Assigning Bar Code Ranges to a Vendor

Destiny allows you to reserve a range of barcodes for each of your vendors. Destiny skips these reserved barcode numbers when automatically assigning barcode numbers and when generating Unused Copy Barcode Labels.

To Add or Edit vendor information:

1. Go to Back Office tab.
2. Choose Site Configuration from the left menu.
3. Choose the Site Administration subtab.
4. Click on the “edit” icon next to Library Vendors.
5. To add a new vendor, enter the name of the vendor you wish to add to the list and the first barcode number in the range you are reserving for that vendor. Enter the number of barcodes you have reserved for that vendor. Click the Save button.

6. To edit a vendor’s name or their reserved barcodes, click the edit icon for that vendor. Click the Save button after you have made your changes.
7. (You can also reach this screen to add or edit vendor information from the Add Copies or Edit Copies screens. Click the Other... button next to the Vendors pull-down at the bottom of the screen.)