BAR CODE GENERATION IN E GRANTHALAYA 4.0

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by

SHIVA NAND MISHRA

LIBRARIAN, KENDRIYA VIDYALAYA, IFFCO, GANDHIDHAM

Shivanandmishra74@gmail.com

STEP 1. LOG IN TO YOUR EG4.0 ACCOUNT

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STEP 2. GO TO THE CATALOGUING MODULE



STEP 3. NOW CLICK ON **Generate Barcode** sub module.



Step 4. Search records by affixing various parameters according to your need. I have selected here Current Status Available and order by Accession Number. You may choose according to your desire.

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Step 5. Select type of Printer. Here three options are available.

- 1. Barcode Printer
- 2. Laser Printer
- 3. Spine label

One by One I am going to show you barcode generation by these three options

Step 6. BARCODE GENERATION BY LASER PRINTER

WRITE LABEL MARGINS ie Left margin and Top marginIN PIXELAlso choose Laser Printer Size.



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Take the print and paste on Documents.

STEP 7. GENERATING SPINE LABELS



AFTER SELECTING LASER PRINTER PAPER SIZE, I CLICK ON GENERATE BARCODE

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STEP 8. GENERATING BAR CODE USING BAR CODE PRINTER

THE QUALITY OF BARCODE LABELS GENERATED BY BARCODE PRINTER IS BETTER THAN LASER PRINTER. THE BARCODE LABELS ARE ALWAYS GENERATED BY ACCESSION NUMBER AND CAN BE GENERATED OF ALL THE ACCESSION NUMBERS ENTERED OR SOME SELECTED ACCESSION NUMBERS.

HOW TO INTEGRATE BARCODE LABELS WITH E-GRANTHALYA 4.0

WHEN YOU PURCHASE ANY BARCODE PRINTER –IT IS ALWAYS BETTER TO PURCHASE IT FROM LOCAL MARKET SO THAT SERVICE MAY BE GET WHENEVER REQUIRED. ALSO, YOU MUST TEST THE PRINTER / SCANNER BEFORE MAKING PAYMENT. ANY MODEL/MAKE OF BARCODE PRINTER WILL WORK WITH E-GRANTHALAYA SOFTWARE, HOWEVER, WHILE PURCHASING THE PRINTER YOU NEED TO GET PRN FILE OF YOUR LABELS FROM VENDOR. PRN FILE CONTAINS THE SETTING OF THE LABELS AND IS NEEDED TO INTEGRATE YOUR BARCODE PRINTER WITH E-GRANTHALAYA

HOW TO GENERATE BARCODE LABELS FROM BARCODE PINTER

•Search the Records by various parameters –press SEARCH Button

•Get integrated your barcode printer by providing PRN file from vendor –Please Read First Chapter of user manual of eg 4.0 for Details.

•Select the Option –Barcode Printer if not already seleted •Make sure that your barcode printer is installed properly

•Select the Barcode Printer from List already integrated with eG4.

•Press GENERATE LABELS

•A Text/PRN file will be created and shown on the bottom of the screen

•Print this file on barcode printer using the utility – "PrintFile" which you need to download and install in your PC from google.com or from http://www.lerup.com/printfile/descr.html



IF YOUR BAR CODE PRINTER IS NOT INTEGRATED AND YOU CHOOSE THE PRINTER OF SOME OTHER LIBRARY, YOU WILL GET THE FOLLOWING RESULT

HOW TO PRINT "GENERATED PRN" FILE ON BARCODE PRINTER:-

•INSTALL "PRINTFILE" UTILITY AND SET IT ONCE AS GIVEN THE STEPS BELOW

•RUN "PRINTFILE" UTILITY AFTER INSTALLATION BY DOUBLE CLICK OF ITS ICON ON DESKTOP





•SELECT "SENDTO PRINTER" OPTION FROM TOP OF THE SCREEN AS ABOVE

•PRESS OK

•PRESS SAVE BUTTON•NOW UTILITY IS READY FOR PRINTING PRN FILE BEING GENERATED •TO PRINT THE PRN FILE GENERATED EVERY TIME WHEN YOU PRESS GENERATE BARCODE LABEL BUTTON – PRESS PRINT FILE BUTTON•BROWSE THE FILE AND SELECT IT

•THEN SELECT THE BARCODE PRINTER

•PRESS PRINT – LABEL WILL BE GENERATED ON BARCODE PRINTER

NOTE:BEFORE PASTING LABELS ON ALL THE DOCUMENTS, YOU MUST TEST THE READING OF THESELABELS BY BARCODE SCANNER/READER.SOMETIMES BARCODE SCANNER READS THE LABEL WITH ONLY 4 DIGITS OR SOMETIMES MORE THAN 4 DIGITS ONLY. WHILE PURCHASING BARCODE SCANNER PLEASE ASK THE VENDOR TO SET IT SO THAT IT CAN READ ANY DIGITS (SINGLE OR MORE).



<u>VISIT OUR PODCAST प्रवाह</u>

