

Checklist – Ordering Bar Code Labels

Below is a checklist for ordering bar code labels. This checklist assumes you have your bar code file ready for submission, as different districts use different databases for storing and preparing their files. For more detailed information on coding or submitting a file, please consult the procedures documentation on ITP's web site.

- 1) Log in to the ITP Online Tools web site.
- 2) Click on the Bar Coding link in the menu on the left.
- 3) Click on the "Begin new bar code order" link.
- 4) Enter the name, phone number, and email address of the person working on the order under the "Primary Contact" heading.
- 5) If there is a second person working on the order, enter his/her name, phone number, and email address under the "Alternate Contact" heading.
- 6) Click the "AEA Contact" tab (if you don't have an AEA contact, you can skip to step 8).
- 7) If you have an AEA contact, please enter his/her name, phone number, and email address here.
- 8) Click the "Test Date" tab.
- 9) Click in the text box or on the calendar icon to select a test date. If you are testing students over a period of several days, enter the first date here.
- 10) Click the "Grades" tab.
- 11) Check the boxes next to the grades you are testing.
- 12) Click the "Shipping" tab.
- 13) Enter the name, address, city, zip code, and phone number for the person to whom the order should be sent.
- 14) Click the "Save" tab.
- 15) Look over the information. You can make corrections by clicking on any of the other tabs and fixing what you entered.
- 16) If the information you entered is correct, click the "Save" button at the bottom of the screen.
- 17) Click the link for the File Management Center in the "Successful" box.
- 18) Under "Upload a file," click "Browse" (some web browsers may display this button as "Choose file").
- 19) Locate and select your bar code file on your computer and click "Open."
- 20) Under "Upload a file," click "Upload."
- 21) A popup window will alert you that the file upload is complete; click OK.
- 22) Click "Logout" in the upper right-hand corner of the page.

ITP will email the primary and alternate contacts with the results of file validation. If your file has validation errors, proceed with step 23. If your file validated cleanly, skip to step 36.

- 23) Log in to the ITP Online Tools web site.
- 24) Click on the Bar Coding link in the menu on the left.

- 25) In the table of orders, find the row listing your order and click the file folder icon in the left-most column.
- 26) Click the icon in the “View” column for the Excel file and PDF file ITP has prepared for you (files that ITP provide are indicated by rows with green backgrounds on this screen).
- 27) Save the files to your computer.
- 28) Check the numbers provided in the PDF order summary and the errors listed in the Excel file.
- 29) Enter corrections in the “Correction For Field” column of the Excel file and your student information database, as needed. Save the Excel file.
- 30) If the numbers provided in the PDF order summary are also inaccurate, make all corrections to your student information database and extract a new bar code file.
- 31) On the web site, under “Upload a file,” click “Browse” (some web browsers may display this button as “Choose file”).
- 32) Locate and select the saved, modified Excel error corrections file (or your new bar code extract, if that was necessary) and click “Open.”
- 33) Under “Upload a file,” click “Upload.”
- 34) A popup window will alert you that the file upload is complete; click OK.
- 35) Click “Logout” in the upper right-hand corner of the page.

ITP will re-validate your file with your corrections and will email you with the results. If more errors were detected, repeat steps 23-35. If the file validated cleanly, proceed with step 36.

- 36) Log in to the ITP Online Tools web site.
- 37) Click on the Bar Coding link in the menu on the left.
- 38) In the table of orders, find the row listing your order and click the file folder icon in the left-most column.
- 39) Click the icon in the “View” column for the PDF file ITP has prepared for you (files ITP provide are indicated by rows with green backgrounds)
- 40) Save the file to your computer.
- 41) Carefully check the numbers provided in the PDF order summary to make sure they are correct. Please pay particular attention to your Full Academic Year (FAY) coding!
- 42) If the numbers provided in the PDF order summary are inaccurate, make corrections to your student information database and extract a new bar code file. Follow the instructions in steps 18-21 for submitting a full corrected file. You can use the existing active order to submit your replacement file.
 - a. ITP will then re-validate your new submission and email you with results. If errors were detected, skip to steps 23-35. If the file validates cleanly, start again with step 36.
- 43) If the numbers provided in the PDF order summary are accurate, click the green check mark labeled “Mark summary file as OK” located in the upper right area of the web page, under “Tools.”

- 44) The site will ask if you are certain that you want to indicate your order summary is correct. If you are certain the summary is correct, click “Yes.” If you are uncertain, click “No” and repeat steps 41-43 as needed.
- 45) After clicking “Yes” in step 44, click “Logout” in the upper right-hand corner of the page.

When your file has validated cleanly and ITP has received your notice that your order summary is accurate, your file will be made available to our printer. When this happens, you will receive an email (and the text in the “Order Status” column will change to “Finished - file available to printing company”). At this point you should receive your order within eight business days (orders for Iowa End-Of-Course labels may take up to 11-13 business days).

After an order is “finished” it is considered closed and cannot be modified. If, at this point, you find you need labels for new students, or have found errors with a few students’ records and need some replacement labels, you will need to start a new order (beginning with step 1 of the checklist). If you have questions about an order, you can email us via the “Contact ITP” button in the upper right area of the “file management” screen (the page where you submit files). You can access this button for both open and closed orders.