Following is the text version of the Training on Demand module, Printing Inventory Labels.

How many times have you had customers bring an item to your point of sale counter to ask the price? Have they ever found out that the price on the bin label is not correct when you tell them what they owe? Both scenarios can make for unhappy customers and, equally as bad, loss of profit when you have to sell the item at the lower bin label price.

One of the best ways to keep your customers happy and not give away profit is to have accurate pricing displayed in your store. The easiest, most efficient way to do this is to make sure the bin labels are kept current when prices change, or when you move product to a different location in your store. Bin Labels also help eliminate the need for putting price stickers on individual items.

In this module, I will show you how to print bin labels one at a time from Inventory Maintenance, print a group of labels entered in Label Manager, and create a batch of labels from the Bin Label Reports (RBL).

Individual Item Bin Labels can be printed from Inventory Maintenance if you have label printer, such as a Zebra printer, that prints labels one at a time from a roll. This is helpful if you notice that a bin label is missing or only need a few labels for one or two items.

With Inventory Maintenance open, enter the item number in the SKU field, and press Enter to display the information. Next, click the Codes tab and click the Print Labels link.

The Print Label box displays. Select the printer, the quantity of labels you wish to print for this SKU, the label format, Print Immediately, and then click OK. This process works well when you only need a few new bin labels and you don’t want to waste a half a page of sheet labels.

There is one caveat to printing labels using this option. If you specified a default number of bin labels to print when setting up Location codes, that number will override whatever quantity you enter in the Print Label box. If you want to be able to specify a different number whenever you print a label or run the Item Bin Labels Report (RBL), the number of Bin Labels flag should be set to N.

If you need to print labels for several items and want to print them on laser labels, select Save to Batch instead of Print Immediately. The items selected are sent to, and can be printed from, the Label Manager. We’ll talk about this process in the next section.

When you need to print bin labels and you do not have a label printer that prints them one at a time on a roll, or if you want to print several labels at a time, you will print them on a Laser Printer using Label Manager.

The first step is to add the items that need labels to the Label Manager grid. You can do this one at a time or use the Inventory Viewer to add several at once.

Let’s open Label Manager grid and walk through adding items one at a time. To do this, open the Eagle Browser and click Label Design & Printing Menu. Then select Print Inventory Labels. Label Manager opens with a blank grid, and you’re ready to add the item information.

Click Add and enter the SKU and the Quantity for an item that needs a bin label. Since you’re printing bin labels, you’ll check this box. Then press Enter and the item is posted to the grid.

Just as with the first method we discussed, if you specified a quantity in the “# of Bin Labels” field in Inventory Maintenance for this item, that number will override the quantity entered here, in the Add Label Record box.

If you do not know the item numbers of the SKUs you need to print bin labels for, you can look them up using the Inventory Viewer.

Open the Viewer (F9) and click ‘Change Lookup’ to select the method you’d like to use to find the items. Don’t forget to press Refresh to load the items into the Inventory Viewer.

Once the items have loaded, you’re ready to select the item or items that you want to print labels for.

If you are adding only one item to Label Manager, just click to highlight it and press Select.

Answer No to add just the one item to the grid. If you have other individual items to add to Label Manager, repeat these steps.

Now let’s explore a few ways to use the Inventory Viewer to add multiple items to Label Manager. Open the Inventory Viewer, and select your Lookup method to load a group of items into the grid. When the items are displayed, you can choose to load all of them into the Label Manager Grid by clicking Select and answering Yes—Select All Records from Viewer.

If you don’t want to load all of the items from the viewer into the grid, but you DO want to select more than one item at a time, use the checkboxes to specify which line items you want to print labels for.

Next, double-click the Checkbox column header to filter the grid. Once the viewer loads again, just the items with the checkmarks will appear in the inventory viewer. Now you can press Select and answer Yes to Select All Records from Viewer. Only the items with the checkmarks will be added to the Label Manager grid.

If you need to make modifications to the Description or the quantity to print of any items in the grid before printing your bin labels, click in the Description field or the Qty field. Enter the information and click Change.

Once you have the items that need bin labels in Label Manager, you can easily print whatever you need.

To print all of the labels in the grid, click All/None to select all items, then press Print.

If you don’t want to print labels for all of the items at the moment, use the checkboxes to select just those items you want to print labels for. If you’re printing labels for most of the items, it may be quicker to click All/None to select all of the items and then click the checkboxes to remove the checkmarks next to the items you do not want to print.

A best practice is to sort the viewer by the location column so that your labels print in location code order. This will save time when hanging the labels.

Once the items are selected, click Print. Select the label format, click Open and select the printer.

Change the Starting Row if you’re using a partially printed sheet of labels, or leave the default of 1.

If you want to preview the labels prior to printing them, click Preview.

Click OK when you are ready to print the labels.

After printing your bin labels, you’ll want to delete the items from the Label Manager grid. To do this, click All/None to place a checkmark next to all items in the grid. Then press Delete and confirm the action.

Label Manager is also the location where ‘batch’ printing files are imported.

The batch feature allows you create a file for any new labels needed, and then print them all at once after the proper forms are loaded.

There are several locations within Eagle that have a ‘Labels’ button. [pause]

This button triggers a dialog box that allows you to print labels immediately [pause], add the items in the current grid to Label Manager, [pause] save the items to a new batch file, [pause] or launch the Label Manager program.

In this example we will save these checked items to a new batch. [pause] [pause]

Giving your batch a meaningful description will make it easier to identify when it is time to print it out.

But don’t worry, there are plenty of simple ways to locate your specific batch.

Once your batch is complete, from Label Manager simply click ‘Import’ to Open the Batch Management window.

You can search from any of the available criteria to easily find the batch you need.

Select the file you want to import and choose Print Now.

This batch process is used in conjunction with the Item Bin Label Report (RBL), to print a range of bin labels from the source files you use most often, including the Inventory File, Price Change File, Purchasing File, Promotion File and Item Change File.

Selecting Inventory File allows you to select a range of items to add to a batch file from the inventory file. Using the report’s from and to range you can hone in on the appropriate values such as all items in a particular department and location range.

When you use the Item Price Change window to set new prices, the changes are stored in the Price Change File until they’re finalized. This makes it a great source for printing updated bin labels before the new prices take effect.

Selecting the “Purchase File” will allow you to create a batch of bin labels for all the items on a purchase order. This will allow you to make sure you have bin labels ready to place on the floor when new stock arrives.

The Promotion File can be used with RBL to print signs and new bin tags. Eagle N series has a feature that enables RBL to be added to an end of day queue to generate a batch a given number of days prior to a promotion becoming active.

Selecting the Item Change file allows you to print bin labels whenever information on the current label changes or to print bin labels for new items.

For example, if a manufacturer’s number has changed this is captured in the Item Change file.

Selecting this as your source allows you to specify what types of changes you want to include on the bin labels you’re printing. This saves you from manually tracking every change that requires a new bin label.

Once you’ve selected your source for the bin labels, set the printer to Spool Only.

On the Options tab, choose “Generate File” and then make any desired changes to the Quantity, number to print or Price to print.

The From/To and Code Selection pages are similar to other reports you’ve used. You can use the fields on the From/To page to spell out the ranges of items that need labels printed, while the Code Selection page allows you to include or exclude groups of items based on User or other codes that you’ve set up in IMU.

Running the report will generate a batch file that can be imported just as we did earlier.

You simply open Label Manager and choose Import. Locate the batch, make any other modifications needed or just print.

There are many options for printing bin labels in Eagle, from quick one offs to printing labels for whole categories of items whose prices have changed. Taking some time now to become familiar with the options for printing bin labels will pay off in the future since you can always count on things to change.