D. SOP Creating and assigning labels

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The labels are printed by increasing accession, so 1,2,3,4, and so on. Once a label is printed, it cannot be printed again. This is the way to make sure that all labels are unique, and that they will only have one entry in the database/catalogue.

**Please see the screen recording video, ‘Printing Labels\_Screen Record Video’**

So once you print a batch of labels, you need to record in the excel sheet called ‘ifba label irs\_printed’. It is easiest to leave this excel file on the computer which is hooked up to the brady label printer, and then just update that every time you sit down to print. Usually, it’s good to batch print thousands of labels at a time so you don’t waste time.

There is extra ink and labels for the Brady printer in FSA2, and an instruction manual.