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RECTRAC 3.1 LABEL PRINTING

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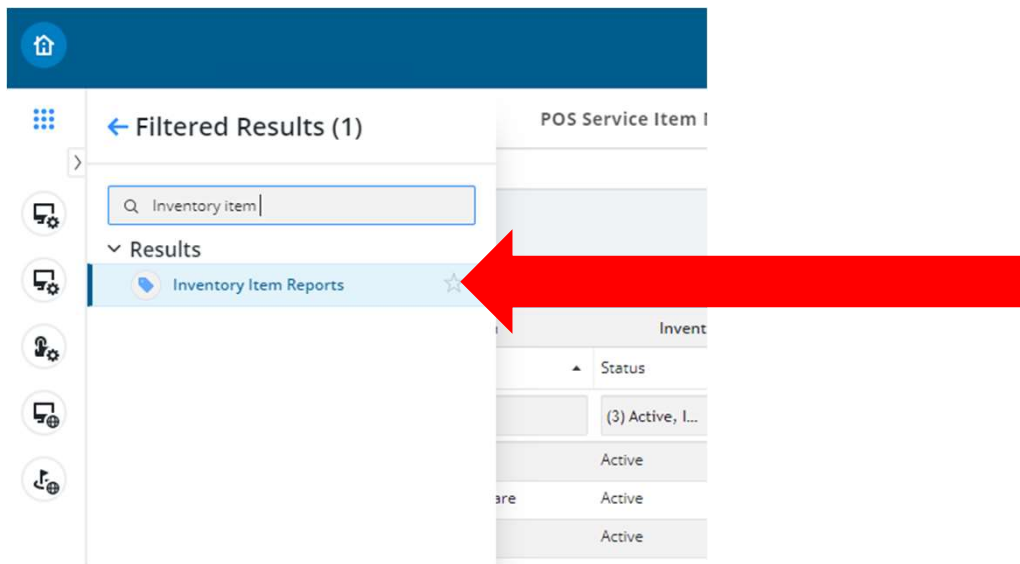


Introduction

This document will explain how to print item labels out of RecTrac 3.1.

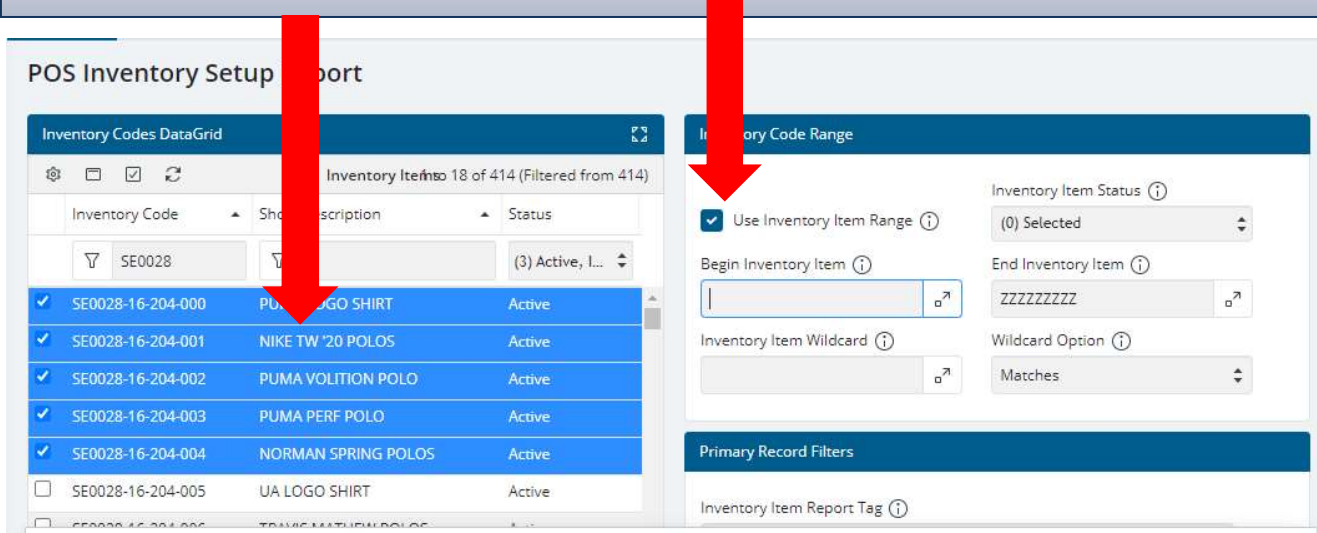
Inventory Labels

1. In the menu on the left, search for Inventory Item Reports



2. Click Default Settings in the bottom right.

3. Either select the items you want to print labels for on the left hand side or click the Inventory Item Range toggle on the right hand side and select a range of items you'd like to print barcodes for.





Inventory Label Cont.

4. In the bottom left, in the Output Group, select All Outputs and in the Output Template, select VSI – Inventory Labels Report.

The screenshot shows a list of items with checkboxes on the left. Below the list, there are two dropdown menus for 'Output Group' and 'Output Template *'. The 'Output Group' dropdown is set to 'All Outputs' and the 'Output Template *' dropdown is set to 'VSI - Inventory Labels Report'. To the right of these dropdowns are two buttons: 'Add Output' and 'Update Output'. On the far left, there is a vertical sidebar with icons for home, refresh, and a 'GR' button.

Item ID	Item Name	Status
SE0028-16-204-011	MONT SHIRT	Active
SE0028-16-204-012	NIKE JAGS POLO	Active
SE0028-16-204-013	NIKE TWMOBILITY POLO	Active
SE0028-16-204-014	LADIES MONT 2648-020	Active
SE0028-16-204-015	MONT 1288	Active

5. Click Process in the bottom right.

6. This screen will appear. In the TDS Label Template, click the Picklist arrow on the right hand side. This will open the list of available templates.

The 'Report Options' screen is divided into several sections:

- Label Options:** Includes a 'TDS Label Template' picklist, a 'Qty Option' dropdown set to 'Print Specific Qty Per Item', and a checkbox for 'Skip Items That Have UPC Codes?'.
- File Format:** Includes a checked checkbox for 'PDF' and an unchecked checkbox for 'Print Selection Criteria'.
- Output Options:** Includes checkboxes for 'Print Report', 'Preview Report' (checked), and 'FTP Report'. Below these is a printer selection dropdown set to 'Xerox B210 (XRX9C934EABC70A)' and a text input field for 'Send Report Debug Email To'.



Printing Labels

7. What you choose here depends on the size of your labels and what printer you're printing too. If you're printing to a regular laser printer with 8.5x11 label sheets and Avery 5160 Labels, you'd choose the "Avery 5260-Inv Label Price" (or "Avery 5260-Inv- Label No Price" will not print the price on the label).

Template ID	Record Type	Permissions	Limit Fonts?	Template Settings
AVERY5160-Inv Label - No Price	Label - Inventory	CNIC-STANDARD	<input type="checkbox"/>	Size: 2.63x1.00, Page Margins: 0.25x0.25, Record Margins:...
AVERY5160-Inv Label Price	Label - Inventory	CNIC-STANDARD	<input type="checkbox"/>	Size: 2.63x1.00, Page Margins: 0.25x0.25, Record Margins:...
AVERY5160-Inv-Label-Price-Dym...	Label - Inventory	CNIC-STANDARD	<input type="checkbox"/>	Size: 2.63x1.00, Page Margins: 0.25x0.25, Record Margins:...

The Dymo label is for the label printers that print one label at a time and the label stock comes in a roll.

The Template Settings on the right hand side give you the dimensions of the labels these template will print for and how many will print per page. If you need a different size or have a different printer, new templates can be created. Submit a ticket to the AIMS help desk and provide the printer you have, the label stock you have, and the dimensions of the labels.

8. Once you select a template, choose a Qty Option.

Report Options

Label Options

TDS Label Template: AVERY5160-Inv Label Price

Qty Option: **Print Fixed Qty For All Items**

Quantity to Print: 0

Skip Items That Have UPC Codes?

File Format

PDF

Print Selection

Preview Report

FTP Report

Xerox B210 (XR9C934EABC70A)

RecTrac 3.1 Manager Documents



Printing Labels Cont.

- Print Qty-on-Hand: This will print the amount of labels based on the quantity of your inventory.
- Print Qty-on-Order: This can be used if you put your inventory orders into Rectrac.
- Print Single Label Per Item: This prints one label per item.
- Print Fixed Quantity for all Items: This will open up a quantity field where you can enter how many items labels you want to print per inventory item.
- Print Specific Qty Per Item: This will force you to go to another screen after starting the print job where you will have to specify how many barcodes of each item you want to print.

If this is your first time running this, it's suggested to preview and print one or two pages of labels first before printing directly to the label stock. It can take some trial and error to get the labels to line up correctly.

Report Options

Label Options

TDS Label Template ⓘ
AVERY5160-Inv Label Price

Qty Option ⓘ
Print Single Label Per Item

Skip Items That Have

File Format

PDF ⓘ Print Selection Criteria ⓘ

Output Options

Print Report ⓘ

Preview Report ⓘ

FTP Report ⓘ

Xerox B210 (XRX9C934EABC70A)

Send Report Debug Email To ⓘ

Continue Schedule Cancel

Select whether you want to print or preview.
Click Continue.

If you chose Print Qty-on-Hand, Qty-on-Order, single label, or fixed quantity, you labels will print or preview soon. If you chose specific quantity per item, you'll have to follow the steps on the next page.

RecTrac 3.1 Manager Documents



Printing Labels Cont.

If you chose "Print Specific Qty Per Item", look out for a pop up in the top right of the screen or on the left hand side of the screen in notifications.

● Finished 03/22/2021 @ 18:02
Labels initial fetch is complete

Click Show Results.

Show Results

On the next screen, you will need to update the browser box with each label quantity you'd like to print. Select the template on the right hand side and click Process Labels.

The screenshot displays a table of items with columns for Item Code, Description, and Label Count. A red arrow points to the 'Label Count' column header, and another red arrow points to the 'Label Count' input field in the 'Process Labels' dialog box. Below the table, there are buttons for 'Update Label Count For Selected Results' and 'Remove Selected Results', and a 'Label Count' input field with the value '0'.

Item Code	Description	Label Count
<input type="checkbox"/> CNIC-FNB-RED-001	***Cook - Rare	3
<input type="checkbox"/> CNIC-FNB-RED-002	***Cook - Medium Rare	1
<input type="checkbox"/> CNIC-FNB-RED-003	***Cook - Medium	1
<input type="checkbox"/> CNIC-FNB-RED-004	***Cook - Medium Well	1
<input type="checkbox"/> CNIC-FNB-RED-005	***Cook - Well	1
<input type="checkbox"/> CNIC-FNB-RED-006	***No	1
<input type="checkbox"/> CNIC-FNB-RED-007	***Add	1
<input type="checkbox"/> CNIC-FNB-RED-008	***Extra	1
<input type="checkbox"/> CNIC-FNB-RED-009	***Delivery	1
<input type="checkbox"/> CNIC-FNB-RED-010	***To Go	1
<input type="checkbox"/> CNIC-FNB-RED-011	***Gluten Free	1
<input type="checkbox"/> CNIC-FNB-RED-012	***Plain	1
<input type="checkbox"/> CNIC-FNB-RED-013	***Extra Crispy	1
<input type="checkbox"/> CNIC-FNB-RED-014	***Extra Spicy	1
<input type="checkbox"/> CNIC-FNB-RED-015	***On The Side	1
<input type="checkbox"/> CNIC-FNB-RED-016	***Extra Crispy	1
<input type="checkbox"/> CNIC-FNB-RED-017	***Plain	1
<input type="checkbox"/> CNIC-FNB-RED-018	***No Sugar	1

Process Option ⓘ
All Records

Label Template * ⓘ
AVERY5160-Inv Label Price

Process Labels Close

Update Label Count For Selected Results Remove Selected Results

Label Count ⓘ
0