

Customizing and Printing Fixed Asset Labels





Note

The CPT-711 portable barcode scanner is no longer available.

If you use the label scanner, using labels for your fixed assets can make taking inventory a much quicker job. You can print labels at any time. ACS provides four options for printing [fixed assets labels](#) on a laser printer.

After previewing the labels, you can click **Customize** to change the label layout if changes are needed.

1. Under Generate Reports, click the **Labels** tab.
2. In the drop-down list, select **Asset Labels** and click **Go** .
3. Under **Reports**, select a label format and click **Customize**.
4. **Optional:** [Make any selections that you want on the Options tab.](#)
5. Click **Label Layout**.
6. Select the fields that you want to print on each line of the labels. To learn more, see the Additional Field Information below.
7. Click **Preview**.
8. When the labels display, click **Print** .

Additional Field Information

Line 1 through Line 5

Select the field that you want to print on the designated line. If you select <None> in a label field, nothing prints on the line. The label layout has a predefined list of label fields.

Show Desc.

Select to print the field description and the data in the field.

Text

Select to enter text on a particular line. If you select Text and do not enter anything, nothing prints on the line.