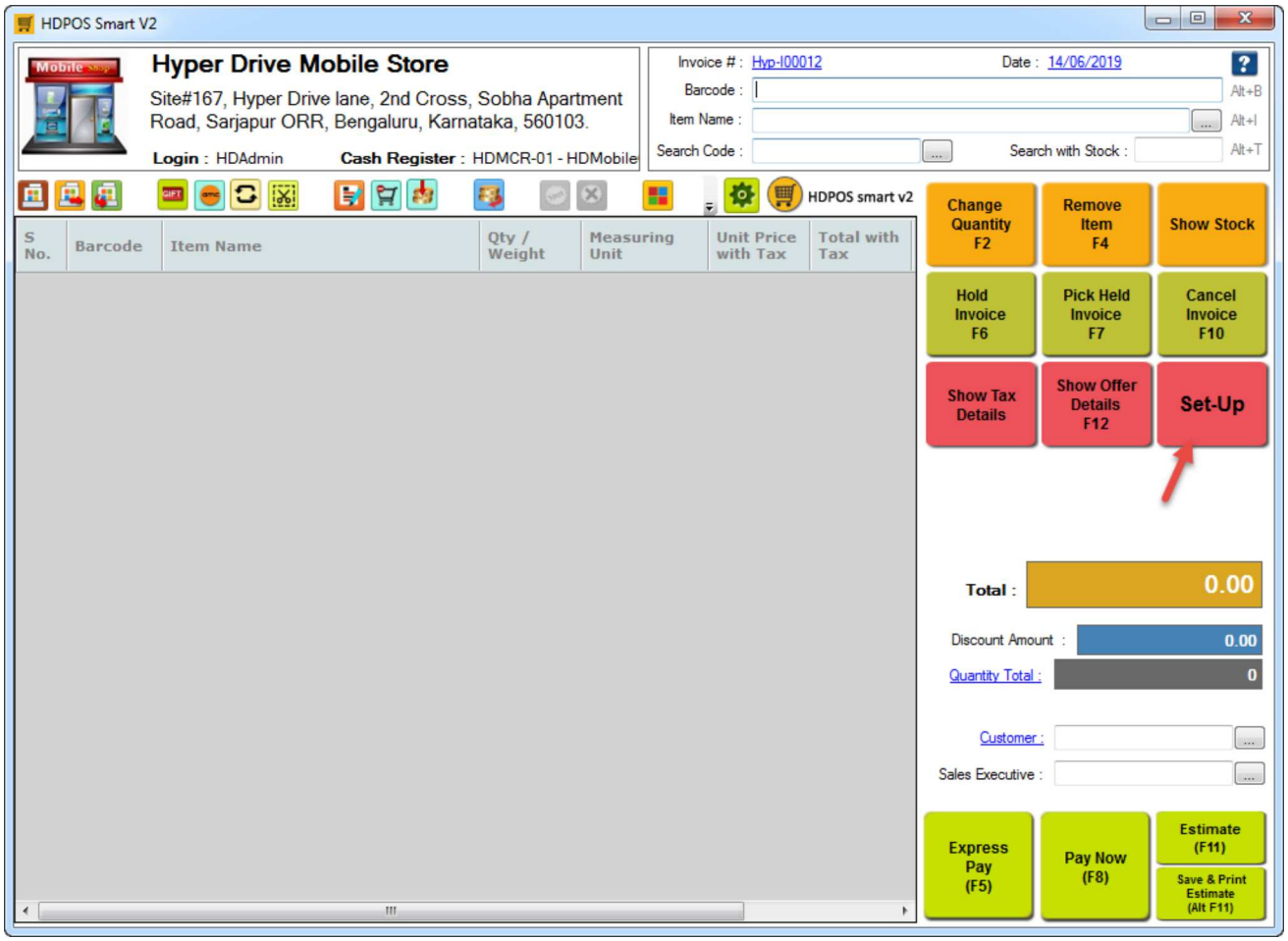
How to print Labels from label manager?

HDPOS smart allows you to define your own labels apart from using labels that already exist on the item. These labels that are defined by you need to be printed so that the label sticker can be stuck on appropriate items. Doing so helps you to conveniently scan the labels on the item while making a stock transfer, or sales invoice. HDPOS smart allows you to print any of the labels that has been defined in the system to facilitate the same.

The steps for the same are as given below:

1. Run **HDPOS smart**.

2. From main screen, select **Set-Up**.

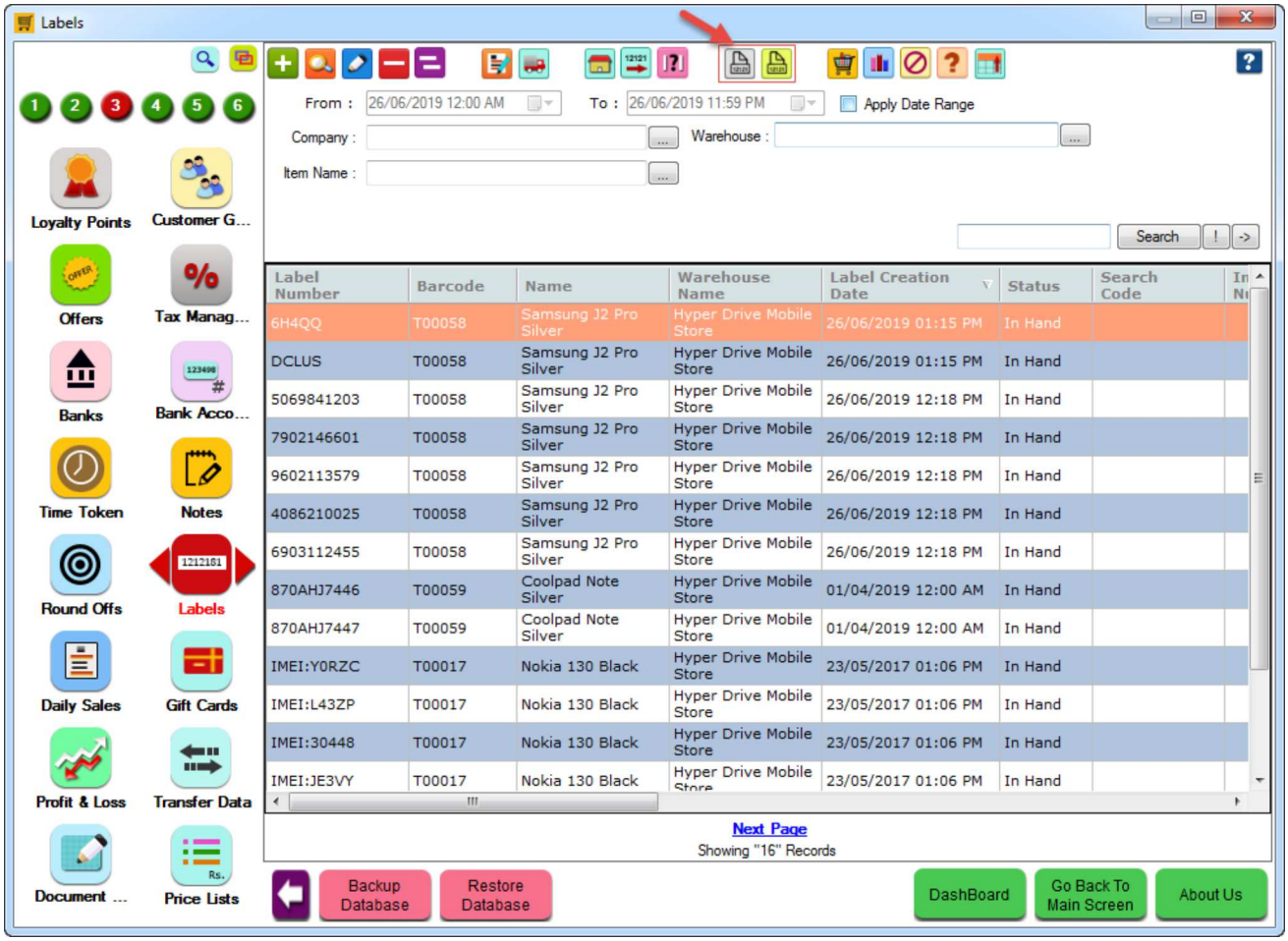


3. From the **3rd page** of Set-Up, click on **Labels**.



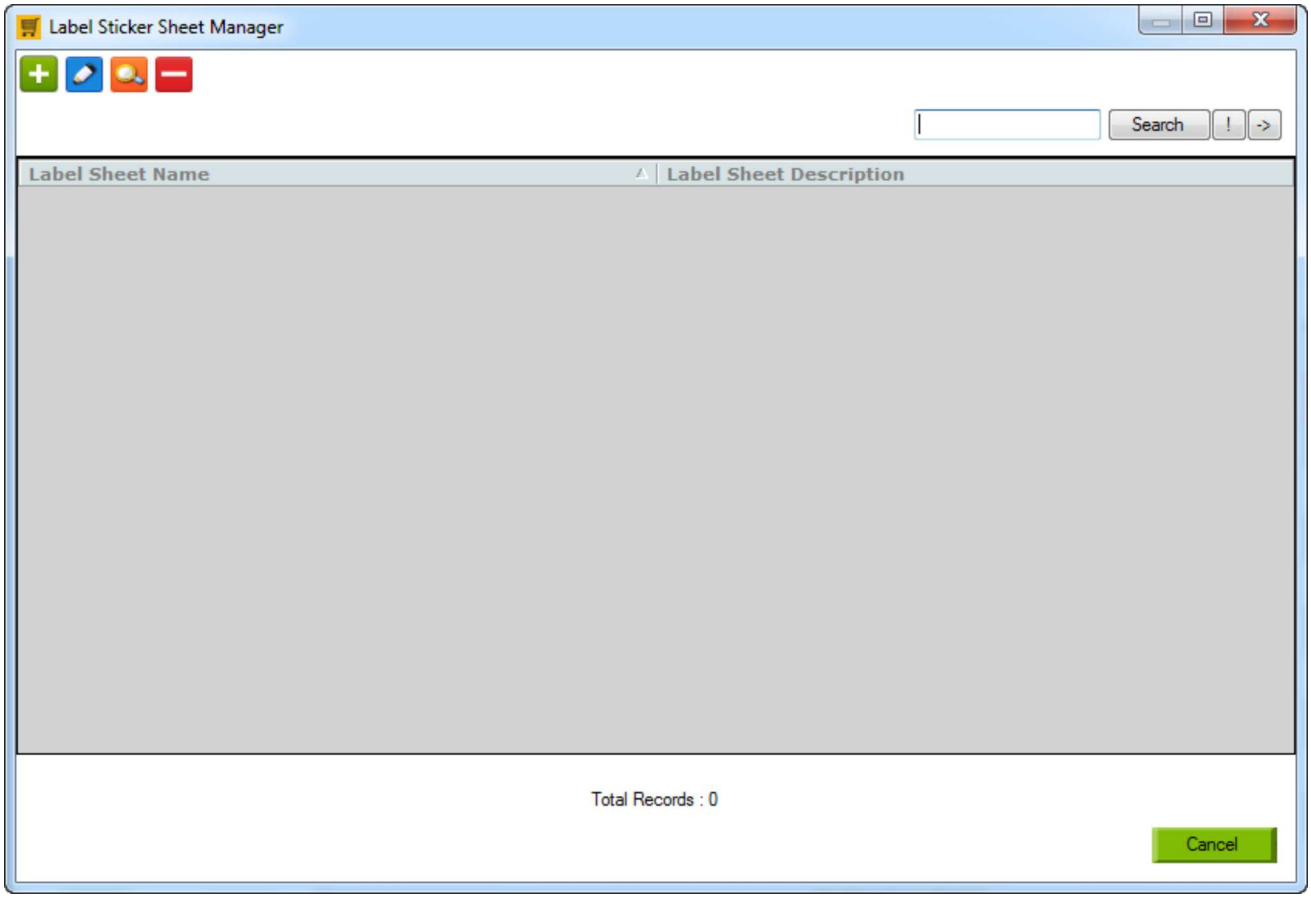
4. **Select appropriate print options**

Depending on whether you would want to print only selected labels, or print all the labels in the system, you could click on one of the following buttons:

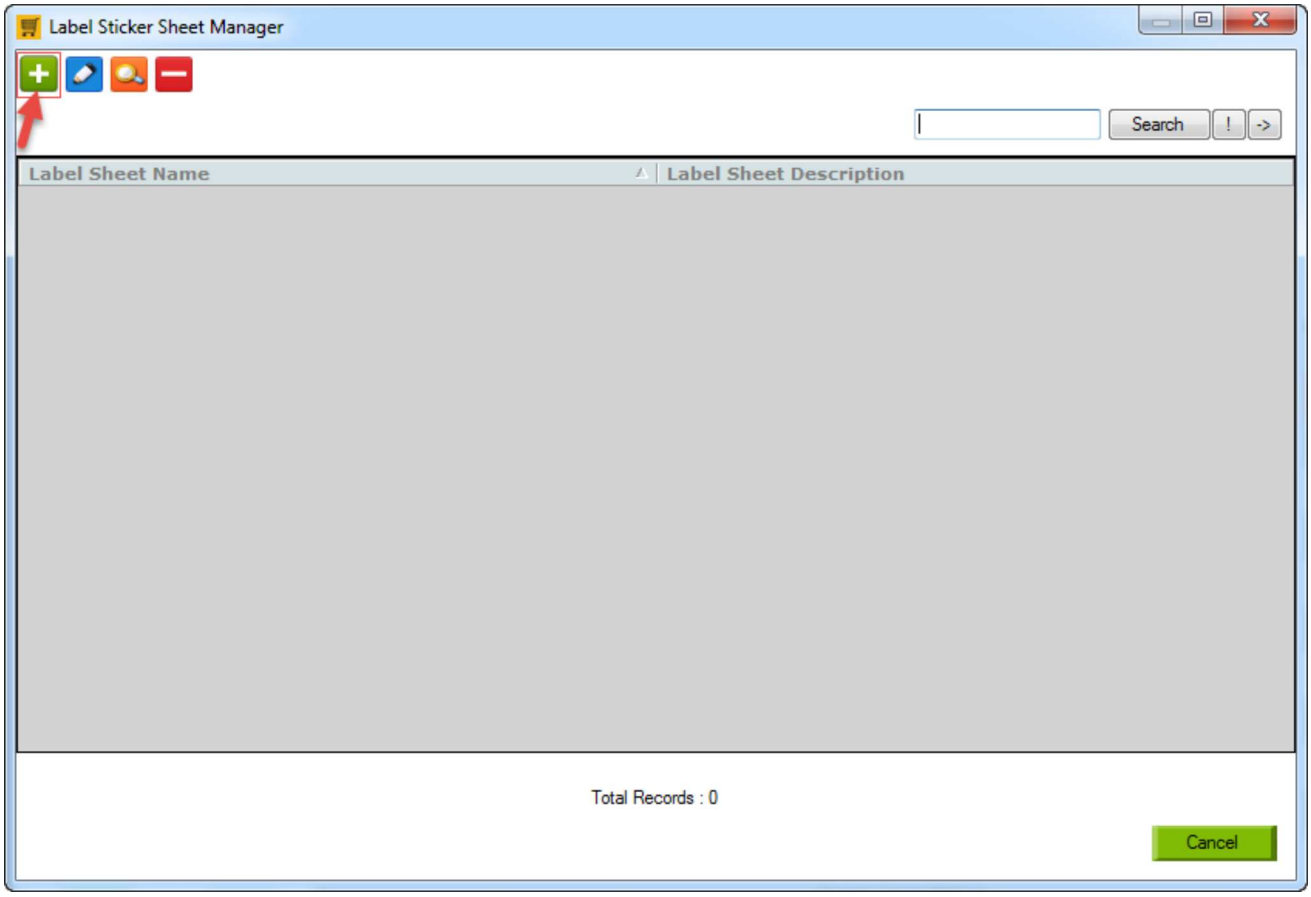


- **Print Selected Label** : Only the labels that have been selected in the label manager are added for printing.
- **Print All Labels** : Clicking on this button adds all the labels defined in the system for printing.

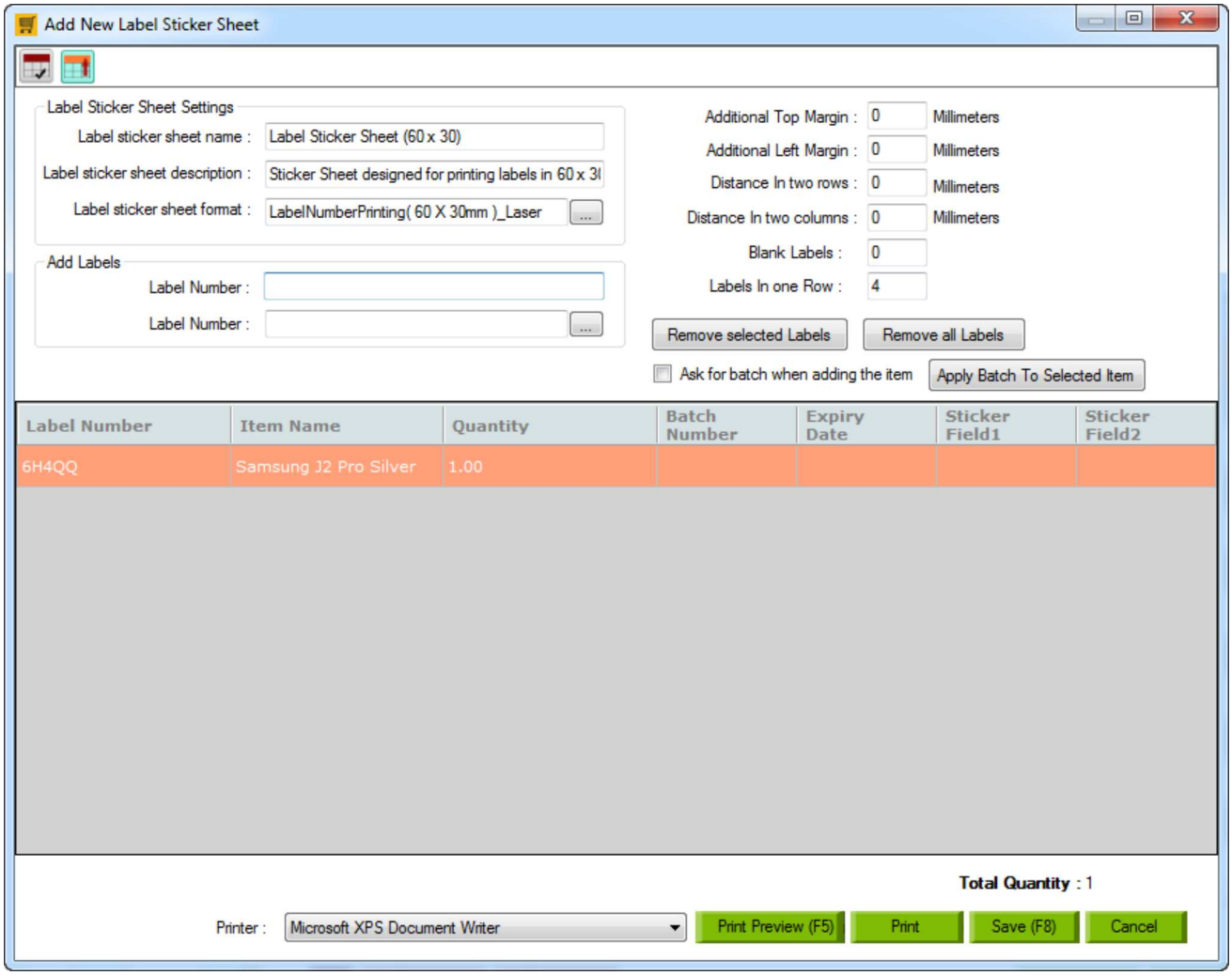
5. Clicking on any of the above-mentioned buttons opens up the **Label Sticker Sheet Manager**.



6. Click on **Add Label Sticker Sheet** button.



7. Depending on your selection in **Step (4)**, either a few selected labels, or all the labels in the application are automatically added. Enter the details for defining the sticker sheet.



i. **Label Sticker Sheet Name**: Enter a name for the sticker sheet being defined.

ii. **Label Sticker Sheet Description**: Enter a description for the sticker sheet being defined.

iii. **Label Sticker Sheet Format**: Select a format for printing labels

iv. **Label Number**: You can either scan the labels, or browse and select using the button next to the Label number edit-box.

v. **Additional Top Margin**: Enter the distance from the top margin of the layout.

vi. **Additional Left Margin**: Enter the distance from the left margin of the layout

vii. **Distance between two rows**: Enter the distance between stickers in rows.

viii. **Distance between two columns**: Enter the distance between stickers in a column.

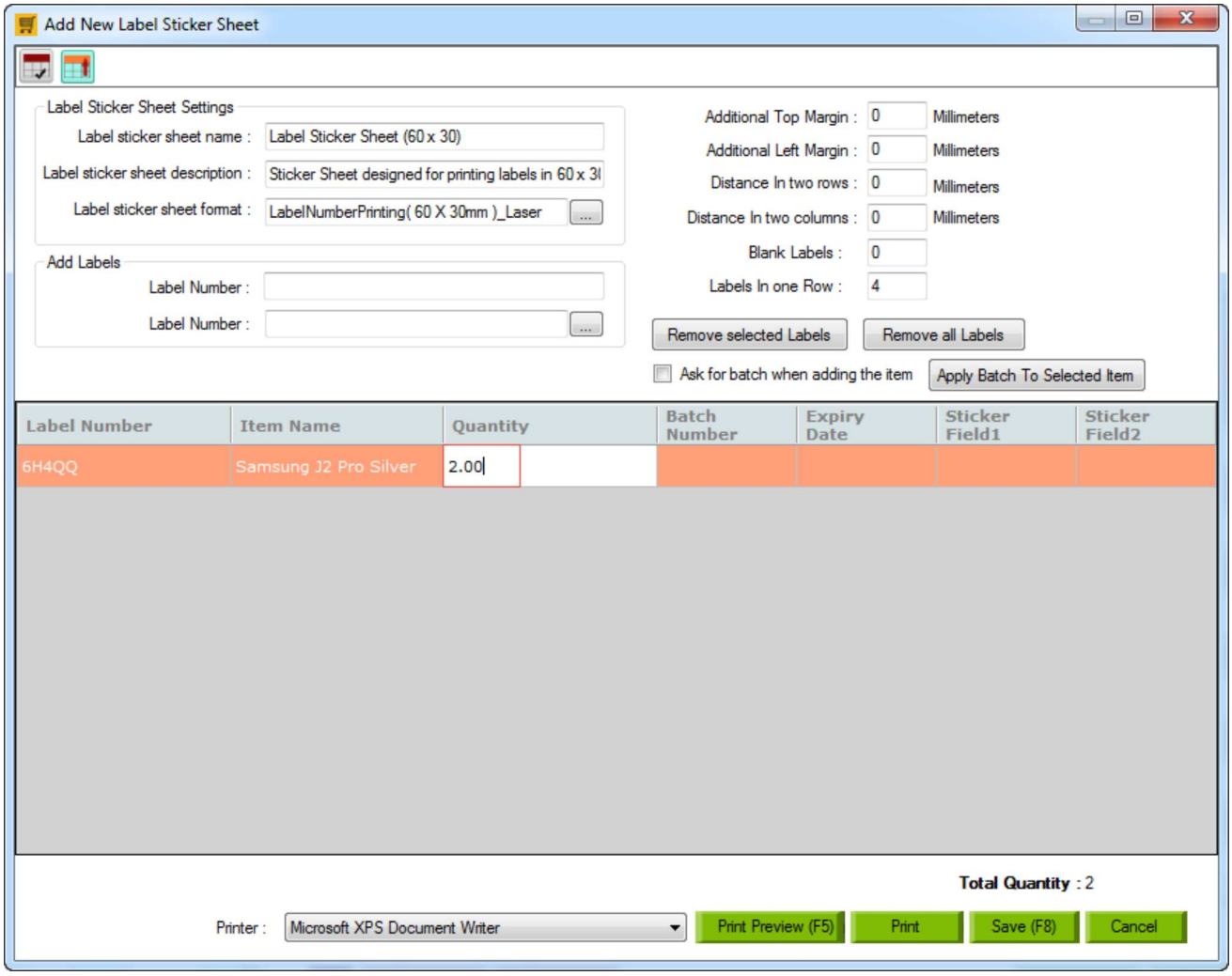
ix. **Blank Labels**: Enter the number of blank stickers to be printed. This is useful when the sheet on which the labels are being printed already contains some labels.

x. **Labels in one Row**: You need to enter the number of stickers you want to print in a row.

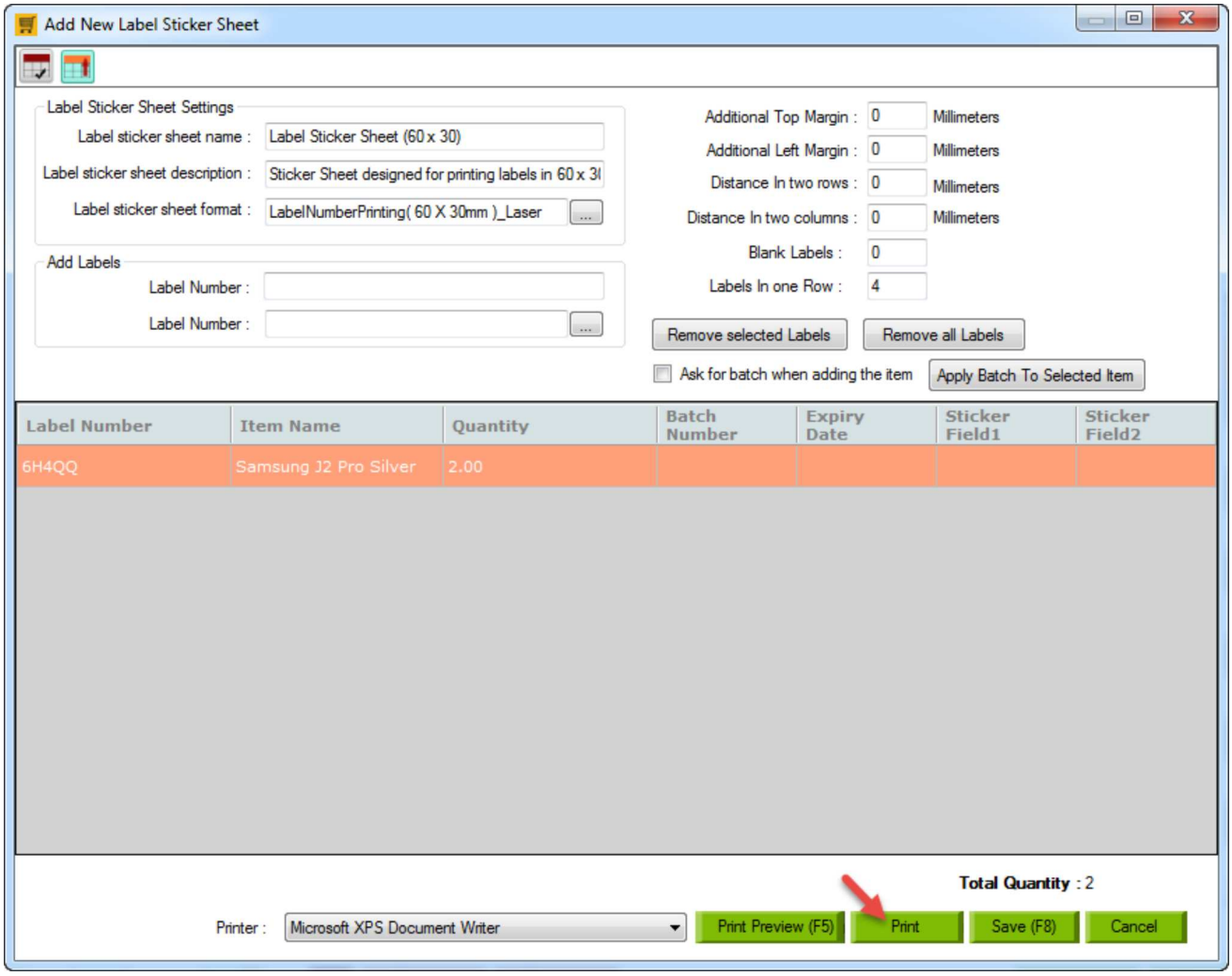
xi. **Remove Selected Labels**: clicking this button removes all the selected labels.

xii. **Remove All Labels**: Clicking this removes all the labels that have been added.

8. Double-click on the quantity column corresponding to a label to edit the number of prints for the selected label.



9. Click on **Print** to print the labels.



10. Click on **Save** to save the settings.