Printing User Barcodes From Symphony

Or

The Reason We Like Library Cards

In “Schedule New Reports” select “Print Barcodes” Tab

SirsiDynix Symphony WorkFlows

File Edit Wizards Helpers Modules Preference Tools Window Help

Cataloging | Circulation | Offline | Reports | Requests | Utility

Common Tasks

- Report Session
- Schedule New Reports
- Scheduled Reports
- Finished Reports
- Item Search and Display
- Check Item Status
- Help

Schedule New Reports : Display Template Reports

Templates | Print Barcodes

Report name »	Source
List Unused Barcodes	freebarcodes
Print Copy Barcodes (Batch)	barcodeitem
Print Copy Barcodes (Single)	barcodebyitem
Print User Barcodes (Batch)	barcodeuser
Print User Barcodes (Single)	barcodebyuser

Choose “Print User Barcodes (Batch)”

SirsiDynix Symphony WorkFlows

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Schedule New Reports : Display Template Reports

Templates | Print Barcodes

Report name »	Source
List Unused Barcodes	freebarcodes
Print Copy Barcodes (Batch)	barcodeitem
Print Copy Barcodes (Single)	barcodebyitem
Print User Barcodes (Batch)	barcodeuser
Print User Barcodes (Single)	barcodebyuser

Click on Setup and Schedule

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Schedule New Reports : Display Template Reports

Templates | Print Barcodes

Report name »	Source
List Unused Barcodes	freebarcodes
Print Copy Barcodes (Batch)	barcodeitem
Print Copy Barcodes (Single)	barcodebyitem
Print User Barcodes (Batch)	barcodeuser
Print User Barcodes (Single)	barcodebyuser

Setup & Schedule | View | Modify | Copy | Remove... | Ownership (b) | Close (g)

Give Report *Good* Name

SirsiDynix Symphony WorkFlows

File Edit Wizards Modules Preference Tools Window Help

SirsiDynix

Cataloging | Circulation | Offline | Reports | Requests | Utility

Common Tasks

- Report Session
- Schedule New Reports
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- Help

Schedule New Reports : Schedule Print User Barcodes (Batch)

Basic | Group ID | User Selection | User Status Selection | Sorting

Report name: Print User Barcodes (Batch)

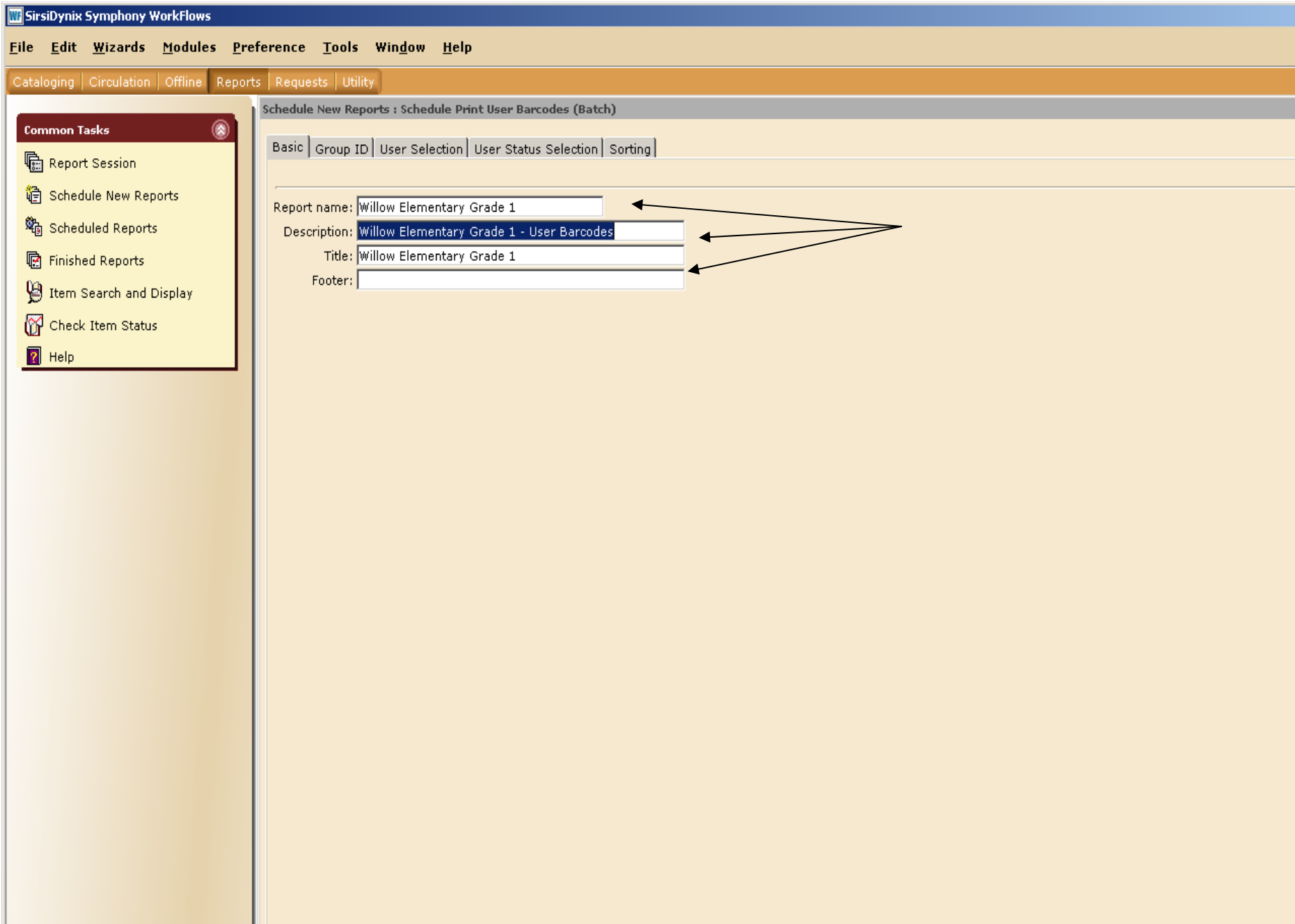
Description: Generate user barcode label

Title: User Barcode

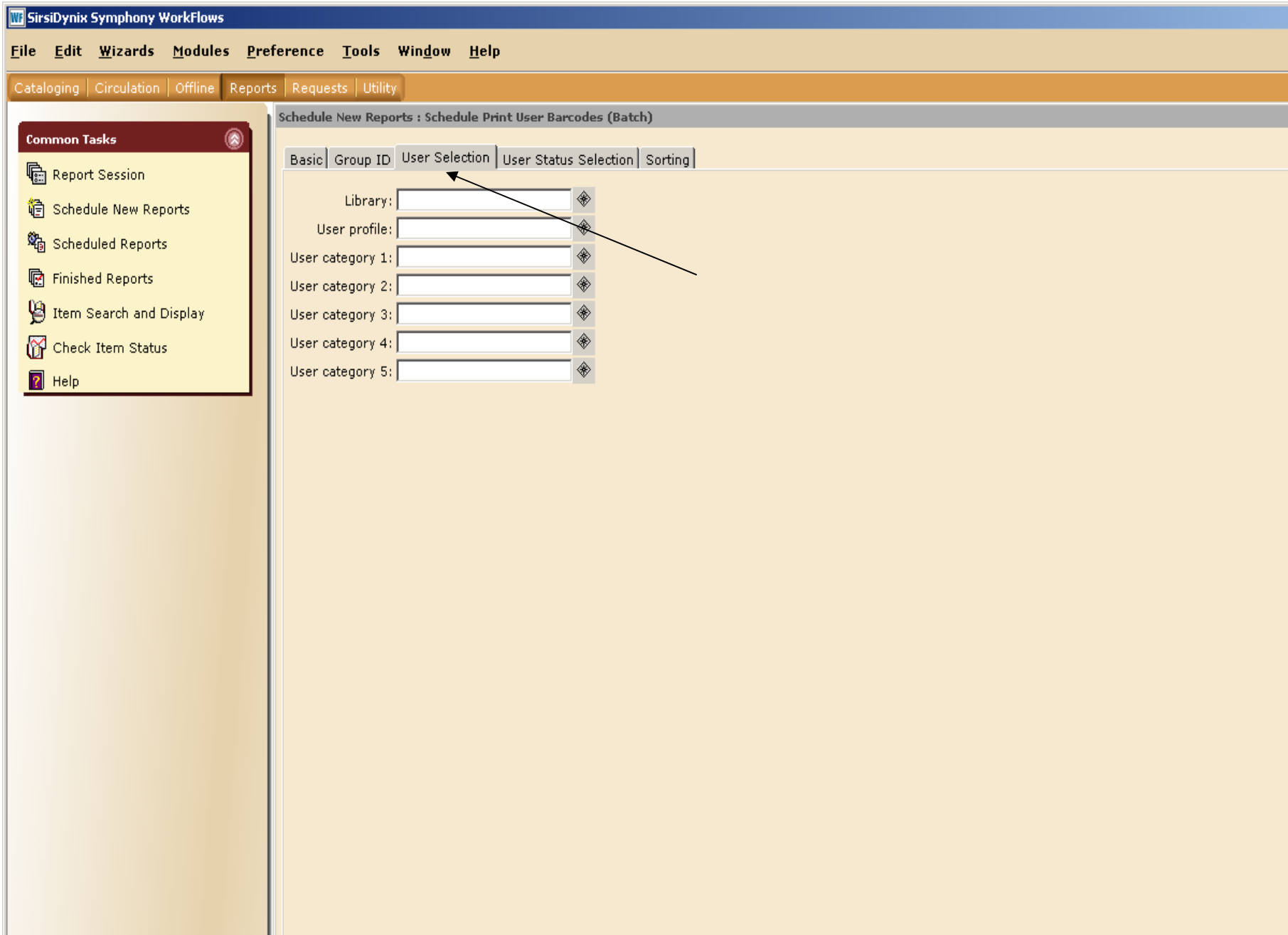
Footer:

Schedule | Run Now (b) | Save As Template | Cancel

Copy Name or Change Description and Title



Choose User Selection Tab



Begin Filtering Criteria – This is the ONLY way to get small groups of user barcodes

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- Help

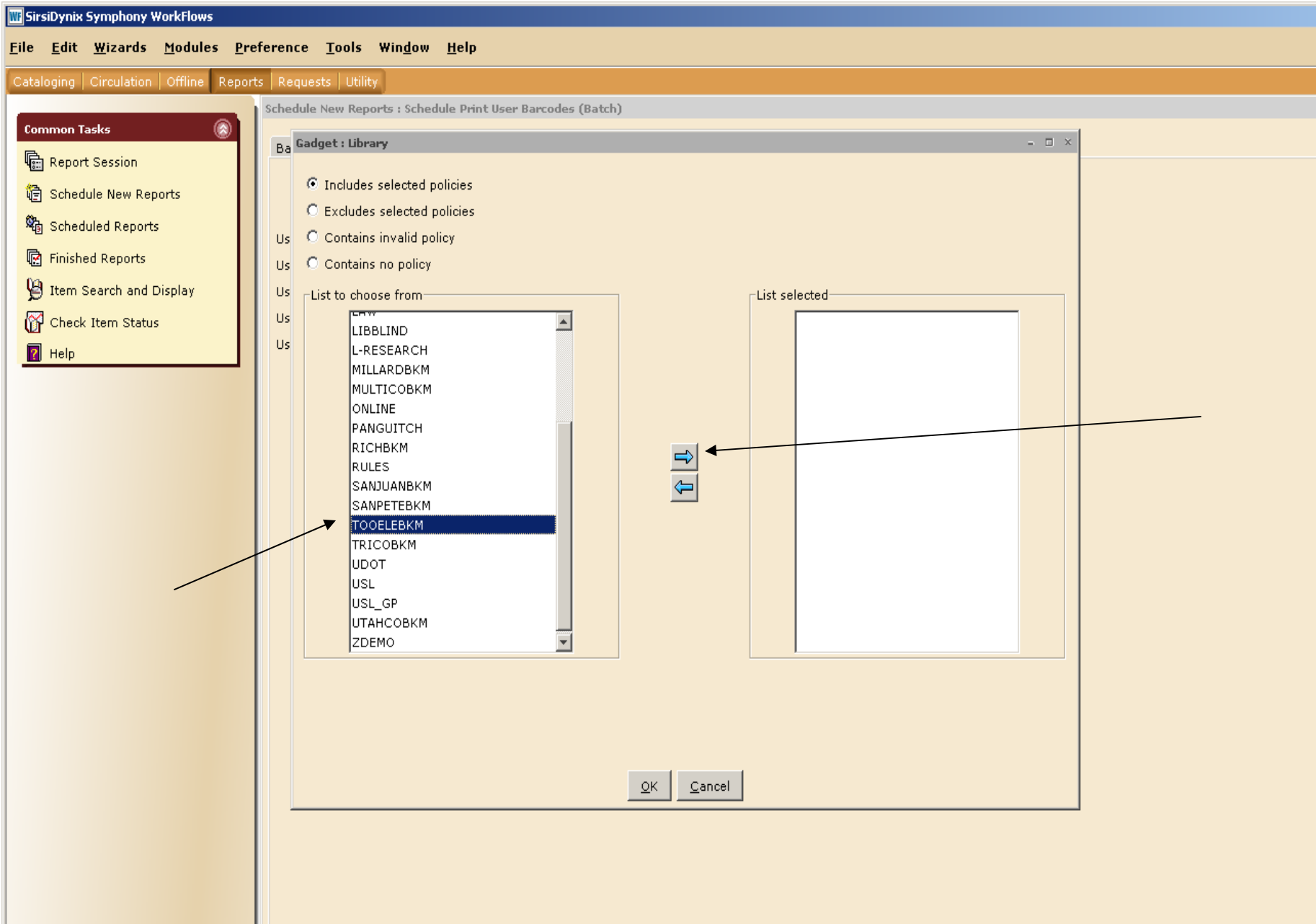
Schedule New Reports : Schedule Print User Barcodes (Batch)

Basic | Group ID | User Selection | User Status Selection | Sorting

Library:
User profile:
User category 1:
User category 2:
User category 3:
User category 4:
User category 5:

Choose your library code – the Gadget has a list of all library codes in alphabetical order

Highlight your library code and double click or click on the arrow to move the code to the right hand box



When the library name is in the right hand box click on "OK"

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Common Tasks

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Schedule New Reports : Schedule Print User Barcodes (Batch)

Gadget : Library

- Includes selected policies
- Excludes selected policies
- Contains invalid policy
- Contains no policy

List to choose from

LIBBLIND
L-RESEARCH
MILLARDBKM
MULTICOBKM
ONLINE
PANGUITCH
RICHBKM
RULES
SANJUANBKM
SANPETEBKM
TOOELEBKM
TRICOBKM
UDOT
USL
USL_GP
UTAHCOBKM
ZDEMO

List selected

TOOELEBKM

OK Cancel

Using the gadgets, enter in the other parameters for the group whose barcodes you need to print (Willow Elementary, 1st Grade in Grantsville)

SirsiDynix Symphony WorkFlows

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- Help

Schedule New Reports : Schedule Print User Barcodes (Batch)

Basic | Group ID | User Selection | User Status Selection | Sorting

Library: TOOELEBKM

User profile:

User category 1: GRANTSWILL ← **The Symphony code for the school**

User category 2: G1 ← **The Symphony code for the grade**

User category 3:

User category 4:

User category 5:

Move to the “Sorting” tab and choose the sort order for your report

SirsiDynix Symphony WorkFlows

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Common Tasks

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- Check Item Status
- Help

Schedule New Reports : Schedule Print User Barcodes (Batch)

Basic | Group ID | User Selection | User Status Selection | Sorting

Sorted by: user ID

- user ID
- user name

Choose when you want the results of the report

SirsiDynix Symphony WorkFlows

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- Help

Schedule New Reports : Schedule Print User Barcodes (Batch)

Basic | Group ID | User Selection | User Status Selection | Sorting

Sorted by: user name

Chosen sorting order

Schedule – runs at night or other non-busy times

Please do *not* set up a template for each school/grade

Run now – somewhat immediate gratification – report runs and Is in finished reports

Schedule | Run Now (b) | Save As Template | Cancel

Choices when you schedule a report – (ASAP is same as "run now") the other choices will give options on when you want the report to run

SirsiDynix Symphony WorkFlows

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Common Tasks
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- Help

Schedule New Reports : Schedule Willow Elementary Grade 1

Report name: Willow Elementary Grade 1

Schedule

ASAP Once Daily Weekly Monthly

Printing/Distribution

Send to printer Format

Save to Finished Reports Wizard

Email to Individual(s) Format

Reply to:

ASAP – aka Run Now

Click on "Schedule"

Schedule Change format Cancel

Where do you want to go when this report is scheduled?

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File Edit Wizards Modules Preference Tools Window Help

Cataloging | Circulation | Offline | Reports | Requests | Utility

Common Tasks

- Report Session
- Schedule New Reports
- Scheduled Reports
- Finished Reports
- Item Search and Display
- Check Item Status
- Help

Schedule New Reports : Schedule Willow Elementary Grade 1

Schedule New Reports

Frequency: ASAP
Next run date: 04/14/2010,13:53
Last run date:
Printer:
Email to:
Do not email notices to recipients with email addresses
Suspended:
Place on list: Y
Notify owner: Y
View type: Both result and log

Schedule a New Report | Display Scheduled Reports | Display Finished Reports | Close

I will go to finished reports

Schedule | Change format | Cancel

If your report is not near the top of the finished reports list check the "Display Report Scheduler Status" Helper

SirsiDynix Symphony WorkFlows

File Edit Wizards Helpers Modules Preference Tools Window Help

Cataloging | Circulation | Offline | Reports | Requests | Utility

Common Tasks
- Report Session
- Schedule New Reports
- Scheduled Reports
- Finished Reports
- Item Search and Display
- Check Item Status
- Help

Schedule New Reports : Display Finished Reports

Display Report Scheduler Status Helper

Finished

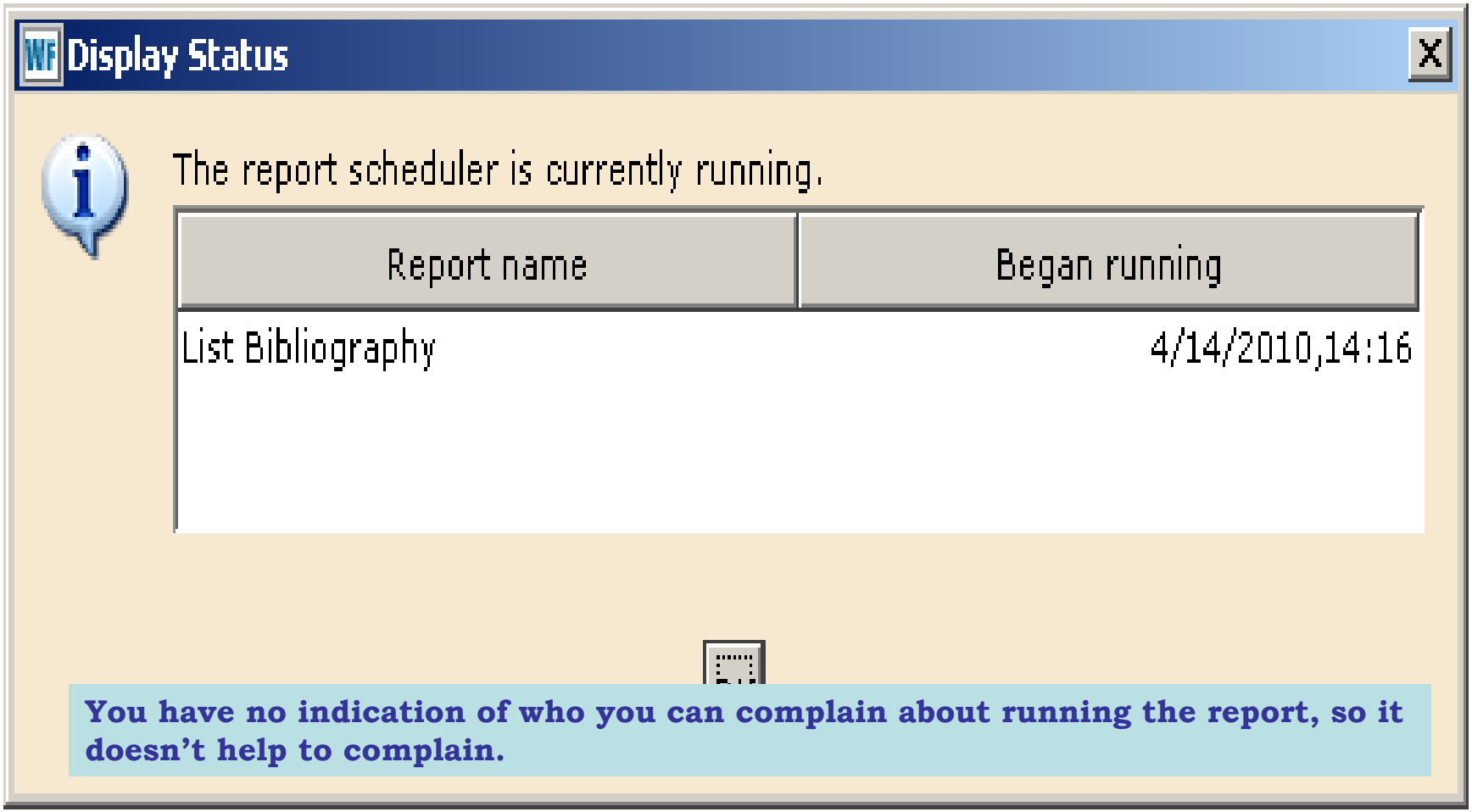
Report name	Source	Status	Completed «
Willow El			4/14/2010,14:00
Print User			4/14/2010,11:39
Print User			4/14/2010,11:39
Print User			4/14/2010,11:39
Print User			4/14/2010,11:39
Print User			4/14/2010,11:39
Print User			4/14/2010,11:38
Print User			4/14/2010,11:38
Print User			4/14/2010,11:38
Print User			4/14/2010,11:38
Print User			4/14/2010,11:38
Print User			4/14/2010,11:37
Print User			4/14/2010,11:37
Print User			4/14/2010,11:37
Print User			4/14/2010,11:37
Print User Barcodes (Batch) - TS - ROSESPRINGS- 1	barcodeuser	OK	4/14/2010,11:37
Print User Barcodes (Batch) - TI- IBAPAH - non-student	barcodeuser	OK	4/14/2010,11:36
APAH-K	barcodeuser	OK	4/14/2010,11:36
APAH-6th	barcodeuser	OK	4/14/2010,11:36
Print User Barcodes (Batch) - TI- IBAPAH-5th	barcodeuser	OK	4/14/2010,11:36
Print User Barcodes (Batch) - TI- IBAPAH-4th	barcodeuser	OK	4/14/2010,11:36
Print User Barcodes (Batch) - TI- IBAPAH-3rd	barcodeuser	OK	4/14/2010,11:35
Print User Barcodes (Batch) - TI- IBAPAH-2nd	barcodeuser	OK	4/14/2010,11:35
Print User Barcodes (Batch) - TI- IBAPAH-1st	barcodeuser	OK	4/14/2010,11:35
Print User Barcodes (Batch) - TG-Willow-3	barcodeuser	OK	4/14/2010,11:35
Print User Barcodes (Batch) - TG-Willow-2	barcodeuser	OK	4/14/2010,11:35
Print User Barcodes (Batch) - TG-Willow-1	barcodeuser	OK	4/14/2010,11:34
Print User Barcodes (Batch) - TGrantsville - non-student	barcodeuser	OK	4/14/2010,11:34
Print User Barcodes (Batch) - TGrantsville - 6th	barcodeuser	OK	4/14/2010,11:34
Print User Barcodes (Batch) - TGrantsville - 5	barcodeuser	OK	4/14/2010,11:34
Print User Barcodes (Batch) - TGrantsville - 4	barcodeuser	OK	4/14/2010,11:33
Print User Barcodes (Batch) - TGrantsville - 3rd	barcodeuser	OK	4/14/2010,11:33
Print User Barcodes (Batch) - TE - EXCELSIOR - ns	barcodeuser	OK	4/14/2010,11:33
Print User Barcodes (Batch) - TE - EXCELSIOR - 8	barcodeuser	OK	4/14/2010,11:33

View | Print | Email (b) | Remove... | Ownership (g) | Close

The Display Status Helper will either show a report name (the beginning of the name very brief) or a box that says "The report scheduler is currently running. There are no reports running." If you get this message and you can't see your report click on the "Refresh Reports List" Helper (magic bunny in hat), this will bring any recently finished reports into the list.

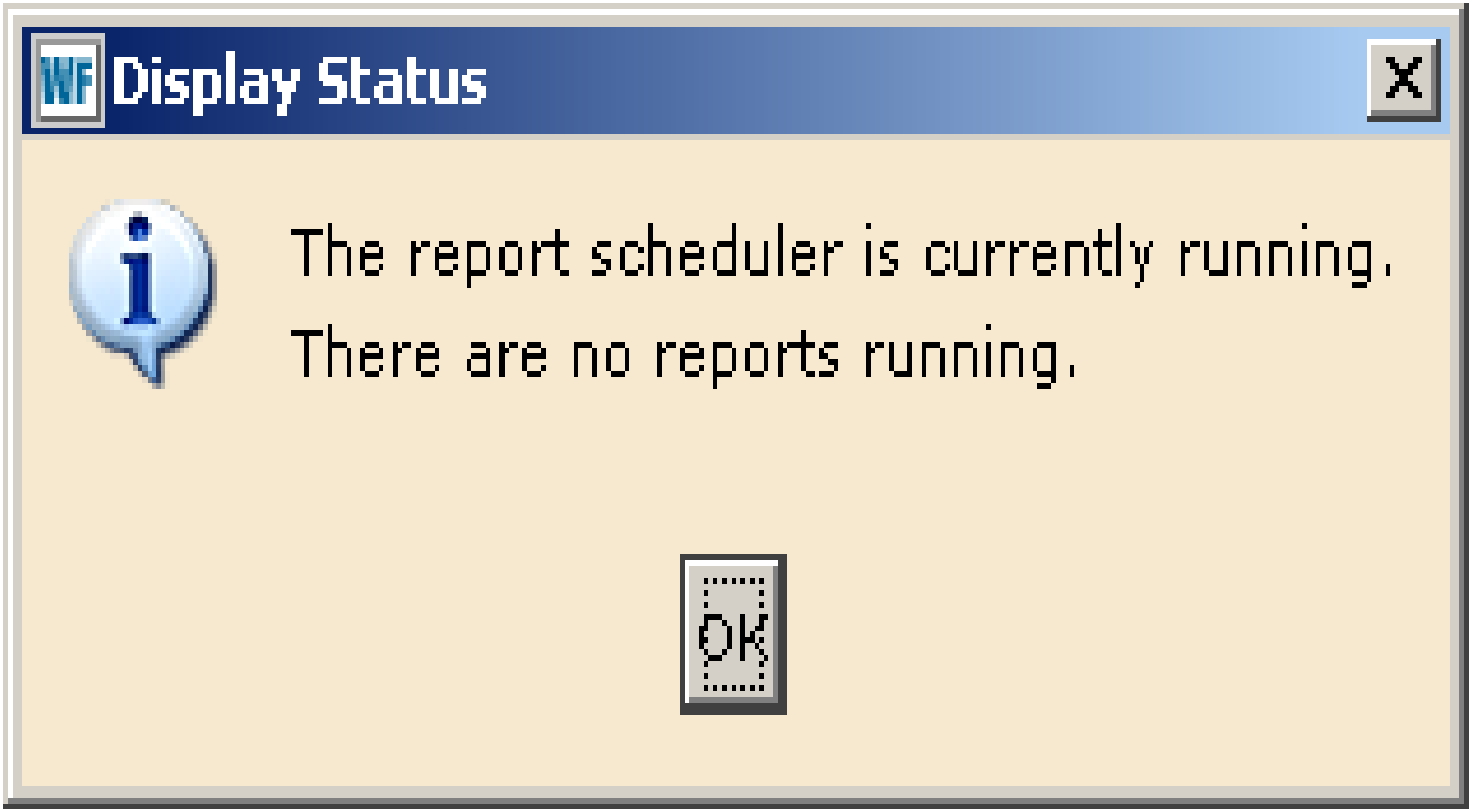
Refresh Reports List Helper

The report that is running may not be the one you told to run now – and it may take some time to run – you will have to be patient.



You have no indication of who you can complain about running the report, so it doesn't help to complain.

Now you can see your report – click on hat.



Remember the name of your report? If you didn't change the name of the report you might end up with many with the same name and no idea which is which.

SirsiDynix Symphony WorkFlows

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Common Tasks

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Finished Reports : Display Finished Reports

Default name for this report

Finished

Report name	Source	Status
Print User Barcodes (Batch)	barcodeuser	OK
Willow Elementary Grade 1	barcodeuser	OK
Print User Barcodes (Batch) - TW- WENDOVER - non-student	barcodeuser	OK
Print User Barcodes (Batch) - TW - Smith - K	barcodeuser	OK
Print User Barcodes (Batch) - TW-SMITH - 6	barcodeuser	OK
Print User Barcodes (Batch) - TW-SMITH - 5	barcodeuser	OK
Print User Barcodes (Batch) - TW-SMITH - 4	barcodeuser	OK
Print User Barcodes (Batch) - TW-SMITH - 3	barcodeuser	OK
Print User Barcodes (Batch) - TW - Smith - 2	barcodeuser	OK
Print User Barcodes (Batch) - TW-Smith - 1	barcodeuser	OK
Print User Barcodes (Batch) - TS - ROSESPRINGS- non student	barcodeuser	OK
Print User Barcodes (Batch) - TS - ROSESPRINGS- 6	barcodeuser	OK
Print User Barcodes (Batch) - TS - ROSESPRINGS- 5	barcodeuser	OK
Print User Barcodes (Batch) - TS - ROSESPRINGS- 4	barcodeuser	OK
Print User Barcodes (Batch) - TS - ROSESPRINGS- 3	barcodeuser	OK
Print User Barcodes (Batch) - TS - ROSESPRINGS- 2	barcodeuser	OK
Print User Barcodes (Batch) - TS - ROSESPRINGS- 1	barcodeuser	OK
Print User Barcodes (Batch) - TI- IBAPAH - non-student	barcodeuser	OK
Print User Barcodes (Batch) - TI- IBAPAH-K	barcodeuser	OK
Print User Barcodes (Batch) - TI- IBAPAH-6th	barcodeuser	OK
Print User Barcodes (Batch) - TI- IBAPAH-5th	barcodeuser	OK
Print User Barcodes (Batch) - TI- IBAPAH-4th	barcodeuser	OK
Print User Barcodes (Batch) - TI- IBAPAH-3rd	barcodeuser	OK
Print User Barcodes (Batch) - TI- IBAPAH-2nd	barcodeuser	OK
Print User Barcodes (Batch) - TI- IBAPAH-1st	barcodeuser	OK
Print User Barcodes (Batch) - TG-Willow-3	barcodeuser	OK
Print User Barcodes (Batch) - TG-Willow-2	barcodeuser	OK
Print User Barcodes (Batch) - TG-Willow-1	barcodeuser	OK
Print User Barcodes (Batch) - TGrantsville - non-student	barcodeuser	OK
Print User Barcodes (Batch) - TGrantsville - 6th	barcodeuser	OK
Print User Barcodes (Batch) - TGrantsville - 5	barcodeuser	OK

Information in the list of finished reports.

SirsiDynix Symphony WorkFlows

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- Check Item Status
- Help

Finished Reports : Display Finished Reports

Finished

Report name	Source	Status	Completed «
Print User Barcodes (Batch)	barcodeuser	OK	4/14/2010,14:32
Willow Elementary Grade 1	barcodeuser	OK	4/14/2010,14:00
Print User Barcodes (Batch) - TW- WENDOVER - non-student	barcodeuser	OK	4/14/2010,11:39
Print User Barcodes (Batch) - TW - Smith - K	barcodeuser	OK	4/14/2010,11:39
Print User Barcodes (Batch) - TW-SMITH - 6	barcodeuser	OK	4/14/2010,11:39
Print User Barcodes (Batch) - TW-SMITH - 5	barcodeuser		39
Print User Barcodes (Batch) - TW-SMITH - 4	barcodeuser		39
Print User Barcodes (Batch) - TW-SMITH - 3	barcodeuser		38
Print User Barcodes (Batch) - TW - Smith - 2	barcodeuser		38
	codeuser		38
	codeuser		38
	codeuser	OK	4/14/2010,11:38
	codeuser	OK	4/14/2010,11:37
Print User Barcodes (Batch) - TS - ROSESPRINGS- 4	barcodeuser	OK	4/14/2010,11:37
Print User Barcodes (Batch) - TS - ROSESPRINGS- 3			4/14/2010,11:37
Print User Barcodes (Batch) - TS - ROSESPRINGS- 2			4/14/2010,11:37
Print User Barcodes (Batch) - TS - ROSESPRINGS- 1			4/14/2010,11:37
Print User Barcodes (Batch) - TI- IBAPAH - non-student			4/14/2010,11:36
Print User Barcodes (Batch) - TI- IBAPAH-K	barcodeuser	OK	4/14/2010,11:36
Print User Barcodes (Batch) - TI- IBAPAH-6th	barcodeuser	OK	4/14/2010,11:36
Print User Barcodes (Batch) - TI- IBAPAH-5th	barcodeuser	OK	4/14/2010,11:36
Print User Barcodes (Batch) - TI- IBAPAH-4th	barcodeuser	OK	4/14/2010,11:36
Print User Barcodes (Batch) - TI- IBAPAH-3rd	barcodeuser	OK	4/14/2010,11:35
Print User Barcodes (Batch) - TI- IBAPAH-2nd	barcodeuser	OK	4/14/2010,11:35
Print User Barcodes (Batch) - TI- IBAPAH-1st	barcodeuser	OK	4/14/2010,11:35
Print User Barcodes (Batch) - TG-Willow-3	barcodeuser	OK	4/14/2010,11:35
Print User Barcodes (Batch) - TG-Willow-2	barcodeuser	OK	4/14/2010,11:35
Print User Barcodes (Batch) - TG-Willow-1	barcodeuser	OK	4/14/2010,11:34
Print User Barcodes (Batch) - TGrantsville - non-student	barcodeuser	OK	4/14/2010,11:34
Print User Barcodes (Batch) - TGrantsville - 6th	barcodeuser	OK	4/14/2010,11:34
Print User Barcodes (Batch) - TGrantsville - 5	barcodeuser	OK	4/14/2010,11:34
Print User Barcodes (Batch) - TGrantsville - 4	barcodeuser	OK	4/14/2010,11:33
Print User Barcodes (Batch) - TGrantsville - 3rd	barcodeuser	OK	4/14/2010,11:33
Print User Barcodes (Batch) - TE - EXCELSIOR - ns	barcodeuser	OK	4/14/2010,11:33

View | Print | Email (b) | Remove... | Ownership (g) | Close

Completed is the time your report finished – can be IMPORTANT

Status will indicate if there were problems in running your report

Report name is from the top box on the first tab of your report

Source is the "file name" of the report script that creates your report

"Good" vs. "Bad"

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Finished Reports : Display Finished Reports

Finished

Same source file

What information does the Report name give us?

A "Good" report name will identify the report easily

Report name	Source	Status	Comp
Print User Barcodes (Batch)	barcodeuser	OK	
Willow Elementary Grade 1	barcodeuser	OK	
Print User Barcodes (Batch) - TW- WENDOVER - non-student	barcodeuser	OK	
Print User Barcodes (Batch) - TW - Smith - K	barcodeuser	OK	
Print User Barcode		OK	
Print User Barcode		OK	
Print User Barcode		OK	
Print User Barcode		OK	
Print User Barcodes (Batch) - TW - Smith - 2	barcodeuser	OK	
Print User Barcodes (Batch) - TW-Smith - 1	barcodeuser	OK	
Print User Barcodes (Batch) - TS - ROSESPRINGS- non student	barcodeuser	OK	
Print User Barcodes (Batch) - TS - ROSESPRINGS- 6	barcodeuser	OK	
Print User Barcodes (Batch) - TS - ROSESPRINGS- 5	barcodeuser	OK	
Print User Bar			
Print User Bar			
Print User Barcodes (Batch) - TS - ROSESPRINGS- 2	barcodeuser	OK	
Print User Barcodes (Batch) - TS - ROSESPRINGS- 1	barcodeuser	OK	
Print User Barcodes (Batch) - TI- IBAPAH - non-student	barcodeuser	OK	
Print User Barcodes (Batch) - TI- IBAPAH-K	barcodeuser	OK	
Print User Barcodes (Batch) - TI- IBAPAH-6th	barcodeuser	OK	
Print User Barcodes (Batch) - TI- IBAPAH-5th	barcodeuser	OK	
Print User Barcodes (Batch) - TI- IBAPAH-4th	barcodeuser	OK	
Print User Barcodes (Batch) - TI- IBAPAH-3rd	barcodeuser	OK	
Print User Barcodes (Batch) - TI- IBAPAH-2nd	barcodeuser	OK	
Print User Barcodes (Batch) - TI- IBAPAH-1st	barcodeuser	OK	
Print User Barcodes (Batch) - TG-Willow-3	barcodeuser	OK	
Print User Barcodes (Batch) - TG-Willow-2	barcodeuser	OK	
Print User Barcodes (Batch) - TG-Willow-1	barcodeuser	OK	
Print User Barcodes (Batch) - TGrantsville - non-student	barcodeuser	OK	
Print User Barcodes (Batch) - TGrantsville - 6th	barcodeuser	OK	
Print User Barcodes (Batch) - TGrantsville - 5	barcodeuser	OK	
Print User Barcodes (Batch) - TGrantsville - 4	barcodeuser	OK	

Now we have a finished report – where do we go from here?

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- Check Item Status
- Help

Finished Reports : Display Finished Reports

Finished

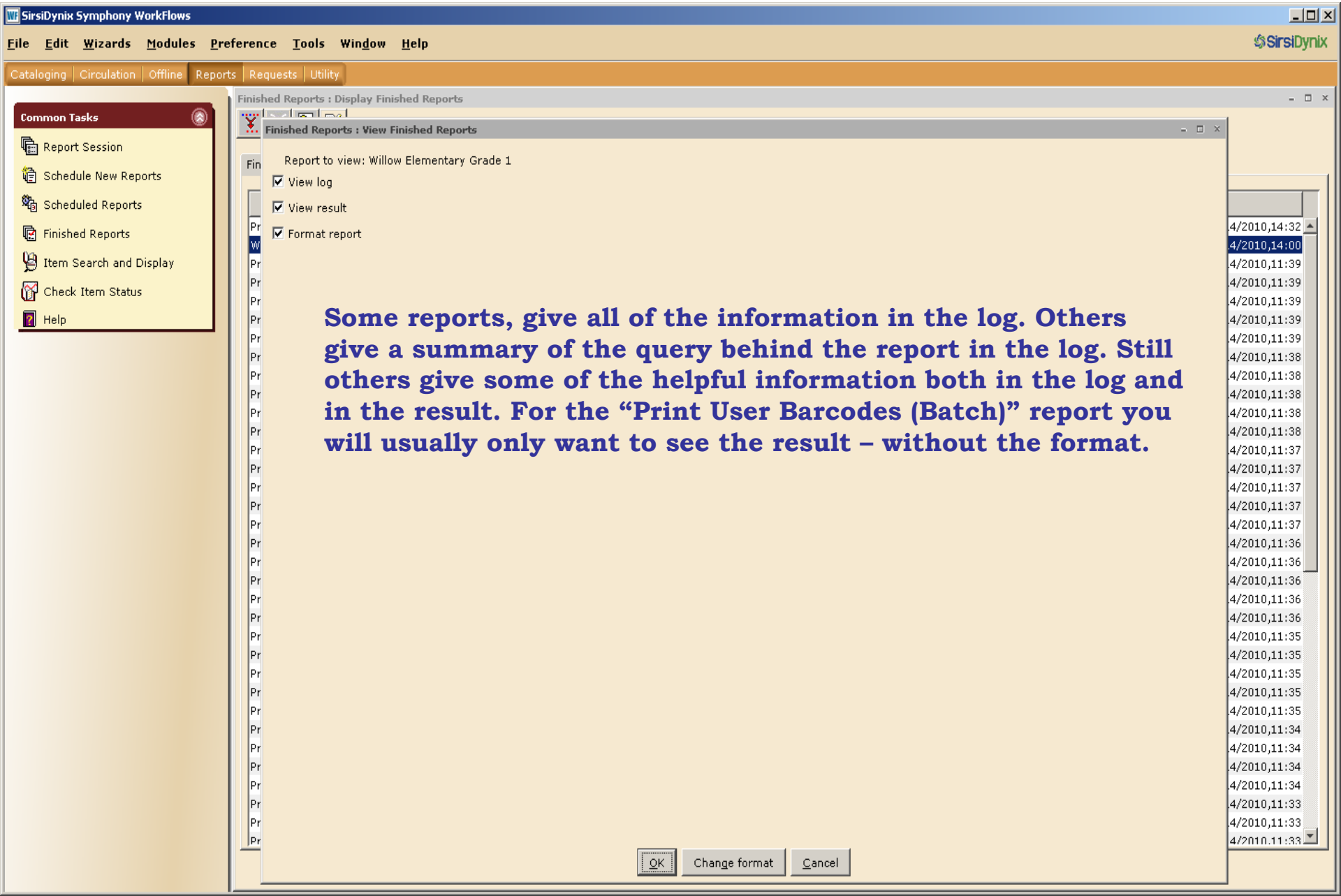
Report name	Source	Status	Completed «
Print User Barcodes (Batch)	barcodeuser	OK	4/14/2010,14:32
Willow Elementary Grade 1	barcodeuser	OK	4/14/2010,14:00
Print User Barcodes (Batch) - TW- WENDOVER - non-student	barcodeuser	OK	4/14/2010,11:39
Print User Barcodes (Batch) - TW - Smith - K	barcodeuser	OK	4/14/2010,11:39
Print User Barcodes (Batch) - TW-SMITH - 6	barcodeuser	OK	4/14/2010,11:39
Print User Barcodes (Batch) - TW-SMITH - 5	barcodeuser	OK	4/14/2010,11:39
Print User Barcodes (Batch) - TW-SMITH - 4	barcodeuser	OK	4/14/2010,11:39
Print User Barcodes (Batch) - TW-SMITH - 3	barcodeuser	OK	4/14/2010,11:38
Print User Barcodes (Batch) - TW - Smith - 2	barcodeuser	OK	4/14/2010,11:38
Print User Barcodes (Batch) - TW-Smith - 1	barcodeuser	OK	4/14/2010,11:38
Print User Barcodes (Batch) - TS - ROSESPRINGS- non student	barcodeuser	OK	4/14/2010,11:38
Print User Barcodes (Batch) - TS - ROSESPRINGS- 6	barcodeuser	OK	4/14/2010,11:38
Print User Barcodes (Batch) - TS - ROSESPRINGS- 5	barcodeuser	OK	4/14/2010,11:37
		OK	4/14/2010,11:37
		OK	4/14/2010,11:37
Print User Barcodes (Batch) - TS - ROSESPRINGS- 2	barcodeuser	OK	4/14/2010,11:37
Print User Barcodes (Batch) - TS - ROSESPRINGS- 1	barcodeuser	OK	4/14/2010,11:37
Print User Barcodes (Batch) - TI- IBAPAH - non-student	barcodeuser	OK	4/14/2010,11:36
Print User B	barcodeuser	OK	4/14/2010,11:36
Print User B	barcodeuser	OK	4/14/2010,11:36
Print User Barcodes (Batch) - TI- IBAPAH-5th	barcodeuser	OK	4/14/2010,11:36
Print User Barcodes (Batch) - TI- IBAPAH-4th	barcodeuser	OK	4/14/2010,11:36
Print User Barcodes (Batch) - TI- IBAPAH-3rd	barcodeuser	OK	4/14/2010,11:35
Print User Barcodes (Batch) - TI- IBAPAH-2nd	barcodeuser	OK	4/14/2010,11:35
Print User Barcodes (Batch) - TI- IBAPAH-1st	barcodeuser	OK	4/14/2010,11:35
Print User Barcodes (Batch) - TG-Willow-3	barcodeuser	OK	4/14/2010,11:35
Print User Barcodes (Batch) - TG-Willow-2	barcodeuser	OK	4/14/2010,11:35
Print User Barcodes (Batch) - TG-Willow-1	barcodeuser	OK	4/14/2010,11:34
Print User Barcodes (Batch) - TGrantsville - non-student	barcodeuser	OK	4/14/2010,11:34
Print User Barcodes (Batch) - TGrantsville - 6th	barcodeuser	OK	4/14/2010,11:34
Print User Barcodes (Batch) - TGrantsville - 5	barcodeuser	OK	4/14/2010,11:34
Print User Barcodes (Batch) - TGrantsville - 4	barcodeuser	OK	4/14/2010,11:33
Print User Barcodes (Batch) - TGrantsville - 3rd	barcodeuser	OK	4/14/2010,11:33
Print User Barcodes (Batch) - TE - EXCELSIOR - ns	barcodeuser	OK	4/14/2010,11:33

View | Print | Email (b) | Remove... | Ownership (g) | Close

Highlight the report you want to see or work with

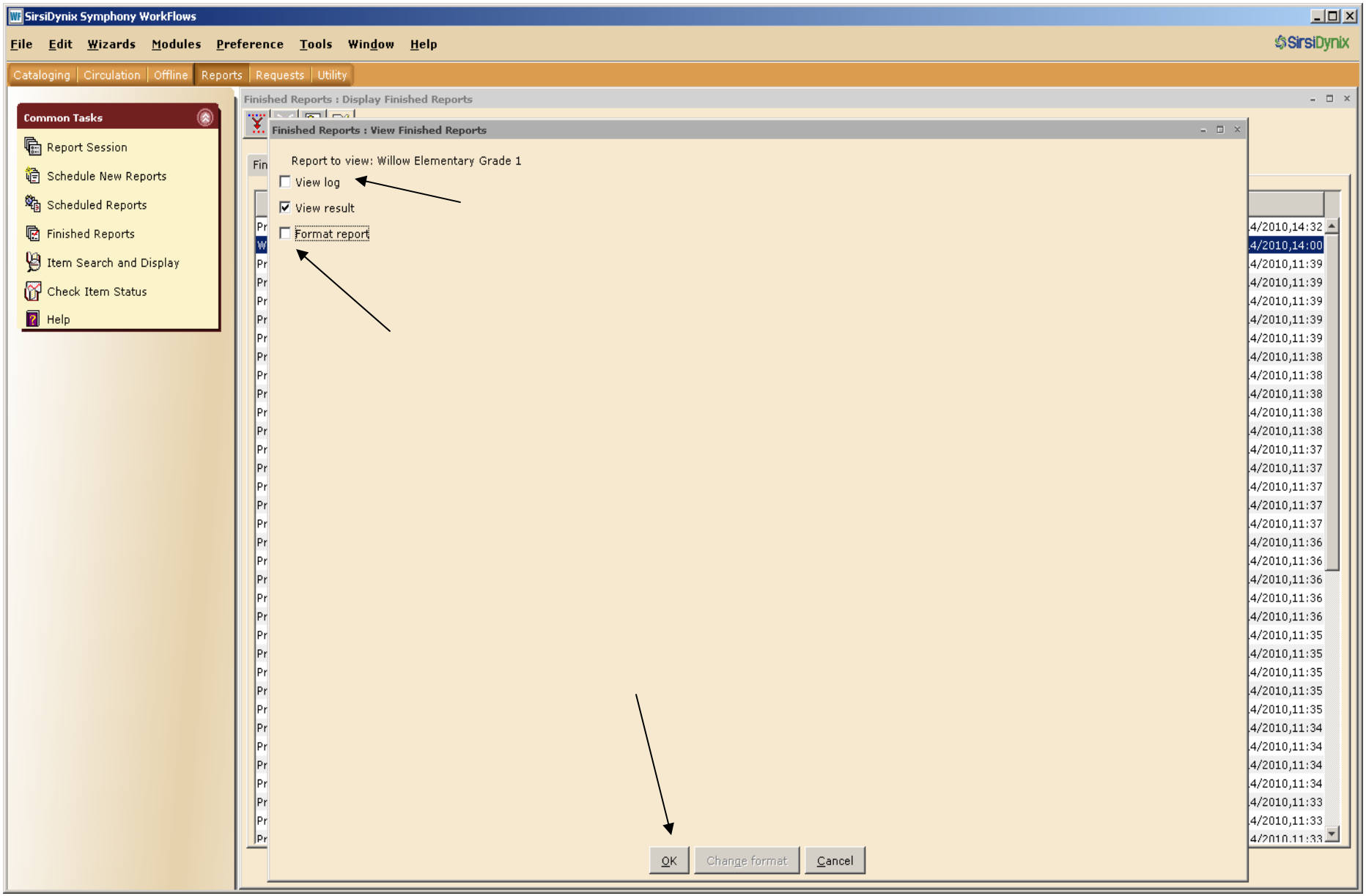
Click on "View"

How you view a report depends on what is in the report.



Some reports, give all of the information in the log. Others give a summary of the query behind the report in the log. Still others give some of the helpful information both in the log and in the result. For the "Print User Barcodes (Batch)" report you will usually only want to see the result – without the format.

Remove the check from both the "View log" and the "Format report" boxes and click on "OK"



Your report contains 1) user barcode - 2) library name – 3) user name – THAT IS ALL

view_akzn1230208534876654417.txt - WordPad

File Edit View Insert Format Help

Courier New 10 Western

```
START_OF_DATA
24029000066069|TOOELEBKM|A., MAHONEY BRIANNE|
24029000065004|TOOELEBKM|ALTENREID, ASHLYNN N.|
24029000065012|TOOELEBKM|ANDERSON, GAGE L.|
24029000065020|TOOELEBKM|ANDERSON, JOSHUA L.|
24029000065954|TOOELEBKM|ANDERSON, KENNEDIE|
24029000065038|TOOELEBKM|ANDERSON, OAKLEY D.|
24029000065046|TOOELEBKM|ANGELO, LARAMIE L.|
24029000065053|TOOELEBKM|ANTHONY, TYTUS L.|
24029000065061|TOOELEBKM|ARAVE, MYRANDA R.|
24029000065079|TOOELEBKM|ARNOLD, ALEXIS I.|
24029000065087|TOOELEBKM|BARLOW, BURGUNDY|
24029000065095|TOOELEBKM|BARTLETT, STEVEN B.|
24029000065103|TOOELEBKM|BARTLEY, HALLE M.|
24029000065111|TOOELEBKM|BEARD, EMILY R.|
24029000065129|TOOELEBKM|BEGAY, HADLEE|
24029000065137|TOOELEBKM|BERGENER, BRAYDEN T.|
24029000065145|TOOELEBKM|BERTOT, DANTON C.|
24029000065152|TOOELEBKM|BIRD, WHITNEY R.|
24029000065160|TOOELEBKM|BITTER, CLARISSA R.|
24029000065178|TOOELEBKM|BLEAZARD, MARCUS G.|
24029000065962|TOOELEBKM|BOTSCHAROW, ALANNA|
24029000065970|TOOELEBKM|BOUTCHYARD, LIBERTY|
24029000065186|TOOELEBKM|BOWLES, KADEN H.|
24029000065194|TOOELEBKM|BROADBENT, AUSTIN L.|
24029000065202|TOOELEBKM|BROWN, DAXTON R.|
24029000065210|TOOELEBKM|BROWN, STEVIE|
24029000065228|TOOELEBKM|BULLOCK, AARON J.|
24029000065236|TOOELEBKM|BUTLER, CHLOE M.|
24029000065244|TOOELEBKM|BUTLER, SKYLER O.|
24029000065251|TOOELEBKM|CARTER, ODIN E.|
```

For Help, press F1 NUM

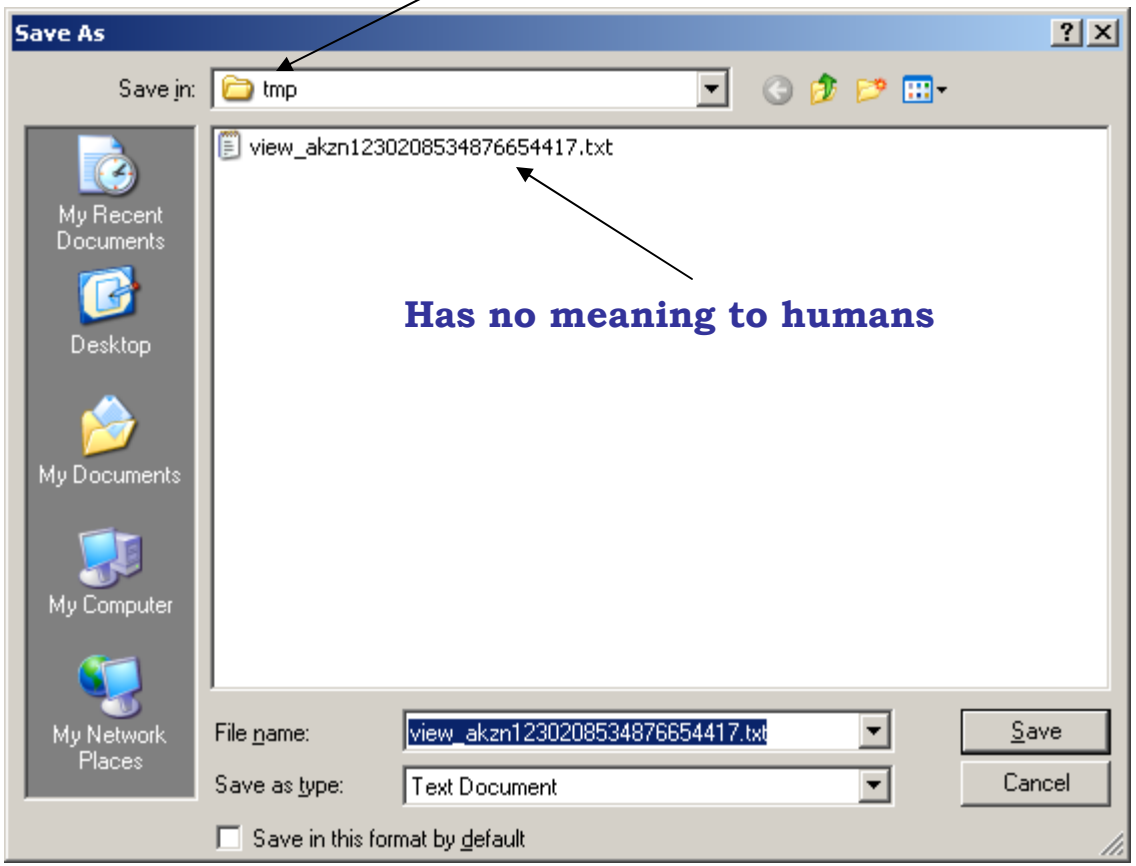
File name of report on your computer

Information in report – barcode, library name, and User name separated by a pipe (|)

From .txt report to scanable Excel

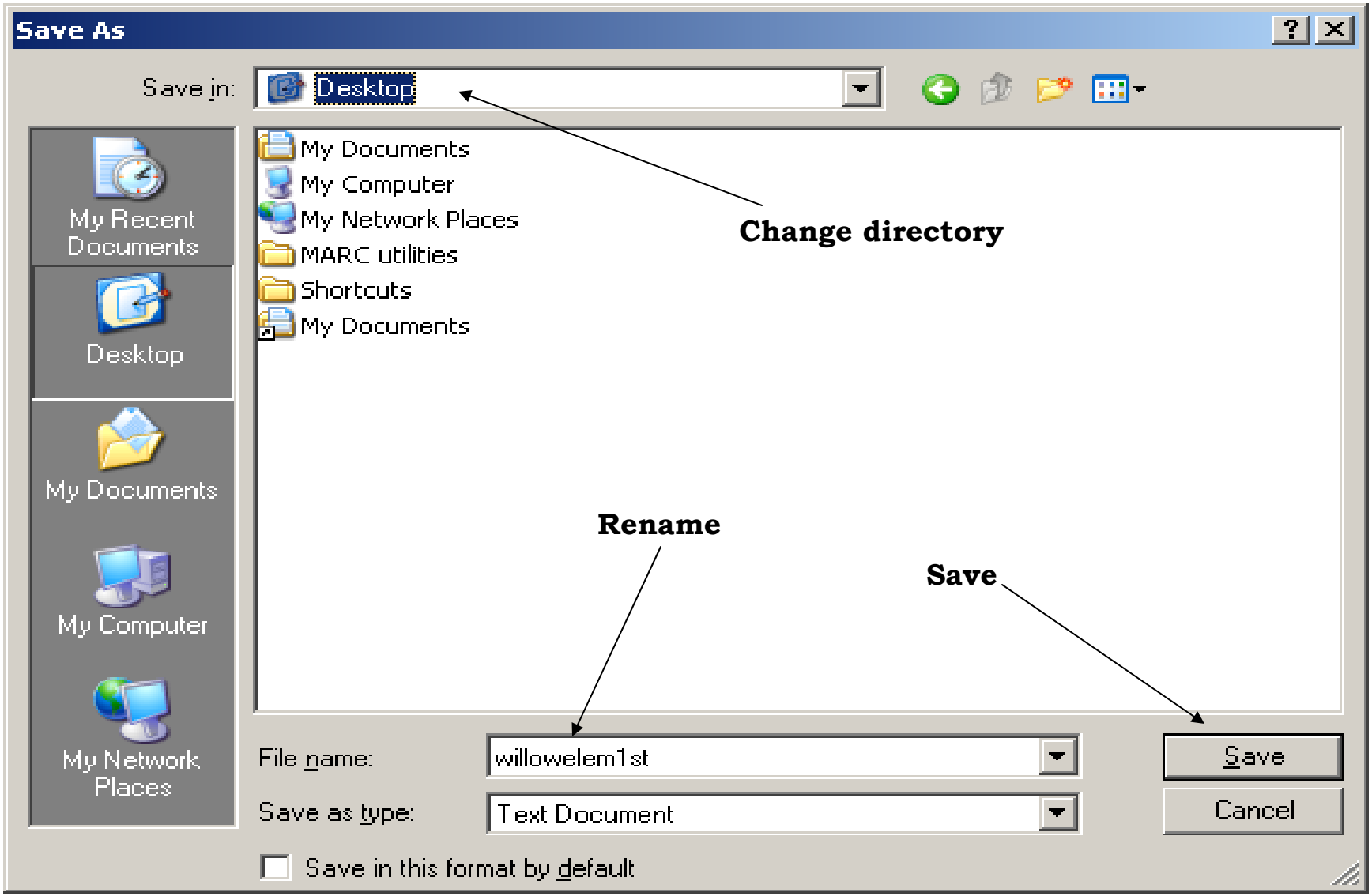
- **Save the Symphony file to your computer with a name and location you will remember**

Only a gopher wants to look for this (or a geek wannabe)



Has no meaning to humans

Change directory, rename and save



On Beyond .txt

- To be able to create scanable barcodes we have to import the file from Symphony into Excel.

- I have created a template which will help with the formatting of the Excel file and also contains the formula and font that you need for the barcode.

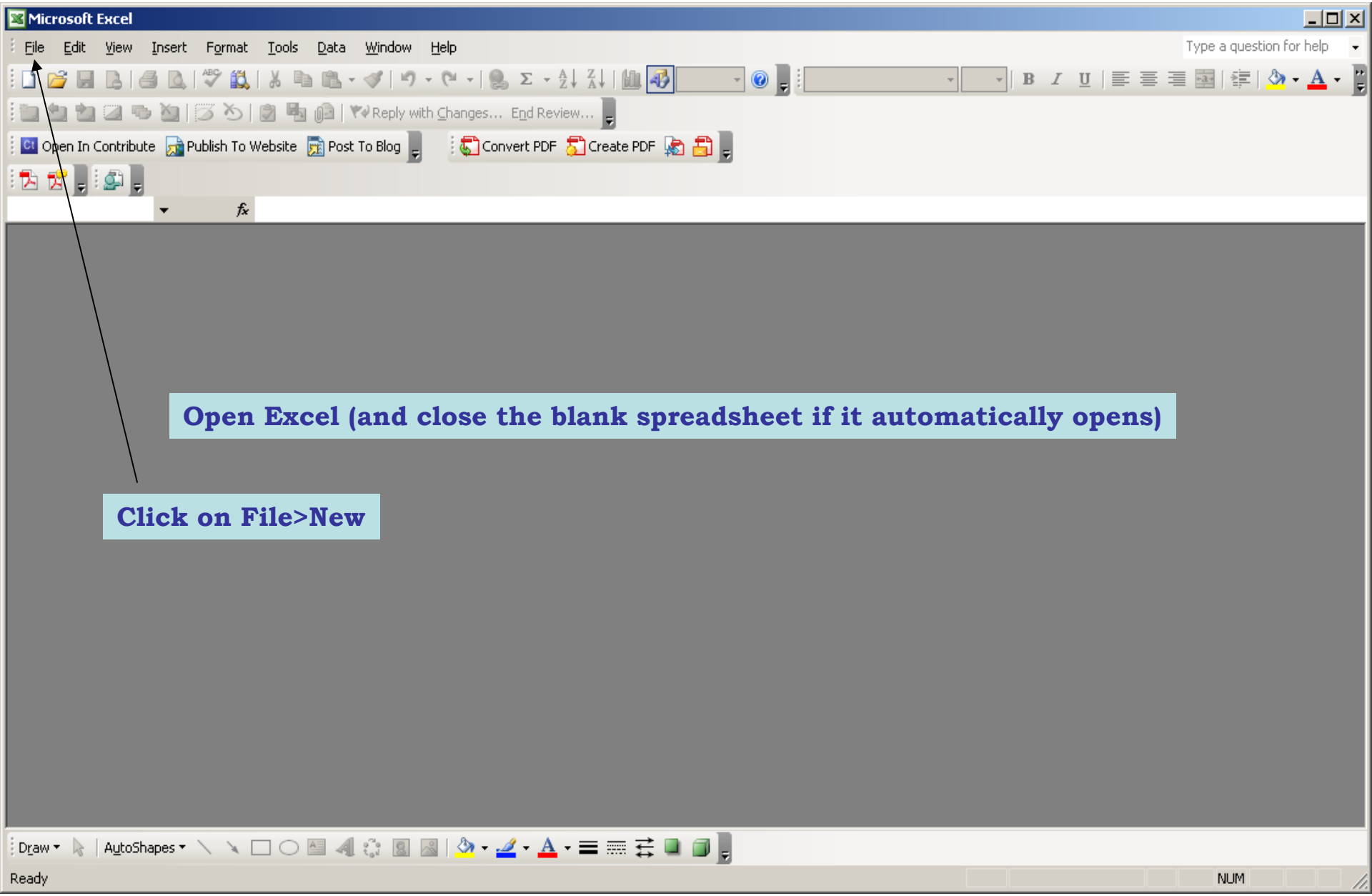
- At the end of this presentation I will give the path for both the template (.xlt file) and the font (.otf file). You will need to have both on your computer to start the next step.

- [This feels like doing taxes, a list of what you have to have to do what you need to do.]

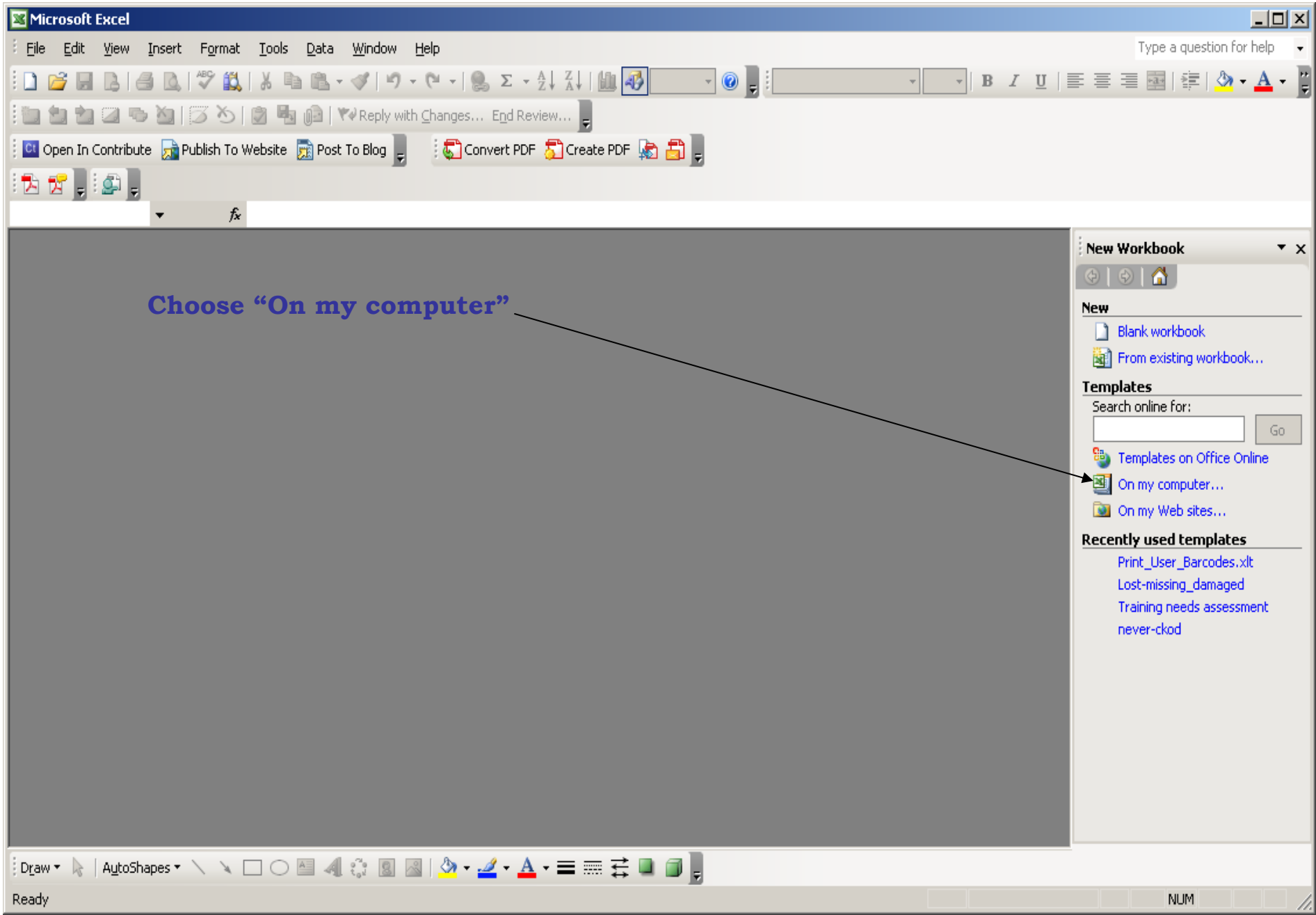
- If you have not gotten the template and font where they need to be give me a call and I'll try to help.

- Now on with the show --

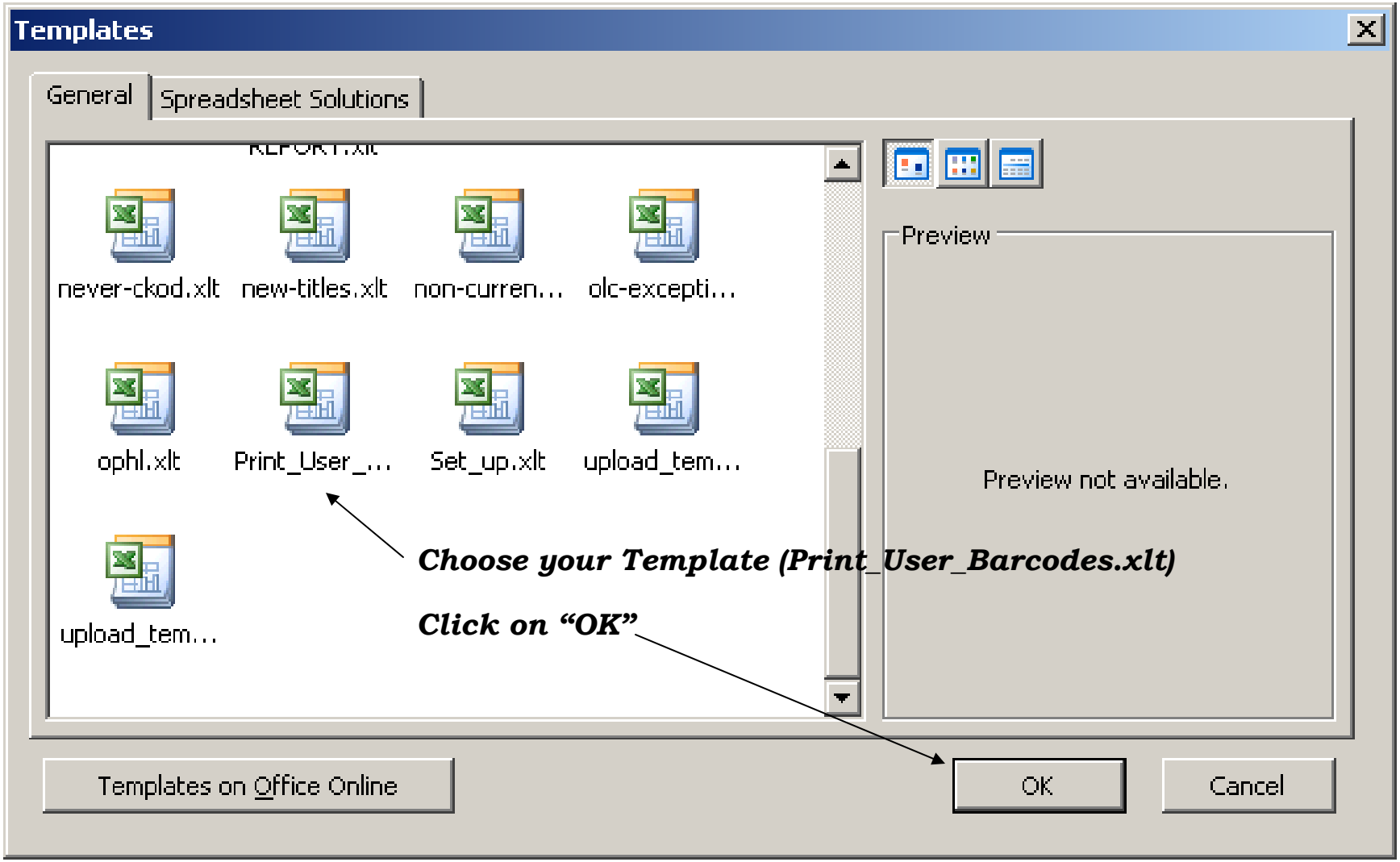
After the Preparation is Done ...



Get the Template



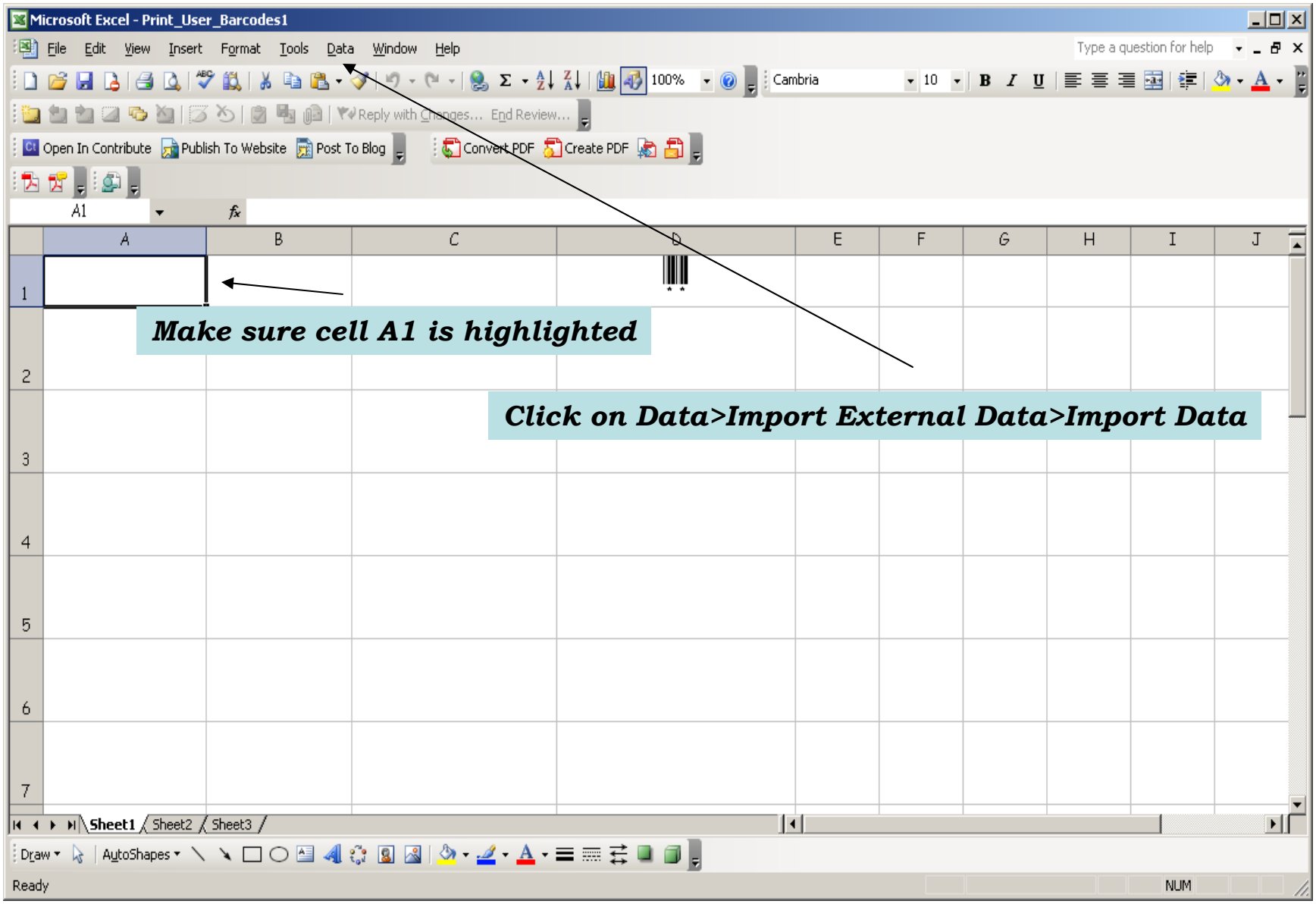
Templates [There are more here than in most computers]



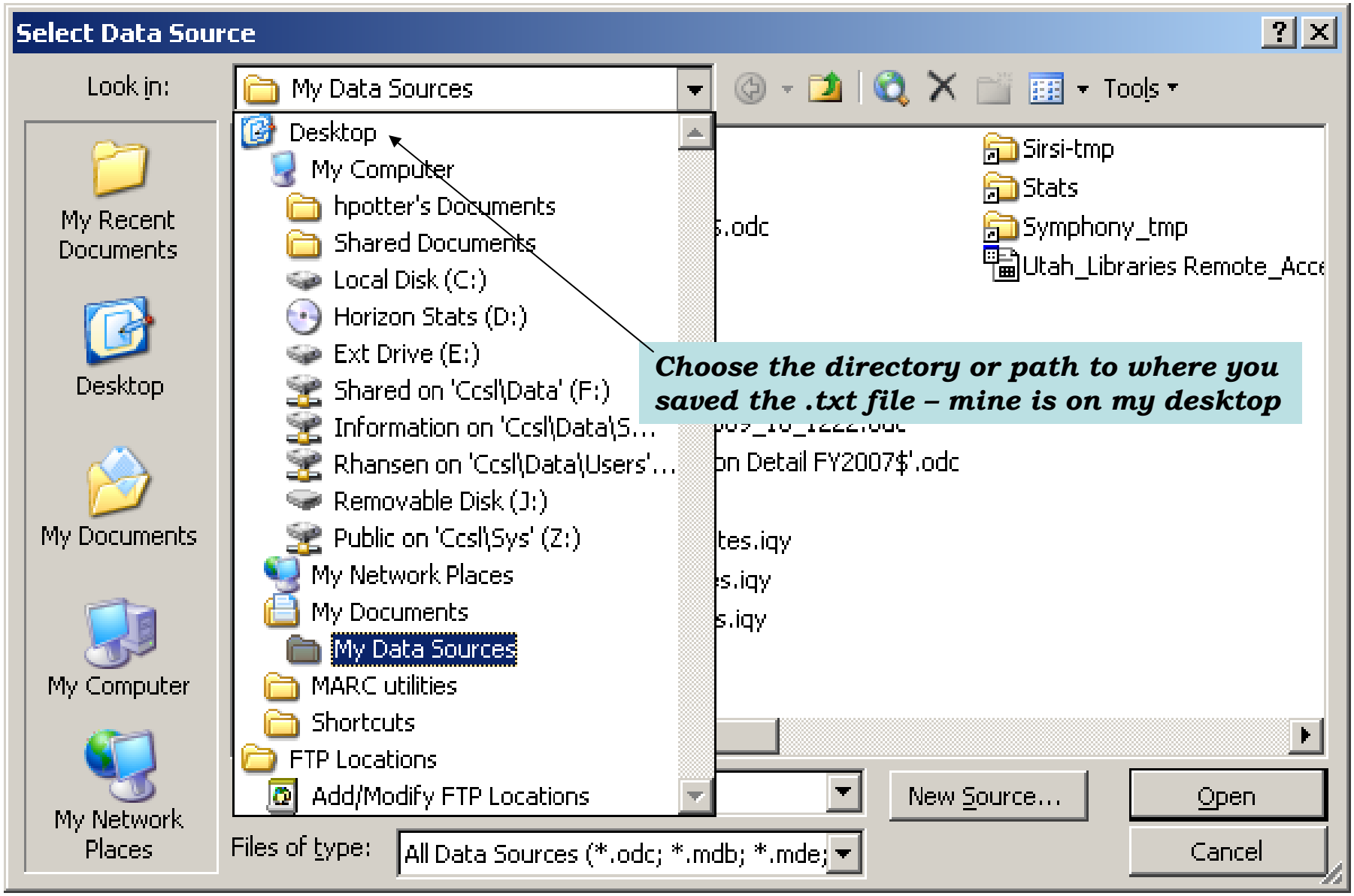
Choose your Template (Print_User_Barcodes.xlt)

Click on "OK"

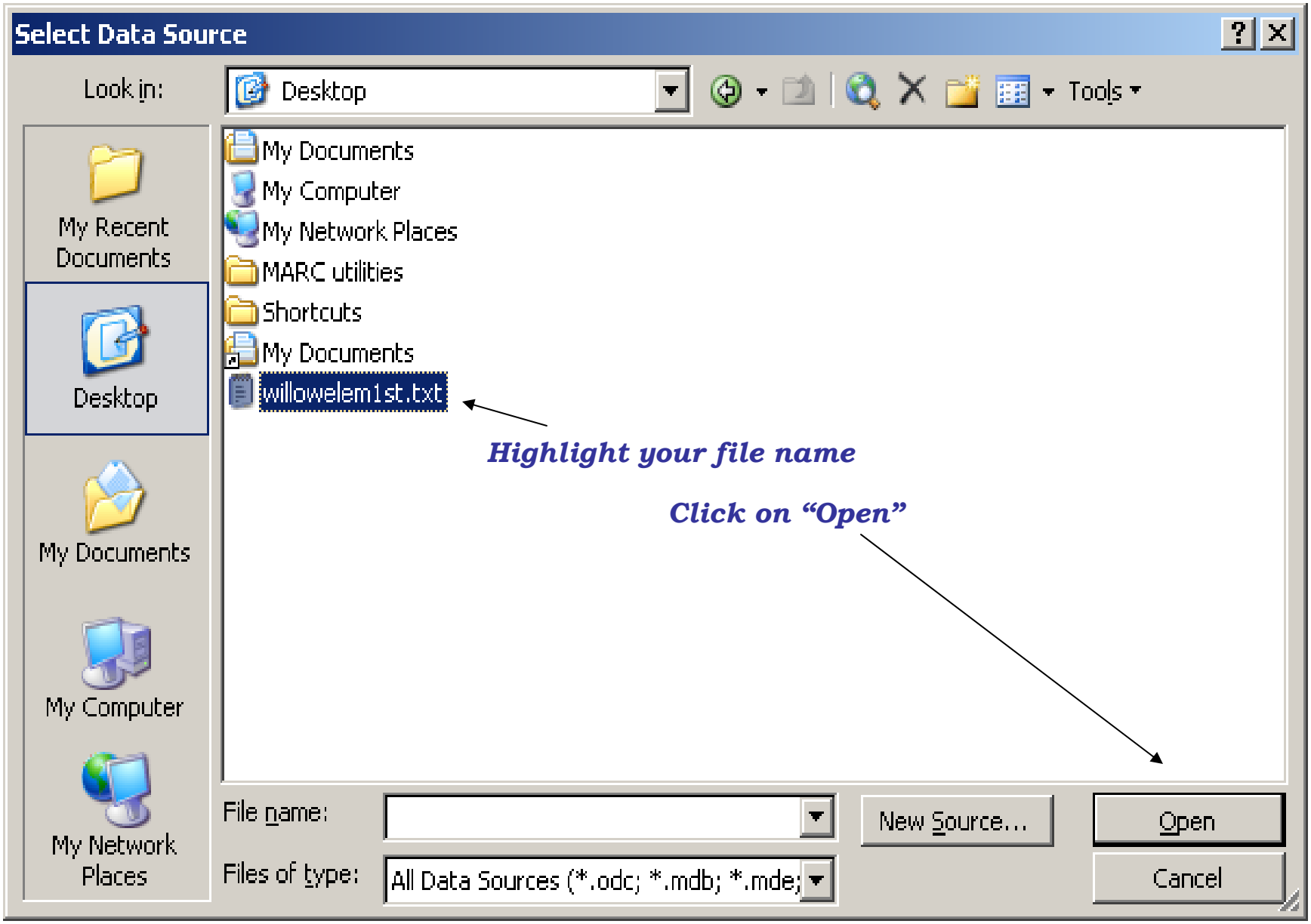
Get Data File (your Symphony .txt file)



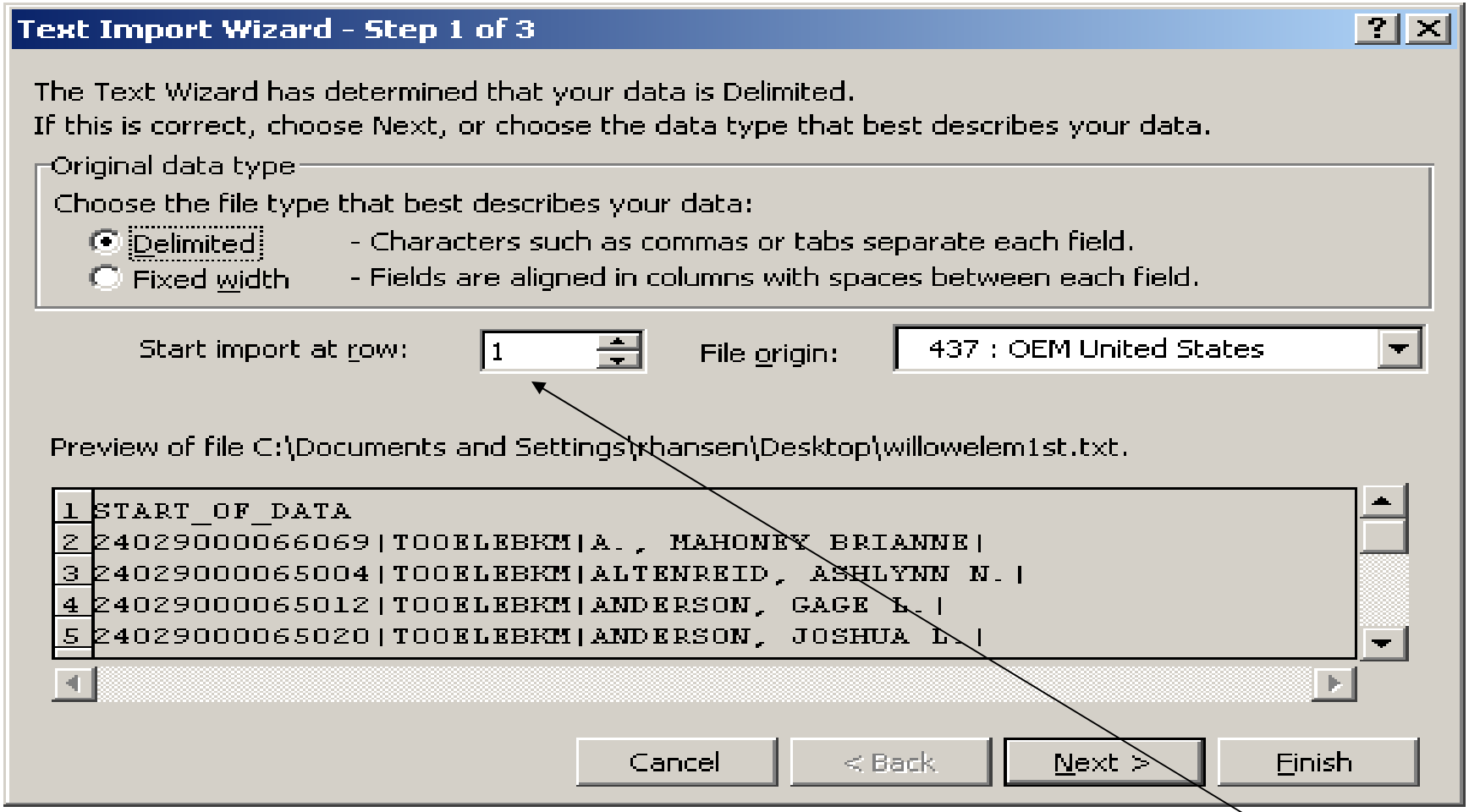
Locate Your Symphony .txt File



Remember what you called it?

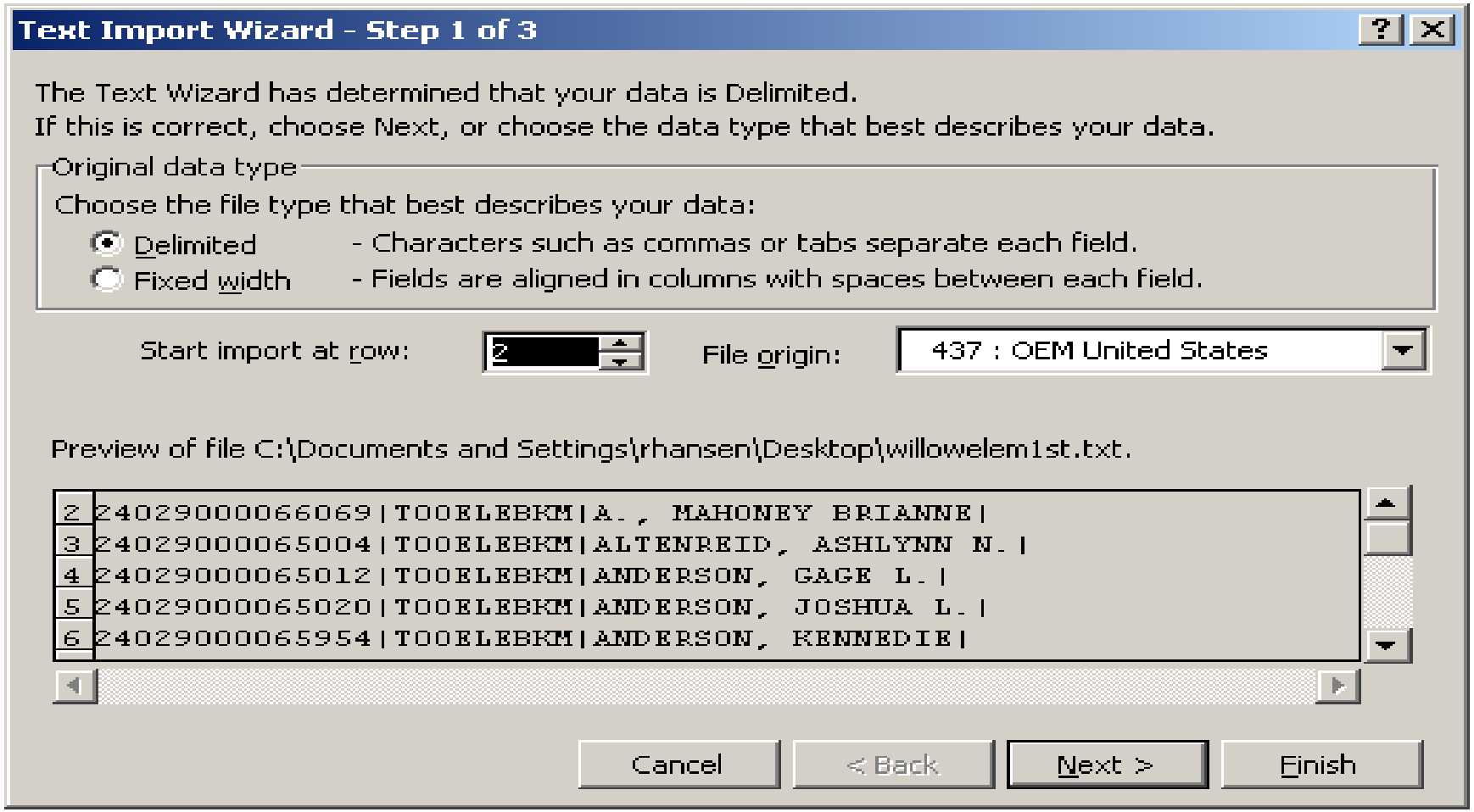


Begin Import Process



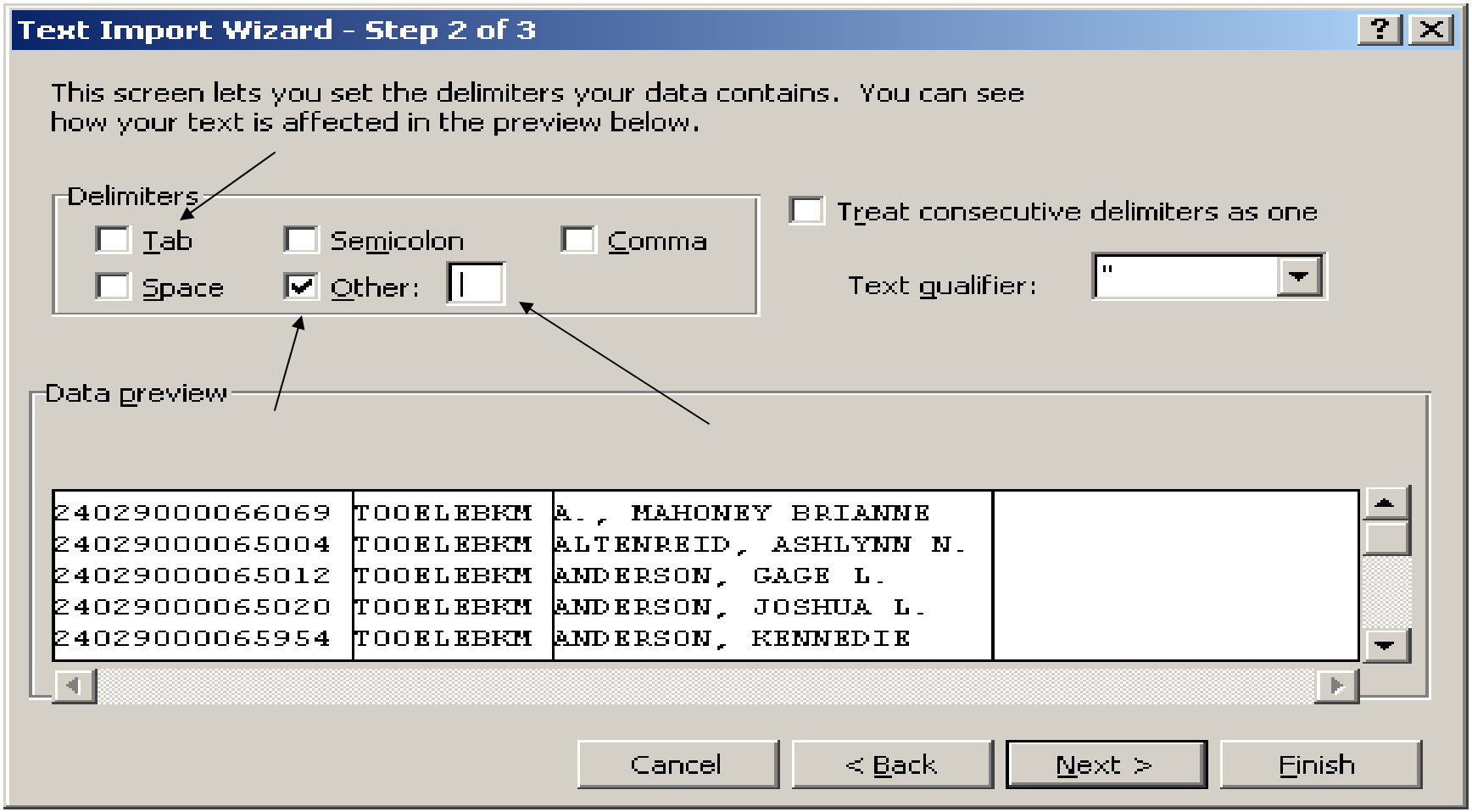
Row 1 gives us no information – so change "Start import at row:" to 2

On to Step Two …



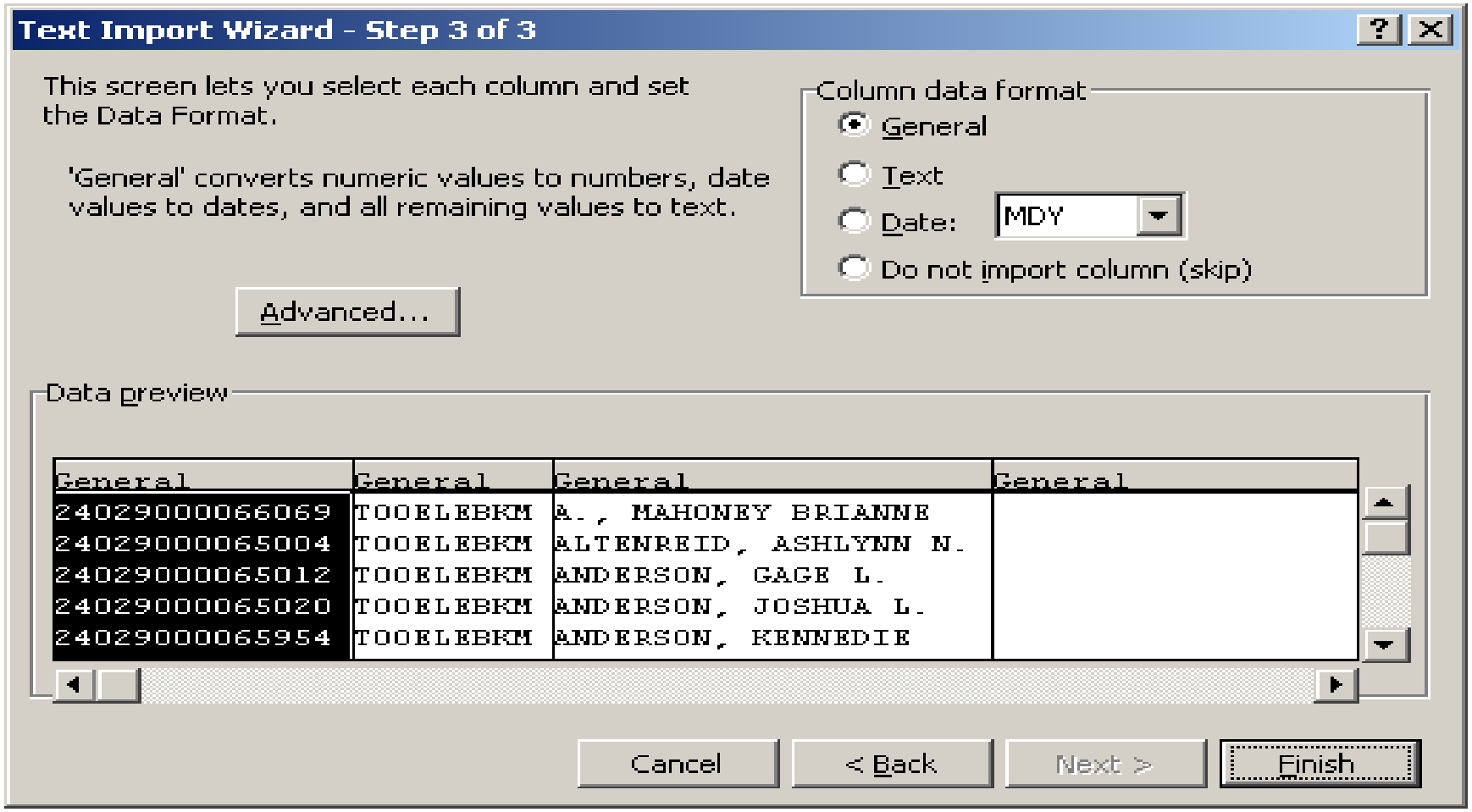
Click on "Next" and change that dialog box to match the next screenshot

Choosing the Delimiter



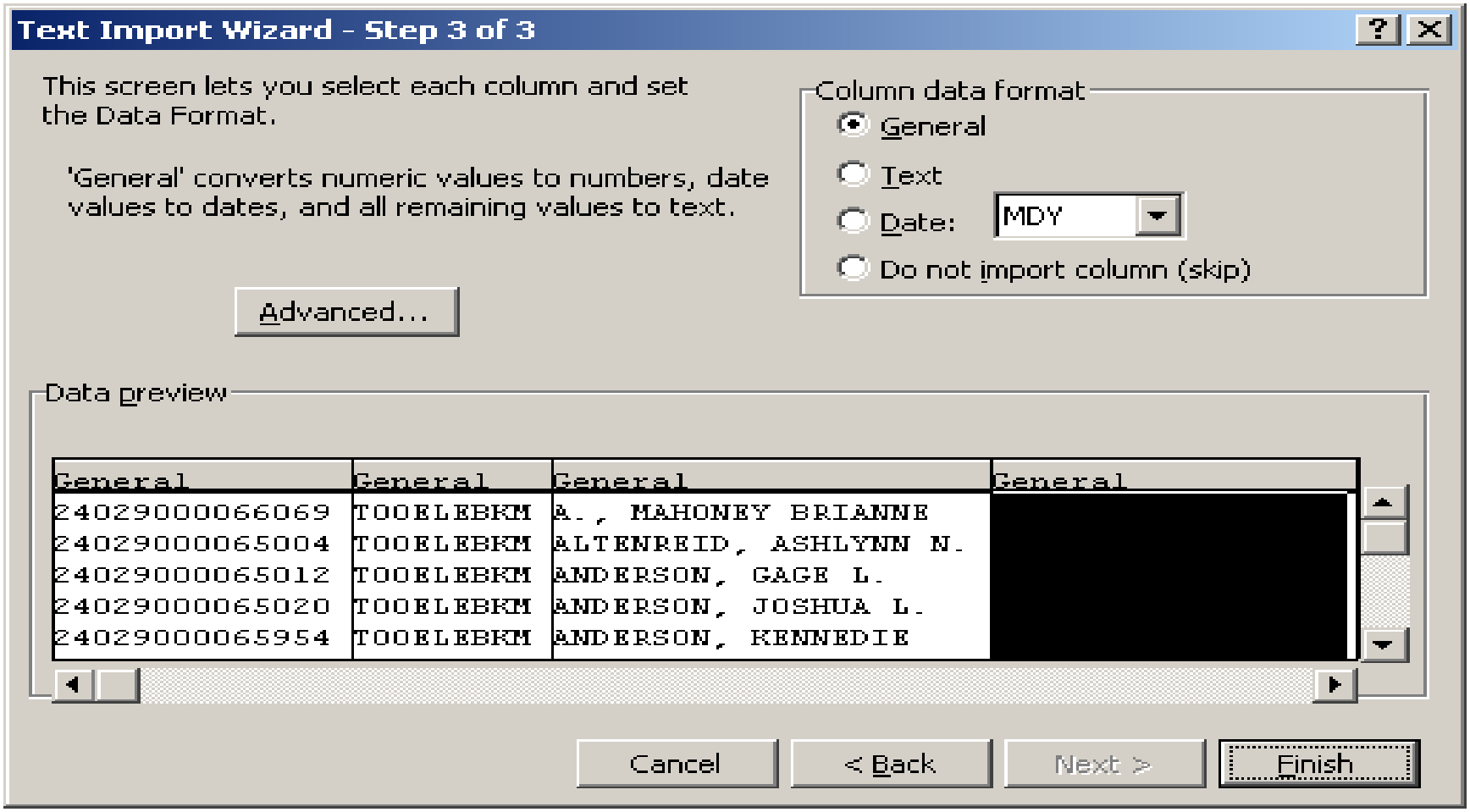
Remove the check from the "Tab" box, Add a check to the "Other" box and put the "pipe" symbol (shift-\ key) into the space after "Other" – Then click on "Next"

Remove Empty Column



Highlight the 4th (empty) column with a heading of "General"

Choose to Skip Column



Change radio button from "General" to "Do not import column (skip)"

“Finish” the Import

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Column data format

- General
- Text
- Date: MDY
- Do not import column (skip)

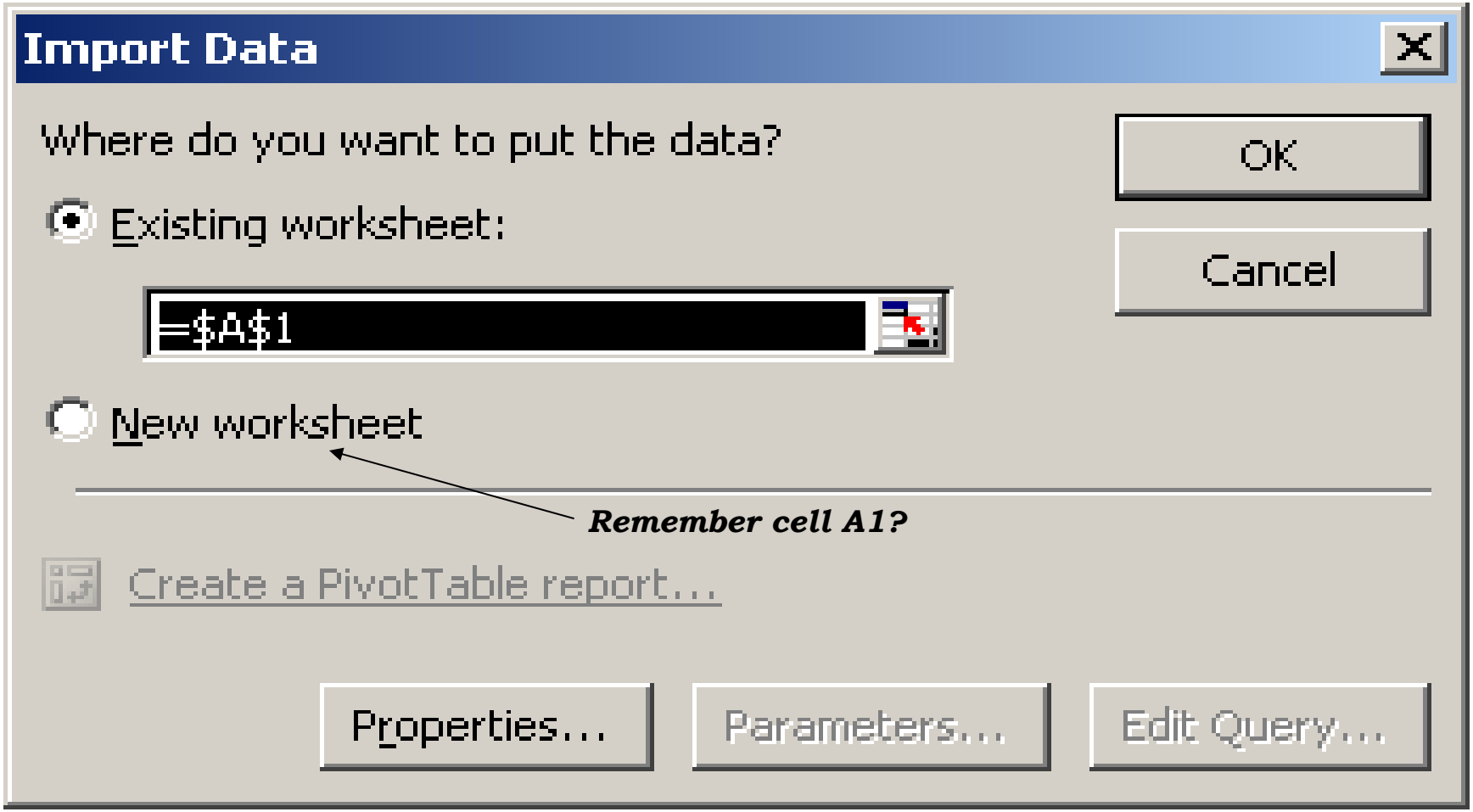
Data preview

General	General	General	Skip Column
24029000066069	TOOELEBKM	A., MAHONEY BRIANNE	
24029000065004	TOOELEBKM	ALTENREID, ASHLYNN N.	
24029000065012	TOOELEBKM	ANDERSON, GAGE L.	
24029000065020	TOOELEBKM	ANDERSON, JOSHUA L.	
24029000065954	TOOELEBKM	ANDERSON, KENNEDIE	

Cancel | < Back | Next > | Finish

Click on “Finish”

Where do you Want Your Data to Be on the Spreadsheet



Click on "OK"

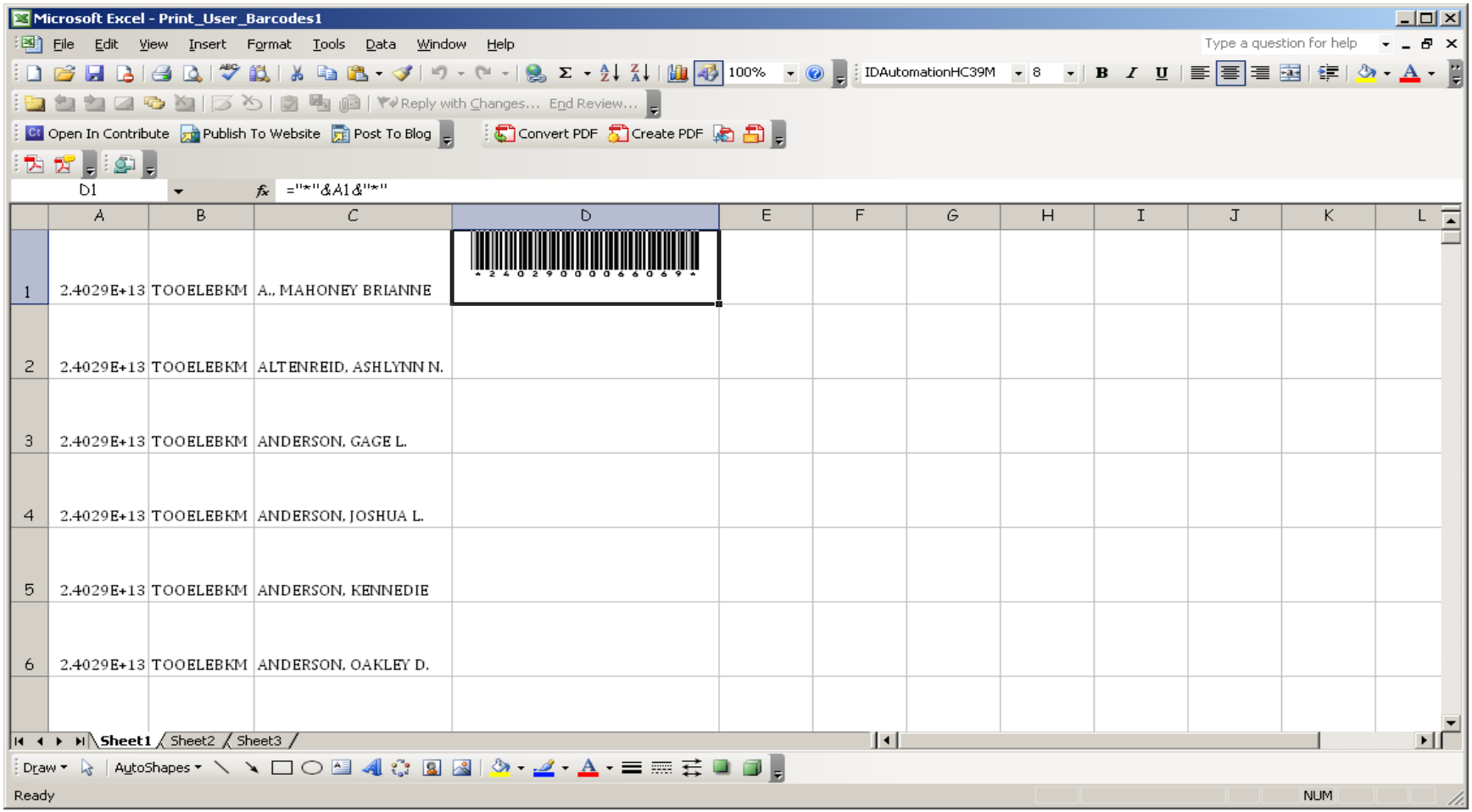
Just a Few More Steps ....

Microsoft Excel - Print_User_Barcodes1

	A	B	C	D	E	F	G	H	I	J	K	L
1	2.4029E+13	TOOELEBKM	A., MAHONEY BRIANNE	*2402900006069*								
2	2.4029E+13	TOOELEBKM	ALTENREID, ASHLYNN N.									
3	2.4029E+13	TOOELEBKM	ANDERSON, GAGE L.									
4	2.4029E+13	TOOELEBKM	ANDERSON, JOSHUA L.									
5	2.4029E+13	TOOELEBKM	ANDERSON, KENNEDIE									
6	2.4029E+13	TOOELEBKM	ANDERSON, OAKLEY D.									

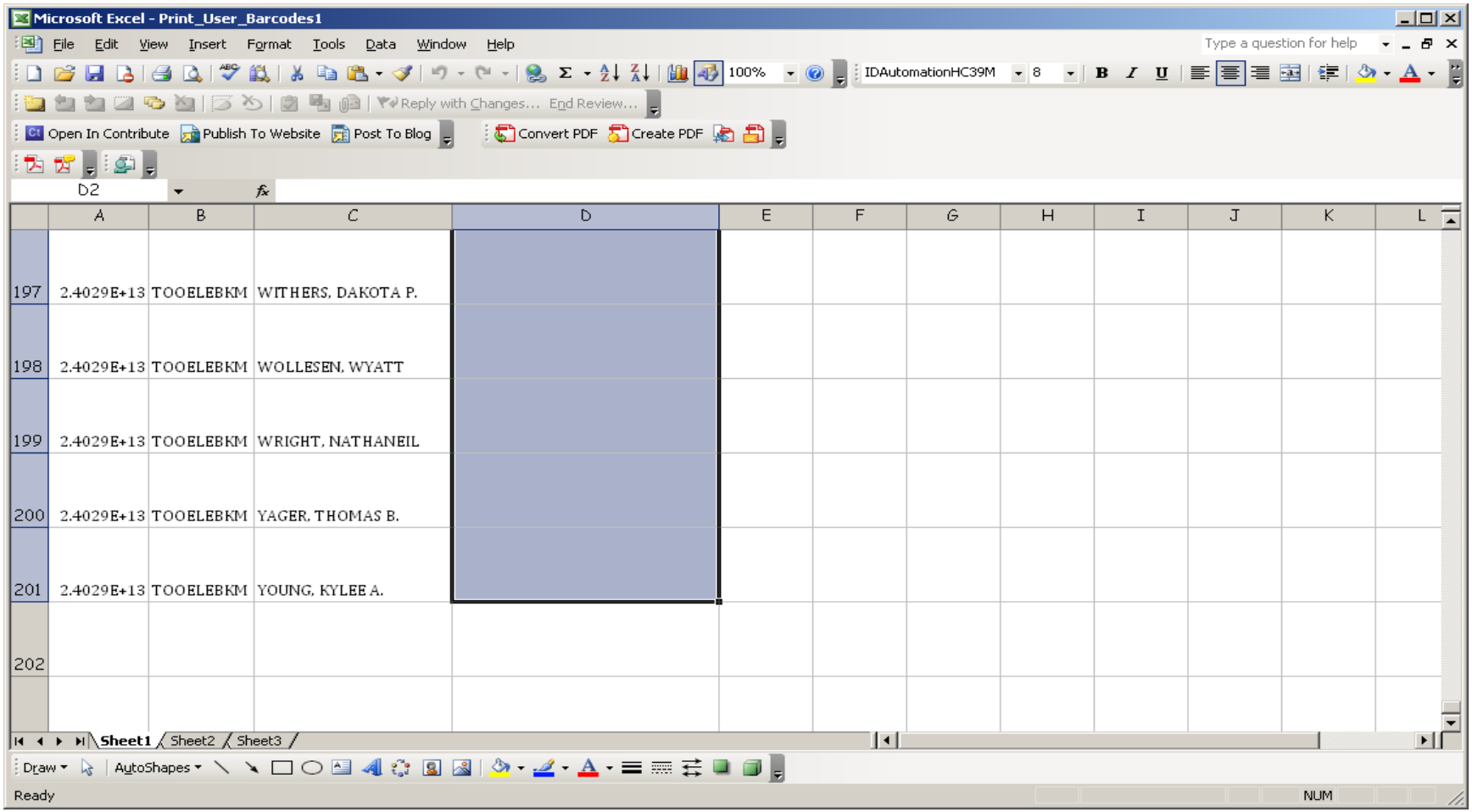
Highlight cell D1 and "copy" the cell by doing "Ctrl/C" on your keyboard, or "Edit>Copy" on the menu bar

Copy cell …



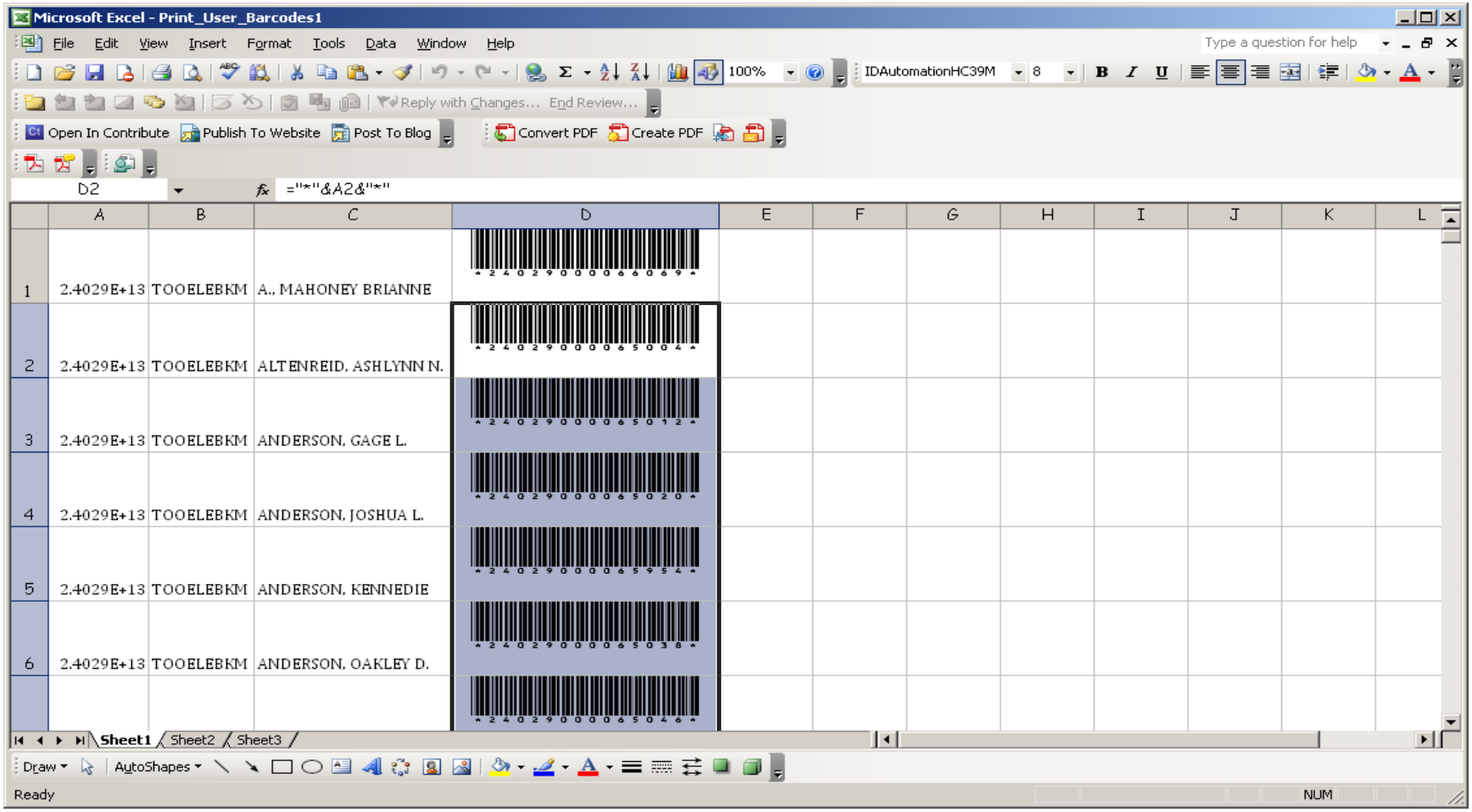
Move cursor to cell "D2" (D1 will still have the 'moving' lines around it – saying that is the cell you are copying) now drag the highlight down to the last cell by a user name --- or scroll down and hold down the "shift" key to highlight the column --

Now for the magic!



Now using your favorite method, paste what you have copied to all the cells in the column that have user names (edit/paste, ctrl/V ...)

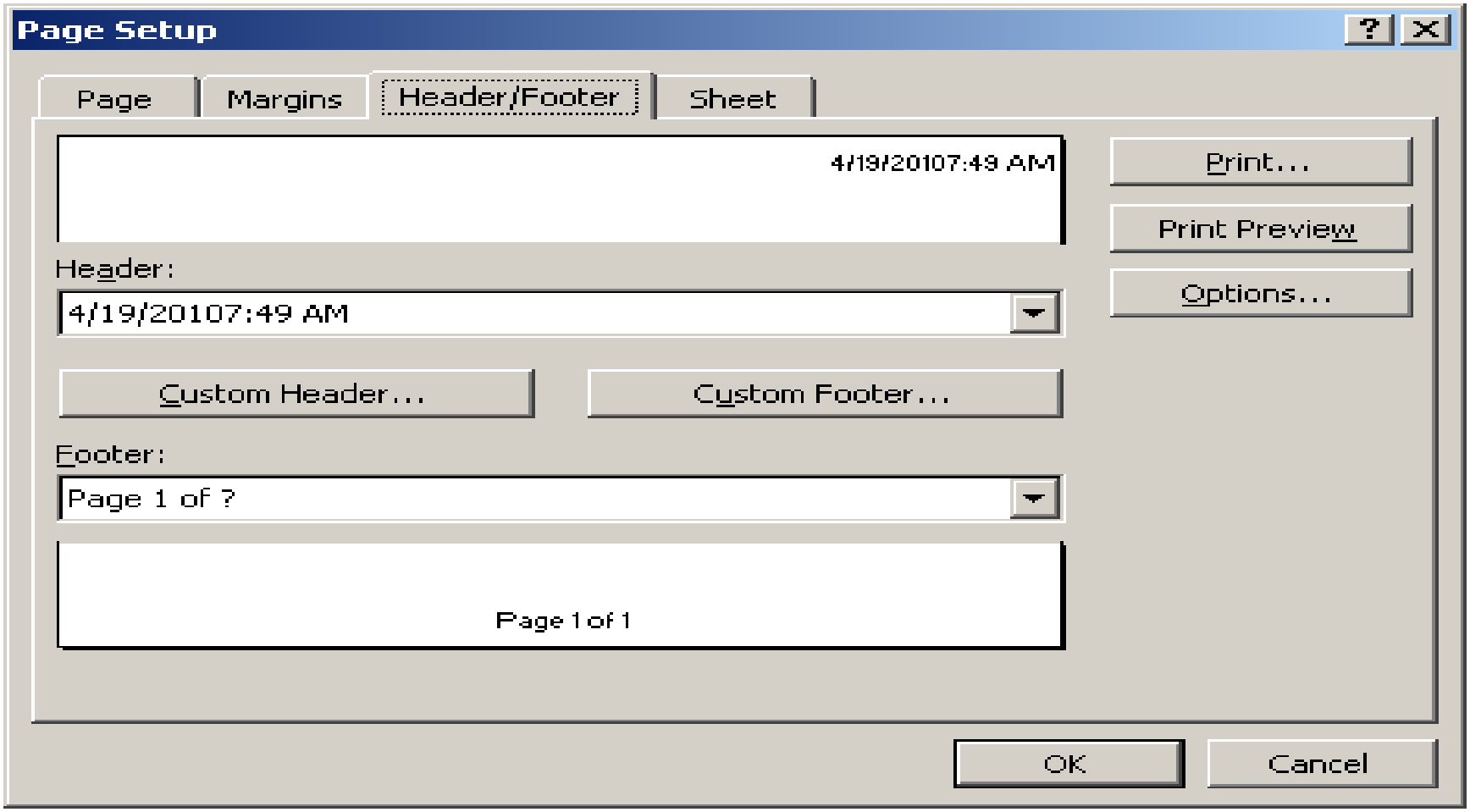
Ta Da …



BEWARE DO NOT REMOVE COLUMN "A" UNLESS ….

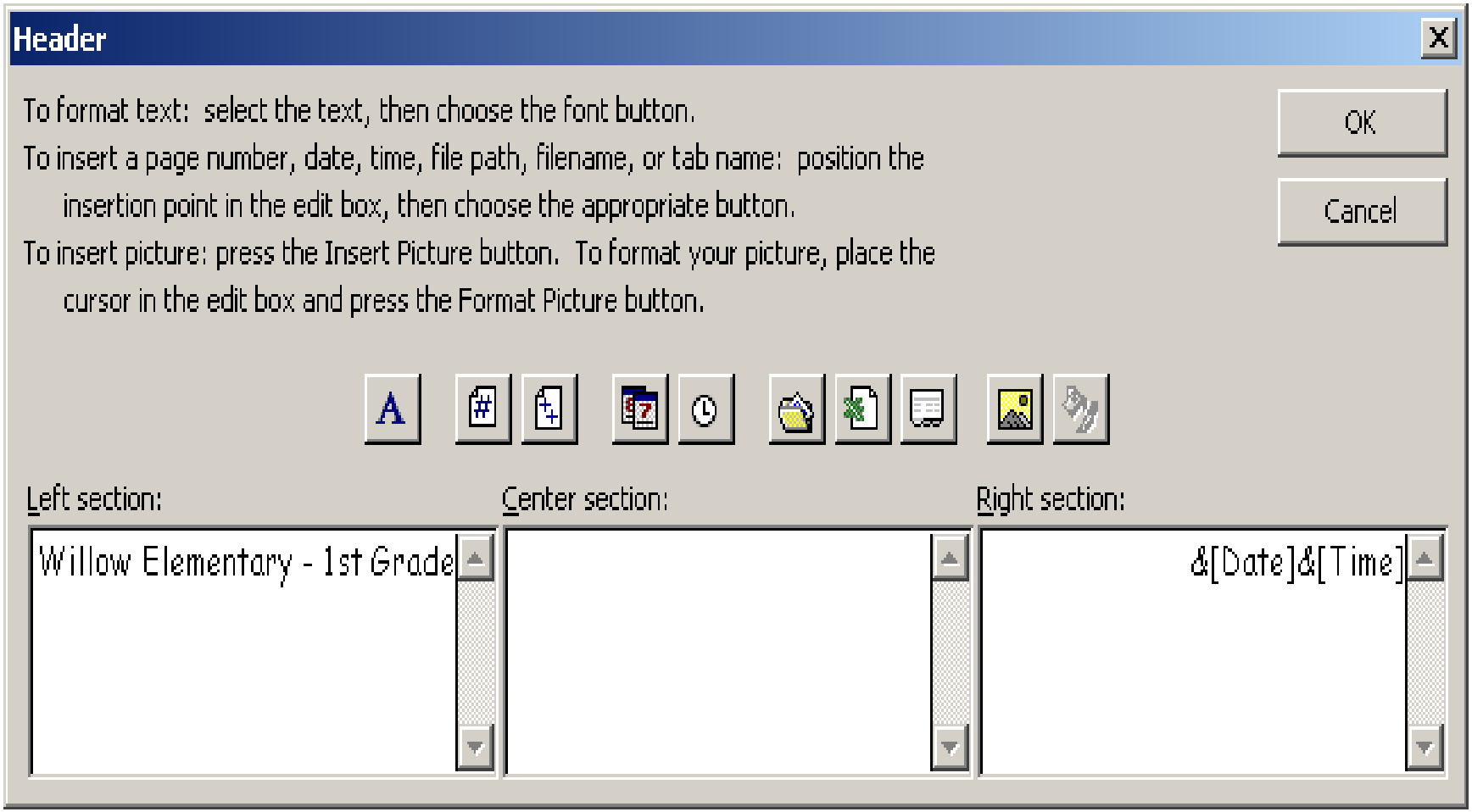
Column D holds a formula not the data – notice the white line above the spreadsheet (there are the letters "fx" before it – that is the formula. If you remove column A you would have a barcode like the one in the template all the way down the page – (the barcode would be **).

Header – To Identify



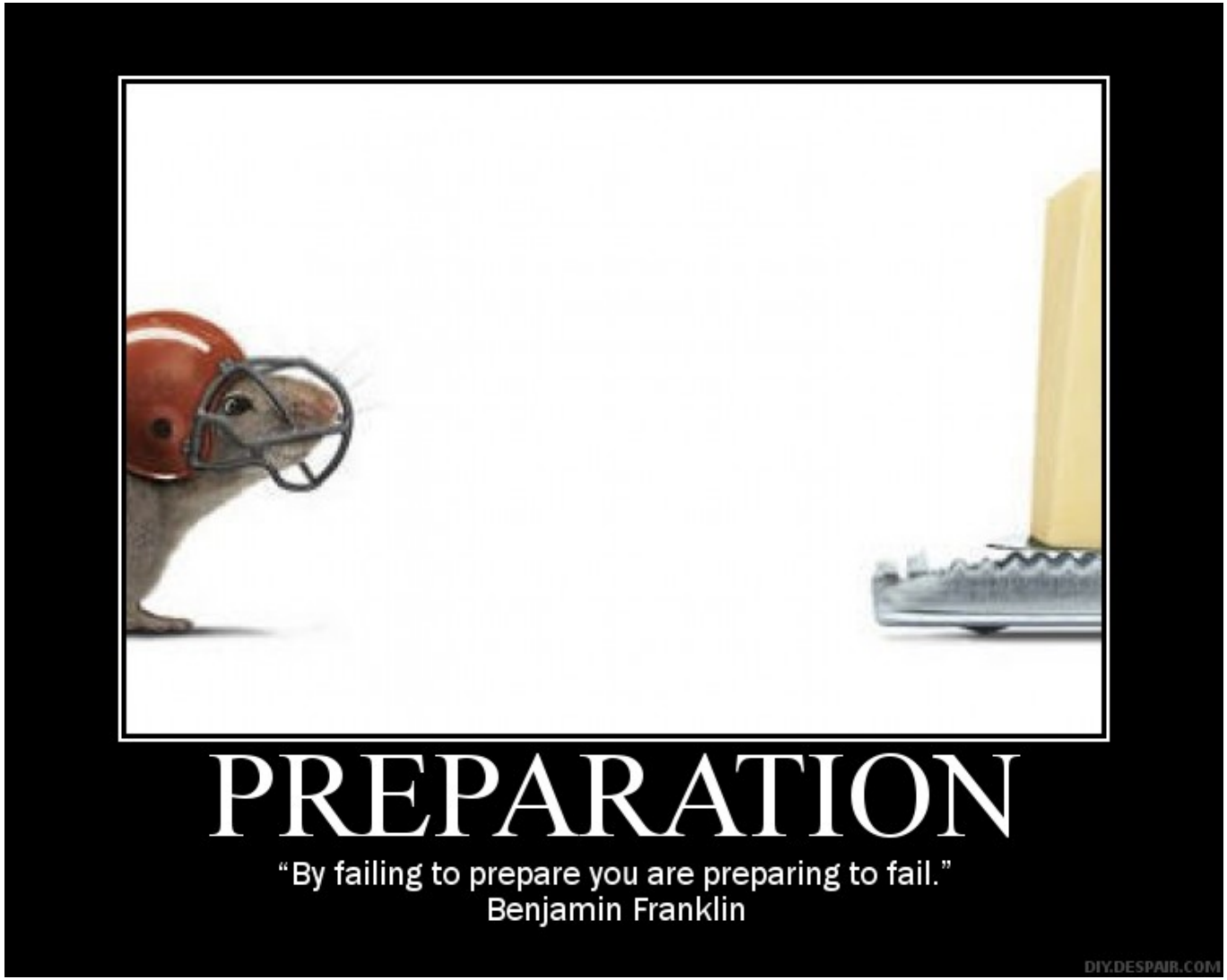
Click on File>Page Setup in the menu bar…
Choose the "Header/Footer tab …
Click on "Custom Header" … Enter the name of the school/grade … click on "OK" … and "OK" again

Custom Header



Enter identifying information in the left section – and click on "OK" and "OK" again to exit the Header/Footer configuration menus. Save as an Excel file and print.

Prep Directions



Excel Template …

C:\Documents and Settings\rhansen\Application Data\Microsoft\Templates

File Edit View Favorites Tools Help

Back Search Folders

Address C:\Documents and Settings\rhansen\Application Data\Microsoft\Templates Go

File and Folder Tasks

Other Places

Details

Templates
File Folder
Date Modified: Monday, March 29, 2010, 5:36 PM

~$Normal.dot
All-items-out.xlt
B&B.xlt
Bibs^coll-loc_template.xlt
screen_shots.dot
Set_up.xlt
Shortcut to publications
upload_template_long.xlt
fax_covr.dot
LOST-MISSING REPORT.xlt
Lost-missing_damaged.xlt
Lost-missing_with_barcode.xlt
never-ckod.xlt
new-titles.xlt
non-current-borrowers.xlt
Normal.dot
olc-exception.xlt
ophl.xlt
Print_User_Barcodes.xlt

This is the path for the directory that the template needs to live in … C:\Documents and Settings\{your name}\Application Data\Microsoft\Templates

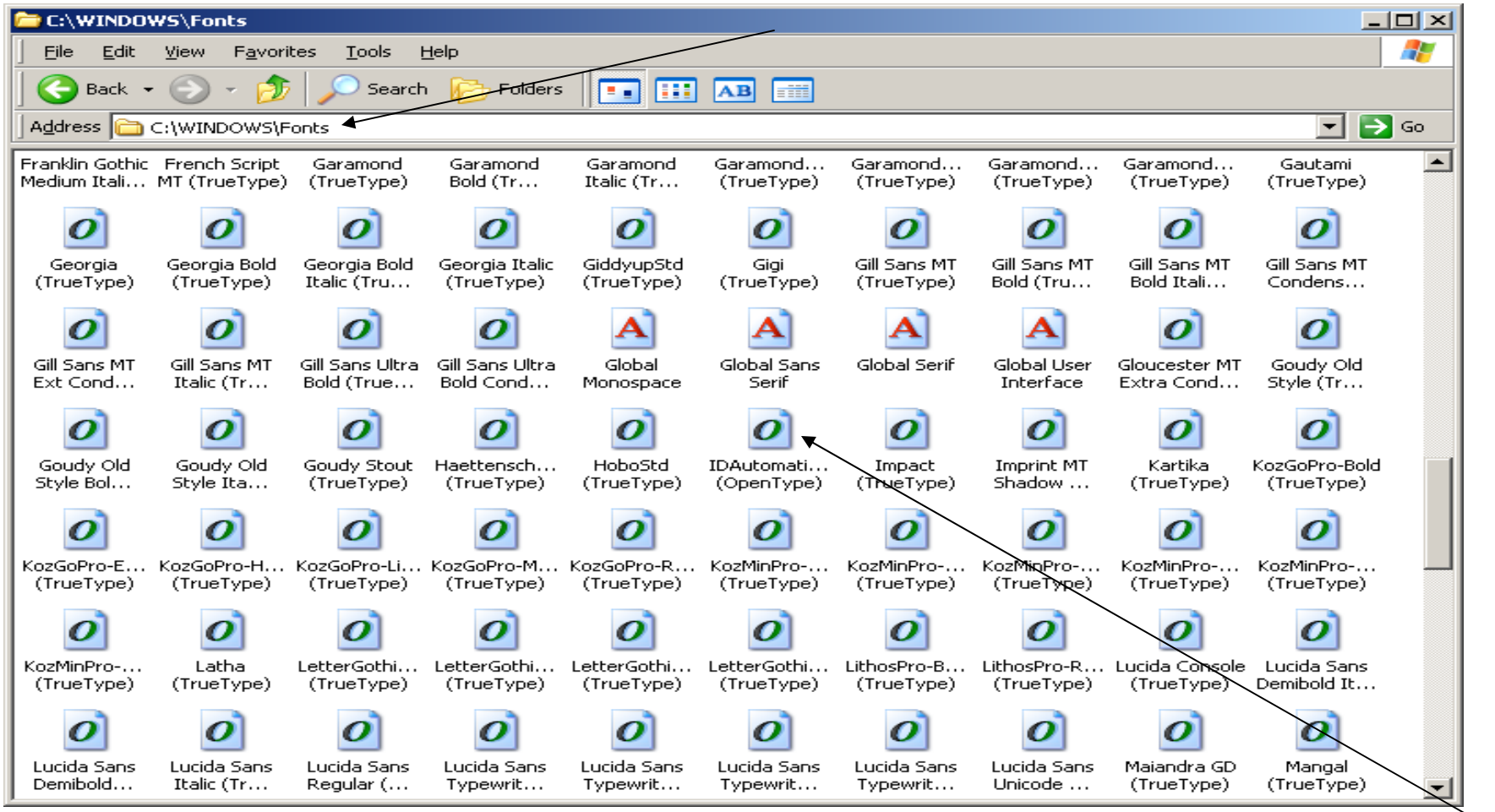
If the "Templates" isn't in this path, create it as a new folder.

You might also choose the use the C:\Documents and Settings\All Users\Application Data\Microsoft\Templates directory if more than one person will be printing barcodes

Our handy template

Save the .xlt file into the Templates directory.

Open Source Font

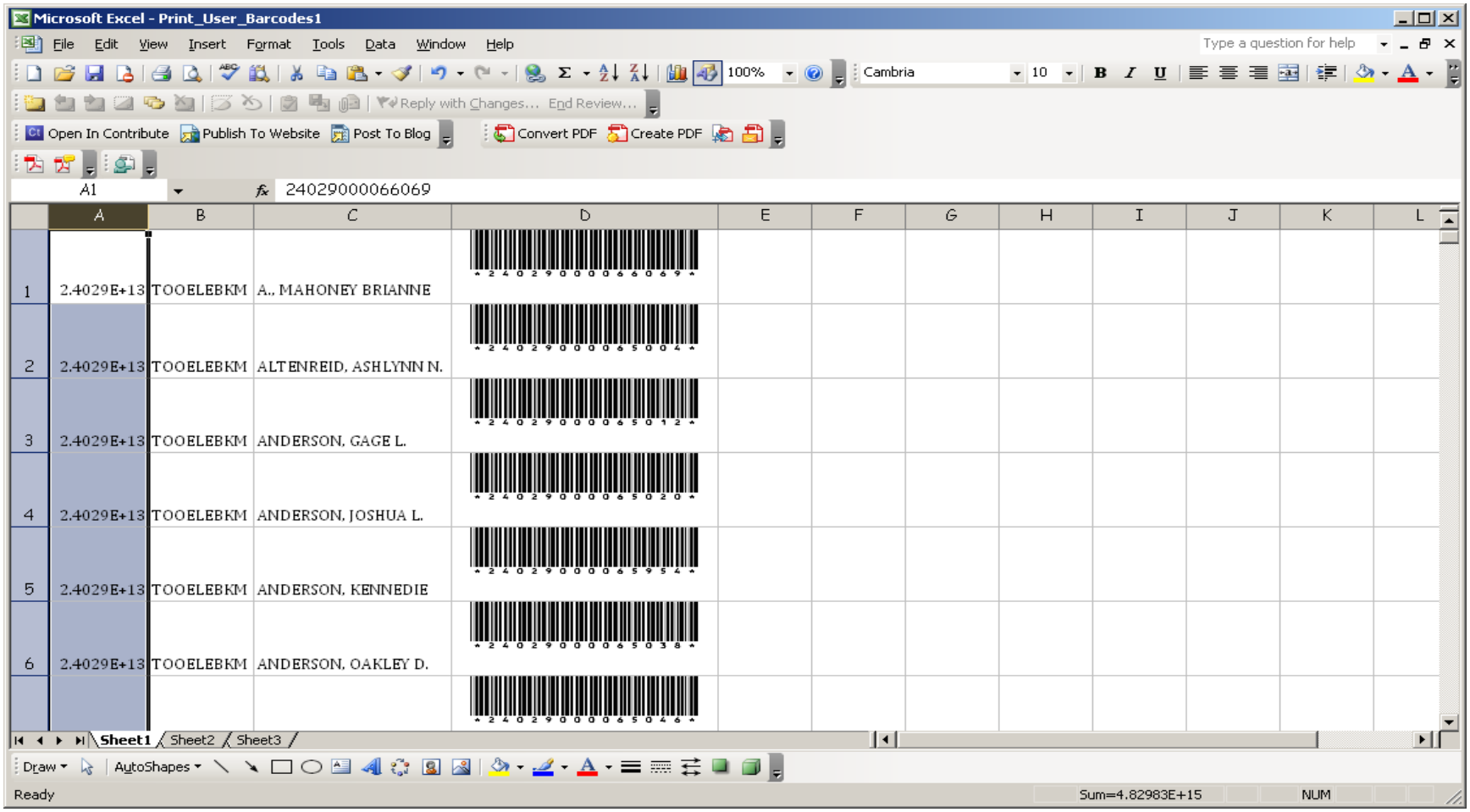


The font IDAutomationHC39M_FREE.otf needs to be in the C:\WINDOWS\Fonts directory -- you may get a warning message when you click on the Windows folder But this is where the fonts need to live.

Not Necessary But If It Bothers YOU

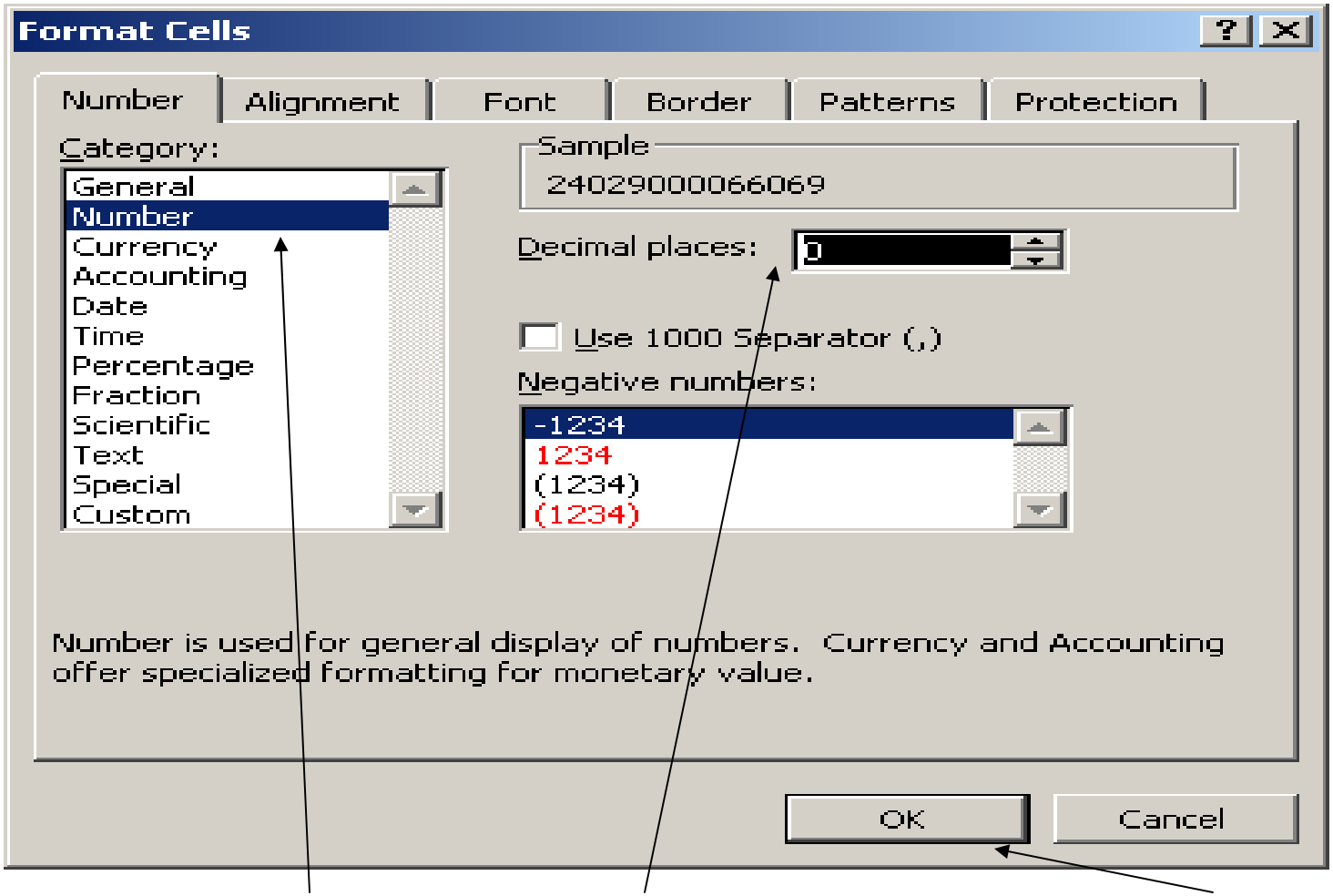
- Column A doesn’t look like my barcodes --
- Can we get rid of the barcode numbers in column A since they are printed with the barcode?
- Does the library code do anything?

This Doesn't Look Like My Barcode!



Highlight the column (place cursor over the "A" until it turns into a down arrow, then right click) go to Format>Cells

How I Want My Number to Look



Choose "Number" and set Decimal places to "0" then click on "OK"

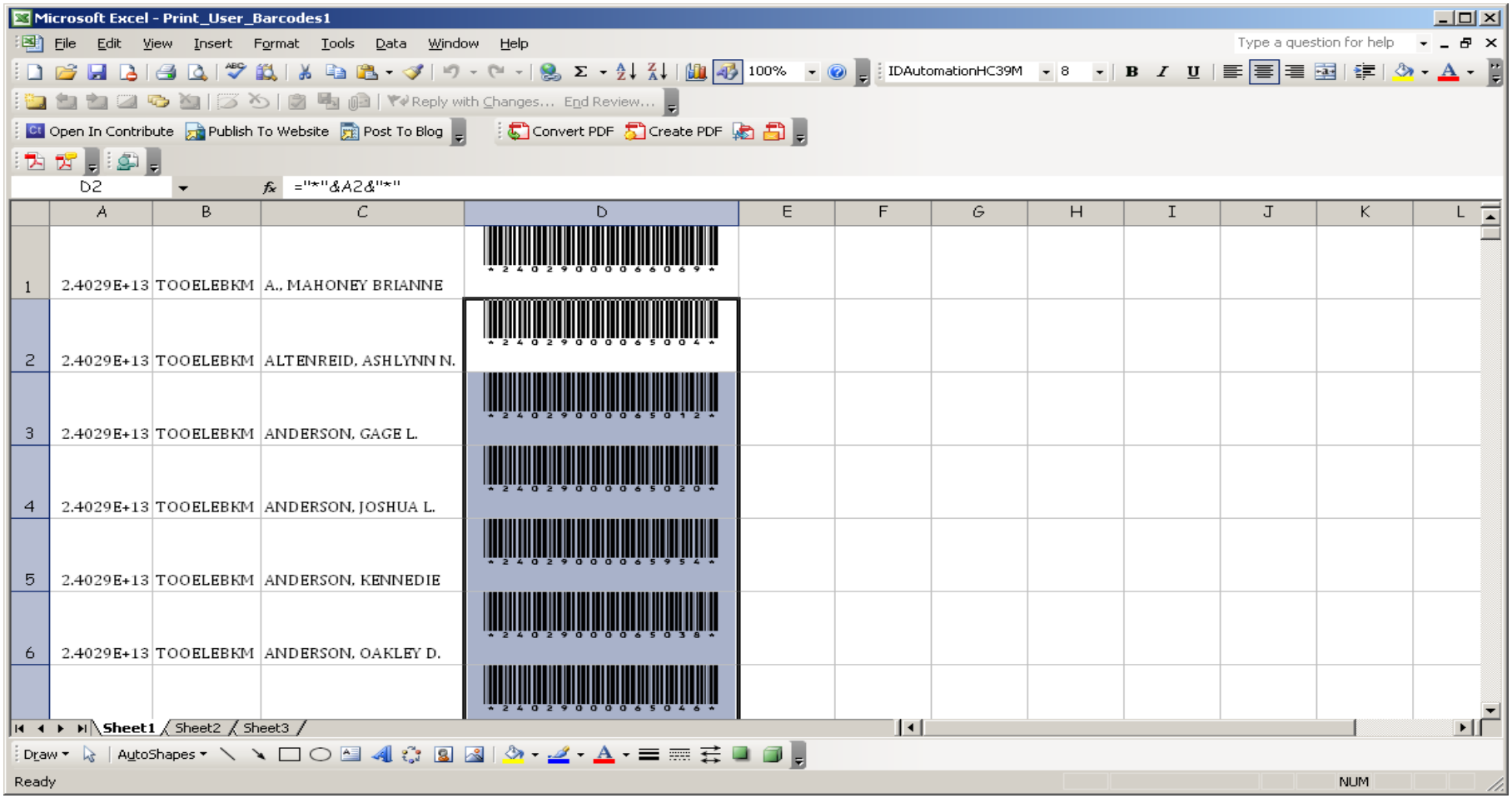
I Can Read Them .. But I'll Let the Scanner Do It

Microsoft Excel - Print_User_Barcodes1

	A	B	C	D	E	F	G	H	I	J	K
1	24029000066069	TOOELEBKM	A., MAHONEY BRIANNE	*240290000660 69*							
2	24029000065004	TOOELEBKM	ALTENREID, ASHLYNN N.	*240290000650 04*							
3	24029000065012	TOOELEBKM	ANDERSON, GAGE L.	*240290000650 12*							
4	24029000065020	TOOELEBKM	ANDERSON, JOSHUA L.	*240290000650 20*							
5	24029000065954	TOOELEBKM	ANDERSON, KENNEDIE	*240290000659 54*							
6	24029000065038	TOOELEBKM	ANDERSON, OAKLEY D.	*240290000650 38*							
				240290000650 46							

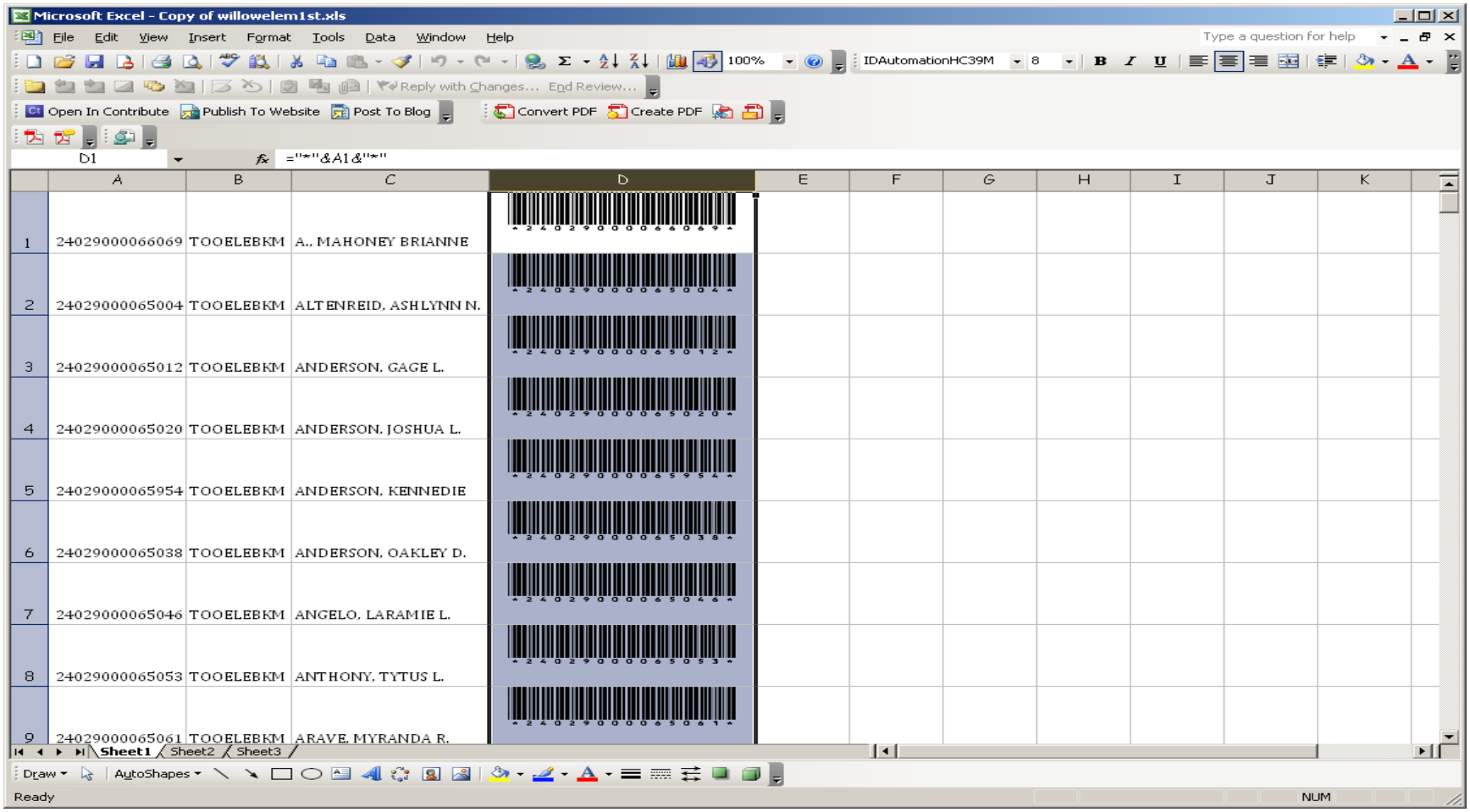
Now we have a column with human readable numbers and a column with a barcode – do we need both? --- hmm ....

Formulas and Values



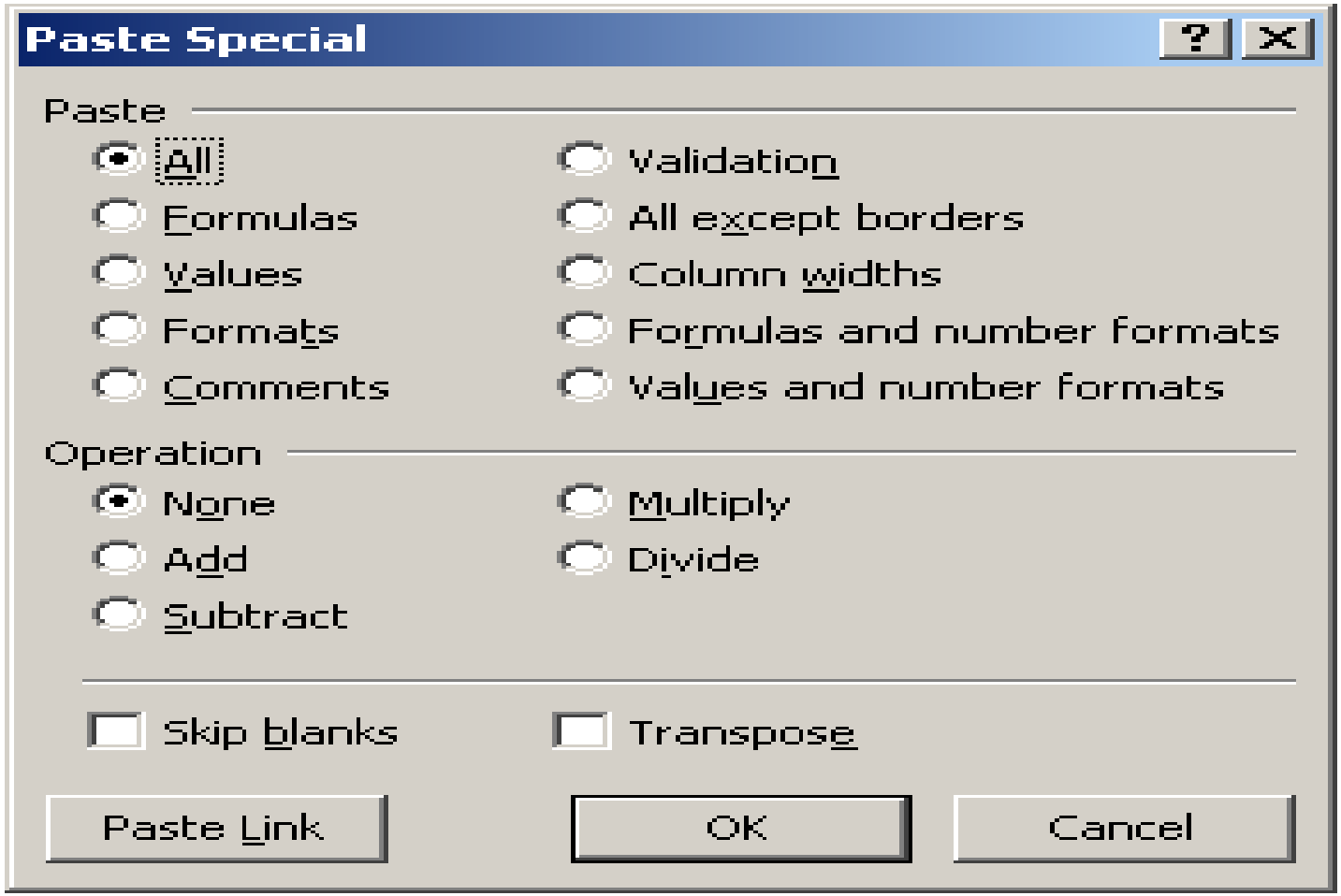
Remember the formula bar -- as long as our column is using a formula to pull the barcode number into the new column we have to have both, so … if you highlight column D

From Formula to Value

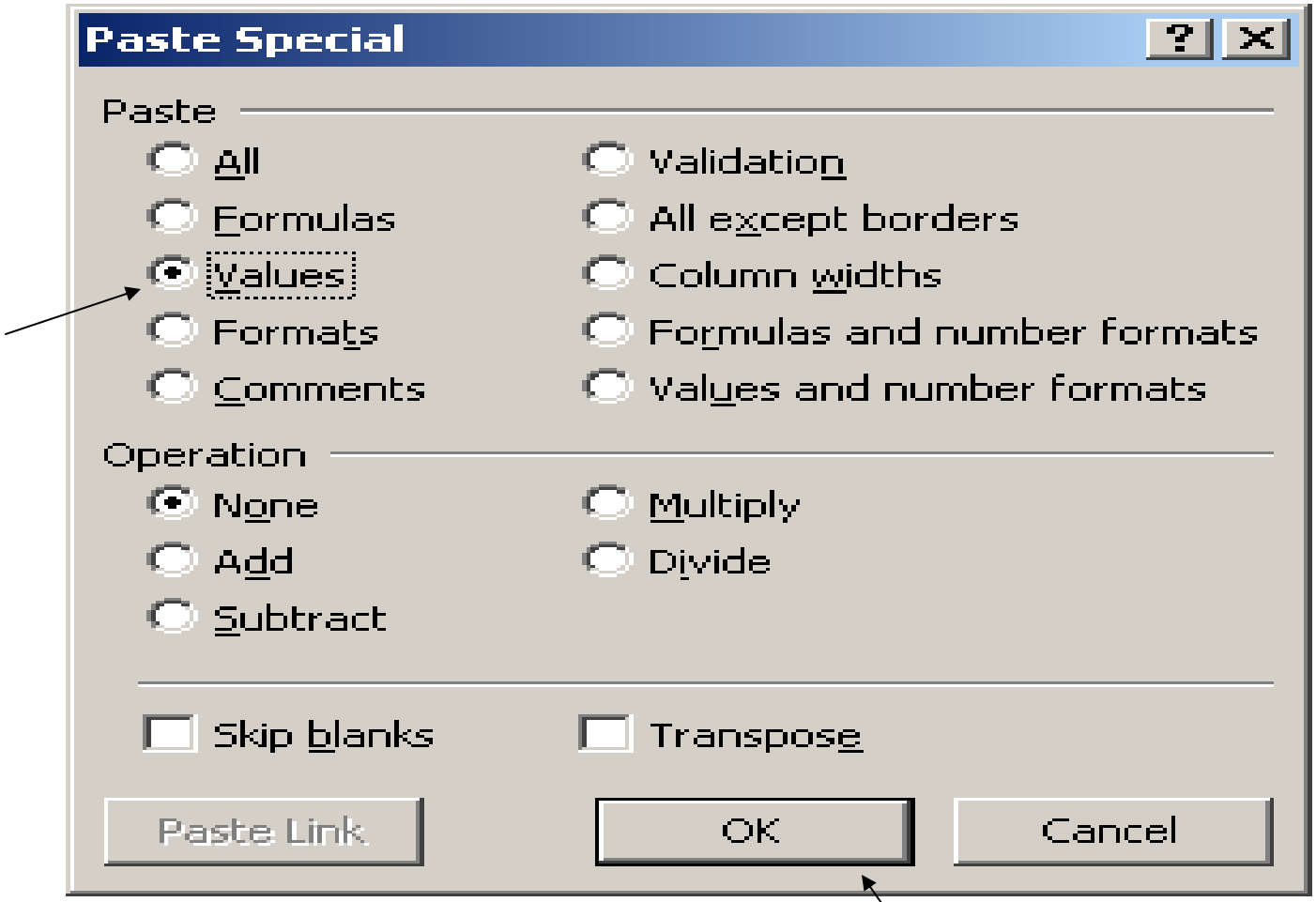


Highlight the barcode column .. "copy" the column and then go to "Edit" on the menu bar and choose "Paste Special" ...

Paste Special Choices



Change the "Paste" radio button from "All" to "Values"



And click on OK

MAGIC!

Microsoft Excel - Copy of willowelem1st.xls

File Edit View Insert Format Tools Data Window Help

Open In Contribute | Publish To Website | Post To Blog | Convert PDF | Create PDF

D1 *24029000066069*

	A	B	C	D	E	F	G	H	I	J	K
1	24029000066069	TOOELEBKM	A., MAHONEY BRIANNE	*24029000066069*							
2	24029000065004	TOOELEBKM	ALTENREID, ASHLYNN N.	*24029000065004*							
3	24029000065012	TOOELEBKM	ANDERSON, GAGE L.	*24029000065012*							
4	24029000065020	TOOELEBKM	ANDERSON, JOSHUA L.	*24029000065020*							
5	24029000065954	TOOELEBKM	ANDERSON, KENNEDIE	*24029000065954*							
6	24029000065038	TOOELEBKM	ANDERSON, OAKLEY D.	*24029000065038*							
7	24029000065046	TOOELEBKM	ANGELO, LARAMIE L.	*24029000065046*							
8	24029000065053	TOOELEBKM	ANTHONY, TYTUS L.	*24029000065053*							
9	24029000065061	TOOELEBKM	ARAVE, MYRANDA R.	*24029000065061*							

Sheet1 Sheet2 Sheet3

Ready NUM

Our formula bar now shows the barcode number not the formula so if we want we can remove column A … and column B since there is not individual information in that column

IF YOU HAVE QUESTIONS CALL – 801-715-6758 (RAH's #)