

# Stock Labels

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The Stock Labels Report is designed to print bar-coded labels for attaching to bins and shelves in a warehouse. These labels are designed to print on label stock 1" H x 2" W.

Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

## Report Selections

**Warehouse** - There are no Warehouses selected by default. you may select All Warehouses by pressing the Select All button or select all Warehouses within a Branch by checking the Branch at the top of each Branch group or select individual warehouses by checking the box to the left of each desired Warehouse.

· *Hide Inactive Warehouses* - This option is not selected by default. If labels are not to be printed for inactive warehouses, select this option.

**Product Line** - The default is to print labels for all Product Lines. If labels for only certain product lines are to be printed, you may highlight the first product line, then depress the CTRL key and highlight additional product lines within the list.

· *Hide Inactive Product Lines* - This option is not selected by default. If labels are not to be printed for inactive product lines, select this option.

**Sort By** - The default is to print in order of Row/Shelf/Bin. The other option is Product Line **Options**

· **Hide Inactive Parts** - This option is selected by default. If labels are to be printed for inactive product lines, do not select this option.

· **Start each warehouse on a new page** - This option is selected by default.

The screenshot shows the 'Stock Labels' dialog box with the following settings:

- Warehouse:** A list box containing 'MI' (checked), 'MI-Main' (checked), 'M100', 'M101', 'M103', 'M104', 'M105', 'MI-Cust Repair', 'MI-Obsolete', 'RTV-MI', 'Used-MI', 'OH', and 'O200'. Below the list are 'Select All' and 'Invert Selection' buttons. The 'Hide Inactive Warehouses' checkbox is checked.
- Product Line:** A list box containing 'All' (selected), 'Access Control Equipment', 'Batteries', 'Board & Panels', 'Camera Housing', 'CCTV Equipment', 'Concord General Equipment', 'Contacts', 'Control Panels', 'Costing', 'DSC Security Equipment', 'DSC Wireless', 'Enclosures/Boxes', 'Environmental', 'Fire Equip/Smoke/Heat', and 'General Product Class'. The 'Hide Inactive Products' checkbox is checked.
- Sort By:** A dropdown menu set to 'Row/Shelf/Bin'.
- Options:** The 'Hide Inactive Parts' and 'Start each warehouse on a new page' checkboxes are checked.

At the bottom of the dialog are 'Ok' and 'Cancel' buttons.