



Appendix B: Gold Card Barcode Generator Instructions

Automatically generate barcode numbers on a spreadsheet of employee gold card certification numbers by following these step-by-step instructions.

1. A Gmail/Google account is necessary to sign in.
2. After signing in to Google, go to the [Google Doc Page to access the spreadsheet](https://docs.google.com/spreadsheets/d/13HsqvdwZcx0mtJWNol9IVImmeyDHLioR4FRdFkLg0bl/edit?usp=sharing&newcopy=true) (https://docs.google.com/spreadsheets/d/13HsqvdwZcx0mtJWNol9IVImmeyDHLioR4FRdFkLg0bl/edit?usp=sharing&newcopy=true)
3. Make a copy of the spreadsheet from the link (Choose File, Save As) and create a title for the file when prompted using your agency name.
4. Follow the format of the sheet and paste the employee information for your agency employees below the copied information from the original sheet.
5. Use the “Fill Down” feature to generate barcodes for those employees. Highlight the barcode box from the copied sheet and pull it down over the empty barcode boxes. The barcodes will be automatically filled in.
6. When all the barcodes are generated delete the sample names at the top, keeping only your agency employee names and barcodes (example below).

	A	B	C	D	E	F	G
1							
2		Fname	Lname	Signature	CERT. #	District	Barcode
3	1	Joe	Smith		70 000 9999	Sac-Yolo MVCD	 700009999
4	2	Jane	Smith		70 000 9998	Sac-Yolo MVCD	 700009998