

# How can I change the maximum badge number length?

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## Question

How can I change the maximum badge number length?

## Answer

The default badge number length is 9. To change this length, in System Administration, navigate to **Administration > System Options > Hardware Settings Tab**. Edit the Maximum Badge Number Length field from 9 to the desired length.

If the system is segmented: In system Administration, navigate to **Segments > Segment Tab > Select Segment > Hardware Settings Tab**.

A message explain that a FULL ACCESS PANEL DOWNLOAD must be performed.

Another message will explain that in order for the changes to take effect you must re-initialize all ILS Locks using the portable programmer.

**Note:** System Administration will accept a maximum badge length of 18. If a number greater than 15 is entered, a message will be returned: "Warning Crystal Reports supports numeric lengths of up to 15 digits. Any badge numbers greater than 15 digits will not be properly displayed in Reports."

## Applies To

OnGuard (All versions)

## Additional Information

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