

## Exporting unused Bookmark Bar Code numbers

Bookmark Library Automation System managers are able to reuse the numbers from their deleted items list. Avoid the risk of misreads by using precision vector drawn bar codes from **Dataman**.

To obtain a replacement set of **accurate long term reliable/readable non bleed professional quality Poly laser bar code labels** of these missing numbers a file can be posted on a disk or more advisably forwarded to Dataman Barcode Systems as an e-mail attachment. Please **DO NOT** send a printed list of the numbers, as this cannot be used.

For those users who may have forgotten or need reminding how to generate the unused numbers file in **Bookmark** please see as follows:-

Go to <4> Cataloguing.

Choose <5> Special item lists then <2> Export Bar Code labels.

It will now be necessary to select a bar code label standard, this can vary and will be dependent upon individual installation site requirements.

Examples of bar code label standards are Native Bookmark, Dynix, Oasis, Microfusion, Plain etc.

The reason for this variety is due to the growth of Bookmark and its ever-increasing popularity. Over time **Bookmark** has been adapted to be compatible with a great number of pre-existing library automation systems. In many cases **Bookmark** has replaced the earlier system, the bar code layout that applied to the pre-existing system still needs to be maintained and catered for.

If you are unsure which bar code standard to select contact Dataman Barcode Systems or the **Bookmark** Help desk for advice.

Once the bar code standard that your system uses has been selected.

Enter the Site I.D. (the default is already listed).

Enter the item type character.

Enter the name of the file and its destination.

The next step is very important "Choose type of export" ?

If the unused numbers are required, choose **1**.

You will then be asked to enter a range from which to search, it is usual to just press the "Enter Key" for the defaults to be inserted.

**Bookmark** then runs through and notes how many bar codes will be on the disk.

Press the **F1** key to save the file.

This file most commonly titled "Labels.txt" is the file that is required for attachment to the e-mail and forwarded to Dataman Barcode Systems for printing.

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