

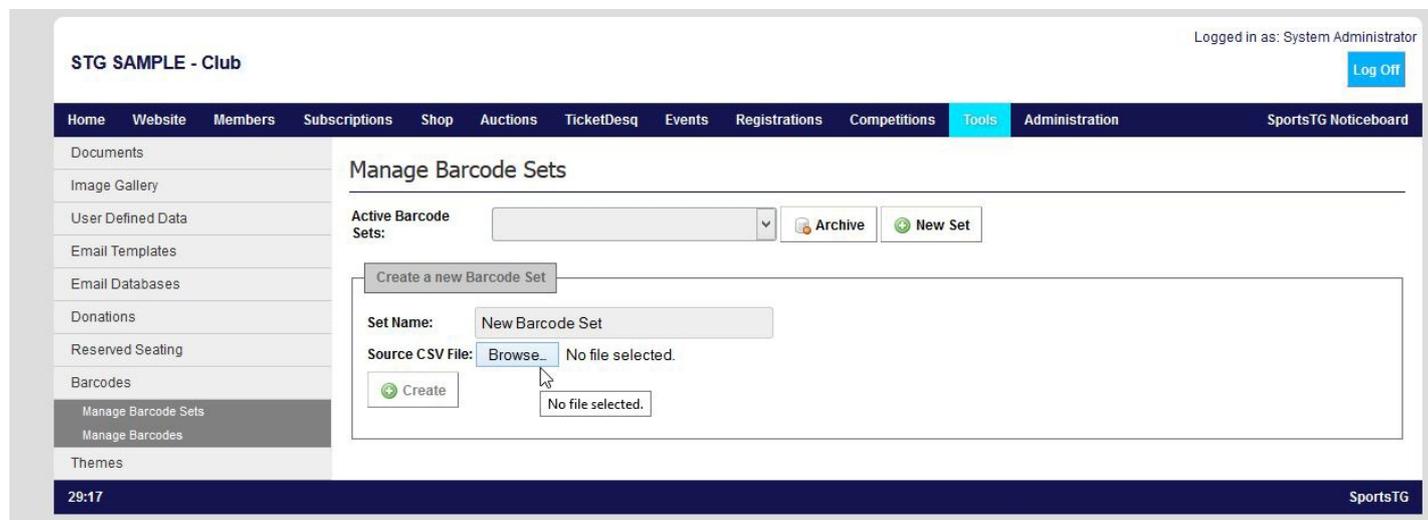
Managing Barcode Sets

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Quick Steps: Tools > Barcodes > Manage Barcode Sets

In this section of the database, administrators are able to create barcodes sets that are allocated to relevant subscription types; This section also shows a brief summary, per set, of how many barcodes have been assigned and how many barcodes are remaining.

1. Using the attached [Barcode_Template_2016.csv](#) - enter your barcode data. Each barcode type should be saved in its own file. Be sure to save this information in a .csv format. Remove any sample text in the file. Do not delete any columns from this template.
2. Go to **Tools**, then **Barcodes** along the left hand menu.
3. From the expanded left hand menu select, **Manage Barcode Sets**
4. Select **New Set**
5. Give the barcode set a **Title**, and browse for the file.



The screenshot shows the 'Manage Barcode Sets' page in a web application. At the top right, it says 'Logged in as: System Administrator' with a 'Log Off' button. The navigation menu includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools' (highlighted), and 'Administration'. A 'SportsTG Noticeboard' link is also present. The left sidebar lists various menu items, with 'Manage Barcode Sets' selected under the 'Barcodes' category. The main content area is titled 'Manage Barcode Sets' and features a dropdown for 'Active Barcode Sets' with an 'Archive' button and a '+ New Set' button. Below this is a 'Create a new Barcode Set' form with a 'Set Name' field containing 'New Barcode Set' and a 'Source CSV File' field with a 'Browse...' button and the text 'No file selected.'. A 'Create' button is at the bottom left of the form. The footer shows the time '29:17' and the 'SportsTG' logo.

6. Click on Create

7. Once the file has uploaded, it will note how many barcodes were created and how many were skipped.

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Manage Barcode Sets

Active Barcode Sets:

0 assigned, 4 unassigned barcodes in this set

- Barcode import completed.
- 4 barcodes added
- 0 skipped

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