upland Ultriva

Ultriva 8.0 and Above Re-Print/Bulk Print Labels Reference Guide

Table of Contents

(Click to follow link)

Re-Print a Label using Admin \rightarrow Item	2
Bulk Print	4

Re-Print a Label using Admin→ Item

 $\bigcup_{\text{Important}} - All \text{ cards in the Admin} \rightarrow \text{Item screen can have the labels printed.}$

Click on "Admin"

≡	upland Ultriva	Ultriva Demo	🔍 💟 🕐 🚺 ultriva user 🕶
â	Buyer Home 🗸	Business Unit: Plant One	✓ Application: Application (Plant) ✓ ▼ ☑
~	Inventory Health (Items - Stock Out Risk)	Alerts	MRP Order Recommendations
;=]	370 88 541	You have no new alerts	
	High Medium Low		Defer Expedite Cancel
ii e	Order Tracking		My Routines
	13 692 3396 846		DAILY MONTHLY Release Orders Receive Goods
کی کے ا	Orders Orders Not yet Availing Acknowledged for Shipping for Receipts		Create Spike Order Analyze Material Status Approve Virtual Kanban View Receipts Due
	MRP Forecasts Gross Requirements	Integration Status (Last 7 days)	

Click on "Item"

Image: Supplier > Admin Business Unit: Plant One Approx Admin · · · · · · · · · · · · · · · · · · ·	pplication: Applica	ation (Plant) 👻
Admin		
		:
Comparison of the second	Dropoff Location Add, manage and v	view Dropoff Location

Quick Tip – The user can now set a specific filter by selecting the filters found below. A specific supplier can be selected along with the Cards, what to Show, the Category, RYG and even the Card State. To further refine the filter, Select Filter By, Select Operator and Enter the Value. Whenever the filter is set, the Go button must be clicked on in order to run the filter. In the example on the next page we will filter by "Item" number.

Product Line: She	ow: Il Items 🗸	RYG:	40.9%	Virtual Kanban
Supplier:	m no. starts with:	Category:	45.4%	Forecast
Filter By	tor 💌 Enter Value	Tx Go + 🔫		
Find Item				

In the "Item no. starts with:" field, type in the "Item Number". Click on the "Go" button.

Product Line:	Show:	RYG:		Virtual
All	✓ All Items	✓ AI	•	40.9% Kanban Forecast
Supplier:	Item no. starts with:	Category:		45.4%

The "Item" number appears. Click on the "Cards" button.

lt	ems List						▼ Filters ▼	Wiews ▼	Print	Export	0	*
P	roduct Line: All	~	Show:	RYG:	•			40.9%		Virtual Kanban Forecast		٩
S	upplier:		Item no. starts with: 00806	Category:	•			45.4%				
F	ilter By	▼ Select O	perator Enter Value	Tx Go	•							
+/	dd 🕼 Edit	× Disable	• View Details 🛛 🖃 Cards 🛛 👻 Mo	re Options			6					
Sort	ed by: Item										1 to 1	of 1
RYG	Category	Item	Pescription	Standard Qty	Default Supplier	Product Line	Commodity Code			No. of Cards	Status	
	Forecast	00806775	PRZEGUB AC1700I	1	ACME, Ltd.	Unknown	4521 - AFP Distributors			1	Active	

All "Cards" for that "Item Number" now appear. Click in the selection box for the label(s) to reprint, and a checkmark will appear. Click on the "Print" button.

Card	Cards List for Item 00806775								🔊 Views 👻 🖨 Prin	it 📝 Export 💡
Filter By Select Operator Let Value Go								1 0 Replenishme Cards to be Non Repleni	a Q - D S	
Cur Ear	rrent loop : liest Expira	size (Replenishment Caro ation Date 04/08/2020	dis) 0 0	Cards to be de	stroyed after co	nsumption 0		Non-replenishment Care	ds 1	Total Cards 1
Sorted b	y: Card ID									1 to 1 of 1
		Card ID	Release Id	Card State	Cycle No	Card Qty	Last Action Time	Create Time	Cycles Remaining	Location Code
*		KCDNEP4CNAN7	KCDNEP4CNAN7-000-7	On Hand	0	200	04/08/2020 09:12:29 AM	04/08/2020	Infinite	11R00000

The label(s) will now print.

Bulk Print

Important – All cards In Process and In Transit labels can be printed at this time.

Click on "Actions"

≡	upland Ultriva	Ultriva Demo	۹	💟 🕐 🌔 ultriva user 🔻
â	Buyer Home -	Business Unit: Plant (Dne 👻 Application: Ap	pplication (Plant) 🔹 🝸 🛄
	Inventory Health (Items - Stock Out Risk)	Alerts	MRP Order Recommen	adations
	370 88 541 Items Items	You have no new alerts	0	0 0
Actions	High Medium Low		Defer	Expedite Cancel
ţ	Order Tracking		My Routines	
⊞	12 602 2206 846		DAILY	MONTHLY
ŝ	Orders Orders Not yet Orders past Orders past		Create Spike Order Approve Virtual Kanban	Analyze Material Status View Receipts Due
	k on " Bulk Print " ons ^{Buyer Actions}			0 :
1	Release Manually release Cards that have been consumed. Depending on how the system is set up a Card Will be considered consumed when the box/bit is either opened or emptied	ccidentally marked a Card as need. You can undo that to the card as to the card as to the card as the	splier Reschedule uplier reschedule requested vill see a list of all Cards upproval and you can select approve	eturn Material Return material to stores
	Runline Approve Cards waiting at runline. You will see a list of Cards waiting for approval and you can select the ones to approve set ones to approve	dule Required date for the orders. Isee a list of Cards that can be duled and you can select the reschedule	s sate one time orders	reate Sales Order Create Sales Order
6	Set PO Set PO. details for the Cards. You will see a list of Cards that are waiting for the P.O. details to be set and you can select the ones to set the P.O. data	nt List of all Cards on hand. If If you have the supplied and you can also reprint Card unblock the unblock the supplied to the supplication to the supplied t	Nocked shipment of Cards r. Use this screen to Cards.	YG Board /iew RYG Board
ß	Receive Cards as they arrive. You will see a list of Cards that are in transit and you can select the ones to receive location	ocation and to different location. You will st of all on hand Cards and you no ens to be moved to different n	o one or more Cards in cycle R	eview Material Certificate Approve/reject material certificate

0

Quick Tip – The user can now set a specific filter by selecting the filters found below. A specific supplier can be selected along with the Cards, what to Show, the Category, RYG and even the Card State. To further refine the filter, Select Filter By, Select Operator and Enter the Value. Whenever the filter is set, the Go button must be clicked on in order to run the filter. In this example we will Filter By "Item" number.

Bulk Print Iten	ns List	τ	Filters 👻 👁 Views 👻	
Supplier All Suppliers Filter By	Cards All Select Operator	Show Category	RYG	Card State
Find Item	M M			

Click on the dropdown arrow in the "Filter By" field and click on "Item"

Bulk Print Item	s List		▼ Filters マ ④ Views	👻 🔒 Print 📝	Export 🕜 😤
Supplier All Suppliers	Cards Show Categ	ery RYG	Card Stat	e d 🗸	
Filter By	Select Operator Enter Value Go	•			
PO # PO Line # Fin Release #	N #5				E Show Cards
Release Line # Work Order No.	-		Viewing	1 to 10 of 253 🍕 Page	1 • of 26 •
Description RYC Regd Receive Read Ship	Description			Total Qty 1	Total Cards 1
Accept Date	TRIPOD			204	22
Product Line Title Commodity Code Title	KOSZYK AC2000			3,400	1
00801940	KOSZYK AC2600			2,300	1

Click on the dropdown arrow in the "Operator" field and click on "Equal To"

Bu	lk Print Item	s List			T Filters 👻 👁 Views	👻 🔒 Print 📝	Export	*
Sup Al	plier Suppliers	Cards All	Show C	All VIC	Card Sta On Ha	te nd 🗸		
Iten	ı	Select Operator	Enter Value	Go 🕨				
Find Ite	m	Equal To Not Equal To Greater Than					E Show Care	ds
Sorteo	l by: Item	Lesser Than Lesser Than Starte With			Viewing	1 to 10 of 253 ∮ Page	1 • of 26	5 🕨
RYG 1	Item 1	Contains Ends With	Description 1			Total Qty 1	Total Car	ds 🕆
	00800552	Not Starts With	TRIPOD			204		22
	00801908Z02	Not Contains Not Ends With	KOSZYK AC2000			3,400		1
	00801940	Is Empty	KOSZYK AC2600			2,300		1
	00804065Z01	Is Not Empty	KORPUS PRZEGUBU AC2000			1,319		8

Enter the **selected information** for the filter. *In this example we selected "Item"; "Equal To" so the "Item" number will be entered.* **Click** on the "**Go**" button.

Bulk Print Items List					▼ Filters ▼
Supplier All Suppliers	Cards	Show	Category All	RYG	Card State
Item 🗸 Equal To	- 0080	9602	Go 🖡 🔫	_	

В	ulk Print Items	List					▼ Filters ▼		🔒 Print	🕑 Expo	ort 🕜	*
Su	pplier NI Suppliers		Cards All	Show Items List	Category	• :	YG All	Card State ▼ On Hand ♥				
Ite	m 🔻	Equal To	▼ 00809602	2	▼ × Go →							
								_			E Show (Cards
Sorte	d by: Item										1 to '	1 of 1
RYG	ltem			Description					Тс	tal Qty	Tota	al Cards
	00809602			PRZEGUB AC2600						2,838		21
										(🔠 Show (Cards

The "Item" number appears. Click on "Show Cards"

Click in selection box in the column header to select all cards or select each card individually. Click on the "Print" button.

Bulk Print Cards List T									👻 🔒 Print 📝	Export
Find Card ID)	网络				_		Print	← Back To Items	
Sorted by: Item, Card ID Viewing 1 to 10 of 21 4 Page 1 🔹 of 3 🕨										e 1 🔹 of 3 🕨
		Card ID ↑	Item ↑	Description 1	Card State 1	Cycle No ↑	Qty On Card	Card Qty	Location Code 🏌	Lot #
*		KCDA7TECNAWZ	00809602	PRZEGUB AC2600	On Hand	0	144	144	11R00000	
*	<	KCDA7TFCNA5K	00809602	PRZEGUB AC2600	On Hand	0	144	144	11R00000	
*	<	KCDA7TGCNASN	00809602	PRZEGUB AC2600	On Hand	0	144	144	11R00000	
*	<	KCDA7THCNAU4	00809602	PRZEGUB AC2600	On Hand	0	144	144	11R00000	
*	~	KCDA7TJCNAYB	00809602	PRZEGUB AC2600	On Hand	0	144	144	11R00000	
*	<	KCDA7TKCNA7E	00809602	PRZEGUB AC2600	On Hand	0	144	144	11R00000	
*	<	KCDA7TLCNA2P	00809602	PRZEGUB AC2600	On Hand	0	144	144	11R00000	
*	<	KCDA7TMCNAVJ	00809602	PRZEGUB AC2600	On Hand	0	144	144	11R00000	
*	~	KCDA7TNCNA6Y	00809602	PRZEGUB AC2600	On Hand	0	144	102	11R00000	
	~	KCDB5PDCNAFE	00809602	PRZEGUB AC2600	On Hand	1	144	144	11R00000	
								D Print	+ Back To Items	

The information was "sent to the printer successfully" and the label(s) will now print.

Bulk Print Cards Results

Bulk Print Cards Results								
				Back To Items F Back To Cards				
	Card ID	Item	Card Qty	Description				
	KCDA7TECNAWZ	00809602	144	Sent to Printer Successfully.				
	KCDA7TFCNA5K	00809602	144	Sent to Printer Successfully.				
	KCDA7TGCNASN	00809602	144	Sent to Printer Successfully.				
	KCDA7THCNAU4	00809602	144	\$ Sent to Printer Successfully.				
	KCDA7TJCNAYB	00809602	144	\$ Sent to Printer Successfully.				
	KCDA7TKCNA7E	00809602	144	\$ Sent to Printer Successfully.				
	KCDA7TLCNA2P	00809602	144	\$ Sent to Printer Successfully.				
	KCDA7TMCNAVJ	00809602	144	\$ Sent to Printer Successfully.				
	KCDA7TNCNA6Y	00809602	102	2 Sent to Printer Successfully.				
	KCDB5PDCNAFE	00809602	144	Sent to Printer Successfully.				