

Printing Patron Barcode Lists By Homeroom

The following directions explain how to create and print class lists of patron barcodes.

1. Go to the **Reports tab**, and choose “**Patron Reports**” from the left menu.
2. Choose the **Barcode Labels** report under the **Labels/Cards** heading.
3. Choose **Select by: Patron Name** and leave the From _____ to _____ fields blank to print all the class lists in the school at once. (To print only a certain class, choose Select by: Teacher and enter the Teacher’s name in both From and to fields.)
4. Choose **Sorted by: Homeroom**

Print used patron barcodes...

Select by

From to

Sorted by Patron Name
 Homeroom and then by

Limited to patrons Of these types ...with these statuses
 Active
 Restricted
 Inactive

Include the following Barcode number

Formatted for Barcode labels
 Export to Excel®
 Use label stock

Start on label

Printer offset - Horizontal: Vertical:

Use at the circulation desk
 Start a new page for each group
 Include

In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned.
For assistance configuring Adobe Reader or the printer offsets, see [Troubleshooting](#)

5. **Limit to patrons of these types: Student** (click Update and check only **Student** on a separate screen) and **Active** status only.
6. Check the **Include the following** box for **Barcode number**.
7. Under **Formatted for**: choose **Use at the circulation desk** radio button.
8. Check **Start a new page for each group**. This will put each class on its own page.
9. Click **Run Report**. These can be printed on Avery 5160 labels.