

Printing out Patron Barcodes by Homeroom

This process only works for grades 3K to 8th grade because ATS codes those classes by homeroom. For high schools, you can print out students by grade or school alphabetically by last name.

Go to Reports-Patron Reports-Barcode Labels

Set up the report like this:

Print used patron barcodes...

Select by

From to

Sorted by ☐ Patron Name
☒ and then by

Limited to patrons Of these types All Patron Types ...with these statuses
☒ Active
☐ Restricted
☐ Inactive

Include the following ☒ Barcode number

Formatted for ☐ Barcode labels
☐ Export to Excel®
☒ Use label stock

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
For assistance configuring Adobe Reader or the printer offsets, see

Make sure you select by Homeroom and in the drop-down fields, put the first homeroom number, and in the second, put the last.

Follow the report exactly as above. Then go to Report Manager and click open the View tab of the report. It will open as a new tab (make sure this is enabled on your browser) as a PDF. You can download it to your computer or print it out to put in a binder.