

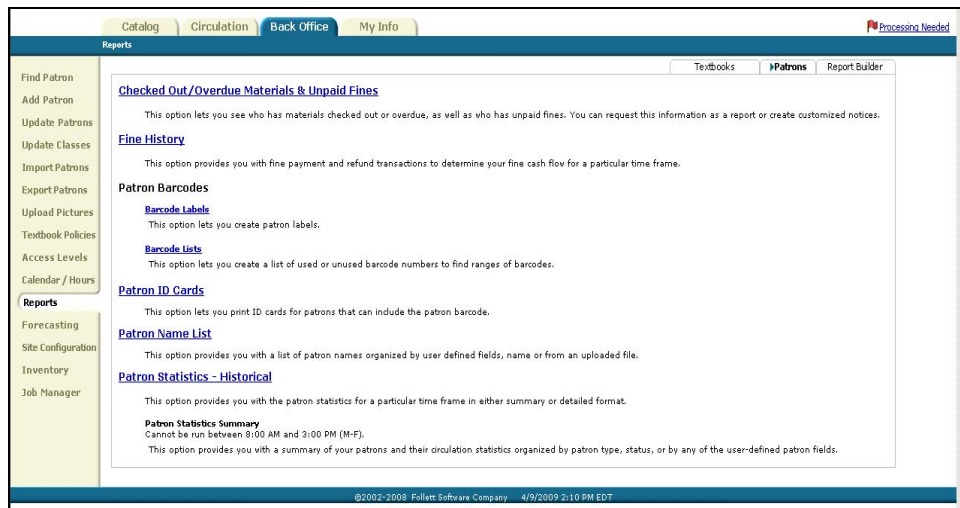
Patron Barcode Report

If you need to create a patron barcode report, you will begin by logging into your school at <http://textbooks.ed.sc.gov> and clicking on the **Back Office** tab.

Click on the **Reports** option.

Click on the **Patrons** sub-tab.

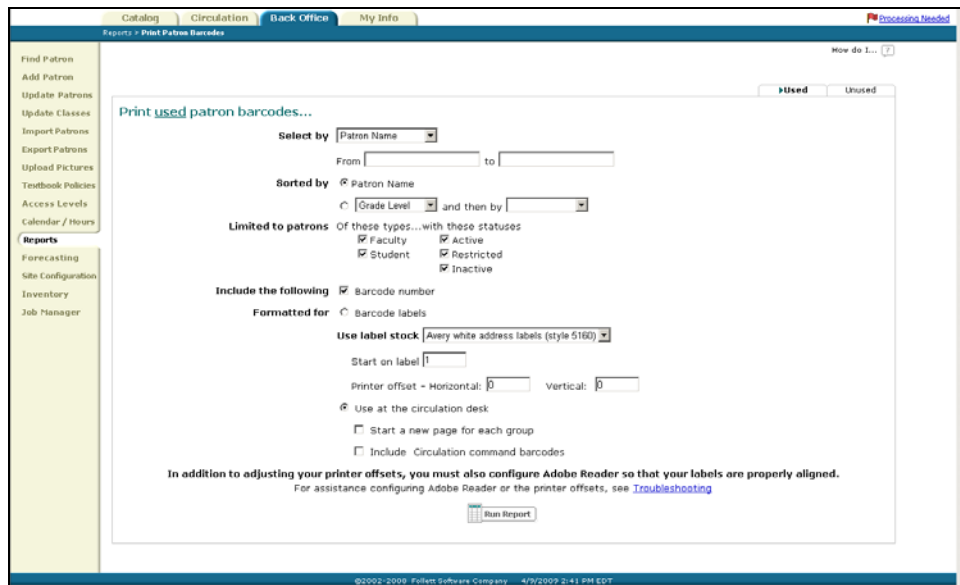
Select the **Barcode Labels** report under **Patron Barcodes**



Formatting the Patron Barcode Report

Choose the formatting options for the report needed. Under **Formatted For**, if **Barcode Labels** is selected, the report will be formatted to print on peel-off Avery address labels. If **Use at the circulation desk** is selected, the report will be formatted for a sheet of paper.

Click **Run Report**.

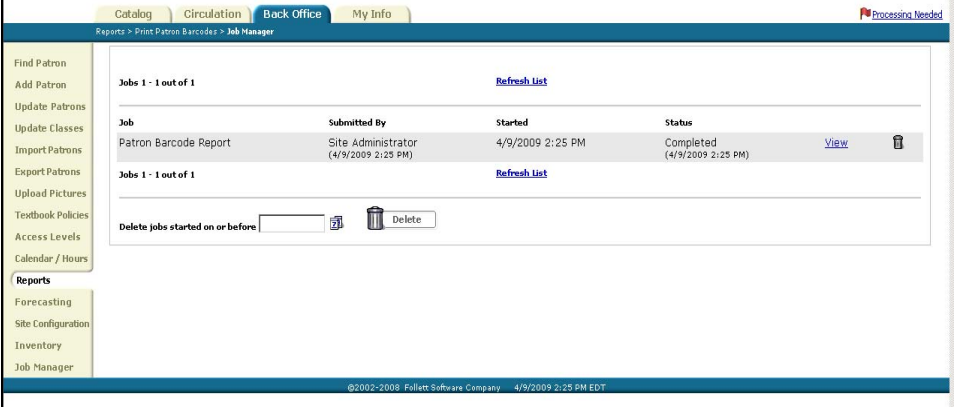


View the Patron Barcode Report

The report will run in the **Job Manager**.

Click **Refresh List** until the report status is **Completed**.

Click **View**.



The screenshot shows the 'Job Manager' interface. On the left is a navigation menu with options like 'Find Patron', 'Add Patron', 'Update Patrons', etc. The main area shows a table of jobs. One job is listed: 'Patron Barcode Report' submitted by 'Site Administrator' on '4/9/2009 2:25 PM', with a status of 'Completed' on '4/9/2009 2:25 PM'. A 'View' link and a trash icon are next to the job. Below the table is a 'Delete jobs started on or before' field and a 'Delete' button. The footer shows '©2002-2008 Follett Software Company 4/9/2009 2:25 PM EDT'.

The report will open in Adobe.



The screenshot shows the output of the report, titled 'Piedmont High School'. It lists site administrators with their names and IDs, each accompanied by a barcode. The list includes: Administrator, Site (SITEADMIN); Anderson, Lee S (P 1); Deihl, William (P 101); Diehm, Brent (P 130); Doerner, Nicole E (P 102); Doruff, Nicole E (P 103); Faso, Cindy S (P 104); Fergestrom, Doreen K (P 105); Ferrill, Diane K (P 106); and Fischer, Mark L (P 107). The page number 'Page 1 of 2' is visible in the top right corner.

