

## TLC Reports Module

Instructions are general, configurations may differ, for additional support contact Library Resources 742-6091



**Introduction:** The report, Borrower listing by Location and Responsible Party w/ barcodes, results display in PDF format in alpha order, 9 rows, 3 columns, total of 28 names and barcodes per 8½ x 11 paper. The borrower type's selections include all profiles at selected location, students, staff, RP, community; all can have a list of names and scannable barcodes. *Note:* if your site does not have, by example; any community profiles, the profile community will not display in the borrowers type list.

How to: Print class roster with barcodes

Log on to reports module from the LS Circ reports tab: <http://circ.asdk12.org:8082/LS2Circ/> or

TLC reports module: <http://circ.asdk12.org/crm>

Click OK

**Log on**

Your session has expired. Please select a namespace for authentication.

Namespace:  
AD\_TLC

OK Cancel

User ID: last\_first

Password: is your ASD email password

Click OK

**Log on**

Please type your credentials for authentication.

Namespace:  
AD\_TLC

User ID:  
johnstone\_suzette

Password:  
\*\*\*\*\*

OK Cancel

Public Folders> Then select folder

ASD Core reports> Then select report: Borrower listing by Location and Responsible Party w/ barcodes

Make selections in report, click "Finish"

Report viewer - Borrower listing by Location and Responsible Party w/ Barcodes

**Borrower Listing by Location and Responsible Party w/ Barcodes**

Select Location  
Abbott Loop

Select Borrower Type(s)  
ASD Staff (STAFF)  
Abbott Loop Grade 1 (AL1)  
Abbott Loop Grade 2 (AL2)  
Abbott Loop Grade 3 (AL3)  
Abbott Loop Grade 4 (AL4)  
Abbott Loop Grade 5 (AL5)  
Abbott Loop Grade 6 (AL6)  
Abbott Loop Grade K (ALK)  
Abbott Loop RL (ALRL)  
For use with Unenrolled Collects  
Responsible Party (RP)

Click here to populate Responsible Party(s)

Select Responsible Party(s)  
No Responsible Party

Select at Deselect at

Cancel < Back Next > Finish

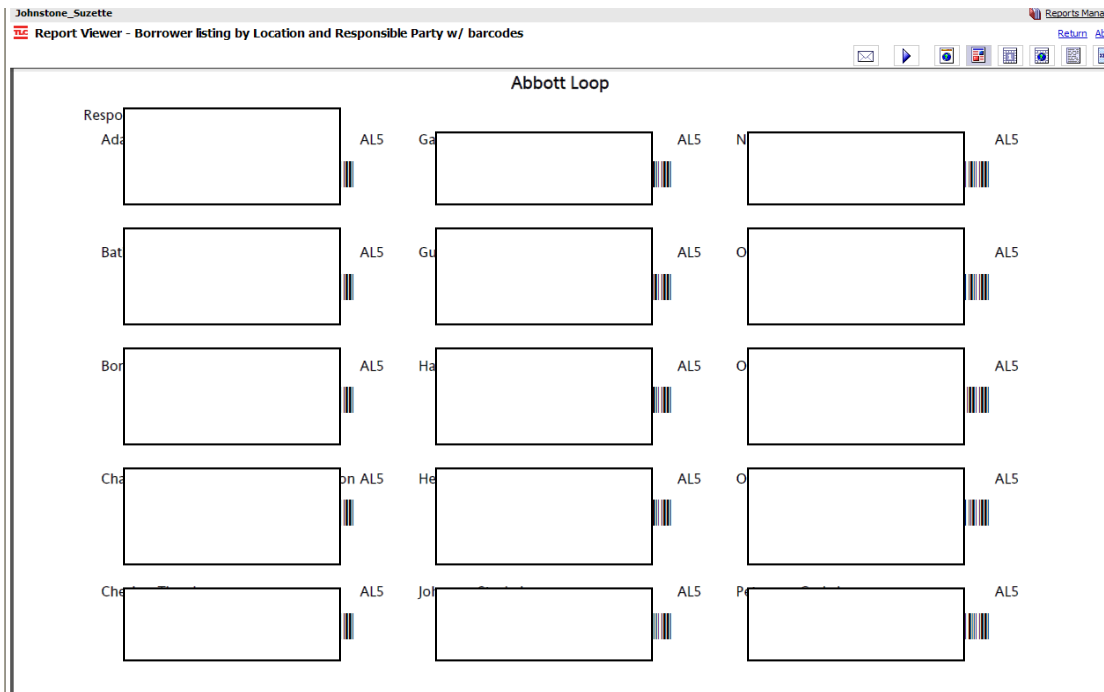
**Note:** If "finish" does not highlight, mandatory selections have not been selected. The spinning cube may display when certain fields have been selected; the cube displays while the report module searches for display set.



Library Resources How to print class roster with scannable barcodes



Finished report view



**Note:** If the class list has students listed incorrectly, delete student TLC record, then run the report; Borrower listing by Location and Responsible Party w/ barcodes.

**Note:** If students RP are listed incorrectly, search for student, open student record. The option to delete, then add current RP is a button at the bottom of the student record, under DOB field is, Resp. Party

1. Click the button "Remove" next to the current Resp. Party name
2. The RP name is blank
3. Click button "Save Changes"
4. The button by Resp. Party has change to "Choose"
5. Click "Choose" button
6. Search for correct RP, click search
7. The search result will be the teachers personal record and the RP record
8. Select the RP record
9. The RP class list displays
10. Click on the teachers name
11. Class list window closes
12. Resp. Party now has RP teacher name populated
13. Click button "Save Changes"
14. Confirmation window opens – to verify change has been made
15. Click OK
16. Now that the student is listed with the correct RP
17. Run report, Borrower listing by Location and Responsible Party w/ barcodes
18. **Warning** – the nightly borrower update will overwrite RP field
19. The nightly update will list the student with the correct RP when Zangle has updated TLC
20. The PDF class list can be converted to csv. display but the scannable barcode is lost

