

User Label Report


Setting up the report

1. **Click** Schedule New Reports wizard.
2. **Select** the INFOhio tab.
3. **Select** LBL : User Labels.
4. **Click** Setup & Schedule.

Basic Information Tab

5. **Change** the Report name and/or Title if you wish.

Selection Criteria Tabs

6. **Select** options as needed – the fewer the better.
7. **Use** gadgets  to ensure correct formatting of data entry.

NOTE: *In this example, the librarian wants to create labels for 5th grade students.*

Sorting Criteria Tab

8. **Sort** as desired.

Library/Room/Name – will list alphabetical by homeroom.

Output Options Tab – Select the Platform you’re using and the type of label you want.

9. Label Options output tab

Label Type

- a. **Select** barcode labels or address labels
- b. **Select** either MAC or PC. This option must be selected correctly in order for the actual barcodes to display properly.

Label Options

- c. **Check or uncheck** to Print the School District and/or the School Library on each Label (check for yes).
- d. **Check** Insert page breaks based on the selected sort option if desired. For example, if you sorted by Teacher, a page break will be inserted before each teacher’s class. The first label displays the teacher (selected sort option) for that page.

The screenshot shows the 'Label Options' tab in a web application. The interface includes several sections: 'Label Type' with radio buttons for 'Patron Barcode Labels' (selected) and 'Patron Address Labels'; 'Label Options' with checkboxes for 'Print School District', 'Print School/Library', 'Page Breaks', 'Show User ID Barcode', 'Show User ID Barcode Value', 'Show User Alt-ID Barcode', and 'Show User Alt-ID Value'; 'Start on Label #' with a text input field containing '1'; 'Optional Text:' and 'Send Email To:' with text input fields; and 'Page Format:' with radio buttons for 'Full Page' (selected), 'Skip Column', and 'Skip Rows'. Below these is a 3x10 grid for page layout. Callouts a-i point to various elements: 'a' to the 'Patron Barcode Labels' radio button, 'b' to the 'PC' radio button, 'c' to the 'Print School/Library' checkbox, 'd' to the 'Page Breaks' checkbox, 'e' to the 'Show User ID Barcode' checkbox, 'f' to the 'Start on Label #' input, 'g' to the 'Optional Text:' input, 'h' to the 'Send Email To:' input, and 'i' to the 'Full Page' radio button.



- e. **Check** the information to be displayed on your label (by DEFAULT, the User ID barcode and value is selected). You can choose to create the barcode from the Alt-ID number. Or, if desired, you can select BOTH.
- f. **Select** the label (on the label paper/sheet) on which you want the labels to begin printing.
- g. You may **Type** an optional line of text that will appear on each label.
- h. You may email copies of the labels to the email addresses **typed** in this blank. Must be separated by commas.
- i. **Select** the format for which you want the labels printed. You can choose to have the labels print on all labels, skip the middle column or skip every other row.

Running, Viewing and Printing the Report

1. **Click** Run Now.
2. **Click** Finished Reports Tab
3. **Select** report name and **Click** view.
4. **Uncheck** 'View Log' and **Uncheck** 'Format Report' and **Click** OK.



The labels will appear in Word, Open Office or other RTF-Capable software you're using to view your reports. At this point, you can print the labels as you would any other document.

NOTE: When printing, you will see a pop-up message saying: "The margins of section 1 are set outside the printable area of the page. Do you want to continue?" **Click** "YES"

Sample Patron Address labels output:

Ashbaugh, ELIJAH (JAMES) (ELI) 123 Any Street Anytown, OH 40000	Ashbaugh, ETHAN 123 Any Street Anytown, OH 40000	Aultman, JORDAN (ANDRE) 123 Any Street Anytown, OH 40000
Bard, TAYLOR (MARIE) 123 Any Street Anytown, OH 40000	Beail, BRYANT 123 Any Street Anytown, OH 40000	Bishop, ANASTASIA (LO) 123 Any Street Anytown, OH 40000
Blyant, BRANDY 123 Any Street Anytown, OH 40000	Boyer, ELIJAH (JACOB) 123 Any Street Anytown, OH 40000	Briggs, ZACHARY (JORD) 123 Any Street Anytown, OH 40000
Burns, TORI (RAE) 123 Any Street Anytown, OH 40000	Busk, MICHAEL (JOSE) 123 Any Street Anytown, OH 40000	Buzzard, JOSEPH (ARTHUR) 123 Any Street Anytown, OH 40000
Caldwell, HALEE (MARIE) 123 Any Street Anytown, OH 40000	Cass, PAIGE (ELIZAB) 123 Any Street Anytown, OH 40000	Churchill, CHRISTOPHER CA 123 Any Street Anytown, OH 40000

Sample Patron User ID barcode output:

<p>TEST City School District TEST DLFN Elementary School Ashbaugh, ELIJAH (JAMES) (ELI)</p>  <p>22612001605555</p>	<p>TEST City School District TEST DLFN Elementary School Ashbaugh, ETHAN</p>  <p>22612002002182</p>	<p>TEST City School District TEST DLFN Elementary School Aultman, JORDAN (ANDRE)</p>  <p>22612001602107</p>
<p>TEST City School District TEST DLFN Elementary School Bard, TAYLOR (MARIE)</p>  <p>22612001609458</p>	<p>TEST City School District TEST DLFN Elementary School Beail, BRYANT</p>  <p>22612001616057</p>	<p>TEST City School District TEST DLFN Elementary School Bishop, ANASTASIA (LO)</p>  <p>22612001609300</p>
<p>TEST City School District TEST DLFN Elementary School Blyant, BRANDY</p>  <p>22612001615000</p>	<p>TEST City School District TEST DLFN Elementary School Boyer, ELIJAH (JACOB)</p>  <p>22612001609003</p>	<p>TEST City School District TEST DLFN Elementary School Briggs, ZACHARY (JORD)</p>  <p>22612001608708</p>
<p>TEST City School District TEST DLFN Elementary School Burns, TORI (RAE)</p>  <p>22612001605100</p>	<p>TEST City School District TEST DLFN Elementary School Busk, MICHAEL (JOSE)</p>  <p>22612001601208</p>	<p>TEST City School District TEST DLFN Elementary School Buzzard, JOSEPH (ARTHU)</p>  <p>22612001609607</p>
<p>TEST City School District TEST DLFN Elementary School Caldwell, HALEE (MARIE)</p>  <p>22612001604053</p>	<p>TEST City School District TEST DLFN Elementary School Cass, PAIGE (ELIZAB)</p>  <p>22612001609755</p>	<p>TEST City School District TEST DLFN Elementary School Churchill, CHRISTOPHER CA</p>  <p>22612001223953</p>

Sample Patron Alt-ID barcode output:

<p>TEST City School District TEST DLFN Elementary School Ashbaugh, ELIJAH (JAMES) (ELI)</p>  <p>160555</p>	<p>TEST City School District TEST DLFN Elementary School Ashbaugh, ETHAN</p>  <p>200218</p>	<p>TEST City School District TEST DLFN Elementary School Aultman, JORDAN (ANDRE)</p>  <p>160210</p>
<p>TEST City School District TEST DLFN Elementary School Bard, TAYLOR (MARIE)</p>  <p>160945</p>	<p>TEST City School District TEST DLFN Elementary School Beail, BRYANT</p>  <p>161605</p>	<p>TEST City School District TEST DLFN Elementary School Bishop, ANASTASIA (LO)</p>  <p>160930</p>
<p>TEST City School District TEST DLFN Elementary School Blyant, BRANDY</p>  <p>161500</p>	<p>TEST City School District TEST DLFN Elementary School Boyer, ELIJAH (JACOB)</p>  <p>160900</p>	<p>TEST City School District TEST DLFN Elementary School Briggs, ZACHARY (JORD)</p>  <p>160870</p>
<p>TEST City School District TEST DLFN Elementary School Burns, TORI (RAE)</p>  <p>160510</p>	<p>TEST City School District TEST DLFN Elementary School Busk, MICHAEL (JOSE)</p>  <p>160120</p>	<p>TEST City School District TEST DLFN Elementary School Buzzard, JOSEPH (ARTHU)</p>  <p>160960</p>
<p>TEST City School District TEST DLFN Elementary School Caldwell, HALEE (MARIE)</p>  <p>160405</p>	<p>TEST City School District TEST DLFN Elementary School Cass, PAIGE (ELIZAB)</p>  <p>160975</p>	<p>TEST City School District TEST DLFN Elementary School Churchill, CHRISTOPHER CA</p>  <p>122395</p>

Sample Patron User ID barcode output, start with label # 6:

1		
		TEST City School District TEST DLFN Elementary School Ashbaugh, ELIJAH (JAMES) (ELI) 22612001605555
TEST City School District TEST DLFN Elementary School Ashbaugh, ETHAN 22612002002182	TEST City School District TEST DLFN Elementary School Aultman, JORDAN (ANDRE) 22612001602107	TEST City School District TEST DLFN Elementary School Bard, TAYLOR (MARIE) 22612001609458
TEST City School District TEST DLFN Elementary School Beail, BRYANT 22612001616057	TEST City School District TEST DLFN Elementary School Bishop, ANASTASIA (LO) 22612001609300	TEST City School District TEST DLFN Elementary School Blyant, BRANDY 22612001615000
TEST City School District TEST DLFN Elementary School Boyer, ELIJAH (JACOB) 22612001609003	TEST City School District TEST DLFN Elementary School Briggs, ZACHARY (JORD) 22612001608708	TEST City School District TEST DLFN Elementary School Burns, TORI (RAE) 22612001605100
TEST City School District TEST DLFN Elementary School Busk, MICHAEL (JOSE) 22612001601208	TEST City School District TEST DLFN Elementary School Buzzard, JOSEPH (ARTHUR) 22612001609607	TEST City School District TEST DLFN Elementary School Caldwell, HALEE (MARIE) 22612001604053

Sample Patron User ID barcode output, Page format “skip column” selected:

TEST City School District TEST DLFN Elementary School Ashbaugh, ELIJAH (JAMES) (ELI) 22612001605555		TEST City School District TEST DLFN Elementary School Ashbaugh, ETHAN 22612002002182
TEST City School District TEST DLFN Elementary School Aultman, JORDAN (ANDRE) 22612001602107		TEST City School District TEST DLFN Elementary School Bard, TAYLOR (MARIE) 22612001609458
TEST City School District TEST DLFN Elementary School Beail, BRYANT 22612001616057		TEST City School District TEST DLFN Elementary School Bishop, ANASTASIA (LO) 22612001609300
TEST City School District TEST DLFN Elementary School Blyant, BRANDY 22612001615000		TEST City School District TEST DLFN Elementary School Boyer, ELIJAH (JACOB) 22612001609003
TEST City School District TEST DLFN Elementary School Briggs, ZACHARY (JORD) 22612001608708		TEST City School District TEST DLFN Elementary School Burns, TORI (RAE) 22612001605100
TEST City School District TEST DLFN Elementary School Busk, MICHAEL (JOSE) 22612001601208		TEST City School District TEST DLFN Elementary School Buzzard, JOSEPH (ARTHUR) 22612001609607

Troubleshooting Label Problems

There are a few common problems that can be experienced when producing labels. These problems are very easy to correct.

1. Labels do not line up properly on the label paper.
 - a. Make sure you **UNCHECK** the 'Format Report' option when you view the report.
 - b. Make sure you are using Word, Open Office or a 100% RTF Compliant software package to view the reports. Microsoft's WordPad is an example of an application that displays the labels fine but will not print them properly as it does not meet the RTF specification 100%.

2. Labels are unreadable or filled with strange characters.

Make sure you **UNCHECK** the 'View Log' option when you view the report.

3. Barcodes appears as numbers instead of actual barcodes.
 - a. Make sure you have the right font installed on your computer. For PCs, you must have the Free 3 of 9 font, for MACs, you must have the 39251Regular font. Fonts can be downloaded from SETUP section of manual.
 - b. Make sure you selected the appropriate 'Platform' option on the Output options screen. You must select 'PC' or 'MAC' accordingly.

4. Optional line of text is cut off or does not display at all.

Shorten the line of optional text and ensure no special characters (CTRL Characters) are entered.

5. The font on the spine labels is too small or too large.
Change the font size value on the Output Options screen

Software packages that view/print RTF label documents properly.

Software	PC	MAC
Microsoft Office (Word)	Y	Y
Open Office (Word Processor)	Y	Y