Change Alice Barcodes to Student Code

OASIS Extras has written a utility program that will change the borrower barcode to match the Student ID stored in Alice. It also changes all references to the old barcode into the new barcode e.g. Loan records, loan history and reservations, so that existing loan transactions and history are maintained.

IMPORTANT: You should perform an **External Data Backup** of your Alice data before using this option in case it does not produce the results you expect. Optionally (but recommended) perform an **Alice Shutdown with Force Data Archive**.

1. No one else can be using Alice when you run this utility.

2. Alice must be installed in the standard configuration on drive letter L: with an OASIS directory visible underneath the L: drive. This option will NOT work if this is not the case. If Alice is installed on a different drive letter or is accessed by a UNC path (e.g. \\server\Alice\oasis) you will first need to MAP the drive letter L: so that the OASIS folder is visible when drive L: is displayed.

3. Student Codes must be present in Alice for each student borrower. Check in Circulation, File, Borrower, Borrower. This will be the case if student details have been refreshed from SAS or MAZE, but may not be true for students whose records have been entered by hand. Students without their student code in Alice will not have their barcode changed.

4. Download and RUN the program from this link.

    Barcode From ID

    Click **RUN** and **RUN** (Unknown Publisher).
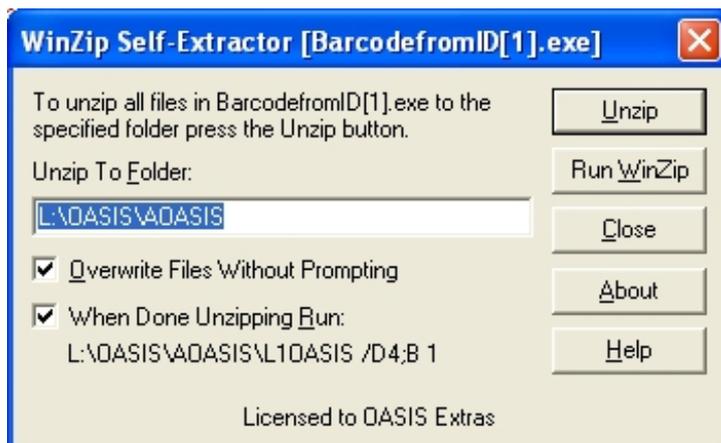
    Click **UNZIP**

5. Provided there are no duplicated student codes in Alice, you will see the message: **'No Duplicated CODEs found. OK to continue <Esc>'**. Press **<Esc>** to continue. If Alice contains any duplicated student codes, you will need to fix these before you can continue. This restriction is to prevent duplicate barcodes from being created

6. A screen explaining what the utility does will be displayed. Press **<Esc>** to continue.

7. Select the *File Update Mode*. No Logging is recommended as it is the fastest but you MUST perform an Alice Shutdown with Force Data Archive immediately afterwards.

8. If you did not perform an Alice Shutdown with Force Data Archive at Step 1. you may receive the message: *An OASIS Data Backup is required. Continue Anyway? <Y>es, <N>o*. Press **Y**

9. '*Library Code to add to barcodes*'. **This MUST be blank**.

10. *Discard Leading Zero on 7 digit Student Codes?* The usual answer to this question is **NO**. You would only select YES in the special case where Student ID cards had been made incorrectly with the barcode missing the leading zero. This can happen if the data is imported into Excel and treated as a number before being sent to the ID Card producer.

11. *Press C to continue*. After a moment (a few seconds to a few minutes depending on the number of Borrowers and the speed of the computer) Alice will prompt:

12. <L>ist Audit Log or <Esc>. Press **L.**

13. <S>creen or <P>rint. Press **P**.

14. <C>hange printer. Press **C**.

15. If you want to print the Audit listing to a printer, select the printer 'WINDOWS' and press Enter. After a moment all installed windows printers will be displayed. Select an appropriate printer and press Enter.

    WARNING: the listing may be VERY long as it includes details of all Loan and Loan history records that have been changed. If you don't want to print out the Audit Trail, Select FILE as the print destination and select <P>ath and filename to specify a filename and location for the Audit Trail.

16. Do Alice Shutdown with Rebuild and FORCE DATA BACKUP now! <Esc>. Press <**Esc>** to close the option.

17. Start Alice on the Shutdown Machine and enter your password. Immediately before doing anything else, perform an **Alice System Shutdown** with **Force Data Archive**. Select **System, Parameters, Shutdown**. Tick '**Force Data Archive**', close the Shutdown Task List window, Close the Alice Menu. Click the **Green Tick** to perform Shutdown Now

18. When you next restart Alice, All Student Borrower barcodes will now be their Student Code.

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