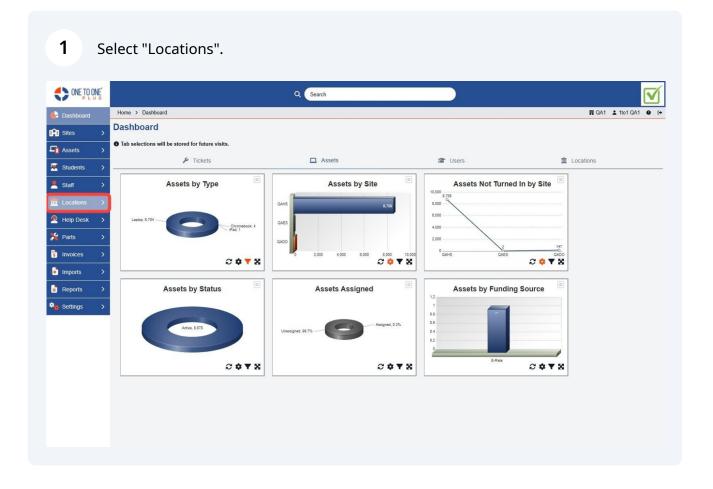
Print Location Labels



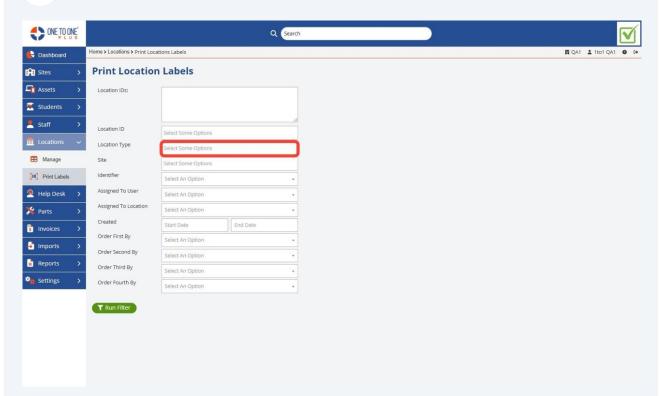
This guide offers a simple process for printing and customizing location labels, saving time and reducing errors to streamline your labeling tasks.



2 Select "Print Labels".

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Sites >	Dashboard			
Assets >	• Tab selections will be stored for future visits.			
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Staff >	Assets by Type	Assets by Site	Assets Not Turned In by Site	
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Use the fields to filter results.



4 Select "Run Filter".

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🖣 Assets 🔷	Location IDs:				
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≜ Staff >	Location ID				
🏦 Locations 🗸 🗸		Select Some Options			
Manage	Site	Select Some Options			
Print Labels	Identifier		Select Some Options		
	Assigned To User	Select An Option			
A Help Desk →	Assigned To Location	Select An Option		•	
۶ Parts 💦	Created	Select An Option		*	
🔋 Invoices >	Order First By	Start Date	End Date		
🔓 Imports 🛛 🔉	Order Second By	Select An Option		*	
🖹 Reports 🔷 🖒	Order Third By	Select An Option		*	
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		Select An Option 🔹			

Choose the "Avery Template".

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Students				Avery Template	5160	×	
Staff 2	Location ID			Number to Print	1	~	
	Location iD	Select Some Options		Print Start Position	1		
Locations N	Location Type	Select Some Options			1		
🗄 Manage	Site	Select Some Options		Print 27 Labels			
Print Labels	Identifier	Select An Option					
Help Desk	Assigned To User	Select An Option	Select An Option Select An Option				
Yearts	Assigned To Location	Select An Option					
Invoices	Created	Start Date	End Date				
Imports 2	Order First By	Select An Option		•			
	Order Second By	Select An Option		•			
Reports 2	Order Third By	Select An Option		•			
Settings	Order Fourth By	Select An Option		•			
- Serrings - A	Y Run Filter	Select An Option)	•			
	Location ID	Location Type	e Site	e Identifier	Assigned To User	Assigned To Location	
	QAHS-Cart 10	Bin	QAI	HS ?? identifier	Brian Hinson		
	QAHS-Bin 1	Bin	QAF	HS			

Enter the number of labels to print.

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Print Labels	Identifier	Select An Option				
Help Desk	Assigned To User	Select An Option				
🌿 Parts	Assigned To Location	Select An Option	*			
5 Invoices	Created	Start Date	End Date			
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🛃 Imports	Order Second By	Select An Option				
Reports	Order Third By	Select An Option				
🏘 Settings	Order Fourth By	Select An Option	Ŧ			
	T Run Filter Preview of Fir	st 15 Record(s)				
	Location ID	Location Type	Site	Identifier	Assigned To User	Assigned To Location
	QAHS-Cart 10	Bin	QAH	15 ?? identifier	Brian Hinson	
	QAHS-Bin 1	Bin	QAH	iS		*

7 Enter a "Start Position" if a partial sheet is used.

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Staff >	Location ID			Number to Print	1	
Locations v		Select Some Options		Print Start Position	1	
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Help Desk >	Assigned To User	Select An Option ·				
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→ Imports →	Order First By	Select An Option				
	Order Second By	Select An Option	•			
🚦 Reports 🔹 🗲	Order Third By	Select An Option				
Settings >	Order Fourth By	Select An Option				
	Run Filter Preview of First Location ID QAHS-Cart 10 QAHS-Bin 1	St 15 Record(s) Location Type Bin Bin			Assigned To User Brian Hinson	Assigned To Location

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8 Click Print Labels to generate a PDF of location labels to print.

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s Invoices >	Created	Start Date	End Date				
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	Order Second By	Select An Option					
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	Location ID QAHS-Cart 10	st 15 Record(s) Location Type Bin	g Site		Assigned To User Brian Hinson	Assigned To Location	
	QAHS-Bin 1	Bin	QAH	5			

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