

Asset Management

Tools and Policy to track and manage IS assets.

- [Asset Labels](#)
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Asset Labels

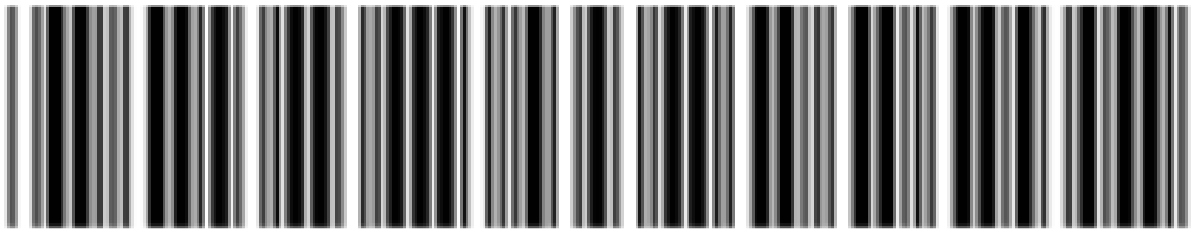
So You Need To Print Asset Tags...

- Before You Begin: Create an [account](#) for the Avery Design & Print application.
- Step 1: Identify how many tags you need to print, based on the number of new assets needing asset tags. This will be your Asset Tag Number (AT#) range.
 - Check the sheet in “[Asset Tagging Masterlist](#)” that corresponds to the site receiving new assets. Note the most recent entry.
- Step 2: Identify which codes you’ll need to create your AT# prefix, based on the “Codes” sheet.
 - Pick a “Purchasing Code” based on what site (or department) purchased these assets.
 - Pick a “Item Type Code” depending on what type of assets you are creating tags for.
- Step 3: Log in to the Avery Design & Print [application](#).
- Step 4: Using Avery Design and Print, click “Open” and choose the “ATS-Template.avery” file located at: \\storage\it\asset_tags
- Step 5: Once the file is loaded, Click on the barcode, then click “Edit Barcode” in the pop-out menu.
 - On the left side, under “Prepare Data” make sure the “Sequential Numbers” radial is selected.
 - Click the pencil icon in the SN64 rectangle.
 - The Edit Sequential Numbers window appears. Verify the following settings:
 - Type: “Numbers (1, 2, 3, ...)
 - Start Value: The most recent “End of AT# Range” +1
 - End Value: Add the number of new assets you are printing tags for.
 - Increment: 1
 - Leading Zeros: 4
 - Prefix: Combine your “Purchasing Code” & “Item Type Code” plus a “-”
 - Suffix: The 3-digit abbreviation for the site receiving these assets.
 - Press the green “Edit” button.
 - Select “Code 39X” from the “Industry Standard Format” dropdown.

- Drag and drop the “SN64” rectangle to the “Enter alphanumeric characters” field.
 - The Size of X-Dimension: 9
 - Barcode height (%): 19.5
 - Uncheck “use check digit”
 - Check “Display text below the code”
 - Click the green refresh arrow in the preview box. Verify that the preview matches up with settings from the Edit Sequential Numbers window.
 - Click the green Finish button.
- Step 6: Look at the “Navigator” box in the upper right corner.
 - Verify that the number of sheets corresponds to the number of asset tags to be printed. (Example: Trying to print 90 labels should take 3 sheets.)
- Step 7: Press the green “Preview and Print” button.
 - Step 8: Press the green “Print it Yourself” button.
 - Step 9: Click the green “Get PDF to Print” button.
 - Do not save, if prompted.
 - Download the PDF when prompted.
- Step 10: Using a color printer of your choice, plus Avery 5160 (or similar) label sheets, print the downloaded PDF.
 - The IT Secretary can assist with this process if necessary.

Asset Label Format

Adelanto Elementary School



011CB-0008MKP



If found, please call: 760-530

Understanding AESD IT Dept. Asset Label Format

Site Purchase Code - Who bought it

Item Type Purchase Code - What it is

Four-digit Unique Identifier - Is it the correct one?

Three-character Site Abbreviation - What school?

Used for Identification

Used for Record Keeping

Site Purchasing Codes:		Item Type Purchasing Codes:	
710	Adelanto District Office	Chromebook	CB
714	Information Technology	Laptop	LT

001	General Fund	Desktop or All in One	PC
993	Child Nutrition Services	Printer/Scanner	PT
713	Human Resources	Television	TV
715	Maintenace and Operations	Monitors or Displays	DI
725	Transportation	Server	SV
780	Special Education	Document Camera	DC
716	Risk Management	Audio/Visual Equipment	AV
728	Student Support Services	Access Point	AP
711	Curriculum/Academic Services	Network Switch	SW
740	Central Enrollment Center	Hotspot	HS
700	Superintendent's Office	Tablet	TB
000	All Schools/No Site	Software or License	SL
002	Adelanto Elementary School	Network Appliance	NA
316	Columbia Middle School	VoIP Phone/Equipment	VO
010	Donald F. Bradach Elementary School	Mobile Device	MD
009	Eagle Ranch Elementary School	Smartboard	SB
019	El Mirage School	Peripherals or Accessories	PA
023	George Visual & Performance Arts School	Hardware/Components	HW
021	Gus Franklin Jr. STEM School	Technician Tools	TT
003	Independent Study Program	Cables and Interconnects	TX
325	Melva Davis Academy of Excellence	Security Cameras & Equipment	SC
314	Mesa Linda Middle School	Chomebook Carts	CC

011	Morgan Kincaid Preparatory School	Uncategorized or Unknown	UU
015	Theodore Vick Elementary School	Apple TV	AT
017	Victoria Magathan Elementary School	MacBook	MB
018	West Creek Elementary School		
007	Westside Park Elementary School		