

# Manual Mencetak Barkod

Langkah-langkah mencetak Label/Barkod.

1. Klik Menu Carian Aset
2. Klik Sub Menu Carian Harta Modal/Carian Inventori

The screenshot shows the SPA system interface for searching assets. The main form is titled 'Maklumat Harta Modal' and includes several sections for filtering results:

- Imbas Barkod:** A text input field for barcode search.
- Filtering Options:** Checkboxes for 'No. Barkod', 'No. Siri Pendaftaran', 'Kod Nasional', 'No. Rujukan Fail', and 'Kategori'.
- Location Selection:** A dropdown menu for 'Bahagian' (Department) with '16 - UNIT TEKNOLOGI MAKLUMAT' selected.
- Search Criteria:** Fields for 'No. Pendaftaran (Digi Kementerian)', 'No. Cukai/Siri', and 'No. Pendaftaran'.
- Advanced Search:** Fields for 'No. FTJ Bahagian', 'Jenis dan No. Enjin', and 'No. Pendaftaran'.
- Perolehan Ases:** A section for acquisition details with checkboxes for 'Pilih Semua', 'Dibeli', 'Sewa-beli', 'Hadiah', 'Pinjaman', 'Lucud Hak', 'Tukar Beli', and 'Tukar Barang'.
- Location Selection:** Fields for 'Negari' (10 - Selangor), 'Daerah' (06 - Sabak Bernam), 'Cawangan' (01 - POLITEKNIK SULTAN IDRIS SHAH), and 'Lokasi' (Bangunan, Luar Bangunan, Semua).

3. Klik butang Cari

The screenshot shows the search results page in the SPA system. The table displays a list of assets with the following columns:

No	No. Siri Pendaftaran	Jenis Aset	Jenama	No. Cukai/Siri Pembuat
1	KPMP/PSIG/H05347	ALAT HAWA DINGIN MUDAH ALIH	QUAYLE KY 25CR1	C2Y32948D
2	KPMP/PSIG/H05348	RACKMOUNT SERVER	DELL PowerEdge 6800	D38NH1S
3	KPMP/PSIG/H05349	RACKMOUNT SERVER	DELL PowerEdge 6800	F38NH1S
4	KPMP/PSIG/H05350	RAK SERVER	DELL PowerEdge Rack 2K	
5	KPMP/PSIG/H05351	UNINTERRUPT POWER SUPPLY	APC Smart UPS RT3000	N5054800729
6	KPMP/PSIG/H05352	VPN / FIRE WALL APPLIANCE	Fortigate 300A	C4FK88-Q4AA
7	KPMP/PSIG/H05353	MESIN FOTOGRAF	FUJI XEROX DOCUMENT CENTRE 156	680251
8	KPMP/PSIG/H05373	TOWER SERVER	HP PROLIANT ML350	TWY60100AF
9	KPMP/PSIG/H05374	TOWER SERVER	HP PROLIANT ML350	TWY55100FF
10	KPMP/PSIG/H05375	TOWER SERVER	DELL PowerEdge SC1420	96HGJ1S

4. Untuk mencetak Barkod sekaligus


Langkah 1. Klik Cetak Barkod

Langkah 2. Tukar Halaman di bahagian atas hasil carian untuk mencetak barkod halaman seterusnya.

Langkah 3. Ulang sehingga semua barkod dicetak.

5. Untuk mencetak satu persatu.

Langkah 1 Daripada hasil carian.

Langkah 2 Klik butang paparan  dan paparan aset akan dipaparkan. Lihat di bahagian kanan atas monitor anda.

Langkah 3 Klik cetak barkod.

Langkah 4 Klik butang print.

Contoh label Aset :

