

# Inventory Labels

1

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1373 By: POS Cashier: POS Date: 11/08/2010 Register: 1 - PL: Our Price

SCAN:

<  >

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total

Bill To | Ship To | Note |

Quick Sale

↑ Show More Options [F2] Make AR Payment [F3] Return From Invoice [F4] Open Cash Drawer [F5]

↓ Exit Program [F6] Balance Register [F7] Show Slides [F8] Manager Mode [F9]

LineTotals: 0.00 SubTotal: 0.00  
Taxable: 0.00 - Coupon: 0.00  
SalesTax: 0.00 - Deposit: 0.00  
Item Count: 0.00 Total: 0.00

0.00

Tender [F10]



1

2

## IN KEYBOARD SALES MODE:

To create Inventory Labels, you must go to Manager Mode.

1. Select Show More Options Button (F2)

2. Select Manager Mode Button(F9)

(NOTE: Only Teachers & Managers will have access to Manager Mode)



To create Inventory Labels, you must go to **Manager Mode**.

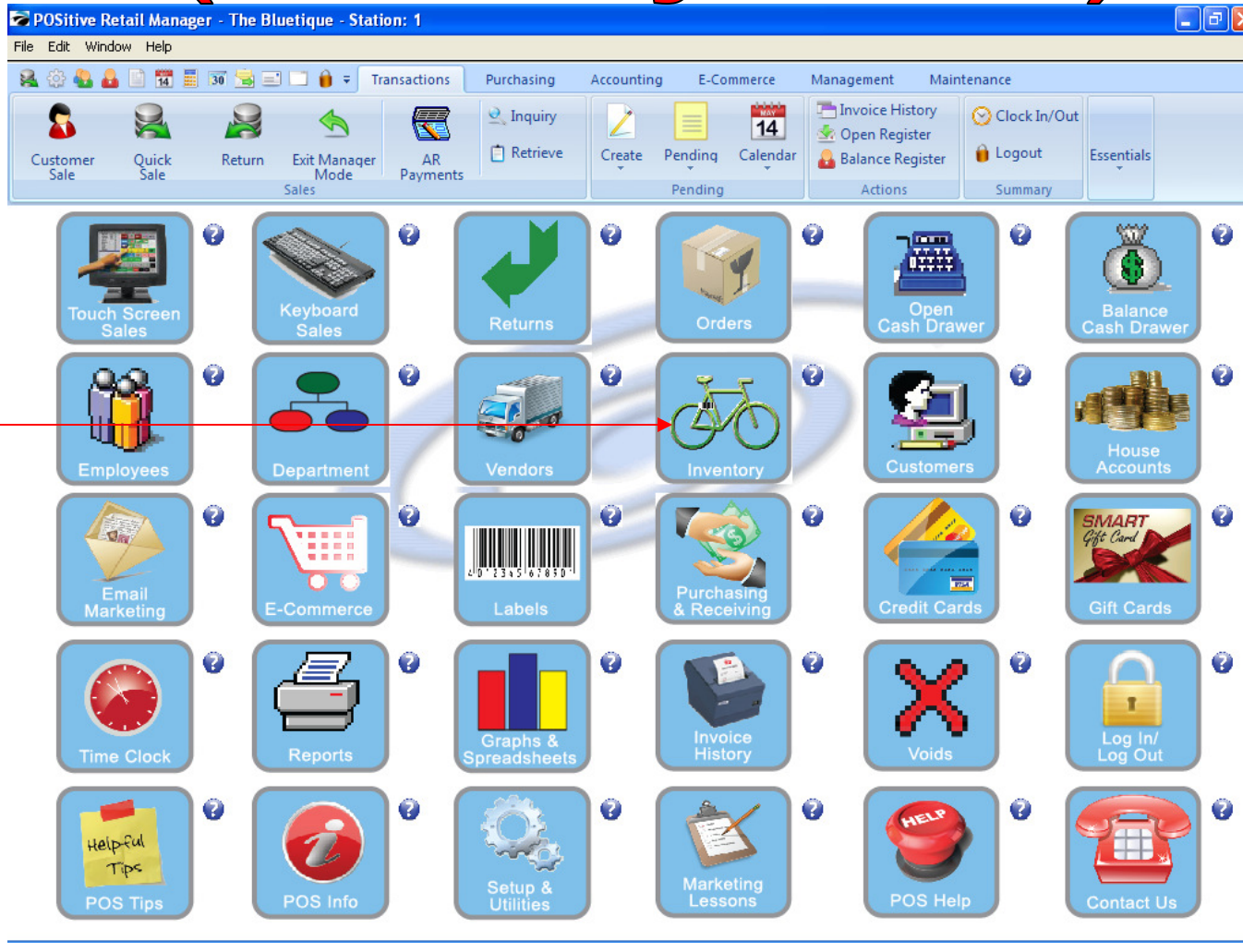
- ## 1. Touch Manager Button



### 1. Select Manager Mode Button

(NOTE: Only Teachers & Managers will have access to Manager Mode)

# Manager Mode (Inventory Labels)



## IN MANAGER MODE:

There are Many ways to send an Inventory Item to your label list

To Create Inventory Labels for NEW inventory, go to Inventory.

1. Select Inventory Button

# Inventory Labels

Invoice: 1454 By: POS Cashier: POS Date: 12/06/2010 Register: 1 - PL: Our Price

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return TouchScreen AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

**Inventory Center**

General Summary Detail Management View Stock Manager SKU Manager Picture Manager Promo Pricing Price Breaks Item Notes Vendors Item Activity Documents Actions To Order List Change Dept/Catg Verify Inventory Cost Verifier Physical Inventory Global Price Changes

Locate:  go! ? [A] [M] [T] [U] Sell It Now [F4] Close

T	SKU	Description	Our Price	Reg. Price	Total Stock	Av.
<input checked="" type="checkbox"/>	012	HOODIE MASCOT LOGO BLACK/LARGE	20.00	20.00	0.00	
<input type="checkbox"/>	10GSBXXL	GYM SHORTS BLUE/XXL	18.00	18.00	0.00	
<input type="checkbox"/>	10GSNXXL	GYM SHORTS NAVY/XXL	19.50	19.50	0.00	
<input type="checkbox"/>	123456	GYM SHORTS GREEN/XXL	19.50	19.50	24.00	
<input type="checkbox"/>	1234567	SUPER WATER 120Z	1.00	1.00	0.00	

Showing All Departments Showing All Categories Copy Add Edit Delete

012 Dept: APPAREL All Active Inventory  
HOODIE MASCOT LOGO Catg: Sweatshirt Hoodies Standard Item  
HOODIE MASCOT LOGO BLACK/LARGE Sub-Categories

Specials: Current Promos: None Notes: Bins: Location Stock

☐ Show Inactive Only UDE

1

2

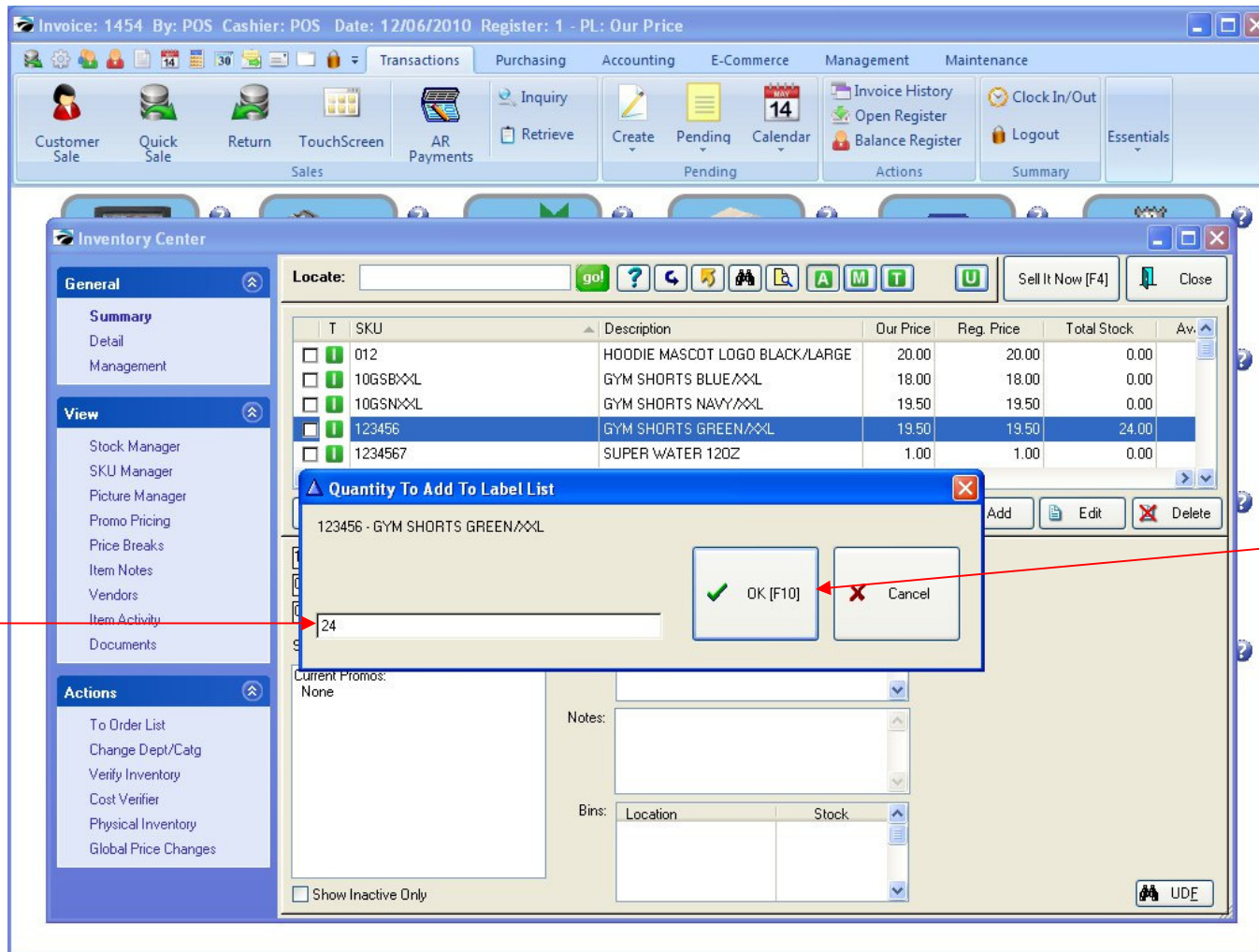


## Inventory Center

1. Highlight Inventory Item
2. Select Add Tagged/Highlighted to Label List



# Inventory Labels



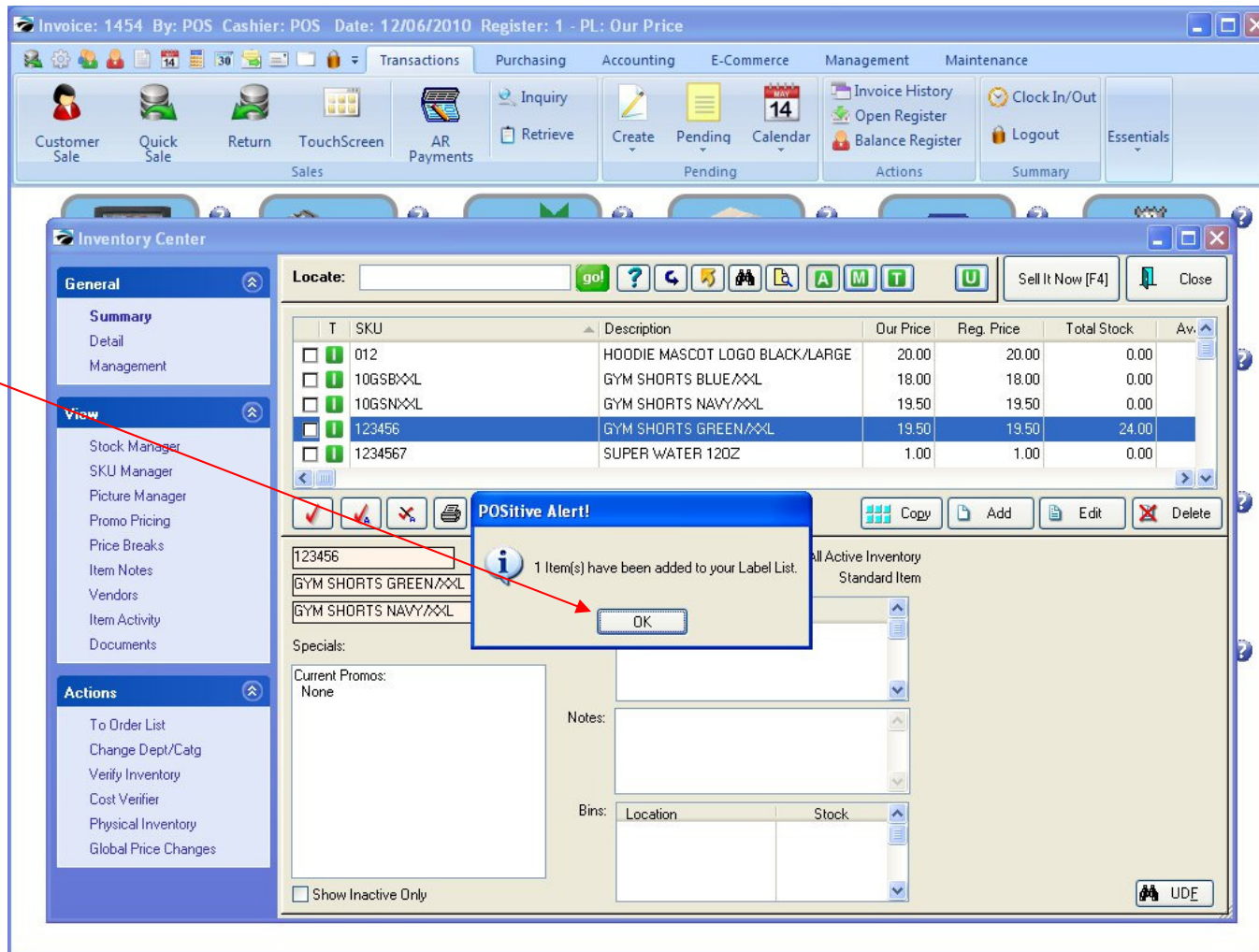
## Inventory Center:

An Add Inventory to Label List prompt window will appear:

1. The number of labels to be printed will equal your current in-stock QTY
2. Clicking OK (F10), will send 24 labels to a label list for future printing.

# Inventory Labels

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The screenshot displays the 'Inventory Center' window of a POS system. The window title bar shows 'Invoice: 1454 By: POS Cashier: POS Date: 12/06/2010 Register: 1 - PL: Our Price'. The interface includes a top menu bar with options like Transactions, Purchasing, Accounting, E-Commerce, Management, and Maintenance. Below this is a toolbar with icons for Customer Sale, Quick Sale, Return, TouchScreen, AR Payments, Inquiry, Retrieve, Create, Pending, Calendar, Invoice History, Open Register, Balance Register, Clock In/Out, Logout, and Essentials. The main area is divided into a left sidebar with 'General' (Summary, Detail, Management), 'View' (Stock Manager, SKU Manager, Picture Manager, Promo Pricing, Price Breaks, Item Notes, Vendors, Item Activity, Documents), and 'Actions' (To Order List, Change Dept/Catg, Verify Inventory, Cost Verifier, Physical Inventory, Global Price Changes). The central pane shows a table of inventory items with columns for T, SKU, Description, Our Price, Reg. Price, Total Stock, and Av. The table lists items such as 'HOODIE MASCOT LOGO BLACK/LARGE', 'GYM SHORTS BLUE/XXL', 'GYM SHORTS NAVY/XXL', 'GYM SHORTS GREEN/XXL' (SKU 123456), and 'SUPER WATER 120Z'. A 'Positive Alert!' dialog box is overlaid on the table, stating '1 Item(s) have been added to your Label List.' with an 'OK' button. A red arrow points from the number '1' in the list to the dialog box. The bottom of the window includes a 'Bins' section with 'Location' and 'Stock' columns, and a 'Show Inactive Only' checkbox.

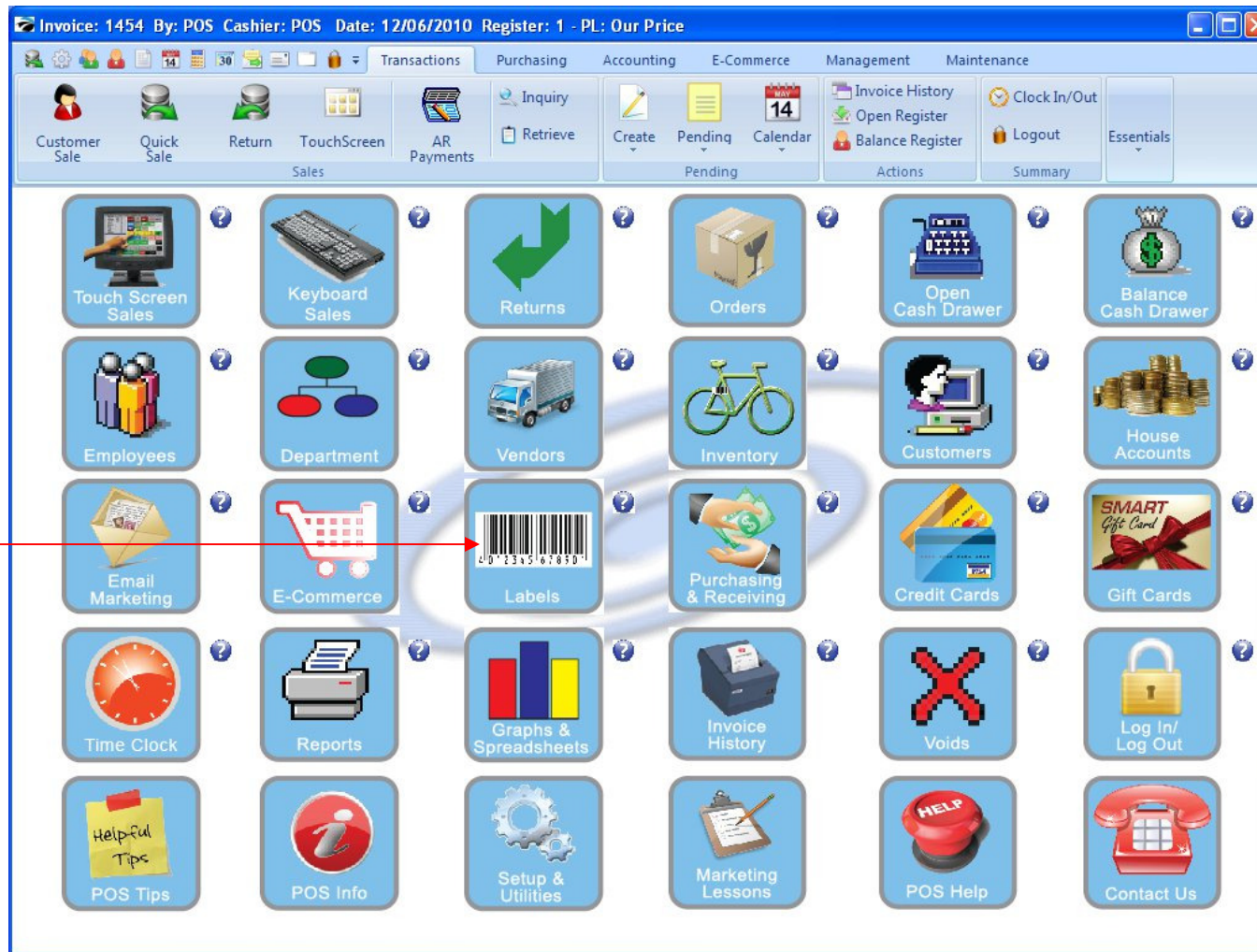
T	SKU	Description	Our Price	Reg. Price	Total Stock	Av.
<input type="checkbox"/>	012	HOODIE MASCOT LOGO BLACK/LARGE	20.00	20.00	0.00	
<input type="checkbox"/>	10GSBXXL	GYM SHORTS BLUE/XXL	18.00	18.00	0.00	
<input type="checkbox"/>	10GSNXXL	GYM SHORTS NAVY/XXL	19.50	19.50	0.00	
<input checked="" type="checkbox"/>	123456	GYM SHORTS GREEN/XXL	19.50	19.50	24.00	
<input type="checkbox"/>	1234567	SUPER WATER 120Z	1.00	1.00	0.00	



## Inventory Center:

1. A POSitive Alert will announce that 1 item has been added to your label list.

# Inventory Labels



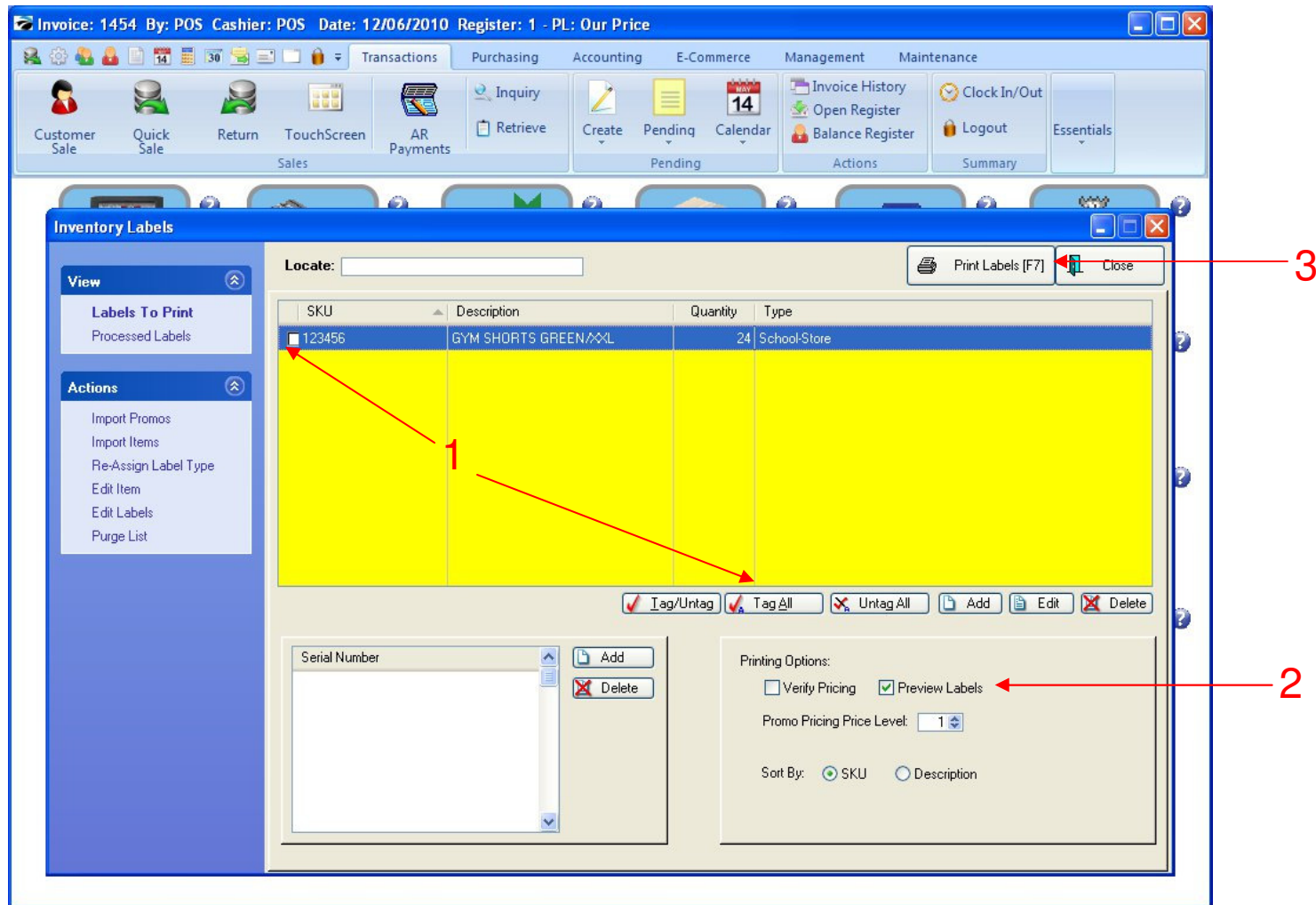
## IN MANAGER MODE:

To print Inventory Labels, go to Labels.

1. Select Label Button



# Inventory Labels



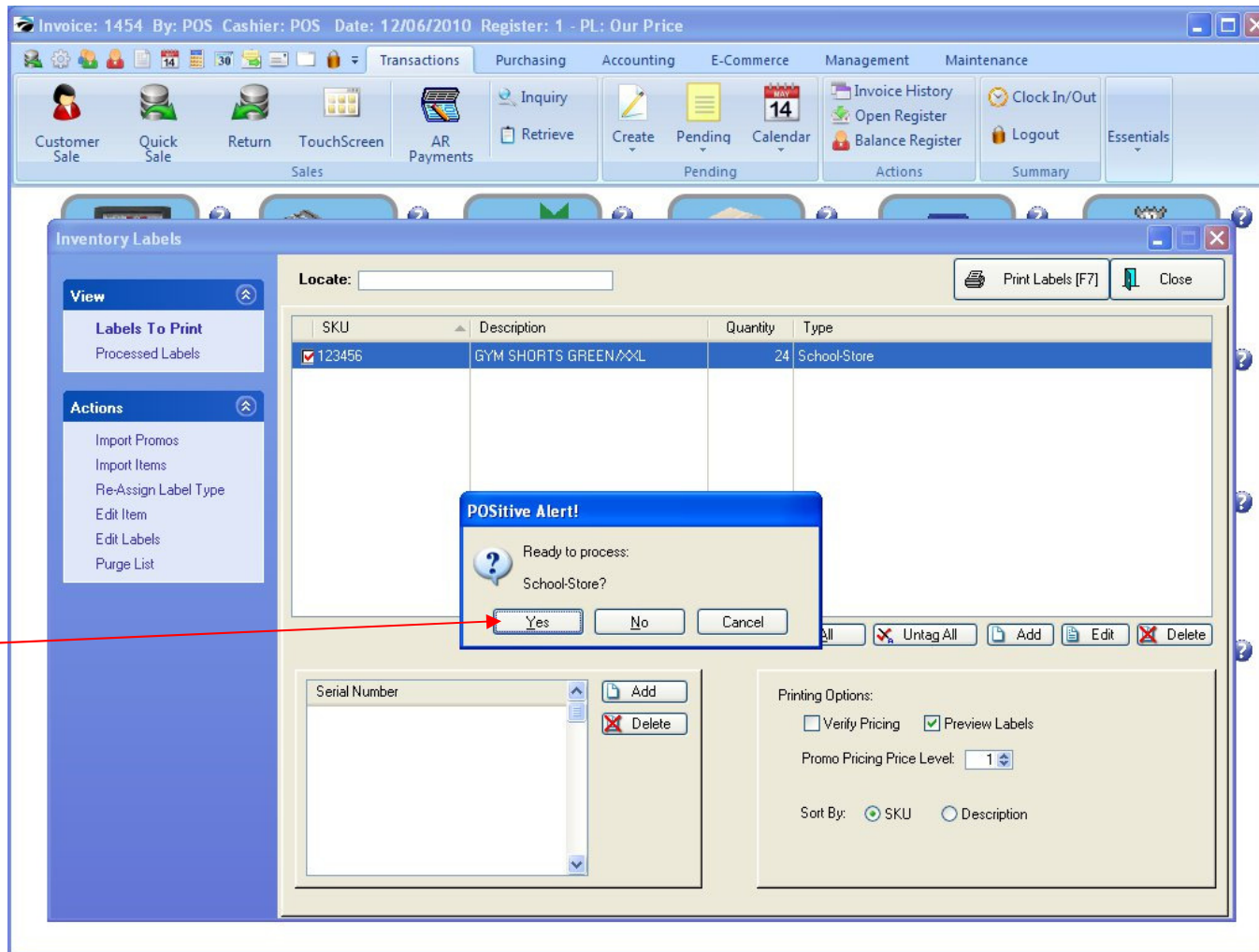
## INVENTORY LABEL LIST

On the Inventory Label list, you will see all labels ready for printing

- Load your 1" x 2 5/8" Avery-type Labels in your Printer (30 on a sheet)

1. Check the labels that you want to print
2. Make sure to check **PREVIEW** Labels
3. Click **PRINT LABELS (F7)**

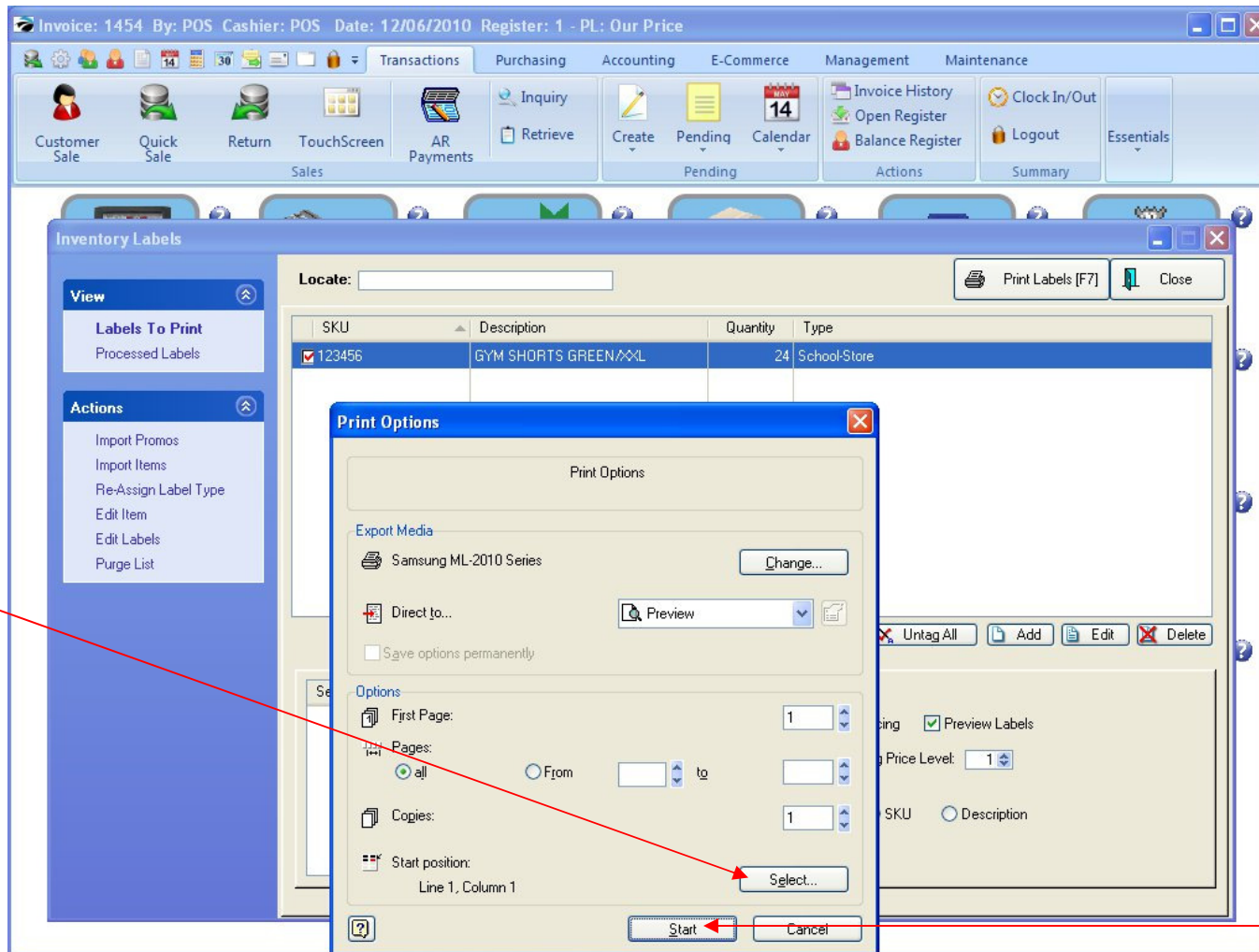
# Inventory Labels



## PRINT LABEL PROMPT:

- Load your 1" x 2 5/8" Avery-type Labels in your Printer (30 on a sheet)
1. Click YES to PROCEED your School Store Labels

# Inventory Labels

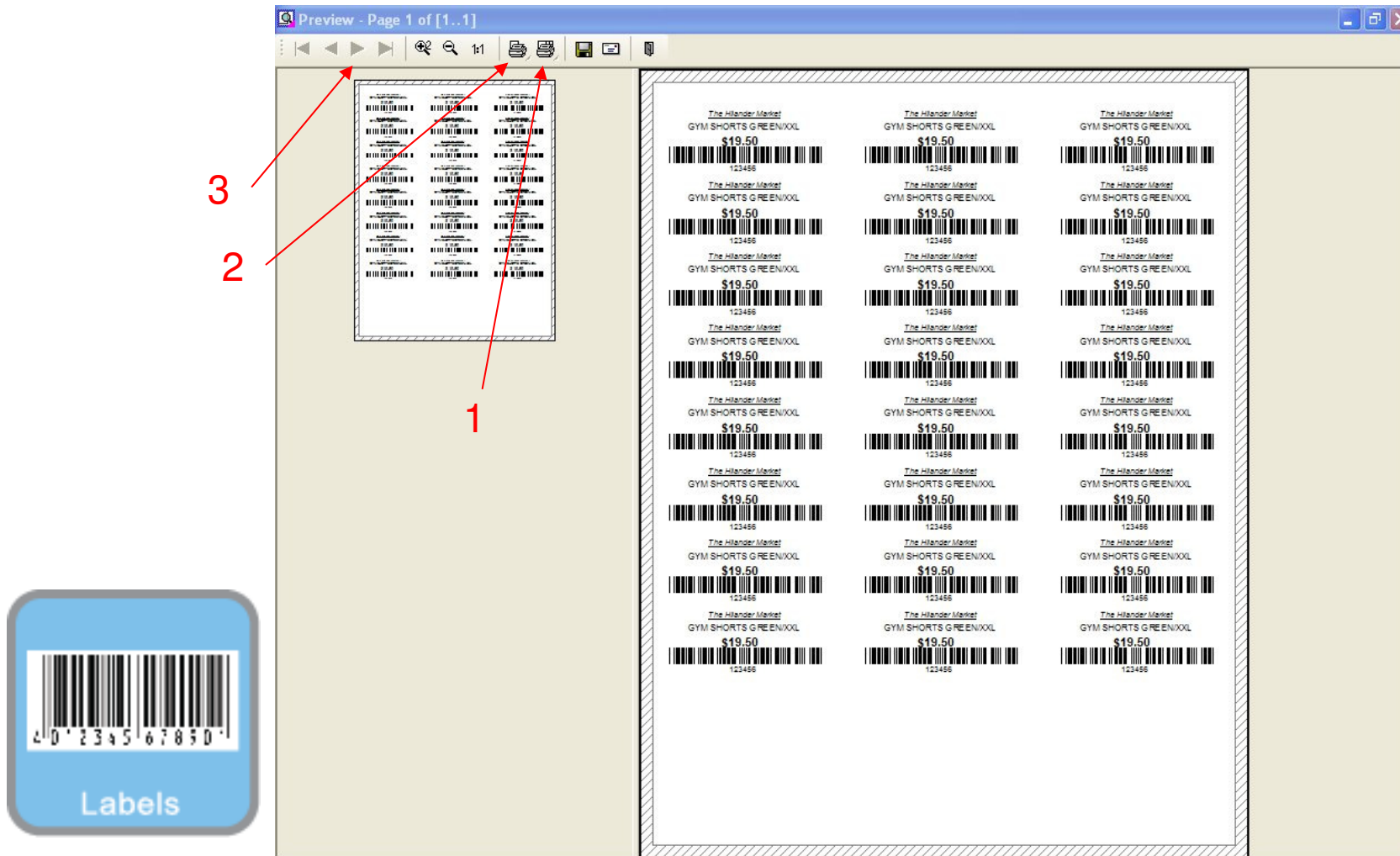


## PRINT OPTIONS SCREEN:

- Your Label Printer will always be your Report Printer (The default Windows Printer) unless changed here.

- Choose Select only if you are re-using a page of labels and want to start printing on a specific label (2-30)
- Choose START to go to Print Preview of Labels Page(s)

# Inventory Labels

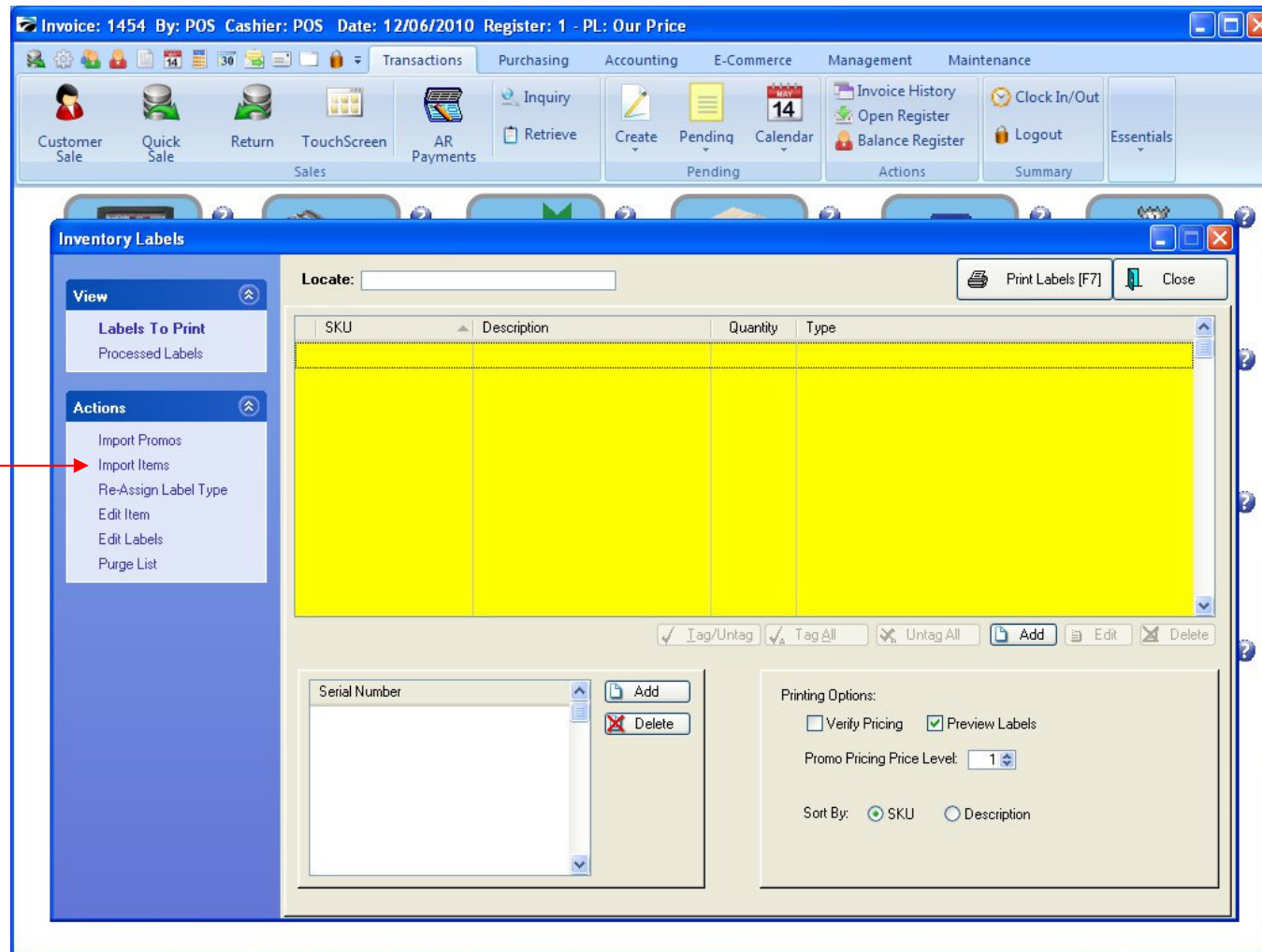


## INVENTORY LABELS

1. Choose the printer icon on the right to print 1 or 100 pages! (Fast way to print)
2. Choose the printer icon on the left to print only the page you see. (Slow way to print)
3. Click arrow icon to move forward to the next page.



# Inventory Labels



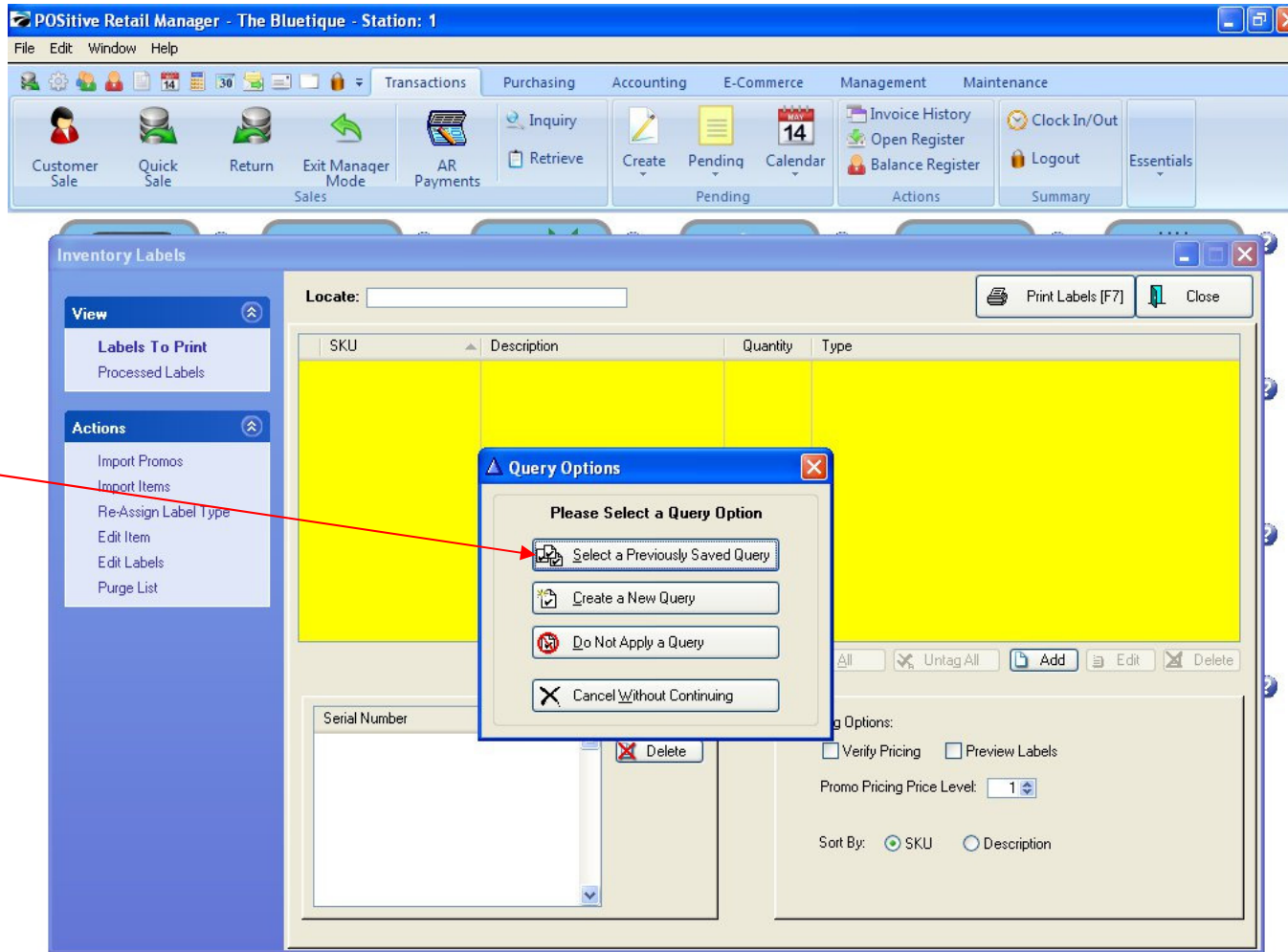
## IMPORT ITEMS

The easiest way to print Labels is to Import Items:

- Remember items to be imported must share a common DEPARTMENT OR CATEGORY

1. Click Import Items (F3)

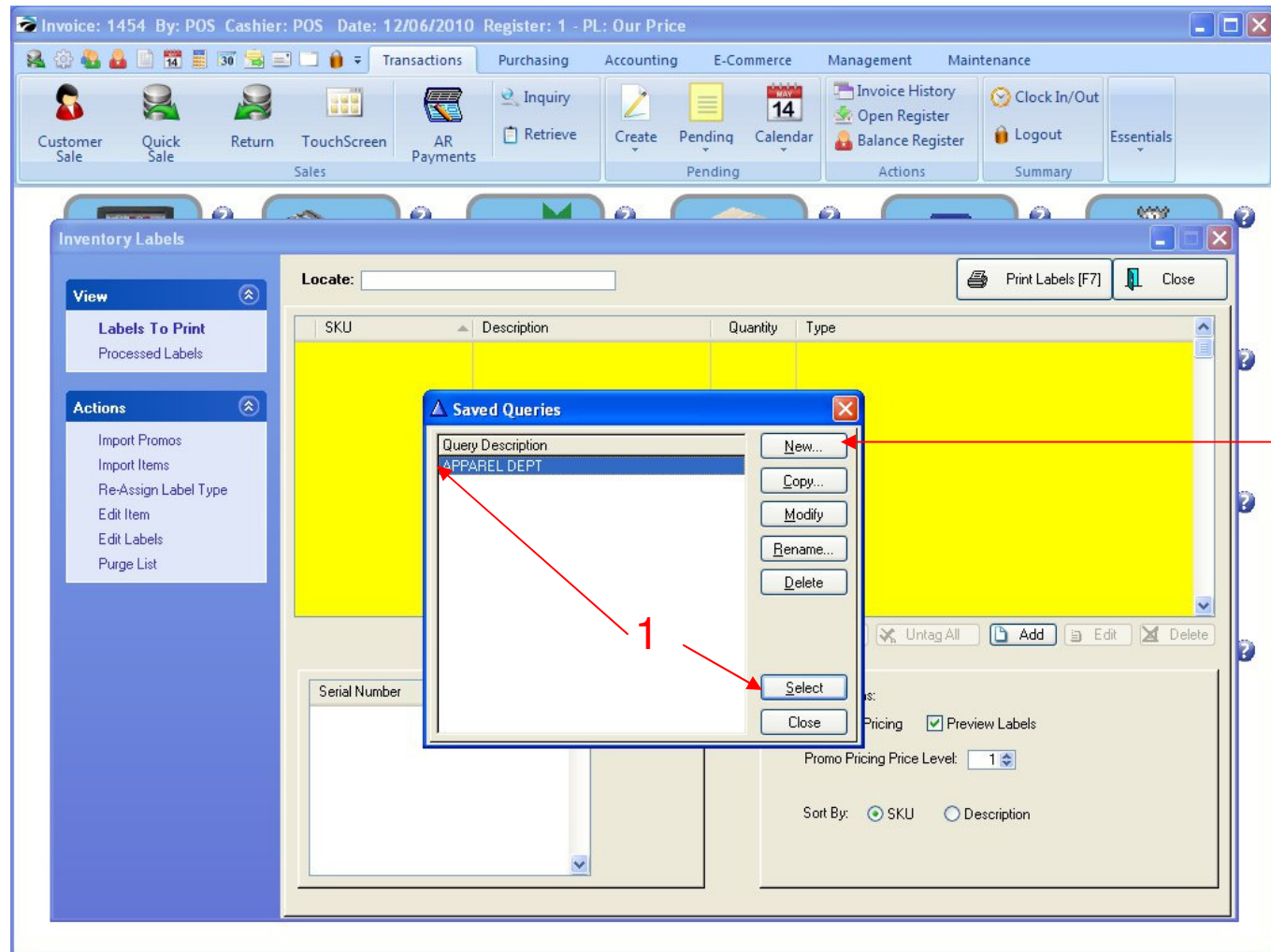
# Inventory Labels



## QUERY PROMPT

1. Click Select a Previously Saved Query

# Inventory Labels



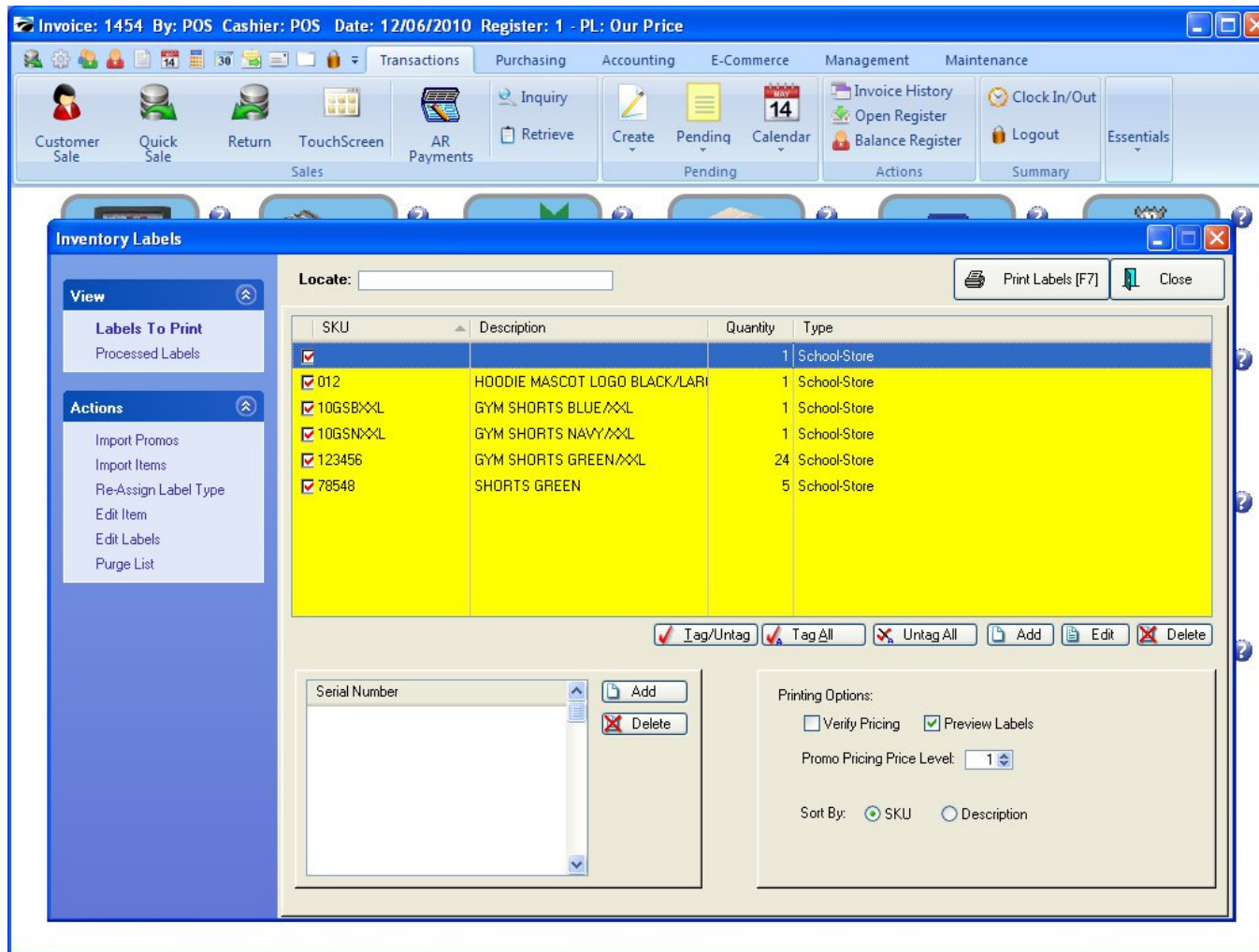
## QUERY PROMPT

A SAVED Query will appear:

APPAREL LABELS = ALL APPAREL DEPARTMENT items

1. Click Select a Previously Saved Query
2. If you wish to Create a New Query & Save it to this list, choose NEW

# Inventory Labels



## A SUCCESSFUL QUERY IMPORT:

- Will Show all the items belonging to the APPAREL DEPT.
- NOTE: The label QTY will default to the in stock QTY of the item.





- Will allow you to print many labels quickly.