Printing SKU Labels

DATE: 08/07/2009

To print SKU labels for non-trackable and trackable items

1 On the **Inventory** menu, click to select **Print SKU Labels**.

2 On the **Search** tab, search for the item using one of the following criteria

- Item ID
- Default Product Class
- Unit of Measure
- Short Description
- Master Catalog ID
- NSN.

3 To increase the number of records to be searched, type **200** in the **Max Records** text box.

4 When finished completing the Search tab, click **Search**

5 On the **Item List** screen, click to select the **Item ID** of your choice, and then click **Print**

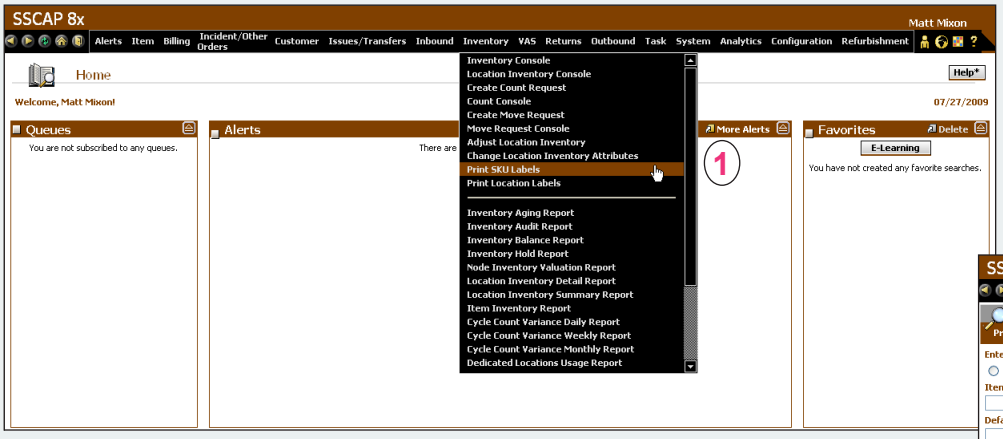
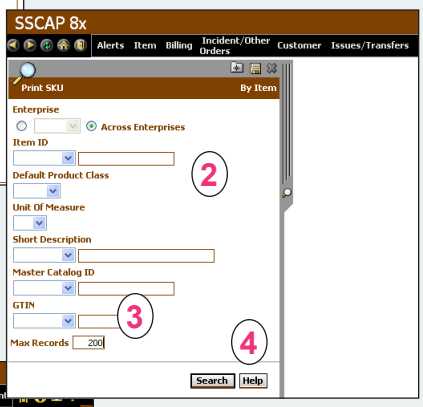
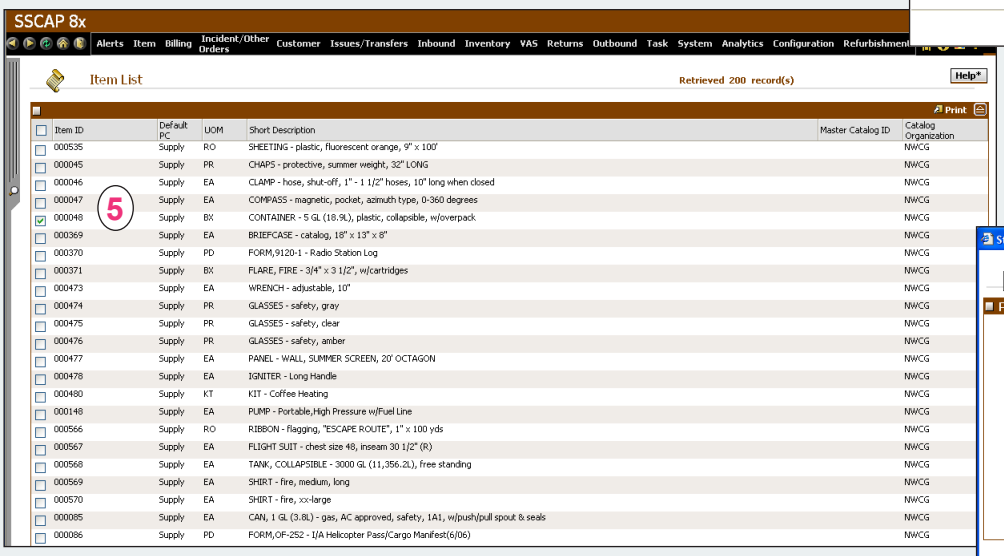
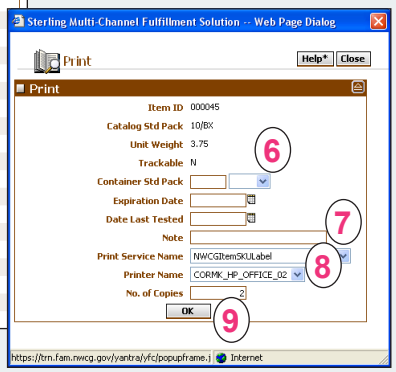
6 On the **Print** dialog box, complete the following information as appropriate

- Container Std Pack
- Expiration Date
- Note.

For trackable items, complete the Date Last Tested and Trackable ID text boxes.

7 Click the **Print Service Name** drop-down arrow, and then click to selet the **label/report** of your choice.

To print an SKU, click to select either NWCGItemSKULabel or NWCGMKitLabel.

8 Click the **Printer Name** drop-down arrow, and then click to select the **Printer Name** of your choice.

9 In the **No. of Copies** text box, type the **number of copies** and then click **OK**