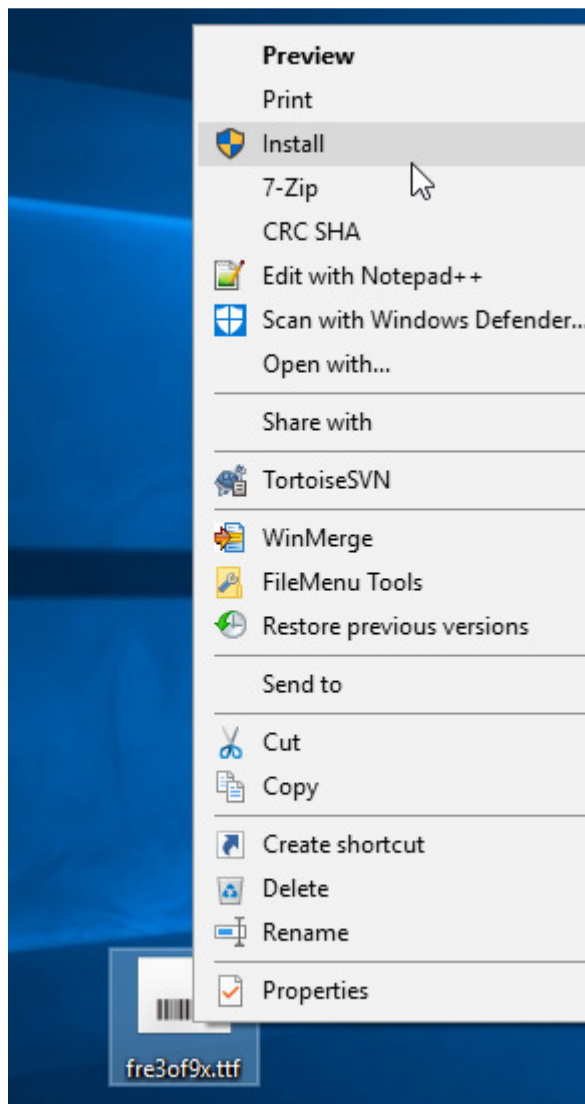


The following instructions are to produce an owner's list with a barcode.

First, consult with IT to install a barcode font:

For example: <https://www.barcodesinc.com/free-barcode-font/>



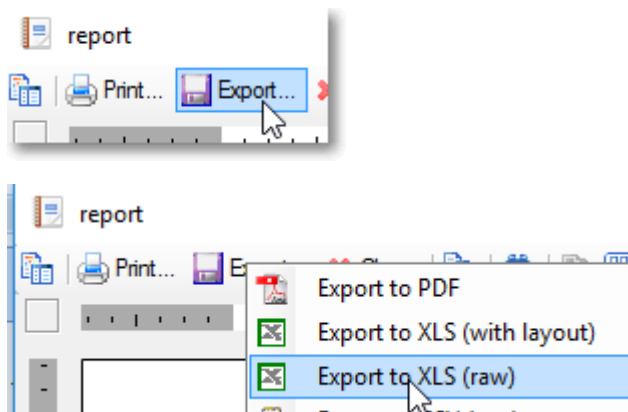
In GDMA open the following report

Share Register

Complete criteria:

Trust	Kopuhaia2
Shares held is greater than	0
Address	
Bank Account Number	
Sort By	First name
Sort Direction	Ascending
Show Bank Account	No
Show DOB	Yes

Produce report and Export:



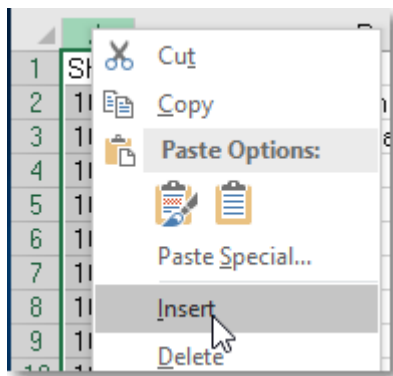
Open the exported report.

Select the first column:

The image shows a screenshot of an Excel spreadsheet. The first column is selected, and the data is as follows:

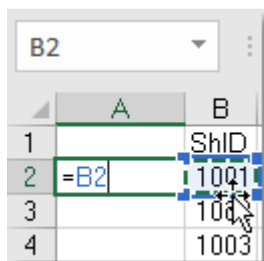
	ShID	Firstname
1	1001	Airini Mani
2	1002	Alamein T
3	1003	Alison Dav

Right click on first column and Insert:



This will insert a blank column:

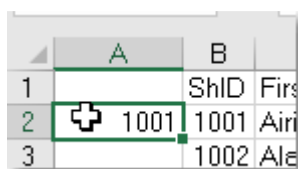
In cell A2 type in =B2 then press enter



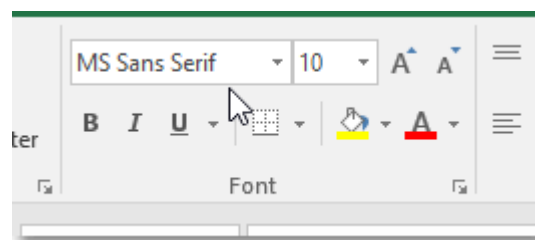
This will copy the sh# in the first column

	A	B	
1		ShID	Firstn
2	1001	1001	Airini
3		1002	Alam

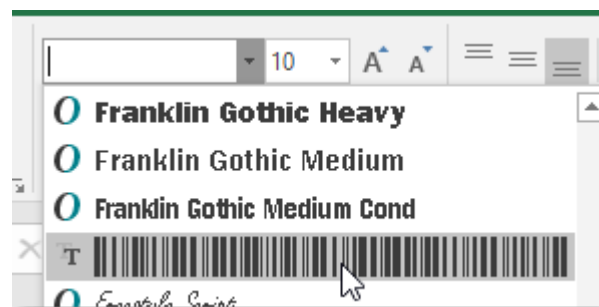
Select cell A2



Changed the font of this cell:

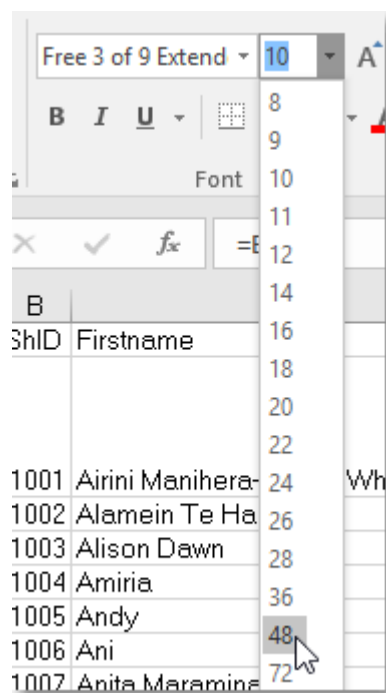


Scrolling down the list of fonts should display a barcode font:




	A	B	
1		ShID	Firstname
2		1001	Airini Mar
3		1002	Alamein T

Change the font size for cell A2



This will produce the barcode

	A	B	
1		ShID	Firstname
2		1001	Airini Manihera-7
3		1002	Alamein Te Hek