

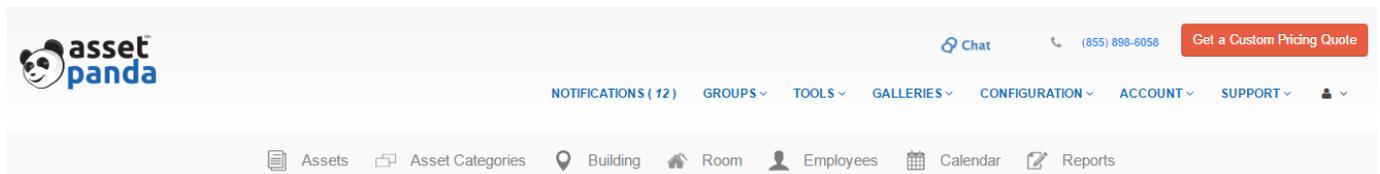


## Asset Panda – Barcode Generator Guide

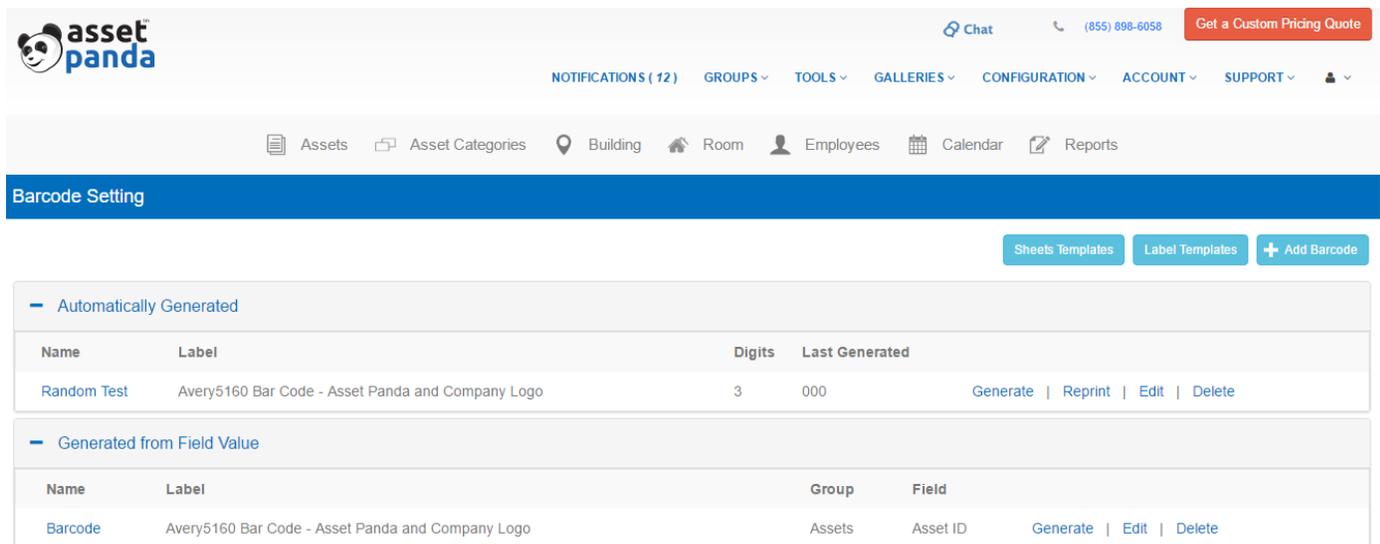
In Asset Panda we have multiple ways to generate barcodes, and many ways they can be customized for your convenience. With recent updates, and developments there are even more possibilities. You can now add barcodes from within an asset, and change barcode sheet templates and labels.

### Barcodes Generator New Features:

#### Sheets Templates



Click on the word, “Tools” at the top of your page. From here click on “Barcode Generator.”



This is an example of what your “Barcode Setting” page might look like. Once again, this will be dependent on the other barcodes you’ve previously downloaded. Click on “Sheets Templates.”



## Sheet Templates

[Barcodes](#)[Label Templates](#)[+ Add Sheet](#)

Name	Size	Rows	Columns	
Avery 5160 Label	Letter	10	3	<a href="#">View</a>
Avery 5167 Label	Letter	20	4	<a href="#">View</a>
Avery L7651 Label	A4	13	5	<a href="#">View</a>
Avery 6576 Label	Letter	4	8	<a href="#">View</a>

Here you will see various sheet templates. You can now change the sizes of these templates. Click "View" to see the sizing of any of the listed templates.

The screenshot shows the Asset Panda interface with a 'View' pop-up for the Avery 5160 Label template. The pop-up contains the following fields:

Name	Avery 5160 Label		
Page size	Letter	Unit	in
Page width	8.5	Page height	11.0
Top margin	0.5	Bottom margin	0.5
Left margin	0.1725	Right margin	0.1725
Rows	10	Row gutter	0.0
Columns	3	Column gutter	0.14
Label width	2.625	Label Height	1.0

A pop up will appear once you have clicked on "View." Now you can see the exact dimensions of the sheet. Click the black, "X" to get back to the "Sheet Templates" page.

## Sheet Templates

[Barcodes](#)[Label Templates](#)[+ Add Sheet](#)

Name	Size	Rows	Columns	
Avery 5160 Label	Letter	10	3	<a href="#">View</a>
Avery 5167 Label	Letter	20	4	<a href="#">View</a>
Avery L7651 Label	A4	13	5	<a href="#">View</a>
Avery 6576 Label	Letter	4	8	<a href="#">View</a>



Not only can you see the dimensions, you can create your own sheets with dimensions of your choosing! Click on the blue button that says “Add Sheet.” There will be a plus sign in front of the words, “Add Sheet.”

New Sheet Template

[Cancel](#) [Save Options](#)

Name	<input type="text" value="TEST SHEET"/>		
Page size	<input type="text" value="Letter"/>	Unit	<input type="text" value="in"/>
Page width	<input type="text" value="8.5"/>	Page height	<input type="text" value="11"/>
Top margin	<input type="text" value="0.5"/>	Bottom margin	<input type="text" value="0.5"/>
Left margin	<input type="text" value="0.25"/>	Right margin	<input type="text" value="0.25"/>
Rows	<input type="text" value="10"/>	Row gutter	<input type="text" value="0"/>
Columns	<input type="text" value="4"/>	Column gutter	<input type="text" value="0"/>
Label width	<input type="text" value="2.0"/>	Label Height	<input type="text" value="1.0"/>

As you can see, you can customize various items that change the size of your sheet. Name the sheet, and adjust the sizes to what works best for you. Make sure you click the orange button that says, “Save Options” once you are done.

Name	Size	Rows	Columns	
Avery 5160 Label	Letter	10	3	<a href="#">View</a>
Avery 5167 Label	Letter	20	4	<a href="#">View</a>
Avery L7651 Label	A4	13	5	<a href="#">View</a>
Avery 6576 Label	Letter	4	8	<a href="#">View</a>
TEST SHEET	Letter	10	4	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

Now you can see your new sheet. You can view your dimensions, edit them, and (depending on your user permissions), delete your sheet. Remember, once you hit delete, you will not be able to get that information back.

## Label Templates

asset panda [Chat](#) (855) 898-6058 [Get a Custom Pricing Quote](#)

NOTIFICATIONS (12) GROUPS TOOLS GALLERIES CONFIGURATION ACCOUNT SUPPORT

Assets Asset Categories Building Room Employees Calendar Reports

Click on the word, “Tools” at the top of your page. From here click on “Barcode Generator.”



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NOTIFICATIONS (12) GROUPS TOOLS GALLERIES CONFIGURATION ACCOUNT SUPPORT

Assets Asset Categories Building Room Employees Calendar Reports

### Barcode Setting

[Sheets Templates](#) [Label Templates](#) [+ Add Barcode](#)

- Automatically Generated			
Name	Label	Digits	Last Generated
Random Test	Avery5160 Bar Code - Asset Panda and Company Logo	3	000
<a href="#">Generate</a>   <a href="#">Reprint</a>   <a href="#">Edit</a>   <a href="#">Delete</a>			

- Generated from Field Value			
Name	Label	Group	Field
Barcode	Avery5160 Bar Code - Asset Panda and Company Logo	Assets	Asset ID
<a href="#">Generate</a>   <a href="#">Edit</a>   <a href="#">Delete</a>			

This is an example of what your “Barcode Setting” page might look like. Once again, this will be dependent on the other barcodes you’ve previously downloaded. Click on “Label Templates.”

### Label Templates

[Barcodes](#) [Sheet Templates](#) [+ Add Label](#)

Name	
Avery5167	<a href="#">Edit</a>   <a href="#">Delete</a>
Avery5160 QR Code	<a href="#">Edit</a>   <a href="#">Delete</a>
Avery5160 Bar Code - Asset Panda Logo	<a href="#">Edit</a>   <a href="#">Delete</a>
Avery5160 Bar Code - Asset Panda and Company Logo	<a href="#">Edit</a>   <a href="#">Delete</a>
AveryL7651 QR Code	<a href="#">Edit</a>   <a href="#">Delete</a>
AveryL7651 Bar Code - Asset Panda Logo	<a href="#">Edit</a>   <a href="#">Delete</a>
AveryL7651 Bar Code - Asset Panda and Company Logo	<a href="#">Edit</a>   <a href="#">Delete</a>

Here you can see all of your label templates. Click on “Edit” to change a particular label template.



Cancel Save Options

Name: TEST - LABEL TEMPLATE NAME CHANGE

Paper info: Avery 5167 Label

Dimensions: width: 1.75 X height: 0.5

QR Code, Barcode, Asset Panda Logo, Text Box

Barcode Preview

- changing group (by selecting fields from another group) will destroy barcodes that use this template;
- you cannot combine barcode and qrcode on the same label;
- you cannot combine fields from different groups;
- to change text box content, double click on it.

As you can, you can make a variety of new changes to the template. You can change the name, and the paper info. When you change the paper info, the dimensions below that line will change accordingly. Take note of the information in the blue box to the right of the screen as well. Keeping this information in mind will help you work efficiently in Asset Panda.

- changing group (by selecting fields from another group) will destroy barcodes that use this template;
- you cannot combine barcode and QR code on the same label;
- you cannot combine fields from different groups;
- to change text box content, double click on it.

Make sure to save the changes you have created by using the orange “Save Options” button in the top right.



Label successfully saved

Name	
TEST - LABEL TEMPLATE NAME CHANGE	<a href="#">Edit</a>   <a href="#">Delete</a>
Avery5160 QR Code	<a href="#">Edit</a>   <a href="#">Delete</a>
Avery5160 Bar Code - Asset Panda Logo	<a href="#">Edit</a>   <a href="#">Delete</a>
Avery5160 Bar Code - Asset Panda and Company Logo	<a href="#">Edit</a>   <a href="#">Delete</a>
AveryL7651 QR Code	<a href="#">Edit</a>   <a href="#">Delete</a>
AveryL7651 Bar Code - Asset Panda Logo	<a href="#">Edit</a>   <a href="#">Delete</a>
AveryL7651 Bar Code - Asset Panda and Company Logo	<a href="#">Edit</a>   <a href="#">Delete</a>

As you can see, the label has now been saved. The new name and information is now listed. Now we will practice adding a new label. Click the blue button in the top right that says, "Add Label." There will be a plus sign next to the words, "Add Label."

### New Label Template

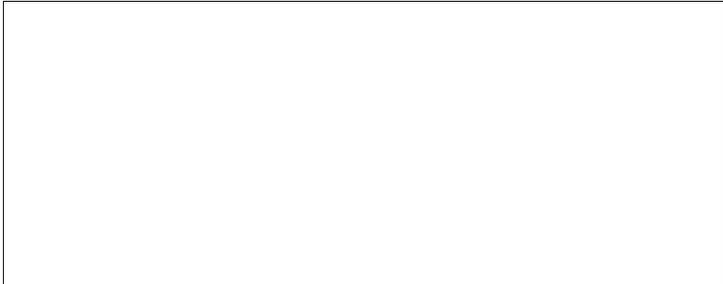
[Cancel](#) [Save Options](#)

Name:

Paper info:

Dimensions: width:  X height:





- changing group (by selecting fields from another group) will destroy barcodes that use this template;
- you cannot combine barcode and qrcode on the same label;
- you cannot combine fields from different groups;
- to change text box content, double click on it.

Here, once again, you can add your own name to the label, change the paper info, and dimensions. Below is a white box, which we will work with later. Once again, take note of the information in the blue box on the left.

- changing group (by selecting fields from another group) will destroy barcodes that use this template;
- you cannot combine barcode and QR code on the same label;
- you cannot combine fields from different groups;
- to change text box content, double click on it.



When you scroll down, you will see a variety of grey boxes on the left. Click and drag these icons into the white box. Place the items where ever you wish into the box. To remove an item, click the blue X in the top right corner of the item. To change the size of an item, click the blue downward arrow in the bottom right corner of the item. Drag the item to the size you desire.

Remember to scroll up and save your new label.

[Barcodes](#) [Sheet Templates](#) [+ Add Label](#)

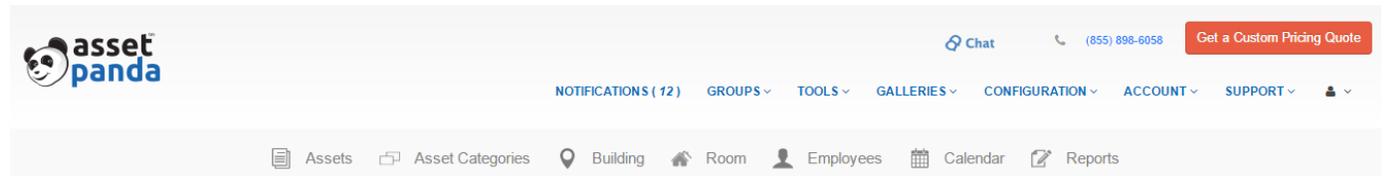
Label successfully saved

Name	
TEST - LABEL TEMPLATE NAME CHANGE	<a href="#">Edit</a>   <a href="#">Delete</a>
Avery5160 QR Code	<a href="#">Edit</a>   <a href="#">Delete</a>
Avery5160 Bar Code - Asset Panda Logo	<a href="#">Edit</a>   <a href="#">Delete</a>
Avery5160 Bar Code - Asset Panda and Company Logo	<a href="#">Edit</a>   <a href="#">Delete</a>
AveryL7651 QR Code	<a href="#">Edit</a>   <a href="#">Delete</a>
AveryL7651 Bar Code - Asset Panda Logo	<a href="#">Edit</a>   <a href="#">Delete</a>
AveryL7651 Bar Code - Asset Panda and Company Logo	<a href="#">Edit</a>   <a href="#">Delete</a>
NEW LABEL	<a href="#">Edit</a>   <a href="#">Delete</a>

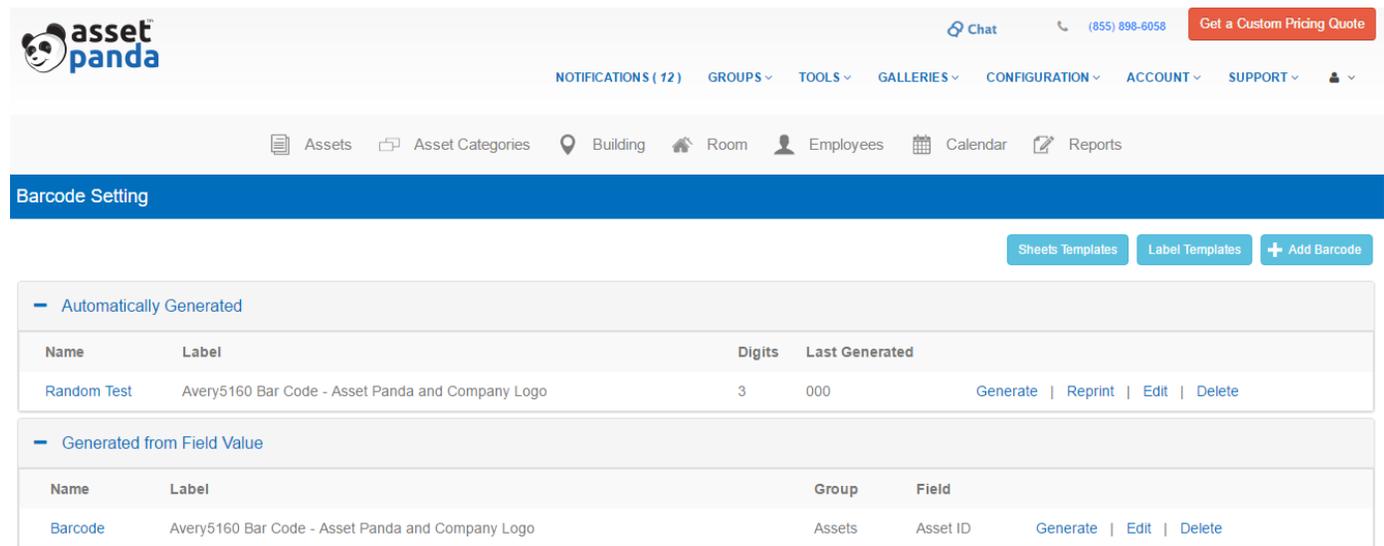
Now the new label is saved, as well as the changes to the previous label.



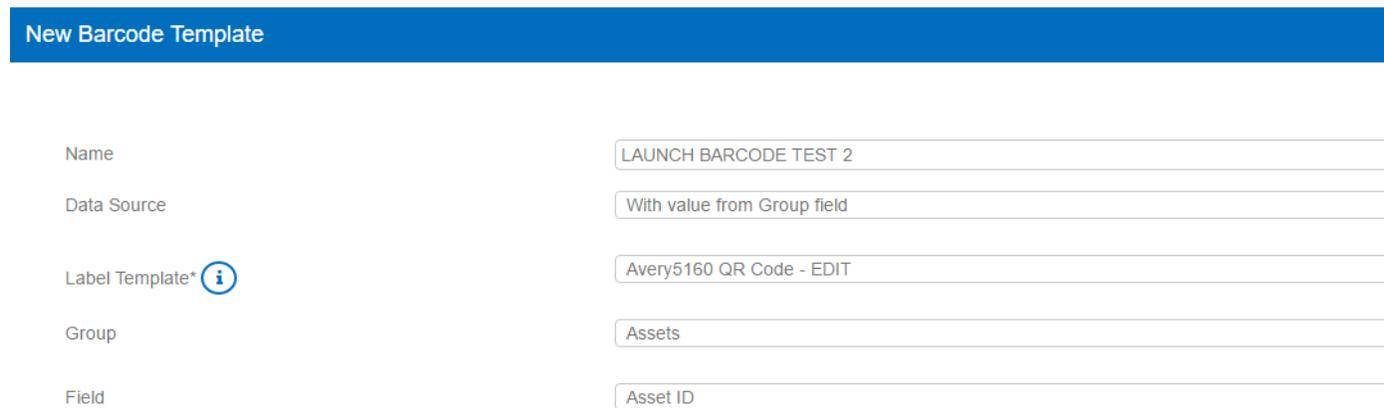
## Creating a Customized Barcode:



Click on the word, “Tools” at the top of your page. From here click on “Barcode Generator.”



This is an example of what your “Barcode Setting” page might look like. Once again, this will be dependent on the other barcodes you’ve previously downloaded. Click, “Add Barcode” in to top right corner. There will be a white plus sign by the words “Add Barcode.”



For this example, we will say we will have the data source with the value from a group field, and use a previously changed label. Click the “Save” button and select “Save and Close.”



— Automatically Generated

Name	Label	Digits	Last Generated	
Random Test	Avery5160 Bar Code - Asset Panda and Company Logo	3	000	<a href="#">Generate</a>   <a href="#">Reprint</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

— Generated from Field Value

Name	Label	Group	Field	
Barcode	Avery5160 Bar Code - Asset Panda and Company Logo	Assets	Asset ID	<a href="#">Generate</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
LAUNCH BARCODE TEST 1	TEST - LABEL TEMPLATE NAME CHANGE	Assets	Asset ID	<a href="#">Generate</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
LAUNCH BARCODE TEST 2	Avery5160 QR Code - EDIT	Assets	Asset ID	<a href="#">Generate</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

You will be brought to this screen where you will see any of the barcodes you have generated. We will be generating, “LAUNCH BARCODE TEST 2” for this example. Click on the blue words that say, “Generate” that will be in the left of the row with “LAUNCH BARCODE TEST 2.”

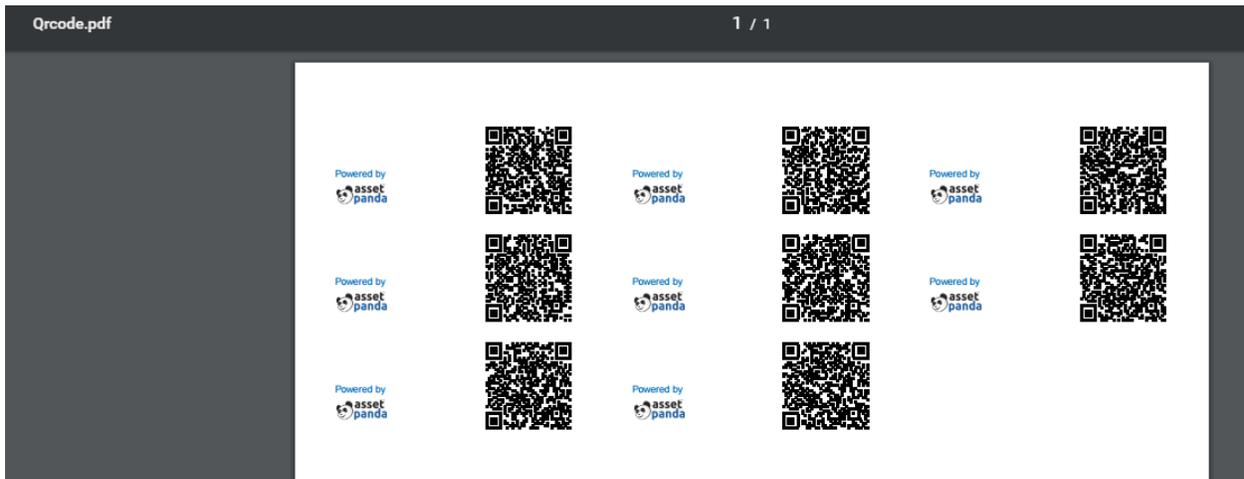
As we chose “With Value from Group Field” and chose to work with the “Assets” group, we see a few more options. However, for the example we will just click the check box next to “Asset ID” and select all the assets. You can still change the barcode placement with “Start position on label sheet,” but we will just use the default settings. Click the orange button that says “Generate Barcode” in the top right.



<input checked="" type="checkbox"/>	Asset ID	Name	Description	Building
<input checked="" type="checkbox"/>	000	TEST TEST TEST		
<input checked="" type="checkbox"/>	1241234	Mouse		Best Buy
<input checked="" type="checkbox"/>	2362	Alienware Keyboard 1		Micro Center
<input checked="" type="checkbox"/>	54321	TEST TEST TEST		
<input checked="" type="checkbox"/>	654643	Cat Ear Headset (Purple)		Amazon

Qrcode.pdf

Your PDF sheet of the barcodes will appear in the bottom right corner depending on how many downloads you already have there. Open the PDF.



Once opened you will be able to see, print out, and use your custom barcodes!



## Barcodes Generated from Asset/Object Page

The screenshot shows the 'Assets' page in the Asset Panda interface. At the top, there is a navigation bar with the Asset Panda logo, a chat icon, a phone number (855) 898-6058, and a button for 'Get a Custom Pricing Quote'. Below this is a secondary navigation bar with 'NOTIFICATIONS ( 2 )', 'GROUPS', 'TOOLS', 'GALLERIES', 'CONFIGURATION', 'ACCOUNT', and 'SUPPORT'. A third navigation bar contains icons for 'Assets', 'Asset Categories', 'Building', 'Room', 'Employees', 'Calendar', and 'Reports'. The main content area is titled 'Assets' and features a search bar, a 'Search All Fields' dropdown, and buttons for 'Apply', 'Reset', and 'Status Filter'. There are also buttons for '+ Add New', 'Import Assets', 'Reallocate', 'Calendar', and 'Generate CS'. Below the search bar, there is a 'Results Displayed' dropdown and a section for 'Expand/Collapse Assets by:' with radio buttons for 'None', 'Building', 'Room', 'Category', and 'Assigned To'. The main table lists three assets:

Asset ID	Name	Description	Building	Room	Status	Category	Assigned To
1241234	Mouse		Best Buy		Reserved	Peripherals	View   Delete
2362	Alienware Keyboard 1		Micro Center		Checked Out	Peripherals	Claire Redfield View   Delete
654643	Cat Ear Headset (Purple)		Amazon Warehouse	Amazon Stock Floor	Out of Stock	Peripherals	Emp Loyee View   Delete

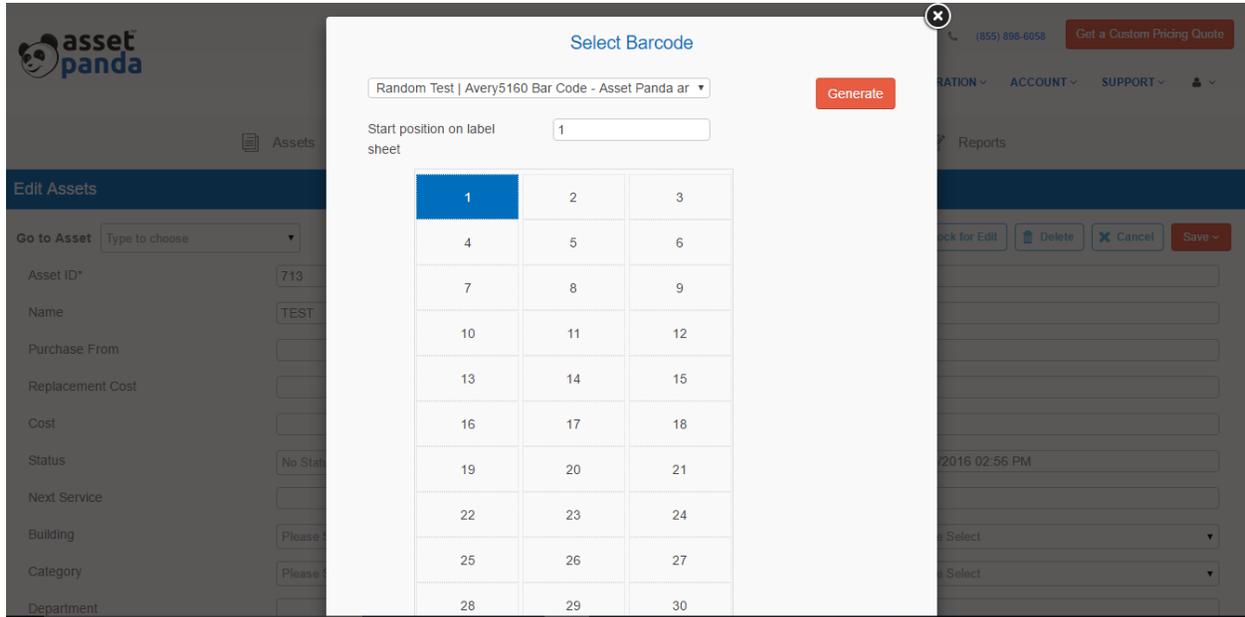
When you log into Asset Panda, you will see your page with all of your own customizations. Click on the group, "Assets" or however you have it named. Click on any individual asset in that group.

The screenshot shows the 'Edit Assets' page in the Asset Panda interface. At the top, there is a navigation bar with the Asset Panda logo, a chat icon, a phone number (855) 898-6058, and a button for 'Get a Custom Pricing Quote'. Below this is a secondary navigation bar with 'NOTIFICATIONS ( 11 )', 'GROUPS', 'TOOLS', 'GALLERIES', 'CONFIGURATION', 'ACCOUNT', and 'SUPPORT'. A third navigation bar contains icons for 'Assets', 'Asset Categories', 'Building', 'Room', 'Employees', 'Calendar', and 'Reports'. The main content area is titled 'Edit Assets' and features a 'Go to Asset' dropdown menu. Below this are several buttons: 'Actions', 'Generate Barcode', 'Calendar', 'Print', 'Replicate', 'Lock for Edit', 'Delete', 'Cancel', and 'Save'. The form contains the following fields:

Asset ID*	713	Purchase date	
Name	TEST	Description	
Purchase From		Brand	
Replacement Cost		Model	
Cost		Serial #	
Status	No Status	Date Added	08/16/2016 02:56 PM
Next Service		Refresh Date	
Building	Please Select	Room	Please Select



When you are inside your asset, you will see there is now a button that says, “Generate Barcode” next to the blue “Actions” button. Click on “Generate Barcode.”



A box will appear that will say, “Select Barcode.” You can select the type of barcode from the drop down. The numbers, and the “Start position on the label sheet” both change where the barcode will be located on the PDF that will have your barcode. Click “Generate” when you’ve decided on placement.



Go to Asset

Asset ID\*  Purchase date

Name  Description

Purchase From  Brand

Replacement Cost  Model

Cost  Serial #

Status  Date Added

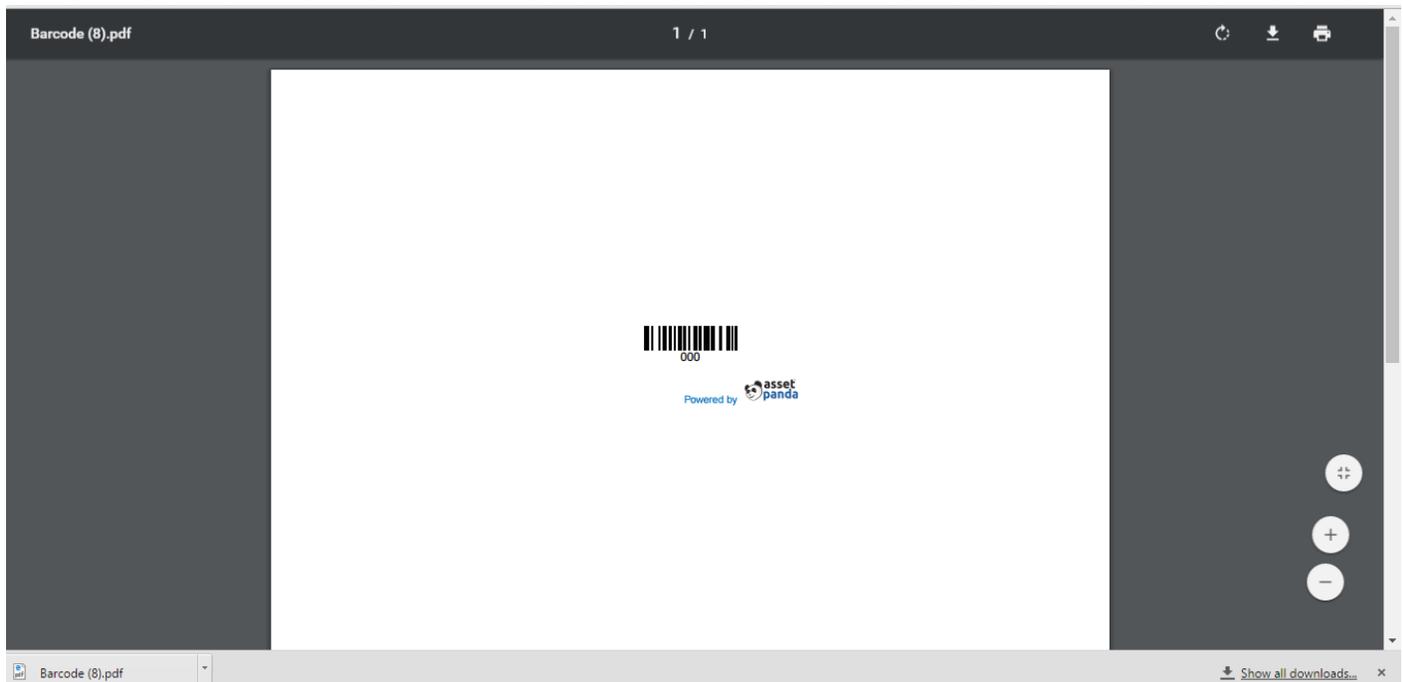
Next Service  Refresh Date

Building  Room

Category  Assigned To

Barcode (8).pdf

Once generated, the download should appear at the bottom left of your screen, depending on if you already have other downloads there.



When you open up the PDF, you will see your barcode. The placement number for the particular barcode was 8. You can see how this has changed the placement on the page.



asset panda

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NOTIFICATIONS ( 17 ) GROUPS TOOLS GALLERIES CONFIGURATION ACCOUNT SUPPORT

Assets Asset Categories Building Room Employees Calendar Reports

**Edit Assets**

Go to Asset

Actions Generate Barcode Calendar Print Replicate Lock for Edit Delete Cancel Save

Most important, after anything you do, make sure you hit the orange "Save" button on the far left of the screen.