29 December 2021

Bulk Print Bartender Labels

Terra Industrial New Zealand Ltd

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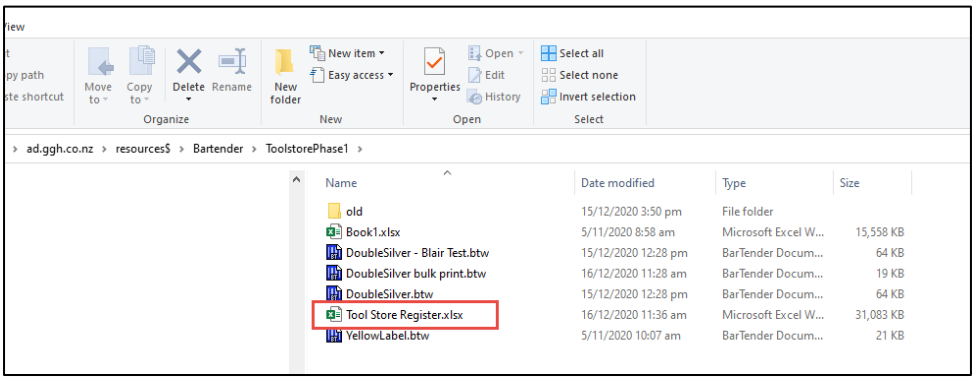
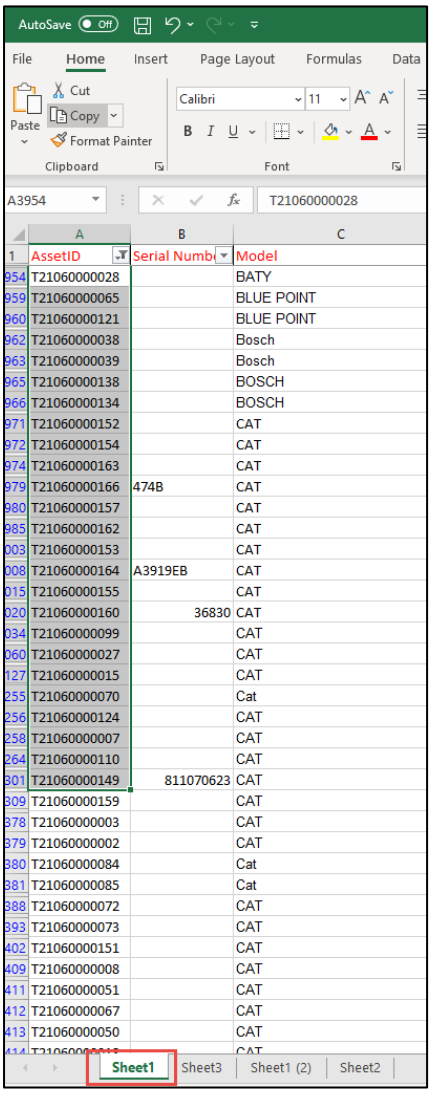
1. \\ad.ggh.co.nz\resources$\Bartender\ToolstorePhase1
2. Open the “Tool Store Register” Excel Spreadsheet

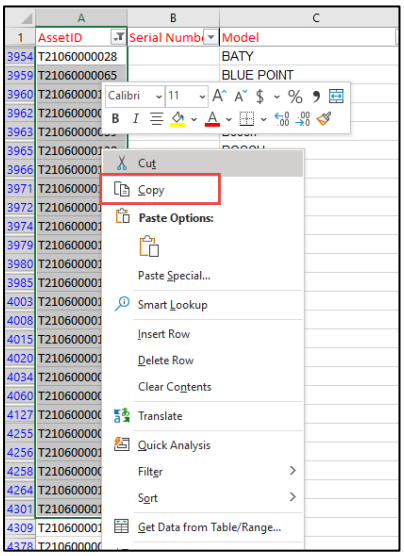


3. In **Sheet 1** find and select all the records you are wanting to print

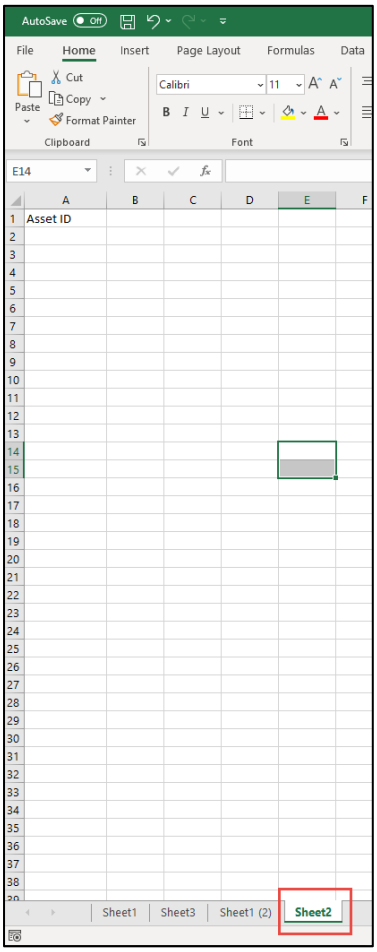


	A	B	C
1	AssetID	Serial Numb	Model
954	T21060000028		BATY
959	T21060000065		BLUE POINT
960	T21060000121		BLUE POINT
962	T21060000038		Bosch
963	T21060000039		Bosch
965	T21060000138		BOSCH
966	T21060000134		BOSCH
971	T21060000152		CAT
972	T21060000154		CAT
974	T21060000163		CAT
979	T21060000166	474B	CAT
980	T21060000157		CAT
985	T21060000162		CAT
003	T21060000153		CAT
008	T21060000164	A3919EB	CAT
015	T21060000155		CAT
020	T21060000160	36830	CAT
034	T21060000099		CAT
060	T21060000027		CAT
127	T21060000015		CAT
255	T21060000070		Cat
256	T21060000124		CAT
258	T21060000007		CAT
264	T21060000110		CAT
301	T21060000149	811070623	CAT
309	T21060000159		CAT
378	T21060000003		CAT
379	T21060000002		CAT
380	T21060000084		Cat
381	T21060000085		Cat
388	T21060000072		CAT
393	T21060000073		CAT
402	T21060000151		CAT
409	T21060000008		CAT
411	T21060000051		CAT
412	T21060000067		CAT
413	T21060000050		CAT

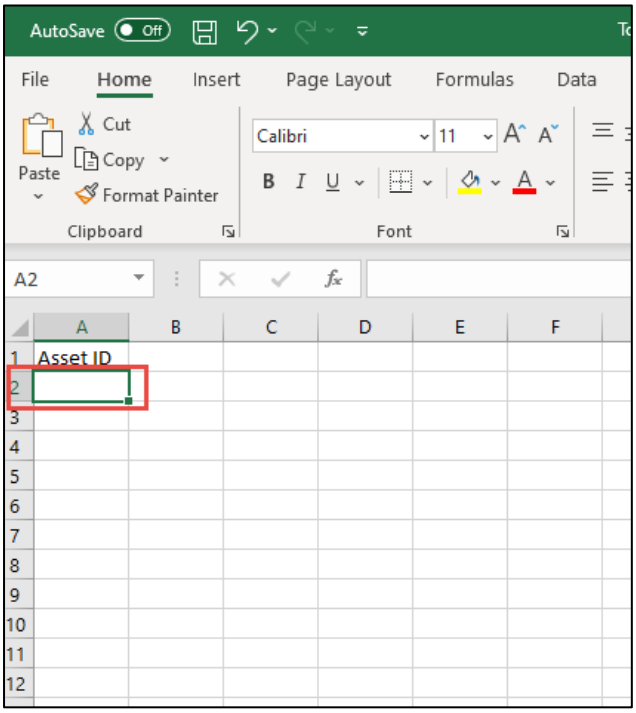
4. Right click on those fields – select **Copy** (Alternatively press CTRL C on the keyboard)



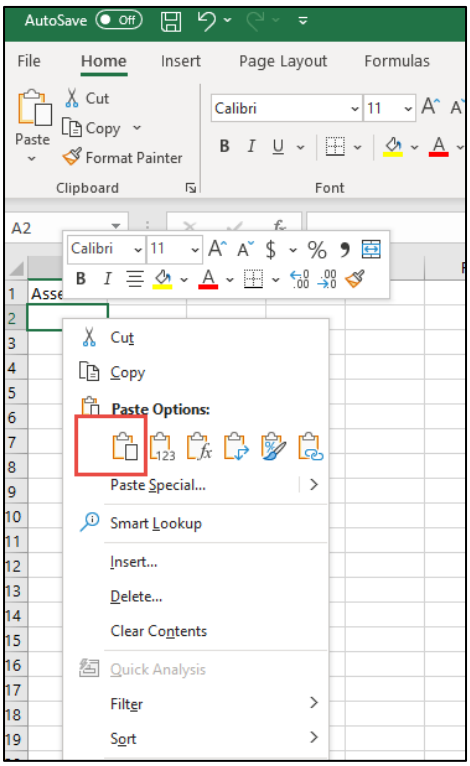
5. Go to **Sheet 2**



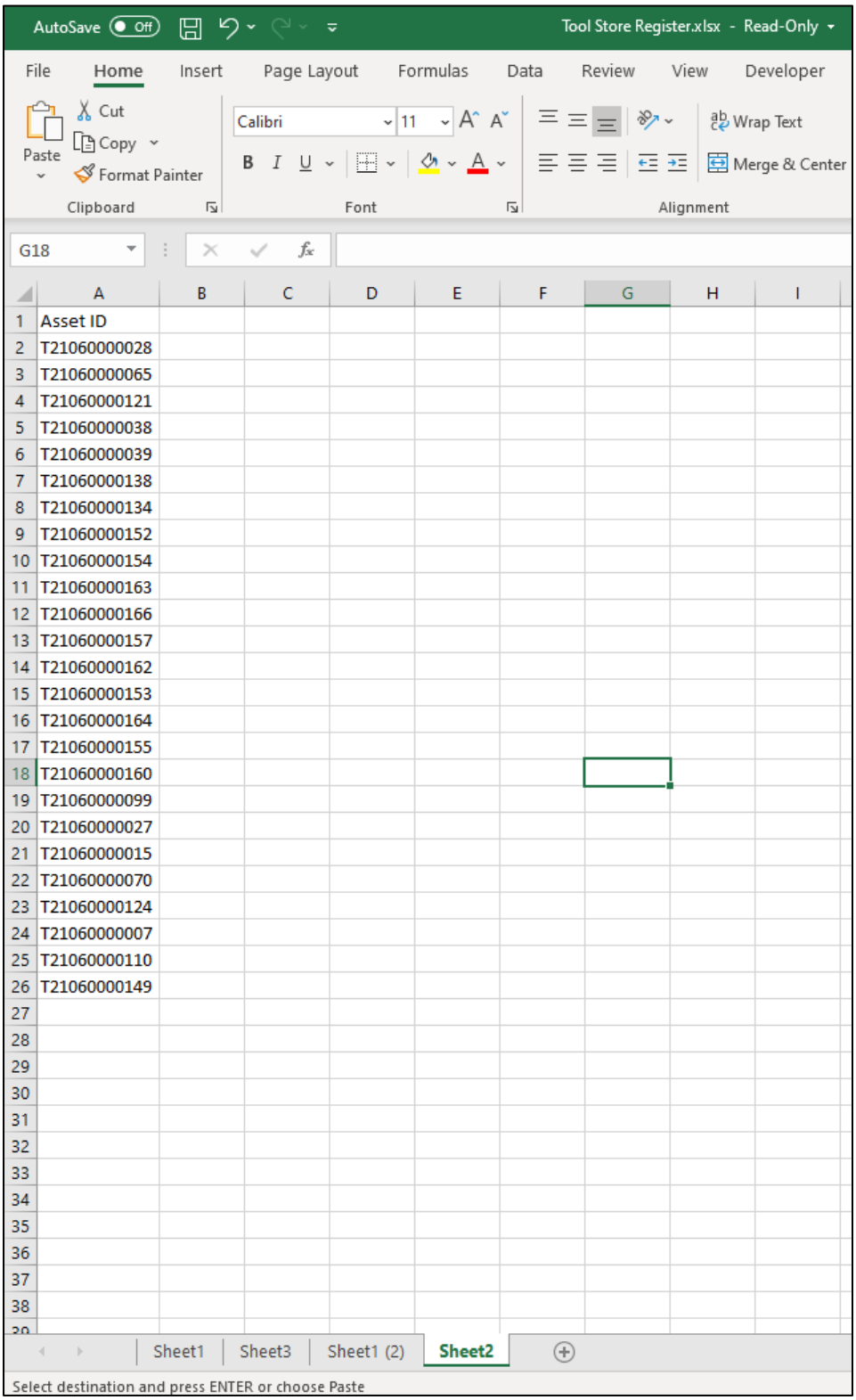
6. Click on the first row



7. Right click – select **paste** (Alternatively press CTRL V)



8. Should now look something like this



	A
1	Asset ID
2	T21060000028
3	T21060000065
4	T21060000121
5	T21060000038
6	T21060000039
7	T21060000138
8	T21060000134
9	T21060000152
10	T21060000154
11	T21060000163
12	T21060000166
13	T21060000157
14	T21060000162
15	T21060000153
16	T21060000164
17	T21060000155
18	T21060000160
19	T21060000099
20	T21060000027
21	T21060000015
22	T21060000070
23	T21060000124
24	T21060000007
25	T21060000110
26	T21060000149
27	
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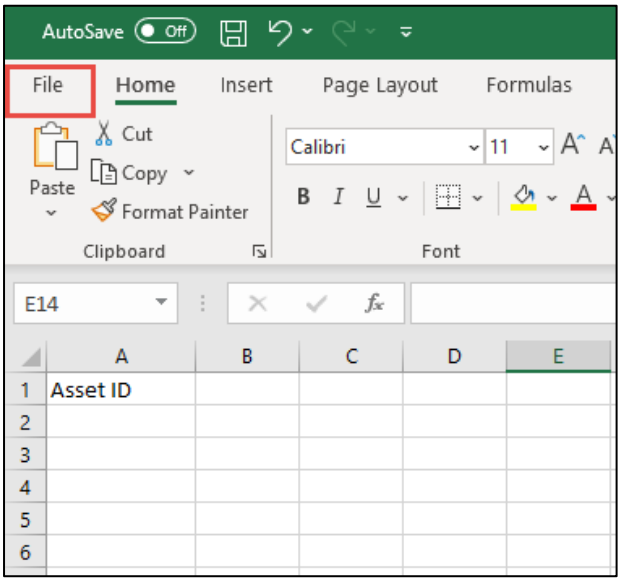
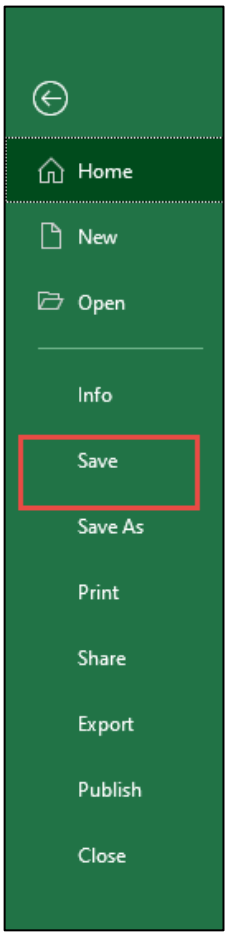
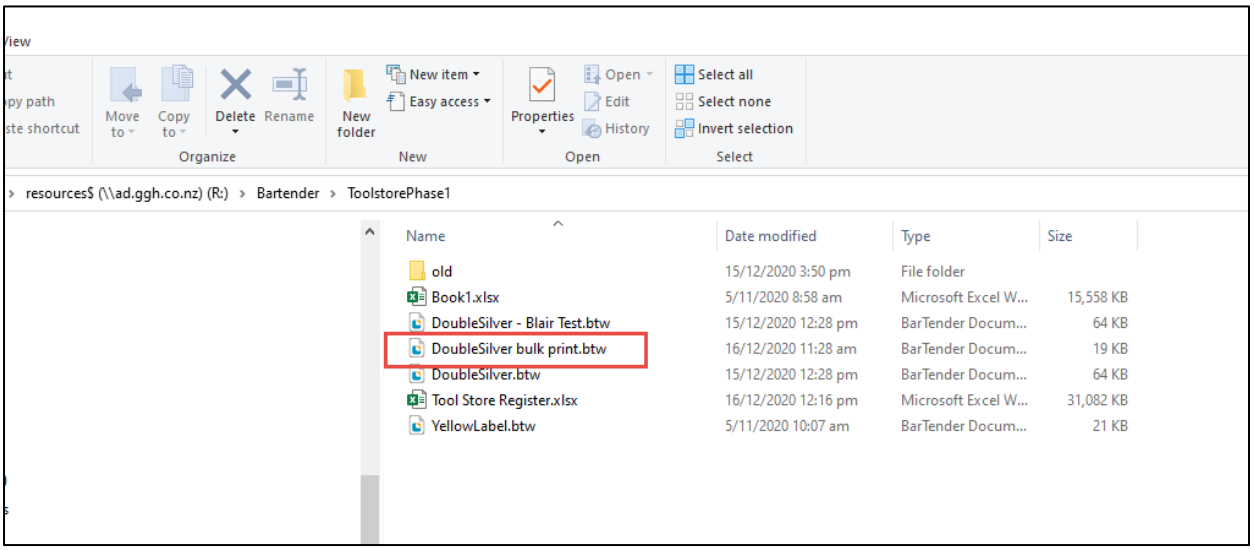
9. Save the spreadsheet either by pressing CTRL S or going to File > Save at the top





10. Close the spreadsheet
11. Now open the **DoubleSilver bulk print** bartender document



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A Sime Darby Industrial Company