

PRINTING NEW PATRON BARCODES

The new student must already be entered in Patron Maintenance before the labels can be printed.

Anything printed is done from Reports:

Reports

Password: printit

Circulation Reports

Patron Barcode Labels

At this point you have a choice as to how you print the labels:

Select: Used Barcodes by Barcode List

Click on "Edit List"

Type in each individual barcode you want printed

Click "Add" – When you are ready to print – Click "Close"

Click "Print"

If you are using a label sheet that has been previously used, select correct starting label number.