

## InventoryControl: How can I print labels for items I've just added to stock only?

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You can print labels when adding items to stock.

To do so:

- On the main screen, go to Inventory
- Click on Add
- Select the item... the location you want to add items to
- At the bottom between help and cancel is Print Label check box, select that.
- Enter the number of labels you want to print out for this item

From the Print Options dialog, you can select the following print items:

Receipt: this option prints a receipt that describes the add transactions.

Labels: this option prints item labels for the items that are being added. The number of labels printed for a given item are determined by the No. of Labels field displayed in the Data tab. The file used to print this label is named AddTransactionItemLabel.lab and can be customized through the Labels feature.

Load Tickets: this option prints a label that includes the Date Added, Item Number, Item Description, and Quantity for a given add transaction. Load tickets are helpful for enforcing First In First Out (FIFO) removal of inventory from its storage location. By examining the Load Ticket placed on the inventory package, warehouse personnel are able to compare the Date Added value for stored inventory and select the oldest inventory package thereby complying to FIFO rules.

Click OK to submit the transaction(s) to your database.