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**
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.