

3.4 PRINTING A LABEL FOR THE MEMBERSHIP CARD

When registering a new member, editing member details, issuing a new membership card, etc., you can print out a label for the membership card. This can be done in two ways:

- in the member editor by clicking the **Label** button
- by using the methods **Print** or **Send** for the selected member and selecting *Membership card label* from the available report types



Note:

*The lable with member' details can be printed if you saved the data. You can save the data by clicking the **OK** button or the button with the name of the related or contained object (e.g. title) before you exit the editor.*

Options ...

If you wish to print out labels for several members simultaneously, use the option of printing from the report queue. The process of printing from the report queue is described in the *COBISS3/Basic Guidelines* User Manual (see chapter 4.6.4).