

## Setting Up Badge Bar Coding in DaCdb

The suggested label stock is Avery 5267 (4 column x 20) and DaCdb provides a report that fits that label stock. To generate labels:

1. Log into DaCdb, click the REPORTS tab.
2. Click the CLUB tab
3. Pick Report # 7.4 -- Dynamic Mail label with Barcodes
4. Check Active, Rule of 85, LOA, and anyone else you want labels for (unchecked, you get ACTIVES only)
5. Pick the Avery 4-column label
6. Pick **USER Name** for the first field
7. Pick **User ID Barcode** for the second field
8. 3rd thru 5th fields are BLANK (select)
9. Click Alignment "Center" -- you can do this after the Word download, also -- good idea to CENTER these labels -- minimizes registration problems.
10. Click the "Word" Icon (top RH corner) to pull down the labels.
11. Use "File", "Save as" to save the labels page as a Word document

The screenshot displays the DaCdb web application interface within a Windows Internet Explorer browser. The address bar shows the URL: <http://www.directory-online.com/Rotary/SecLogin3.cfm>. The page title is "Rotary District 7750". The navigation menu includes: Home, FIND, Users, CLUBS, My CLUB, My DATA, Committees, Calendar, DUES, Reports, Speakers, District PAGES, Club PAGES, Files, ATTND, AGs, RZR, Help, Admin, Setup. The main content area is titled "Report Setup" and "Dynamic Mail Label with BARCODES". It features a "Select Club Member Report Parameters" section with the following options:

- Club: Greenville
- Member Type:  Active,  Active-LOA,  Active-R85,  Active-Associate,  Active-Corporate,  Monorary,  Alumni,  Alumni/Verified,  Friends of Rotary,  Guest,  Guest-Rotarian,  Proposed,  Potential Member,  Staff Position
- Started After: (mm/dd/yyyy) \*or\* Enter Badge# or PARTIAL name(s):
- Layout: Avery 5267 4-column (4x20) Mailing Label
- Report Fields: User Name, MemberID BARCODE, City-State-Zip (c), {select}, {select}

Notes:

1. Field names above ending with (c) are composite fields -- consisting of more than one data value
2. If MemberID Barcode is selected, the number of data rows is reduced
3. Not all label formats will support 5 lines of data. Experiment Account for data that wraps to another line.
4. Data is formatted to print from Word (not RUN/View on Screen)

Alignment:  Left,  Center,  Right

Font: Font Family: Arial, Helvetica, sans-serif; Font Size: 11; Color: #000000

Font-Weight: normal

Sort By:  Member,  Zip Code

The browser's taskbar at the bottom shows the Start button, Search Desktop, and various open applications. The system tray indicates the time is 7:38 PM.

**Best Practice:** Take a plain-paper printout of all the barcodes to each meeting with you in case of "dog ate my badge". In case a badge gets misplaced, you'll be able to pull out the plain paper copy, scan the member's barcode, and carry on.

After your initial labeling project, you'll want to print labels 1 (or 2 or 3) at a time for new members or replacement badges. You can individually select labels by typing the member's last name in the "Badge # or Partial Name" field. For multiple labels, separate last names with commas. Click the Word icon and only those selected labels will appear.

Another alternative is to download all labels and just eliminate those you don't want:

1. Download the entire club (Word icon)
2. Highlight and delete all cells you don't wish to print.
3. Copy (name + Barcode) and Paste the label info into the preferred position on the sheet (assuming you have a partial sheet of labels).

Alternatively, you can use the last page of this document as a label layout. Copy and paste the target member names and barcodes into the appropriate cells, and print "current page only" to your label sheet.

# Appendix

## Barcode Font Installation --- One Time Only

You may not see barcodes on the file you initially download. If that's the case, you'll need to download and install a new font called "Free 3 of 9". This is a 1-time setup step. Here's how:

1. Download the Free 3 of 9 font from one of the download sites in the Attendance Section of DaCdb [Bar-Code Fonts](#)
2. INSTALL the font in Windows
  - a. Save the font file in a known folder
  - b. Open Control Panel, then Fonts.
  - c. Click on File, Install New Font
  - d. Browse to the folder where you saved the font file.
  - e. Highlight the Free 3 of 9 font
  - f. Click OK

You'll know you have the font successfully installed by trying this:

1. Open a blank word document
2. Type a number -- any length
3. Highlight the number, click Format, Font, and change it to the barcode font (Free 3 of 9)
4. You should see the number in the Word file change to a Barcode.

OK, Font works

Scanner Recommendation:

### Selecting a Bar-Code Scanner

The ease of scanning bar-coded badges or attendance sheets is directly proportional to the quality of the scanner you use. This does not necessarily mean a more expensive scanner works better. However, we have found that Laser scanners work significantly better than LED scanners. LED scanners are typically around \$50-\$75 and the scanner will need to be almost on top of the bar-code being scanned. Laser scanners are around \$150, and will read a bar code from a much greater distance.

The following list of scanners:

Recommended	Not Recommended
<p data-bbox="391 1486 654 1507">Mid/High-End Laser Scanners:</p> <ul style="list-style-type: none"><li data-bbox="256 1556 800 1598">• POS-X Xi3000 USB \$125, plus Auto Sensing Stand \$20, <a href="http://www.posmicro.com/pos-x/xi3000.htm">http://www.posmicro.com/pos-x/xi3000.htm</a></li><li data-bbox="256 1608 800 1692">• Motorola (Symbol) LS4208 Handheld Laser Scanner, \$195.20 USB connection, plus stand is \$85. <a href="http://www.ebarcode.com/Symbol-LS4208-Handheld-Laser-Scanner-p/ls4208.htm">http://www.ebarcode.com/Symbol-LS4208-Handheld-Laser-Scanner-p/ls4208.htm</a></li><li data-bbox="256 1703 800 1745">• MS9535 VoyagerBT Series Laser Scanner, ~\$350.00 USB connection</li></ul>	<p data-bbox="857 1486 1344 1507">Low-End LED BARCODE scanners of all types, including:</p> <ul style="list-style-type: none"><li data-bbox="857 1556 1360 1640">• Unitech ms-180-1UG CONTACT mode scanner - \$43.80 for USB <a href="http://www.barcodegiant.com/unitech/part-ms180-1ug.htm">http://www.barcodegiant.com/unitech/part-ms180-1ug.htm</a> (\$43.80)</li></ul>

