AFO 432 – Print borrower address labels
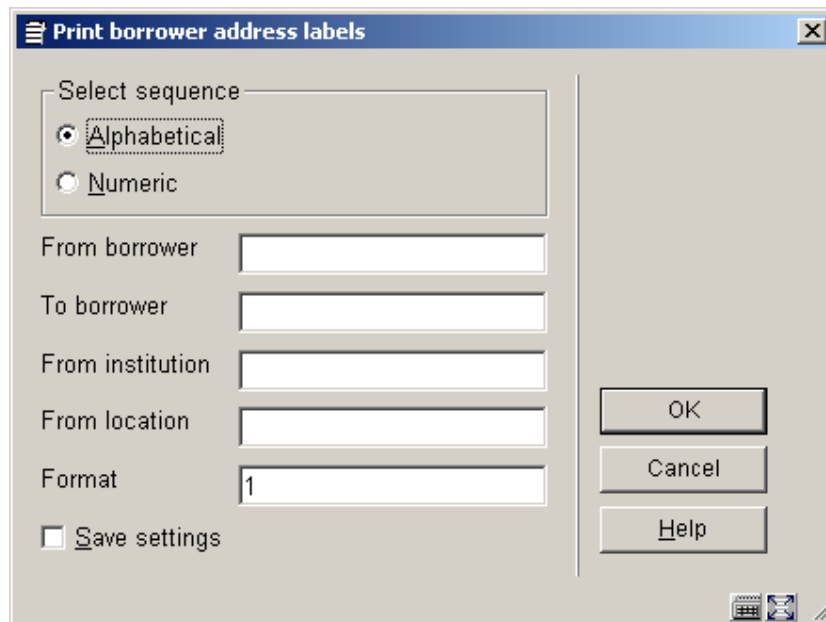
432.1 Introduction

From AFO 432 you can print borrower address labels according to parameters defined in AFO 482 – Circulation parameters : Borrower administration – Borrower labels.

Borrower labels can be printed via:

- AFO 431 ('Borrower administration'). Prints a label for the individual borrower according to format 1 as defined in AFO 482 – Circulation parameters : Borrower administration – Borrower labels.

- AFO 432 ('Print borrower address labels'). The system prints a label for one or more borrowers, according to any format defined in AFO 482 – Circulation parameters : Borrower administration – Borrower labels. The selection of borrowers for whom a label will be printed is either alphabetically or numeric. Any format defined in AFO 482 has a unique number.

432.2 Print borrower address labels

After choosing this option the following form will be displayed:

Fields on the screen

Select sequence: Select the printing sequence:

- Alphabetical - to select borrowers based on their names

- 'Numeric - to select borrowers based on their original barcode number.

From borrower: enter the starting point for the selection:

- Alphabetical - enter part of the name of the first borrower in the sequence that you want to print.

- Numeric - enter the first borrower barcode number in the sequence that you want to print.

To borrower: enter the end of the selection that you want to print:

- Alphabetical - enter part of the name of the last borrower in the sequence that you want to print

- Numeric - enter the last borrower barcode number in the sequence that you want to print.

From institution: enter the institution code from which you wish to select the borrowers. If this field is left blank your workstation's institution will be used.

From location: enter one or more location codes, separated by commas, from which you wish to select the borrowers. If this field is left blank your workstation's location will be used.

Format: enter the number for the format in which the labels should be printed.

Each format defined in AFO 482 – Circulation parameters : Borrower administration – Borrower labels has a number.

After entering these details the system will switch to the standard procedure for output.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	**unknown**	**Creation** **Delivered as part of build 17 set**	