



**Ultriva 8.0 and Above
Re-Print a Master Label
Reference Guide**

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Reprint a Master Label



Quick Tip – A Supplier can reprint a Master Label if for an example, the label was lost or damaged.

Click on “Actions”

Click on “Master Label”

If the supplier ships to multiple plants, select the “Plant”.

Click on the drop down arrow in the “Label Status” field and select “Shipped”.

Master Label List For Plant One

Plant: Plant One

Label Status: Created or Updated (dropdown menu open with 'Shipped' selected)

Filter By: [dropdown]

Enter Value: [input field]

Go [button]

No Master Label(s) found. Click Add Master Label button to create one.



Quick Tip - To refine the search even further, additional filter criteria can be selected.

Once the selections are made, click on the “Go” button.

Master Label List For Plant One

Plant: Plant One

Label Status: Created or Updated

Filter By: [dropdown]

Select Operator: [dropdown]

Enter Value: [input field]

Go [button]



Quick Tip – If you do not see the “Master Label” on the screen, you may have more than 1 page to view. It is helpful to look at the “Last Action Date” to find the Master Label ID.

Click on the “Master Label” to “Reprint” and the line will highlight. Click on the “Print” button, then click if you want to print “Master Label” or “Master Label & Child Cards.”

Master Label List For Plant One

Plant: Plant One

Label Status: Shipped

Filter By: [dropdown]

Select Operator: [dropdown]

Enter Value: [input field]

Go [button]

Find Label ID: [input field]

+ Add View Print Ship

Sorted by: Last Action Date 1 to 6 of 6

Label ID	Create Date	Created By	Status	Total Cards	Cards failed to ship	Last Action Date	Last Action By
MLB222GCNA9F	09/29/2020 09:21:16 AM	Imcneely	Shipped	8	0	09/29/2020 09:27:58 AM	Imcneely
MLB222FCNAKD	02/26/2020 03:41:56 PM	Imcneely	Shipped	21	0	02/26/2020 03:42:13 PM	Imcneely
MLB222CCNAJU	11/02/2018 10:09:14 AM	Imcneely	Shipped	4	0	03/21/2019 08:12:33 AM	Imcneely

Master Label List For Plant One

Plant: Plant One

Label Status: Shipped

Filter By: [dropdown]

Select Operator: [dropdown]

Enter Value: [input field]

Go [button]

Find Label ID: [input field]

+ Add View Print Ship

Print Master
Print Master & Child Cards
Print BOL

Sorted by: Last Action Date 1 to 6 of 6

Label ID	Create Date	Created By	Status	Total Cards	Cards failed to ship	Last Action Date	Last Action By
MLB222GCNA9F	09/29/2020 09:21:16 AM	Imcneely	Shipped	8	0	09/29/2020 09:27:58 AM	Imcneely

Master Label will now Print