

CHAPTER 4

Print Labels

COMPTRON® has one of the most advanced printing capabilities of any software package of its type. For printing labels for parts and customers in virtually every possible sequence, COMPTRON® is unmatched. This chapter explains the process of printing labels.

COMPTRON® prints three basic types of labels: parts labels, customer and vendor mailing labels, and custom-designed labels (including barcodes).

Parts Labels:

Labels are a very effective means of ensuring accurate identification of parts and other items in stock. When selling a part at **Counter Operations**, you need the vendor number, part number, or code. The label provides this information. A typical parts label contains the part description, price, part number, vendor, and code. We suggest that prices be put on the labels in the customer showroom and not in the store stockroom.

The labels may be printed singly or in groups, based on a specified sequence.

Mailing Labels:

You can use COMPTRON® to print mailing labels for vendors and for customers/accounts. These labels contain a name, address, and zip code. Like parts labels, they can be printed singly or in groups. Customer labels are extremely effective for direct mail advertising. An additional feature of customer mailing labels is the capability of printing labels for customers in very specific categories. This chapter explains how to assign certain categories to customers. This is just one more way in which COMPTRON® increases efficiency and profits.

Custom-Designed Labels:

Custom labels are labels built for whatever purpose you desire. This customizing feature includes adding UPC barcodes. Better marketing tools and accurate inventory—that's COMPTRON®.

Print Labels Menu 4

This chapter corresponds to **Option 4** of the **Parts Menu: Print Labels**. The **Print Labels** option allows you to print single labels or groups of labels for stock items and customer/vendor mailings.

Select **4 (Print Labels)** at the **Parts Menu**, and the following menu will appear:

Print Labels Menu

```
Print Labels for

Select 

1. Parts
2. Customers
3. Vendors
4. Custom Designed
5. Custom Barcodes

' Exit
```

Label Types

You will have the following options for printing the five different types of labels:

Parts Labels:

- For all parts by a particular vendor
- For a block of part numbers
- For single part numbers

Customer Labels:

- By customer name
- By city
- By zip code
- By state
- By code

Vendor Labels:

- By name
- By vendor

Custom-Designed Labels:

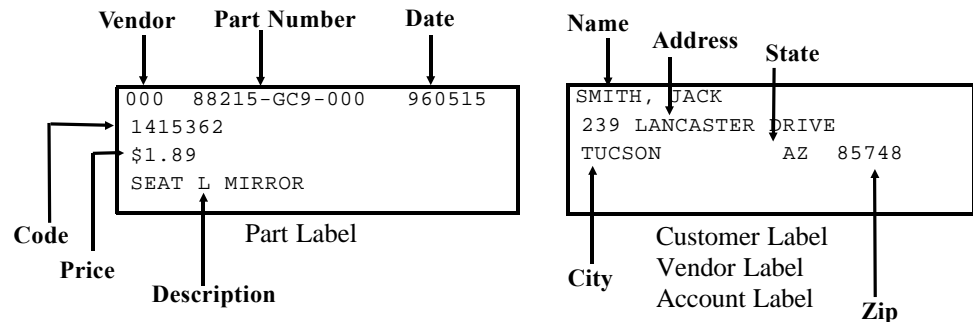
- Individually designed

Custom Barcodes:

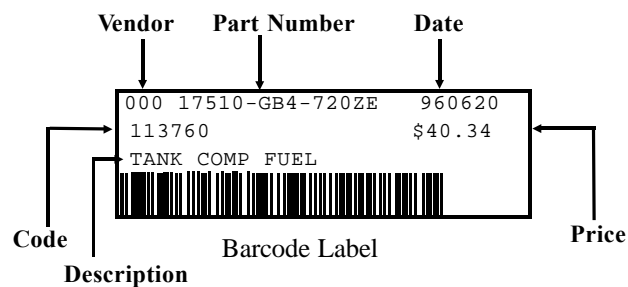
- Prints barcode on labels (option appears only with *barcode* installed)

Label Examples

In the following example, the label on the left is a *parts label*, and the label on the right is a *customer mailing label* (same format for vendor labels):



This is an example of a *custom* barcode label:



Labels can be printed from any terminal. Always wait until a list is finished printing before sending another list to the printer.

An optional thermal label printer is now available for printing spool-type labels. These are slightly smaller than the regular labels on sheets, but the thermal printer produces very sharp, crisp characters. The spooled labels are great for printing barcodes. For more information about this printer option, contact Comptron Data.

Parts Labels 4-1

This section explains your options for printing parts labels.

At the **Parts Menu**, select **Option 4**, then **1**. COMPTRON® asks if you want the price on the label. Type **Y** for yes, or **N** for no, and press *Enter*. (You may not want prices on your bin boxes because the prices change often). The following **Print Parts Labels** menu appears:

Print Parts Labels Menu

```
Print Parts Labels
```

```
Select █
```

1. All Labels for Vendor
2. Block of Numbers
3. Single Numbers
- ' Exit

Explanation of Menu Options:

All Labels for Vendor Option 4-1-1

This selection prints a label for every item in your Stock file supplied to you by a particular vendor. After you enter the vendor's number and press *Enter* again to continue, this submenu appears:

Print All Parts Labels Menu

```
Print all Parts Labels
```

```
Select █
```

1. Ask for Label Quantity
2. Use Stock Qty for Labels
3. One Label Per Item
- ' Exit

< 1> **Ask for Label Quantity** - Using this option, COMPTRON® stops at each part number and asks how many labels to print.

< 2> **Use Stock Qty for Labels** - This selection prints the number of labels shown in your Stock file quantity for each part number.

< 3> **One Label Per Item** - This selection prints one label for each part number in the range selected.

Block of Numbers Option 4-1-2

This selection prints a group of labels you select by vendor number and manufacturer part number. The following screen appears:

Print Block of Labels
Screen

```

Print Block of Labels

Vendor
Starting Part
Ending Part
  
```

Type the vendor number and press *Enter* to advance to the next field. Next type the vendor's lowest (or "starting") part number where you want to begin the block, and press *Enter* again; then type the vendor's highest (or "ending") part number and press *Enter* once more.



If you just press *Enter* at the **Starting** and **Ending** part fields, COMPTRON[®] defaults to "First" and "Last."

This submenu appears, allowing you to select the quantities to print:

Print Block of Parts
Labels Menu

```

Print Block of Parts Labels

Select 

1. Ask for Label Quantity
2. Use Stock Qty for Labels
3. One Label Per Item
' Exit
  
```

Single Numbers Option 4-1-3

This selection prints one or several labels for a particular item. The following screen appears:

**Print Single Labels
Screen**

Print Single Labels

Vendor	Part Number	Number of Labels
	Code	Description

Type the vendor code for the part number and press *Enter* to move to the **Part Number** field. As soon as you type the part number and press *Enter* again, the part's code and description will appear on the line below, while the cursor moves to the **Number of Labels** field. The number 1 is displayed here as the default. If you want more than one label printed, type in the number desired and press *Enter*.

Customer Labels 4-2

This section explains your options for printing customer mailing labels.

At the **Parts Menu**, select **4**, then **2**.

The menu lets you choose one of four options for the printing sequence of the labels: **by Name**, **City**, **Zip Code**, or **State**.

Select the number corresponding to the sequence wanted for your labels. The following type of screen appears (in this example we chose Name):

Print Customers
by Name Screen

```

                                <'> Prev <.> Erase
Print Customers by Name

Starting Name

Ending Name

----- C A T E G O R Y -----
 1  2  3  4  5  6  7  8  9 10
Include Categories

----- C U S T O M E R T Y P E -----
Customer Account Internal Temporary
Include Customers      Y      Y      Y      Y

```

Type the starting value and the ending value and press *Enter*.



If you just press *Enter* at the **Starting** and **Ending** name fields, COMPTRON® will default to “First” and “Last.”

Explanation of Screen Options:

Include Categories - When you first added your customers to the Customer file, you had the option to place them into 10 different categories. Using these categories, you can design your labels to suite your preference. If you choose more than one category, you will be asked to select “each” or “any.”

If you select < **each** > , your labels will include customers who **MUST** be in each of the categories selected. If you select < **any** > , your labels will include customers in **ANY** of the categories selected.

If you want labels for **ALL** customers in one particular category, regardless of letters/numbers, type ? in that category.

Include Customers - Answer **Y** to include the customer type for your labels, or **N** to exclude the customer type. This is done for each option.

Vendor Labels 4-3

Sometimes it is necessary to send your vendors an order by mail, or you may just want to send them a greeting card. With COMPTRON[®], the addresses are in memory and ready to make labels.

From the **Parts Menu**, select **4**, then **3**. The **Print Vendor Mailing Labels** menu appears as follows:

**Print Vendor Mailing
Labels Menu**

Print Vendor Mailing Labels by

Select

1. Name
2. Vendor
- ' Exit

Explanation of Menu Options:

- < 1> **By Name** - Prints mailing labels in sequence by the vendor's name. COMPTRON[®] asks for the **Starting Name** and the **Ending Name**.
- < 2> **By Vendor** - Prints mailing labels in sequence by the vendors' numbers. COMPTRON[®] will ask for the **Starting Vendor** number and then the **Ending Vendor** number.

Select the option and range desired, and press *Enter* to continue, or type ' to **Exit** and not print the labels.

Custom Designed Labels 4-4

COMPTRON® allows you to create a custom label for whatever special purpose you wish. It's just a little extra tool to use.

From the **Parts Menu**, select **4**, then **4**. The **Design Custom Labels** screen appears:

Design Custom Labels
Screen

```

                                <N> Next  <S> Search  <A> Add  <L> Label  <'> Exit  < >
Design Custom Labels  <P> Prev  <C> Change  <d> Del  <D> Duplicate
                                < >

                                Code      TEMP
                                Line 1    PROPERTY OF:
                                Line 2
                                Line 3
                                Line 4

```

Explanation of Screen Command Options:

- < N> **Next** - Goes to the next record in code number sequence.
- < S> **Search** - Searches for a record by code. This option allows scrolling forward through the list by code and picking the line number wanted.
- < A> **Add** - Allows you to add a new label to your file.
- < L> **Label** - Prints the label after asking How Many Labels?
- < '> **Exit** - Goes back to the **Print Labels** menu.
- < P> **Prev** - Goes to the previous record in code number sequence.
- < C> **Change** - Changes information on the label.
- < d> **Delete** - Type d (lower-case) to delete a label from memory.
- < D> **Duplicate** - Allows you to make another copy of this label. This is useful for making another label similar to one that already exists. Just make a duplicate, and change the field(s) you want to be different.

Field Descriptions:

Code - Allows you to enter any eight-digit code to reference the label.

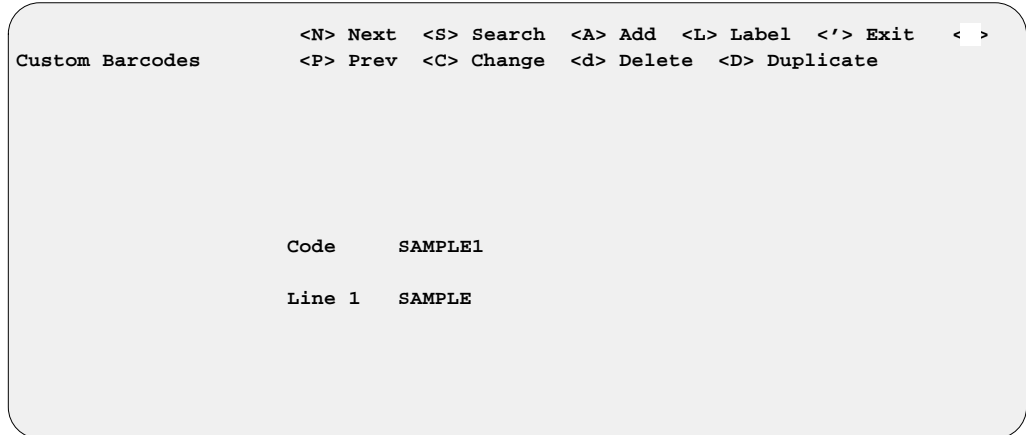
Lines 1-4 - Four lines are available. Type whatever information you want on the label.

Custom Barcodes 4-5

If you order the *barcode* equipment with your COMPTRON® system, you can print custom UPC barcodes on labels.

From the **Parts Menu**, select **4**, then **5**. The **Print Custom Barcodes** screen is displayed:

Print Custom Barcodes Screen



Assign your label a code so you can find it later.

In the **Line 1** field, simply type anything, up to 19 characters. Type **L** and the quantity desired, and COMPTRON® prints your barcode label(s).

Summary

This chapter described how you can print labels in various groupings. Specifically, you can print the following kinds of labels:

Parts labels:

- > All labels for a vendor
- > For a block of parts numbers
- > For single numbers

Customer mailing labels in sequence:

- > By Name
- > By City
- > By Zip Code
- > By State
- > By Code

Vendor mailing labels in sequence:

- > By Name
- > By Vendor

Account mailing labels in sequence:

- > By Name
- > By Account

Custom labels to be designed your own way.

- > Custom Labels
- > Custom Barcode Labels