

## Changing the receipt and/or spine label printer profile(s) to point to the updated Bibliovation URL

### URL CHANGE EFFECTIVE JUNE 1, 2022

This change has to be done manually for each icon on each PC that has one or both of the printer profiles saved as a desktop shortcut. If you need assistance, please [contact the Help Desk](#).

1. On the PC Desktop, find the icon for the printer profile you wish to change.
2. Double-click on the icon to open it.
3. In the url field (address bar) enter **https://scls.bibliovation.com/**, or enter your library's unique URL. Your library's unique URL is **<agency code>.scls.bibliovation.com**. (For example, the URL for SCLS is **https://sca.scls.bibliovation.com/**.)
4. When the screen appears, place your mouse over the name in the tab and drag it to the House icon.
5. You will get a "Set Home Page" pop-up asking "Do you want this document to be your new home page?" Click Yes.
  - a. If you prefer, you can log into Bibliovation first and then follow steps 3 and 4.
6. Log out and log back in using the icon to confirm your changes.
7. Repeat the process for other receipt and/or spine label printer icons on this and other PCs in your library.

Please note: If you have personalized your Firefox profile shortcuts, then you will have to adjust the URL change to incorporate the personalization. For assistance, [contact the Help Desk](#).