



Barcode Label Installation Instructions

CLEANING

The location where the label is being applied to the asset must be cleaned with an alcohol wipe BEFORE the barcode label is applied. If that location on the asset appears to be oily, it must be wiped down first with a degreasing agent and then wiped again with the alcohol wipe. It is crucial that these cleaning rules/procedures are followed or there will be label failure (they will fall off).

1. First wipe the asset with a degreaser to eliminate any oily substances on the asset.
2. Then, use the alcohol wipe which will eliminate any dirt, dust, or residue left behind after using the degreaser.
3. Lastly, use a cotton pad to dry the asset.

THESE STEPS MUST BE USED BEFORE APPLYING ANY BARCODE LABELS. WITHOUT CLEANING THE ASSET, THE ADHESIVE FROM THE LABELS CANNOT BOND WITH THE ASSET, CAUSING THE LABELS TO FALL OFF OR NOT STICK PROPERLY. THE CLEANING SHOULD BE DONE WITH ATTENTION TO DETAIL TO AVOID ANY POTENTIAL ISSUES.

LABEL APPLICATION

1. Carefully peel label backing to avoid contaminating adhesive side.
2. Apply barcode label to asset following engineering specifications.
3. Apply even pressure to barcode label using a squeegee or roller.

ASSOCIATING AN ASSET SERIAL NUMBER TO A BARCODE

1. Use Module E, Function 4 for Firearms or Module D, Function 6 for Equipment.
2. Enter the asset serial number and press the TAB key.
3. Click the barcode label field.
4. Using a barcode scanner, scan the asset barcode to populate the barcode field.
5. Click DESIGNATE button.
6. Click EXIT.