



Topic: Print Scannable Barcode ID's, sort by classroom in alphabetical order

Related Topics: User/Patron ID Numbers bulletin #3

Introduction: ASD Information Technology has provided student and staff information directly in Workflows. Scannable barcodes for patrons can be printed using Replace in a standard Word document. A List User report pulls patrons by site, classroom and sorted by alpha order, the document is formatted and the ID number is replaced with a scannable barcode font.

Font IDAutomationHC39M has to be downloaded to all computers that will convert scannable barcodes

Log in as Localtech

Password;

Domain: LRLIBCI02(this computer) LR will be replaced with your schools 2 letter code or the unique name for the box you are logging in to

Free download at:

http://www.idautomation.com/fonts/free/#Download_Free_Barcode_Font#Download_Free_Barcode_Font

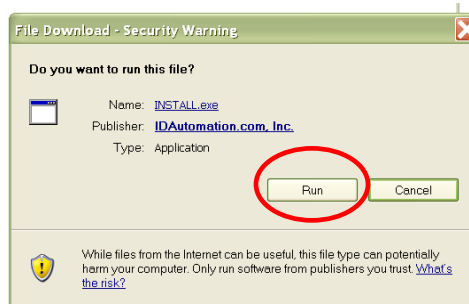
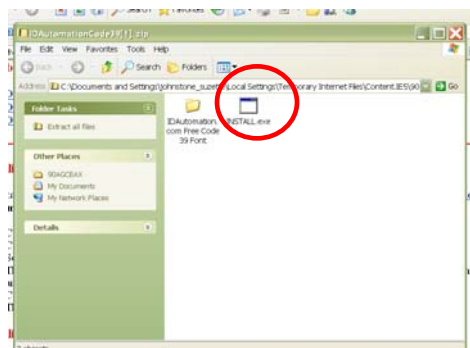
[**Download the free Code 39 bar code font now**](#)

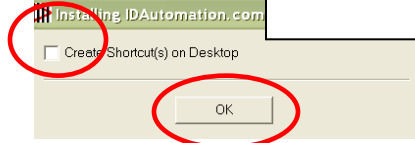
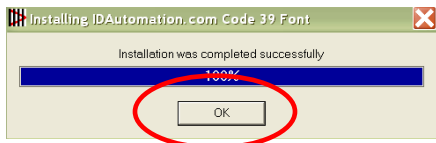
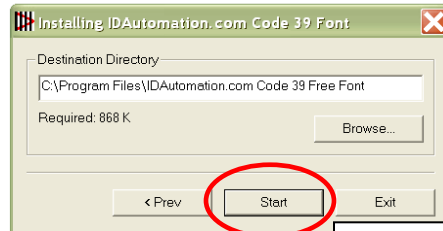
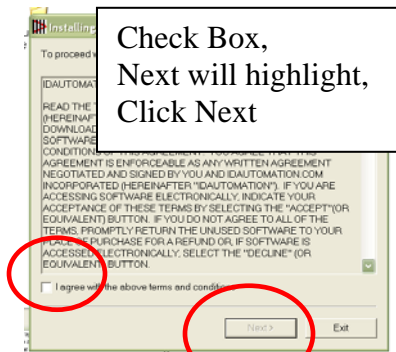
Follow Instructions

Installing the Free Code 3 of 9 Bar Code Font in Windows:

Click on Zip file download

The 8 screens shots are the prompts to follow:

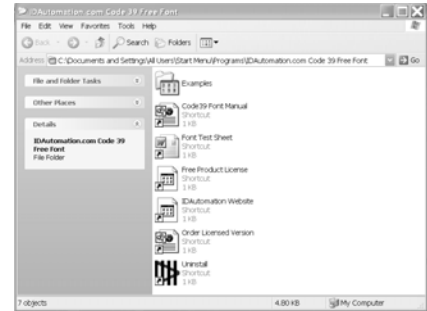




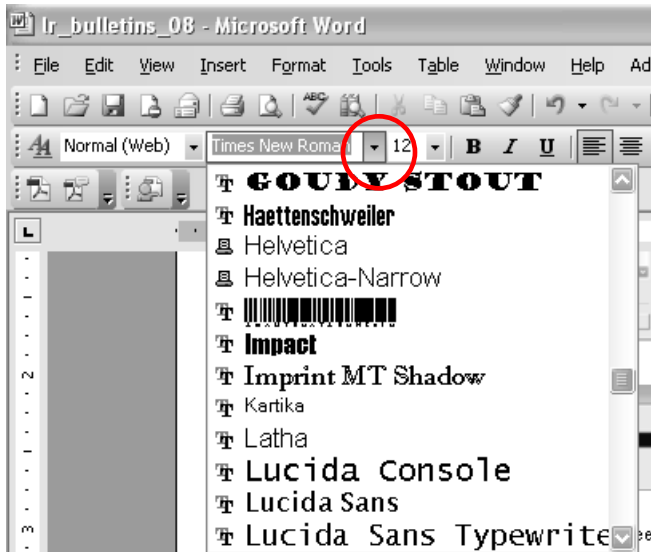
IDAutomation.com Code 39 Free Font window opens
Close window

The Code 39 font will be active when the computer is restarted

Restart computer now



To check if font loaded, open Word. From the top menu bar, select the drop down arrow next to the font display field. Display is alphabetical, look for IDAutomation39; will display as a barcode.



If at first you don't succeed try again, after successfully loading the new font:
Log back into as you normally do: Libasst or your personal log in.

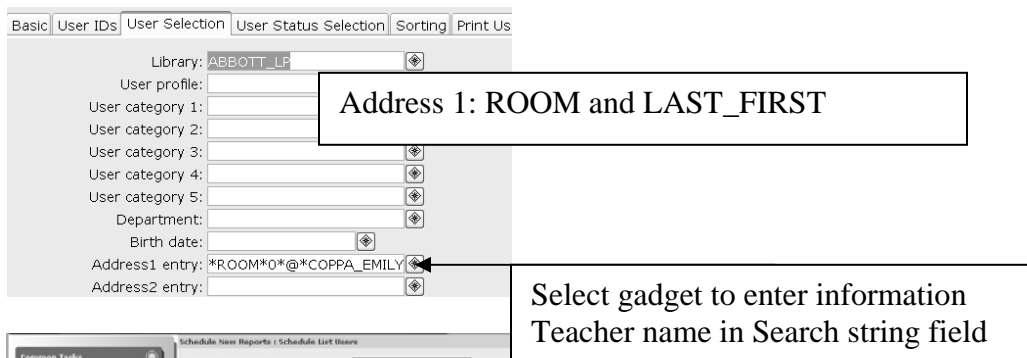
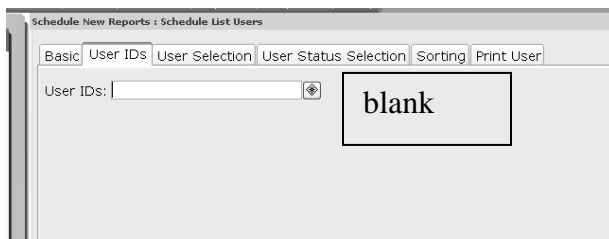
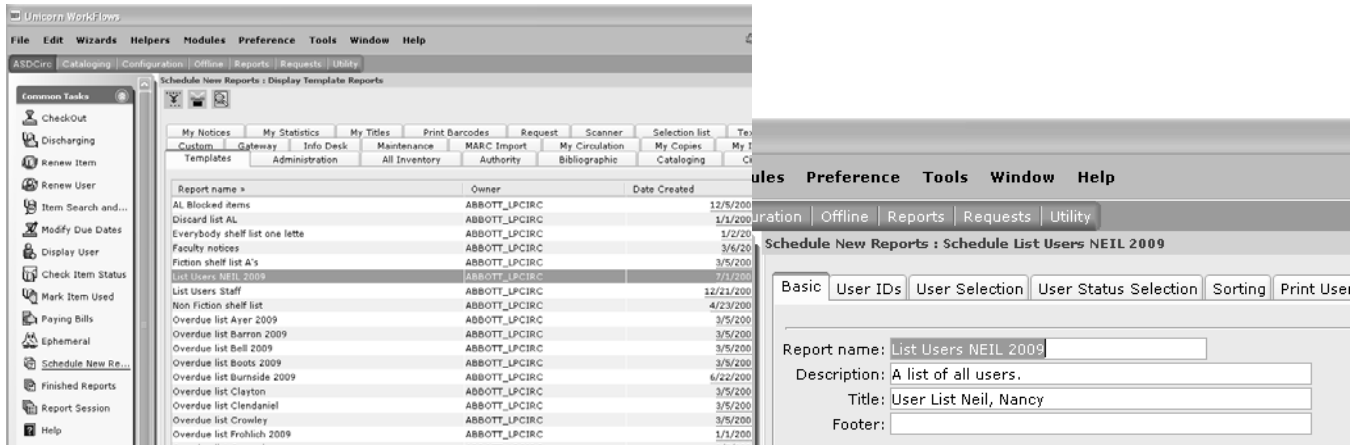
Every step needs great attention to sequence.

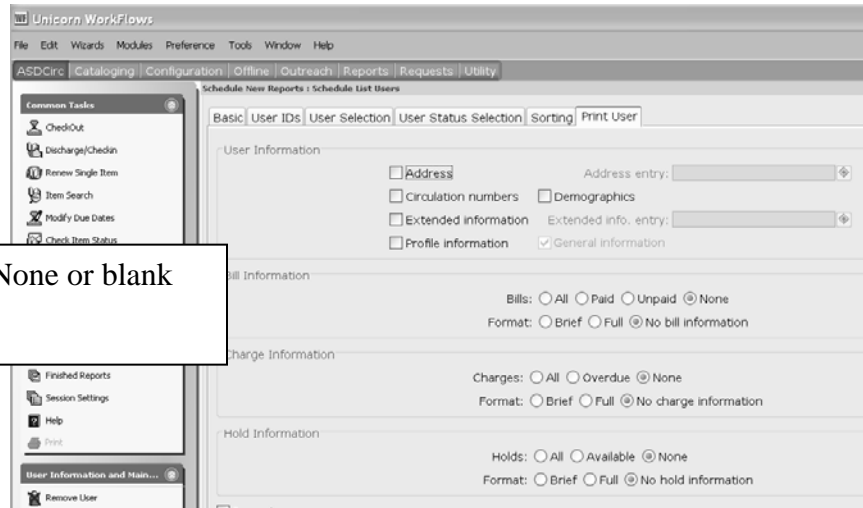
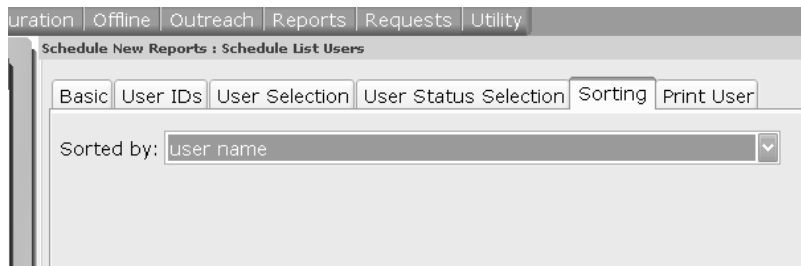
Getting Started:

In Workflows open Schedule New Report, located on Common tab, under ASDCirc tool bar. In Scheduled Reports wizard is a List User Report. Open List User Report; following screens shots display selections for each tab in the List User Report

The List user report needs to have no item information selected; only the Sort tab and the User Selection tab will have information.

Standard List User Report will display patrons by school, by teacher and then sort by last name in alphabetical order.





Default selections, None or blank

Run List User Report

In Finished Reports wizard

Workflows bulletin 8 – Print Scannable Barcodes

Open list User report
Unselect view log

1. **High light and remove report run information, there may be several in the report, search to bottom of the report.**

User List

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Top menu

2. **Click Edit**

Drop down menu window opens

3. **Select Replace**

Find and Replace window opens

Find what: library:ABBOTT_LP

Replace with: blank, nothing in the field

4. **Click Replace All**

The result is all (Library: school name) are removed

Replace window is still open

Bottom of Replace window is button Special

5. **Click Special** (if not visible click More/Less button)

Drop down menu opens

6. **Select White space**

Find what: ^W

Replace with: blank

7. **Click Replace All**

The result is all extra white space is removed

8. **Close Replace window**

9. **Select Edit**

Drop down window opens

10. **Click Select All**

The result is all text is highlighted

Top menu

11. **Select Table**

Drop down menu opens

12. **Select Convert**

Drop down window opens

13. **Select Text to Table**

Convert Text to Table window opens

Make sections displayed in screen shot

14. **Click OK**

The result is text is now in a table

Table is still highlighted

Top menu

15. **Select Table**

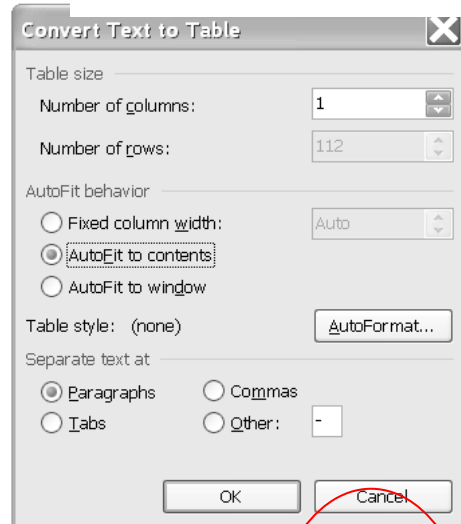
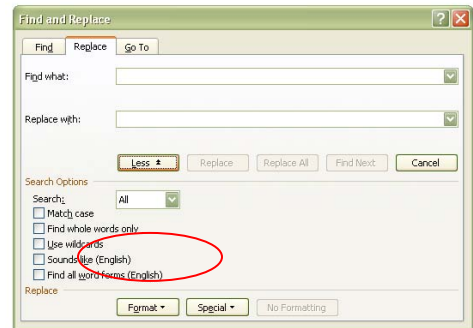
16. **Select Insert**

Drop down window opens

17. **Select Add Columns to the right**

18. **Repeat steps 15 - 17**

The result is 2 blank columns have been added to the right



ALL, JO		
id:00000006005640		
CHETA, HARY		
id:00000000020511		
LENO, CHAN		
id:00000000001502		

Review all names to the last student. Only one row between names:

Perfect

Remove extra row before proceeding:

ABA	Confidentiality	405	OMNI	Confidentiality	109
ALL		1805	QUIN		954
ALL		127	RATH		276
BULI		676	SAND		315
CLA		994	SPIC		341

Click in row you want to remove
 Top menu bar
 Select Table
 Drop down menu select Delete
 Delete row

Count down 10 names

19. Highlight names 11 – 20

20. Use edit tool to Cut

Click in the second column

21. Use edit tool to Paste Cells -2nd row 2nd column

Count down 10 names

22. Highlight names 21 – 30

23. Use edit tool to Cut

Click in the third column

24. Use edit tool to Paste Cells -2nd row 3rd column

25. Highlight all empty rows

Top menu

26. Select Table

Drop down window opens

27. Select Delete

Repeat steps 25 - 27 if necessary

The result is all empty rows are removed

ALL, JO	EPH, ALLI	CHO-S, JA
id:00000006005640	id:0000000011522	id:0000000030795
CHEA, HARY	KES, SAA	RU, MEL
id:0000000020511	id:0000000008427	id:0000000004710
LENO, CHAN	KRIZ, AM	SAV, WARD
id:0000000001502	id:0000000008019	id:00000000055726

Top menu

28. Click Edit

Drop down menu window opens

29. Select Replace

Find and Replace window opens

30. Check Box; Use wildcards

Find what: ([0-9]{14}) Staff= {13}

Replace with: !\1!

No Spaces ** SEE SCREEN SHOT

\ located under the backspace key

Replace window is still open

Bottom of Replace window is button Format

31. Click Format

Drop down window opens

Workflows bulletin 8 – Print Scannable Barcodes

NO, CHAN	KRIZ, AM	SAV, WARD
:0000000001502	id:0000000008019	id:00000000055726

Find and Replace

Find Replace Go To

Find what: ([0-9]{14})

Options: Use Wildcards

Replace with: !\1!

Less Replace Replace All Find Next Car

Search Options

Search: All

Match case

Find whole words only

Use wildcards

Sounds like (English)

Find all word forms (English)

Replace

Format Special No Formatting

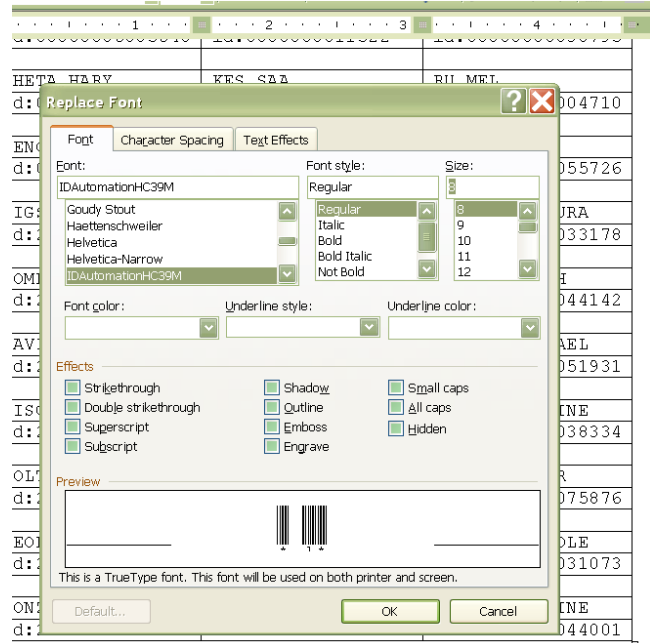
32. Select Font

Replace Font window opens
 Font: IDAutomationHC39M
 Font Style: Regular
 Size: 8

33. Click OK

34. Click Replace All

Close Replace window



The result is all ID: barcodes are now scannable



The class barcode sheet can be modified to included the teacher name

Teacher AYER		
ALLSUN TOP	TOGETHER WE CAN	OUTGROW- SUMERA, S.
id: [barcode]		[barcode] 0 0 2 0 0 7 0
ANCHE		E, MICHAEL
id: 21		[barcode] 0 0 2 0 0 8 0
BELÉN		, EDWARD
id: [barcode]		[barcode] 0 0 2 0 0 8 0

FAQ:

Q: Can id: be removed?

A: Yes, id: can be removed with replace just like Library: (school name). Follow steps 3 and 4.

Q: How can there be 2 columns of names in larger font?

A: At steps 15 only add 2 columns, then at step 32 select a larger font

Q. Can the finished document be saved?

A. Yes, select Word Document from Save as type, Name document and click Save

Q. Can the rosters be edited when finished?

A. Yes, all Word editing tools have the same function

Q. Can students be moved from one saved roster to another?

A. Yes, cut and paste edit tools function

Q. Can the barcode font size be changed after saving the class roster?

A. Yes, tested Display user wizard with barcode font size 22, scanned into Workflows and font size 6 scans in

List User report results equal 0 –zero or Error

Example: The run list users report for teacher Sara Smith returns error or zero results, even though you have doubled checked for accuracy

Double check the address filed 1 is *ROOM*0*@*LAST_FIRST ----- or just like the List user staff report displays or User display under a student in the teachers class

Look up a student in the teachers class and look at room to see the exact format – some teacher names have a space between last and middle and an underscore between middle and first name

Of course this works when the Room field is not N/A

Address1 entry: *ROOM*0*@*SMITH_SARA: 

Converting ID number to scannable barcode – trouble shooting

The replace window for just replace needs to be clean

i.e. library:YOUR_SCHOOLNAME – no black type below find and no black type below replace

When you unselect Use Wildcards the black type below Find will disappear

When you click in Replace and erase !\! THEN also click NO Formatting at the bottom (when you click in Replace data field the No Formatting button will highlight – click it) The black type will disappear

This is a clean window

Now the Replace library: and no white space will have desirable results

If the barcode will not replace look at the black type – is your Replace window identical?

If not or even if it is – go back to a clean window with the steps above and then

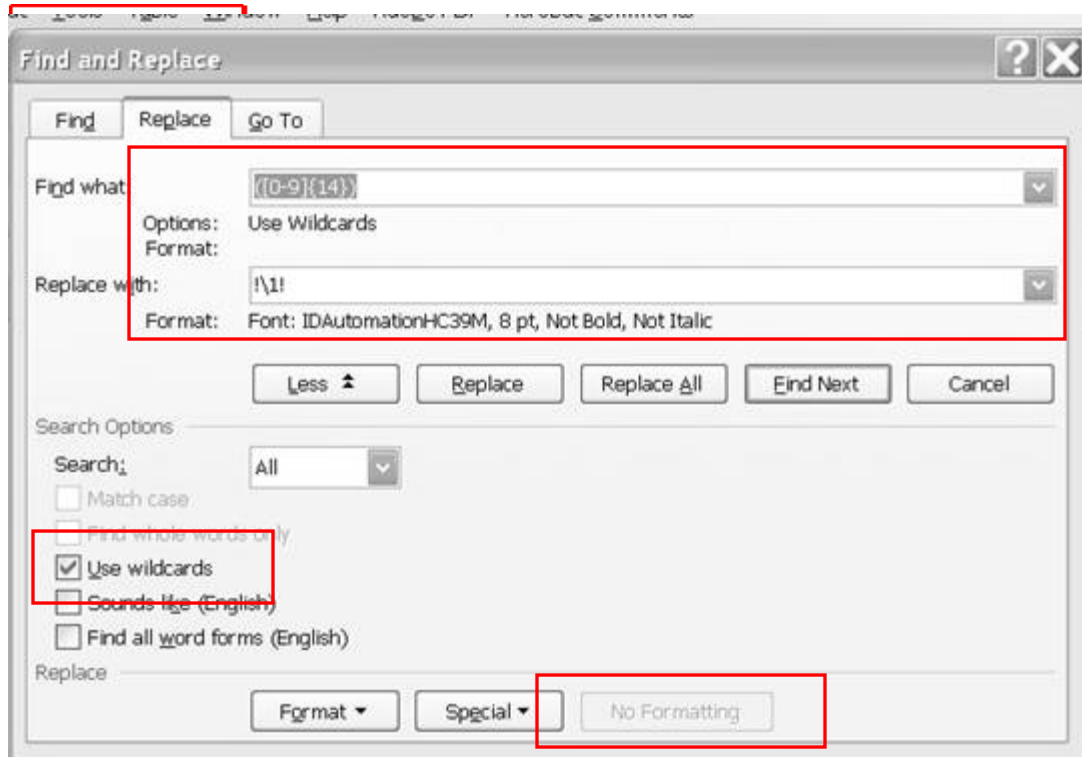
Select Use Wildcards etc . .

If that does not fix the 0 replace

Save the Class and close Word

Re- open the class saved doc and attempt to replace again

Sometimes the logic just gets hung up and needs to be wiped –



File
Save As
File type Word Doc
Name file uniquely
Location -- Desk top or My documents

Question: Now that I have saved scannable barcode lists by class – How do I add or delete kids as they come and go?

Answer: No matter your personal style when working with Word documents --- A new List User report will have to be run for all teachers that have new students

Fact: Students that leave the school can just be ignored on the printed scannable barcode list or crossed off the list so the barcode will not scan

Fact: A student that switches from class A to class B within your building, can be cut and pasted into the correct teachers list

Note: The name pasted in the roster will only be in alpha order if you manually move names around in the table. No sort option in Word.

Note: Suggest past name at bottom of table, if there are no rows at the bottom of the table

- 1- Click in last row of table
- 2- Select Table from top menu bar
- 3- Select Insert from drop down menu
- 4- Select Rows below

Suggestion A
New student(s)

Run List user report

- 1- Strip out all students but the new kid
- 2- Open Replace window
- 3- The only steps necessary in bulletin 8 for 1 or 2 names is 28 through 34 (convert ID number to barcode font)
- 4- Copy and paste new student(s) with barcode to teachers saved scannable barcode list
- 5- Note: The name pasted in the roster will only be in alpha order if you manually move names around in the table. No sort option in Word.
- 6- Note: If there are no rows at the bottom of the table
 - a. Click in last row of table
 - b. Select Table from top menu bar
 - c. Select Insert from drop down menu
 - d. Select Rows below
- 7- Note: When the original saved scannable barcode lists by class have to many modifications – suggest option B below

Suggestion B

New Students

Run List User report and create a new scannable barcode list by class