HOW TO RUN A LABEL REPORT ON A SPECIFIC ITEM OR PATRON

1. Open **M3 Report Tool**

2. Locate and **Open** the report you want to run ex. *Label-Spine (For Selected ITEM)* OR *Label-BC(ItemForSelected ITEM)-5160*

3. Specify where you want the label to print on your sheet of labels – ex. ***Row 2, Column 4***, by doing the following:

    a. Click on **File → Page Setup**
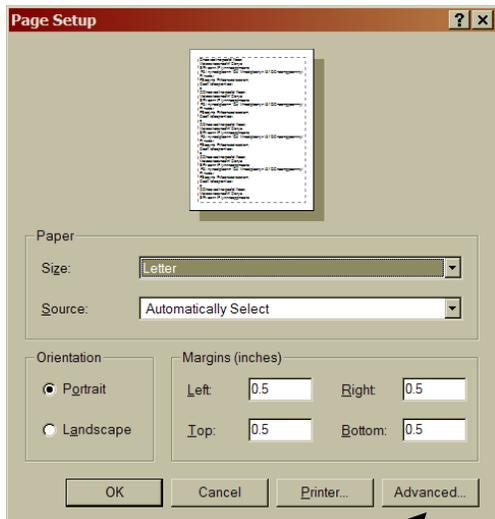
    b. Click the **Advanced Button**

    c. The **Page Setup Options** will open
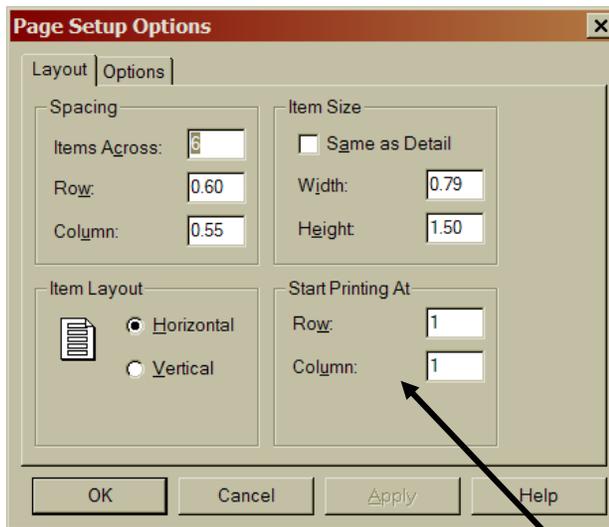
    d. Change the settings in the "***Start Printing At***" box

    e. To print on the label in the 2nd Row 4th Column, on your sheet, you would change the boxes to **Row - 2** and **Column – 4**

    f. Click the **OK Button** to close this window

    g. Click the **OK Button** to close **Page Setup**

4. Click the **Print Preview icon** to start running the report or click on **File → Print Preview**

5. You will be asked to fill in the following information:

    Barcode Number:
    What is the Item's or Person's **Barcode Number**?
    You can **SCAN** it in **OR TYPE** it in – Here we need a spine so we can just scan the barcode label off the book.
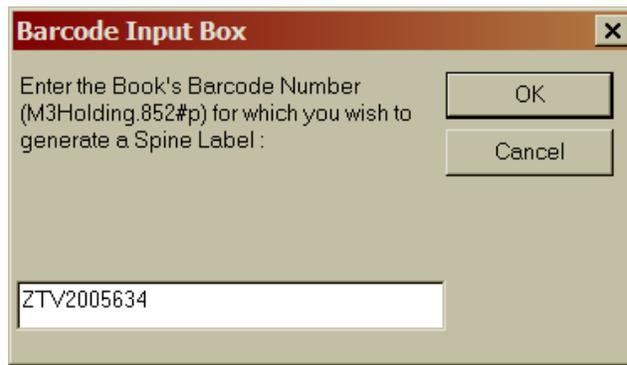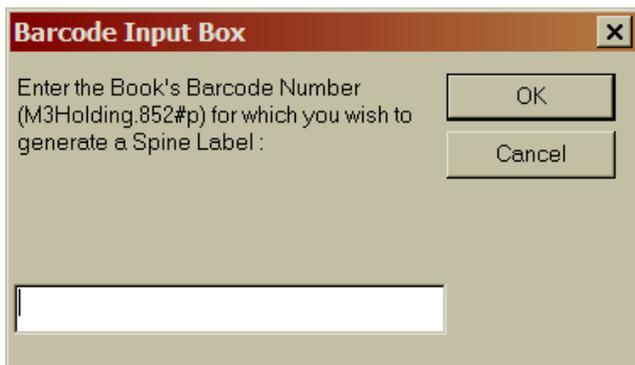
6. Click **OK** to preview your label, then send to printer.

7. The Labels Settings will revert back to their default Row – 1 Column – 1, once you have closed out of the report.