

User Label Report


Setting up the report

1. **Click** Schedule New Reports wizard.
2. **Select** the INFOhio tab.
3. **Select** LBL : User Labels.
4. **Click** Setup & Schedule.

Basic Information Tab

5. **Change** the Report name and/or Title if you wish.

Selection Criteria Tabs

6. **Select** options as needed – the fewer the better.
7. **Use** gadgets  to ensure correct formatting of data entry.

NOTE: *In this example, the librarian wants to create labels for 5th grade students.*

Sorting Criteria Tab

8. **Sort** as desired.

Library/Room/Name – will list alphabetical by homeroom.

Output Options Tab – Select the Platform you’re using and the type of label you want.

9. Label Options output tab

Label Type

- a. **Select** barcode labels or address labels

Label Options

- b. **Check or uncheck** to Print the School District and/or the School Library on each Label (check for yes).
- c. **Check** Insert page breaks based on the selected sort option if desired. For example, if you sorted by Teacher, a page break will be inserted before each teacher’s class. The first label displays the teacher (selected sort option) for that page.

- d. **Check** the information to be displayed on your label (by DEFAULT, the User ID barcode and value is selected). You can choose to create the barcode from the Alt-ID number. Or, if desired, you can select BOTH.



- e. **Select** the label (on the label paper/sheet) on which you want the labels to begin printing.
- f. You may **Type** an optional line of text that will appear on each label.
- g. You may email copies of the labels to the email addresses **typed** in this blank. Must be separated by commas.
- h. **Select** the format for which you want the labels printed. You can choose to have the labels print on all labels, skip the middle column or skip every other row.

Running, Viewing and Printing the Report

1. **Click** Run Now.
2. **Click** Finished Reports Tab
3. **Select** report name and **Click** view.
4. **Uncheck** 'View Log' and **Uncheck** 'Format Report' and **Click** OK.











The labels will appear in Word, Open Office or other RTF-Capable software you're using to view your reports. At this point, you can print the labels as you would any other document.

NOTE: When printing, you will see a pop-up message saying: "The margins of section 1 are set outside the printable area of the page. Do you want to continue?" **Click** "YES"

Sample Patron Address labels output:

Ashbaugh, ELIJAH (JAMES) (ELI) 123 Any Street Anytown, OH 40000	Ashbaugh, ETHAN 123 Any Street Anytown, OH 40000	Aultman, JORDAN (ANDRE) 123 Any Street Anytown, OH 40000
Bard, TAYLOR (MARIE) 123 Any Street Anytown, OH 40000	Beail, BRYANT 123 Any Street Anytown, OH 40000	Bishop, ANASTASIA (LO) 123 Any Street Anytown, OH 40000
Blyant, BRANDY 123 Any Street Anytown, OH 40000	Boyer, ELIJAH (JACOB) 123 Any Street Anytown, OH 40000	Briggs, ZACHARY (JORD) 123 Any Street Anytown, OH 40000
Burns, TORI (RAE) 123 Any Street Anytown, OH 40000	Busk, MICHAEL (JOSE) 123 Any Street Anytown, OH 40000	Buzzard, JOSEPH (ARTHUR) 123 Any Street Anytown, OH 40000
Caldwell, HALEE (MARIE) 123 Any Street Anytown, OH 40000	Cass, PAIGE (ELIZAB) 123 Any Street Anytown, OH 40000	Churchill, CHRISTOPHER CA 123 Any Street Anytown, OH 40000











Sample Patron User ID barcode output:

Training Library Local Schools Training Library Elementary GEORGE, Jake  2 9 0 0 0 9 5 0 0 3 1 7 9 6	Training Library Local Schools Training Library Elementary HERRERA, Marisa  2 9 0 0 0 9 5 0 0 3 1 8 0 4	Training Library Local Schools Training Library Elementary BISHOP, Allison  2 9 0 0 0 9 5 0 0 3 1 8 1 2
Training Library Local Schools Training Library Elementary HARDY, Emily  2 9 0 0 0 9 5 0 0 3 1 8 2 0	Training Library Local Schools Training Library Elementary COOKE, Courtney  2 9 0 0 0 9 5 0 0 3 1 8 7 9	Training Library Local Schools Training Library Elementary STANTON, Keela  2 9 0 0 0 9 5 0 0 3 1 8 8 7
Training Library Local Schools Training Library Elementary PATTON, Collin  2 9 0 0 0 9 5 0 0 3 1 8 9 5	Training Library Local Schools Training Library Elementary BISHOP, Joshua  2 9 0 0 0 9 5 0 0 3 1 9 0 3	Training Library Local Schools Training Library Elementary BRIGGS, Morgan  2 9 0 0 0 9 5 0 0 3 1 9 1 1
Training Library Local Schools Training Library Elementary DUNLAP, Julia  2 9 0 0 0 9 5 0 0 3 1 9 3 7	Training Library Local Schools Training Library Elementary HENSLEY, Benjamin  2 9 0 0 0 9 5 0 0 3 1 9 4 5	Training Library Local Schools Training Library Elementary FAULKNER, Andrew  2 9 0 0 0 9 5 0 0 3 1 9 5 2
Training Library Local Schools Training Library Elementary SMITH, Nicholas  2 9 0 0 0 9 5 0 0 3 1 9 6 0	Training Library Local Schools Training Library Elementary ROWE, Travis  2 9 0 0 0 9 5 0 0 3 1 9 7 8	Training Library Local Schools Training Library Elementary SCHROEDER, Nicole  2 9 0 0 0 9 5 0 0 3 2 0 5 9









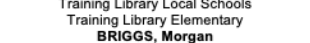
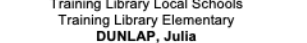
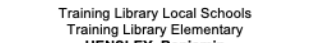
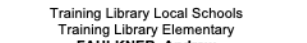
Sample Patron Alt-ID barcode output:

Training Library Local Schools Training Library Elementary GEORGE, Jake  9 5 0 0 3 1 7 9	Training Library Local Schools Training Library Elementary HERRERA, Marisa  9 5 0 0 3 1 8 0	Training Library Local Schools Training Library Elementary BISHOP, Allison  9 5 0 0 3 1 8 1
Training Library Local Schools Training Library Elementary HARDY, Emily  9 5 0 0 3 1 8 2	Training Library Local Schools Training Library Elementary COOKE, Courtney  9 5 0 0 3 1 8 7	Training Library Local Schools Training Library Elementary STANTON, Keela  9 5 0 0 3 1 8 8
Training Library Local Schools Training Library Elementary PATTON, Collin  9 5 0 0 3 1 8 9	Training Library Local Schools Training Library Elementary BISHOP, Joshua  9 5 0 0 3 1 9 0	Training Library Local Schools Training Library Elementary BRIGGS, Morgan  9 5 0 0 3 1 9 1
Training Library Local Schools Training Library Elementary DUNLAP, Julia  9 5 0 0 3 1 9 3	Training Library Local Schools Training Library Elementary HENSLEY, Benjamin  9 5 0 0 3 1 9 4	Training Library Local Schools Training Library Elementary FAULKNER, Andrew  9 5 0 0 3 1 9 5
Training Library Local Schools Training Library Elementary SMITH, Nicholas  9 5 0 0 3 1 9 6	Training Library Local Schools Training Library Elementary ROWE, Travis  9 5 0 0 3 1 9 7	Training Library Local Schools Training Library Elementary SCHROEDER, Nicole  9 5 0 0 3 2 0 5

Sample Patron User ID barcode output, start with label # 6:

		Training Library Local Schools Training Library Elementary GEORGE, Jake  2 9 0 0 0 9 5 0 0 3 1 7 9 6
Training Library Local Schools Training Library Elementary HERRERA, Marisa  2 9 0 0 0 9 5 0 0 3 1 8 0 4	Training Library Local Schools Training Library Elementary BISHOP, Allison  2 9 0 0 0 9 5 0 0 3 1 8 1 2	Training Library Local Schools Training Library Elementary HARDY, Emily  2 9 0 0 0 9 5 0 0 3 1 8 2 0
Training Library Local Schools Training Library Elementary COOKE, Courtney  2 9 0 0 0 9 5 0 0 3 1 8 7 9	Training Library Local Schools Training Library Elementary STANTON, Keela  2 9 0 0 0 9 5 0 0 3 1 8 8 7	Training Library Local Schools Training Library Elementary PATTON, Collin  2 9 0 0 0 9 5 0 0 3 1 8 9 5
Training Library Local Schools Training Library Elementary BISHOP, Joshua  2 9 0 0 0 9 5 0 0 3 1 9 0 3	Training Library Local Schools Training Library Elementary BRIGGS, Morgan  2 9 0 0 0 9 5 0 0 3 1 9 1 1	Training Library Local Schools Training Library Elementary DUNLAP, Julia  2 9 0 0 0 9 5 0 0 3 1 9 3 7

Sample Patron User ID barcode output, Page format "skip column" selected:

Training Library Local Schools Training Library Elementary GEORGE, Jake  2 9 0 0 0 9 5 0 0 3 1 7 9 6	Training Library Local Schools Training Library Elementary HERRERA, Marisa  2 9 0 0 0 9 5 0 0 3 1 8 0 4
Training Library Local Schools Training Library Elementary BISHOP, Allison  2 9 0 0 0 9 5 0 0 3 1 8 1 2	Training Library Local Schools Training Library Elementary HARDY, Emily  2 9 0 0 0 9 5 0 0 3 1 8 2 0
Training Library Local Schools Training Library Elementary COOKE, Courtney  2 9 0 0 0 9 5 0 0 3 1 8 7 9	Training Library Local Schools Training Library Elementary STANTON, Keela  2 9 0 0 0 9 5 0 0 3 1 8 8 7
Training Library Local Schools Training Library Elementary PATTON, Collin  2 9 0 0 0 9 5 0 0 3 1 8 9 5	Training Library Local Schools Training Library Elementary BISHOP, Joshua  2 9 0 0 0 9 5 0 0 3 1 9 0 3
Training Library Local Schools Training Library Elementary BRIGGS, Morgan  2 9 0 0 0 9 5 0 0 3 1 9 1 1	Training Library Local Schools Training Library Elementary DUNLAP, Julia  2 9 0 0 0 9 5 0 0 3 1 9 3 7
Training Library Local Schools Training Library Elementary HENSLEY, Benjamin  2 9 0 0 0 9 5 0 0 3 1 9 4 5	Training Library Local Schools Training Library Elementary FAULKNER, Andrew  2 9 0 0 0 9 5 0 0 3 1 9 5 2

Troubleshooting Label Problems

There are a few common problems that can be experienced when producing labels. These problems are very easy to correct.

1. Labels do not line up properly on the label paper.
 - a. Make sure you **UNCHECK** the 'Format Report' option when you view the report.
 - b. Make sure you are using Word, Open Office or a 100% RTF Compliant software package to view the reports. Microsoft's WordPad is an example of an application that displays the labels fine but will not print them properly as it does not meet the RTF specification 100%.

2. Labels are unreadable or filled with strange characters.

Make sure you **UNCHECK** the 'View Log' option when you view the report.

3. Barcodes appears as numbers instead of actual barcodes.

- a. Make sure you have the right font installed on your computer. You must have the Google Libre Barcode 39 Extended Text. The font can be downloaded from SETUP section of manual.

4. Optional line of text is cut off or does not display at all.

Shorten the line of optional text and ensure no special characters (CTRL Characters) are entered.

5. The font on the spine labels is too small or too large.
Change the font size value on the Output Options screen

Software packages that view/print RTF label documents properly.

Software	PC	MAC
Microsoft Office (Word)	Y	Y
Open Office (Word Processor)	Y	Y