

Creating Schedule2.IT Box Inserts

Box inserts are printable identification cards placed inside Narcotic boxes, kits, bags, safes, or other inventories. Use this guide to create and print inserts.

Before You Begin

- **Access:** Confirm you can open Admin > Inventory > Box Inserts. If the menu is missing, ask your agency administrator or Schedule2.IT support to review your permissions.
- **Insert wording:** Decide what should appear on the inserts, such as your agency address and phone number or medication PAR levels.
- **Printing:** Have A4 paper available. Box inserts are formatted for A4 printing.

Set Up Box Inserts

1. **Open Box Inserts.** In Schedule2.IT, go to Admin > Inventory > Box Inserts.
2. **Choose a size.** Set each inventory that needs an insert to Small or Large.
 - Choose "Not Set" for inventories you do not want to print.
3. **Create Box Name.** Select Edit Default and enter the text that should appear on multiple inserts.
4. **Add or remove lines.** You can add up to 10 lines with up to 33 characters per line.
 - Use + to add a line, the trash button to remove one, and click or tab outside each field to save.
5. **Choose Default or Custom.** Use Default unless you'd like custom information inside certain boxes.
 - For Custom Insert: Select "Use Custom", then Edit,

Important: If any inventory uses Default, save default label content before printing.

Size	Printed size	A4 layout
Small	6 x 12 cm	4 inserts per page
Large	19.5 x 9.5 cm	2 inserts per page
Not Set	No insert	Excluded from preview and print

Examples:



Print Box Inserts

6. **Open the preview.** Confirm each required inventory is Small or Large, then select Print All.
7. **Set the print options.** Use A4 paper and enable Background graphics. Choose Landscape if the browser does not apply it automatically.
8. **Check the preview.** Make sure every inventory name, label, logo, and Data Matrix code is fully visible, then print.
9. **Cut the inserts.** Cut along the dashed borders. Keep the full Data Matrix code and its white margin intact.
10. **Place the inserts.** Place each finished insert inside the matching inventory. If you laminate the inserts, keep the code and its white margin clear.

Scan note: The Data Matrix code identifies the inventory on counts/shift changes only. It does not complete an inventory action or transaction.

Before You Finish

- **Inserts:** Confirm the inventory name, size, and Default or Custom wording are correct.
- **Codes:** Make sure every Data Matrix code is clear and its white margin is unobstructed.

Common Fixes

- **Missing from preview:** Set the inventory to Small or Large; Not Set is excluded.
- **Wrong wording:** Check whether the inventory is using Default or Custom.
- **Agency Logo missing:** Enable Background graphics and confirm the agency logo is configured.
- **Code will not scan:** Reprint on A4, preserve the white margin, and scan on a flat surface in good lighting.
- **Menu not visible:** Confirm the user's inventory-management permissions.