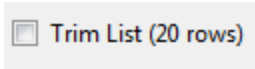# Creating a List by Scanning Barcodes in Item Status

Scanning Barcodes

Gather a group of items.

Login to the **Staff Client** and go to the Item Status screen.

Check the bottom of the screen to make sure that **Trim List (20)** is unchecked.


Scan the items into the barcode box at the top of the screen.. In the screencast I uploaded a text file of barcodes instead because I didn't have a scanner or books to use. You may also find this a handy option to use with barcodes that were taken from a report or if you use a scanner on a mobile device or laptop. You just need a text file of barcodes, each on a new line. Notepad works fine for this.
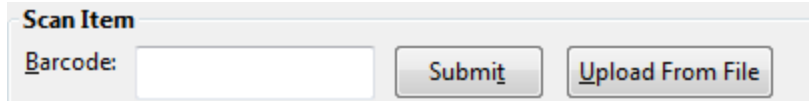
The items that you have scanned will appear on the Item Status screen. Check the column headings to make sure that **Document ID** appears. If it's not there, use the **Column Picker** to select it. (It doesn't matter what other columns are displaying or what order they are in.)
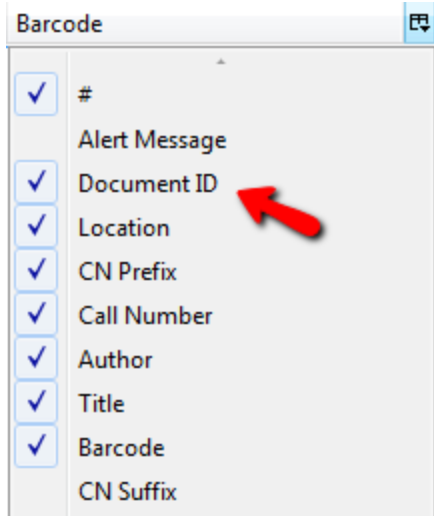
Now go to the bottom of the screen to **List Actions** and choose **Save List CSV to File.** Be sure to add the **.csv** file extension after your file name. (Where the file gets saved and whether or not it prompts you to choose a location depends on your computer's settings.)
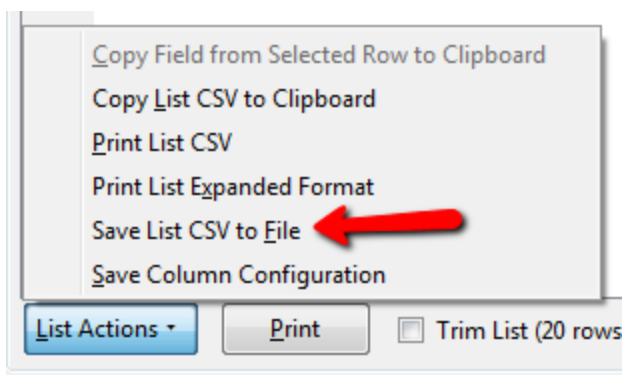
You are now finished with the Staff Client and should go login to the Booklist Generator: http://evergreen.noblenet.org/tools/book_lists/book_list_generator.php
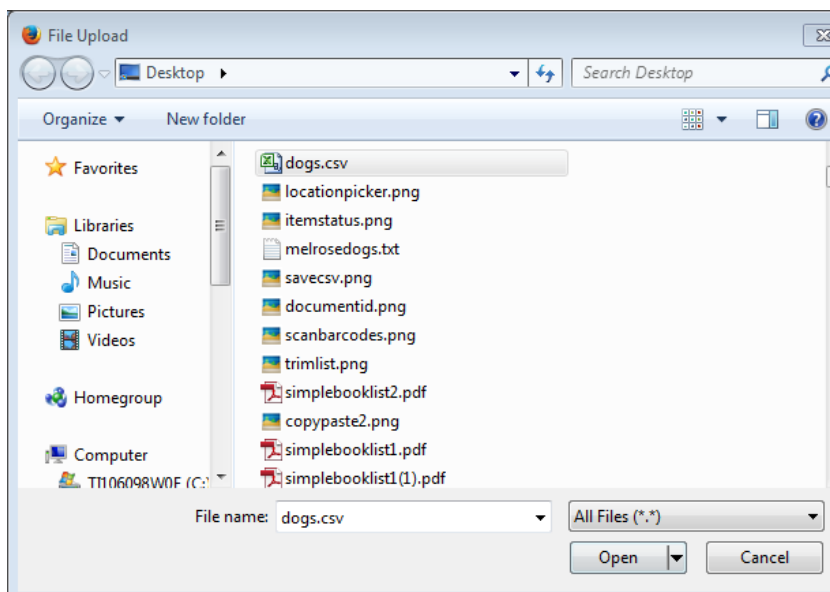
Choose Your Data:

Location:
Select your library from the dropdown list. I chose **Melrose**. In this example, I skipped the list of copy locations because I wanted everything that was in my file.

Filter by Statistical Category:
I skipped this.

Record Selector:
I chose **Bib File**, selected the **Browse** button, selected the csv file and clicked Open.

Choose Your Output:

Sort By:

Choose how your list will be sorted. I chose to sort by **Author.**

Display Options:

Choose what information you want to have display on your list. Author and Title are not listed because they are always included. I selected **Cover Image**.and **Summary**.

Layout Options:

I left this at the default layout, which is **Block**I also checked the **Using WordPress** option. This gives me HTML is the standard format for the WordPress text editor (no line break or paragraph tags are included.)

Additional File Outputs:

I skipped these

Select **Generate Book List**

Preview Page

The preview shows you how many items will be on your list, and shows you how the data looks. Based on the data, you may decide to revise your criteria. In this example, if I thought the list was too long, I might have chose to do it again but with a different date range. I selected cover image and summary, but if very few items had these either of these I might decide to do it again with different display options.

Download HTML:

When I select this option, my computer will download or open the html as a text file, depending on my computer's settings. In this example, I am opening the file in my favorite text editing program, **NotePad++**, an open source alternative to the Windows Notepad program.

Opening the file with **Notepad** will work, but it won't display the line breaks. However, if you copy and paste the text into WordPress, it will still work perfectly.

Once you have the file open in a text editor, use the menu options or keyboard equivalend (**Control-A**, **Control-C** in Windows) to copy the code to the clipboard

Create Test List in WordPress:

We have a WordPress site set up that you can use for testing. In the screencast, I had already logged in to the site.

There is a generic user name and password for this, and you will also get your own account if you sign up for training. You do not need any experience using WordPress to create a test list.

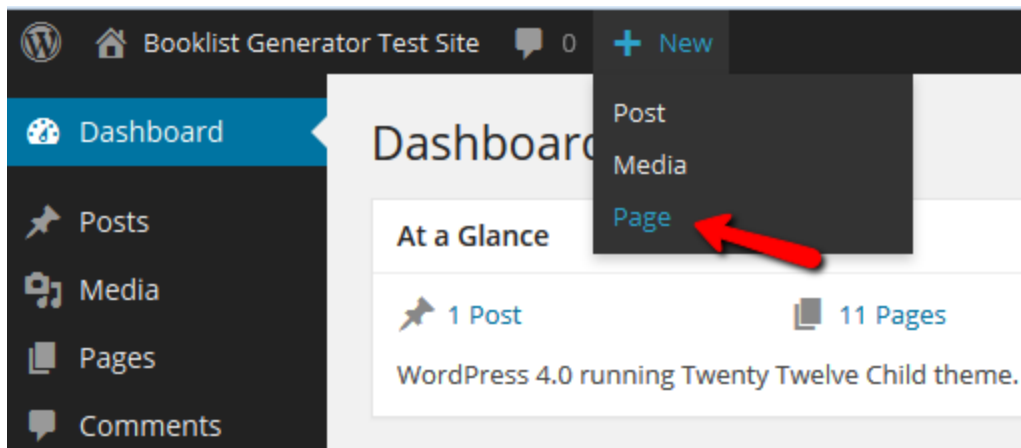**Login to the Booklist Generator Test Site:**

http://www.noblenet.org/noble/test/wp-admin
User name: booklist
Password: bgtest100

Create a Page:

Once you've logged in, select **+ New** from the top of the screen to open the dropdown and select **Page**

Enter a title for your new page, and then select the large empty box to add your text. Before you do, be sure that **Text** and not **Visual** is the selected tab.

Add New Page

Add the title here

Be sure Text is selected

Add Media

Paste the html for your booklist here

Visual   Text

b   i   link   b-quote   del   ins   img   ul   ol   li   code   more   close tags

Word count: 0

Use your browser menu or the keystroke equivalent (**Control-V** in Windows) to paste the html from your clipboard into the body of your page. The box will expands to fit the data. If you scroll back to the top of the page, it should look like this:

Dog Books

Permalink: http://www.noblenet.org/noble/test/?page_id=8169 View Page

9] Add Media   Visual   Text

| b | i | link | b-quote | del | ins | img | ul | ol | li | code | more | close tags | ⤢

```
<p><ul class="block">
<hr /><li class="book_list"><div class="book_block">
<div class="cover_div"><img src ="http://evergreen.noblenet.org/opac/extras/ac/jacket/small/0553350706"
class="cover" /></div>
<div class="book_attr">
<span class="author">Christie, Agatha</span>
<a href="http://melrose.noblenet.org/eg/opac/record/1467081?locg=28;copy_depth=0" class="title">The Under
Dog And Other Stories</a>
<span class="description">In these short stories, detective Hercule Poirot matches wits and nerves with
nine of the most fearsome foes he has ever had to hunt.</span>
</div></div></li>
```

In the screencast, there was no text on the page, just the list, but I could have added a few lines at the top or bottom of the page before or after I pasted in the code.

The next step is to go to the Publish box in the upper right of the page. Clicking Preview will show you what your page will look like in a new tab or window. Selecting **Publish** will make your list live on the test site.
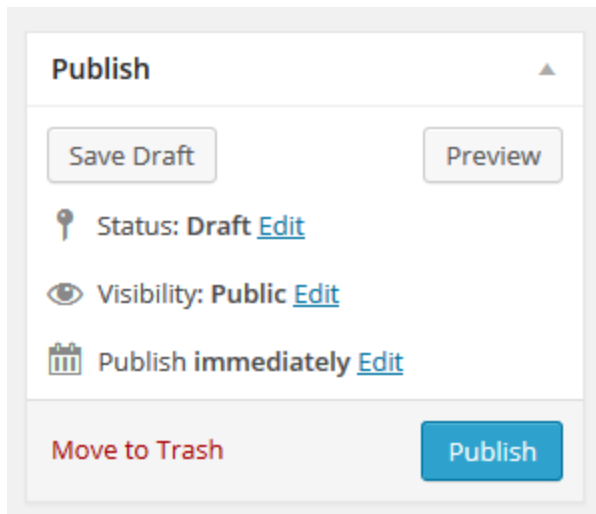
After you select **Publish**, you'll see the Page Published message and a link to **View Page**.

The screencast is here:
http://www.noblenet.org/sis/evergreen/tools/booklists/itemstatus/
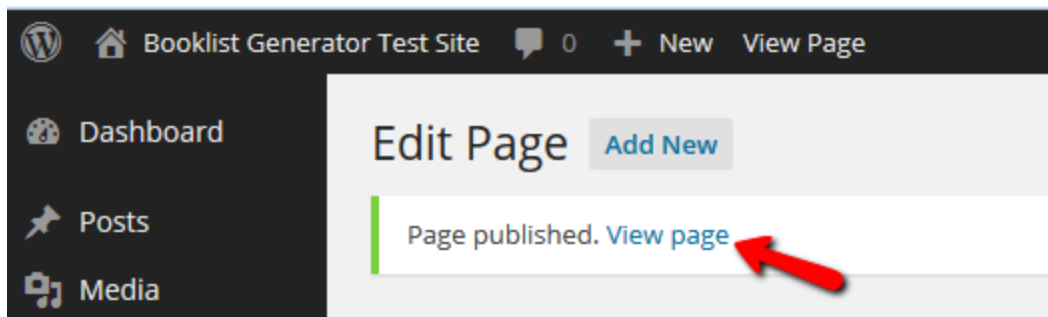
The page created in this screencast is here:
hhttp://www.noblenet.org/noble/test/?page_id=8157

September 26, 2014 4:00 PM