



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

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Re-Print a Label using Admin → Item



Important – All cards in the Admin → Item screen can have the labels printed.

Click on “Admin”

Click on “Item”



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.

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

Product Line: All Show: All Items RYG: All
Supplier: Item no. starts with: 00806 Category: All
Filter By: Select Operator: Enter Value: [Tx] [Go]

40.9% Virtual
13.7% Kanban
45.4% Forecast

The “**Item**” number appears. Click on the “**Cards**” button.

Items List

Product Line: All Show: All Items RYG: All
Supplier: Item no. starts with: 00806 Category: All
Filter By: Select Operator: Enter Value: [Tx] [Go]

+ Add [Edit] * Disable [View Details] [Cards] + More Options

Sorted by: Item 1 to 1 of 1

| RYG | Category | Item | Description | Standard Qty | Default Supplier | Product Line | Commodity Code | No. of Cards | Status |
|----------|----------|----------|-----------------|--------------|------------------|--------------|-------------------------|--------------|--------|
| Forecast | | 00806775 | PRZEGUB AC17001 | 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.

Cards List for Item 00806775

Filter By: Select Operator: Enter Value: [Tx] [Go]

+ Add / Remove Cards [Update Location] [Print] [Back]

Current loop size (Replenishment Cards) 0 Cards to be destroyed after consumption 0 Non-replenishment Cards 1 Total Cards 1
Earliest Expiration Date 04/08/2020

Sorted by: 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 |
|-------------------------------------|--------------|--------------------|------------|----------|----------|------------------------|-------------|------------------|---------------|
| <input checked="" type="checkbox"/> | 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”

Click on “Bulk Print”



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 Items List

Supplier: All Suppliers | Cards: All | Show: Items List | Category: All | RYG: All | Card State: On Hand

Filter By: [dropdown] | Select Operator: [dropdown] | Enter Value: [text box] | Go

Click on the **dropdown arrow** in the “Filter By” field and click on “Item”

Supplier: All Suppliers | Cards: All | Show: Items List | Category: All | RYG: All | Card State: On Hand

Filter By: [dropdown] | Select Operator: [dropdown] | Enter Value: [text box] | Go

Find Item: [text box]

Sorted by: Item

| RYG | Item | Description | Total Qty | Total Cards |
|-----|------|---------------|-----------|-------------|
| | | TRIPOD | 204 | 22 |
| | | KOSZYK AC2000 | 3,400 | 1 |
| | | KOSZYK AC2600 | 2,300 | 1 |

Click on the **dropdown arrow** in the “Operator” field and click on “Equal To”

Supplier: All Suppliers | Cards: All | Show: Items List | Category: All | RYG: All | Card State: On Hand

Filter By: Item | Select Operator: [dropdown] | Enter Value: [text box] | Go

Find Item: [text box]

Sorted by: Item

| RYG | Item | Description | Total Qty | Total Cards |
|-----|------|------------------------|-----------|-------------|
| | | TRIPOD | 204 | 22 |
| | | KOSZYK AC2000 | 3,400 | 1 |
| | | KOSZYK AC2600 | 2,300 | 1 |
| | | 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.

Supplier: All Suppliers | Cards: All | Show: Items List | Category: All | RYG: All | Card State: On Hand

Filter By: Item | Select Operator: Equal To | Enter Value: 00809602 | Go

Find Item: [text box]

Sorted by: Item

The “Item” number appears. Click on “Show Cards”

Bulk Print Items List

Filters Views Print Export

Supplier: All Suppliers Cards: All Show: Items List Category: All RYG: All Card State: On Hand

Item: Equal To: 00809602 Go

Show Cards

Sorted by: Item 1 to 1 of 1

| RYG | Item | Description | Total Qty | Total Cards |
|----------|------|----------------|-----------|-------------|
| 00809602 | | PRZEGUB AC2600 | 2,838 | 21 |

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

Views Print Export

Find Card ID

Print Back To Items Change Filter

No.Of Copies: 3

Sorted by: Item, Card ID Viewing 1 to 10 of 21 Page 1 of 3

| <input checked="" type="checkbox"/> | Card ID ↑ | Item ↑ | Description ↓ | Card State ↓ | Cycle No ↓ | Qty On Card ↓ | Card Qty | Location Code ↓ | Lot # |
|-------------------------------------|--------------|----------|----------------|--------------|------------|---------------|----------|-----------------|-------|
| <input checked="" type="checkbox"/> | KCDA7TECNAWZ | 00809602 | PRZEGUB AC2600 | On Hand | 0 | 144 | 144 | 11R00000 | |
| <input checked="" type="checkbox"/> | KCDA7TFCNA5K | 00809602 | PRZEGUB AC2600 | On Hand | 0 | 144 | 144 | 11R00000 | |
| <input checked="" type="checkbox"/> | KCDA7TGCNASN | 00809602 | PRZEGUB AC2600 | On Hand | 0 | 144 | 144 | 11R00000 | |
| <input checked="" type="checkbox"/> | KCDA7THCNAU4 | 00809602 | PRZEGUB AC2600 | On Hand | 0 | 144 | 144 | 11R00000 | |
| <input checked="" type="checkbox"/> | KCDA7TJCNA5B | 00809602 | PRZEGUB AC2600 | On Hand | 0 | 144 | 144 | 11R00000 | |
| <input checked="" type="checkbox"/> | KCDA7TKCNA7E | 00809602 | PRZEGUB AC2600 | On Hand | 0 | 144 | 144 | 11R00000 | |
| <input checked="" type="checkbox"/> | KCDA7TLCNA2P | 00809602 | PRZEGUB AC2600 | On Hand | 0 | 144 | 144 | 11R00000 | |
| <input checked="" type="checkbox"/> | KCDA7TMCNAVJ | 00809602 | PRZEGUB AC2600 | On Hand | 0 | 144 | 144 | 11R00000 | |
| <input checked="" type="checkbox"/> | KCDA7TNCNA6Y | 00809602 | PRZEGUB AC2600 | On Hand | 0 | 144 | 102 | 11R00000 | |
| <input checked="" type="checkbox"/> | KCDB5PDCNAFE | 00809602 | PRZEGUB AC2600 | On Hand | 1 | 144 | 144 | 11R00000 | |

Print Back To Items Change Filter

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

Bulk Print Cards Results

[← Back To Items](#)[← 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. |
| KCDA7TKNA7E | 00809602 | 144 | Sent to Printer Successfully. |
| KCDA7TLCNA2P | 00809602 | 144 | Sent to Printer Successfully. |
| KCDA7TMCNAVJ | 00809602 | 144 | Sent to Printer Successfully. |
| KCDA7TNCNA6Y | 00809602 | 102 | Sent to Printer Successfully. |
| KCDB5PDCNAFE | 00809602 | 144 | Sent to Printer Successfully. |