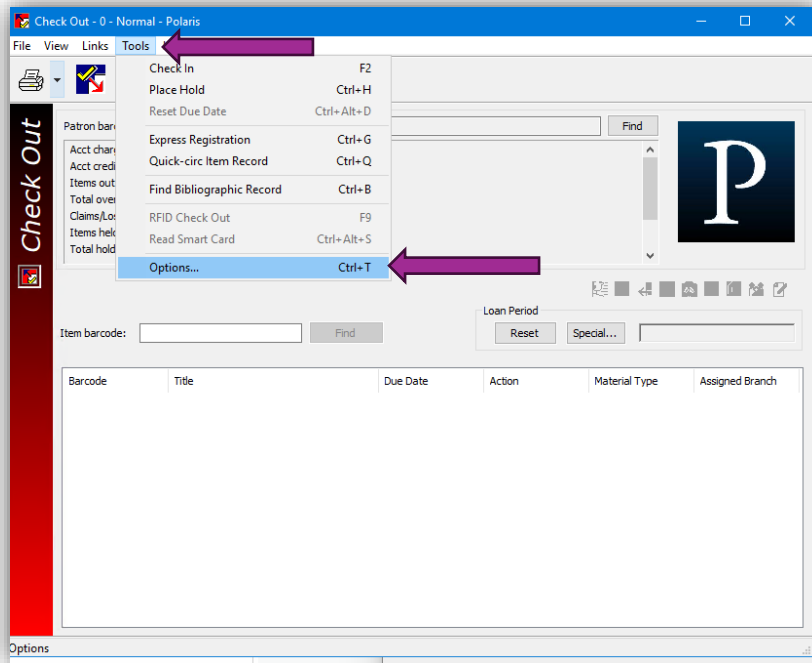


How to turn off Transit Slip printing

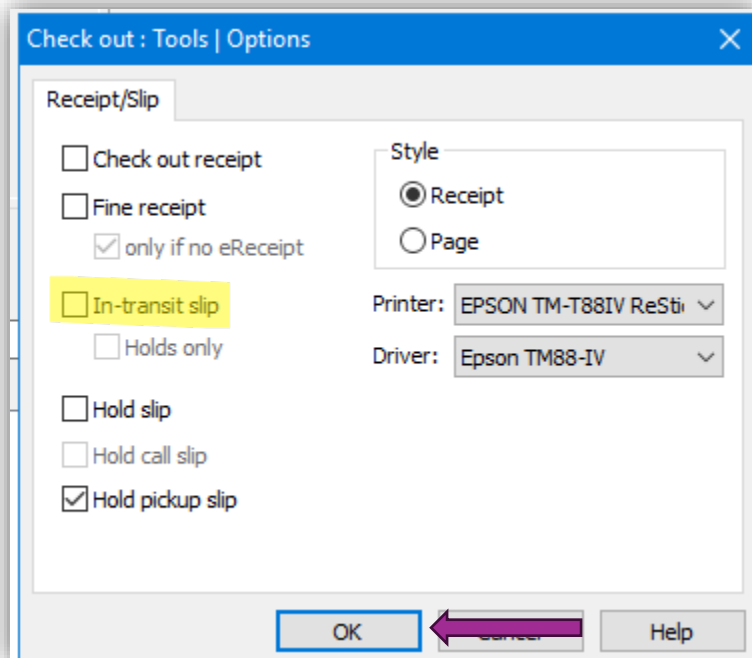
Please note this will need to be done at every workstation that prints transit slips.

In Polaris

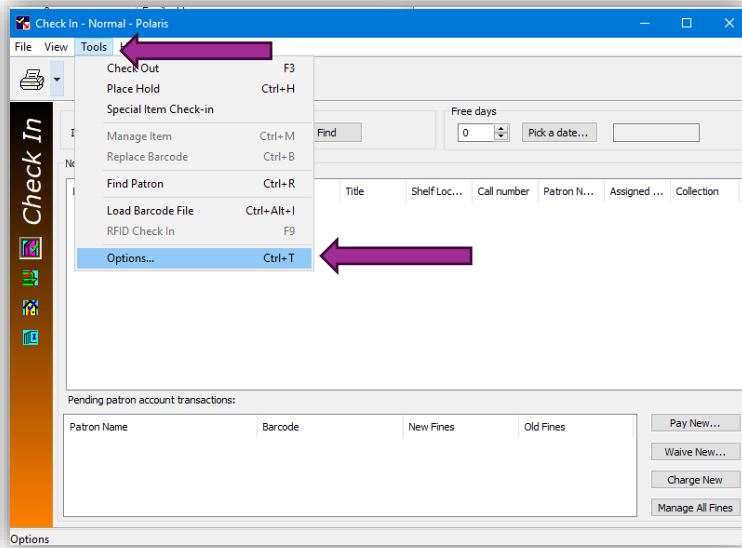
At the Check-Out window, click on Tools→Options.



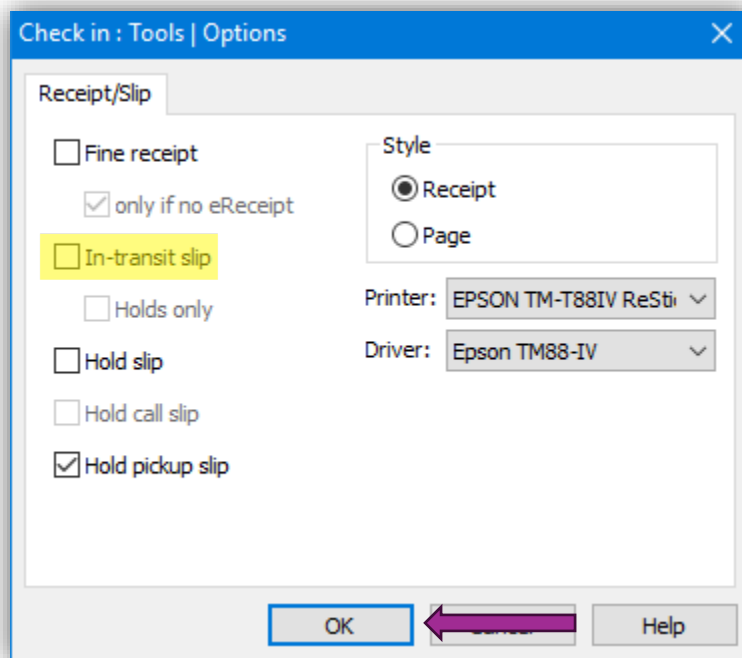
Uncheck the box labeled In-transit slip and then click on OK.



Next, go to the Check-In window, click on Tools→Options.

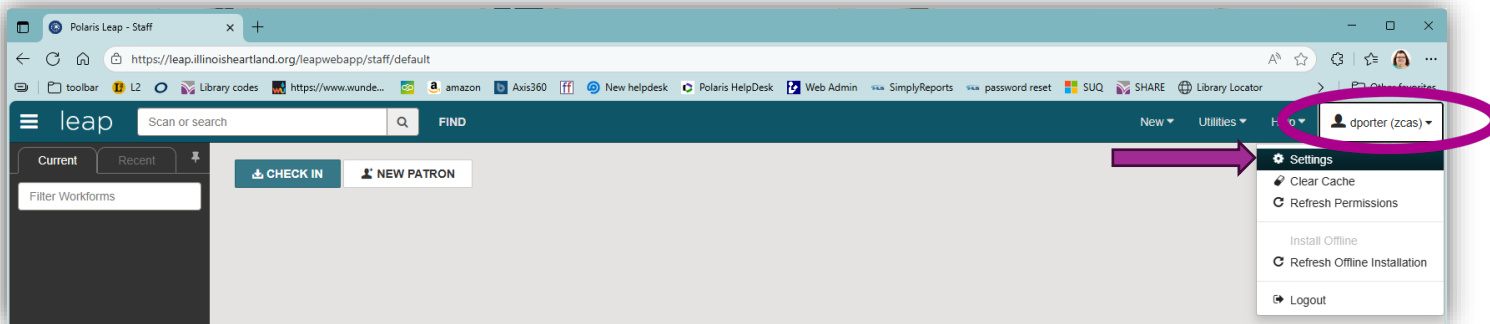


Uncheck the box labeled In-Transit slip and then click on OK.



In Leap

Click on your username in the upper-right corner to select Settings.



Uncheck the boxes for In-Transit slips and then click SAVE. Please note that not all may be marked for your location.

The screenshot shows the 'Settings' page in the Leap application. The page has a header with the title 'Settings' and three buttons: 'SAVE', 'REFRESH', and 'CLOSE'. Below the header, there are tabs for 'Print Options', 'Special Loan', and 'Workform User Defaults'. The main content area is divided into six sections, each with a list of checkboxes and radio buttons. The 'Check in' section has options for 'Fine receipt', 'only if no eReceipt', 'In-transit slip', 'Holds only', 'Hold slip', 'Hold call slip', and 'Hold pickup slip'. The 'Check out' section has options for 'Check out receipt', 'only if no eReceipt', 'Fine receipt', 'only if no eReceipt', 'In-transit slip', 'Holds only', 'Hold slip', 'Hold call slip', and 'Hold pickup slip'. The 'Patron status' section has options for 'Check out receipt', 'only if no eReceipt', 'Fine receipt', 'only if no eReceipt', 'In-transit slip', 'Holds only', 'Hold slip', 'Hold call slip', and 'Hold pickup slip'. The 'ILL requests' section has options for 'In-transit slip', 'Print ILL Slip', and 'Print ILL Pickup Slip'. The 'Hold requests' section has options for 'In-transit slip', 'Hold slip', 'Hold call slip', and 'Hold pickup slip'. The 'Item record' section has options for 'Fine receipt', 'only if no eReceipt', 'In-transit slip', 'Holds only', 'Hold slip', 'Hold call slip', and 'Hold pickup slip'. A purple arrow points to the 'SAVE' button.