

Managing Individual Barcodes

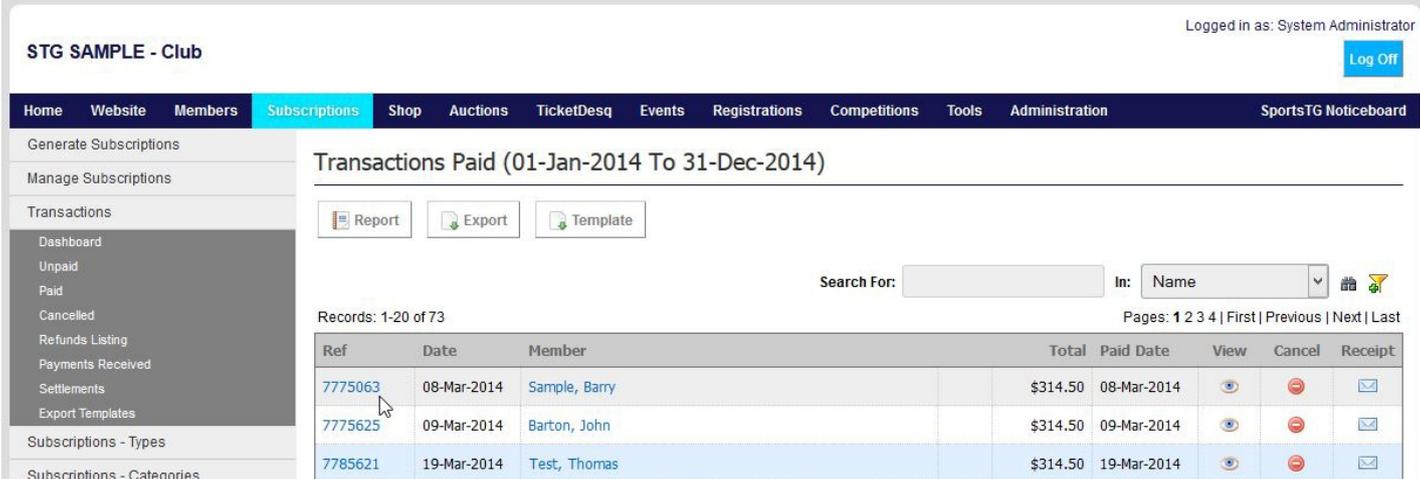
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Quick Steps: Tools > Barcodes > Manage Barcodes

In this section of the system, an administrator is able to manage individual barcodes through the use of the Transaction Reference. The functions that can be performed are Cancelling, Cancelling & Reallocating, or Allocating.

It must be noted that Barcodes are allocated in the system, through a function in Subscriptions > Transactions > Payments Received.

1. To use this function, you will require the Transaction Number from the Paid Transaction listing; Find the relevant transaction, and copy the **Ref** number



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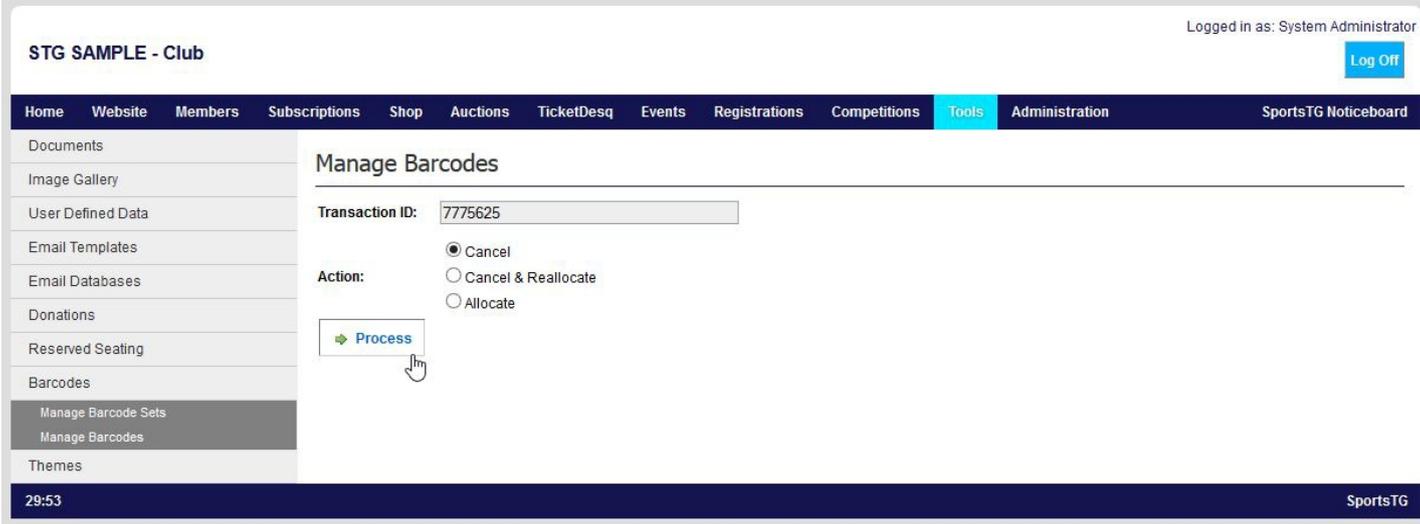
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Ref	Date	Member	Total	Paid Date	View	Cancel	Receipt
7775063	08-Mar-2014	Sample, Barry	\$314.50	08-Mar-2014			
7775625	09-Mar-2014	Barton, John	\$314.50	09-Mar-2014			
7785621	19-Mar-2014	Test, Thomas	\$314.50	19-Mar-2014			

2. Go to **Tools**, then select **Barcodes** from the expanded left hand menu

3. Select **Manage Barcodes**

4. Paste the Transaction Ref in the **Transaction ID** field, and select the **Action** required.



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Manage Barcodes

Transaction ID:

Action:
 Cancel
 Cancel & Reallocate
 Allocate

[Process](#)

29:53 SportsTG

Cancel - will remove the barcode from the transaction

Cancel & Reallocate - removes the barcode from the transaction, and allocates a new barcode

Allocate - will allocate a barcode to that transaction (only if no barcode was previously allocated to that transaction)

The screenshot shows the 'Manage Barcodes' interface in the SportsTG system. The page title is 'STG SAMPLE - Club' and the user is logged in as 'System Administrator'. The navigation menu includes Home, Website, Members, Subscriptions, Shop, Auctions, TicketDesq, Events, Registrations, Competitions, Tools (highlighted), Administration, and SportsTG Noticeboard. The left sidebar contains a list of menu items: Documents, Image Gallery, User Defined Data, Email Templates, Email Databases, Donations, Reserved Seating, Barcodes (with sub-items 'Manage Barcode Sets' and 'Manage Barcodes'), and Themes. The main content area is titled 'Manage Barcodes' and features a 'Transaction ID' input field, an 'Action' section with radio buttons for 'Cancel' (selected), 'Cancel & Reallocate', and 'Allocate', and a 'Process' button. Below the form, a message box displays the following text: 'The barcode 2133492530, previously allocated to TransactionID 7775625, has been cancelled.' and 'Cancellation complete.' The footer shows the time '29:53' and the 'SportsTG' logo.

Please Note: The cancellation of a barcode in the SportsTG system, will remove in from this system only. Administrators will need to advise their ticketing provider of the cancellation so that the barcode will not be able to be used at the turnstile.

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