



Ultriva 7.6 and Higher
Re-Print/Bulk Print
Labels
Reference Guide

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Re-Print a Shipping Label



Quick Tip - There are 2 ways to reprint a label. The following instructions will show both processes.

Click on “Admin”

ULTRIVA **Ultriva 7.5** Admin | My Account | Help | Logout
Home Material Status Actions Scan Reports Integration Laura Maki | TBJ

Click on “Item”

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Home > Admin Favorites

Admin

How do I?

- User**
Add, manage and view users, reset passwords and update roles
- Supplier**
Add, manage and view suppliers. Set address, time zone, calendar and label formats. Create supplier administrators
- Entities**
View and manage entities such as carrier, family and classification
- Calendar**
View and manage the business calendar, update the calendar to mark all dates that the business is closed
- Schedule Configuration**
Manage and view schedule configuration, define custom fields, order sort sequence and capacity
- User Group**
Add, manage and view user groups. Change access rights
- Workcenters**
Add, manage and view workcenters. Set address, time zone, calendar and label formats. Create workcenter users
- Item** ←
Add, manage and view items, assign buyers and associate suppliers
- Rules**
Add, manage and view alerts, alerts for missed shipments, late receipts, order acknowledgements and stock outs
- Shift**
Add, manage and view shifts, define shift capacity and normal break duration

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

Items List Filters Views How do I?

Product Line: All
Supplier:

Show: All Items
Item no. starts with: 24681

RYG: All
Category: All

Go

83.9% 2% 15.3%
Virtual Kanban Forecast

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

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Home > Item

Print Export Favorites

Items List

Filters Views How do I?

Product Line: All
Supplier:
Show: All Items
Item no. starts with: 24680
RYG: All
Category: All

Go

83.9% Virtual
15.9% Kanban
Forecast

Add Edit Disable View Details Cards More Options

| Category | Item | Description | Qty On Card | No. Of Cards | Default Supplier |
|----------|-------|-------------|-------------|--------------|------------------------|
| Kanban | 24680 | Widget | 50 | 20 | LJM Machining Supplies |

Sorted by: No.Of Cards, Item, Qty On Card, Description 1 to 1 of 1

All “**Cards**” for that “**Item Number**” now **appear**. Click in the **selection box** for the **label** to **reprint**, and a **checkmark** will **appear**. Click on the “**Print**” button.

Cards List for Item 24681

Filters Views How do I?

Filter By Select Operator Enter Value Go

Find Card ID

Add / Remove Cards Update Location Print Back

Current loop size (Replenishment Cards) 45 Cards to be destroyed after consumption 0 Non-replenishment Cards 1 Total Cards 46

| <input type="checkbox"/> | Card ID | Card State | Cycle No | Qty On Card | Card Qty | Last Action Time | Create Time | Cycles Remaining | Location Code |
|-------------------------------------|--------------|------------|----------|-------------|----------|------------------------|-------------|------------------|---------------|
| <input checked="" type="checkbox"/> | KCD4N2TCNAJF | On Hand | 5 | 50 | 25 | 06/30/2014 11:35:20 AM | 12/29/2013 | Infinite | STK |
| <input type="checkbox"/> | KCD4N2UCNADA | On Hand | 5 | 50 | 25 | 06/30/2014 11:35:20 AM | 12/29/2013 | Infinite | STK |

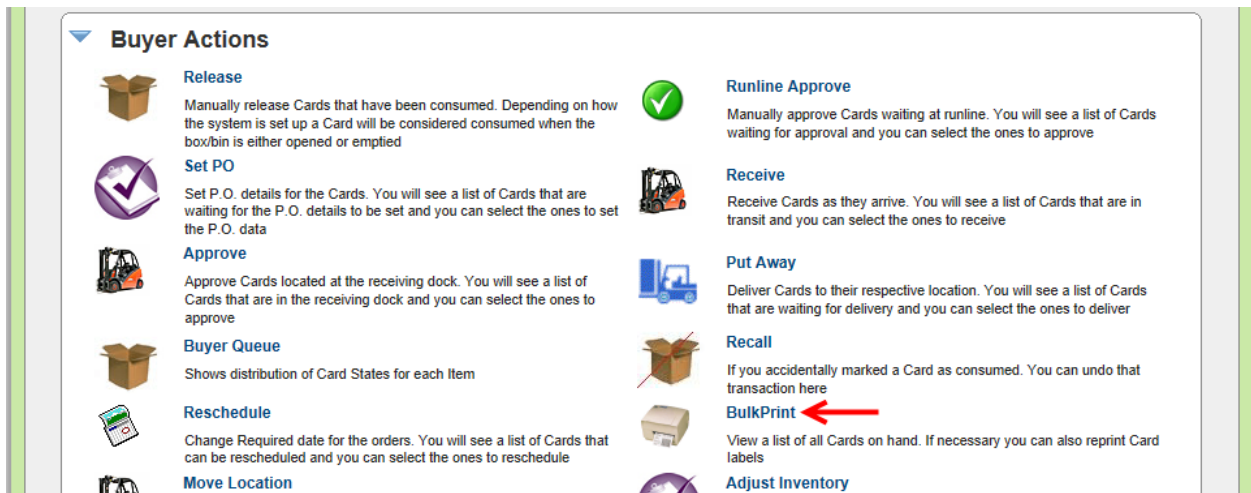
The label(s) will now print.

Bulk Print

Click on “Actions”

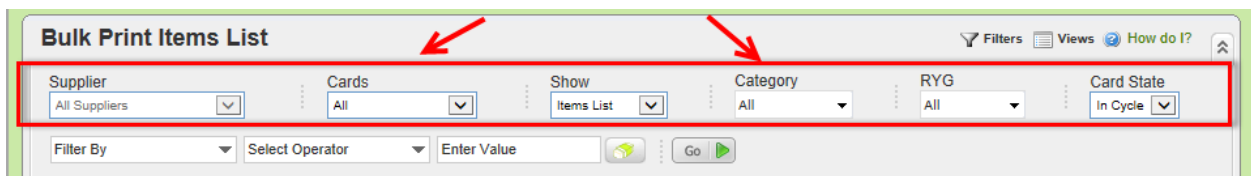


Click on “Bulk Print”



Quick Tip – To make each selection in the “Bulk Print Cards” filter; click on each dropdown arrow for a list of selections

Select how you would like to “Filter” the “Items” and Click on the “Go” button.





Quick Tip - you can now refine your search by selecting the “Filter By”, “Operator” and “Enter Value”. Our example we will filter by “Item” number.

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

| PO # | RY | Release Line # | Description | Total Qty | Total Cards |
|------|----|----------------|--------------|-----------|-------------|
| | | | Budget | 1,400 | 14 |
| | | | Budget 2 | 75 | 3 |
| | | | RAFT | 750 | 15 |
| | | | EARING | 210 | 21 |
| | | | 410-010P9-00 | 300.3702 | 3 |

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

| RYG | Item | Total Qty | Total Cards |
|-----|----------------|-----------|-------------|
| | 24680 | 1,400 | 14 |
| | 24681 | 75 | 3 |
| | 24687 | 750 | 15 |
| | 24688 | 210 | 21 |
| | 41410-010P9-00 | 300.3702 | 3 |
| | 41410-030K7-00 | 16,256 | 4 |

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.

Item Equal To 24681 Go

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

Bulk Print Items List

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

Item: 24681 | Go

Show Cards | »

| RYG | Item | Description | Total Qty | Total Cards |
|-----|-------|-------------|-----------|-------------|
| ■ | 24681 | Widget 2 | 50 | 2 |

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

Find Card ID: [] | Print | » | « | Back To Items | « | Change Filter

No. Of Copies: 1

| <input checked="" type="checkbox"/> | Card ID ▲ | Item ▲ | Description ▼ | Card State ▼ | Cycle No ▼ | Qty On Card ▼ | Card Qty ▼ | Location Code ▼ |
|-------------------------------------|--------------|--------|---------------|--------------|------------|---------------|------------|-----------------|
| <input checked="" type="checkbox"/> | KCD4N2TCNAJF | 24681 | Widget 2 | On Hand | 0 | 25 | 25 | STK |
| <input checked="" type="checkbox"/> | KCD4N2UCNADA | 24681 | Widget 2 | On Hand | 0 | 25 | 25 | STK |

Sorted by: Item, Card ID | 1 to 2 of 2

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 |
|--------------|-------|----------|-------------------------------|
| KCD4N2TCNAJF | 24681 | 25 | Sent to Printer Successfully. |
| KCD4N2UCNADA | 24681 | 25 | Sent to Printer Successfully. |