**To print the pull list:**

1. In Symphony click “Onshelf Items.”
2. Click on the first row, then type Ctrl+A to highlight all and then Ctrl+C to copy
3. Open Excel Workbook “PullListMacrosPLS.xlsm” from the Desktop
4. Click the box
5. Two sheets were created: “Adult” and “Childrens”. Select the one you want to print and click print.

**Once the books have been pulled:**

**Items found:**

1. Checkin and follow the instructions on the screen.
2. Close the Excel file. DO NOT save changes to the Excel file.