

Printing Lock Labels

Lock labels are the slips of paper attached to the lock, which has the combination, instructions for the combination, and the barcode. It is much easier to do these in bulk, if you can.

When one wants to print a new label for a lock, begin by entering the barcode/s you want to print into Excel.

	A	B	C	D	E	F
1	55797150					
2	43843498					
3	57184179					
4	48233906					
5	48233897					
6	48233934					
7	55797225					
8	55797205					
9	48233919					
10	53816913					
11	57152124					
12	43843593					
13	43798313					
14	53816965					
15	57153178					
16	51845676					
17	51845033					
18	51847926					
19	55797227					
20	48233896					
21	55797206					
22	48233377					
23	57152143					
24	43843516					
25	50164111					
26	48233356					
27	48233857					
28	51845048					
29	51847947					
30	43843479					
31	51845065					
32						

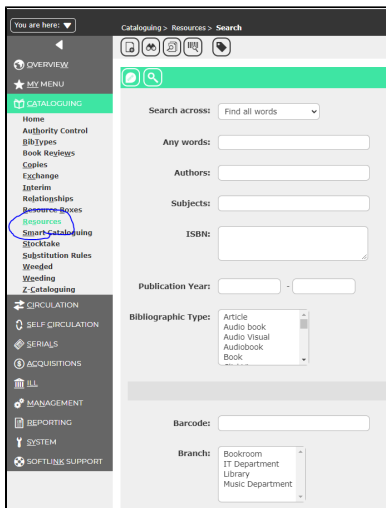
Then, click into cell C1 and type the following formula into the formula bar:

	A	B	C	D	E	F
1	55797150		PL55797150			
2	43843498					
3	57184179					

Then, with the small square in the bottom-right corner of the selected cell, drag the formula down column C.

E29					
	A	B	C	D	E
1	55797150		PL55797150		
2	43843498		PL43843498		
3	57184179		PL57184179		
4	48233906		PL48233906		
5	48233897		PL48233897		
6	48233934		PL48233934		
7	55797225		PL55797225		
8	55797205		PL55797205		
9	48233919		PL48233919		
10	53816913		PL53816913		
11	57152124		PL57152124		
12	43843593		PL43843593		
13	43798313		PL43798313		
14	53816965		PL53816965		
15	57153178		PL57153178		
16	51845676		PL51845676		
17	51845033		PL51845033		
18	51847926		PL51847926		
19	55797227		PL55797227		
20	48233896		PL48233896		
21	55797206		PL55797206		
22	48233377		PL48233377		
23	57152143		PL57152143		
24	43843516		PL43843516		
25	50164111		PL50164111		
26	48233356		PL48233356		
27	48233857		PL48233857		
28	51845048		PL51845048		
29	51847947		PL51847947		
30	43843479		PL43843479		
31	51845065		PL51845065		
32					

Next, log into Oliver and on the side bar, open Cataloguing, then Resources.



Under the (thing)s 'Bibliographic Type' and 'Collection', scroll down and ensure 'PadLocks' and 'PadLock Collection' respectively are selected.

This detailed view of the search form shows the following fields and selections:

- Search across:** Find all words
- Any words:** [Text input]
- Authors:** [Text input]
- Subjects:** [Text input]
- ISBN:** [Text input]
- Publication Year:** [Range input]
- Bibliographic Type:** MUSIC, Network file, OverDrive, **PadLocks** (selected), Pathfinder, Pdf
- Title:** [Text input]
- Genres:** [Text input]
- Series:** [Text input]
- Date Entered:** [Range input with calendar icons]
- GMD:** activity card, Adobe EPUB eBook, Adobe EPUB eBook Overdrive, Adobe PDF eBook, Adobe PDF eBook Overdrive
- COPY FILTERING** section:
 - Barcode:** [Text input]
 - Non-Physical Items:** ☒ Ignore copy filters for non-physical items
 - Branch:** Bookroom, IT Department, Library, Music Department
 - Collection:** MUSIC, Non Fiction, Non-Fiction Large, **PadLock Collection** (selected), Periodicals, Picture Book
- Buttons:** Show New Records, Search All Fields

Search, then select the blue number next to the single Padlock entry.

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<input type="checkbox"/>	NO.	TITLE
<input type="checkbox"/>	1	Combination Dial PadLock

Then, click View All Copies in the entry.



ID: 889939030

Title: Combination Dial PadLock

Bibliographic Type: PadLocks
[Change BibType](#)

File:

Attachments: [Add](#)

Thumbnail: [Upload](#)

Cover Image:



GMD: equipment

Related Resources: [Maintain related resources](#)

[Add / Select Resource](#)

[View All Copies](#)

NO.	BARCODE	COPY ID	BRANCH
1	PL223526		IT Department
2	PL223528		IT Department
3	PL223531		IT Department
4	PL223535		IT Department
5	PL223536		IT Department

Click this icon in the top row, which allows you to search by barcode.

The screenshot shows a web browser window with the title "Multi-Barcode Search - Brigidine College Indooroopilly Library...". The address bar shows the URL "oliver.brigidine.qld.edu.au/oliver/cataloguing/issues/barcodeSearch.do?...". The main content area has a green header with a play icon, a close icon (X), and the text "MULTI-BARCODE SEARCH". Below the header, it says "Scan or enter barcodes (maximum 1,000):". A large text input field contains a list of 18 barcode numbers. At the bottom of the input area is a "Search" button.

Multi-Barcode Search

Scan or enter barcodes (maximum 1,000):

PL43798313
PL53816965
PL57153178
PL51845676
PL51845033
PL51847926
PL55797227
PL48233896
PL55797206
PL48233377
PL57152143
PL43843516
PL50164111
PL48233356
PL48233857
PL51845048
PL51847947
PL43843479
PL51845065

Search

Click search to bring up the locks you want to generate labels for.

Then click this icon at the top, which will generate a report about these locks.

REPORT SETUP

Number of records: 31

Create Report:

New Custom Report

Click the button to create a new custom report. The saved report will be available from the report selection on this page.

Select Report:

Labels 3x8 - Avery 3474

Labels 3x8 - Avery L7159

Padlock College Report

Padlock Report 2022

Padlock Whole School Report

Resource Box Details

Resource Box Details - Contents sorted by Author

Resource Box Details - Sorted by Classification

Resource Box Details - Sorted by Title

Resource Box List

Resource Box List

Download Word Template

Download Excel Template

Upload Customised Report

Select the required report format - this list is all of those available for the source area Copies.

Download a report to customise it in Excel or Word. Upload the modified version as a new report.

* denotes an uploaded customised report.

Format:

EXCEL

Select the format in which you would like the report to be output.

Sort Fields:

Sort By:

Barcode ASC

sortableClassification ASC

borrowerRollClass ASC

borrowerBarcode ASC

Ascending

Descending

Select the fields and directions you would like the report results to be sorted by.

Name:

Padlock Report 2022

Custom:

✓

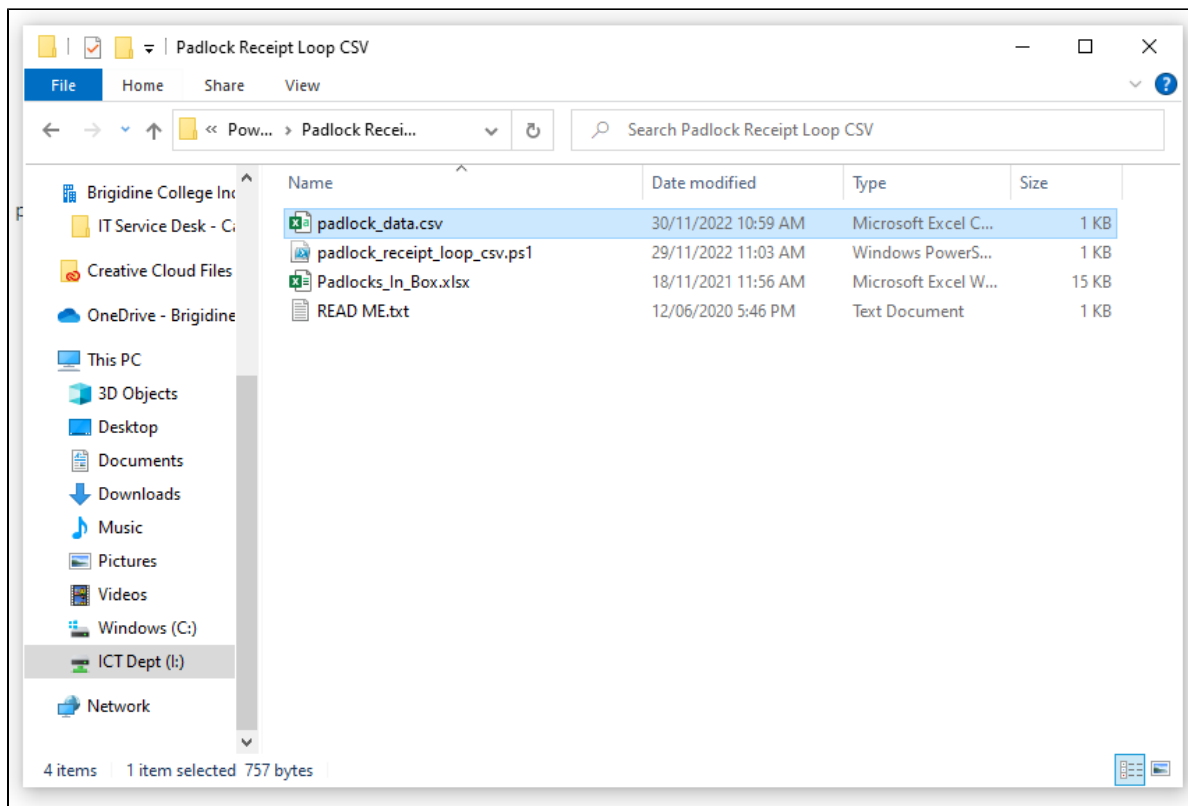
Type:

Normal

Then click the little arrow in the top left, which runs the report.

Download the report and open it.

Open File Explorer, navigate to the USB and open padlock_data.csv.

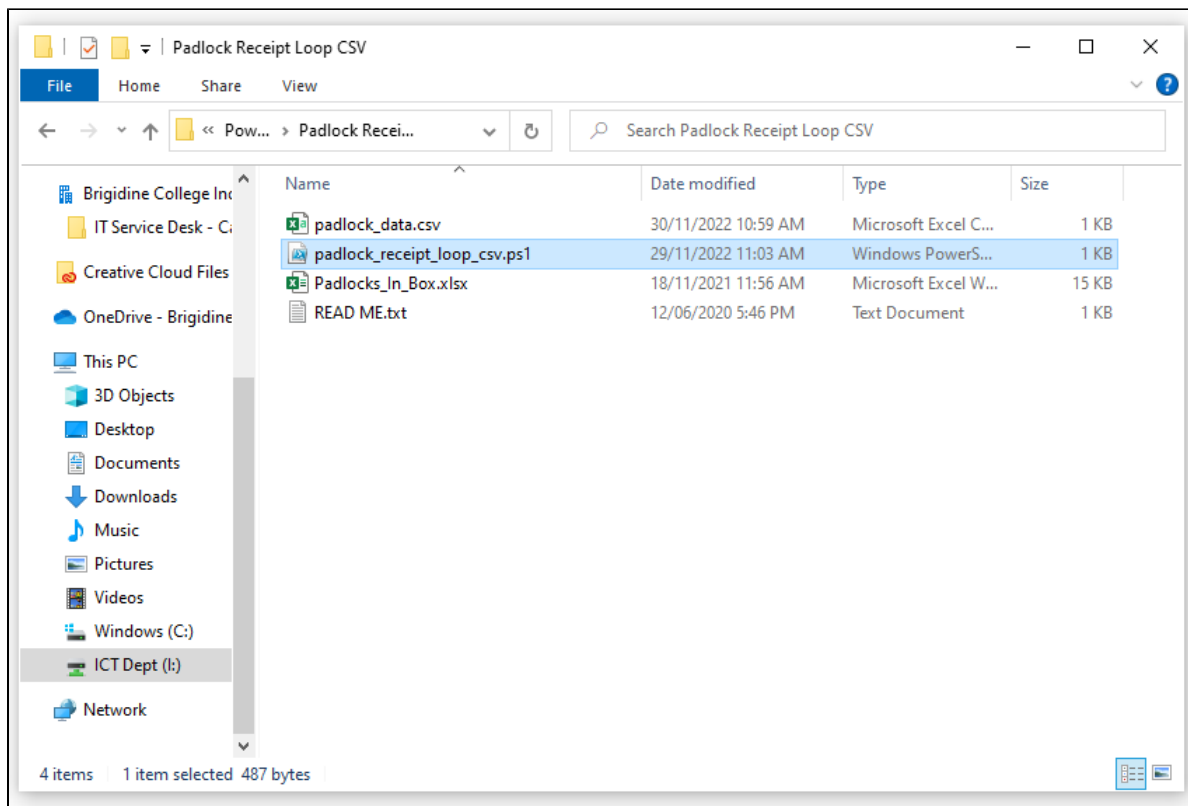


Once opened, there will be data in the first two columns. Delete that data, and copy & paste the first two columns from the report you generated into padlock_data.csv.

	A	B	C	D
1	barcode	code	first	last
2	PL4379831	103202		
3	PL4384347	32911		
4	PL4384349	12717		
5	PL4384351	313719		
6	PL4384359	310931		
7	PL4823335	361428		
8	PL4823337	21238		
9	PL4823385	230531		
10	PL4823389	372309		
11	PL4823389	70939		
12	PL4823390	12721		
13	PL4823391	50733		
14	PL4823393	83400		
15	PL5016411	21626		
16	PL5184503	243404		
17	PL5184504	301218		
18	PL5184506	301626		
19	PL5184567	382410		
20	PL5184792	111703		
21	PL5184794	133505		
22	PL5381691	283408		
23	PL5381696	250337		
24	PL5579715	22026		
25	PL5579720	71727		
26	PL5579720	71735		
27	PL5579722	260034		
28	PL5579722	241016		
29	PL5715212	60814		
30	PL5715214	361020		
31	PL5715317	123424		
32	PL5718417	102438		
33				

Save padlock_data.csv - it's okay to overwrite the original data you deleted.

Go back to File Explorer and the USB, select padlock_reciept_loop_csv.ps1. Right-click this file and select 'Run with Powershell'.



Receipt/s should print from your printer.