Initial Set Up for Standing Search Print Operators

Before you can print standing search reports in version 16 of Aleph, you must configure the Print Daemon by adding Print IDs and associating the IDs with the Aleph Bibliographic library (HVD01). This set up will have to be done only once.

1. Adding print IDs

1. Log into any Aleph module (Acquisitions, Cataloging, or Circulation)

2. Click on the Administration tab:

   ![Administration Tab](image)

   Administration Tab - Acquisitions/Serials Module
3. Click the **Print Daemon** node under the Task Manager root (as shown above in all modules)
4. Click the **Setup** button in the upper right-hand side of the main pane to open the Print ID Setup Window:

![Print ID Setup Window](image)

Click Setup button to open print ID setup window

5. Type the **Print ID** in the “Print ID to Add” field. Always type the Print ID in capital letters. If you do not know your Print ID contact your Aleph Liaison. Consult this document for a list of Aleph Liaisons: [http://hul.harvard.edu/ois/systems/aleph/liaisons.html](http://hul.harvard.edu/ois/systems/aleph/liaisons.html)

![Print ID Setup](image)

Enter print ID

6. Click **Add**

7. Repeat for each Print ID needed

8. Click the close button when finished

Revised: September 26, 2008
2. **Setting up Print Daemon**

After adding all assigned Print IDs …

1. From the Print Daemon tab of the Task Manager screen, check off assigned Print ID(s) in top pane.

2. Check off HVD01 in bottom pane.

3. Click **Apply**.

4. Click **Close**.

Your Aleph client is now ready for batch printing.

See the document **Printing batch products in Aleph** for general instructions about printing.