PIN Report

Last Modified on 03/27/2024 1:53 pm CDT

Generate the PIN Report | Generate PIN Barcode Labels | Generate PIN Labels

This functionality is only available to districts that have purchased Campus Point of Sale as add-on functionality.

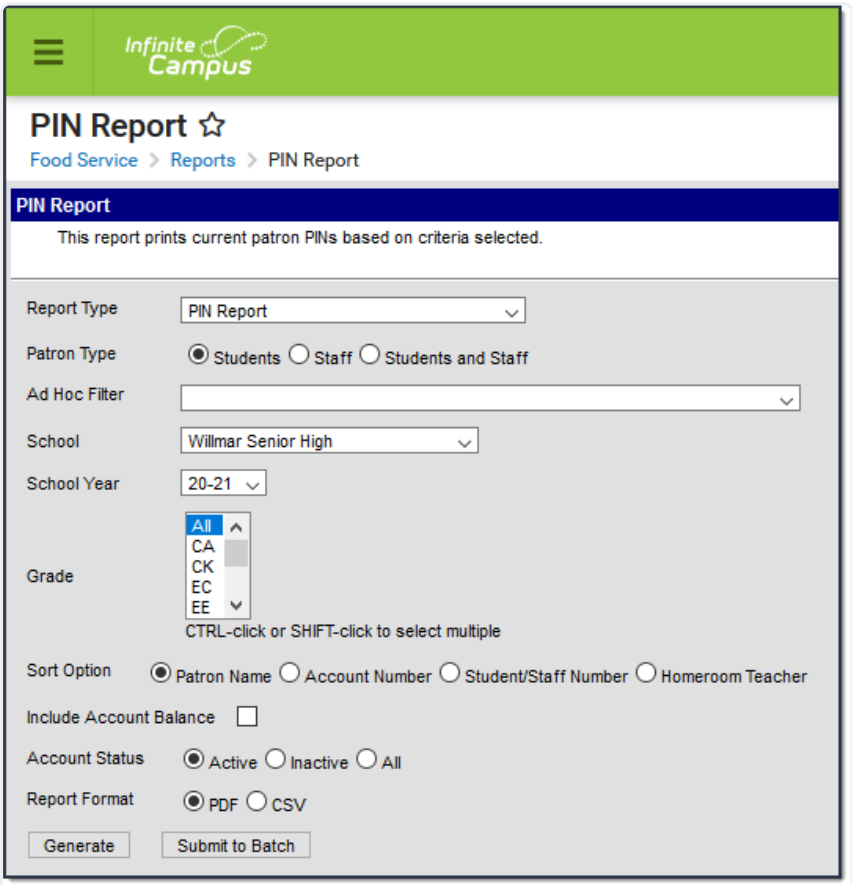
Classic View: Point of Sale > Reports > PIN Report

Search Terms: PIN Report

The PIN Report tool allows users to generate a list of PIN numbers, PIN barcode labels and PIN labels for each patron with a POS account within a school or district.

What can I do?

- Generate the PIN Report
- Generate PIN Barcode Labels
- Generate PIN Labels



PIN Report Tool

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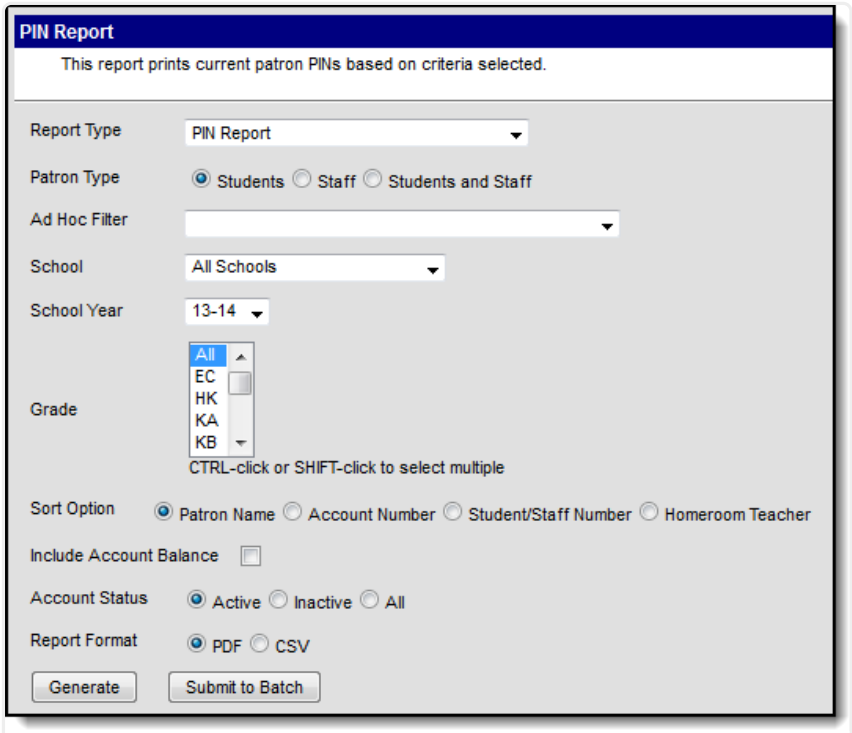
Generate the PIN Report

The PIN Report generates a list of current patron PIN numbers.



PIN Report Editor

1. Select PIN Report from the **Report Type** dropdown list.
2. Select the **Patron Type**.
3. Select an **Ad Hoc Filter**. *optional*
4. Select the **School** of reporting patrons. To generate the report district-wide, select the All Schools option.
5. Select the **School Year**.
6. Select the **Grade(s)** of patrons included in the report.
7. Select the **Sort Option**. See the table below for details about each option.
8. Mark the **Include Account Balance** checkbox to include current account balances for each patron within the report.
9. Select the **Account Status**.
10. Select the **Report Format**.
11. Click the **Generate** button OR the **Submit to Batch** button.

The following table describes available field options.

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Field	Description
Report Type	The type of report being generated.
Patron Type	The type of patron reporting data. • **Students** - Reports PIN number data for students within the School and School Year options selected. If the student has the No Show checkbox marked on their enrollment or they do not have an Account PIN assigned they will not be included within the report. • **Staff** - Reports PIN numbers for staff within the School selected who do not have an End Date entered on their District Assignment record. Staff with only a District Employment record will only be included on the report if the School field is set to "All Schools" • **Students and Staff** - Reports PIN numbers for students and staff who meet report criteria described in the previous bullets.
Ad Hoc Filter	Filters report results based on fields within the filter. Ad hoc filters are created via the Filter Designer tool.
School	The school reporting patron data. Patrons must have an enrollment or employment record within the school selected in order to report data.
School Year	The year reporting student data. Students must have an enrollment record within the year selected in order to report data.
Grade	Limits report results based on students enrolled in the grade selected.
Sort Option	Determines how patrons are sorted on the report. • **Patron Name** - Sorts data based on patron last name. • **Account Number** - Sorts data based on patron account numbers sequentially, keeping patrons on shared accounts together. • **Student/Staff Number** - Sorts data based on student and staff numbers sequentially. • **Homeroom Teacher** - Sorts patrons based on their homeroom teacher. This option is only available when a Patron Type of Student is selected. For a homeroom to report, the term End Date associated with the homeroom must be null, today (the current date), or in the future.
Include Account Balance	Includes the patron's active account balance. For family accounts, if a Sort Option of Patron Name or Homeroom Teacher is selected, an account balance is listed for each patron on the account. If a Sort Option of Account Number is selected, only one account balance is listed for the account.

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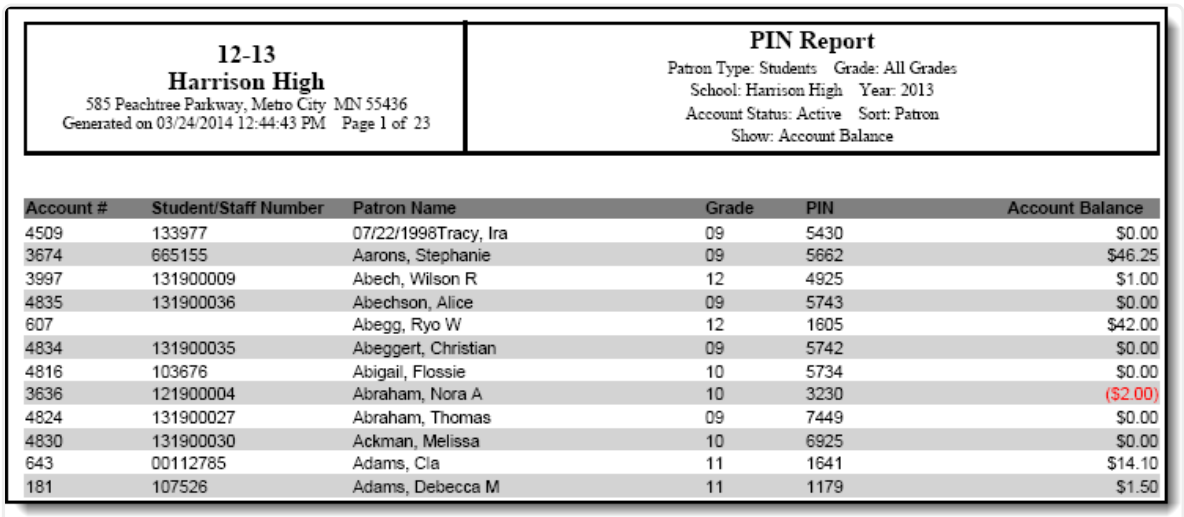
Field	Description
Account Status	Limits report results based on whether or not the account is active. • **Active** - Only accounts with the Active checkbox marked will report. • **Inactive** - Only accounts with the Active checkbox unmarked will report. • **All** - All accounts, active and inactive will report.
Report Format	The format of the generated report.
Generate Submit to Batch	Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of **Generate**. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

PIN Report Example



12-13
Harrison High
585 Peachtree Parkway, Metro City MN 55436
Generated on 03/24/2014 12:44:43 PM Page 1 of 23

PIN Report
Patron Type: Students Grade: All Grades
School: Harrison High Year: 2013
Account Status: Active Sort: Patron
Show: Account Balance

Account #	Student/Staff Number	Patron Name	Grade	PIN	Account Balance
4509	133977	07/22/1998Tracy, Ira	09	5430	$0.00
3674	665155	Aarons, Stephanie	09	5662	$46.25
3997	131900009	Abech, Wilson R	12	4925	$1.00
4835	131900036	Abechson, Alice	09	5743	$0.00
607		Abegg, Ryo W	12	1605	$42.00
4834	131900035	Abeggert, Christian	09	5742	$0.00
4816	103676	Abigail, Flossie	10	5734	$0.00
3636	121900004	Abraham, Nora A	10	3230	($2.00)
4824	131900027	Abraham, Thomas	09	7449	$0.00
4830	131900030	Ackman, Melissa	10	6925	$0.00
643	00112785	Adams, Cla	11	1641	$14.10
181	107526	Adams, Debecca M	11	1179	$1.50

PIN Report- Sorted by Patron Name with Account Balances Included

The following table describes each report column.

Column	Description
Account #	The patron's account number.
Student/Staff Number	The patron's student or staff number.
Patron Name	The patron's name.
Grade	The grade the patron is currently enrolled in.
PIN	The patron's PIN.

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Column	Description
Account Balance	The patron's current account balance. This column only appears if the Include Account Balance checkbox is marked on the report editor.

Generate PIN Barcode Labels

The PIN Barcode Labels report generates a list of PIN barcode labels for affixing to District ID cards and other items used for scanning in a Food Service line.

The report is formatted to print on labels with dimensions of 1" x 2-5/8", such as the Avery 5160. See the Printing Labels article for more information.

Infinite Campus only supports barcodes generated directly from Campus.

If you plan to print the barcodes directly onto a card/badge, you must add use the 3 of 9 Barcode Font and make sure the barcode is not bold.

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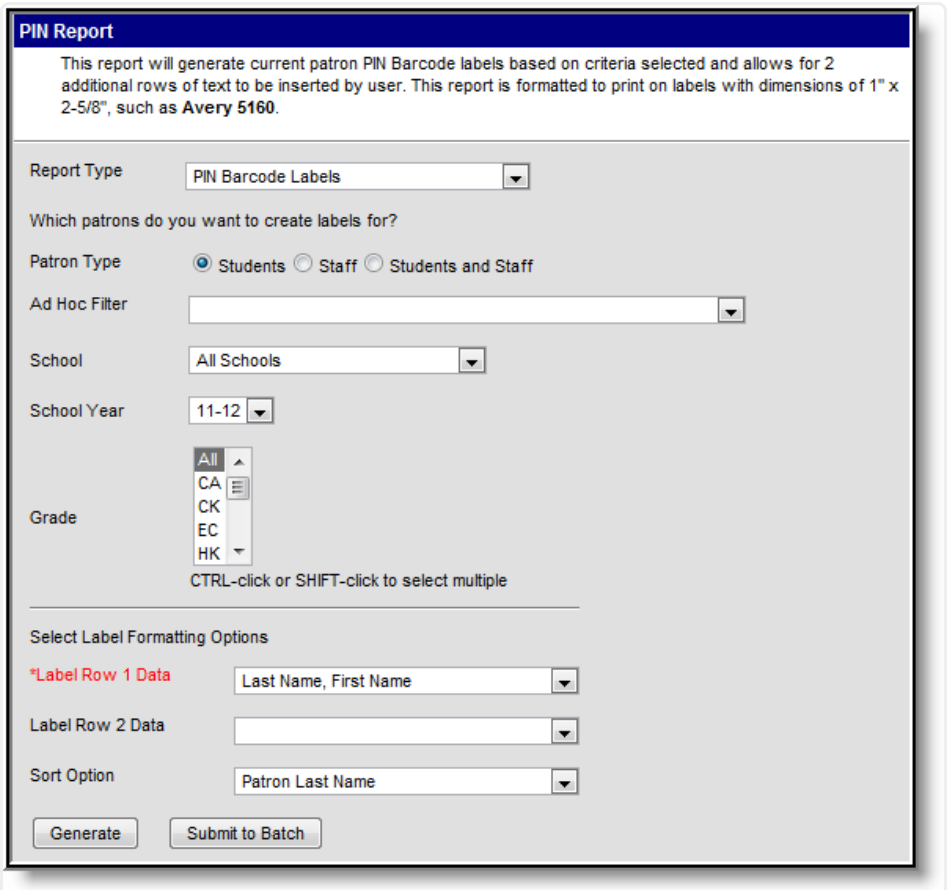

PIN Barcode Labels

To generate the PIN Barcode Labels:

1. Select PIN Barcode Labels from the **Report Type** dropdown list.
2. Select the **Patron Type**.
3. Select an **Ad Hoc Filter**, if desired.
4. Select the **School** of reporting patrons. To generate the report district-wide, select the All Schools option.
5. Select the **School Year**.
6. Select the **Grade(s)** of patrons included in the report.
7. Select **Label Row 1 Data**. See the table below for more information.
8. Select **Label Row 2 Data**, if desired. See the table below for more information.
9. Select the **Sort Option**. See the table below for more information about each option.
10. Click the **Generate** button OR the **Submit to Batch** button.

The following table describes available field options.

Field	Description
Report Type	Indicates the report type.

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Field	Description
Patron Type	The type of patron reporting data. • **Students** - Reports students with an active (or future dated) enrollment record in the School Year selected. If the student has the No Show checkbox marked on their enrollment or they do not have an Account PIN assigned they will not generate a label. • **Staff** - Reports staff within the School selected who do not have an End Date entered on their District Assignment record. Staff with only a District Employment record will only be included on the report if the School field is set to "All Schools" • **Students and Staff** - Reports labels for students and staff who meet report criteria described in the previous bullets.
Ad Hoc Filter	Filters report results based on fields within the filter. Ad hoc filters are created via the Filter Designer tool.
School	The school reporting patron data. Patrons must have an enrollment or employment record within the school selected in order to report data.
School Year	The year reporting student data. Students must have an enrollment or employment record within the year selected in order to report data.
Grade	Limits report results based on students enrolled in the grade selected.
Label Row 1 Data	Indicates what patron information is reported above the barcode. • **Last Name, First Name - Reports the patron's last and first name.** • **First Name, Last Name** - Reports the patron's first and last name. • **Account Number** - Reports the patron's account number. • **Account PIN** - Reports the patron's account PIN. • **Birth Date**- Only reports student birth date (i.e., the birth date for a staff member will report as "Birth Date: Staff"). When creating labels including student birth dates, users are highly encouraged to run the Student and Staff **Patron Types** separately. Also, users should not include Birth Date for staff labels. • **Current Balance** - Reports the patron's current account balance. • **Current Grade** - Reports the patron's current grade level. • **School Name** - Reports the name of the school the student is currently enrolled in. • **Student / Staff Number** - Reports the patron's student or staff number.
Label Row 2 Data	Adds an additional line of patron information underneath Label Row 1 Data. Options are the same as defined in the Label Row 1 Data column.

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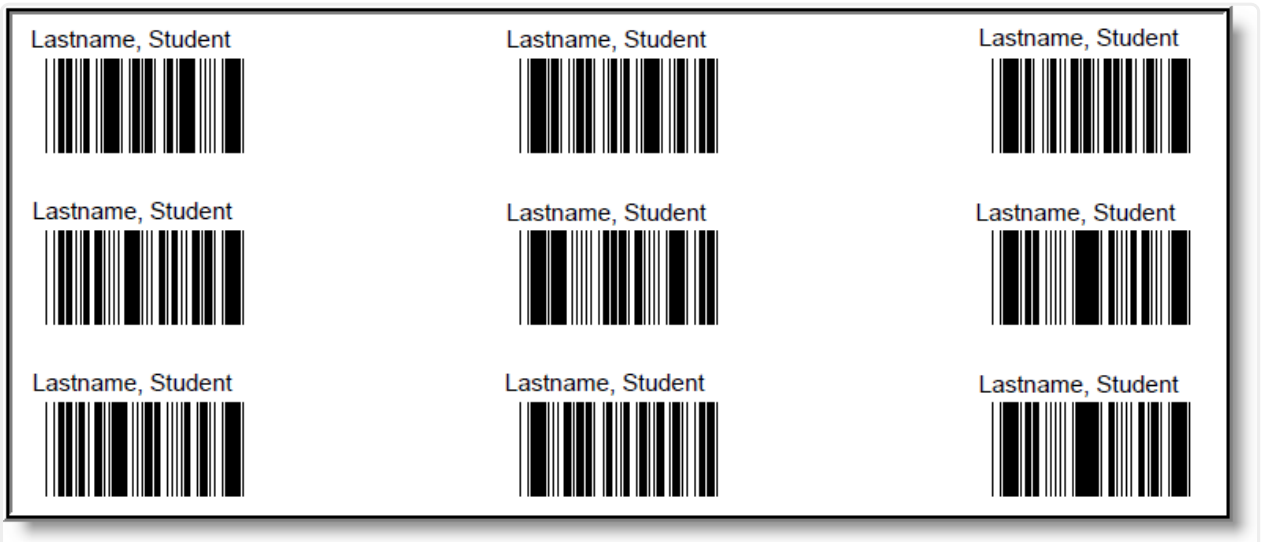
Field	Description
Sort Option	Determines how patrons are sorted on the report based on the Label Row 1 Data value selected. • **Patron Last Name** - Sorts labels by last name. • **Account Number** - Sorts labels by account number. • **Grade** - Sorts labels by grade level. • **School** - Sorts labels by school of enrollment. • **Student / Staff Number** - Sorts labels by student or staff number sequentially. • **Homeroom Teacher** - Sorts patrons based on their homeroom teacher. This option is only available when a Patron Type of Student is selected. For a homeroom to report, the term End Date associated with the homeroom must be null, today (the current date), or in the future.
Generate Submit to Batch	Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of **Generate**. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

PIN Barcode Labels Example

PIN Barcode Labels are generated for all patrons meeting report criteria with label row data based on values entered in the Label Row 1 Data and Label Row 2 Data fields.

Campus supports Code 39 barcodes.



Example of PIN Barcode Labels Report

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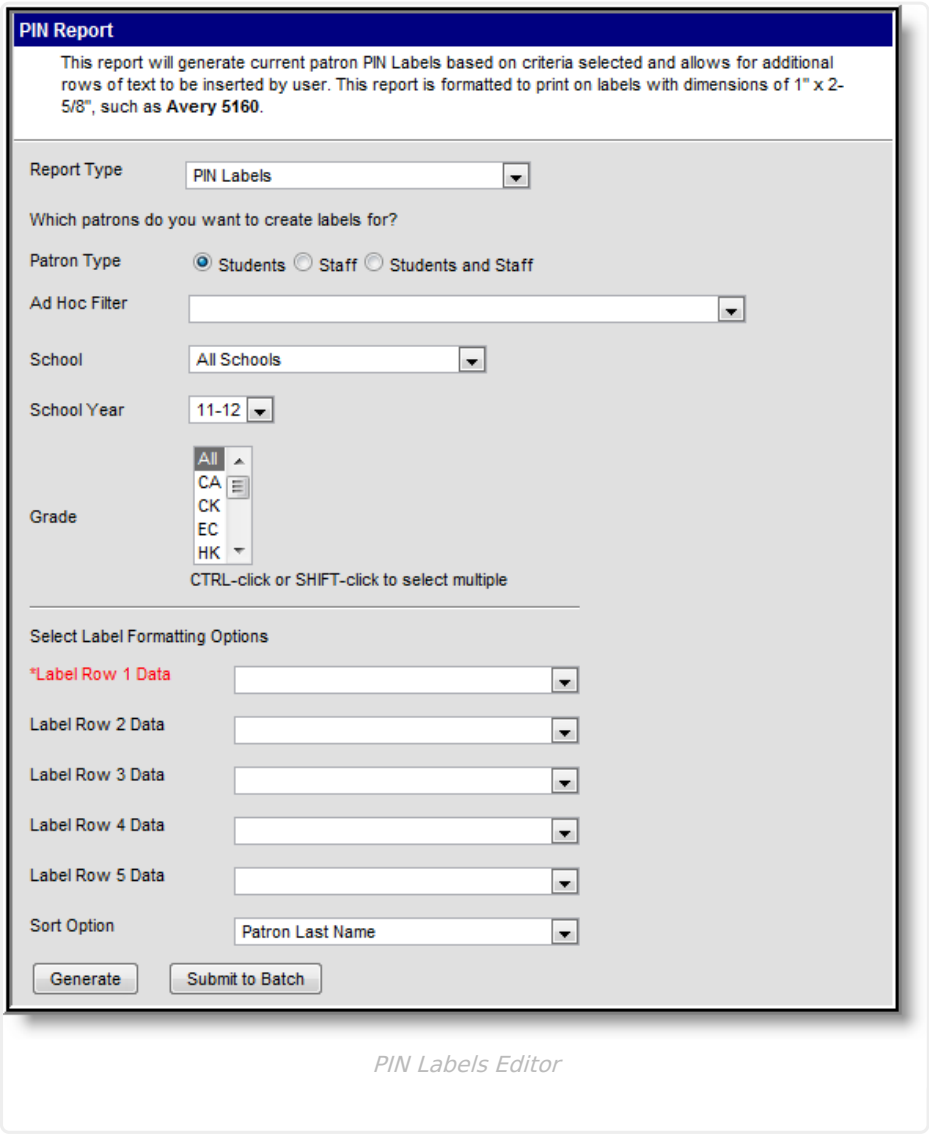
Generate PIN Labels

The PIN Labels report generates a list of PIN labels for affixing to letters and mailing envelopes for correspondence with patrons.

The report is formatted to print on labels with dimensions of 1" x 2-5/8", such as the Avery 5160. See the Printing Labels article for more information.



PIN Labels Editor

To generate PIN labels:

1. Select PIN Labels from the **Report Type** dropdown list.
2. Select the **Patron Type**.
3. Select the **Grade(s)** of patrons included in the report.
4. Select an **Ad Hoc Filter**, if desired.
5. Select the **School** of reporting patrons. To generate the report district-wide, select the All Schools option.
6. Select the **School Year**.
7. Select **Label Row 1 Data**. See the table below for more information.

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8. Select **Label Row 2 - 5 Data** fields, if desired. See the table below for more information.
9. Select the **Sort Option**. See the table below for more information about each option.
10. Click the **Generate** button OR the **Submit to Batch** button.

The following table describes available field options.

Field	Description
Report Type	Indicates the report type.
Patron Type	The type of patron reporting data. • **Students** - Reports students with an active (or future dated) enrollment record in the School Year selected. If the student has the No Show checkbox marked on their enrollment or they do not have an Account PIN assigned they will not generate a label. • **Staff** - Reports staff within the School selected who do not have an End Date entered on their District Assignment record. Staff with only a District Employment record will only be included on the report if the School field is set to "All Schools" • **Students and Staff** - Reports labels for students and staff who meet report criteria described in the previous bullets.
Ad Hoc Filter	Filters report results based on fields within the filter. Ad hoc filters are created via the Filter Designer tool.
School	The school reporting patron data. Patrons must have an enrollment or employment record within the school selected in order to report data.
School Year	The year reporting student data. Students must have an enrollment record within the year selected in order to report data.
Grade	Limits report results based on students enrolled in the grade selected.
Label Row 1 Data	Indicates what patron information is reported on the first row of the label. • **Last Name, First Name** - Reports the patron's last and first name. • **First Name, Last Name** - Reports the patron's first and last name. • **Account Number** - Reports the patron's account number. • **Account PIN** - Reports the patron's account PIN. • **Birth Date**- Only reports student birth date (i.e., the birth date for a staff member will report as "Birth Date: Staff"). When creating labels including student birth dates, users are highly encouraged to run the Student and Staff **Patron Types** separately. Also, users should not include Birth Date for staff labels. • **Current Balance** - Reports the patron's current account balance. • **Current Grade** - Reports the patron's current grade level. • **School Name** - Reports the name of the school the student is currently enrolled in. • **Student / Staff Number** - Reports the patron's student or staff number.

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Field	Description
Label Row 2 Data	Indicates what patron information is reported on the second row of the label. Available options are described in Label Row 1 Data column.
Label Row 3 Data	Indicates what patron information is reported on the third row of the label. Available options are described in Label Row 1 Data column.
Label Row 4 Data	Indicates what patron information is reported on the fourth row of the label. Available options are described in Label Row 1 Data column.
Label Row 5 Data	Indicates what patron information is reported on the fifth row of the label. Available options are described in Label Row 1 Data column.
Sort Option	Determines how patrons are sorted on the report based on the Label Row 1 Data value selected. • **Patron Last Name** - Sorts labels by last name. • **Account Number** - Sorts labels by account number. • **Grade** - Sorts labels by grade level. • **School** - Sorts labels by school of enrollment. • **Student / Staff Number** - Sorts labels by student or staff number sequentially. • **Homeroom Teacher** - Sorts labels by homeroom teacher. This option is only available when a Patron Type of Student is selected.
Generate Submit to Batch	Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of **Generate**. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

PIN Labels Example

PIN Labels are generated for all patrons meeting report criteria with label row data based on values entered in the Label Row 1 - 5 Data fields.

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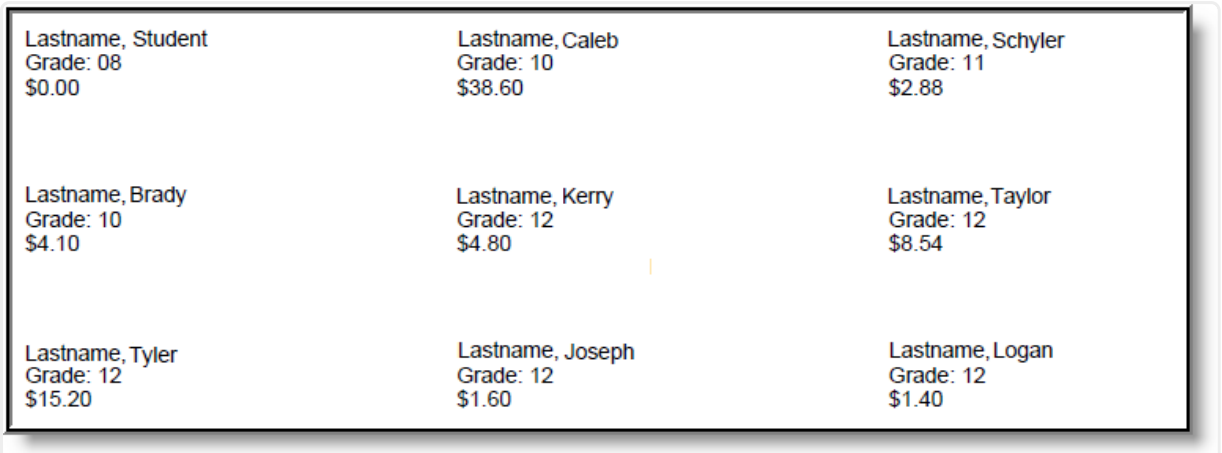

Example of PIN Labels with Last Name, First Name, Grade and Account Balance Data

In the example above, labels were generated with Label Row 1 Data = Last Name, First Name, Label Row 2 Data = Current Grade and Label Row 3 Data = Current Balance.

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