

Barcode Options in Symphony

Dumb Barcodes

Currently everyone can generate dumb barcodes for both patrons and items using the LBL: Dumb Label report on the INFOhio tab. These are used for adding new items or new patrons to your database.

Barcode Shortcut

Symphony lets you shortcut the barcodes when you need to type them. Instead of typing all 14 digits, you can type the significant digits with an x for the check digit. When a valid number is entered and the X is added, the complete 14 digit number will be filled in the entry box.

Remember all INFOhio barcodes are 14 digits:

1	2 3 4 5	6 7 8 9 10 11 12 13	14
Type	Inst. Code	Unique number	check digit

32612000100069 could be typed as
10006x

Advantages:

Patrons:

- You could check out to a student if he tells you his student ID number by typing those 6 digits with an x at the end.
- You can display a student by using the barcode shortcut.
- You can use the shortcut in User Registration.

Items:

- When you are cataloging without a scanner, you can type just the significant digits with an x instead of all 14 digits to enter the new ID number. These digits can be gotten from a dumb barcode, or you can keep track of barcode numbers by hand and then print smart barcodes.
- You can look up an item by typing the significant digits with an X.

Wizards it works with:

- Any barcode entry screen. DOES NOT WORK in search screen.

The screenshot shows two search options. The 'YES' option is for an 'Identify item' screen where the 'Item ID' field contains '31614000100066'. The 'NO' option is for a search screen where the 'Search for:' field contains '10006x', the 'Index:' is set to 'Item ID', and the 'Library:' is set to 'ALL'.

Auto Generated Barcodes (Auto-gen)

Symphony gives you the option of letting the system generate patron and item barcode numbers. **Your ITC will need to set this up for you.** (This is a separate range from dumb barcodes.) You also need to set properties in the various wizards. Once your system is configured properly, barcode numbers will “magically” appear on various screens.

Advantages:

Patrons:

- When adding new patrons, the system will track the next available barcode number and assign it when you enter a new patron. This is a good thing for adding faculty or schools that do not use patron updating.

Items:

- When adding new items, the item ID automatically appears on the screen when you click Add Item.
- Beginning numbers for auto gen can be set by building or for the district.

Disadvantages

Patrons:

- Schools using Patron Updating need to use care that they don't use this for students. Their ID numbers must be generated from their student ID number.

Items:

- You will need to print smart barcodes for your items after entering them into your database.
- This does not work when you change an item's ID. You still need to use dumb barcodes for that.
- If you chose to have a different range of auto gen barcodes for each building, catalogers will need to be very careful. The barcodes are generated based on the way the computer was logged in. If you login as XXHS and want to catalog an item for XXMS, the auto gen barcode will be in the XXHS range.

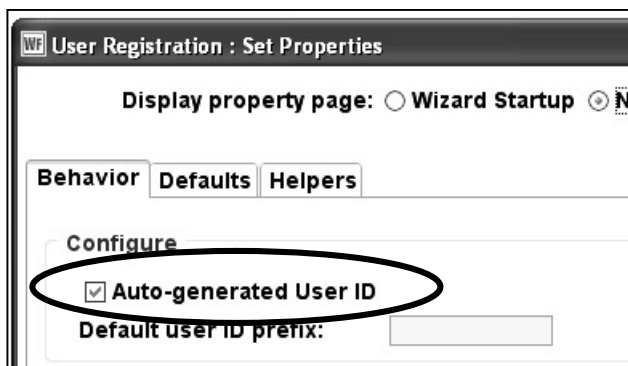
Our Recommendation: Select just one range for auto gen barcodes for the district. If using them, you'll need to print smart barcodes for the items anyway, and they will display the school's name.

Things to consider:

- You can try auto-gen and if you don't like it, simply change your properties to switch to the barcode shortcut instead.
- How do you check out to students? Which method would be most advantageous to you?
- How do you catalog? Which method would be most advantageous to you?

Setting the Properties for Auto-gen

Properties for adding users are set in User Registration.



Properties for adding items are set in Call Number / Item Maintenance.

NOTE: *If auto-gen is turned on, you will not be able to use the barcode shortcut when adding items or patrons. However, you will still be able to use it for other wizards.*

