

Lesson 22: Printing Labels

1. Log in using your assigned User ID and Password
2. On the menu screen, choose **Inventory**
3. On the drop down screen choose **Print SKU**
4. On the **Search Screen**, you can either enter your Item ID in the appropriate box and choose search, or you can choose search without entering in an Item ID
5. If you choose the latter, you will be taken to the **Item List** screen>you can choose your item from this list, by checking the box next to the item and then choosing print.
6. When you choose print, a **Print Dialog Box** will appear
7. You will enter into the **Print Dialog Box** the information you want to print on the label.
8. You will print a trackable SKU label for the 0148 that you created earlier.
9. With a trackable ID, you will have an area in the **Print Dialog Box** to enter the Trackable ID and Date Last Tested.
10. You will print a SKU label for a non trackable item of your choosing.

11. Print a storage Location label.