I have accidentally ordered item barcodes with a different configuration of letters and numbers. Can I get Amlib to recognise these barcodes?

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Applies to

- Amlib Stockitems
- Amlib Supervisor

Answer

- Yes, it is possible to configure Amlib barcodes easily. You can adapt the combinations as required, while remembering that the leading and trailing characters can be a combination of alphanumeric characters by the use of symbols:
  - # indicates any numeric character
  - ? indicates any alpha character
  - & indicates any alphanumeric character

- Enter I in the first columns for Item Barcode setup and enter B in the first column for Borrower Barcodes

- After setting up the relevant Barcode setup, use F6 Test after indicating if the Barcode is Item or Borrower by changing the radio buttons at the top

- For example, set Amlib to read Item barcodes with 3 letters and then 4 numbers:

  1. Go to Main > Supervisor > CheckDigits. There is a guide at the top right hand column of the window that states:
     The leading and trailing columns can be a combination of alphanumeric characters showing the symbols to use to create the customised barcode as shown above.
  2. Press F1 New.
  3. Type an I in the first column (this is the letter I for Item).
  4. Tab over the next two columns to get to the column for **Leading Chars** (characters).
  5. Enter ??? in that column (if you look in the guide at the top right hand section you can see that the ? stands for an alpha character).
  6. Tab to the **Trailing Chars** (characters) column and enter #### (# stands for a numeric character).
  7. Click F3 Save.
  8. The length column will be populated.
  9. You can then test out the barcode by changing the radio button at the top to **Item** and scanning the barcode. Click
F6 Test.

10. If it displays **Valid Check Digit**, then it is set up correctly for the barcode.

11. Log out of Amlib completely and log back in before using the new barcodes within the modules.

**Additional information**

- See more information in the [Amlib Content Portal](https://help.oclc.org/Library_Management/Amlib/Troubleshooting/I_have_accidentally_ordered_item_barcodes_within_the_modules). You will need a login username and password.

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