

Reports/Labels

On the Librarian window hit the Reports/Labels button.

Print Book Labels, Print Patron ID Cards and Overdue notice Labels all use the standard mailing labels. You select which type you are using on the Select Label Type window that appears as soon as you push one of those buttons.

In the cases of Print Book Labels and Print Patron ID Cards you will get a selection screen showing all labels that have been accumulated and need printing.

n this window you can adjust the list, print it all, print just one or delete the entire list (which you would normally do after it has printed successfully).

The Overdue Notice Labels needs a little explaining. We were looking for the easiest and cheapest way to handle overdue notices. What we came up with is plain vanilla post cards and producing a separate label for each side of the card.

Side 1:

Side 2:

The label for Side 2 contains the patron name and one to three lines of books that are overdue with the date that they were due.

Reindex Files

The Reindex Files button on the Librarian window is used to pack the files. Packing physically removes deleted records making your files smaller and then creates all new indexes for the files.