



Ultriva 7.6 and Higher
Re-Print a Master Label
Reference Guide

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Reprint a Master Label

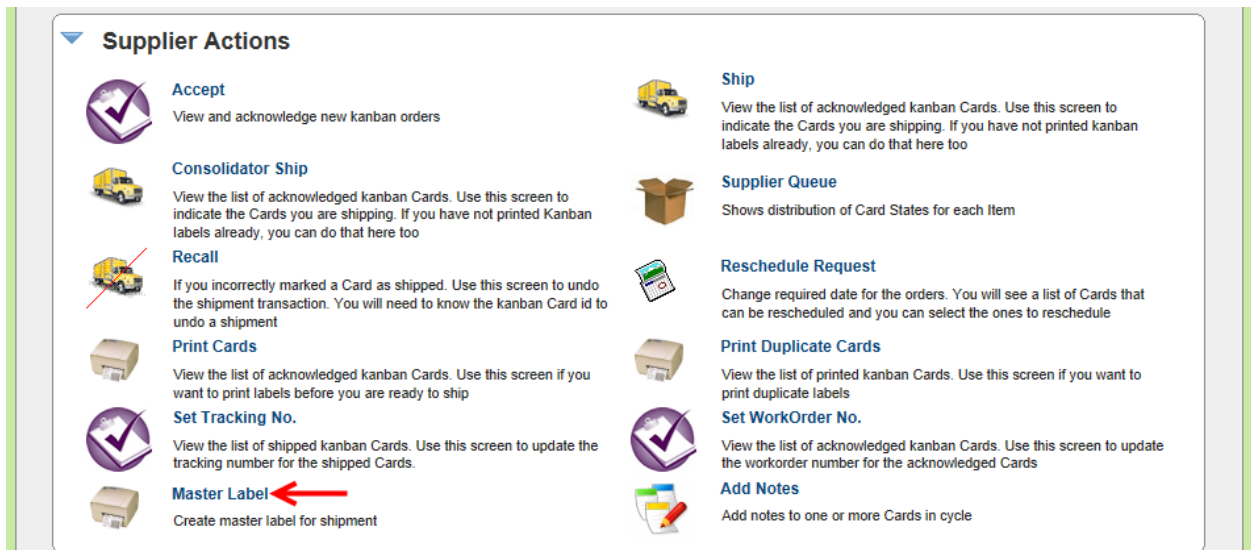


Quick Tip – A Supplier can reprint a Master Label if for an example, the label was lost or damaged.

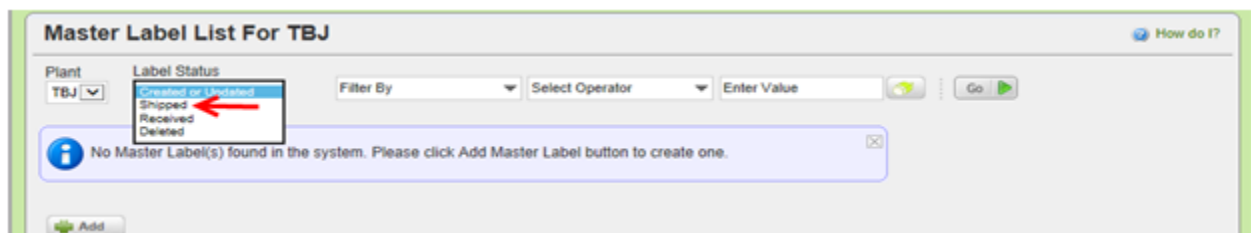
Click on “Actions”



Click on “Master Label”



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





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

Click on the “Go” button.

Master Label List For TBJ

Plant: TBJ | Label Status: Shipped

Filter By: [] | Select Operator: [] | Enter Value: [] | **Go**

Find Label ID: []

Buttons: Add, View, Print, Ship

Label ID	Create Date	Created By	Last Action By	Status	Total Cards	Cards failed to ship	Last Action Date
MLB222ACNATK	08/29/2013 10:46:19 AM	makil	makil	Shipped	10	0	08/29/2013 10:50:01 AM
MLB222BCNA8Z	08/29/2013 10:47:06 AM	makil	makil	Shipped	1	0	08/29/2013 10:50:15 AM
MLB222CCNAXU	08/29/2013 11:34:07 AM	makil	makil	Shipped	7	0	08/29/2013 11:50:56 AM
MLB222DCNAS5	09/16/2013 07:54:08 AM	makil	makil	Shipped	2	0	09/16/2013 07:54:46 AM
MLB222ECNA58	09/17/2013 09:58:42 AM	makil	makil	Shipped	4	0	09/17/2013 10:05:49 AM

Sorted by: Label ID | 1 to 5 of 5



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.

Master Label List For TBJ

Plant: TBJ | Label Status: Shipped

Filter By: [] | Select Operator: [] | Enter Value: [] | **Go**

Find Label ID: []

Buttons: Add, View, **Print**, Ship

Label ID	Create Date	Created By	Last Action By	Status	Total Cards	Cards failed to ship	Last Action Date
MLB222LCNAZE	11/21/2013 07:16:50 AM	makil	makil	Shipped	6	0	11/21/2013 07:18:29 AM
MLB222MCNA6B	12/09/2013 07:40:46 AM	makil	makil	Shipped	6	0	12/09/2013 07:41:04 AM
MLB222NCNAV9	12/16/2013 06:45:54 PM	makil	makil	Shipped	47	0	12/16/2013 06:48:19 PM
MLB222QCNA7G	12/18/2013 07:21:31 PM	makil	makil	Shipped	2	0	12/18/2013 07:21:46 PM
MLB222RCNAU2	12/27/2013 09:37:45 AM	makil	makil	Shipped	20	0	12/27/2013 09:38:28 AM
MLB222SCNA37	12/30/2013 01:09:32 PM	makil	makil	Shipped	7	0	12/30/2013 01:10:20 PM
MLB222TCNA6W	12/30/2013 02:43:47 PM	makil	makil	Shipped	4	0	12/30/2013 02:45:36 PM

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Master Label will now Print