

*Note*: For a UII 2-D matrix to appear on a DPAS label, it must have a valid UII created and stored within DPAS. This can be verified by viewing the UII Inquiry (See appendix).

## Create a Label Format

Prior to printing labels you must create a label format which includes the information you want to display. This may include the UII 2-D matrix. If a label format has already been created with the desired layout including the UII 2-D matrix, this process can be skipped.

This process is covered in greater detail in the Web DPAS online training within the Automated Information Technology section, Label Format lesson.

- 1. From within the Web DPAS, select **AIT** > **Label Format** option.
- 2. The AIT Label Format A/U/D Search Criteria screen is displayed.
- 3. Select a **UIC** from the drop-down list.
- 4. Enter the Label Purpose or leave blank.
- 5. Searching by wildcard(s) is permitted using the percent sign (%) as an operator. You may search for existing label formats by clicking the **Search** button.

*Note*: 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").

To view the settings for an existing label format, select the Label Purpose hyperlink corresponding to the desired format. To return to the previous screen, select the Cancel button.

You then have the option to select the Update hyperlink to make changes to any existing label formats.

- 6. To create a new label format, click the **Cancel** button to return to the previous screen.
- 7. From the AIT Label Format A/U/D Search Criteria screen, select a \*UIC (Unit Identification Code) for the new label format.
- 8. Select the **Add** button to continue the add process.
- 9. The AIT Label Format Add screen is displayed.
- 10. Enter the **\*Label Purpose**.

You can use the Label Purpose to describe the type of inventory.

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



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- 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

## *Note*: At this time, only the 3.00 X 1.00, 4.00 X 1.00 and the RFID 4.00 X 1.00 support printing the UII 2-D matrix.

*Note*: RFID 4.00 x 1.00 labels can only be printed on the Zebra R110Xi printer.

- 12. 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: (Be sure to check the UII option)
  - Label Text Check Box
  - Label Data Text (Displays and is mandatory if Label Text is selected)
  - Stock Nbr (Stock Number) Check Box
  - Serial Nbr (Serial Number) Check Box
  - UIC (Unit Identification Code) Check Box
  - Custodian Nbr (Custodian Number) Check Box
  - Item Desc (Item Description) Check Box
  - UII (Unique Item Identifier) Check Box By choosing this check box, the associated UII 2-D matrix code will be printed on the label.
  - Logo Check Box

*Note*: The logo must be loaded onto the printer prior to print labels. Visit the DPAS Home page for more information or contact DPAS support for assistance.

- Default Asset Check Box
- Default Loc (Default Location) Check Box

**Note:** 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.



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

13. Once the data fields are determined, select the **Add** button. The AIT Label Format Transaction Status screen is displayed.

## Printing AIT Asset ID Labels

Once a label format has been created with the desired layout, you can search for, and print, the asset labels.

This process is covered in greater detail in the Web DPAS online training within the Automated Information Technology section, Print Labels lesson.

- 1. From the AIT menu, select the Print Labels sub-menu option.
- 2. Select the radio button for the Asset Id Labels to be printed. At least one option needs to be selected or the message "Mandatory entry" is displayed.
- 3. Select the Group by if printing a range of labels.
- 4. Enter the Number of Copies to be printed.
- 5. In the Label Purpose field, select the label format created in the previous section; or select a label format that contains the UII.
- 6. Select Printer to choose the printer name you wish to use.
- 7. Select the **Print** button to send the request to the printer or select the Reset button to clear the screen.



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## Appendix: Verifying Assets Have Been Assigned a UII

Creating a label format which displays the UII 2-D matrix does not guarantee that the resulting asset labels will actually display a 2-D matrix. The asset must have a UII associated with it for DPAS to be able to generate the 2-D matrix. You can verify which assets will or will not print with the 2-D matrix prior to sending the print command by following the instructions below.

- 1. From the Inquiries menu, select Asset Management > UII sub-menu option.
- 2. Complete the UII Inquiry Search Criteria screen with the information necessary to locate the assets you wish to verify.

This may be done using the UIC, Asset Id, Stock Number, Custodian Number, or the Location.

- Select the Fields button. The Field Selection screen appears.
- 4. Scroll down in the field list.
- 5. Click in the check boxes to select the **UID Type Cd** and **UII** fields.
- 6. Select the Show Inquiry button.
- Scroll to the right to view the UID Type Cd and UII fields.
  You may need to scroll the main window to the bottom to be able to see the horizontal scroll bar for the inquiry.
- 8. If both the **UID Type Cd** and **UII** fields are populated with a value, then that asset will print the 2-D matrix on the appropriate asset label.

