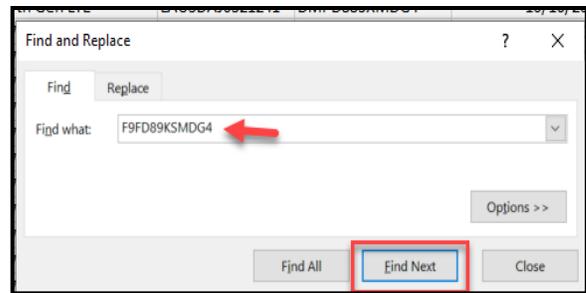


# How to Generate Barcodes?

## 01. Identify Asset Tag

- If the asset tag is unknown:
  - For Chromebooks, press **ALT V** on the keyboard and the serial number will appear on the screen
  - For iPads, go to **Setting** app, click **General**, select **About** and the serial number will be listed
- Generate an **assets deployed report** from <https://achieve.lausd.net/Page/16850>
- Export report in excel
- Press **CTL F** on keyboard within excel report
- Input the **serial number**
- Click **Find Next** or press **enter**
- Device will be located and the asset tag will be listed in the next column
- Gather the asset tags



Asset Tag	Asset Serial Numbi	Asset Date Acquire	Ass
LAUSDAJ0293750	F9FD83QGMDG4	9/24/2020	
LAUSDAJ0293756	F9FD88GVMGDG4	9/24/2020	
LAUSDAJ0293767	F9FD88F5MDG4	9/24/2020	
LAUSDAJ0293769	F9FD8234MDG4	9/24/2020	
LAUSDAJ0297729	F9FD8985MDG4	9/24/2020	
LAUSDAJ0297959	F9FD89KSMGDG4	9/24/2020	
LAUSDAJ0297982	F9FD88FGMDG4	9/24/2020	
LAUSDAJ0300012	F9FD88U3MDG4	9/24/2020	
LAUSDAJ0314185	DMPD825FMDG4	10/16/2020	
LAUSDAJ0318017	F9FD862KMDG4	10/20/2020	
LAUSDAJ0320470	DMPD8ALEMDG4	10/20/2020	
LAUSDAJ0321241	DMPD883XMDG4	10/16/2020	

## 02. Create Label

- Go to <https://www.ruggedtabletpc.com/barcode-generator>
- Click on **Barcode Sheet**
- Select **Code 39**
- In the include text dropdown, select **Yes**
- Enter one or more asset tags under **Barcode Values (one per line)**
- Click **Generate Barcode Sheet**
  - \* A barcodes(XX).pdf file will be download to your computer
- Open PDF
- Print barcodes on address labels

Barcode Image Barcode Sheet

Barcode sheets use a 1" x 2-5/8" layout that works with many Avery Easy Peel®. Each page can fit up to 30 barcodes. A max of 30 barcodes can be generated at a time.

Symbology

UPC-A

ITF

Code 39

Code 128

Include Text

Yes

Barcode Values (one per line)

CS42311

Generate Barcode Sheet

