Library Resource Management Systems, Inc.

Genesis G4

Borrower ID Cards

When entering this area, the program will warn if no Printer is available; this would require checking the Advanced Settings Printer Settings. Creating ID Cards is not a difficult process as the program has this process fully integrated and linked to the Borrower profile.

Add a Custom Card Logo, JPG format having size restrictions of W=210 px. x H=190 px.

Copy the Logo into the G4 Desktop My Documents folder. Using the "Set" button will allow a Browse window to open.
Scan is not available for use On-line.

Setup the Selection Criteria to suite the printing of the ID Cards. Use the Field drop-down menus to make your selections.
Example; use a specific Group organized by Last name.

Setup, always Show ID on Card
Show Address on Card this selection will add the address of the borrower if it is in their profile.
This option can also be used to display a teachers name and Group/Grade assignment.
It is recomended to always use Borrower

Setup Example:

Use tagged Borrower Records Only for selective ID Card printing.

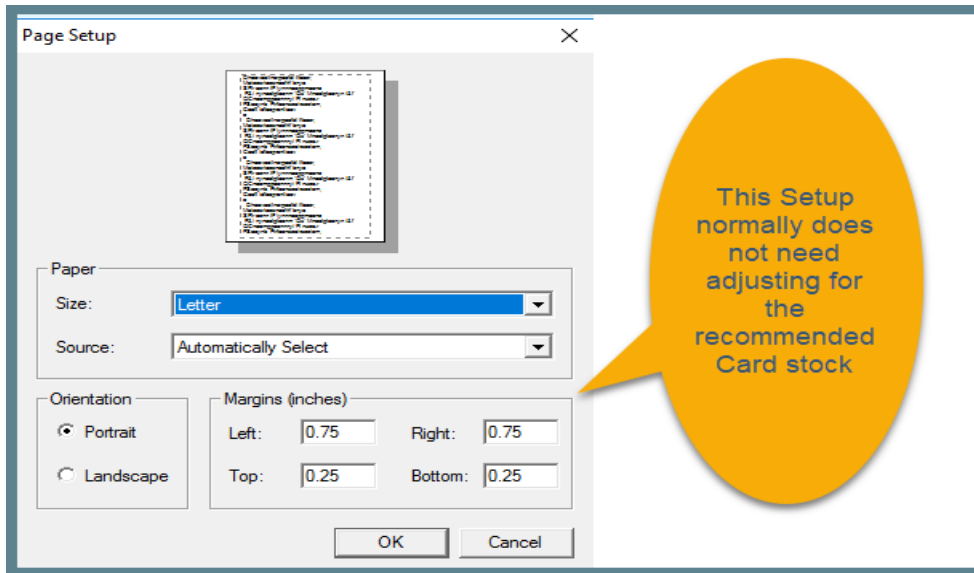Organize printing by selecting a Group to be printed as shown.

Always select Show ID on Card, this will print a Barcode and Borrower Name.
Show Address on Card will print any address information that is in the Borrower profile.

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Once you have added the setup information it is recommended to Preview the ID Card Output click the File Tab and select "Preview". The program will display a Page Setup information screen, these settings will not require any change when using the Avery 5371 or Demco 20392 10 per sheet Business Card Stock. Once the Previewed output meets what is needed, return to the File Tab and select Print.

Page Setup:

This Setup normally does not need adjusting for the recommended Card stock

Preview or Print Results:

Printing is best done using a (BW or Color) Laser printer which provide the best Barcode symbol output for barcode scanning.

Recommended Card stock produces 10 ID Cards to a sheet

This special information was inserted and extracted from the Borrower profile Address Fields. If a physical address is available for a Borrower it will appear here.