
Application	ChreosClient – Chreos 3
Module	Print
Access	“Print Print Labels”
Minimum service pack	SP32
This document	Print Price Labels Ref 8.8 Published May 2004

Overview

As stock items that requires price labels are received in, price labels can be printed using a previously linked in report.

Details Displayed

At the top of the screen the total number of price labels waiting to be printed will be displayed. The following details are displayed on the screen:

- **Name.** The name of the item.
- **Item Ref.** The reference number of the item.
- **Total.** The number of price labels for this item waiting to be printed.
- **Print all Labels.** When this option is selected all of the price labels on the list are printed.
- **Specify Number to Print.** When this option is selected an entry field will appear. Enter the number of labels required. That number will be printed from the beginning of the list.

To Change the Total for an Item

- Select the required item.
 - Use the [+] and [-] button to increase or decrease the ‘Total’.
 - Click the [Change Quantity] button and the ‘Alter number of labels’ screen will appear. Enter the required number of labels and click the [Ok] button.
- Note: If the ‘Total’ for an item is reduced to zero a confirmation screen will appear asking ‘Do you wish to delete this item from the label list’. Click the [Ok] button.

To Preview a Price Label

- Select the required price label.
- Click the [Preview] button.

To Print the Price Labels

- Select either 'Print all labels' or 'Specify number to print'. If 'Specify number to print' is selected, enter the number of price labels to print.
- Click the [Print] button.
- A confirmation message will appear asking if the labels were printed correctly. Click the [Yes] button once all of the labels have been printed. If there is a problem with the output, click the [No] button and then alter the quantity of each item needed to take into account the number of labels that have printed that can be used. If you click the [Yes] button and the price labels have not printed correctly, you will not be able to reprint them.

Related Issues

- As part of an item definition in "Stock | Stock management" individual items can be flagged to automatically have price labels created. This is done using the 'Print label' check box, refer to "Stock management (5.1)". An item must be flagged in this screen if it requires price labels.
- An item can be added to the list of labels to be printed using "Stock | Adjust stock". Refer to "Adjust stock (5.11)".
- The default Chreos report that is used for price labels is linked in on "Maintenance | Printing setup | General | Labels". The standard report supplied with Chreos prints on an A4 sheet of 70 labels. It is designed so that the balance of an unused sheet can be used by putting it into the printer to print from the other end. Label stock is available from Wild Software Ltd.
- Reports can be developed for other label layouts and paper sizes.

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