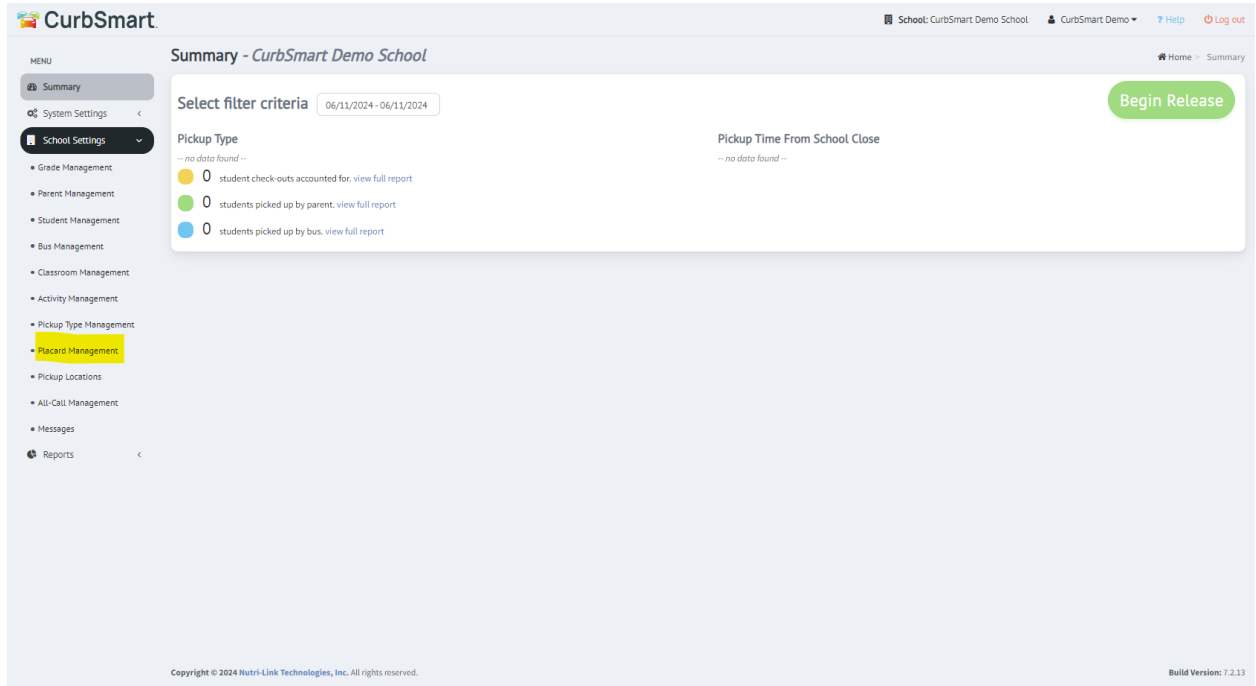


## Printing Placards by Numbers Only

To Print placards (Numbers Only). Follow the steps below.

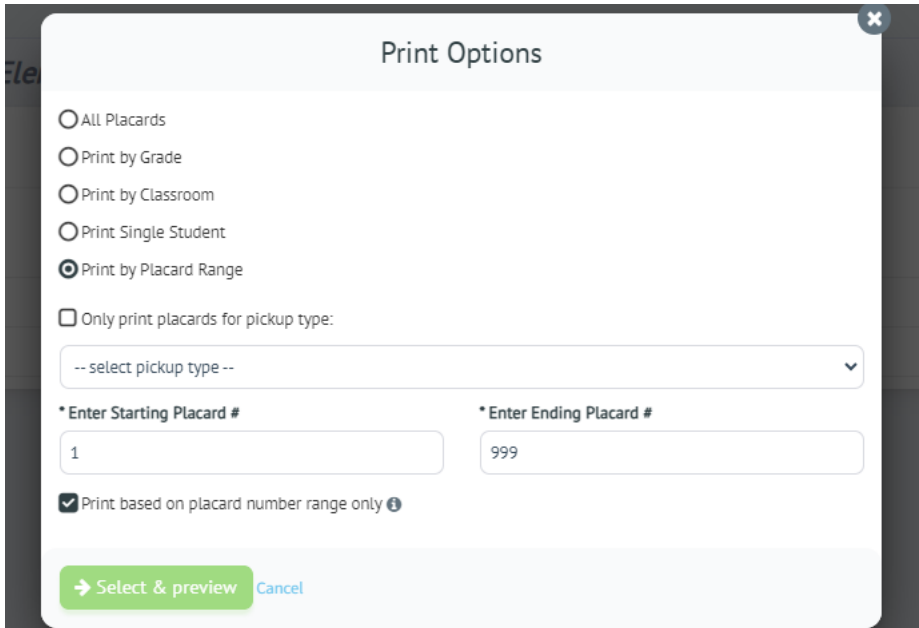
1. Login to CurbSmart using the School Admin Credentials.
2. Under School Settings click on Placard Management.



3. Click Placard Templates.
4. Then for the Placard you would like to print, click on the print icon under the actions column.



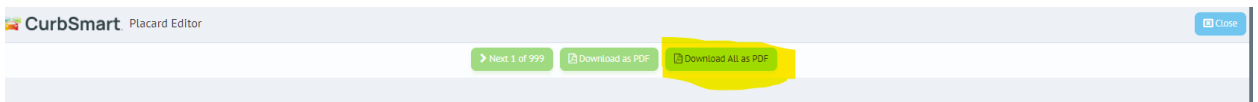
5. In the Print Options window select the option “Print by Placard Range”.
6. Enter the Starting placard # then Ending Placard #
7. Check the box “Print based on placard number range only.”



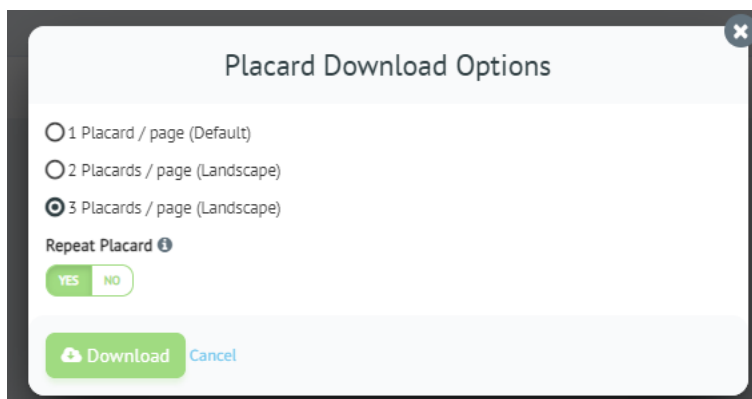
The 'Print Options' dialog box contains the following elements:

- Radio buttons for selection: All Placards, Print by Grade, Print by Classroom, Print Single Student, and **Print by Placard Range** (selected).
- A checkbox labeled 'Only print placards for pickup type:' which is currently unchecked.
- A dropdown menu below the checkbox with the text '-- select pickup type --' and a downward arrow.
- Two input fields: '\* Enter Starting Placard #' with the value '1' and '\* Enter Ending Placard #' with the value '999'.
- A checked checkbox labeled 'Print based on placard number range only' with an information icon.
- Buttons at the bottom: a green 'Select & preview' button and a blue 'Cancel' button.

8. Click Select & preview.



9. Click Download all as pdf.



The 'Placard Download Options' dialog box contains the following elements:

- Radio buttons for selection: 1 Placard / page (Default), 2 Placards / page (Landscape), and **3 Placards / page (Landscape)** (selected).
- A section titled 'Repeat Placard' with an information icon.
- A toggle switch for 'Repeat Placard' currently set to 'YES'.
- Buttons at the bottom: a green 'Download' button and a blue 'Cancel' button.

10. Select the placard download option. Click Download.