

Rock City Elementary

Home Dashboard Catalog Circulation **Reports** Back Office My Info

Patron Reports

My Favorites  
Library Reports  
**Patron Reports**  
Report Builder  
Report Manager

### Circulation

Current Checkouts/Fines - Identify or send notices to the patrons with checkouts/fines. [Show More](#)

Fine History - View fine payments and refunds for a particular time frame. [Show More](#)

Overdue Materials - List overdue copies in the order they should be shelved. [Show More](#)

### Patron Lists

Barcode Lists - Identify used and unused patron barcodes. [Show More](#)

Patron Names - List all your patrons. [Show More](#)

### Statistics

Patron Data - Extract XML containing patron information. [Show More](#)

Patron Statistics - Historical - Examine patron circulations for a particular timeframe. [Show More](#)

Patron Statistics - Summary - Examine current circulation statistics. [Show More](#)

### Labels/Cards

**Barcode Labels** - Create new or replacement patron barcode labels. [Show More](#)

Patron ID Cards - Create new or replacement patron ID cards. [Show More](#)

Rock City Elementary

Home Dashboard Catalog Circulation **Reports** Back Office My Info

Patron Reports > Print Patron Barcodes

My Favorites  
Library Reports  
**Patron Reports**  
Report Builder  
Report Manager

How do I... ?

Used Unused

### Print used patron barcodes...

Select by: Patron Name  
Sorted by: **Homeroom**  
Limited to patrons: [ ]  
Include the following: [ ]  
Formatted for: ☒ Barcode labels  
☐ Export to Excel®  
☒ Use label stock Avery white address labels (style 5160)  
Start on label: 1  
Printer offset - Horizontal: 0 Vertical: 0  
☐ Use at the circulation desk  
☐ Start a new page for each group  
☐ Include Circulation command barcodes

and then by: [ ]  
...with these statuses  
☒ Active  
☒ Restricted  
☒ Inactive

In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned.  
For assistance configuring Adobe Reader or the printer offsets, see Troubleshooting

[Run Report](#)

©2002-2019 Follett School Solutions, Inc. 16\_5\_AU1\_RC1 05/09/2019 9:17 AM PDT

Rock City Elementary

Home Dashboard Catalog Circulation **Reports** Back Office My Info

Patron Reports > Print Patron Barcodes

My Favorites  
Library Reports  
**Patron Reports**  
Report Builder  
Report Manager

How do I... ?

Used Unused

### Print used patron barcodes...

Select by: Homeroom  
From: 01 to: 01 **\*One homeroom at a time**  
Sorted by: ☒ Patron Name  
☐ Grade Level and then by: [ ]  
Limited to patrons: Of these types All Patron Types [Update](#)  
...with these statuses  
☒ Active  
☒ Restricted  
☒ Inactive

Include the following ☒ Barcode number

Formatted for ☒ Barcode labels

☐ Export to Excel®

☒ Use label stock Avery white address labels (style 5160) ▼

Start on label

Printer offset - Horizontal:  Vertical:

☐ Use at the circulation desk

☐ Start a new page for each group

☐ Include Circulation command barcodes

In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned.

For assistance configuring Adobe Reader or the printer offsets, see [Troubleshooting](#)

**Run Report**