

First you must select the label you want to print for Receiving (inbound) or Shipping (outbound)

Inventory Pro for Windows:

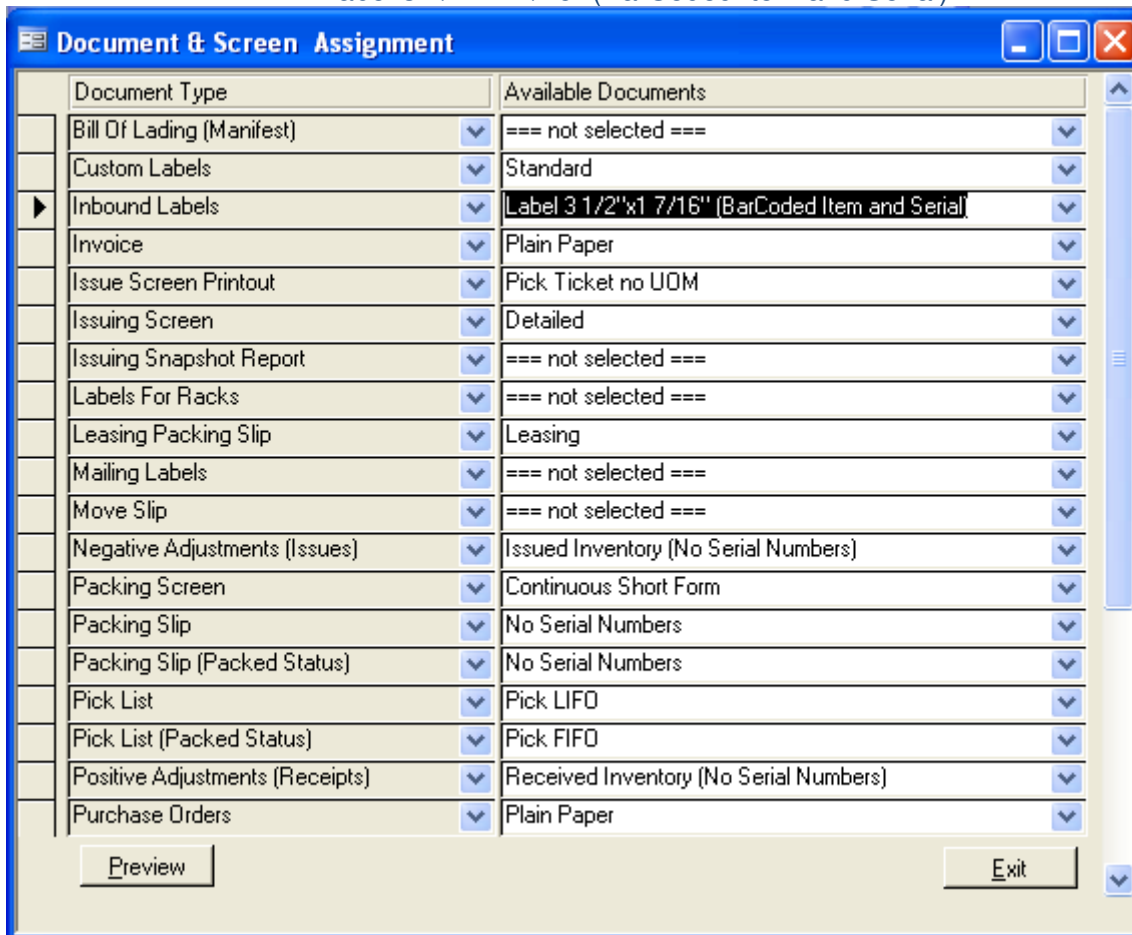
Go to the SYSTEM menu

then ADMINISTRATIVE TOOLS

select DOCUMENTS ASSIGNMENT

then pick an inbound and shipping label that has a barcode on it like:

Label 3 1/2"x1 7/16" (BarCoded Item and Serial)



Note that some labels barcode the item and/or serial number (some labels have no barcodes!)

Printing barcodes at receiving time:

-After all the receiving screen fields are populated with:

Items

number of units

serial numbers,

....click the "Labels" button at the bottom of the screen.

Receive Inventory (Short Form)

Filter By Supplier: <???

Adj. Code: Direct adjustment

Item Id	Units	Net Wht	Location	Lot/Serial No	Reference	Remark
6154-20B	23	391	B1324		ADJ04981	
ALS001X	20	0	D1D		ADJ04981	
ALS002X	5	0	A1		ADJ04981	
*	0	0				

Rcv Date: 11/13/2008

Buttons: **Receive** (circled), Labels, Stowlist, Units,Net,Location,Lot/Serial,Re, Exit

Printing barcodes after the items have been received:

- From the main menu select INVENTORY
- Then select LOCATE and MOVE.

If you want to select from all you inventory then click the VIEW button.

Otherwise – enter your filter information and then select VIEW

- If you want to print labels for multiple rows, check off the “Mark” box for any rows you wish to print labels for.

- If you only wish to print labels for a single row, just click on that row.

...Click the Labels button at the bottom of the screen.

Locate and Move

Item Id	Units	Write Location	Lot/Serial Number	Net	Received	Warr/Exp	Mark	Hold	Committed	Committed To Order
6154-20b	1	NYXYZ		17	10/9/2006	3/13/2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHL001	5	A10		3	5/29/2007		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHL001	26.888	A10		19.9492	5/29/2007		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ ALS001X	2	D1D	8	0	10/12/2006		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ALS001X	2	D1D	7	0	10/12/2006		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6154-20b	1	SDP17	fd	17	10/9/2006	3/13/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ALS001X	2	D1D	7	0	10/12/2006		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6154-20b	1	NYXYZ		17	10/9/2006	3/13/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6154-20b	1	NY555		17	10/9/2006	3/13/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6154-20b	1	NY555		17	10/9/2006	3/13/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHL001	2	A10		1	5/29/2007		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ALS001X	2	D1D	6	0	10/12/2006		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ALS003	14	D5		7	10/31/1991		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ALS003	125	DOCK		62	10/31/1991		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	W00002
ALS002X	1	A1		0	11/1/1991		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	W00003
ALS002X	7	A1		3	11/2/1991		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	W00003
ALS001X	2	D1D	8	0	10/12/2006		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ALS001X	2	D1D	8	0	10/12/2006		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6154-20b	1	NY555		17	10/9/2006	3/13/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6154-20b	1	B1324	13	17	6/15/2007		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ALS001X	2	D1D	8	0	10/12/2006		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6154-20b	1	NY555		17	10/9/2006	3/13/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHL001	66.112	DOCK		49.0508	5/29/2007		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Remarks:

Buttons: Item Master, **Unit Detail** (circled), Labels, Move, [Icons]

Record: 4 of 89




You will then have a screen that shows the items you are going to print labels for – and from this screen you can select the numbers of labels you want printed – and also how many copies of the labels you want to make.

The VIEW button lets you print preview before you actually print

The PRINT button will send the labels to the printer.

Adjust Number Of Units

Item ID	Item Description	Serial/Lot	Number Of Labels
ALS001X	ALDARA LUKSUSA	8	<input type="text" value="1"/>
6154-20b	Milwaukee 4 1/2" Sander/Grinde		<input type="text" value="1"/>
CHL001	Chateau Latuc Cahors		<input type="text" value="1"/>
CHL001	Chateau Latuc Cahors		<input type="text" value="3"/>

  1 3
 2 4 

View Print Exit

[Inventory Pro Online:](#)

Upon the completion of any Direct Receive within Inventory Pro Online you are brought to a screen similar to figure 1 shown below.

Clicking the labels button will export a label displaying the information that was on each line of the receive grid. Each page is a single label, and can be printed individually or altogether.

Figure 1

