

## Item Label Printing Wizard

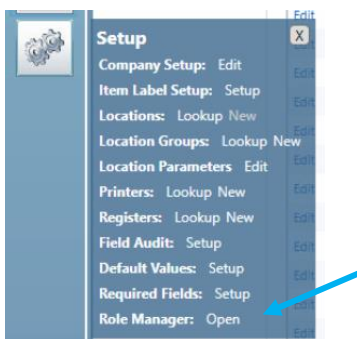
The Item Label Printing Wizard is designed to allow you to print item labels simply, either from using the Mobile, Purchase Orders, Transfers or via the multiple item filter options.

### Configuration

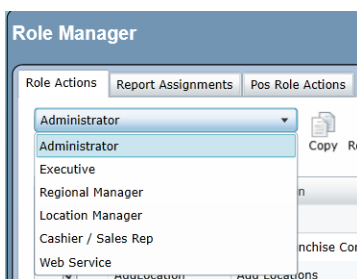
Before using Label Printing Lists, the correct Role Action settings need to be applied.

### Roles

Go to Setup > Role Manager > Open



Within the Role Actions tab select the required level needed.

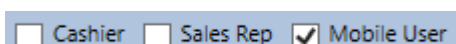


On the grid, filter on LabelPrint and the following results will appear:

| Active <<                           | Action <<              | Description <<           |
|-------------------------------------|------------------------|--------------------------|
| <input checked="" type="checkbox"/> | labelprint             |                          |
| <input checked="" type="checkbox"/> | RunLabelPrintingWizard | RunLabel Printing Wizard |

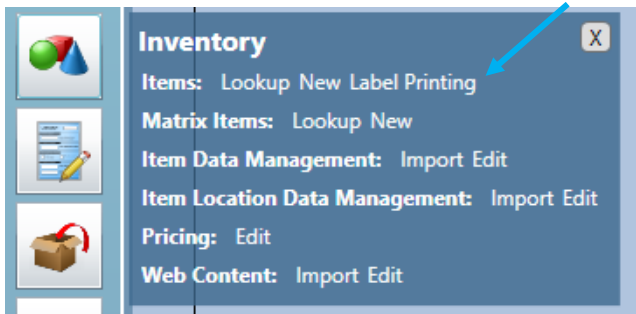
RunLabelPrintingWizard enables you to create a Item Printing within OpSuite and enables the new module on OpSuite Mobile too.

As stated above, you may also require access to the Mobile. This setting can be enabled in Relationships > Users, Lookup > search for the require User > select into the User > ensure 'Mobile User' is enabled within the User, like below:



## Creating an Item List on OpSuite (Option 1 x Items)

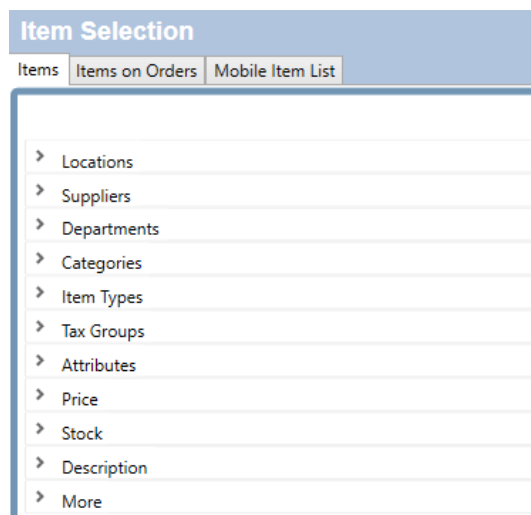
Navigate to Inventory > Items > Label Printing



You will now be presented with the Item Selection screen > on the first tab named 'Items' this is the option to filter in as much or as little detail as needed to find the required items which require Label Printing.

Options include filtering by:

- Location
- Suppliers
- Departments (*if selected, remember to 'Confirm Departments' to be shown your Category selection*)
- Categories
- Item Types (*Standard, Voucher, Non-Inventory, OpSuite Kit etc*)
- Tax Groups
- Attributes (*items with a selected Attribute group assigned, such as Christmas, Easter etc*)
- Price (*Default Price, Price A, B, C or Sale Start/End dates*)
- Stock (*Date Created, Last Sold, Qty Available, Qty on Hand etc*)
- Description (*Product Line, Colour, Bin, Size etc*)
- More (*All Product Codes, Supplier Reorder Number, Web Items, Last Updated etc*)



Once the filters have been selected > click on the arrow on the bottom of the screen to move to the next page



OpSuite will then return the items based on the search criteria (up to a maximum of 5,000 items)

**Label Printing**  
**Quantity Options**

Print Quantity Options: Fixed Quantity 5 Apply Quantities

| Source | Location             | Sku    | Barcode       | Description                         | Extended Description                        | Department | Category               | Supplier        | Reorder Number | Price   | Print Qty |
|--------|----------------------|--------|---------------|-------------------------------------|---------------------------------------------|------------|------------------------|-----------------|----------------|---------|-----------|
| ITEM   | Bakewell Tart Cafe 8 | 010215 | 5017781477555 | Duck Bill Pate w Crystallised Orang | Duck Bill Pate w Crystallised Orange 180g C | Food       | Christmas Food Non Vat | COTTAGE DELIGHT | 650333         | 19.9900 | 5         |
| ITEM   | Bakewell Tart Cafe 8 | 010227 | 5017781477209 | Cheese Straws 150g                  | A wonderful serenity has taken possession   | Food       | Food Non Vat           | COTTAGE DELIGHT | 650333         | 1.6750  | 5         |
| ITEM   | Bakewell Tart Cafe 8 | 026606 | 5017781478893 | Gentleman's Selection CD            | Gentleman's Selection CD                    | Food       | Christmas Food Non Vat | COTTAGE DELIGHT | 650660         | 9.9950  | 5         |
| ITEM   | Bakewell Tart Cafe 8 | 028089 | 5021039006189 | Lemon Curd 315g CD                  | Lemon Curd 315g CD                          | Food       | Food Non Vat           | COTTAGE DELIGHT | 050005/19      | 1.5950  | 5         |
| ITEM   | Bakewell Tart Cafe 8 | 028108 | 5017781132023 | Just Honey Set 340g CD              | Just Honey Set 340g CD                      | Food       | Food                   | COTTAGE DELIGHT | 150009         | 2.0450  | 5         |
| ITEM   | Bakewell Tart Cafe 8 | 028109 | 5017781132016 | Just Honey Clear 340g CD            | Just Honey Clear 340g CD                    | Food       | Food                   | COTTAGE DELIGHT | 150008         | 2.0450  | 5         |
| ITEM   | Bakewell Tart Cafe 8 | 028110 | 5017781162020 | Apricot Chutney 320g CD             | Apricot Chutney 320g CD                     | Food       | Food                   | COTTAGE DELIGHT | 200037         | 1.3250  | 5         |
| ITEM   | Bakewell Tart Cafe 8 | 028113 | 5017781162075 | Spicy Mango & Ginger Chutney 3      | Spicy Mango & Ginger Chutney 340g CD        | Food       | Food                   | COTTAGE DELIGHT | 200043         | 1.2950  | 5         |
| ITEM   | Bakewell Tart Cafe 8 | 028128 | 5017781172074 | Spiced Garlic Pickle 270g CD        | Spiced Garlic Pickle 270g CD                | Food       | Food                   | COTTAGE DELIGHT | 250016         | 1.3750  | 5         |
| ITEM   | Bakewell Tart Cafe 8 | 028140 | 5017781185067 | Thai Sweet Chili Sauce 220ml        | Thai Sweet Chili Sauce 220ml CD             | Food       | Food Non Vat           | COTTAGE DELIGHT | 300068         | 1.5450  | 5         |
| ITEM   | Bakewell Tart Cafe 8 | 028141 | 5017781185074 | Tropical Mango, Lime & Chili        | Tropical Mango, Lime & Chili Sauce 220ml    | Food       | Food Non Vat           | COTTAGE DELIGHT | 300069         | 1.5450  | 5         |
| ITEM   | Bakewell Tart Cafe 8 | 028146 | 5017781183025 | Bramley Apple Sauce 200g CD         | Bramley Apple Sauce 200g CD                 | Food       | Food Non Vat           | COTTAGE DELIGHT | 300050         | 1.1250  | 5         |
| ITEM   | Bakewell Tart Cafe 8 | 028147 | 5017781470095 | Cranberry Sauce 225g CD             | Cranberry Sauce 225g CD                     | Food       | Christmas Food Non Vat | COTTAGE DELIGHT | 650003         | 1.2950  | 5         |
| ITEM   | Bakewell Tart Cafe 8 | 028159 | 5017781350113 | Gen'Pars Breadsticks 200g CD        | Gen'Pars Breadsticks 200g CD                | Food       | Food Non Vat           | COTTAGE DELIGHT | 560001         | 1.6750  | 5         |
| ITEM   | Bakewell Tart Cafe 8 | 028160 | 5017781350120 | Tom(Basil) Breadsticks (Large)      | Tom(Basil) Breadsticks (Large) 200g CD      | Food       | Food Non Vat           | COTTAGE DELIGHT | 560002         | 1.6750  | 5         |
| ITEM   | Bakewell Tart Cafe 8 | 028162 | 5017781350236 | Pesto & Parmesan Flavour Mini       | Pesto & Parmesan Flavour Mini Breadsticks   | Food       | Food Non Vat           | COTTAGE DELIGHT | 560006         | 1.6750  | 5         |

At the top of the screen there is the option to select 'Print Quantity Options' – the recommended choices for this option are detailed below:

**Fixed Quantity (default setting)** – type in the number of labels which require printing for each item (this will be the same value of labels for every item on the list) then hit 'Apply Quantities'

Print Quantity Options: Fixed Quantity 5 Apply Quantities

Now on the Item list in the Print Qty column, this number will be present

Print Quantity Options: Fixed Quantity 5 Apply Quantities

| Barcode      | Description                    | Extended Description              | Department | Category | Supplier                      | Reorder Number | Price   | Print Qty |
|--------------|--------------------------------|-----------------------------------|------------|----------|-------------------------------|----------------|---------|-----------|
| 011651009959 | Lunch Napkins Moiree Red       | Lunch Napkins Moiree Red          | Giftware   | Giftware | IDEAL HOME RANGE(U.K) LIMITED |                | 2.7500  | 5         |
| 864235459934 | Dora's Pan                     |                                   | Giftware   | Giftware | IDEAL HOME RANGE(U.K) LIMITED | SBB 501964     | 10.9900 | 5         |
| 011651065498 | Lunch Napkins Fairy Rose Cream | Lunch Napkins Fairy Rose Cream    | Giftware   | Giftware | IDEAL HOME RANGE(U.K) LIMITED |                | 2.7500  | 5         |
| 033271004229 | English Lavender Incense Tubes | English Lavender Incense Tubes AB | Giftware   | Giftware | ASHLEIGH & BURWOOD LTD        | INCT02         | 3.2500  | 5         |
| 030026316781 | Strawberry Food Cover 30cm GG  | Strawberry Food Cover 30cm GG     | Giftware   | Giftware | GISELA GRAHAM LTD             | 31678          | 6.9900  | 5         |
| 033271005219 | Fresh Green Tea Incense Tubes  | Fresh Green Tea Incense Tubes AB  | Giftware   | Giftware | ASHLEIGH & BURWOOD LTD        | INCT12         | 3.2500  | 5         |

**Varying Quantity** – Allows you to enter the required label qty individually for each item rather than a fixed quantity > click on the '0' in the 'Print Qty' column to amend to the required qty

| Supplier          | Reorder Number | Price   | Print Qty |
|-------------------|----------------|---------|-----------|
| M J SUPPLIES      | ET70087        | 24.9800 | 5         |
| COTTAGE DELIGHT   | 650333         | 19.9900 | 2         |
| COTTAGE DELIGHT   | 650333         | 1.6750  | 1         |
| KIPLING PLANTS LT |                | 3.9900  | 10        |
| KIPLING PLANTS LT | TRADHCG2       | 4.0000  | 15        |
| KIPLING PLANTS LT | LIGUDDE2       | 4.9900  | 0         |

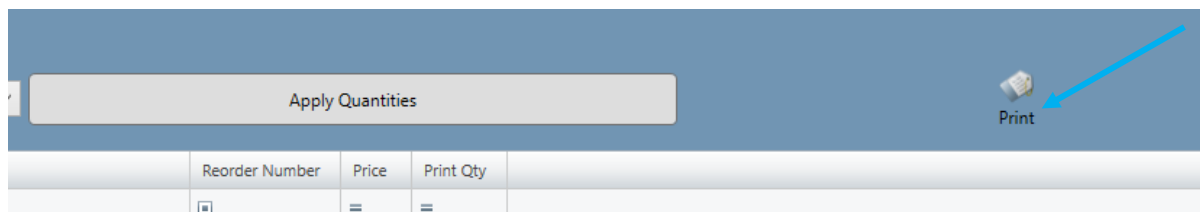
**Quantity in Stock** – click ‘Apply Quantities’ > OpSuite will now return the values of the item in stock at Location in the ‘Print Qty’ column. This means that for every item you have in stock, a label will be printed.

| Print Quantity Options |                                | Quantity In Stock                 |                          | Apply Quantities         |                               |                          |         |           |  |
|------------------------|--------------------------------|-----------------------------------|--------------------------|--------------------------|-------------------------------|--------------------------|---------|-----------|--|
|                        | Description                    | Extended Description              | Department               | Category                 | Supplier                      | Reorder Number           | Price   | Print Qty |  |
|                        | <input type="checkbox"/>       | <input type="checkbox"/>          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | =       | =         |  |
| 39959                  | Lunch Napkins Moiree Red       | Lunch Napkins Moiree Red          | Giftware                 | Giftware                 | IDEAL HOME RANGE(U.K) LIMITED |                          | 2.7500  | 112       |  |
| 59934                  | Dora's Pan                     |                                   | Giftware                 | Giftware                 | IDEAL HOME RANGE(U.K) LIMITED | S88 501964               | 10.9900 | 112       |  |
| 55498                  | Lunch Napkins Fairy Rose Cream | Lunch Napkins Fairy Rose Cream    | Giftware                 | Giftware                 | IDEAL HOME RANGE(U.K) LIMITED |                          | 2.7500  | 112       |  |
| 34229                  | English Lavender Incense Tubes | English Lavender Incense Tubes AB | Giftware                 | Giftware                 | ASHLEIGH & BURWOOD LTD        | INCT02                   | 3.2500  | 112       |  |
| 16781                  | Strawberry Food Cover 30cm GG  | Strawberry Food Cover 30cm GG     | Giftware                 | Giftware                 | GISELA GRAHAM LTD             | 31678                    | 6.9900  | 112       |  |
| 35219                  | Fresh Green Tea Incense Tubes  | Fresh Green Tea Incense Tubes AB  | Giftware                 | Giftware                 | ASHLEIGH & BURWOOD LTD        | INCT12                   | 3.2500  | 112       |  |

**PLEASE NOTE:** The other options: *Quantity on Order, Quantity Received & Quantity Not Received*– will be detailed in the next part of this document.

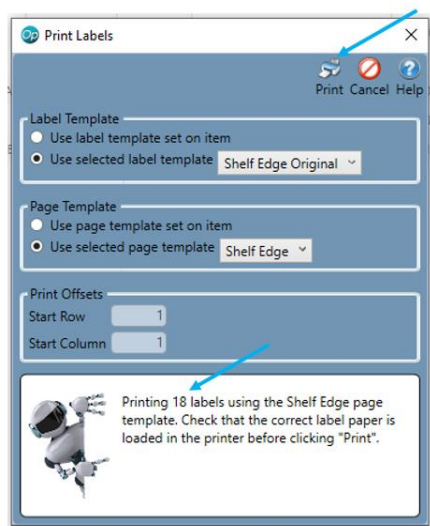
*Item List Quantity* is detailed later in the document as this is associated only with the *Mobile Item List* module.

Once the quantities have been applied for printing > select the ‘Print’ icon in the right-hand corner of the screen



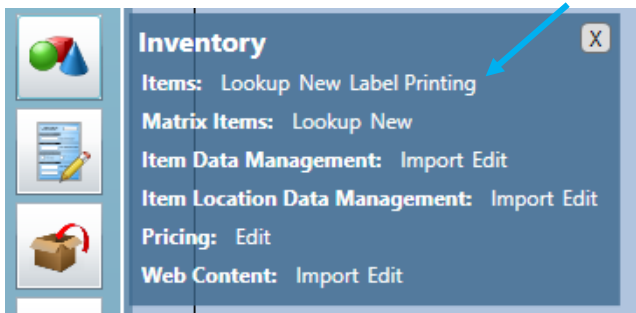
The Print Labels window will then appear & if a Label/Page Template is already assigned to the items which are being printed, this will be stated in the default setting. If not, simply select the Label Template

OpSuite will then state how many labels will be printed > click ‘Print’ in the top right-hand corner of the window > the labels will then be printed.

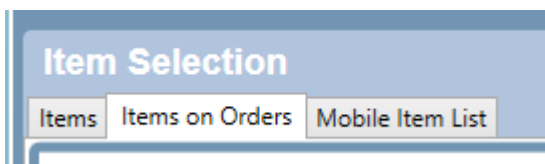


## Creating an Item List on OpSuite (Option 2 x Items on Orders)

Navigate to Inventory > Items > Label Printing



You will now be presented with the Item Selection screen > click on the second tab named 'Items on Orders'



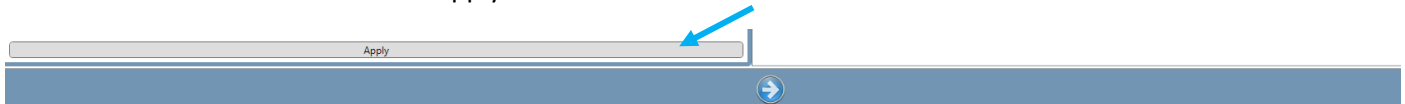
Once this tab is selected > the option to filter in as much or as little detail as required to find the items on orders which require Label Printing.

Options include filtering by:

- Orders (*Purchase Order #, Transfers #, Goods Received #, Goods Issued #, Purchase Order Date, etc*)
- Purchase Order Supplier (*select required supplier/s from the list*)
- Goods Received Supplier (*select required supplier/s from the list*)

*Please note - if there is a setting you do not wish to use, ensure 'None Applied' is selected*

Once the filters are selected > click 'Apply'



OpSuite will then return the Orders/Transfers as per the filters selected and these will be present on the right-hand side of the screen

**Label Printing**

**Item Selection**

Items | Items on Orders | Mobile Item List

**Orders**

Purchase Order #

Transfers #

Goods Received #

Goods Issued #

Purchase Order Date

Transfers Order Date

Goods Received Date

Goods Issued Date

> Purchase Order Supplier

| Selected                 | Order Number | Title                | Type       | Status | Line Count |
|--------------------------|--------------|----------------------|------------|--------|------------|
| <input type="checkbox"/> | TF03191      | Test TXF for Reque   | Transfer I | Closed | 29997      |
| <input type="checkbox"/> | TF03277      | XFR IN 3 Mar 14:45   | Transfer I | Open   | 2312       |
| <input type="checkbox"/> | STKT00625    | Stocktake 4329 22/   | Transfer I | Closed | 2014       |
| <input type="checkbox"/> | STKT00621    | Stocktake 2213242    | Transfer I | Closed | 173        |
| <input type="checkbox"/> | STKT00569    | Stocktake 2213239    | Transfer I | Closed | 102        |
| <input type="checkbox"/> | STKT00573    | Stocktake 51 26/01   | Transfer I | Closed | 96         |
| <input type="checkbox"/> | STKT00571    | Stocktake R48        | Transfer I | Closed | 93         |
| <input type="checkbox"/> | TF03148      | Decimal 2            | Inter-Sto  | Closed | 74         |
| <input type="checkbox"/> | STKT00594    | Stocktake 59 27/01   | Transfer I | Open   | 69         |
| <input type="checkbox"/> | STKT00611    | Stocktake 2213241    | Transfer I | Closed | 52         |
| <input type="checkbox"/> | STKT00593    | Stocktake 2213239    | Transfer I | Closed | 28         |
| <input type="checkbox"/> | TF03256      | Interstore x 2       | Inter-Sto  | Closed | 26         |
| <input type="checkbox"/> | STKT00570    | Stocktake 2213239    | Transfer I | Closed | 25         |
| <input type="checkbox"/> | STKT00614    | Stocktake 4320 17/   | Transfer I | Closed | 24         |
| <input type="checkbox"/> | STKT00617    | Stocktake 4322 17/   | Transfer I | Closed | 24         |
| <input type="checkbox"/> | STKT00620    | Stocktake 2213242    | Transfer I | Closed | 19         |
| <input type="checkbox"/> | TF03189      | Inter store open x 2 | Inter-Sto  | Open   | 12         |
| <input type="checkbox"/> | STKT00624    | Stocktake 4329 22/   | Transfer I | Closed | 10         |
| <input type="checkbox"/> | TF03141      | Pick List 1          | Inter-Sto  | Closed | 7          |

Tick the 'Selected' box of the Orders/Transfers required to print labels from

| Selected                            | Order Number | Title              | Type       | Status | Line Count |
|-------------------------------------|--------------|--------------------|------------|--------|------------|
| <input type="checkbox"/>            | TF03191      | Test TXF for Reque | Transfer I | Closed | 29997      |
| <input checked="" type="checkbox"/> | TF03277      | XFR IN 3 Mar 14:45 | Transfer I | Open   | 2312       |

Once selected > select on the arrow on the bottom of the screen to move to the next page



OpSuite will then return the items from the selected Order/Transfers (up to a maximum of 5,000 items)

**Label Printing**

**Quantity Options**

Print Quantity Options: Fixed Quantity 5 Apply Quantities

| Source | Location           | Sku     | Barcode       | Description                          | Extended Description                        | Department     | Category               | Supplier         | Reorder Number | Price   | Print Qty |
|--------|--------------------|---------|---------------|--------------------------------------|---------------------------------------------|----------------|------------------------|------------------|----------------|---------|-----------|
| ORDER  | The Water Front    | 00011   |               | REG BBQ charcoal                     |                                             | Barbecues      | Charcoal Barbecues     | BOURNE & SON LT  |                | 0.0000  | 5         |
| ORDER  | The Water Front    | 00012   | BA8821723     | REG Aquarium Kit w/o components      |                                             | Aquarium       | Decor & Ornaments      |                  |                | 0.0000  | 5         |
| ORDER  | The Water Front    | 00166   |               | Drifted quantity item change         |                                             | Aquarium       | Foods                  |                  |                | 10.0000 | 5         |
| ORDER  | The Water Front    | 001776  |               | Cottswold Stone Chippings            |                                             | Aggregates     | Aggregates             | ATKINS & POTTS   |                | 10.0000 | 5         |
| ORDER  | The Water Front    | 00180   | BA8821399     | Big Pond                             |                                             | Aquatics       | Ponds                  | A ONE SERVICES   |                | 0.0000  | 5         |
| ORDER  | The Water Front    | 00992   |               | Silver Stone                         |                                             | Aggregates     | Aggregates             |                  |                | 4.0000  | 5         |
| ORDER  | The Water Front    | 00993   | BA8821742     | Colerlaw                             | Colerlaw                                    | Bakewell Kitch | Bakewell Mains         |                  |                | 0.4900  | 5         |
| ORDER  | The Water Front    | 010001  |               | TEST KIT ITEM                        | Item for testing kit functionality          | Admin          | Default Subgroup       | DEFAULT SUPPLIER |                | 2.0000  | 5         |
| ORDER  | The Water Front    | 010002  |               | Test Bounceback Item                 | Test Bounceback Item                        | Admin          | Default Subgroup       |                  |                | 0.5100  | 5         |
| ORDER  | The Water Front    | 010005  |               | -                                    | -                                           | Admin          | Gift Vouchers          |                  |                | 0.0000  | 5         |
| ORDER  | The Water Front    | 0101010 |               | Moses                                |                                             | Aquatics       | Ponds                  |                  |                | 0.0000  | 5         |
| ITEM   | Bakewell Tart Cafe | 010215  | 5017781477355 | Duck Bill Pate w Crystallised Orang  | Duck Bill Pate w Crystallised Orange 180g C | Food           | Christmas Food Non Vat | COTTAGE DELIGHT  | 650333         | 19.9900 | 5         |
| ITEM   | Bakewell Tart Cafe | 010227  | 5017781477309 | Cheese Straws 150g                   | A wonderful serenity has taken possession   | Food           | Food Non Vat           | COTTAGE DELIGHT  | 650333         | 1.6750  | 5         |
| ORDER  | The Water Front    | 011516  | 516163156     | The last Bristling Description Chang | Plum (Prunus) Csar 12L RM                   | Barbecues      | Gas                    | FRANK P MATTHEW  | 108161         | 28.9900 | 5         |
| ORDER  | The Water Front    | 012026  | 505506400083  | Alpine Grit KK                       | Alpine Grit KK                              | Aggregates     | Aggregates             | KELKAY LIMITED   | 1004           | 4.9900  | 5         |
| ORDER  | The Water Front    | 012027  | 505506400214  | Oranges                              | Oranges                                     | Aggregates     | Aggregates             | KELKAY LIMITED   | 1012           | 3.9900  | 5         |

At the top of the screen there is the option to select 'Print Quantity Options' – the recommended choices for Option 2 are detailed below:

**Quantity on Order** – OpSuite will pull through the Qty on Order from the Order/Transfer into the Label Printing Wizard & a label will be printed for each ordered item

**Quantity Options**

Print Quantity Options: Quantity On Order Apply Quantities

| Source | Location           | Sku    | Barcode       | Description                    | Extended Description                      | Department | Category     | Supplier        | Reorder Number | Price  | Print C |
|--------|--------------------|--------|---------------|--------------------------------|-------------------------------------------|------------|--------------|-----------------|----------------|--------|---------|
| ITEM   | Bakewell Tart Cafe | 010227 | 5017781477209 | Cheese Straws 150g             | A wonderful serenity has taken possession | Food       | Food Non Vat | COTTAGE DELIGHT | 650333         | 1.6750 | 45      |
| ITEM   | Bakewell Tart Cafe | 181369 | 5017781162112 | Caramelised Onion Chutney 310g | Caramelised Onion Chutney 310g CD         | Food       | Food         | COTTAGE DELIGHT | 200045         | 1.5950 | 36      |
| ITEM   | Bakewell Tart Cafe | 181390 | 5017781172067 | Hot Chilli Pickle 270g CD      | Hot Chilli Pickle 270g CD                 | Food       | Food Non Vat | COTTAGE DELIGHT | 250015         | 1.6750 | 36      |
| ITEM   | Bakewell Tart Cafe | 028160 | 5017781350120 | Tom/Basil Breadsticks (Large)  | Tom/Basil Breadsticks (Large) 200g CD     | Food       | Food Non Vat | COTTAGE DELIGHT | 560002         | 1.6750 | 24      |
| ITEM   | Bakewell Tart Cafe | 028162 | 5017781350236 | Pesto & Parmesan Flavour Mini  | Pesto & Parmesan Flavour Mini Breadsticks | Food       | Food Non Vat | COTTAGE DELIGHT | 560006         | 1.6750 | 24      |

**Quantity Received** – OpSuite will pull through the Qty Received from the Order/Transfer into the Label Printing Wizard & a label will be printed for each received item

**Quantity Options**

Print Quantity Options: Quantity Received Apply Quantities

| Source | Location           | Sku    | Barcode       | Description                    | Extended Description                       | Department     | Category    | Supplier         | Reorder Number | Price   | Print C |
|--------|--------------------|--------|---------------|--------------------------------|--------------------------------------------|----------------|-------------|------------------|----------------|---------|---------|
| ORDER  | Bakewell Tart Cafe | 024938 | 7318302173005 | Silhouette Angel Clear KS (217 | Silhouette Angel Clear KS (2173-000EE)     | Christmas Ligh | Xmas Lights | KONSTMIDE (UK)LT | 2173-000EE     | 9.9900  | 112     |
| ORDER  | Bakewell Tart Cafe | 073226 | 5016971984077 | 24 Garland Hooks with PD (AC98 | 24 Garland Hooks with PD (AC98407)         | Christmas Ligh | Xmas Lights | PREMIER DECORAT  | AC98407        | 0.9900  | 112     |
| ORDER  | Bakewell Tart Cafe | 079483 | 728162033284  | Olde Stone Bridge (03328)      | Olde Stone Bridge (03328)                  | Christmas Ligh | Xmas Lights | PEARSE PRODUCTS  | 03328          | 11.9900 | 112     |
| ORDER  | Bakewell Tart Cafe | 079497 | 728162140029  | Bristle Tree Large LM (14002)  | Bristle Tree Large LM (14002)              | Christmas Ligh | Xmas Lights | PEARSE PRODUCTS  | 14002          | 1.9900  | 112     |
| ORDER  | Bakewell Tart Cafe | 081834 | 7318302446208 | Candle Lights set of 3 2446-20 | Candle Lights set of 3 2446-200 Konstsmide | Christmas Ligh | Xmas Lights | KONSTMIDE (UK)LT | 2446-200TE     | 16.9900 | 112     |
| ORDER  | Bakewell Tart Cafe | 081838 | 7318302856007 | Santa Window Silhouette KS     | Santa Window Silhouette KS                 | Christmas Ligh | Xmas Lights | KONSTMIDE (UK)LT | 2856-000EE     | 5.9900  | 112     |
| ORDER  | Bakewell Tart Cafe | 082486 | 7318302221553 | 50 Red Mini Light Set KS (2221 | 50 Red Mini Light Set KS (2221-550EE)      | Christmas Ligh | Xmas Lights | KONSTMIDE (UK)LT | 2221-550EE     | 8.9900  | 112     |

**Fixed Quantity (default setting)** – You must type in the number of labels required for printing (this will be the same value of labels for every item on the list) then hit 'Apply Quantities'

Print Quantity Options: Fixed Quantity 5 Apply Quantities

Now on the Item list in the Print Qty column, this number will be present

| Print Quantity Options |                                | Fixed Quantity                    |            | 5        |                               | Apply Quantities |         |           |  |
|------------------------|--------------------------------|-----------------------------------|------------|----------|-------------------------------|------------------|---------|-----------|--|
| Barcode                | Description                    | Extended Description              | Department | Category | Supplier                      | Reorder Number   | Price   | Print Qty |  |
| 011651009959           | Lunch Napkins Moiree Red       | Lunch Napkins Moiree Red          | Giftware   | Giftware | IDEAL HOME RANGE(U.K) LIMITED |                  | 2.7500  | 5         |  |
| 864235459934           | Dora's Pan                     |                                   | Giftware   | Giftware | IDEAL HOME RANGE(U.K) LIMITED | SBB 501964       | 10.9900 | 5         |  |
| 011651065498           | Lunch Napkins Fairy Rose Cream | Lunch Napkins Fairy Rose Cream    | Giftware   | Giftware | IDEAL HOME RANGE(U.K) LIMITED |                  | 2.7500  | 5         |  |
| 033271004229           | English Lavender Incense Tubes | English Lavender Incense Tubes AB | Giftware   | Giftware | ASHLEIGH & BURWOOD LTD        | INCT02           | 3.2500  | 5         |  |
| 030026316781           | Strawberry Food Cover 30cm GG  | Strawberry Food Cover 30cm GG     | Giftware   | Giftware | GISELA GRAHAM LTD             | 31678            | 6.9900  | 5         |  |
| 033271005219           | Fresh Green Tea Incense Tubes  | Fresh Green Tea Incense Tubes AB  | Giftware   | Giftware | ASHLEIGH & BURWOOD LTD        | INCT12           | 3.2500  | 5         |  |

**Varying Quantity** – Allows you to enter the required label qty individually for each item rather than a fixed quantity  
 > click on the '0' in the 'Print Qty' column to amend to the required qty

| Supplier          | Reorder Number | Price   | Print Qty |  |
|-------------------|----------------|---------|-----------|--|
| M J SUPPLIES      | ET70087        | 24.9800 | 5         |  |
| COTTAGE DELIGHT   | 650333         | 19.9900 | 2         |  |
| COTTAGE DELIGHT   | 650333         | 1.6750  | 1         |  |
| KIPLING PLANTS LT |                | 3.9900  | 10        |  |
| KIPLING PLANTS LT | TRADHCG2       | 4.0000  | 15        |  |
| KIPLING PLANTS LT | LIGUDDE2       | 4.9900  | 0         |  |

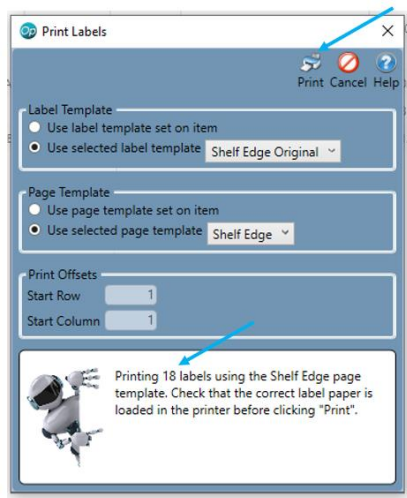
Once the required varying quantities have been added click 'Apply Quantities' at the top of the page

Once the required quantities for printing are applied > select the 'Print' icon in the right-hand corner of the screen

| Apply Quantities |       |           |  | Print |
|------------------|-------|-----------|--|-------|
| Reorder Number   | Price | Print Qty |  |       |
|                  |       |           |  |       |

The Print Labels window will then appear and if a Label/Page Template is already assigned to the items which are being printed, this will be stated in the default setting. If not, simply select the Label Template

OpSuite will then state how many labels will be printed > click 'Print' in the top right-hand corner of the window > the labels will then be printed.

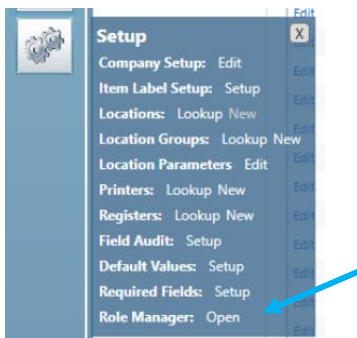


### Creating an Item List on Mobile (Option 3)

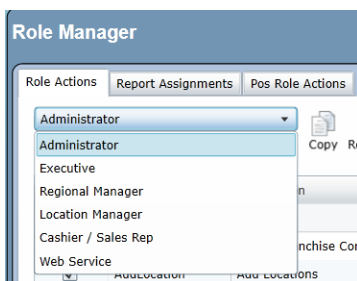
Before using Item Lists, the correct Role Action settings need to be applied

#### Roles

Go to Setup > Role Manager > Open



Within the Role Actions tab select the required level which is needed

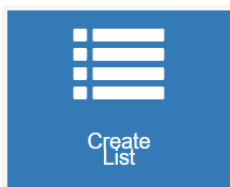


UseItemLists enables you to create Item Lists on OpSuite mobile

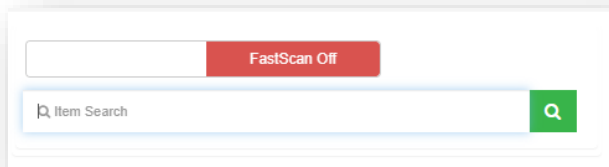
| Active <<                           | Action <<                                                              | Description <<           |  |
|-------------------------------------|------------------------------------------------------------------------|--------------------------|--|
| = <input type="checkbox"/>          | <input type="checkbox"/> UseItemLists <input type="text" value="vsk"/> | <input type="checkbox"/> |  |
| <input checked="" type="checkbox"/> | UseItemLists                                                           | Use Item Lists           |  |

Log on to OpSuite Mobile

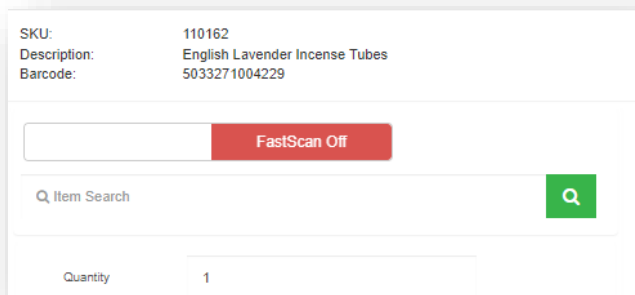
Navigate to 'Create List'



You will then be taken to the Item Search screen to scan (or type) in the items



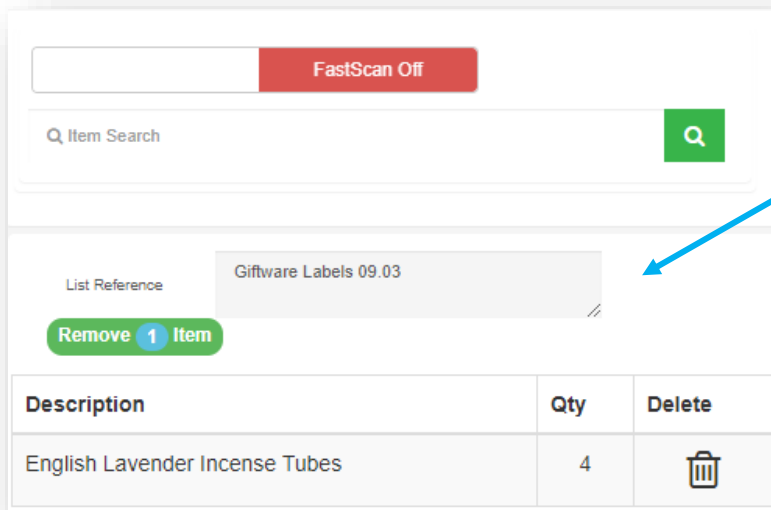
Scan the item and enter the quantity of labels required



Now enter in the quantity > click the + item at the bottom of the screen



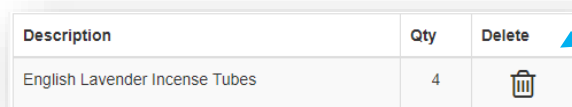
Once the item(s) have been added, OpSuite Mobile will present the list of items present and provides the option to give the list a 'List Reference' to find easily in OpSuite



The screenshot shows the OpSuite Mobile interface. At the top, there is a red button labeled "FastScan Off" and a search bar with the text "Q Item Search" and a green search icon. Below the search bar, there is a section for "List Reference" with a text input field containing "Giftware Labels 09.03". A blue arrow points to this input field. Below the list reference, there is a green button labeled "Remove 1 Item". Below this, there is a table with the following structure:

| Description                    | Qty | Delete                                                                            |
|--------------------------------|-----|-----------------------------------------------------------------------------------|
| English Lavender Incense Tubes | 4   |  |

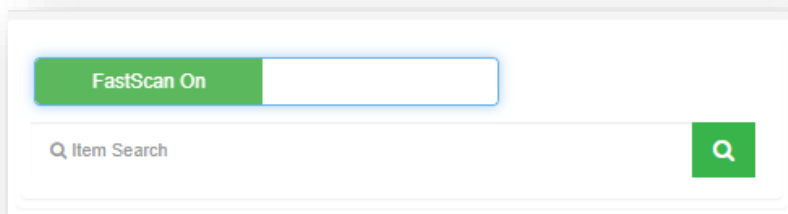
There is also the option to delete any unwanted items from the Item List by simply clicking on the bin icon



A close-up of the table from the previous screenshot, focusing on the "Delete" column. A blue arrow points to the bin icon in the "Delete" column for the item "English Lavender Incense Tubes".

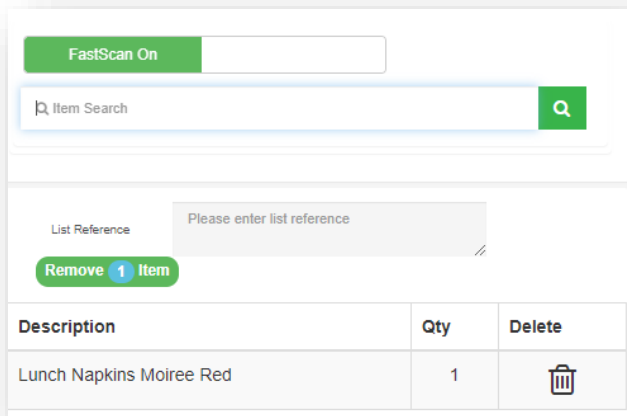
| Description                    | Qty | Delete                                                                             |
|--------------------------------|-----|------------------------------------------------------------------------------------|
| English Lavender Incense Tubes | 4   |  |

For quickness, if you only wish to submit 1 x of each label into OpSuite on the Item List module, simply amend the FastScan setting at top of the module screen & scan away



The screenshot shows the OpSuite Mobile interface with the "FastScan" setting set to "On". The "FastScan" button is green and labeled "FastScan On". Below it, there is a search bar with the text "Q Item Search" and a green search icon.

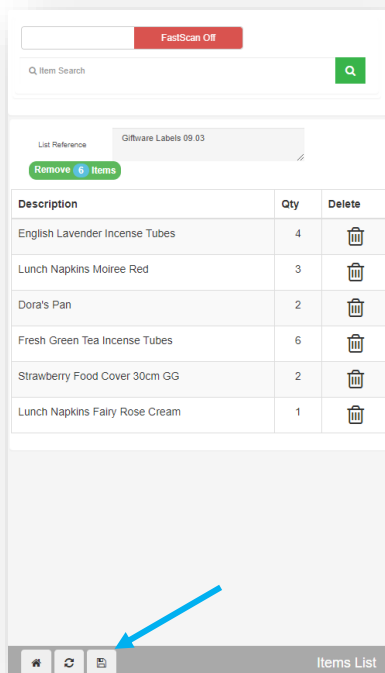
Once an item has been scanned, it will automatically be added to the Item List with a quantity of 1 and OpSuite Mobile will take you straight back to scanning your next time



The screenshot shows the OpSuite Mobile app interface. At the top, there is a green button labeled "FastScan On" and a search bar with the text "Item Search" and a magnifying glass icon. Below the search bar, there is a section for "List Reference" with a placeholder text "Please enter list reference". A green button labeled "Remove 1 Item" is visible. Below this, there is a table with three columns: "Description", "Qty", and "Delete". The table contains one row with the description "Lunch Napkins Moiree Red", a quantity of "1", and a delete icon.

| Description              | Qty | Delete                                                                            |
|--------------------------|-----|-----------------------------------------------------------------------------------|
| Lunch Napkins Moiree Red | 1   |  |

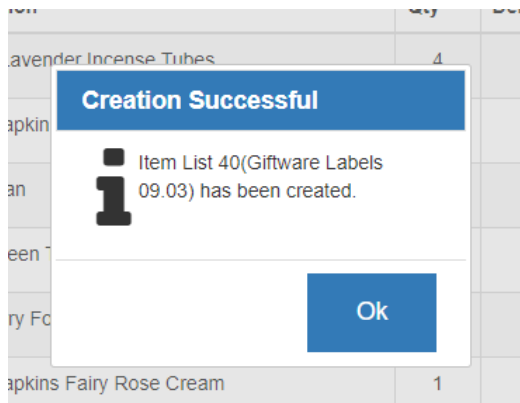
Once you have scanned all the required items which need a label, click the save icon at the bottom of the screen to send the list into OpSuite



The screenshot shows the OpSuite Mobile app interface with a list of items. At the top, there is a red button labeled "FastScan Off" and a search bar with the text "Item Search" and a magnifying glass icon. Below the search bar, there is a section for "List Reference" with the text "Giftware Labels 09.03". A green button labeled "Remove 6 Items" is visible. Below this, there is a table with three columns: "Description", "Qty", and "Delete". The table contains six rows of items. At the bottom of the screen, there is a navigation bar with three icons: a home icon, a refresh icon, and a save icon. A blue arrow points to the save icon. The text "Items List" is visible at the bottom right.

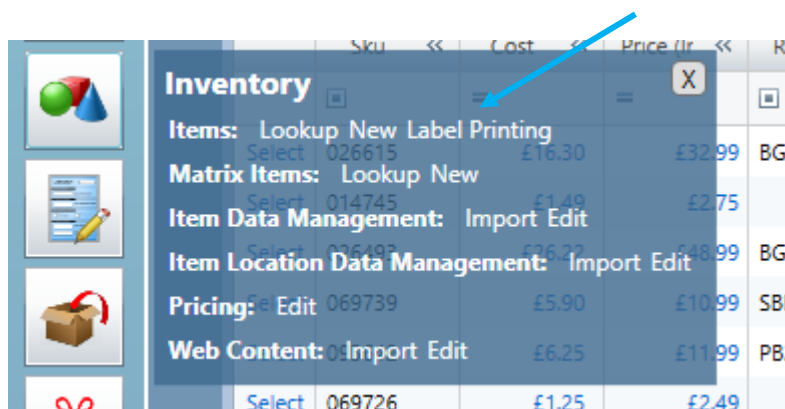
| Description                    | Qty | Delete                                                                              |
|--------------------------------|-----|-------------------------------------------------------------------------------------|
| English Lavender Incense Tubes | 4   |  |
| Lunch Napkins Moiree Red       | 3   |  |
| Dora's Pan                     | 2   |  |
| Fresh Green Tea Incense Tubes  | 6   |  |
| Strawberry Food Cover 30cm GG  | 2   |  |
| Lunch Napkins Fairy Rose Cream | 1   |  |

OpSuite Mobile will present a window to state the Item List has been created with the Item List Number and Reference for you to find in OpSuite

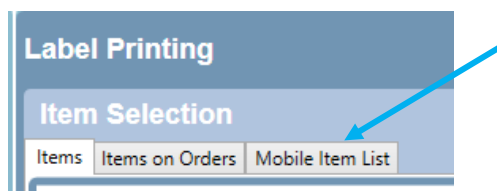


Once the list has been submitted, navigate back to OpSuite to find your Item List in Label printing

Login into OpSuite & navigate to Inventory > Items > Label Printing



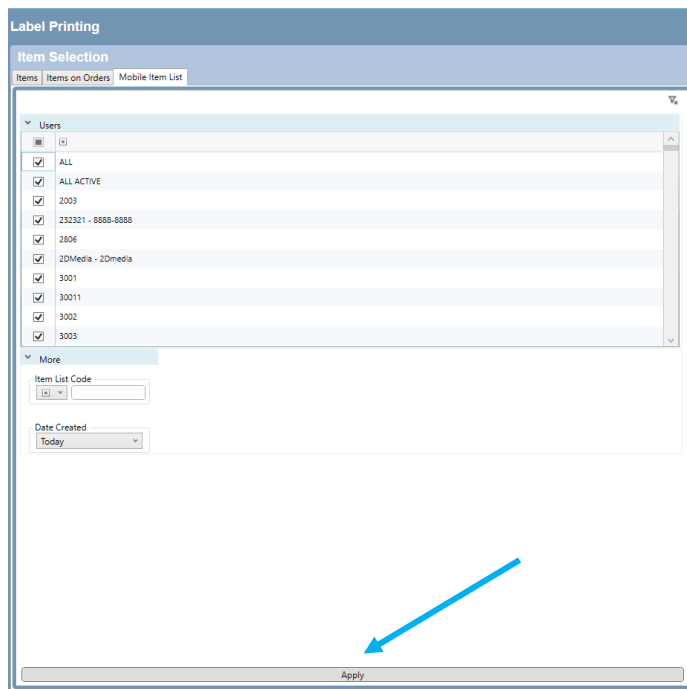
Once in the Label Printing Wizard, navigate to the third tab 'Mobile Item List'



Use the filters on the left-hand side to search by User, Date or Item List Code

When search via date or Item List Code, ensure that you have selected 'ALL' users to bring back results

Once you have selected your filters, click 'Apply'



Label Printing

Item Selection

Items | Items on Orders | Mobile Item List

Users

- ☒ ALL
- ☒ ALL ACTIVE
- ☒ 2003
- ☒ 232321 - 8888-8888
- ☒ 2806
- ☒ 2DMedia - 2Dmedia
- ☒ 3001
- ☒ 30011
- ☒ 3002
- ☒ 3003

More

Item List Code

Date Created

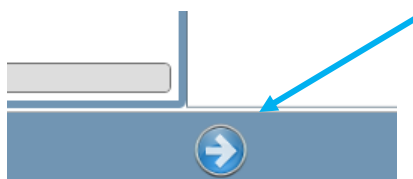
Today

Apply

The filtered list will now appear on the right-hand side of the screen. Displaying the List Number, Code (the reference which was given via the Mobile), Creation Date, User and Line Count

| Selected                 | Number | Code                  | Creation Date | User | Line Count |  |
|--------------------------|--------|-----------------------|---------------|------|------------|--|
| <input type="checkbox"/> | 40     | Giftware Labels 09.03 | 09/03/2022    | adam | 6          |  |

Tick the 'Selected' box for the list required > then click on the right arrow at the bottom of the screen to view the list



On the next screen the list of items which were scanned into Item List will now be present. The columns displayed are:

- Source
- Location
- Sku
- Barcode
- Description
- Extended Description
- Department
- Category
- Supplier
- Reorder Number
- Price
- Print Qty

**Label Printing**

**Quantity Options**

Print Quantity Options: Fixed Quantity 0 Apply Quantities Print

| Source    | Location                      | Sku    | Barcode       | Description                    | Extended Description              | Department | Category | Supplier                     | Reorder Number | Price   | Print Qty |
|-----------|-------------------------------|--------|---------------|--------------------------------|-----------------------------------|------------|----------|------------------------------|----------------|---------|-----------|
| ITEM LIST | Bakewell Tart Cafe & Emporium | 014745 | 4011651009959 | Lunch Napkins Moiree Red       | Lunch Napkins Moiree Red          | Giftware   | Giftware | IDEAL HOME RANGE(UK) LIMITED |                | 2.7500  | 0         |
| ITEM LIST | Bakewell Tart Cafe & Emporium | 069739 | 6864235459934 | Dora's Pan                     |                                   | Giftware   | Giftware | IDEAL HOME RANGE(UK) LIMITED | S88 501964     | 10.9900 | 0         |
| ITEM LIST | Bakewell Tart Cafe & Emporium | 073881 | 4011651065498 | Lunch Napkins Fairy Rose Cream | Lunch Napkins Fairy Rose Cream    | Giftware   | Giftware | IDEAL HOME RANGE(UK) LIMITED |                | 2.7500  | 0         |
| ITEM LIST | Bakewell Tart Cafe & Emporium | 110162 | 5033271004229 | English Lavender Incense Tubes | English Lavender Incense Tubes AB | Giftware   | Giftware | ASHLEIGH & BURWOOD LTD       | INCT02         | 3.2500  | 0         |
| ITEM LIST | Bakewell Tart Cafe & Emporium | 130842 | 5030026316781 | Strawberry Food Cover 30cm GG  | Strawberry Food Cover 30cm GG     | Giftware   | Giftware | GISELA GRAHAM LTD            | 31678          | 6.9900  | 0         |
| ITEM LIST | Bakewell Tart Cafe & Emporium | 132323 | 5033271005219 | Fresh Green Tea Incense Tubes  | Fresh Green Tea Incense Tubes AB  | Giftware   | Giftware | ASHLEIGH & BURWOOD LTD       | INCT12         | 3.2500  | 0         |

At the top of the screen there is the option to select 'Print Quantity Options' – the choices are detailed below:

**Item List Quantity** – This option will display the Item List numbers which were entered into OpSuite Mobile (without the use of FastScan) > hit 'Apply Quantities' and these quantities will be displayed in 'Print Qty' Column

Print Quantity Options: Item List Quantity Apply Quantities

| Source    | Location                      | Sku    | Barcode       | Description                    | Extended Description              | Department | Category | Supplier                     | Reorder Number | Price   | Print Qty |
|-----------|-------------------------------|--------|---------------|--------------------------------|-----------------------------------|------------|----------|------------------------------|----------------|---------|-----------|
| ITEM LIST | Bakewell Tart Cafe & Emporium | 014745 | 4011651009959 | Lunch Napkins Moiree Red       | Lunch Napkins Moiree Red          | Giftware   | Giftware | IDEAL HOME RANGE(UK) LIMITED |                | 2.7500  | 3         |
| ITEM LIST | Bakewell Tart Cafe & Emporium | 069739 | 6864235459934 | Dora's Pan                     |                                   | Giftware   | Giftware | IDEAL HOME RANGE(UK) LIMITED | S88 501964     | 10.9900 | 2         |
| ITEM LIST | Bakewell Tart Cafe & Emporium | 073881 | 4011651065498 | Lunch Napkins Fairy Rose Cream | Lunch Napkins Fairy Rose Cream    | Giftware   | Giftware | IDEAL HOME RANGE(UK) LIMITED |                | 2.7500  | 1         |
| ITEM LIST | Bakewell Tart Cafe & Emporium | 110162 | 5033271004229 | English Lavender Incense Tubes | English Lavender Incense Tubes AB | Giftware   | Giftware | ASHLEIGH & BURWOOD LTD       | INCT02         | 3.2500  | 4         |
| ITEM LIST | Bakewell Tart Cafe & Emporium | 130842 | 5030026316781 | Strawberry Food Cover 30cm GG  | Strawberry Food Cover 30cm GG     | Giftware   | Giftware | GISELA GRAHAM LTD            | 31678          | 6.9900  | 2         |
| ITEM LIST | Bakewell Tart Cafe & Emporium | 132323 | 5033271005219 | Fresh Green Tea Incense Tubes  | Fresh Green Tea Incense Tubes AB  | Giftware   | Giftware | ASHLEIGH & BURWOOD LTD       | INCT12         | 3.2500  | 6         |

**Fixed Quantity (default setting)** – type in the number of labels you require printing (this will be the same value of labels for every item on the list) then hit 'Apply Quantities'

Print Quantity Options: Fixed Quantity  Apply Quantities

Now on the Item list in the Print Qty column, this number will be present

| Print Quantity Options <span>Fixed Quantity</span> <span>5</span> <span>Apply Quantities</span> |                                |                                   |            |          |                               |                |         |           |  |
|-------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------|------------|----------|-------------------------------|----------------|---------|-----------|--|
| Jarcode                                                                                         | Description                    | Extended Description              | Department | Category | Supplier                      | Reorder Number | Price   | Print Qty |  |
| 011651009959                                                                                    | Lunch Napkins Moiree Red       | Lunch Napkins Moiree Red          | Giftware   | Giftware | IDEAL HOME RANGE(U.K) LIMITED |                | 2.7500  | 5         |  |
| 864235459934                                                                                    | Dora's Pan                     |                                   | Giftware   | Giftware | IDEAL HOME RANGE(U.K) LIMITED | S88 501964     | 10.9900 | 5         |  |
| 011651065498                                                                                    | Lunch Napkins Fairy Rose Cream | Lunch Napkins Fairy Rose Cream    | Giftware   | Giftware | IDEAL HOME RANGE(U.K) LIMITED |                | 2.7500  | 5         |  |
| 033271004229                                                                                    | English Lavender Incense Tubes | English Lavender Incense Tubes AB | Giftware   | Giftware | ASHLEIGH & BURWOOD LTD        | INCT02         | 3.2500  | 5         |  |
| 030026316781                                                                                    | Strawberry Food Cover 30cm GG  | Strawberry Food Cover 30cm GG     | Giftware   | Giftware | GISELA GRAHAM LTD             | 31678          | 6.9900  | 5         |  |
| 033271005219                                                                                    | Fresh Green Tea Incense Tubes  | Fresh Green Tea Incense Tubes AB  | Giftware   | Giftware | ASHLEIGH & BURWOOD LTD        | INCT12         | 3.2500  | 5         |  |

**Quantity in Stock** – click ‘Apply Quantities’ & now OpSuite will bring back the values of the item in stock at your location in Print Qty. This means that for every item you have in stock, a label will be printing.

| Print Quantity Options <span>Quantity In Stock</span> <span>Apply Quantities</span> |                                |                                   |            |          |                               |                |         |           |  |
|-------------------------------------------------------------------------------------|--------------------------------|-----------------------------------|------------|----------|-------------------------------|----------------|---------|-----------|--|
|                                                                                     | Description                    | Extended Description              | Department | Category | Supplier                      | Reorder Number | Price   | Print Qty |  |
| 09959                                                                               | Lunch Napkins Moiree Red       | Lunch Napkins Moiree Red          | Giftware   | Giftware | IDEAL HOME RANGE(U.K) LIMITED |                | 2.7500  | 112       |  |
| 59934                                                                               | Dora's Pan                     |                                   | Giftware   | Giftware | IDEAL HOME RANGE(U.K) LIMITED | S88 501964     | 10.9900 | 112       |  |
| 55498                                                                               | Lunch Napkins Fairy Rose Cream | Lunch Napkins Fairy Rose Cream    | Giftware   | Giftware | IDEAL HOME RANGE(U.K) LIMITED |                | 2.7500  | 112       |  |
| 34229                                                                               | English Lavender Incense Tubes | English Lavender Incense Tubes AB | Giftware   | Giftware | ASHLEIGH & BURWOOD LTD        | INCT02         | 3.2500  | 112       |  |
| 16781                                                                               | Strawberry Food Cover 30cm GG  | Strawberry Food Cover 30cm GG     | Giftware   | Giftware | GISELA GRAHAM LTD             | 31678          | 6.9900  | 112       |  |
| 35219                                                                               | Fresh Green Tea Incense Tubes  | Fresh Green Tea Incense Tubes AB  | Giftware   | Giftware | ASHLEIGH & BURWOOD LTD        | INCT12         | 3.2500  | 112       |  |

**Varying Quantity** – Allows you to put the required label qty individually for each item rather than a fixed quantity > click on the ‘0’ in the ‘Print Qty’ column to amend to the required qty

| Supplier          | Reorder Number | Price   | Print Qty |  |
|-------------------|----------------|---------|-----------|--|
|                   |                |         |           |  |
| M J SUPPLIES      | ET70087        | 24.9800 | 5         |  |
| COTTAGE DELIGHT   | 650333         | 19.9900 | 2         |  |
| COTTAGE DELIGHT   | 650333         | 1.6750  | 1         |  |
| KIPLING PLANTS LT |                | 3.9900  | 10        |  |
| KIPLING PLANTS LT | TRADHCG2       | 4.0000  | 15        |  |
| KIPLING PLANTS LT | LIGUDDE2       | 4.9900  | 0         |  |
| KIPLING PLANTS LT | LIATCPA2       | 3.9900  | 0         |  |

**These are the settings we recommend using in Mobile Label Printing**

*The other options: Quantity on Order, Quantity Received & Quantity Not Received are detailed earlier in the document.*

Once the required quantities are applied > select the ‘Print’ icon in the right-hand corner of the screen

| Apply Quantities |       |           |  | Print |
|------------------|-------|-----------|--|-------|
| Reorder Number   | Price | Print Qty |  |       |
|                  |       |           |  |       |

The Print Labels window will then appear and if a Label/Page Template is already assigned to the items which are being printed, this will be stated in the default setting. If not, simply select the Label Template

OpSuite will then state how many labels will be printed > click 'Print' in the top right-hand corner of the window > the labels will then be printed.

