This process allows you to print labels to be read by a PDCD. Prior to using the process, an Automated Information Technology (AIT) Label Format must be built for your Unit Identification Code (UIC). The AIT Label Format is retrieved when printing asset labels. This process allows you to print or reprint asset or location labels. You may print the labels individually or print a range of labels. In addition, a free-form functionality exists that allows you to input up to twenty characters to print on a label.

This document covers the following topics:
- Print Asset Id Labels
- Print Location Labels
- Print Requested Labels

Print Asset Id Labels

1. Select **Print Labels** from the AIT menu

2. Verify the **Asset Id** tab is selected

3. Select the radio button adjacent to the method of asset selection
    a. Asset Id – Prints a single label for an asset. A range of assets can be printed when combined with the Asset Id To field.
    b. Custodian Nbr – Prints asset labels assigned to a single custodian. Asset labels can be printed for a range of custodians using the Custodian Nbr To field.
    c. Stock Nbr – Prints labels for all assets with the chosen stock number
    d. Label Text – Prints labels with any alphanumeric text entered by user
    e. Include Sub Cust - Used in conjunction with Custodian Nbr field for printing labels for sub-custodian assets

4. Enter selection criteria or use the browse button to choose selection criteria

5. Select a Group By option if desired
    a. Custodian Number
    b. Location

6. Enter the number of copies

7. Select a Label Purpose from the dropdown list
    a. Available options were created using the Label Format page.

8. Select your printer's manufacturer
   a. Intermec
   b. Zebra

9. Select the **Print** button

10. Complete the Windows Print dialog box to print labels

Print Location Labels

1. Select **Print Labels** from the AIT menu

2. Select the **Loc** tab

3. Select the radio button adjacent to the method of location selection
   a. Loc – Prints a single label for a Location. A range of locations can be printed when combined with the Loc To field.
      i. Include Sub Loc – Option when Loc is selected; All sub locations are printed
   b. Sub Loc – Allows printing labels for a sub location within a specified location. A range of sub locations can be printed when combined with the Sub Loc To field.
      i. Include Sub Loc – Selected by default when Sub Loc chosen.
      ii. New Sub Loc – New sub locations are printed with the selected location
   c. Custodian Nbr – Prints labels for all locations for a custodian's assets. A range of locations can be printed when combined with the Custodian Nbr To field
      i. Include Sub Loc – Option when Loc is selected; All Sub Locations are printed
      ii. Include Sub Cust – Option when Custodian Nbr is selected, All Locations for sub custodians are printed.

4. Enter selection criteria or use the browse button to choose selection criteria

5. Select any available include options as desired

6. Enter the number of copies

7. Select a Label Purpose from the dropdown list
   a. Available options were created using the Label Format page.
   b. The label size is the only feature of the label format used.

8. Select your printer's manufacturer
   a. Intermec
   b. Zebra

9. Select the **Print** button

10. Complete the Windows Print dialog box to print labels

Print Requested Labels

Note: Labels must have been previously requested or automatically generated before this process can be utilized.

1. Select **Print Labels** from the AIT menu

2. Select the **Requested** tab

3. Select a Label Type from the dropdown list
   a. A-Asset
   b. L-Location
   c. S-Sub-Location

4. Select any additional search criteria
   a. Custodian Nbr – Labels requested for authorized Custodians
   b. Loc/Sub Loc – For Location Labels requested by Location
   c. User Id – For all Labels requested by user
   d. Previously printed – Used for reprinting labels printed within the past seven days

5. Select the **Search** button

6. Select the label(s) you wish to print

7. Select the **Continue** button

8. Enter a Print Quantity

9. Select the **Continue** button

10. Select a Group By option if desired
    a. Location
    b. Custodian Number

11. Select a Label Purpose from the dropdown list
    a. Available options were created using the Label Format page.

12. Select your printer's manufacturer
    a. Intermec
    b. Zebra

13. Select the **Print** button

Complete the Windows Print dialog box to print labels