Inventory Price Labels Instructions

The "Inventory Price Labels" feature added in ShipRite allows you to print bar-coded price labels from your ShipRite inventory on to Avery labels through a Laser/Inkjet printer OR a DYMO Label Printer.

1. After you perform a program update, from main shiprite screen go to Actions -> Inventory OR from the POS screen go to PLU -> Inventory Setup, when doing this the first time you will be prompted to Install the Crystal Reports Viewer. Click YES on the message to install the Viewer. See Fig1 below.
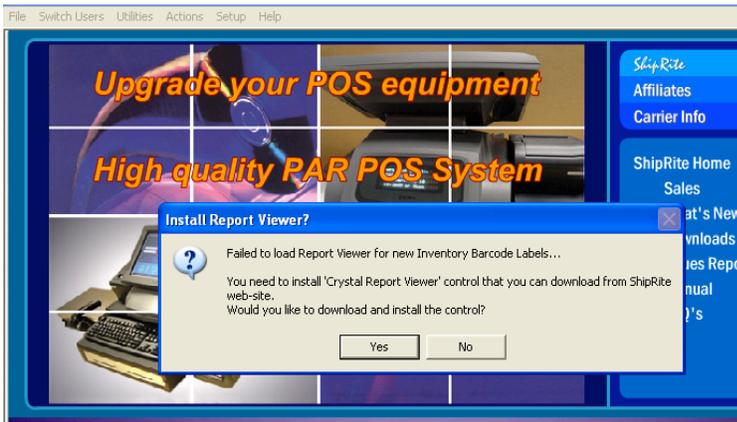   You can open ShipRite back up once the Viewer is installed.

Fig1

2. If you have a DYMO Label printer you will need to set it up in ShipRite. If you do NOT have one skip down to part 3.
    From the Main shiprite screen go to Setup -> General Setup Options -> Local Features Tab.
    In local Features tab click on PRINTER – DYMO Label. Then from the drop down menu select your DYMO printer and click the 'Update Now' button, click 'Save' on top and exit out of the setup screen. See Fig2 Below.


Fig2

3. You are now setup to print Inventory Labels. To start printing go to Actions -> Inventory.

   In the 'View' section of the inventory screen you can limit the selection of items you want to print. You can limit the view by SKU, Description and Department. Once you have the parameters typed in click the 'Refresh' button. This will narrow you selection down.

   Once you have done so, on the top menu click on Print -> Inventory Price Labels and only those items will show up on a new 'Labels' form where you can narrow down you selection even further by entering the number of labels you want to print for each individual SKU. If you do not want the label to print for one particular SKU then set the quantity to 0.

   Click the 'Next' button and your labels will print out.

   Note: If printing to the DYMO printer only the currently selected SKU will print out. If printing to a Laser/Inkjet printer then all SKU's will print out that do not have a quantity of 0.
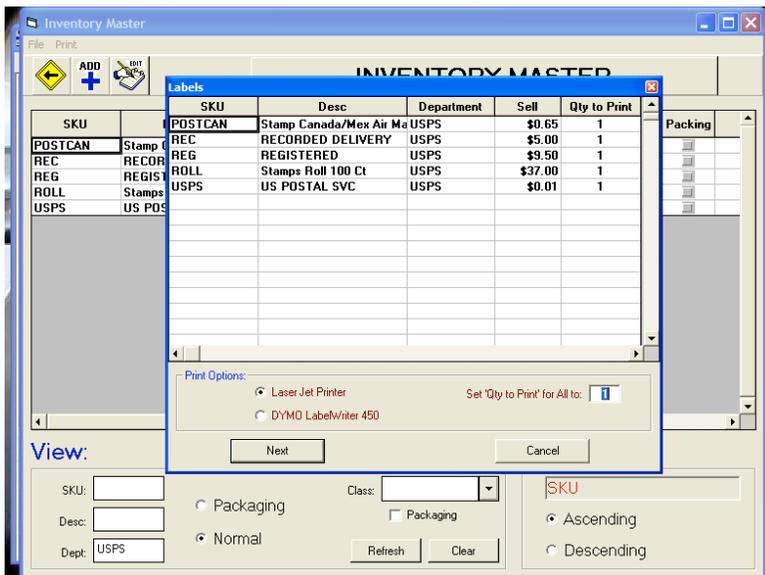
Fig3

Here we have limited the view by department USPS and only things by that department will show up, we can then further narrow it down by changing the 'Qty to Print' field.

Address Labels

If you have a DYMO printer setup then you can also print address labels to it.
- In the POS, click on 'Customer Lookup' and pull up the customer.
- On the bottom of the POS you will see the customer's name and address show up. Right click on it and select *'Cards, Letters, and Labels'.* See Fig4 below.

Fig4

In the screen that pops up just check the DYMO checkbox and the label will print out.

You can also print the address labels from the Ship screen by right clicking on the address in either the From or To field and selecting *'Cards, Letters, Labels'*.