

Label Printing Overview

Labels can be printed using a number of methods.

In this course you will be introduced to label printing from the 'Products' view and from the 'Tools' tab.

Select 'Find Products' from the 'Views' pane.

You can print labels for multiple products at the same time by selecting a range.

With the products selected, right-click then choose 'Print Labels'.

The 'Print Labels Wizard' walks you through the process.

Enter the Branch name or click the 'Branch' button to search.

You can only print labels for one branch at a time.

Click 'Next'.

Products were selected prior to accessing the Wizard so proceed by clicking the 'Next' button.

A list of existing label and sign templates are available.

Select the desired template.

Click 'Next'.

The template selected determines the number of labels to print.

Bin labels will set the quantity to the number of bin locations assigned to the product.

Item labels will set the quantity to the current stock figures.

Change the 'Qty' of labels as needed.

The total number of labels to be printed is displayed.

Click 'Next'.

The checkbox to 'Print labels' is checked by default.

If this product list will be used regularly it can be saved for future use.

Click on the 'Save product list' box and then enter a 'Name' for the list.

Click Next.

Select the printer. Then click 'Ok'.

The labels list is saved and the labels printed.

A list of choices is shown.

If you are printing more labels, you can 'Keep branch and product selections and choose a new label template' or 'Return to start of label wizard using the current settings as defaults'.

You can also 'Start the label wizard again without defaults'.

If finished choose 'Exit' and then click 'Finish'.

You can also print labels from the 'Tools' tab.

Select 'Print Product Labels'.

The same 'Print Label Wizard' is used.

Select the Branch and click 'Next'.

Using this method, you will need to select the Products that will have labels printed from the options available.

With 'Saved product list' selected, previously saved lists are shown.

You can scroll through the list to find the one you want to use.

Or you can select new 'Product criteria'.

Click the 'Add' button to select products for label printing.

You can select to search for products by 'Item type'.

Select an 'Item type' from the drop down.

The type selected determines the search criteria shown for use.

For example, selecting 'Supplier' changes the button below to 'Supplier'.

All products purchased from a specific Supplier are loaded for label printing.

To print labels by selecting the products set the type to 'Products'.

Click the 'Products' search button.

Search for or enter the 'Product code'.

The item is added to the list with the 'Sell Price' and 'UOM' shown.

Click 'Close' when finished.

The product selected is shown.

Click 'Ok' to continue.

You can 'Add' more 'Product criteria' to the list, view the 'Properties' of those shown or 'Remove' a list.

To proceed, click 'Next'.

Select the label template, then click 'Next'.

Set the 'Qty' of each label to print if different than quantity as determined by the label template selected.

Click 'Next' when finished.

Determine if you want to save the list, and follow the prompts to print.

The 'Print Label Wizard' walks you through the steps to create product labels or signage.

You should now know how to access the wizard from either the 'Products' view or the 'Tools' tab.

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