Step-by-Step Checklist – Ordering Bar Code Labels
August 2017

Below is a checklist for ordering bar code labels. This checklist assumes you have your bar code file ready for submission.

1) Log in to the ITP Online Tools website: https://itp.education.uiowa.edu/tools/auth/default.aspx.
2) Click on the Bar Coding link in the menu on the left.
3) Click on the "Begin new bar code order" link.
4) Select a name from the drop-down box in the Name field, or select "Add a new contact person" in the drop-down box to enter a new contact, enter a phone number and email address.
5) If there is a second person working on the order, enter his/her name, phone number, and email address under the "Alternate Contact Person" heading.
6) Click the "Test" tab and select the applicable assessment from the drop-down box.
7) Click the "Test Date" tab and select the date of the first day of testing.
8) Click the "Grades" tab and select the applicable grades of the students you are submitting.
9) Click the "Shipping" tab and select a name from the drop-down list in the Name field, then select a shipping address from the drop-down list, or click "add a new mailing address" from the drop-down list to add a new shipping address.
10) Click the "Notes" tab and select the appropriate box, or type a different note as may be needed in the text field – to let us know if it's a follow-up order or if some other special circumstances apply to the order.
11) Click the "Save" tab.
12) Look over the information. The site will let you know if there is any required information that wasn't filled in. You can make changes by clicking on any of the other tabs and fixing what you entered.
13) If the information you entered is correct, click the "Save" button at the bottom of the screen.
14) Click the link for the File Management Center in the "Successful" box.
15) Under "Upload a file," click "Browse" (some web browsers may display this button as "Choose file").
16) Locate and select your bar code file on your computer and click "Open."
17) Under "Upload a file," click "Upload."
18) A popup window will alert you that the file upload is complete.

ITP will email the primary and alternate contacts with the results of file validation. If your file has validation errors, proceed with step 19. If your file validated cleanly, skip to step 30.

19) If you receive an email from ITP letting you know there are validation errors to address in your bar code file: Log in to the ITP Online Tools website.

20) Click on the Bar Coding link in the menu on the left.

21) In the table of orders, find the row listing your order and click the file folder icon in the left-most column.
22) Click the icon in the "View" column to open a file ITP has prepared for you (files that ITP provides are indicated by rows with green shading).
23) Check the numbers provided in the PDF order summary and the errors listed in the Excel file.
24) Enter corrections in the "Correction For Field" column of the Excel file. Save the Excel file. We also recommend updating the information in your student information database so it is also current and correct.
25) 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.
26) On the website, under "Upload a file," click "Browse" (some web browsers may display this button as "Choose file").
27) Locate and select the Excel file containing your corrections (or your new bar code extract if you generated a new one) and click "Open."
28) Under "Upload a file," click "Upload."
29) A popup window will alert you that the upload is complete; click OK.

ITP will re-validate your file with your corrections and will email you with the results. If more errors were detected, repeat steps 19-29. If the file validated cleanly, proceed with step 30.
If you receive an email from ITP letting you know no errors were found by the validation program:

30) Log in to the ITP Online Tools website.
31) Click on the Bar Coding link in the menu on the left.
32) In the table of orders, find the row listing your order and click the file folder icon in the left-most column.
33) Click the icon in the "View" column for the PDF file ITP uploaded (files ITP provide are indicated by rows with green shading)
34) Carefully check the numbers provided in the PDF order summary to make sure they are accurate.
35) 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. Upload that replacement file to your active bar code order and ITP will validate the new file and email the Contacts with results.
36) If the numbers provided in the PDF order summary are accurate, click to "Mark summary file as OK" in the upper right area of the web page, under "Tools".
37) 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". If you click "No", next you should address the issues you saw in the summary and then submit a replacement file to your active bar code order.

When your file has validated cleanly and ITP has received notification that your order summary is accurate, your file will be made available to our printer. At this point you will receive an email notification of when the bar code labels should arrive.

After an order has processed for printing it is closed and cannot be modified. If you find you need labels for new or missed students, or have found errors with students' records already ordered and need some replacement labels, you will need to start a new bar code 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.