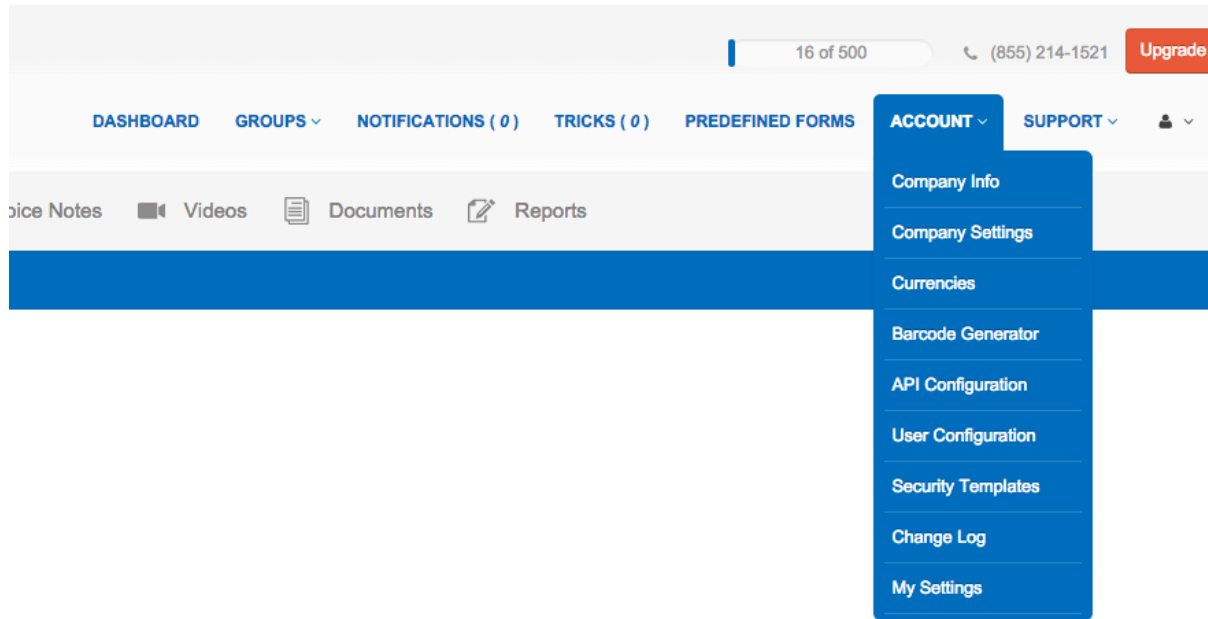


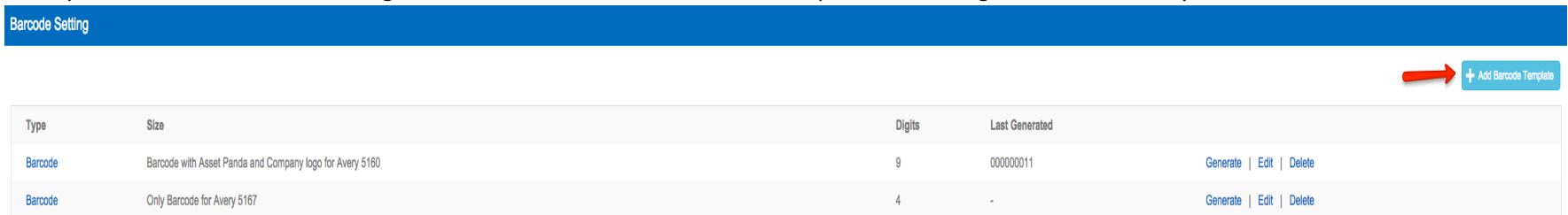


How to Generate Barcodes

- Barcodes – You can generate barcodes through your Asset Panda account for no additional fees. Log in to your Asset Panda account and navigate to the account tab. Click on “Barcode generator.”



Once you have clicked on “Barcode generator,” choose to “Add Barcode Template” on the right hand corner of your screen.





The system will prompt you to create a new barcode template. It will give you options for:

- Generating a barcode or a QR Code
- When you choose Barcode as the type, you can choose from three options:
 - Only Barcode for Avery 5167
 - Barcode with Asset Panda Logo for Avery 5160
 - Barcode with Asset Panda and Company Logo for Avery 5160
- If you choose a QR code, it will print as QR Code with Asset Panda and Company Logo for Avery 5160

New Barcode Template

Type* Barcode

Format* Only Barcode for Avery 5167

#Digits* 3

Prefix

Starting Number* 0

Last Number Used in Code -

Cancel Save Options

After making your selection for type and format, the other mandatory fields are: #Digits and Starting Number fields.

- #Digits means the total number of characters for the code, including the prefix.

New Barcode Template

Type* QR Code

Format* QR Code with Asset Panda and Company logo for Avery 5160

#Digits* 3

Prefix

Starting Number* 0

Last Number Used in Code -



Save your options by clicking on the orange button on the top right corner of the screen.

The screenshot shows a form interface. At the top is a solid blue horizontal bar. Below it, on the right side, are two buttons: a light blue 'Cancel' button with an 'X' icon and an orange 'Save Options' button with a downward arrow icon. A red arrow points from below towards the 'Save Options' button. On the left side of the form, there are several input fields: two dropdown menus, followed by three empty text input boxes.

When you are ready to generate your barcodes click on the "Generate" button that corresponds to the template you have just created.

Digits	Last Generated	
9	000000011	 Generate Edit Delete
4	-	Generate Edit Delete



You will then choose how many copies you would like to print.

Barcode Template


Type:

Format:

Label Preview:

Digits

Last Code

Next Code to Print 

How many labels do you want to generate?

Barcode

Barcode with Asset Panda and Company logo for Avery 5160



9

00000011

00000012

 **Print Preview**

Refresh page

When you click on “Print Preview” the system will download your barcodes in a pdf file and from there, you are ready to print your barcodes.