

AssetLabeler

Asset Label Printing System V1.0

User Guide



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Introduction

AssetLabeler is a simple barcode asset label printing application.

An asset is an item of property owned by a person or company and regarded as having value.

An asset label has a unique number (and usually a barcode representing this number) and is used to identify an asset in a database or spreadsheet

The label will usually also have a title showing who the owner of the asset is.

A typical example:



AssetLabeler comes with some standard label designs for common label sizes.

Labels can be printed on dedicated label printers that use rolls of blank labels, or on standard laser printers using A4 sheets of labels.

You can choose to print to any printer that is installed on your Windows system .



Normally, an organisation would have one list of assets with sequential numbers.

AssetLabeler records the next number to be used in a sequence so if you need to print the next 50 labels for example, it knows where to begin to avoid duplicating numbers.

If an organisation uses more than one sequence of numbers, perhaps for different departments, AssetLabeler allows for this by keeping a list of Asset Label Types.

As well as the standard label formats that come with AssetLabeler, it also includes a label designer which allows you to design your own label of any size, change text sizes and fonts and add other information.

The label designer is very flexible but quite complex, so if you prefer, you can contact us at Barcode Logic and we can help you with this or create the label format for you.

What's New

Version 1.0 18/04/2017

First release.

Getting Started

Start the program either by clicking on the AssetLabeler icon on the desktop or from the start menu (Barcode Logic / AssetLabeler).

When running the software for the first time, select Tools > [Options](#) from the main menu and set the default label printer and other options you require.

Next, from the menu, select Database > [Asset Label Types](#) to create one or more types.

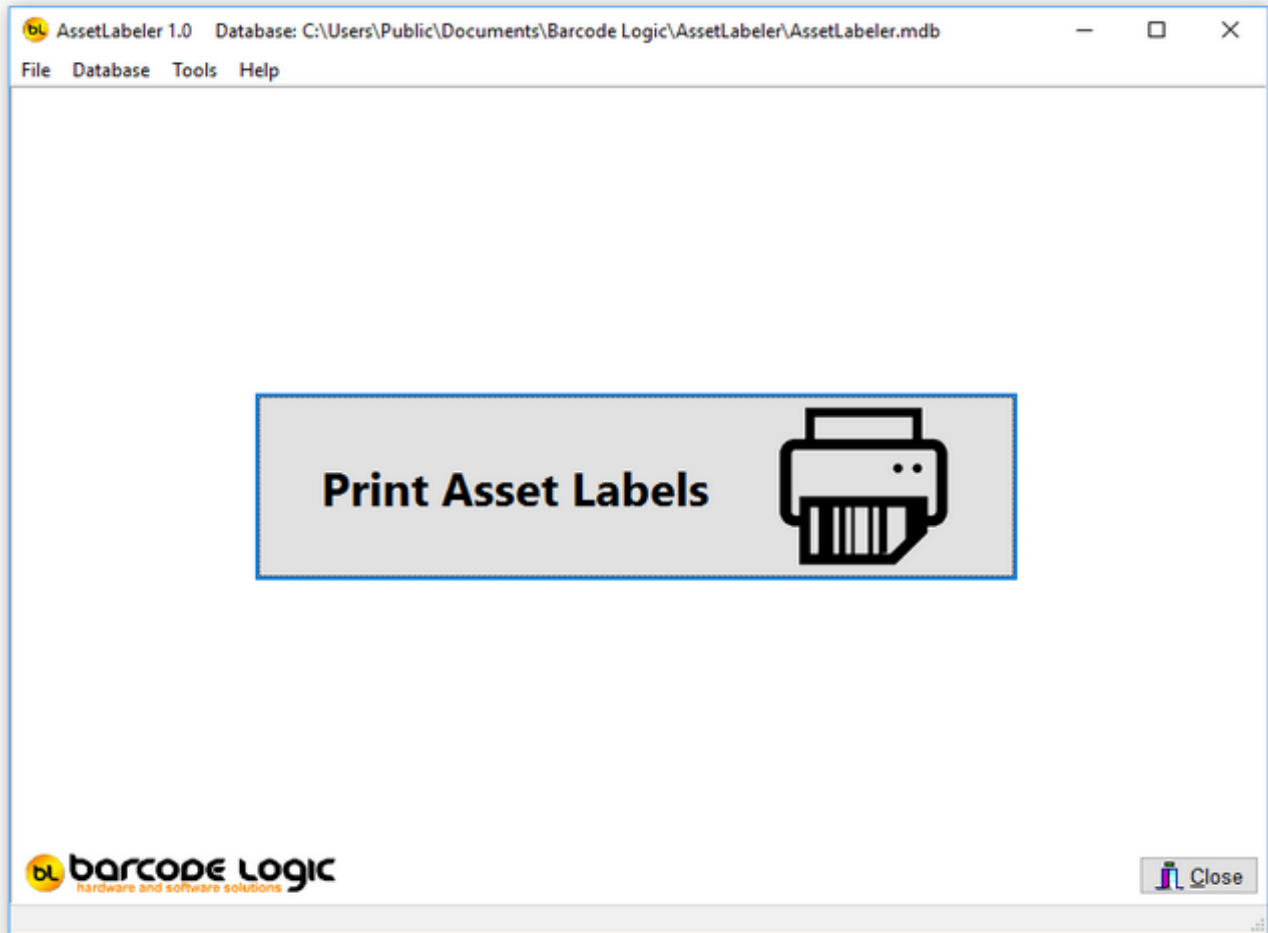
Finally [Print Asset Labels](#).

The functions on the Tools menu will not normally need to be used.

Using the PC Program

The Main Menu

The big button on the main window is for the most used function: Print Asset Labels. This, and other functions are available on the menu at the top of the window. The path and name of the current database file is displayed in the title bar.



The functions available from the main menu are:

File

[Print Asset Labels](#)

Database

[Asset Label Types](#)

Tools

[Options](#)

[Import Custom Label Format File](#)

[Edit Label Format Files](#)
[Open Label Format Files Folder](#)

[Select Database](#)
[Copy the Database File](#)
[Compact the Database File](#)
[Open Database Folder](#)

Help

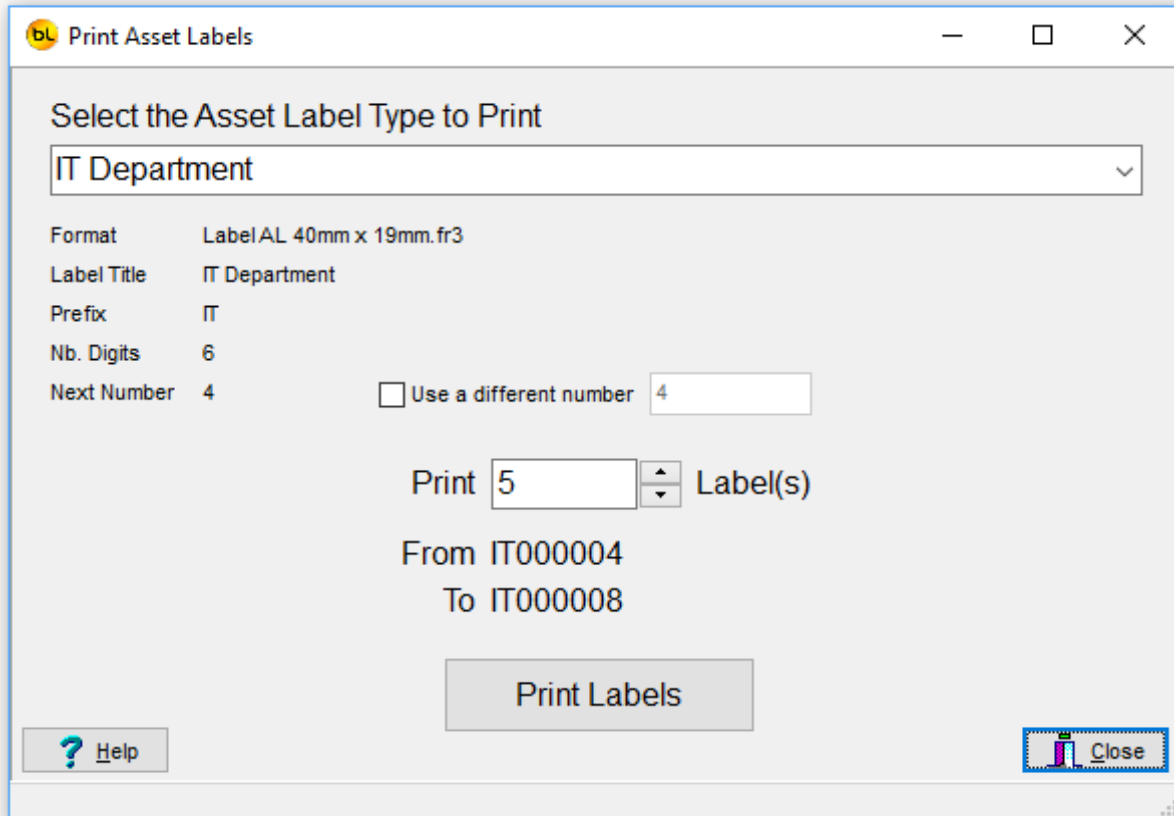
[Contents](#)

[Register Software](#)
[Activate Software](#)
[Deactivate Software](#)

[About..](#)

File

Print Asset Labels



To print asset labels:

1. Select the [Asset Label Type](#) you want from the drop down list at the top. It will default to the last one used. The details of the label type will be displayed (Format, Title, Prefix, Nb Digits and the next Number to be printed).

2. Enter the number of labels you want to print. The formatted Asset number will be displayed .. in this example, 5 labels From IT000004 to IT000008.

Optionally you can change the number to print. See [Use a different number](#) below.

3. Click on Print Labels.

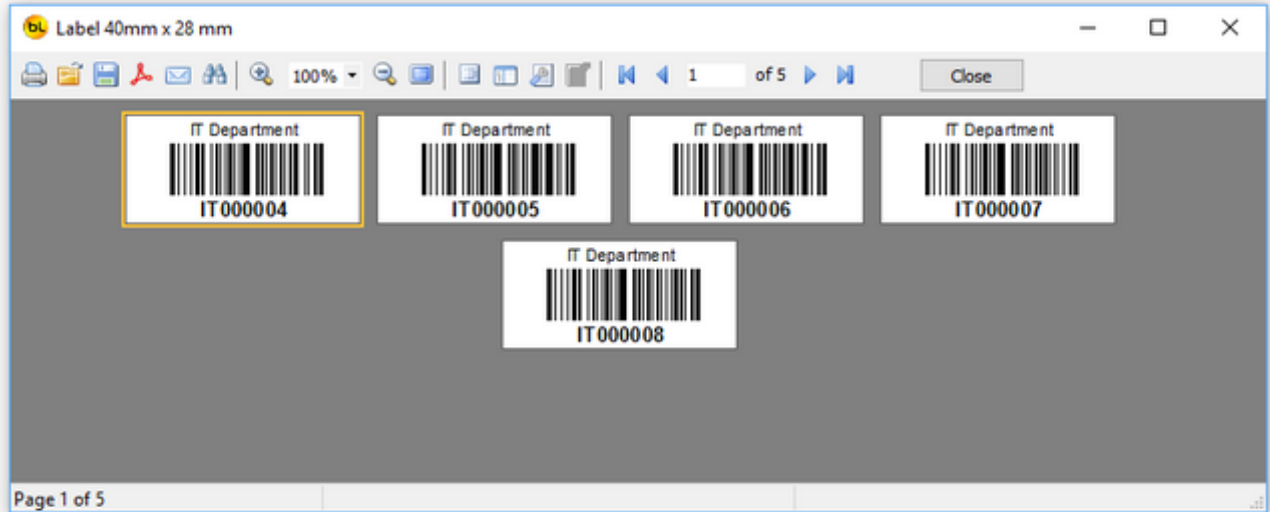
If the Preview Before Printing option is checked in [Options](#) then the labels will be displayed on screen before giving you the option to print.

By default, the preview option is on. This allows you to see exactly how your labels will look

as well as print multiple copies if required.

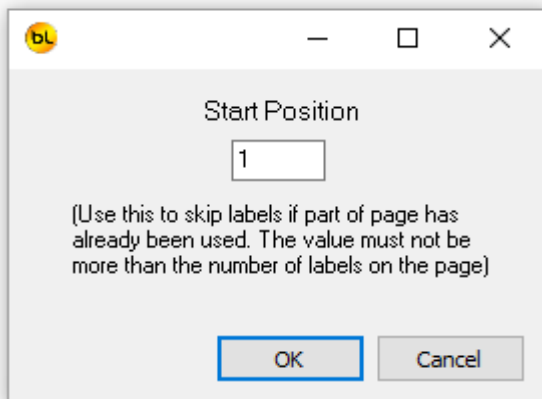
Note: It is very important that you use labels large enough to fit the barcode, with some white space either side of it, so it will scan properly. Using the preview function, you can test this before buying any labels.

Here is an example of 40 x 28 mm continuous labels displayed in the preview screen:

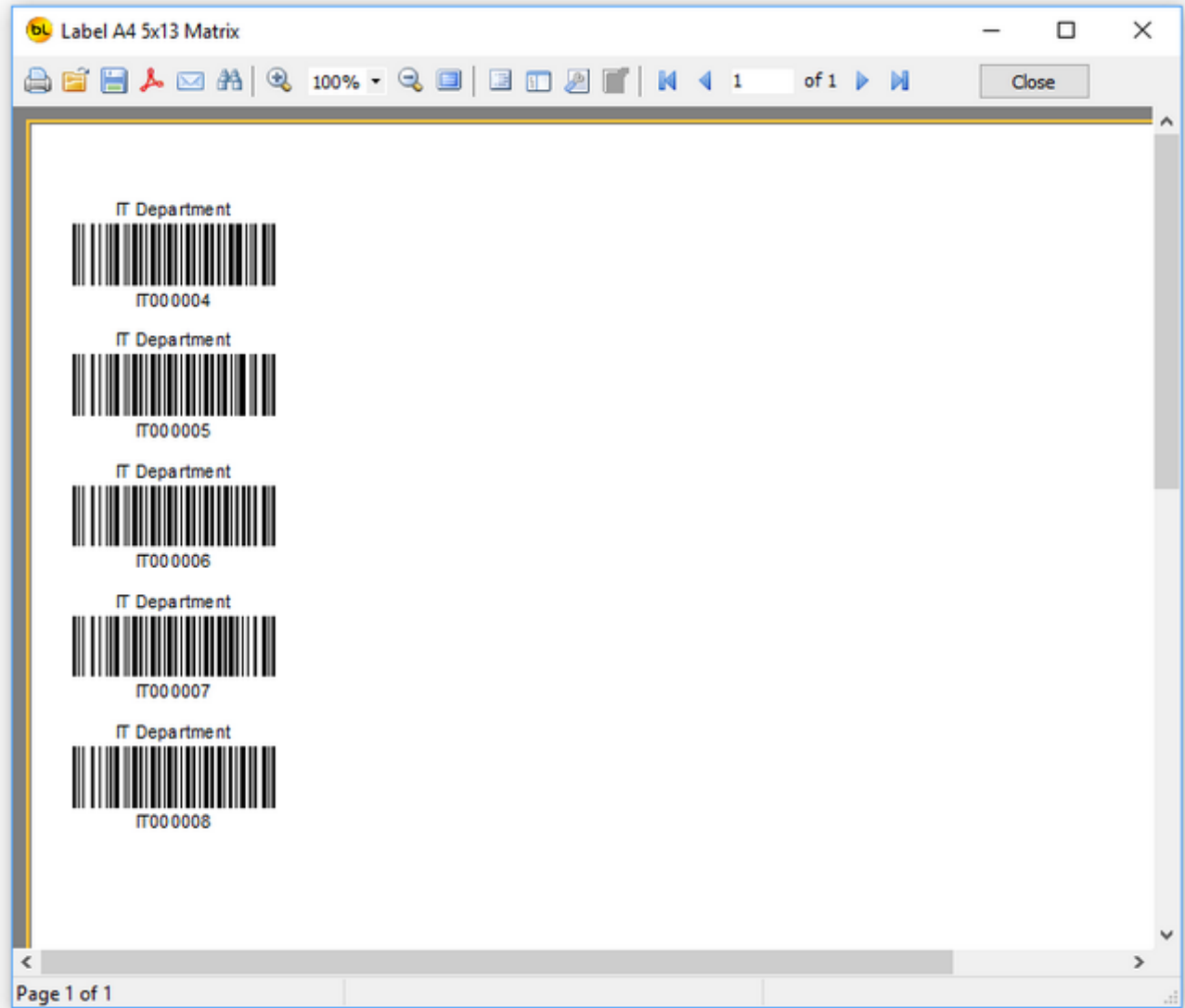


Click on the printer icon at top left to print.

When printing on A4 sheets, you will be prompted to enter the start position of the label on the page. This is so you can use partially used sheets. If you have used 5 labels from a sheet, the start position would be 6.

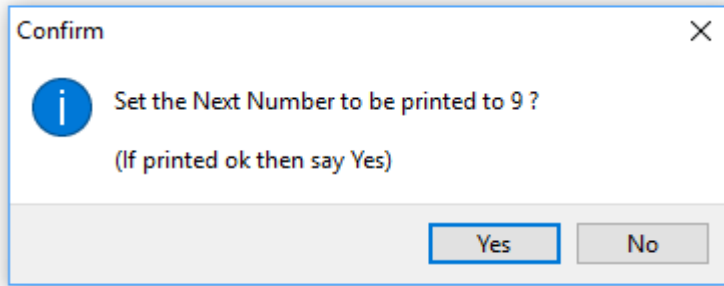


Here is an example of Avery type A4 labels (5 x 13 Matrix) labels displayed in the preview screen:



Click on the printer icon at top left to print.

4. Set the next number to be printed. After printing you will be asked if you want to set the next number to be printed.
If the labels printed ok, then you would normally say Yes so you do not accidentally print duplicates next time.
If the labels did not print correctly, throw them away, select No and try printing again.



Use a different number or reprint a label.

Be very careful when using this function to avoid accidentally duplicating existing labels.

If you need to reprint one or more labels because they are damaged or missing for example, you can print labels starting from a different number (different from the 'Next Number'). To do this, check the Use a different number box and enter the number you want to start from.

Note that if the Use a different number box is checked, you will not be asked if you want to set the Next Number and it will not be changed.

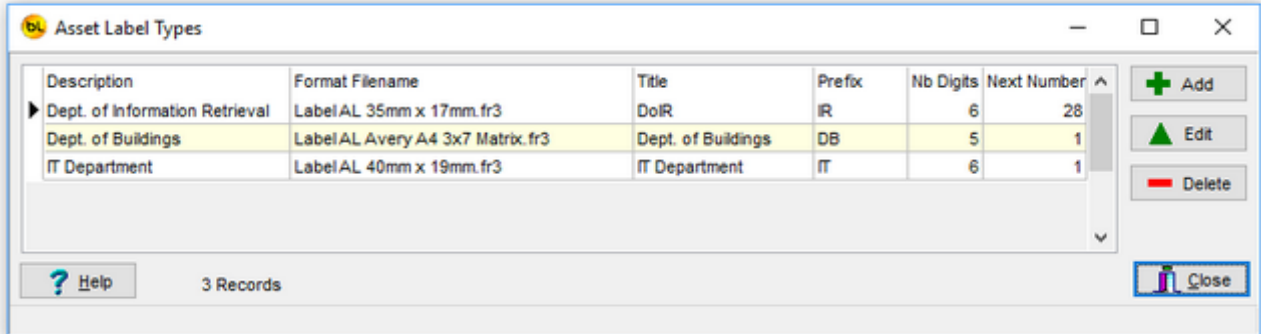
This is because you would normally want to continue the sequence where you left off and only use this feature for reprinting.

If you ever do need to change the Next Number go to [Asset Label Types](#), select the label type, click on Edit and change it there.

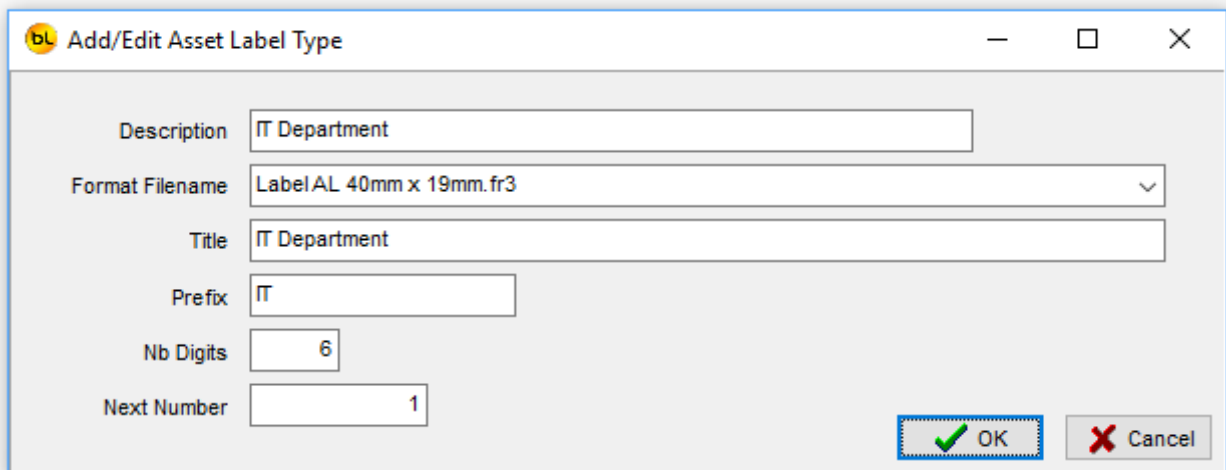
Database

Asset Label Types

To print asset labels, you must have created at least one Asset Label Type.



Click on Add to create an Asset Label Type, and fill in the details:



The available fields are these:

Description. This is only used to help you identify the asset label type. It is not printed on the labels.

Format Filename. Each label format that is installed with AssetLabeler is held in a file. These can be [edited](#), or new ones [added](#). Select the The required label format from the drop down list.

All AssetLabeler format filenames begin with Label AL .

The sizes included by default are:

Continuous Media:

35 x 17 mm

40 x 19 mm

50 x 25 mm
60 x 20 mm

A4 Sheets:

38.1 x 21.2 mm (5 columns x 13 rows = 65 per page)
63.5 x 38.1 mm (3 columns x 7 rows = 21 per page)
99.1 x 34.0 mm (2 columns x 8 rows = 16 per page)

Title. This is usually printed at the top of the label. This is optional.

Prefix. Often, Asset number begin with a prefix to help distinguish them from other asset label sequences that may already be in use. This is optional, but recommended.

Number of Digits. This tells the system how many numeric digits, with leading zeros, are to be printed after the prefix. Asset numbers are generally all the same length.

Next Number. This indicates which is the next number in the sequence to be printed. It is important that no two asset number are the same, and this helps prevent duplicates. As labels are printed, this number is incremented. It is however possible to change this number here, or override it during printing.

With the example above, the labels will look like this:



The Title IT Department is printed at the top.

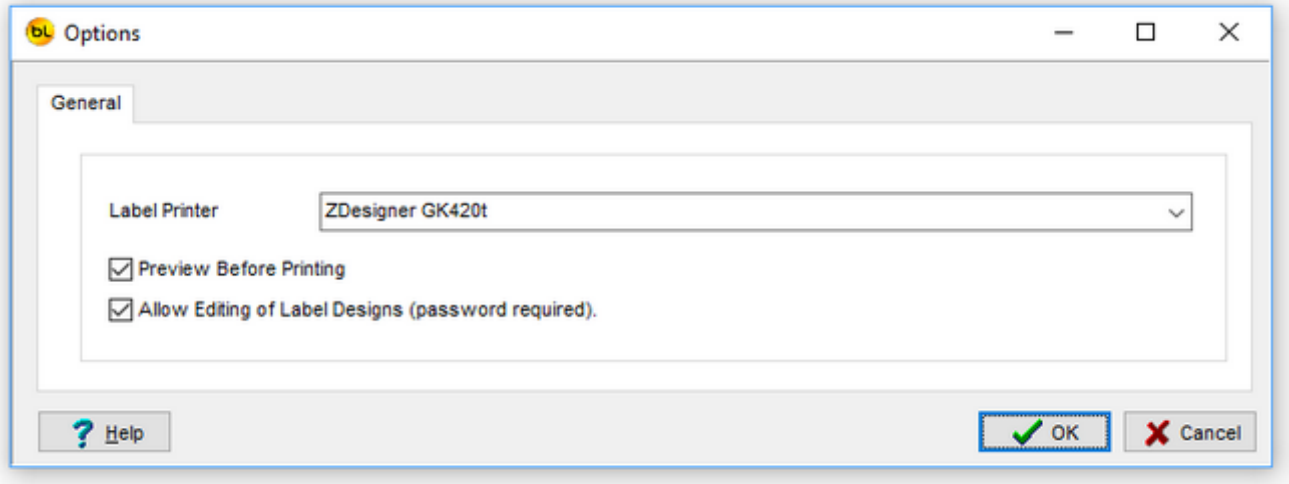
The Asset code has a prefix of IT, followed by 6 digits, and starting at the number 1, giving the first one to be printed, the asset number of IT000001.

The label format file selected was Label AL 40mm x 19mm.fr3 which is for a roll of labels with each label measuring 40mm x 19mm.

Tools

Options

Select Tools / Options from the main menu to open this window.



Use the drop-down list to select the default Label Printer from the list of available printers installed on the PC.

Preview Before Printing shows the labels on screen before sending to the printer so you can see what is about to print and check for errors.

Allow Editing of Label Designs. This enables a main menu option (Tools > Edit Label Format files) which allows you to edit the design or size of the asset labels. The instructions for doing this are outside the scope of this document as it is quite involved. If you want to give it a go, the password is barcode, but if you need a different size, want fields added or removed from the label or perhaps want a logo printed on it you may be better off contacting your supplier or Barcode Logic.

Import Custom Label Format File

If new label formats or sizes are added, this function can be used to add the label format files to those available to the system.

Once added, the new format will be available from the drop-down box when adding or editing Asset Label Types.

When this option is selected a dialog will open allowing you to browse to the location of the new label format file.

Select the file and click on Open.

The file will be copied to the folder where all the label format files are stored.

The name of AssetLabeler label format files must be in this format: Label AL*.fr3
i.e. it must begin with Label AL and end with .fr3

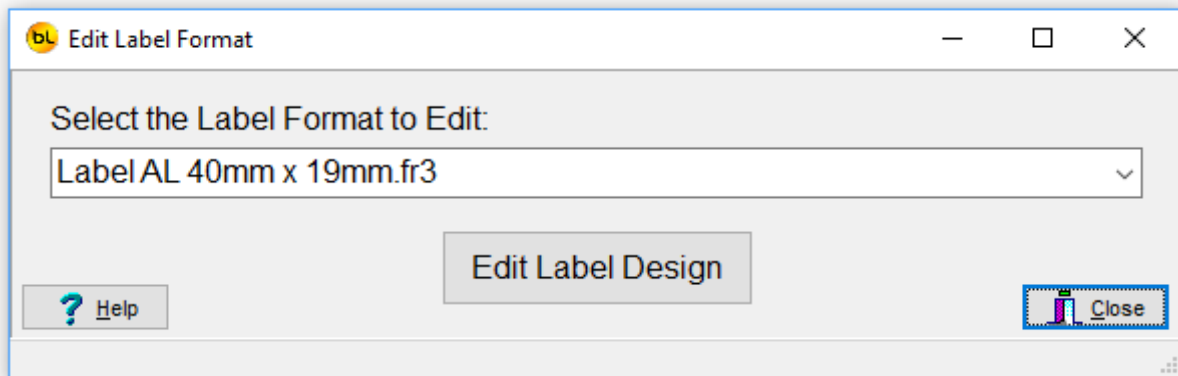
We suggest you include the size of the label in the filename so it is easy to match with the labels you are using, and perhaps a brief description
e.g.

Label AL 100mm x 19mm with date.fr3

Edit Label Format Files

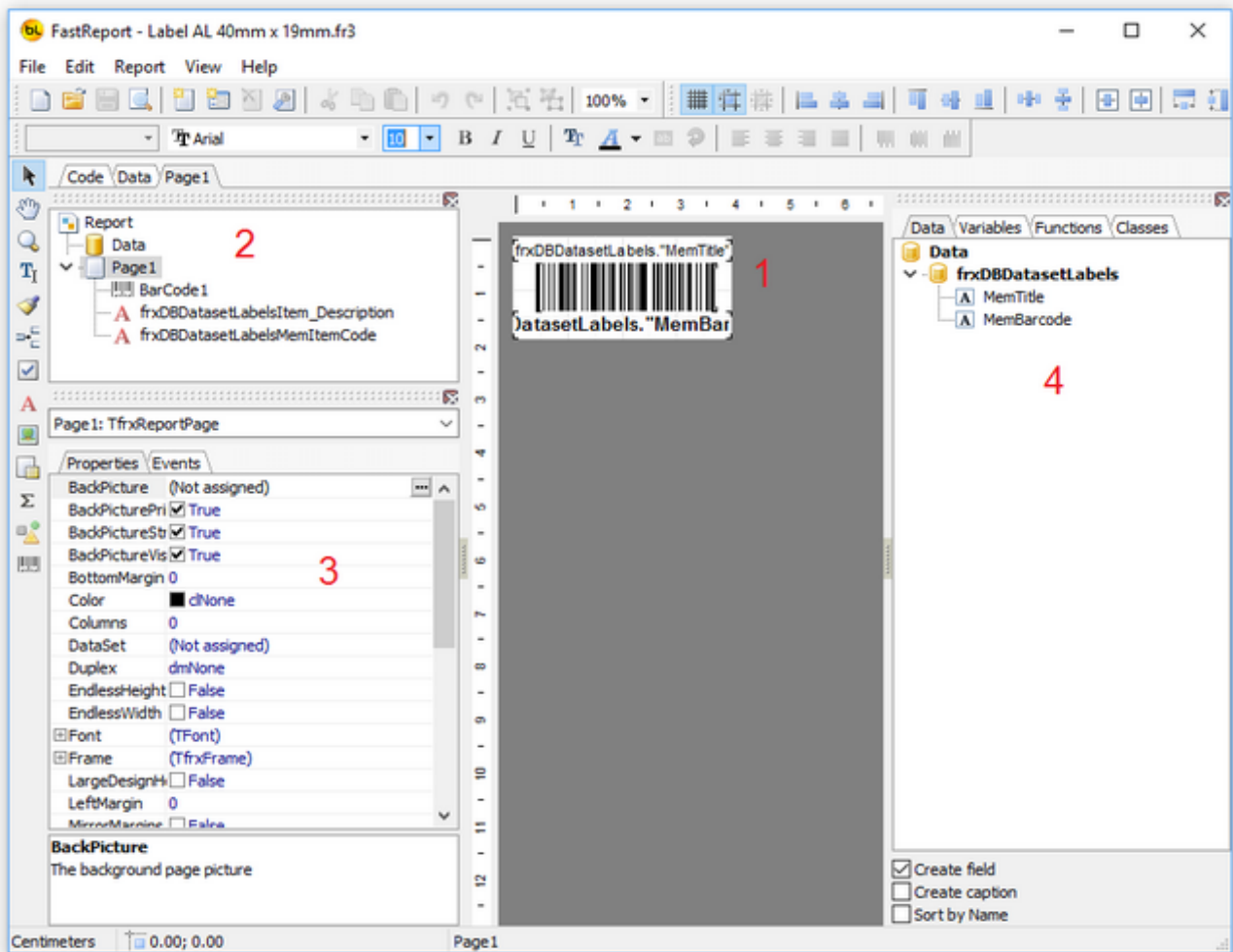
The Edit Label Format Files menu option on the Tools menu will only be visible if it has been enabled in [Options](#) (the password is barcode).

Select the label you want to edit from the drop down list at the top of the window. When creating a new label, we suggest you base it on one of the existing labels that is closest to the size you want to use (pick one with A4 in the name if you are to use A4 sheets).



So, select the label you want to edit from the drop down list and click on the Edit Label Design Button.

The selected label will be opened in the editor:



If you are creating a new label, we suggest you immediately select File > Save As from the menu at the top and give it a new name so it is easily identified and doesn't mess up the original.

Remember the filename must begin with Label AL and end with .fr3

e.g. Label AL 50mm x 25mm Freds New Label.fr3

We can't give you complete instructions here on how to use the editor, but here are some key points, and if you get stuck, give us a call (see [Contact Barcode Logic](#)).

1 This is the WYSIWYG layout of the label. Each 'object' on the label such as text or the barcode can be resized and dragged around.

You can add objects (text, pictures etc.) to it using the icons on the left.

e.g. click on the **A** icon (Text object), then click the layout to drop it on, and enter the text you want.

You can add fields from the item data from the list on the right by dragging them on to the layout (see **4**).

You can click on any object to select it so you can change its properties (see **3**).

You can Double click on objects to change some of their properties.

2 This is a list of the 'objects' that comprise the label. You can click on one to select it so you can change its properties (see **3**).
Page1 is the label itself. Select this to change the width and height of the label.
Select the BarCode1 to select its properties.

3 This is a list of properties for the object that is currently selected.
The properties available depend on the type of object chosen (text, barcodes, pictures etc.).
The common ones you will change will be:
Height
Width
Font (including colour and size)
HAlign (Horizontal alignment - i.e. Left or right justified)
VAlign (Vertical alignment).
WordWrap (for text .. will it wrap over multiple lines).

Notes on the Barcode Properties. This is important and a complex subject but here are some tips:

BarType This is important and a complex subject but here are some tips:

Some barcode types will only work with numeric codes and not alphanumeric.

If your codes are alphanumeric we recommend using setting the BarType to bcCode128B, in fact even if they are numeric this is a good option.

The other options are specialised and not generally required.

WideBarRatio We recommend you do not change this.

Zoom We recommend you do not set this below 1

Important Tips:

1. Make sure there is 'whitespace' either side of the barcode. Generally this should be at least 5mm either side where nothing is printed.

2. Print some test labels and make sure they scan easily and correctly with whatever scanner they will eventually be scanned with.

4 This is a list of the fields from the item database that you can drag onto the label (System Options).

There are actually only two .. the label title and asset barcode and these are already on the standard label formats.

You can save the label format by selecting File > Save, or just close the editor and it will prompt you to save it.

Now you can select the label format for an an [Asset Label Type](#) and preview or print them using [Print Asset Labels](#) to be sure the data fits, that they look correct and most importantly .. that they will scan correctly with a barcode scanner.

Open Label Format Files Folder

This function will open the folder where the label format files are stored in File Explorer. This may be useful if you want to back up the files or copy them elsewhere.

Select Database

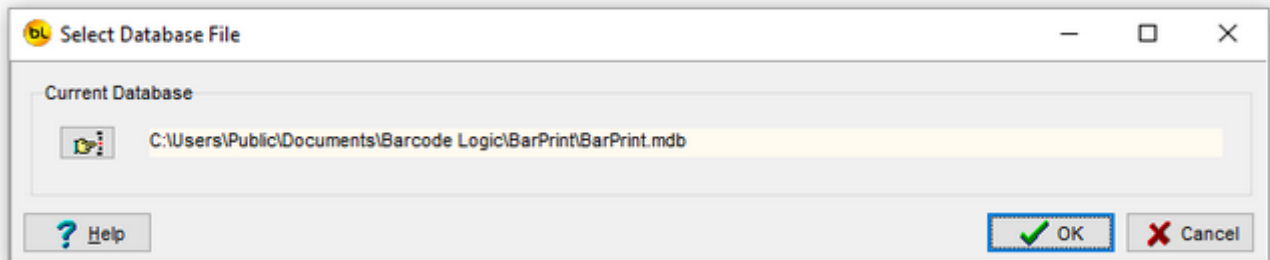
By default, the database file used by the AssetLabeler system is called AssetLabeler.mdb and lives in the Windows Common Documents directory + \Barcode Logic\AssetLabeler. On Windows 10 this is C:\Users\Public\Documents\Barcode Logic\AssetLabeler

If you need to find the database file, you can select Tools > Open Database Folder from the main menu and the folder will open in File Explorer.

You may want to move the database file to a server or other network location. You can also copy and rename it for backup purposes.

To do this, use the [Copy the Database File](#) function.

This dialog will show you the location of the database currently in use. Click on the button with the hand to select a new database.



Copy the Database File

This function allows you to copy the current database file (and optionally rename it). You may want to do this to copy it for backup purposes or so it can be shared on a server or network location.

When this function is selected, the standard Windows Save As dialog will open. Select the new location and name (if you want to change it) for the database file and click on save.

Note that after this AssetLabeler is still using the original database. If you want to use the one you have just saved, use the [Select Database](#) Function.

The path and name of the current database in use is displayed in the title bar at the top of the [main window](#).

Compact the Database File

This function can repair most errors in the unlikely even that the database file has been corrupted.

Open Database Folder

By default, the database file used by the AssetLabeler system is called AssetLabeler.mdb and lives in the Windows Common Documents directory + \Barcode Logic\AssetLabeler. On Windows 10 this is C:\Users\Public\Documents\Barcode Logic\AssetLabeler

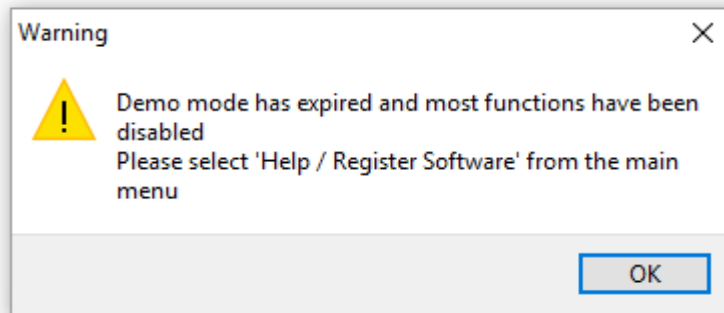
This function will open the folder where the database file is stored in file Explorer.

Help

Register Software

The AssetLabeler software will run in 'Demo Mode' for 3 days before requiring purchase and registration.

After this a dialog will appear explaining that most features have been disabled:



If you want to continue using the software, please purchase from Barcode Logic then select Help / Register Software from the main menu.

This window will appear:

Registration
— □ ×

Application Name **BarPrint**

Version: **1.0**

Site Code **3AA74E2C**

CD Licence Nb:

Scanner Serial Nb:

Supplier:

Site Name:

Contact Name:

Contact Phone Nb:

Contact EMail:

Status **Demo mode is active!!**

Date limitation active. Days left: 0

MID Code **FBB3-031A-5DF3-5A54**

Please enter your details, then send to Barcode Logic either by
 Email - click on 'Email Registration Info' button below and hit 'Send', or
 Fax - click on 'Print Registration Info' button below then fax to 02 43 225 226
 An activation code will be sent to the 'Contact EMail' address within two working days.
 Select 'Activate Software' from the Help Menu, and enter the Activation Code.

Help
Email Registration Info
 Print Registration Info
 Close

Please fill in the registration form and follow the instructions on screen.

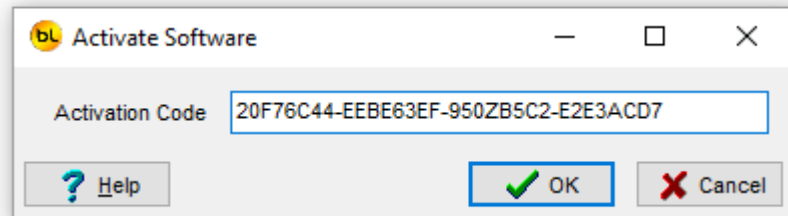
An activation code will be sent to you.

When received, select [Help / Activate Software](#) from the main menu, enter the supplied activation code and the software will be unlocked.

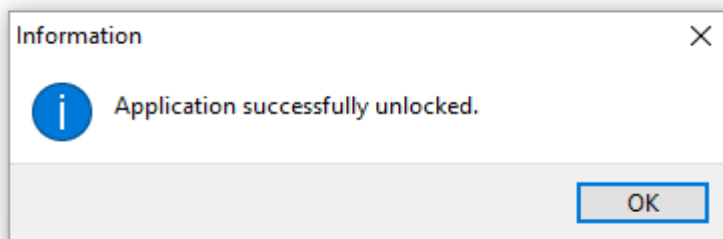
The software licence is 'tied' to the PC it is installed on. If you need to move the license to another PC, please select [Deactivate Software](#) and contact Barcode Logic with the 'remove code'.

Activate Software

When you have received your activation code, type (or cut and paste) it into the text box:

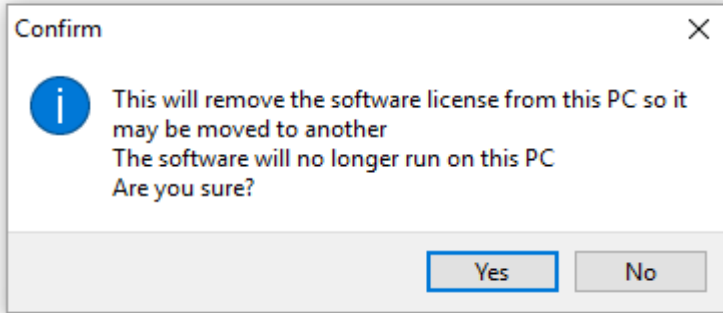


Press OK. If entered correctly, and the code is valid it will display:

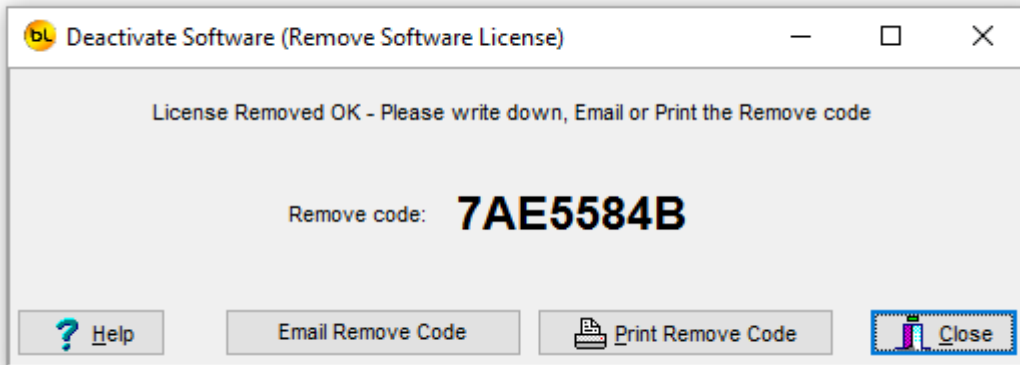


Deactivate Software

If you want to deactivate the software to move your license to another PC, select this function. You will be asked (twice) to confirm that this is what you really want to do, as once this is done, the software will stop working.



If you confirm, this window will appear:



Now you can either email, print and fax or phone in the Remove code to Barcode Logic which will allow the software to be re-registered on another PC.

Support

Your first line of support will be the organisation you purchased this system from.

Should they be unable to help, please email any questions/suggestions to:

support@barcodelogic.com.au

Contact Barcode Logic



If you have any problems or queries with this software or would like to request changes or additions, please contact us.

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