

# Printing Patron Barcode Lists by Class

The following directions explain how to create and print class lists of patron barcodes. They can also be modified to create teacher barcode lists or other unique lists.

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: Teacher**

The screenshot shows the 'Print used patron barcodes...' configuration page. The 'Select by' dropdown is set to 'Patron Name'. The 'Sorted by' dropdown is set to 'Teacher'. Under 'Limited to patrons', the 'Student' type is selected, and the 'Update' button is highlighted. The 'Include the following' section has 'Barcode number' checked. The 'Formatted for' section has 'Barcode labels' selected. The 'Use label stock' dropdown is set to 'Avery white address labels (style 5160)'. The 'Start on label' field is set to '1'. The 'Printer offset - Horizontal' and 'Vertical' fields are both set to '0'. The 'Use at the circulation desk' radio button is selected. The 'Start a new page for each group' checkbox is checked. The 'Include Circulation command barcodes' checkbox is unchecked. At the bottom, there is a 'Run Report' button and a note about configuring Adobe Reader and printer offsets.

5. **Limit to patrons** of these types **Student** (you will have to 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**. It will open in Adobe Reader or Acrobat and check that it is correct, and then print it out.

**Troubleshooting Note:** Student and teacher information is imported into Destiny from Discovery, so most mistakes found on these lists will probably need to be corrected by the secretary who manages Discovery for your school; corrections will then appear the next time a Destiny update is performed. Nonetheless, if students are missing, listed under the wrong teacher, or listed under no teacher at all, you may still need to edit their patron records and change the **Patron Status** or **Teacher** of those students.