

Label Maker

Label Maker
Range Tab
Select Tab

260 – 261
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Label Maker

The AAC Label Maker application can be used to print address and bar code labels for members, guests, alternate members, and inventory items. These labels may be printed over a range or by individual selection. Printout label options are 3 x 10 or 2 x 10. Any type of label brand may be used as long as the sheets contain 30 or 20 labels each.

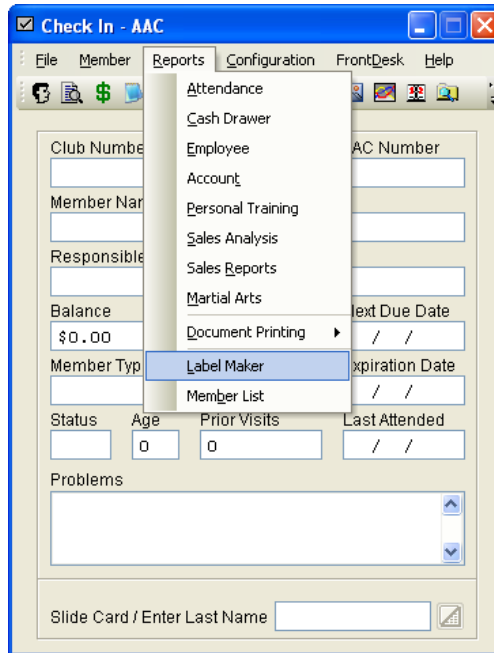


Figure 20-1.



The 3x9 Barcode Font must be installed to Windows in order for labels to print in barcode format.

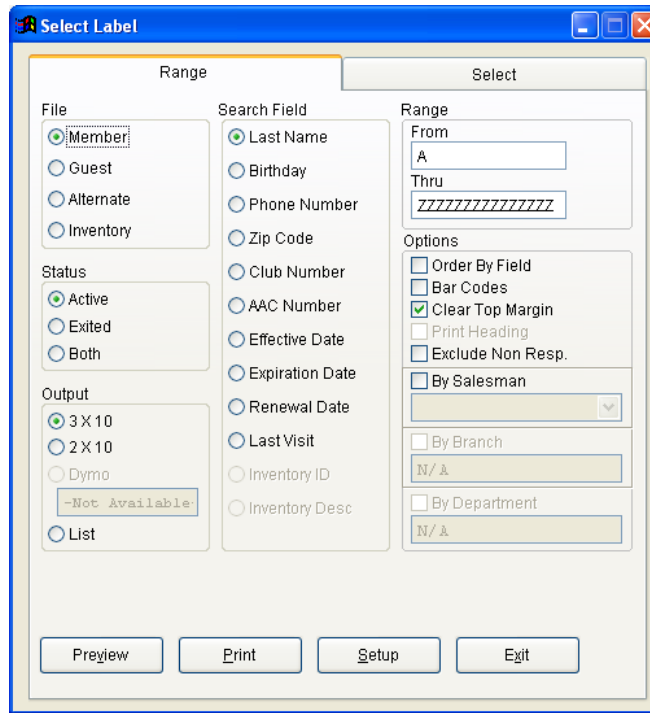


Figure 20-2.

Range Tab

Choose the type of information the system will query for, display and output by selecting options on this tab. Use this tab to select a range of member, guests, alternate members, or inventory items.

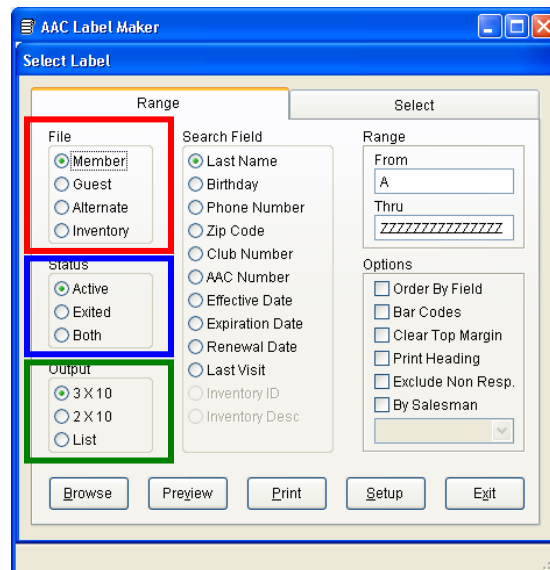


Figure 20-3.

File: Type of file to query for. This can be member records, guest records, alternate members, or inventory items.



Status: The status to query for.

Output: How the labels will print.

- **3 X 10:** Label paper with 3 columns with each column having ten labels.
- **2 X 10:** Label paper with 2 columns with each column having ten labels.
- **List:** A list of the results will be printed.

Figure 20-4.

Search Field: Define the information the system should search for.

- **Last Name:** Search by the last name of your members or guests.
- **Birthday:** Birthday range or particular birth date.
- **Phone Number:** Search by phone number.
- **Zip Code:** Member or guest residential zip code.
- **Club Number:** Club id assigned at time of contract entry.
- **AAC Number:** Ten digit AAC customer number assigned to the member(s).
- **Effective Date:** Beginning date of the contract; date the member(s) could begin using the facility.
- **Expiration Date:** Last day the member(s) can use the contract; day the contract expires.



- **Renewal Date:** Date in which the member will renew.
- **Last Visit:** Date member or guest last visited your location.
- **Inventory Id:** Id number assigned to each individual inventory item.
- **Inventory Desc:** Description assigned to each individual inventory item.

Range: Values the system should query for. These values can be numbers or letters.

Figure 20-5.

Options: Set up output options for the AAC Label Maker.

- **Order by Field:** If this option is selected, the printout will ordered by the search field. Examples: birthday, club number, last name.
- **Bar Codes:** Select this option to print barcodes for members, guests, or inventory items.
- **Clear Top Margin:** There will be no top margin settings if this option is selected. All labels will shift up on the printout.
- **Print Heading:** A heading reflecting query criteria will be printed at the top of the printed page.

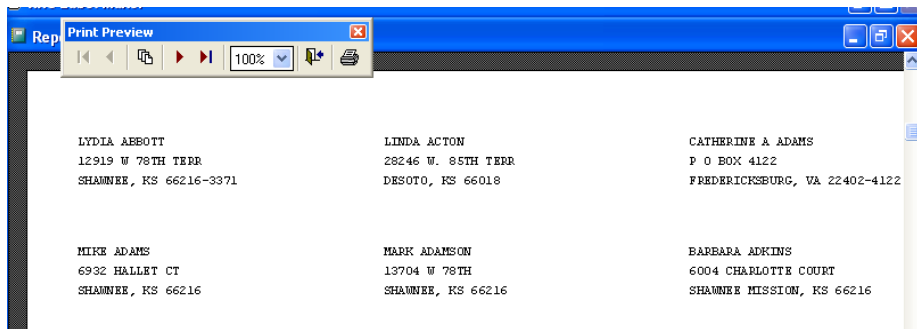


Figure 20-6.

- **Exclude Non Resp.:** Non-Responsible members will be ignored during the query.
- **By Salesman:** Query for an individual salesman attached to members or guests. If a salesperson was attached to the entry to reflect them making the sale, then the query will pull the information based on the salesman that has been selected.

Select Tab

The select tab provides the option to select individual members, guests, alternate members, or inventory items for printing.

File: Choose the type of records to view.

Output: Choose how the labels will print.

- **3 X 10:** Label paper with 3 columns with each column having ten labels.
- **2 X 10:** Label paper with 2 columns with each column having ten labels.
- **List:** A list of your results will be printed.

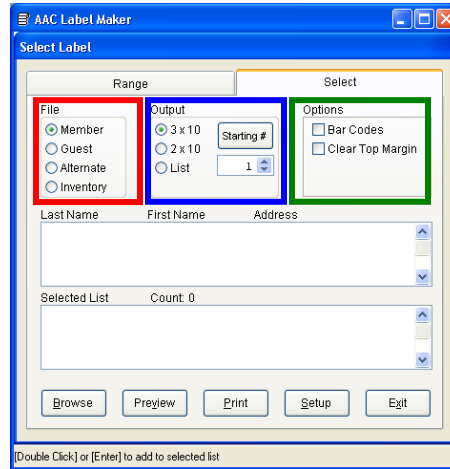


Figure 20-7.

Options: Choose extra printout options if so desired.

- **Bar Codes:** Select this option to print barcodes for members, guests, or inventory items.
- **Clear Top Margin:** There will be no top margin settings if this option is selected. All labels will shift up on the printout.



Use the box showing last name, first name and address to select members or guests. Double click on each person that should be printed and their name will appear in the selected list box located below the name listing. Inventory will show the id and description. Choose each item by double clicking on it. Each selected item will appear in the selected items box.

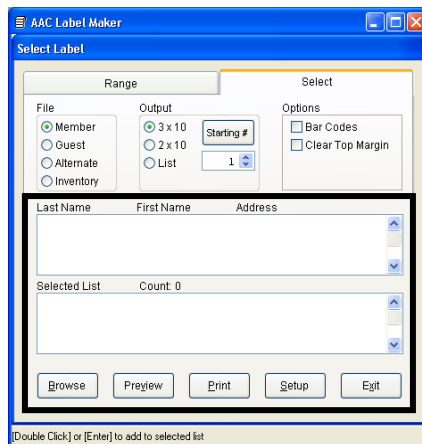


Figure 20-8.

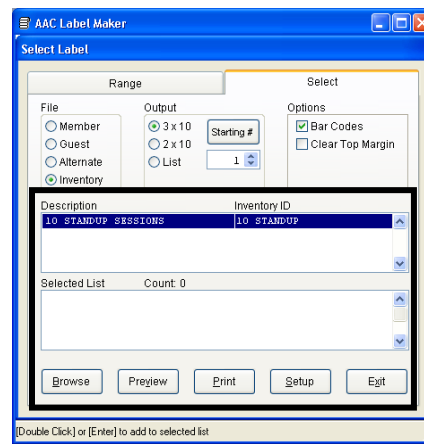


Figure 20-9.