

There are many ways to send an Inventory item to your label list (for future printing)

- Go to Inventory List (F9) in Console
1. Right Click highlighted item on list
 2. Choose Send to Label List (from drop-down menu)

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File Edit Register Inventory Management Marketing Accounting Utilities Window Help

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Manager Console

The O Zone 4/22/2006 8:40 PM

Inventory List

Menu [ESC] Find [F3] Dept/Catg Filter[F8] Item Menu [F12] InfoBar

Dept: APPAREL Catg: Sweatshirt Hooded Hide Detail [F11]

Add Inventory To Label List

SKU: 15151
Description: TEST SWEATSHIRT BLACK/LARGE

Of Labels To Print: 3

Set to In-Stock Quantity [F5]
Set To Available Quantity [F8]

OK [F10] Cancel

Edit [F2]

Notes General Pricing Stock Vendors Links Prgmos Price Breaks

Close

Stock	^SKUs	Pic	Icons
In Stock			3
Held			0
Pre-Sold			0
Available			3
On Order			0
Committed			0
For Kits			0
Extra			0
Due			0
Units Per			1

Bin Locations

^Bin Maintenance

Promos Actions Status

Current Promos:
None

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Add Labels To Label List Profession Edition Multi-User POS V.4.3 4/22/2006 8:40 PM

An add inventory to Label List prompt window will appear:

1. The number of labels to be printed will equal your current in-stock QTY.
2. Clicking OK, will send 3 labels to a label list for future printing.

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Manager Console

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Register [F2] Management [F3] Inventory [F4] Purchase [F5] RMA [F6] E-Commerce [F7]

Purchase Orders...
1 Prepare Order List
2 Place POs
3 Receive POs
4 Receive w/o PO
5 Items On Order
6 Print Labels

PO History...
^1 By Vendor
^2 By PO #/Date
^3 By Tracking #

Print Inventory Labels [*1]

Purchase Orders By Date [*2]

Purchase Order Summary [*3]

Customers [F8]

Inventory [F9]

Vendors [^F9]

Open Register [F10]

Report Center [^R]

Logged In: POS

Secure Log Out [^V] Clock In/Out [Shft F11]

April 2006 Today

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
						30

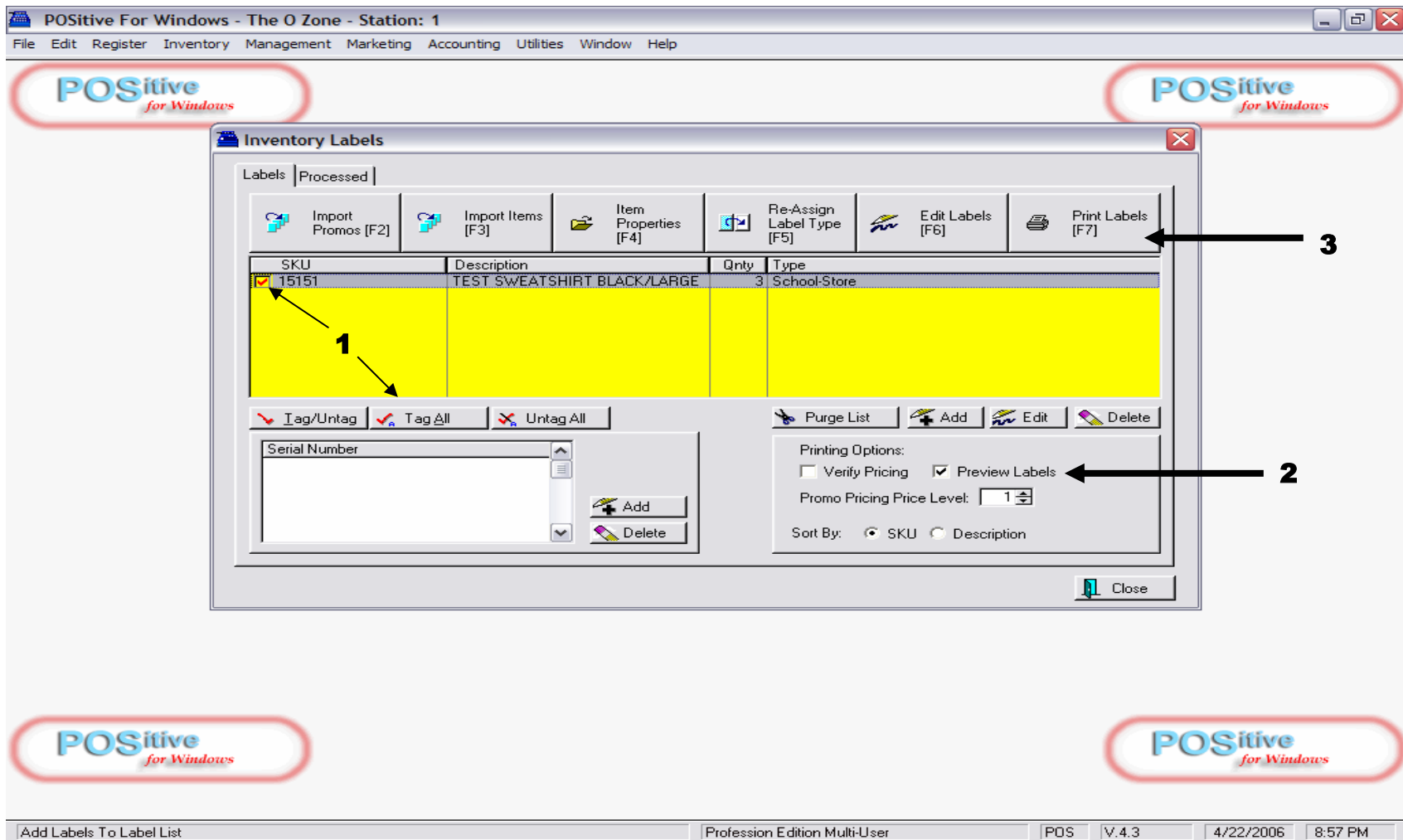
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.Add Labels To Label List | Profession Edition Multi-User | POS | V.4.3 | 4/22/2006 | 8:51 PM

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To find the Label List:

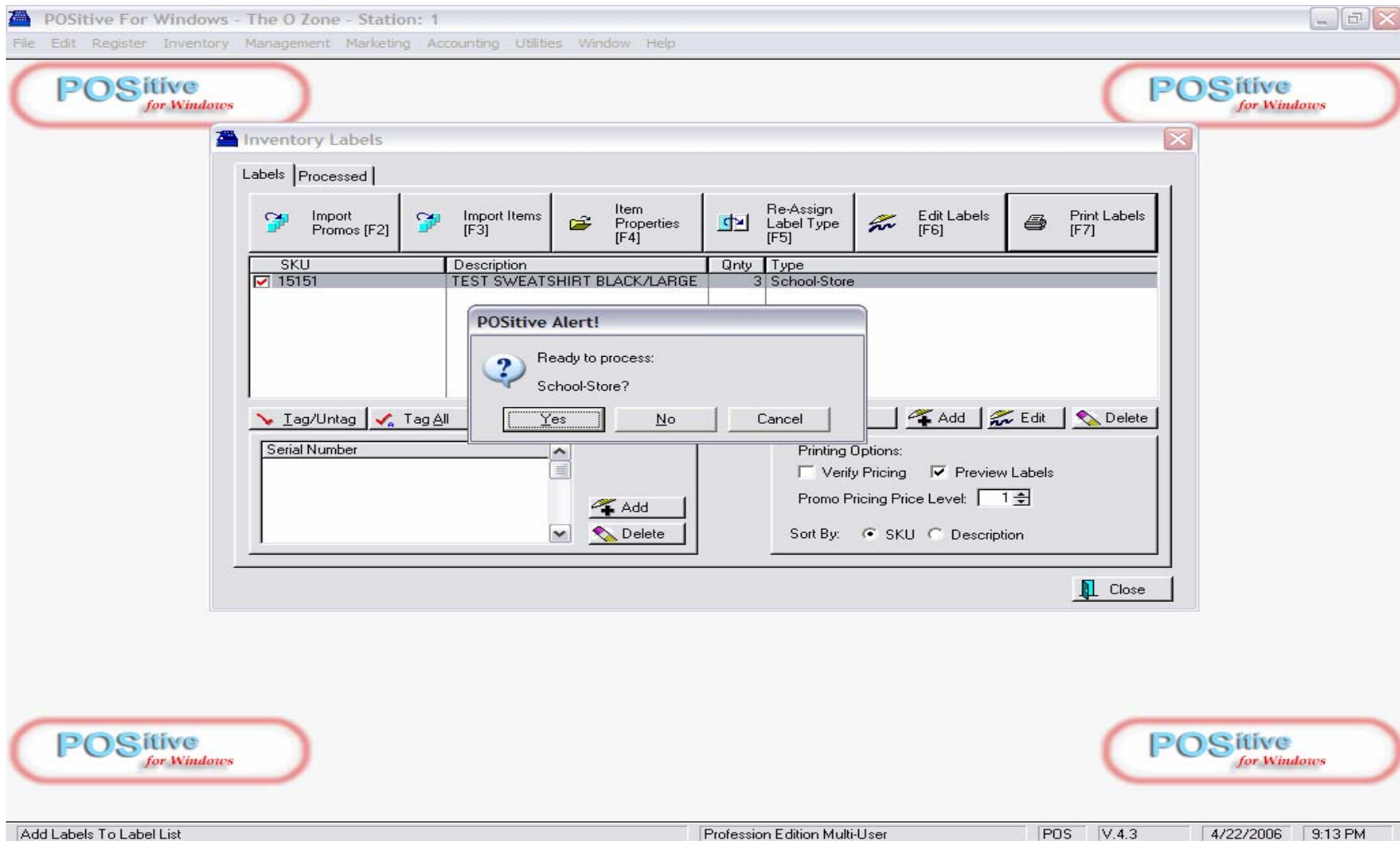
1. GO to the **Purchase Center (F8)**
2. Click the button, **Print Inventory Labels**



On the Inventory Label List, you will see all labels ready for printing

- Load your 1" x 2 5/8" Avery-type Labels in your Printer (30 on a sheet)

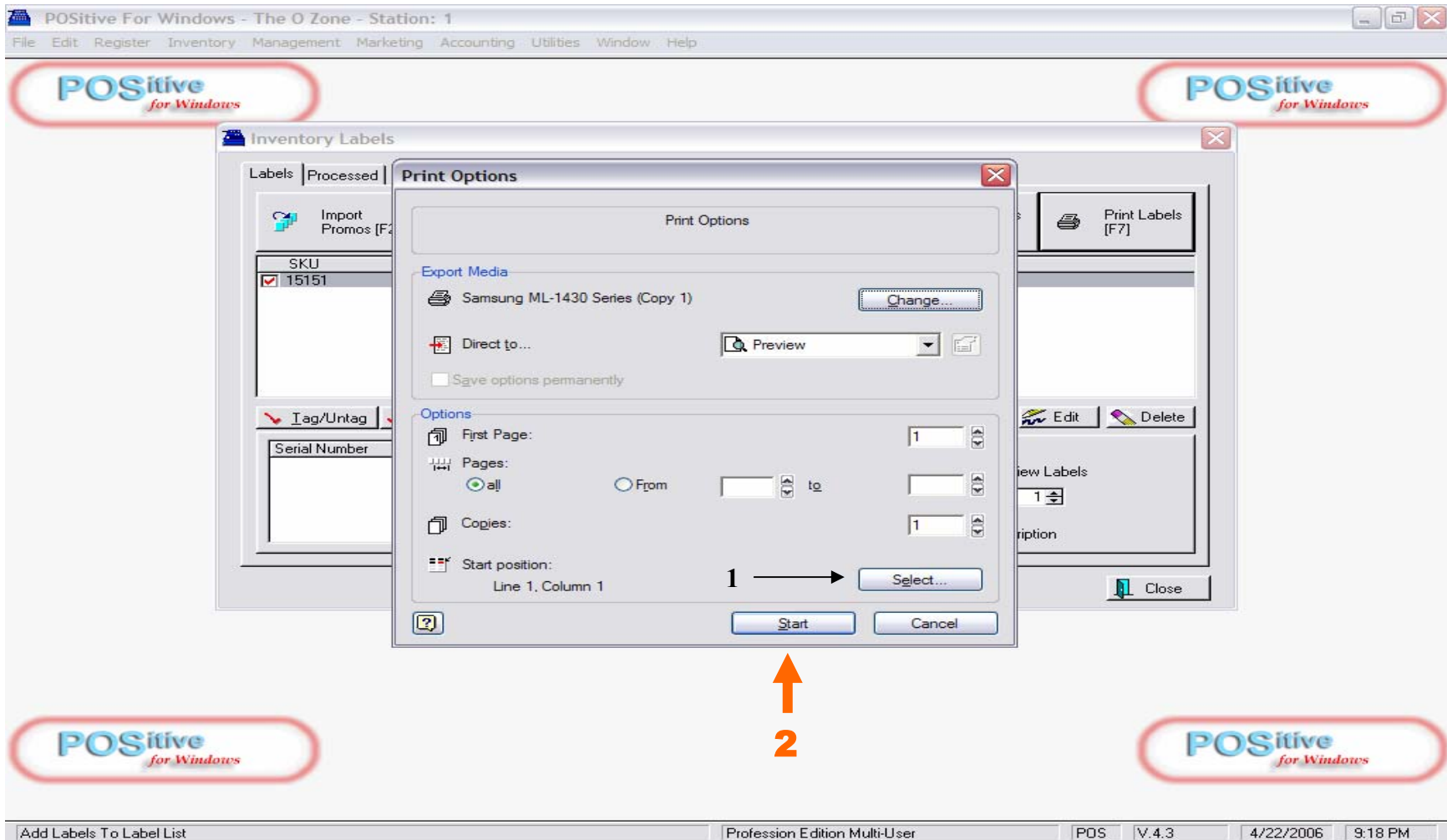
1. Check the labels that you want to print
2. Make sure to check PREVIEW Labels
3. Click PRINT LABELS (F7)



A Print Label Prompt will appear:

- Load your 1" x 2 5/8" Avery-type Labels in your Printer (30 on a sheet)

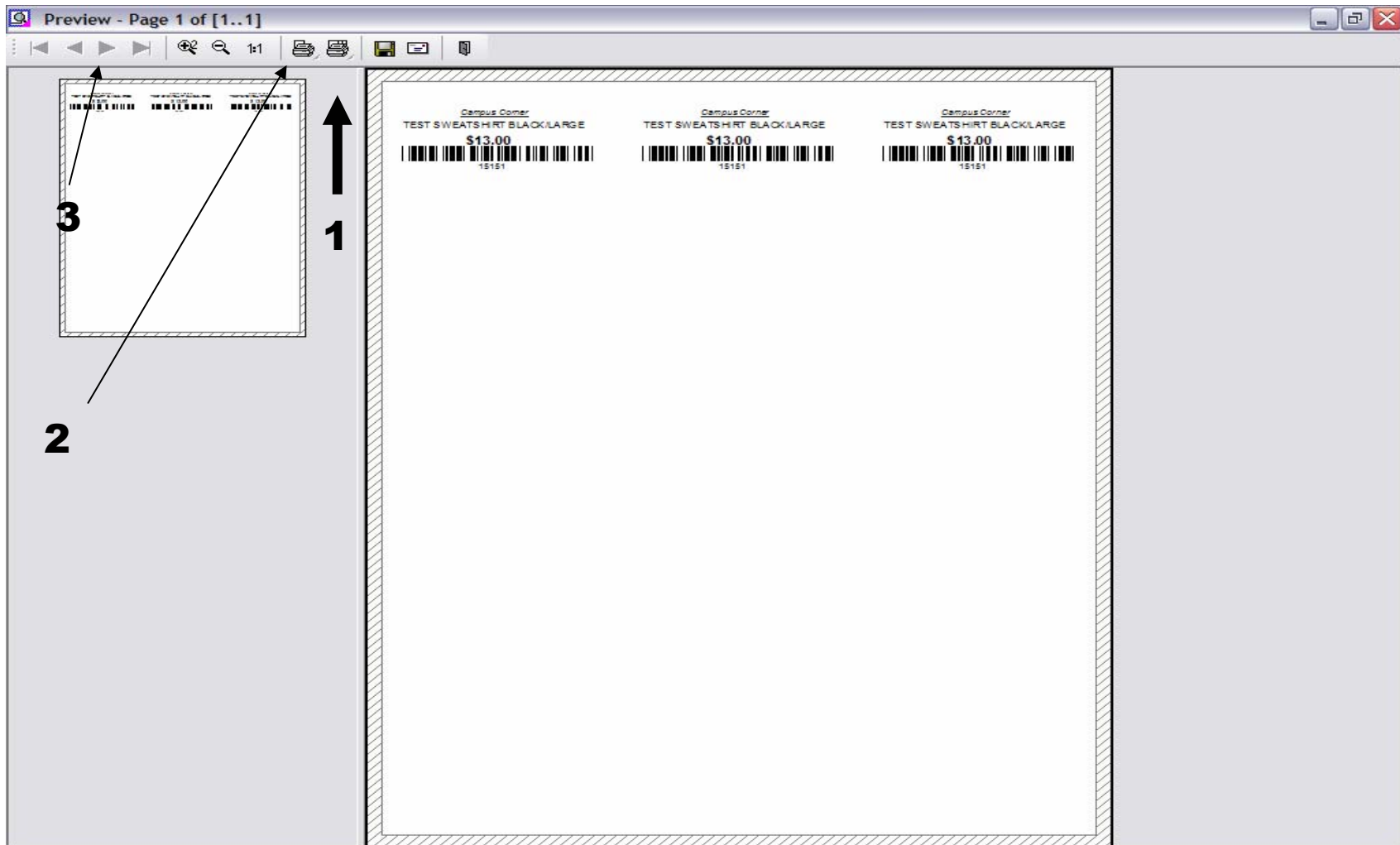
1. Click YES to PROCESS your School Store Labels



A Print Options screen will appear:

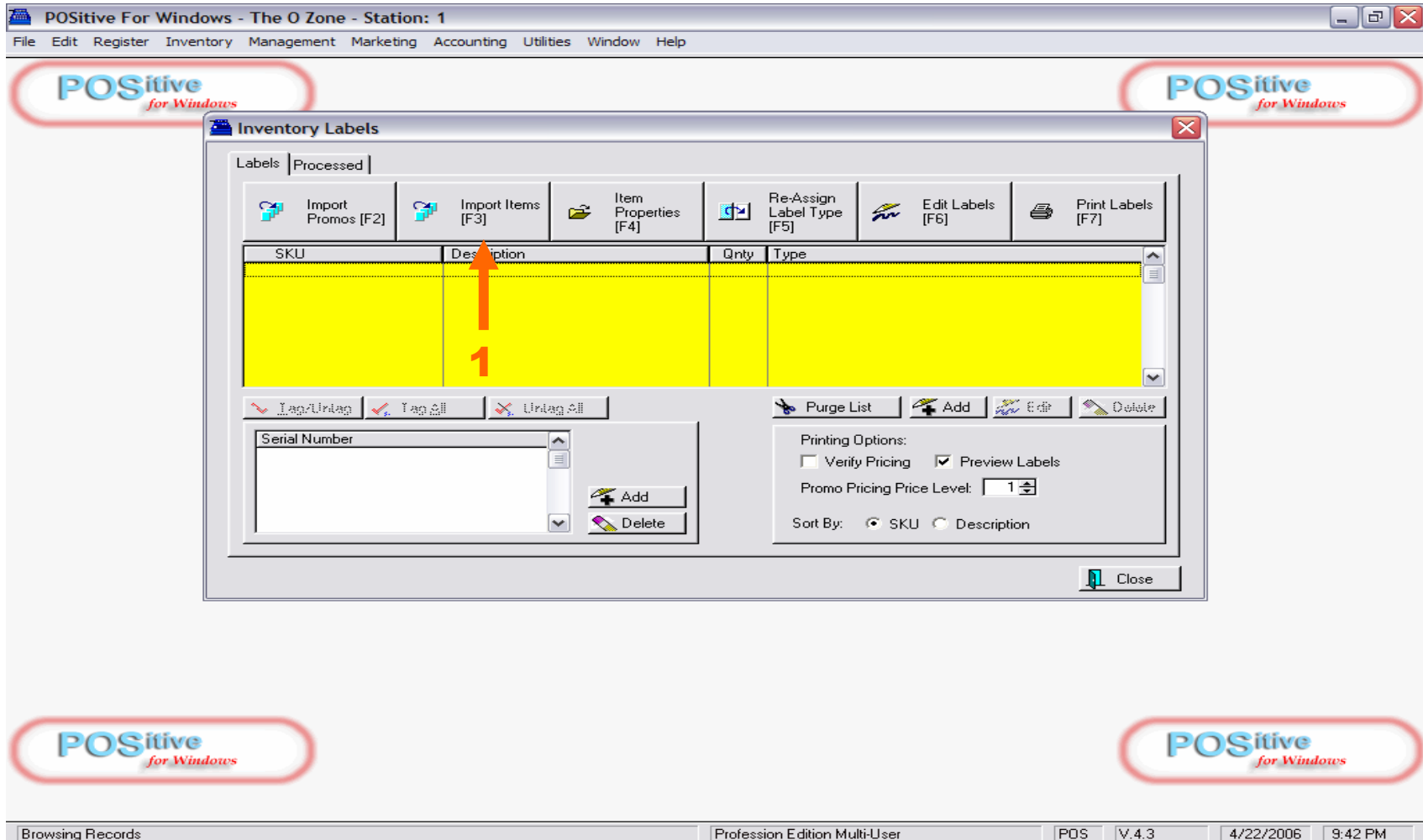
Your Label Printer will be always be your Report Printer (The default Windows Printer) unless changed here

1. Choose Select only if you are re-using a page of labels and want to start printing on a specific label (2-30)
2. Choose Start to go to Print Preview of Labels Page(s)



A Print Preview screen will appear:

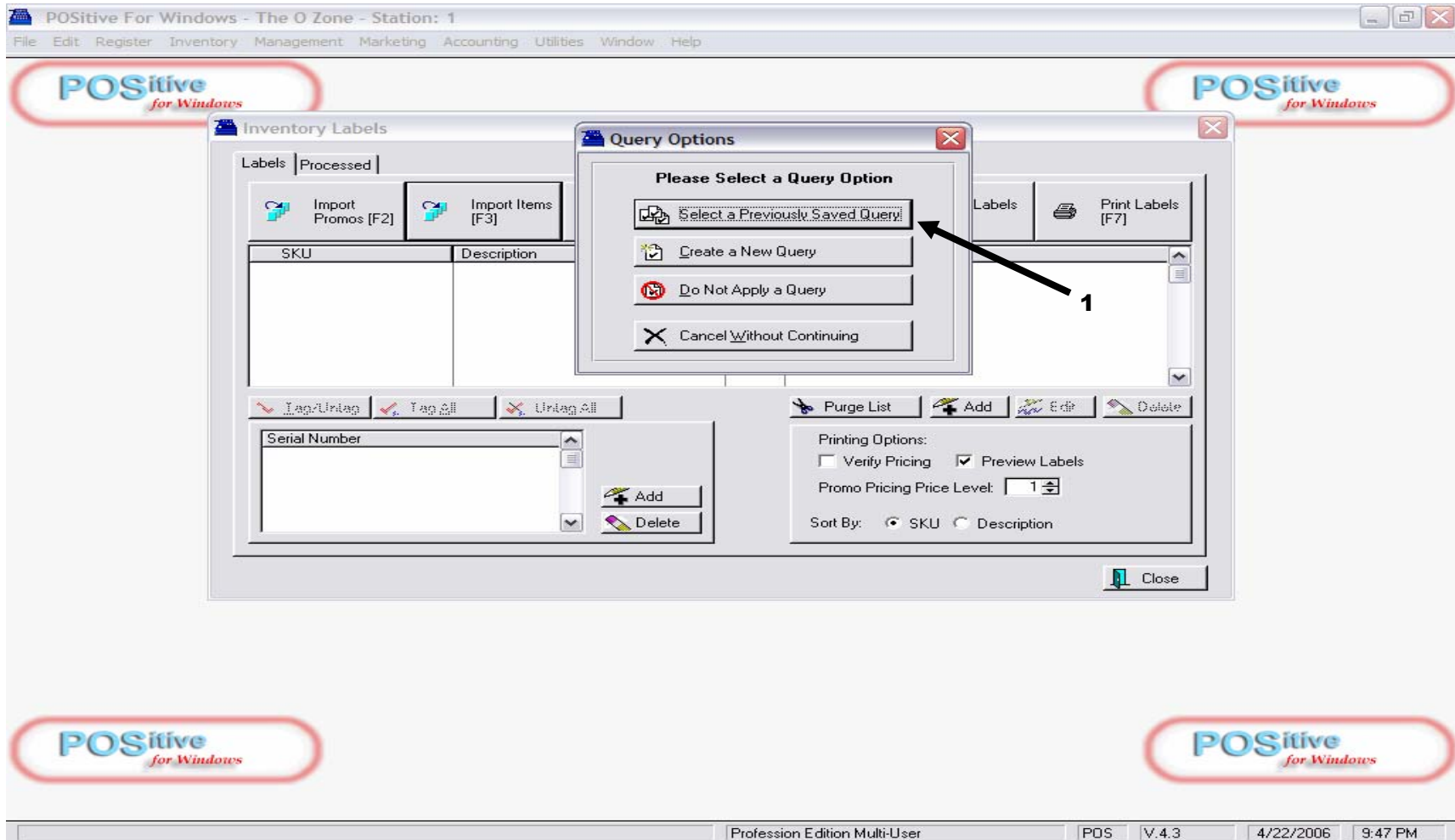
- 1. Choose the printer icon on the right to print 1 or 100 pages! (Fast way to print)**
- 2. Choose the printer icon on the left to print only the page you see. (Slow way to print)**
- 3. Click arrow icon to move forward to the next page**



The easiest way to print Labels is to Import Items:

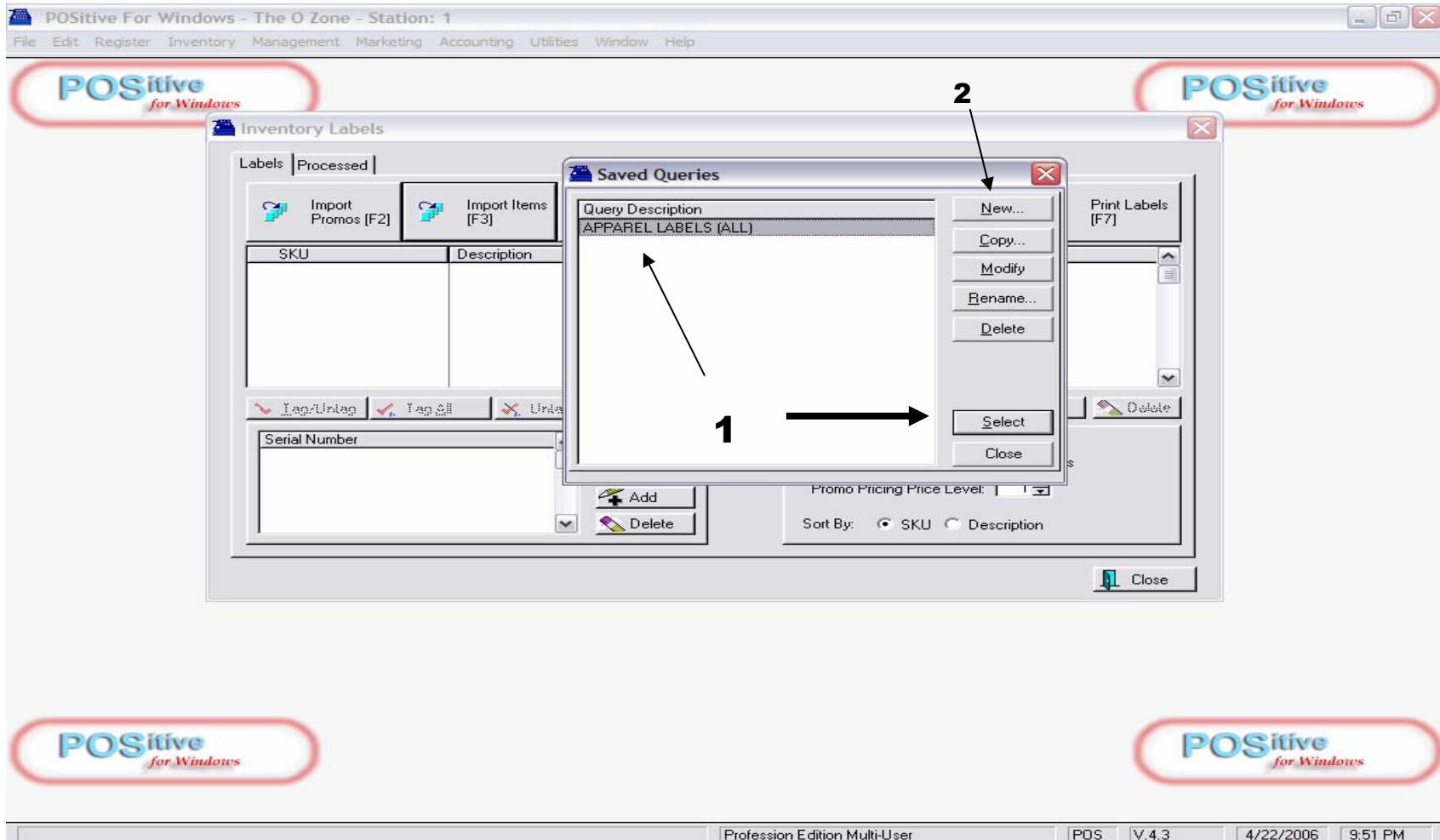
Remember items to be import must share a common **DEPARTMENT** or **CATEGORY**.

1. Click Import Items (F3)



A Query Option Prompt will appear:

1. Click Select a Previously Saved Query



A SAVED Query will appear:

APPAREL LABELS = ALL APPAREL DEPARTMENT items

- 1. Click Select a Previously Saved Query**
- 2. If you wish to Create a New Query & Save it to this list, choose NEW**

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Inventory Labels

Labels | Processed

Import Promos [F2] Import Items [F3] Item Properties [F4] Re-Assign Label Type [F5] Edit Labels [F6] Print Labels [F7]

SKU	Description	Qty	Type
MIN-53-M	MINK JACKET BOG-L-Black	1	School-Store
MIN-55-M	MINK JACKET BOG-L-Burgundy	1	School-Store
MIN-56-M	MINK JACKET BOG-L-Grey	1	School-Store
MIN-54-M	MINK JACKET BOG-L-Whiskey	1	School-Store
MIN-49-M	MINK JACKET BOG-M-Black	1	School-Store
MIN-51-M	MINK JACKET BOG-M-Burgundy	1	School-Store
MIN-52-M	MINK JACKET BOG-M-Grey	1	School-Store
MIN-50-M	MINK JACKET BOG-M-Whiskey	1	School-Store

Tag/Untag Tag All Untag All

Purge List Add Edit Delete

Serial Number

Add Delete

Printing Options:

Verify Pricing Preview Labels

Promo Pricing Price Level: 1

Sort By: SKU Description

Close

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A successful Query Import:

Will show all the items belonging to the APPAREL DEPT.

Note: The label QTY will default to the in stock QTY of the item

