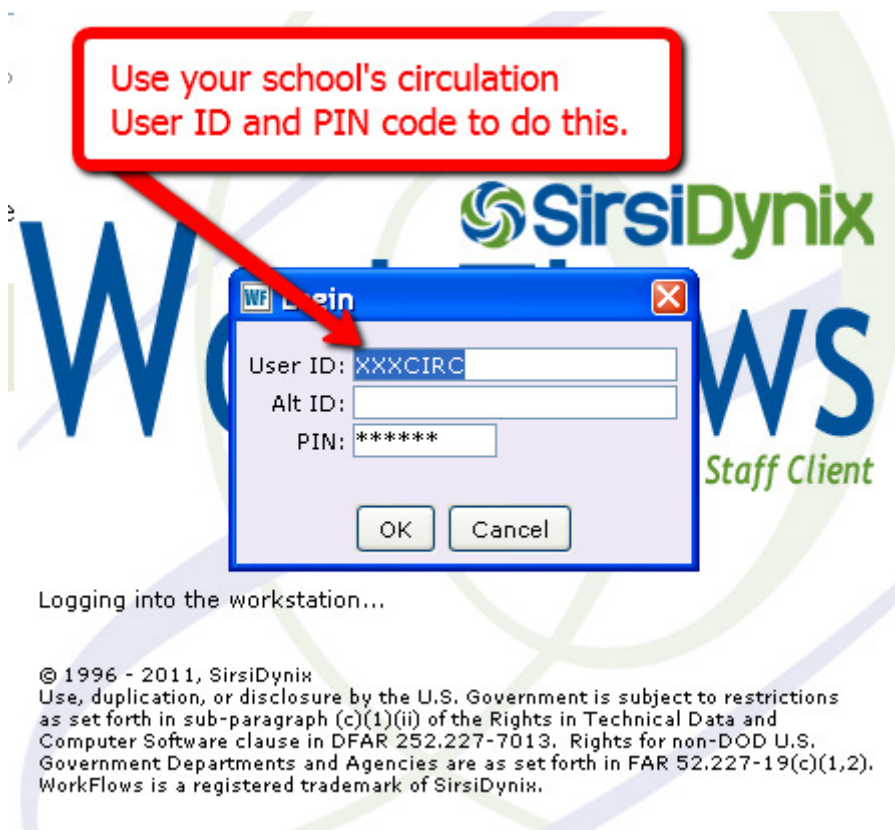


Making Student/Staff Barcodes

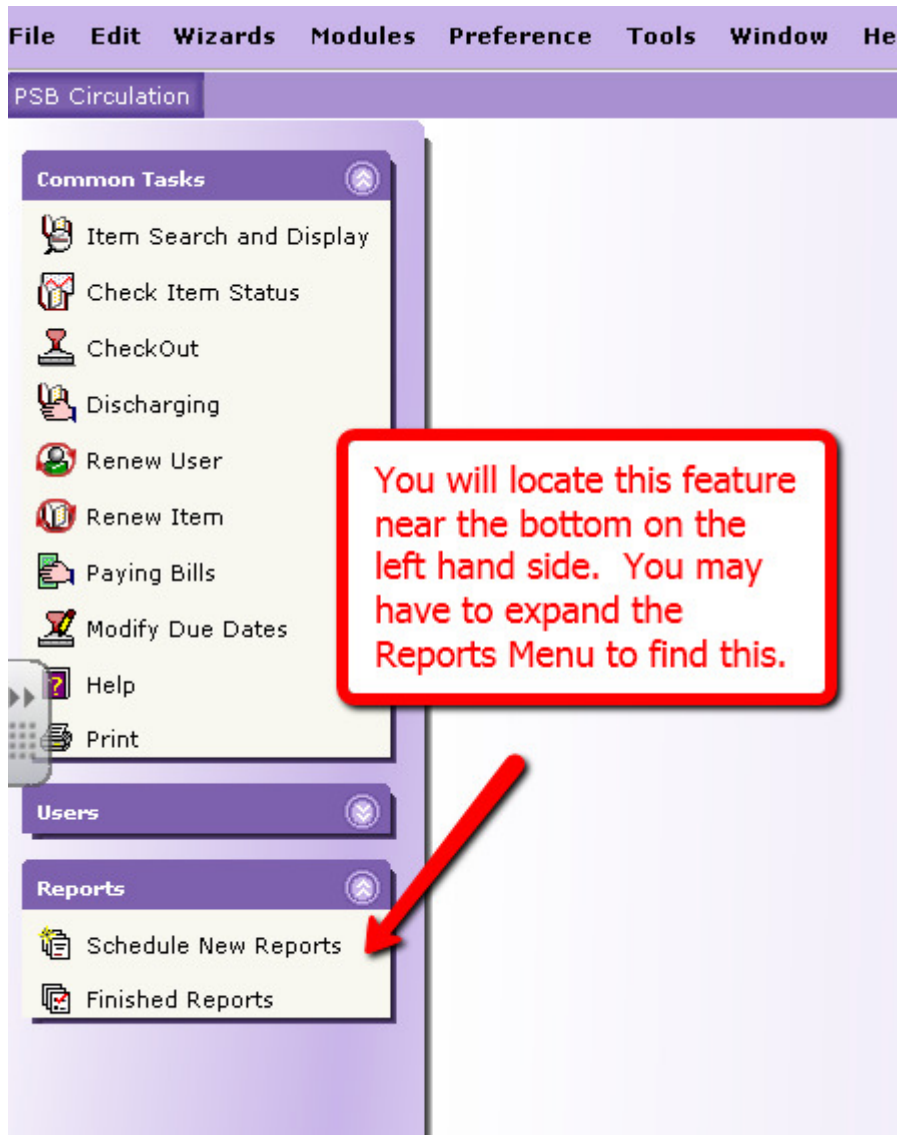
Part 1 - Extracting Patron Data from Sirsi

NB: WorkFlows must be set up to use Appleworks as its default program for generating reports. Most likely, this has already been done for you.

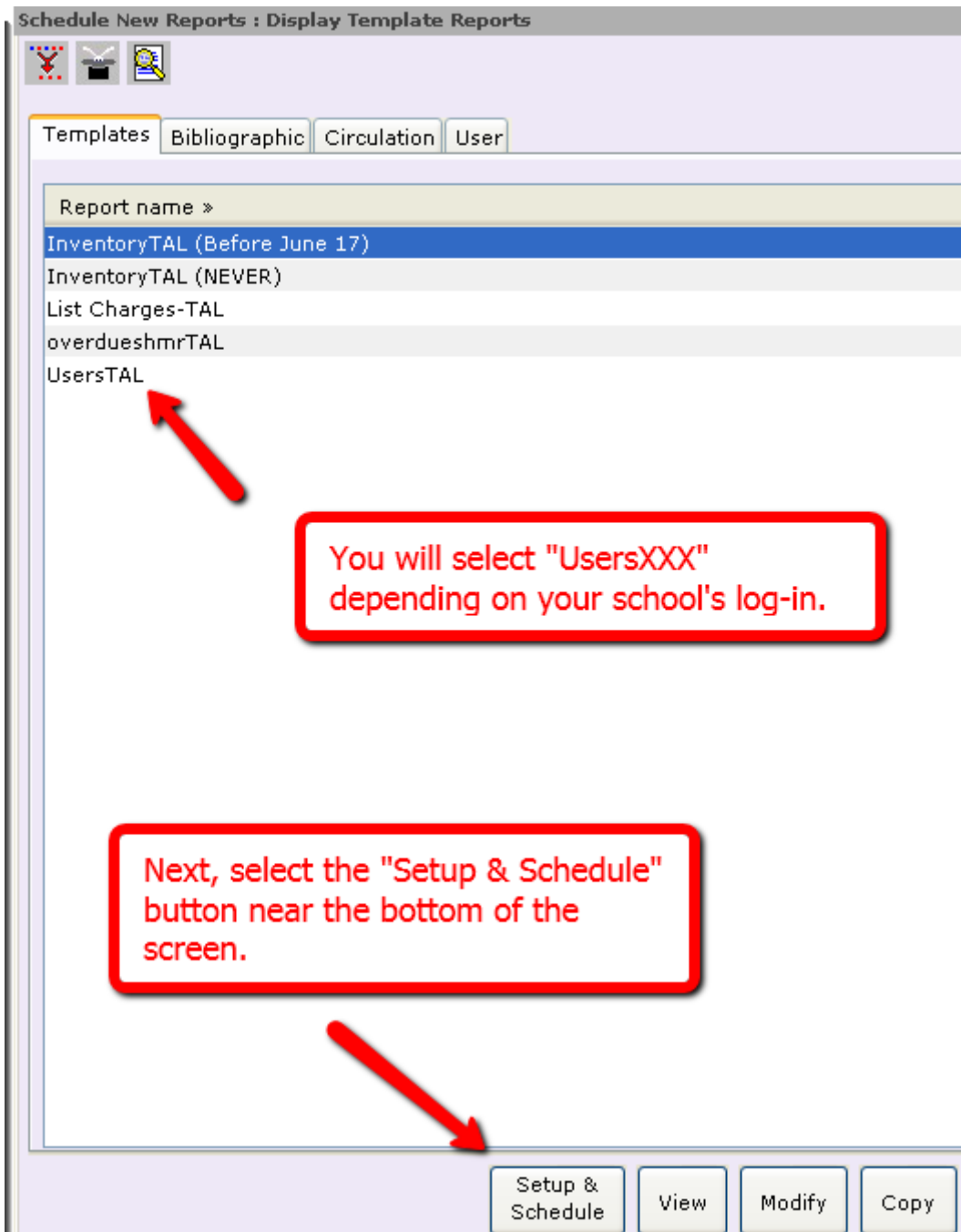
1. Log on to your Sirsi WorkFlows program in circulation.



2. On the toolbar, select "Reports" - "Schedule New Reports"
* There is a possibility that you will have a "Defaults" page that may appear..... if this is the case, click OK at the bottom of the screen and continue with the rest of the instructions.



- a) Find and select the report name "UsersXYZ" (your school's code will be the XYZ).
- b) Click on the "Setup & Schedule" button.



- c) Choose the "User Selection" tab, under the "Privilege Expiry Date" put in the date Liz sent you in the email with your file =11/11/2012 (this will change each year). **You must have the = sign before the date

Schedule New Reports : Schedule UsersTAL

Basic User IDs **User Selection** User Status Selection Sorting Print User

Report name: UsersTAL

Description: SIRSI2-PCM

Title:

Footer:

Here is the "User Selection" Tab.

Schedule New Reports : Schedule UsersTAL

Basic User IDs **User Selection** User Status Selection Sorting Print User

Library: 3_TALBOT

User profile: EL-KIDPWR

User category 1:

User category 2: ELEM

User category 3:

User category 4:

User category 5:

Department: =11/11/2012 (exactly as shown)

Birth date:

Address1 entry:

Address2 entry:

Address3 entry:

Date created:

Privilege granted date:

Privilege exp. date: =11/11/2012

Last activity date:

Title:

Extended info:

blank field matches with Not Equal qualifier

Number of charges:

Number of reserve charges:

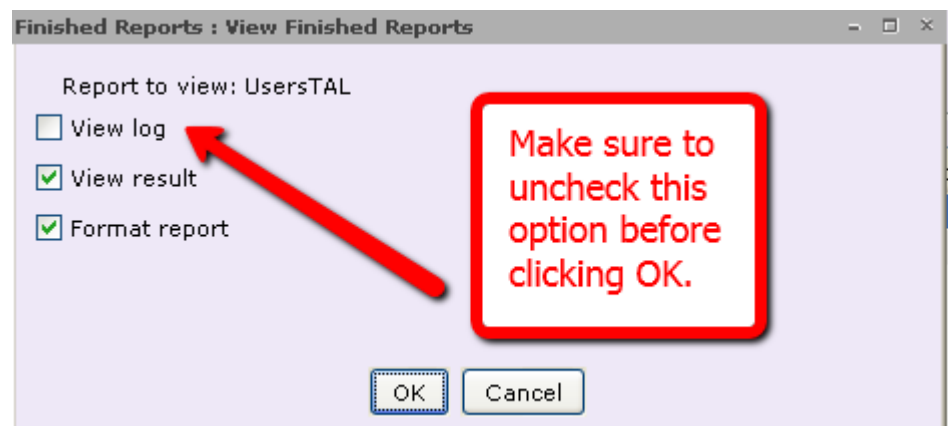
Number of total charges:

Number of holds:

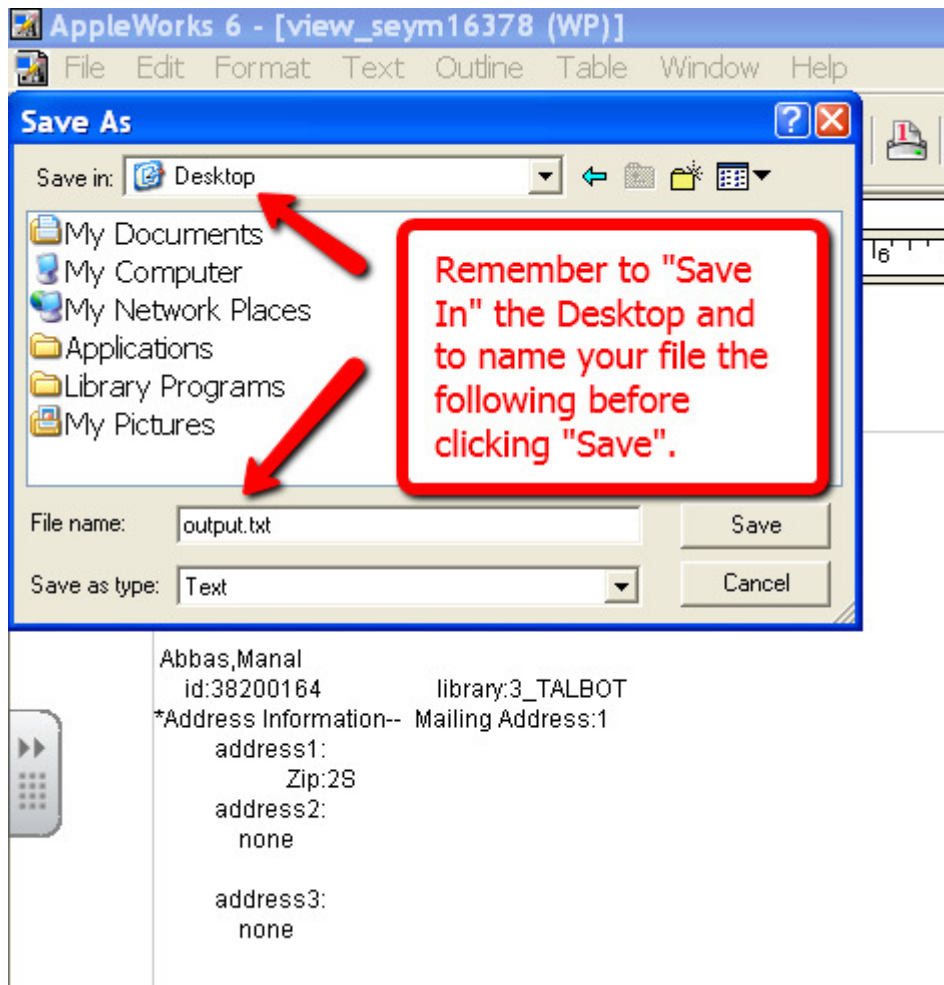
Number of bookings:

Number of reserves:

- d) Click the "Run Now" button.
 - e) Close this window.
3. Wait a minute or two for the report to be completed, then click from the display menu the "Finished Reports" button
- a) Select the report named "UsersXYZ" and click the "View" button located at the bottom of the screen.
 - b) Remove the check mark from "View log".
 - c) Click the "OK" button.



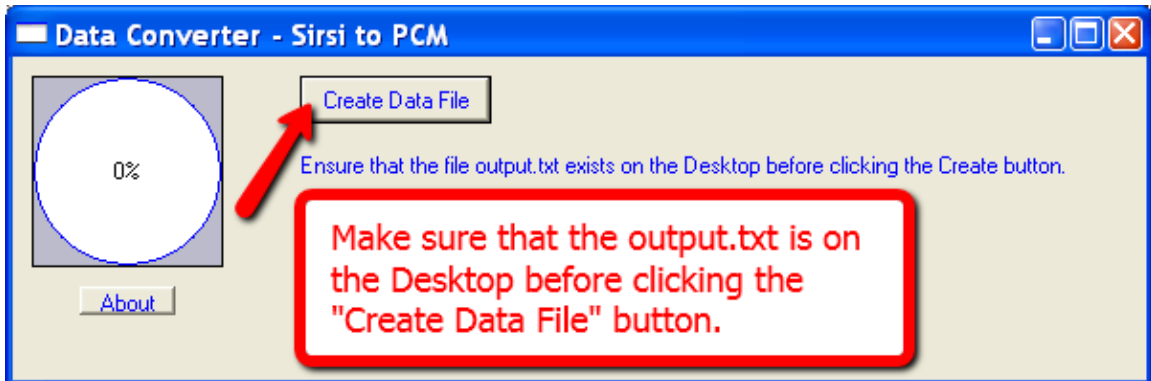
4. The file opens in Appleworks. Save this file to the desktop as output.txt by clicking "File", "Save As" (type output.txt) and "Save in: Desktop"



5. Close Appleworks (no need to save).

Part 2 - Converting the Data for PCM Use

6. Run the Sirsi2PCM program (which must be located on the Desktop). If you do not have this on your desktop, you may find it under "Applications". If it is not on your computer at all, you can find it as an attachment to an email sent out by Paul Barber in the TL Conference in the TL Resources folder (located at the top).

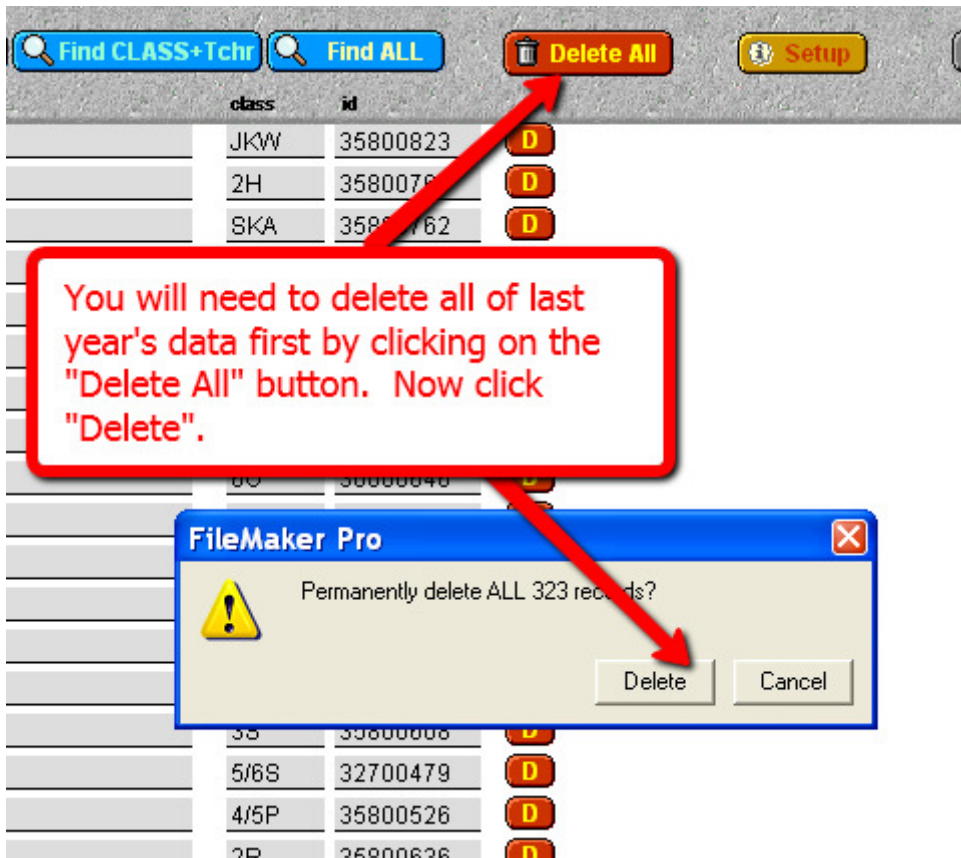


7. Click the "Create Data File" button.

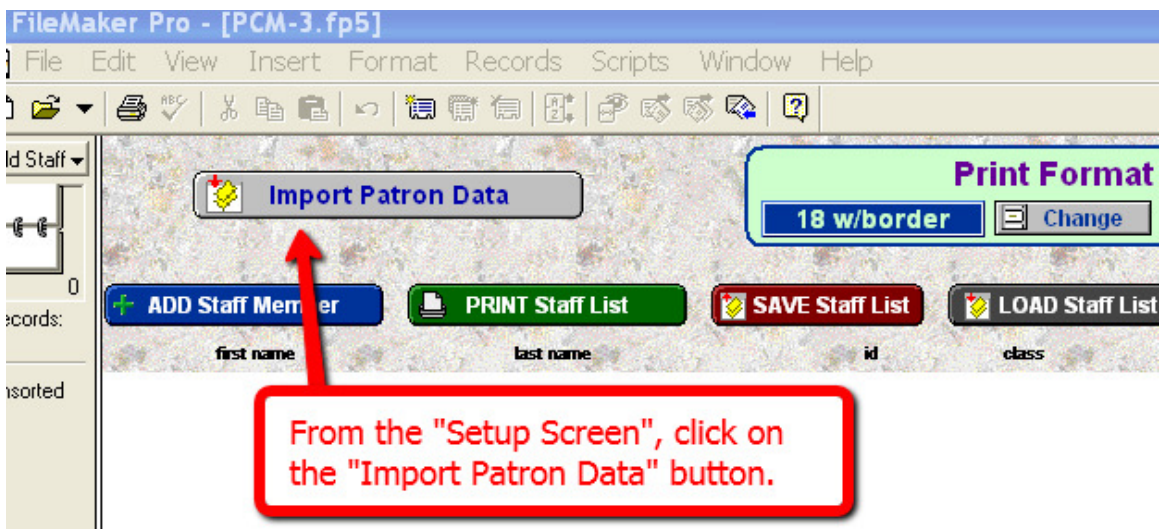
8. When the file conversion has been completed, click "OK" and close the program by clicking on the X button in the top right hand corner.

Part 3 - Importing the Data into PCM (Patron Card Maker)

9. Open up PCM-3 and go to the "Setup" screen. If you have entered your staff in PCM-3 please use the "Save Staff List" button. A new window will open and you need to save it as staff.tab to your desktop. Now click on "Return To Patron Screen". Now you can delete all the data from last year, using the red "Delete All" button or by selecting "Records" at the top menu bar, then "Show All" then "Delete All".



10. Go back to "Setup Screen" and click on "Import Patron Data" button. Ignore any error message by clicking OK.



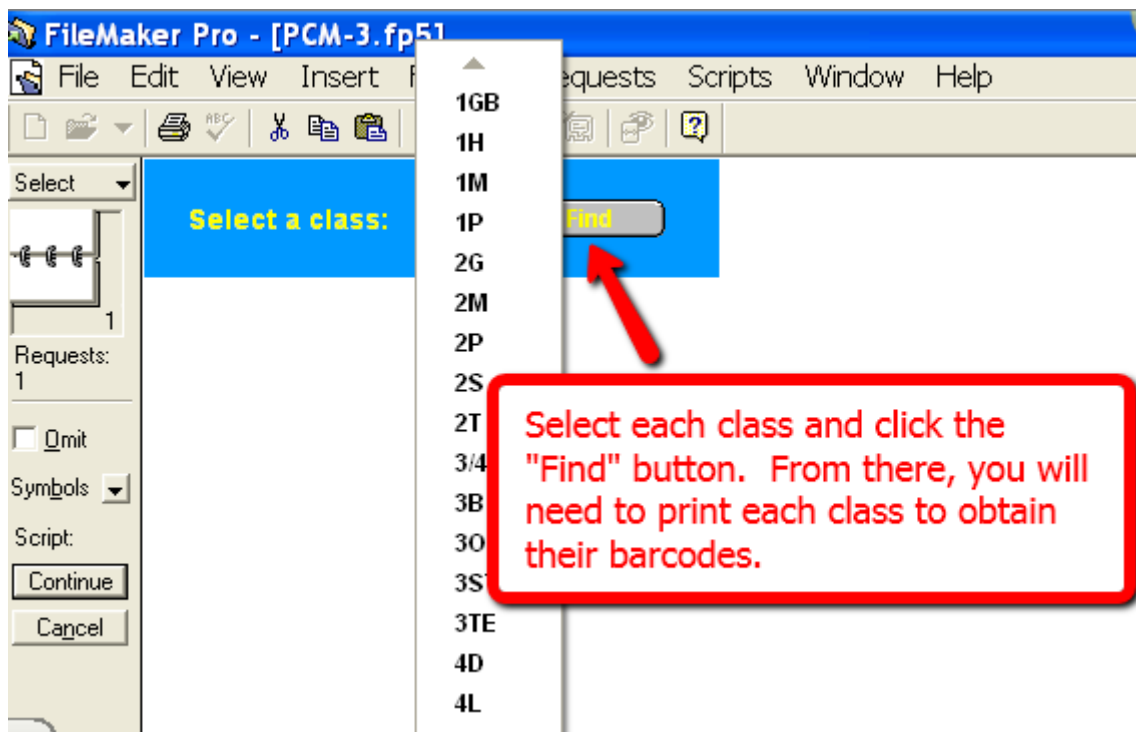
11. Click on "Load Staff List" to import your staff list. Staff that have left, must be deleted and new staff must be entered manually. Use your WorkFlows GECD SB Java Client Training Manual to assist you with this.

12. Before you "Return to Patron Screen", print "Staff List" for your Staff barcodes.

Part 4 - Printing Barcodes

13. Click on "Return To Patron" Screen. A window may pop up asking to save staff list. Click "No".

14. Find each class (blue button).



15. Print each class (green button).

The final step is to print each class by selecting the green "Print" button at the top of the screen and then clicking "OK" to print. Repeat this step with each class until your school's barcodes have all been printed.

	first name	last name	class	id	
1	Denzel	Aguilar	1GB	38200338	D
2	Shaub	Ahmad	1GB	38200357	D
3	Ali	Alsamari	1GB	38200330	D
4	Priyamvadha	Baka			
5	Upkar	Chana			
6	Katelyn	Chapple			
7	Hussein	Chehab			
8	Lexi	Colmer			
9	Jaxon	Dasilva-trudell			
10	Ileen	Gill			
11	Roseline	Jeyakrishna			
12					
13					
14					
15					
16					
17					
18					
19					
20					
21	Marissa	Tellier			
22	Sean	Vella			

Print dialog box details:

- Print: Records being browsed
- Printer Name: Program Main
- Status: Toner low; 0 documents waiting
- Type: HP LaserJet 4100 Series PS
- Where: IP_10.1.1.51
- Print range: All
- Number of copies: 1
- Collate: checked
- Buttons: OK, Cancel

Congratulations! You did it!