

Barcode Generator

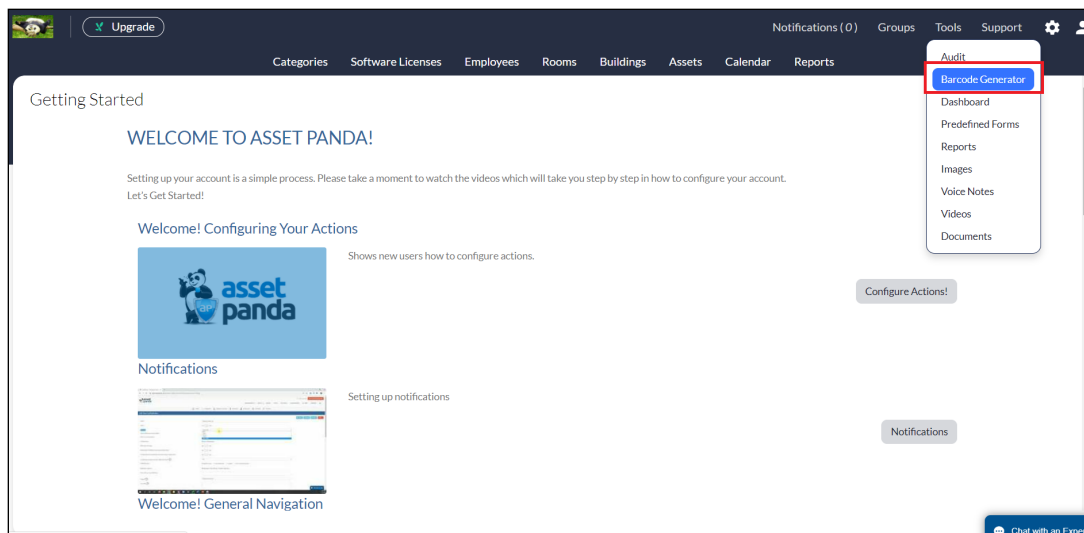
Asset Panda generates barcodes based on sheet templates and label designs, and sends them to your browser as .pdf or .png documents. You can use any printer as long as the correct paper dimensions are outlined in the sheet template.

NOTE: On that note, we know you're ready to dive right in but a quick word before you do that. Please know (BEFORE you print) that it is completely up to you to enter the proper measurements to fit your templates and labels. Although we'd like to do this portion for you, there are lots of third party printers out there and well, you get the picture.

Generate and print barcodes

To generate and print barcodes:

1. Locate the **Tools** menu, and then select **Barcode Generator**.



NOTES: Contact your company's account administrator if you do not have access to the Barcode Generator.

Your landing page may appear differently than the one shown below, depending on your settings.

The simplest way to generate the barcodes
you need for all of your equipment.



My Library

Choose from existing barcode templates to use throughout the Barcode Generator.

GO TO LIBRARY

☐ Set "My Library" as your default landing page



Barcode Wizard

Create new barcodes or mix and match from your current library of sheet and label templates.

BARCODE WIZARD

☐ Set "Barcode Wizard" as your default landing page

2. Select either [My Library](#) or [Barcode Wizard](#) to create your barcodes.

My Library

The My Library option contains your existing barcodes, sheets and templates. To use this option:

1. Select **My Library**.



My Library

Choose from existing barcode templates to use throughout the Barcode Generator.

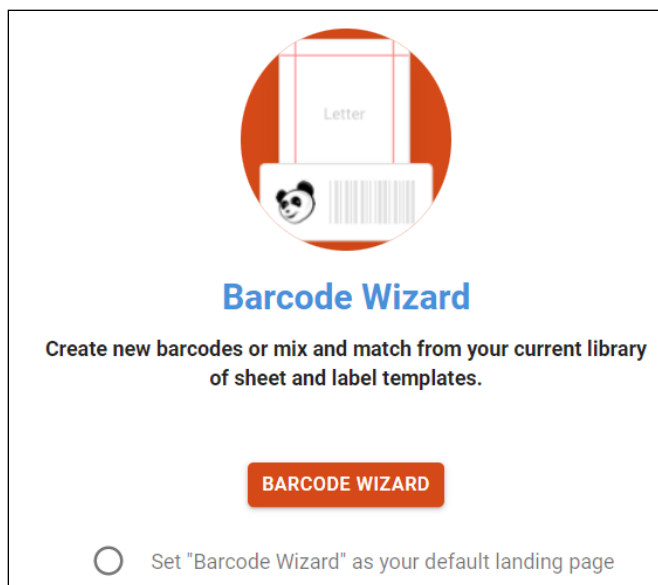
GO TO LIBRARY

☐ Set "My Library" as your default landing page

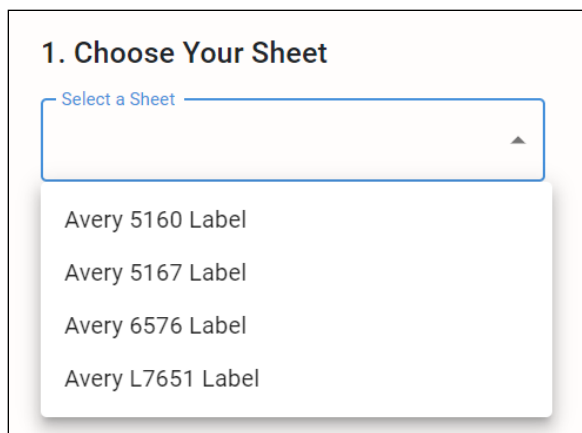
Barcode Wizard

The Barcode Wizard option allows you to create new barcodes. To use this option:

1. Click **Barcode Wizard**.



2. Use the **Choose Your Sheet** drop-down menu to select the sheet(s) that you will feed into your printer. This menu contains several of the most popular sheet templates.



3. Click the **Create New** button if your sheet size is not found within the **Choose Your Sheet** drop-down menu. This will allow you to enter the dimensions of your preferred sheet.

NOTE: The dimensions come from the product you have purchased.

4. If you decided to create a new sheet, click **Save Barcode Template** to save your template within the **Choose Your Sheet** drop-down menu.

5. Use the **Choose Your Label** drop-down menu to select a label from within the list of saved label templates. (The label is the sticker that will peel off and get attached to

your asset.)

2. Choose Your Label

Select a Label ▼

Or

Create New

Proceed to [step #17](#) if you select a label from the template.

Proceed to the next step (step #6) if your label is not found within the drop-down menu.

2. Choose Your Label

Select a Label ▼

Or

Create New

6. Click the **Create New** button if your label is not found within the **Choose Your Label** drop-down menu. This will allow you to create a new label template.

7. Enter the name of your barcode sticker within the **Name Your Barcode Sticker** field. (We know our example name below is kinda boring, which is why although we encourage creativity, we also encourage you to name it something that makes sense to you and your organization!)

8. Select your label type from the **Sheet Info** drop-down menu.

The size of the label will appear within the label template screen on the right side of the screen.

Create Label Template

Create Label Template

Name Your Barcode Sticker
My New Barcode Sticker

Sheet Info
Avery 6576 Label

Width (inches)
1.75

Height (inches)
1.25

Choose One

Add Field From
Assets Employees Rooms

Please Note:
Changing group will destroy barcodes that use this template.
You cannot combine fields from different groups.
You cannot add multiple barcodes to one label template.
To change text box content, double click on it.
Text box outline needs to be big enough to have spacing around entire text content.

CANCEL SAVE LABEL TEMPLATE

9. Click a barcode to select your preferred barcode style.

Your selected barcode will also appear within the label template screen on the right side of the screen.

Create Label Template

Create Label Template

Name Your Barcode Sticker
My New Barcode Sticker

Sheet Info
Avery 6576 Label

Width (inches)
1.75

Height (inches)
1.25

Choose One

Add Field From
Assets Employees Rooms

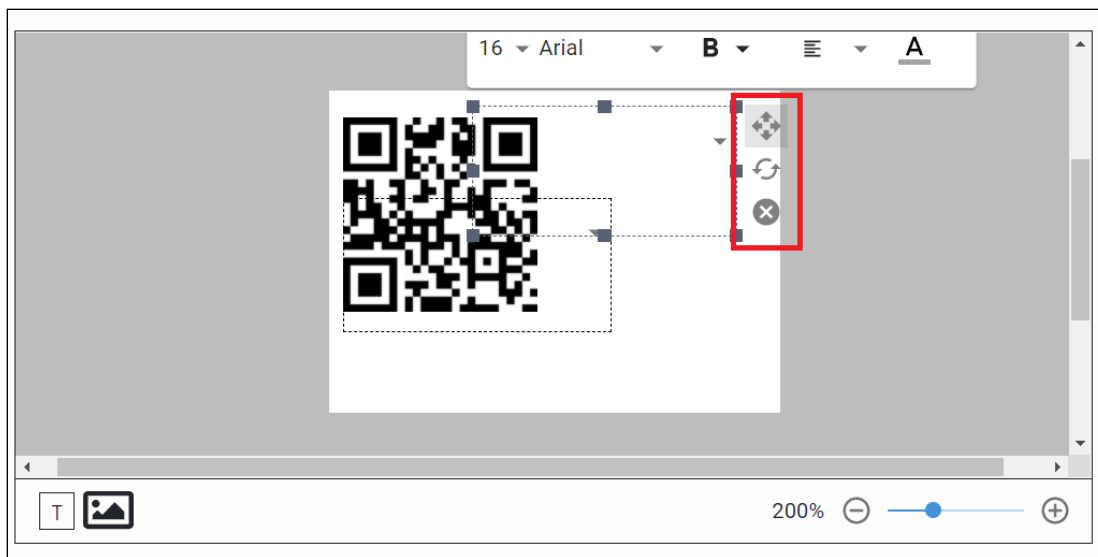
Please Note:
Changing group will destroy barcodes that use this template.
You cannot combine fields from different groups.
You cannot add multiple barcodes to one label template.
To change text box content, double click on it.
Text box outline needs to be big enough to have spacing around entire text content.

CANCEL SAVE LABEL TEMPLATE

10. Click the barcode to reveal icons that allow you to delete, drag or rotate the barcode to your desired location within the label..

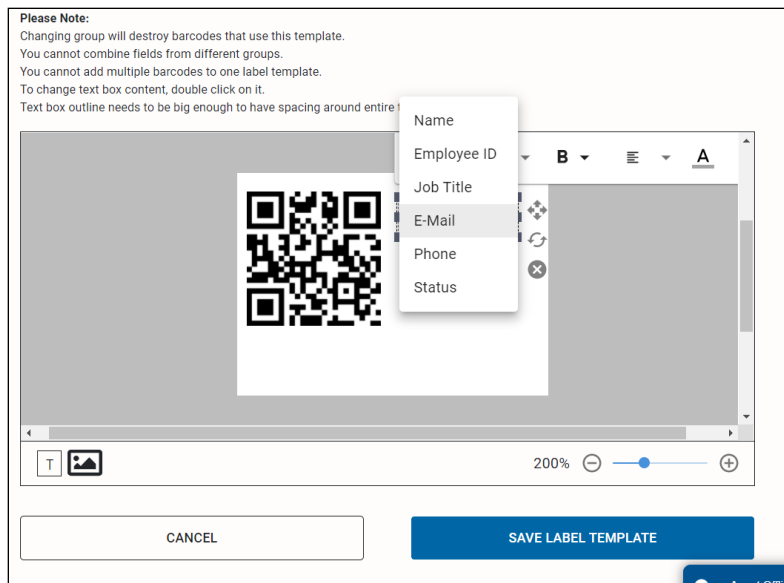


11. Select a group field from the **Add Field From** section.
The selected field will display on your printed label.



12. Click the field to reveal icons that allow you to delete, drag or rotate the field to your desired location within the label.

13. Click your group field to reveal a drop-down menu, allowing you to select information that will appear on your printed barcode.



NOTE: If you do not see your specific field listed, make sure that it has been marked to be used on a barcode.

14. You can also use add additional information to your barcode by using the text field or inserting an image.

15. Click **Save Label Template** to save your new template.

If you watch the right side of your screen, you will notice a preview of your new sheet layout, along with the barcode label sticker design. This allows you to check it out before you commit.

16. Click **Continue**.

17. Select **Automatically Generated Barcodes** if you wish to print a sequence of barcodes, or **Generated From Field Value** if you wish to print only records that have already been added to your account.

Automatically Generated Barcodes

This option tells Asset Panda to generate and download a sheet of barcodes to your browser. Each barcode will contain a continuous string of numbers that increment with every barcode label.

Generated From Field Value

This option tells Asset Panda to pull a field from existing data.

Ex: I have asset data inside of a group of assets, and the field 'Asset ID' is filled in. I want to take the existing data and generate a barcode from that field specifically.

There will be an option to choose a group and a existing field from the group to generate a barcode. If the group has at least one field with a scanner field type enabled, then the option will be available.

Continue

Powered by

18. Click **Continue**.

19. *If printing Automatically Generated Barcodes*, enter the requested information, and then click **Save and Generate**.

Note that this option will ask you how many labels you want to generate and where on the label sheet to start.

The code number captures the last number used, and then auto begins with the next applicable number. Every generated label will automatically increment going forward. Very cool, huh?

Previous

Choose Template

Go to Library

Automatically Generated Barcodes

Name

Output

Label Template

Ima Label

Digits

3

Prefix

Starting Number

1

Last Number Used in Code: -

Save and Go to Library

Save and Generate

As you build your barcode file, below is a preview of the sheet and label that will be printed.

Chat with an Expert

Powered by Asset Panda

NOTE: Use the same method to re-print barcodes or print multiples of the same barcode.

If printing barcodes that Generate from Field Values, use the drop-down menus to select the **Group** and **Field**.

Generate from Field value Barcodes

Name

Output

Label Template

My New Barcode Sticker

Group

Assets

Field

Asset ID

Assets

Employees

Rooms

ary

Save and Select Items