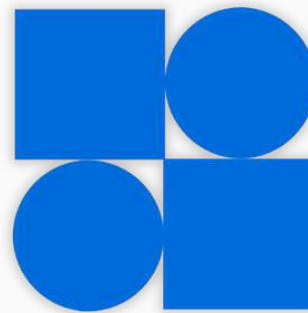
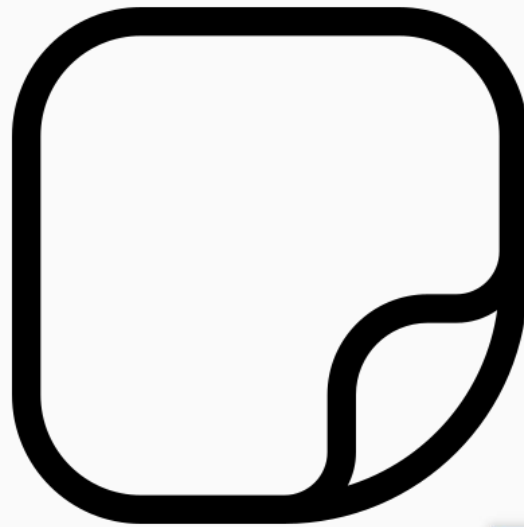
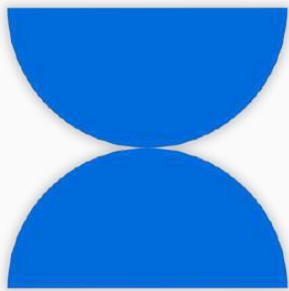




GUIDE

LABELING RECOMMENDATIONS

Efficient inventory management:
Your guide to perfectly applying labels!



Labeling Recommendations for Inventory and Furniture

This labeling recommendation serves as a guideline for marking inventory and furniture. It contains recommendations for the placement of adhesive labels on various objects, as well as additional notes for special inventory and furniture.

Standard Furniture & Inventory

	Type	Recommendation
Rooms	Room number	Inside door frame, hinge side, top, portrait orientation
Technical Equipment	General devices (projector, desktop PC, printer, TV, monitor, notebook, overhead projector, scanner, telephone)	Next to the serial number plate
Technical Equipment	Projector (ceiling-mounted)	Underside, free corner
Kitchen	Serving / transport cart	Side rail, bottom, portrait orientation
Kitchen	Stove / refrigerator	(Left) bottom corner
Kitchen	Microwave, coffee machine, kettle	Back side, near serial number

Standard Furniture & Inventory

	Type	Recommendation
Technical Equipment	Monitor	Back side, centered
Technical System	System	Next to the serial number plate (alternatively, on components belonging to the system, e.g. inside of fuse/switch box door, bottom left)
Furniture	Chairs (office, sled-base, cantilever, stool, bench, folding, with/without armrests)	Underside of seat, centered (upholstered seats: underside of frame, centered)
Furniture	Evacuation chair	(Right) side of frame, rear
Furniture	Tables (office, conference, trapezoid)	(Left) leg, front, underside, upper area
Furniture	Round table	On the center leg, underside, upper area, portrait orientation
Cabinets, Shelving & Containers	Shelving units	(Left) inner side wall, top
Cabinets, Shelving & Containers	Mobile pedestal (rolling container)	(Left) outer side, top (left)
Cabinets, Shelving & Containers	Cabinets with doors	Non-lockable: (left) inside, top · Lockable: (left) door panel, outside, top (left)
Cabinets, Shelving & Containers	Display cabinets	(Left) outer side, top (left)

Standard Furniture & Inventory

	Type	Recommendation
Office Equipment	Projection screen (electric)	Bottom frame rail, underside, (right)
Office Equipment	Rotating file column	Inside of the base support strut
Office Equipment	Presentation wall	Underside of the frame rail, right
Office Equipment	Brochure stand	With center base: inside of base support · Wall-mounted: front, top, portrait orientation (left) · Other: back, frame, top (left corner)
Office Equipment	Magnetic board	Front of frame, top, (left) corner
Office Equipment	Room divider / partition	Frame, portrait orientation, upper area
Miscellaneous	Beds / couches	Long side, (left) leg, front, upper area
Miscellaneous	Vehicles	Affix to a separate sheet and file with the centrally kept vehicle documents
Miscellaneous	Fire extinguishers	Near the inspection seal
Miscellaneous	Hand truck (dolly)	Crossbar, centered, back
Miscellaneous	Software	Affix labels to a separate sheet and file it accordingly, near the asset

Standard Furniture & Inventory

	Type	Recommendation
Data Center	Server rack (SR)	Each server rack labeled individually as an asset → top, centered
Data Center	Contents of the server rack	Must be considered and handled individually; a separate concept will be created if needed.

Special Furniture and Inventory

Furniture	Type	Recommendation
Medical Furniture	Operating tables	On the side frame structure, clearly visible and easily accessible
Medical Furniture	Examination couches	Underside of the surface or on the side of the frame
Laboratories	Lab tables	On the end of the table, below the work surface
Laboratories	Chemical cabinets	Inside the door, above eye level
Specialty Workbenches	Electronics workbenches	On the side of the frame, clearly visible and not covered by work materials
Museum & Exhibition Furniture	Display cases	On the inside of the frame, outside the sightline of the exhibits
Museum & Exhibition Furniture	Exhibition tables	Under the tabletop, at the inner edge

Special Furniture and Inventory

Inventory	Type	Recommendation
Medical Equipment	X-ray machines	On the main console, near the serial number
Medical Equipment	Dialysis machine	Back side, next to the maintenance hatch
Laboratory Equipment	Centrifuges	On the back, near the power supply
Laboratory Equipment	Spectrometers	On the side of the device, near the control panel
Research & Measurement Technology	Telescopes	Below the main body, at the tripod mount
Research & Measurement Technology	Specialty equipment	In an easily accessible but protected location, to allow for regular maintenance
Industrial Systems	Production line	On the main modules of the system, clearly visible to maintenance staff
Industrial Systems	Robotic arms	At the base of the arm, easily accessible and visible

Important Recommendations & Naming Conventions

Naming Conventions

- ✓ **Unique naming:** The inventory name should be unique and contain all necessary information to allow clear differentiation from similar inventory items.
- ✓ **Special character restriction:** Avoid special characters unless they are specified in the naming conventions.
- ✓ **Spacing:** Use names with spaces, or written continuously with separating characters.
- ✓ **Length:** Define a maximum length for the name.
- ✓ **Capitalization:** The name should be clear yet easy to understand, even for employees who are not familiar with the item.
- ✓ **No abbreviations:** Avoid abbreviations unless they are specified in the naming conventions.
- ✓ **Manufacturer name:** Technical inventory should include the manufacturer's name so it can always be identified. It is recommended to create a separate field for the manufacturer in the system.
- ✓ **Related assets:** Assets consisting of multiple components should be marked as belonging together in the name.
- ✓ **Filtering:** Manufacturer and model can be listed in separate fields to allow for better filtering later.



Important Recommendations & Naming Conventions

Environment & Safety

- ✓ **Environmental conditions:**
Make sure that labels used in areas with high humidity, temperature fluctuations, or heavy cleaning demands are specially treated and durable for the long term.
- ✓ **Safety-related notes:**
For safety-relevant items, such as evacuation chairs or fire extinguishers, labels should be placed in clearly visible and accessible locations without impairing their functionality.



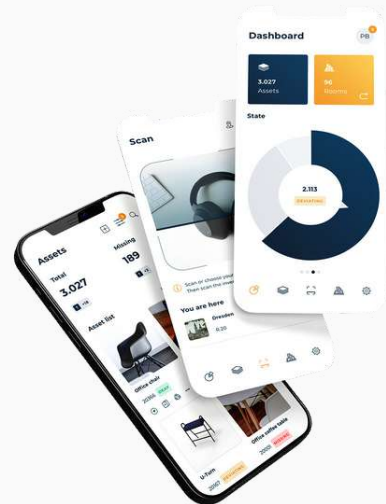
Your Company. Your Inventory App.

In focus: The seventhings App

Effortlessly manage your inventory with the [seventhings Inventory App](#).

Our mobile app for Android and iOS lets you manage all your company's inventory items easily and quickly, 24/7. Simply scan the label on your item with the camera and edit all the information directly in the app – saving time, working from anywhere, and without needing an internet connection!

Our app also works in offline mode, which means a missing internet connection won't stop you from managing your inventory.



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