

CIMS STUDENT SYSTEM LASER LABELS Effective February 2007

There are five label layouts defined to the ST.2260/ST.5530 Label printing option:

Avery 5160	1" x 2 -5/8"	three across, ten down	4 lines of data
Avery 5161	1" x 4"	two across, ten down	4 lines of data
Avery 5162	1-1/3" x 4"	two across, seven down	6 lines of data
Avery 5266 file folder labels	2/3" x 3-7/16"	two across, 15 down	2 lines of data
Avery 5371 business card	2" x 3-1/2"	two across, 5 down	10 lines of data

These labels need to be printed on a "GR" printer. These are the printer names that have been created to print Report Cards, Transcripts, and Immunization Reports and Labels. Up until now, there has been usually only one printer in a building created with the proper protocol; if you need a printer set up for printing these labels, please contact the MAISD Help Desk at (231) 767-0414. We will create this "GR" name as an alias to your existing AS/400 printer and let you know once it has been set up. When you submit your job, you will have to change the OUTQ name to this alias on the Submittal Prompt screen.

You can see all available label formats by doing an Index at ST.2260 and changing the Type to an "L". Following are several formats that have already created for each district:

LBL	Parent/Guardian of – Straight Alpha (replaces STU.519 format)
LBL_PGMAIL	Parent/Guardian mailing labels
LBL_STMAIL	Student mailing labels
LBL_STFILE	Student file folder labels which show student name, current district, school, and class, UIC number
LB1	Parent/Guardian of – Alpha by Grade (replaces STU.519 format)
LB2	Student Mailing Labels – Straight Alpha (replaces STU.519 format)
LB3	Student Mailing Labels – Alpha by Grade (replaces STU.519 format)
PGZ	Parent/Guardian of – Sorted by Zip (replaces STU.519 format)

If you want to run any of these default layouts, go to ST.5530 and simply type in the format name. If you want to limit the labels to any of the other choices on ST.5530, you can do so. For example, if you want Parent/Guardian mailing labels for students with a particular tag, you can get them by indicating the tag definition at the bottom of the screen.

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To create a brand new layout for yourself, go to ST.2260, enter A to add and put an L in Type. Once you are at the Report Writer Formats screen, enter the item numbers for all of the pieces of information you want on to use on your label in the order you want them to appear and select your sort field(s). In the upper right, you can do an F4 to see the available names of the label layouts listed above and select the proper size for your format. If you would like constants printed on your label (such as 'TO THE PARENT/GUARDIAN OF:') enter them on the fields marked as 991, 992, and 993. Make sure you select your constant line in your items to print.

Once you press Enter, you are taken to a screen where you need to indicate which line you want each piece of information to be printed on (see the available lines of data above for each layout). If your fields of data are too long for the label layout you have selected, you will be told that your printing will be truncated and you may want to go back and make some changes to your format. If you enter your building number in the field that refers to "F9 Report" and press F9, you will generate one page to test for lineup.

Once you have your format created, go to ST.5530 and submit it just like any other report. I would suggest that the first time you try a format that you print it on plain paper just to make sure that it lines up properly with your labels. **Remember to submit these to your "GR" printer.**

These label layouts are available to anybody in your district—they are not restricted to particular buildings. For that reason, *please don't make changes to a format that you have not created.* You can LOOK at another format to see how it is done, but please create your own if you want anything different.

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AOS.515 Laser Label formats will still print properly on your normal AS/400 OUTQ definition and offer some different fields of data and submission options than the ST.5530 Labels.

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Transcript Grade Labels will now need to be submitted using GR.565, which is formatted to fit on Avery 5263 Laser sheets. If you want to print these in your office, be sure to use a ***“GR” printer.***

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One-per-family labels can be generated using ST.525. You can customize the first line of text for your individual jobs but if a family has multiple siblings, the name of the last sibling entered into CIMS will show on the second line. By default, these labels currently sort by Zip code but options are under consideration. Again, these labels will need to be routed to a ***“GR” printer*** in order to line up properly (you will need to turn your normal printer off, submit your job, and then access your spooled files using the Escape key to re-route your job to the GR printer). Instructions for working with your CIMS spooled files can be found on the *CIMS Bulletin Board* on the MAISD Website.

<http://www.muskegonisd.org/departments/technology/data-processing/student-services/bboard/>

If you are having any problems with printing labels, please contact our Help Desk at (231) 767-0414 for assistance. Larger jobs of laser labels may be printed at the MAISD office by submitting them to the printer name PRT01; MAISD staff will re-route them to an appropriate printer. Unless you contact us, they will be mailed to you or sent via courier the next day.

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The old STU.519 Line Printer label program will cease operating approximately on February 9th. After that time, you will need to begin using any of these label programs at any time. While the STU.519 Label menu item will disappear, I will leave the STU.250 Label Formats item in CIMS as a Look Only access so that you can look up any of your own personal formats and create replacement formats in one of the Laser Label programs.

If you need any help with printing labels or creating new formats, please don't hesitate to contact the MAISD Technology Department. We want this to be a smooth transition for everybody!