Student Barcodes – for NEW students

Purpose:
   Create barcodes for students who enroll after school has started. You can run this report for specific students, as needed or schedule it to run periodically (every two weeks, etc.)

Location:
   INFOhio tab > LBL: User Labels

Setup options:

To run for random, specific students:
   a.   User ID tab
      - Click the gadget
      - Search for student by name
      - Highlight name
      - Click the down arrow to put name in box at bottom of screen.
      - Click OK when done
   b.   Sorting tab
      - For alphabetical list – library/name/barcode
   c.   Label Options
      - Verify Patron Barcode Labels is bulleted
      - Uncheck District and School/Library if desired.

To run as needed:
   a.   User Selection tab
      - Library
      - Grade(s) or user profile for your building
      - Click on the Date created gadget (See 15.3 Tip Sheet if you need help using the Date Gadget)
         - Click AFTER
         - Select the date you last ran barcodes. You will get all students entered into the database after that date.
   b. Sorting tab
      - For alphabetical list – library/name/barcode
   c. Label Options
      - Verify Patron Barcode Labels is bulleted
      - Uncheck District and School/Library if desired

To run on a regular schedule:
   a.   Basic tab – rename report – Barcodes for New Students

   b.   User Selection tab
      - Library
      - Grade(s) or user profile for your building

- Click on the Date created gadget (See 15.3 Tip Sheet if you need help using the Date Gadget)
- Click the time period gadget.
    - Start date - Choose frequency you wish to run barcodes (2 weeks, 1 month, etc.) before report is run.
    - End date – Leave at default, date report will be run.

c. Sorting tab
    - For alphabetical list – library/name/barcode

d. Label Options
    - Verify Patron Barcode Labels is bulleted
    - Uncheck District and School/Library if desired.

e. Before you run the report, save it as a template and then schedule it to run the times you wish.

Result**:**