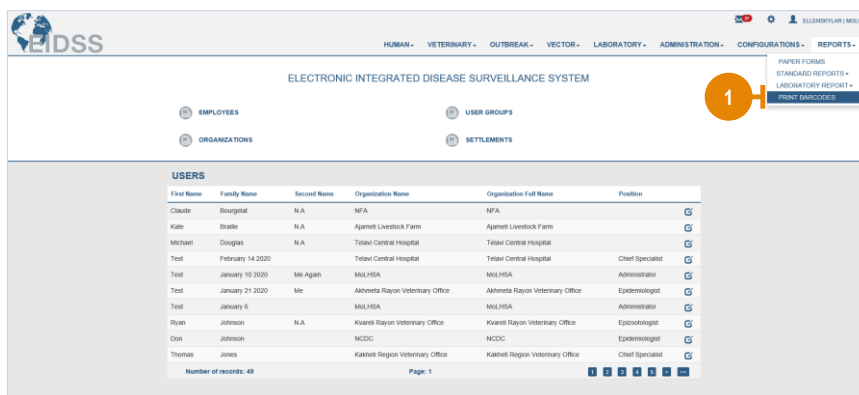


Print Barcodes

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An EIDSS user with appropriate permissions can produce barcodes for records in the database such as reports, sessions, and samples. This quick guide presents the steps to print barcodes.

1. From the **EIDSS Dashboard**, choose **PRINT BARCODES** from the **REPORTS** drop-down menu. The **Print Barcode** window appears.

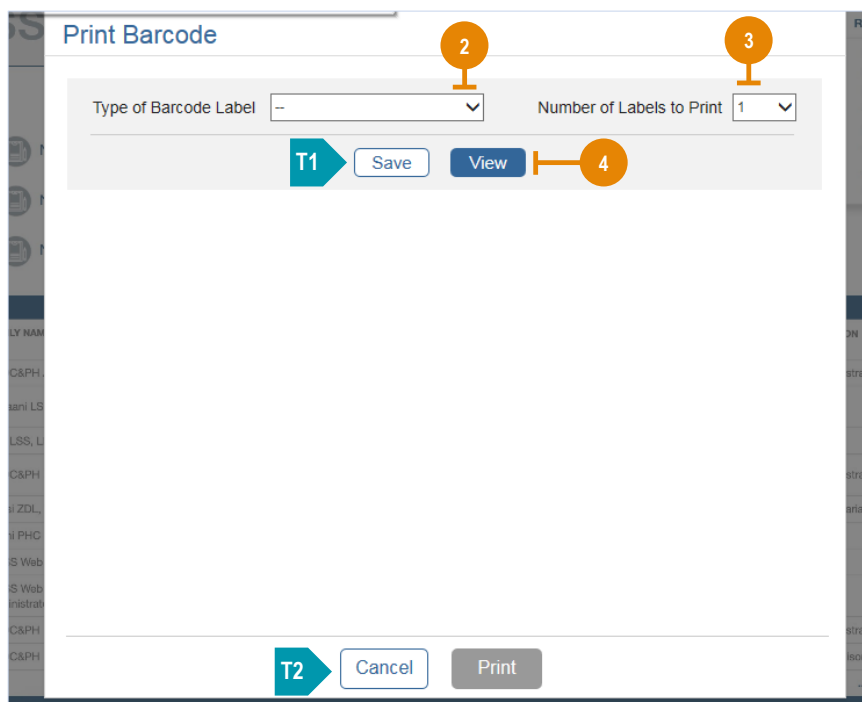


2. Choose a **Type of Barcode Label** from the drop-down menu.
3. Choose a **Number of Labels to Print** from the drop-down menu.

Tip 1: To save the barcodes as a PDF, click **Save** and complete the window that appears.

Tip 2: To delete entered information and close the window, click **Cancel**.

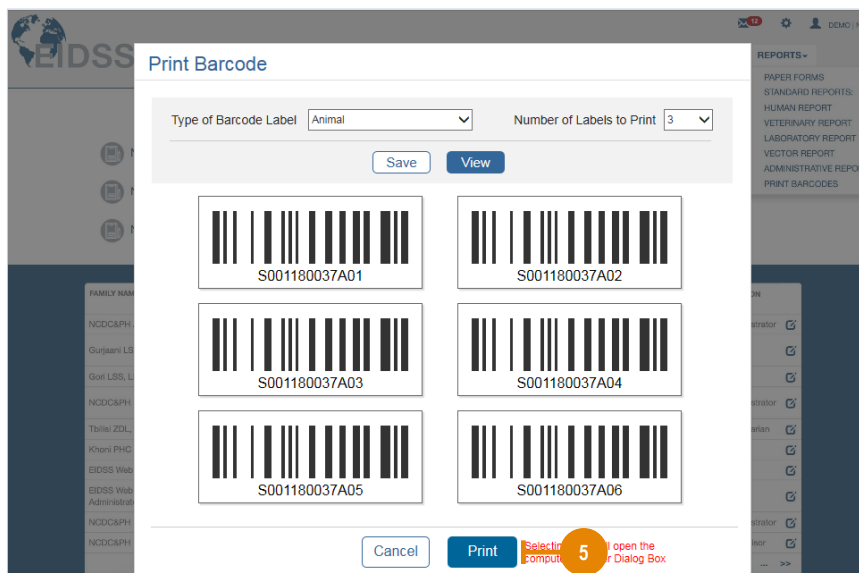
4. Click **View**. The **Print Barcode** window refreshes displaying the barcodes.



Print Barcodes

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- Click **Print**. The computer's **Print** window appears.



- Follow your device's print instructions. The desired barcodes are printed.

