

To override a print job:

Use one of the staff-designated laptops, labeled Print Management Laptop. One is located at the Borrower Services desk the other in the Research and Readers Services staff room computer cabinet.

Log in to the Chrome browser labeled TBS Portal. The link is: <http://10.1.10.20/tbsportal/>

Login is staff Password is staff

The default screen is Print. A list of the print jobs will be displayed. Select the print job by checking the box in the lefthand column.

The screenshot shows the TBS Print management interface. At the top, there is a navigation bar with 'Dashboard', 'Users', and 'Print' tabs. Below this, there are 'Print' and 'Re-Print' buttons. The main area contains a 'Print' section with filters for Card Number, Document Name, Printer, Computer, and Pages. A 'Quick Find' search box is also present. A table of print jobs is displayed with columns for Print Job Select, Submit Time, Printer, Card Number, Document Name, Computer, Pages, and Cost. Two jobs are listed, and a blue arrow points to the first job's 'Print Job Select' checkbox. Below the table are buttons for 'PRINT', 'DELETE', and 'OVERRIDE'.

Print Job Select	Submit Time	Printer	Card Number	Document Name	Computer	Pages	Cost
<input type="checkbox"/>	Jan 19, 2023 01:46:07 PM	win-mq6t4tmigui\Black and White (virtual)	dp	Gmail - SRFax Transmission Successful to 1 617-635-9306	F1-23	1	\$0.20
<input type="checkbox"/>	Jan 19, 2023 01:38:12 PM	win-mq6t4tmigui\Black and White (virtual)	mf	Microsoft Word - Document1	F1-24	1	\$0.20

Click the button to choose **PRINT DELETE OVERRIDE**. In the majority of cases, you will override the job. Click override and a box will pop up asking where to print the job.

Select your preferred printer. The print job will print at the selected printer and the job will clear from the queue.

The screenshot shows a dialog box titled 'This job may be printed at one of several possible printers. Please select a printer from the list below.' It contains a table with columns for Printers Available, Location, Printer Status, and Select Printer. Two printers are listed, both with 'OK' status and a 'PRINT' button. A 'CANCEL' button is at the bottom.

Printers Available	Location	Printer Status	Select Printer
win-mq6t4tmigui\Ground Floor Printer Release		OK	PRINT
win-mq6t4tmigui\1st FI Printer Release		OK	PRINT

Log out of the print management program by clicking logout in the top right corner.