

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

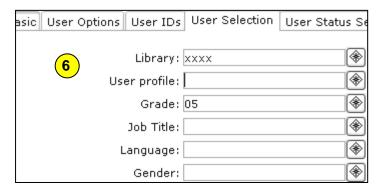
5. **Change** the Report name and/or Title if you wish.

Basic User Options User IDs User Selection User Sta Report name: XXXX 5th grade Labels Description: List of Patrons Title: List of Patrons Footer:

Selection Criteria Tabs

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

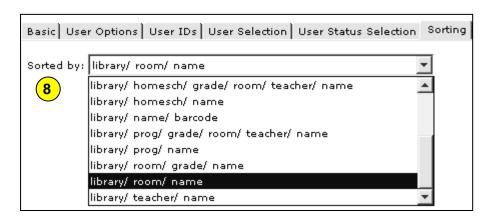
NOTE: In this example, the librarian wants to create labels for 5^{th} grade students.



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.

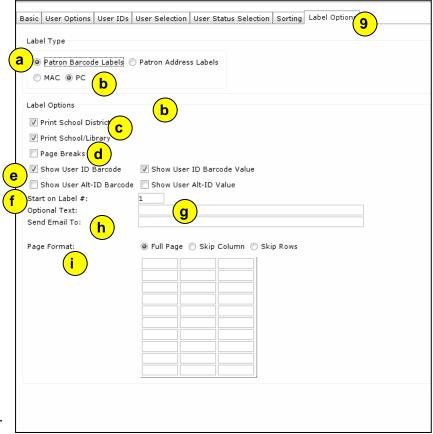
9. Label Options output tab

Label Type

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

Label Options

- 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.





- 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 label

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



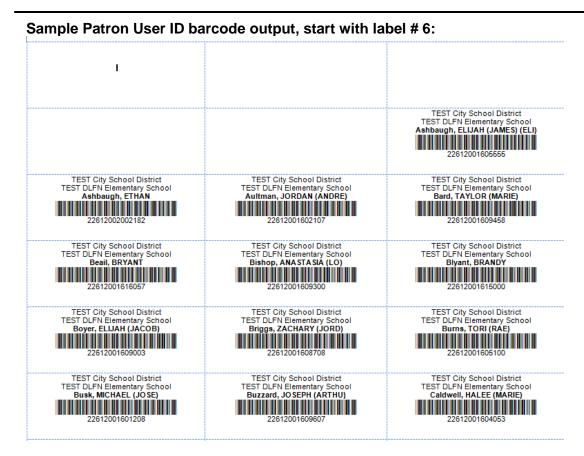
Sample Patron User ID barcode output:



Sample Patron Alt-ID barcode output:







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

TEST 01 01 10 10 10 10 10 10 10 10 10 10 10
TEST City School District TEST DLFN Elementary School Ashbaugh, ETHAN 22612002002182
TEST City School District TEST DLFN Elementary School Bard, TAYLOR (MARIE) 22612001609468
TEST CITY School District TEST DLPN Elementary School Bishop, ANASTA SIA (LO) 22612001609300
TEST City School District TEST DLPN Elementary School Boyer, ELIJAH (JACOB) 22612001609003
TEST City School District TEST DLFN Elementary School Burns, TORI (RAE) 22612001605100
TEST City School District TEST DLFN Elementary School Buzzard, JOSEPH (ARTHU) 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)	Υ	Υ
Open Office (Word Processor)	Υ	Υ