

AUTOMATICALLY GENERATE BARCODES WHILE IMPORTING RECORDS

Import bibliographic records as usual, but at step three, configure as follows:

The screenshot shows the 'M3 Data Import - Step 3 of 3' dialog box. It contains several sections with options for data import. Red arrows point from numbered instructions to specific fields and checkboxes.

1. Leave "Prompt if Duplicates are found." (Points to the 'Prompt if duplicates are found' radio button in the Duplicates section.)

2. Check "Generate Holding Records." (Points to the 'Generate holding records' checkbox in the Holding Records section.)

3. Select "Update barcode values in 852 field with:" (Points to the 'Update barcode values in 852 field with:' checkbox in the Barcode section.)

4. Enter the prefix of the barcodes here (usually the school code, sometimes with a number in front of it) (Points to the Prefix field containing '1XXXX').

5. Enter the starting barcode value here. (Points to the Suffix Starting Value field containing '00009000').

6. Leave as "Numeric." (Points to the Suffix Increment Type dropdown menu showing 'Numeric').

7. Increment by 1 (Points to the Suffix Increment By field containing '1').

8. Assign to the appropriate group. (Points to the Assign to group dropdown menu.)

9. Press "Finish." (Points to the Finish button.)

The dialog box includes the following sections and controls:

- Duplicates:** Radio buttons for 'Do not allow duplicates', 'Allow duplicates', and 'Prompt if duplicates are found' (selected).
- Holding Records:** A checkbox for 'Generate holding records' (checked).
- Barcode:** Checkboxes for 'Automatically generate barcode records' (checked) and 'Update barcode values in 852 field with:' (checked). Below these are fields for Prefix ('1XXXX'), Suffix Starting Value ('00009000'), Suffix Increment Type ('Numeric'), and Suffix Increment By ('1').
- Assign to group:** A dropdown menu.
- Buttons:** Back, Finish, and Cancel.