

Overview

The purpose of this process is to allow you to design, for a specific Unit Identification Code (UIC), a standard Automated Information Technology (AIT) Label Format used for printing Asset Identifier Labels. You have the option of setting default AIT Label Formats for both the Asset and the Location.

When conducting an inventory, often it is necessary to maintain/print new Asset Id labels. In order to print these labels, the user must establish a label format for each UIC that is used.

Label Format – Search

1. Select the **Label Format** option from the AIT menu. The AIT Label Format A/U/D Search Criteria page will be displayed.
2. Select a *UIC from the drop-down list.
3. Enter the Label Purpose or leave blank. Searching by wildcard(s) is permitted using the percent sign (%) as an operator.
4. Select the Search button to view existing AIT Label Format records and the AIT Label Format A/U/D Search Results page will be displayed.

HINT: If no AIT Label Format records are found for the UIC entered, you receive the error message "No record(s) match search criteria or you do not have the appropriate security access".

Label Format – Add

1. From the AIT Label Format A/U/D Search Criteria page, select a *UIC for the new label format.
2. Select the **Add** button to continue the add process. The AIT Label Format Add page will be displayed.
3. Enter the *Label Purpose. You can use the Label Purpose to describe the type of inventory or label size.

HINT: You may add multiple AIT Label Formats for a UIC; however, the Label Purpose must be different for each new format created.



4. Select the *Label Size Code from the drop-down list. The sizes are as follows:

- 1.50 X 0.50
- 1.00 X 2.00
- 2.00 X 1.25
- 3.00 X 1.00
- 4.00 X 1.00
- RFID 4.00 X 1.00*
- RFID 2.00 X 1.25*
- RFID 4.00 X 1.00 Mid-Mark*

* RFID labels can only be printed on Zebra RFID printers.

5. The remainder of the screen allows you to select different data fields that you want to have displayed on the label. Select the check boxes next to the data fields you want to have printed on the label.

HINT: The number of choices is limited based on the Label Size selected. If more data fields are selected than allowed for the Label Size, you will receive the message "Too many selections for Label Size". You would, at this time, need to de-select some of the data fields or select a different Label Size.

Text

- Label Text – Allows for custom text to appear on the label. The amount of text viewable depends on the size of the label.
- Stock Nbr – Displays the stock number of the asset
- Serial Nbr – Displays the serial number of an asset if one has been entered
- UIC – Displays the UIC for the asset
- Custodian Nbr – Displays the custodian number responsible for the asset
- Item Desc – Displays the item description if one was entered

Graphics

- UII – Will print the Unique Item Identifier (UII) 2-D matrix if a UII has been virtually assigned or associated previously.
- Logo – Will print the logo which has been previously downloaded to the printer.

Note: When this option is selected, an option to download a logo to the local PC is offered. Additional steps are required to load this logo to the printer.

Defaults

- Default Asset – Sets this label format as the default selected Label Purpose on the Print Asset Id Labels page.
 - Default Loc – Sets this label format as the default selected Label Purpose on the Print Location Labels page.
6. Once the data fields are determined, select the **Add** button. The AIT Label Format Transaction Status page is displayed.

Label Format – Update

1. From the AIT Label Format A/U/D Search Results page, select the **Update** hyperlink on the label format that needs changed. The AIT Label Format Update page will be displayed.
2. Make any changes to the data field check boxes.

HINT: When selecting the data fields to be printed on a label, it is important to remember the number of data fields is limited by the size of the label. If the label size selected is too small to display all the data fields, you will receive the error message: "Too many selections for Label Size".

3. Select the **Update** button to process the changes to the label format. The AIT Label Format Transaction Status page will be displayed.

Label Format – Delete

1. From the AIT Label Format A/U/D Search Results page, select the **Delete** hyperlink on the label format that needs to be removed. The AIT Label Format Delete page will be displayed.
2. Verify the label format displayed is the one to be deleted.
3. Select the **Delete** button to process the delete of the label format. The AIT Label Format Transaction Status page will be displayed.