

Printing Barcode Labels

- **Article Type:** General
 - **Product:** Aleph
 - **Product Version:** 16.02
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Description:

How do I print barcode labels both for items and for patrons?

Resolution:

In order to print the patron barcode you need to do the following:

1. Open the circulation model in GUI
2. Open the patron tab
3. Open the patron global information
4. Press the letter tab Button
5. In the letter tab please choose the option card (library card)
6. Select the print option

In order to print the barcode you need, do the following:

1. Open the circulation model in GUI
2. Open the menu bar
3. Choose the service option
4. Choose the option item
5. From the item option please choose the option: General Retrieval Form (ret-adm-01)

You need to create an output file.

6. After you have create the output file you need to open the menu bar again
 7. Choose the service option
 8. Choose the item option
 9. From the item option you need to choose the option service Print Item Labels (item-03)
 8. In the input file of service Print Item Labels (item-03) you need to put the output you have created in the General Retrieval Form (ret-adm-01)
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Additional Information

label, barcode, items, patrons, item_03

- **Article last edited:** 10/8/2013