

---

## Part Label Printer

### Welcome

Thank you for your recent purchase of BSoft Integrators' Part Label Printer. We take pride in our products as well as our customer service, so if you have any questions regarding the operation of your new software application that have not been addressed in this manual, please feel free to contact us at [ken@bsoftintegrators.com](mailto:ken@bsoftintegrators.com).

Welcome to the Part Label Printer!

### Overview

The Part Label Printer is an application that integrates with BusinessWorks and facilitates the printing of identification labels for parts. This application allows for the printing of part labels based on several BusinessWorks identifiers; invoice, sales order, purchase order, vendor, receipt, or product line. Part Label Printer also provides the ability to include invoice and order information directly on the part label without cumbersome exports and merges, as well as providing the capability of printing barcodes on part labels.

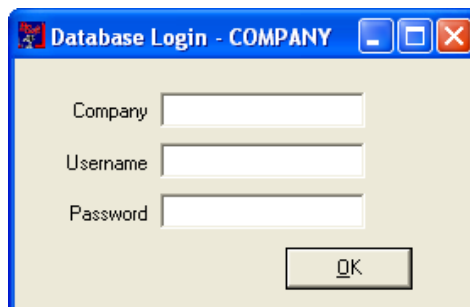
### Installation

Please refer to the BSoft Installation Instructions document, for step by step instructions on the downloading and installation process for this application. The instruction manual is available on the BSoft Integrators' website, at [www.bsoftintegrators.com](http://www.bsoftintegrators.com)

### Setup

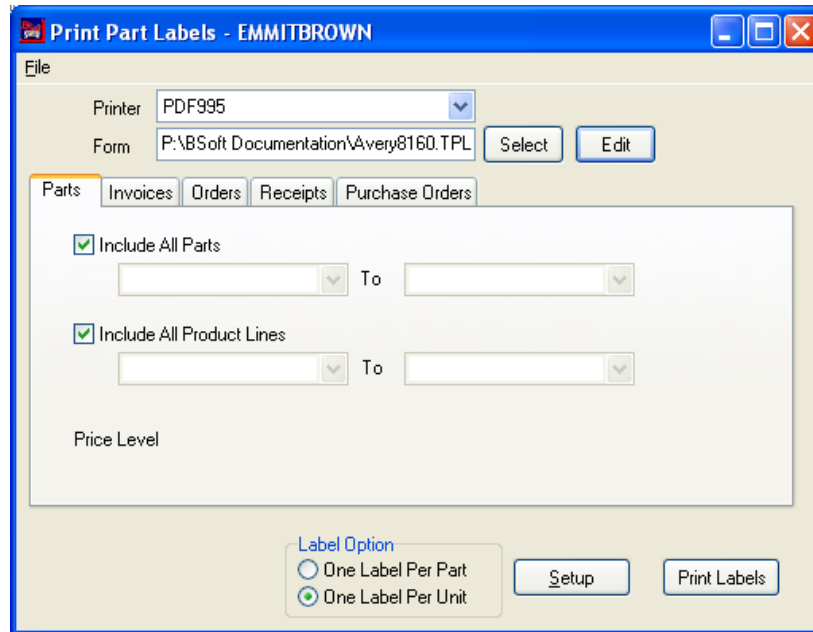
The installer will put a shortcut into your desktop. If you wish to launch it from the Start Menu – the default install puts a shortcut into the Start→All Programs→ BSI RDS.

Once the application is installed and (if necessary) registered – you will be prompted to log into BusinessWorks.



**You must login using the Manager username and password.** *This information is saved in encrypted form on your computer, so that re-entry of the information is not required on this computer.*

Once the system is connected, the application will show up on the screen connected to the company, with the receipt tab showing.



### File Menu

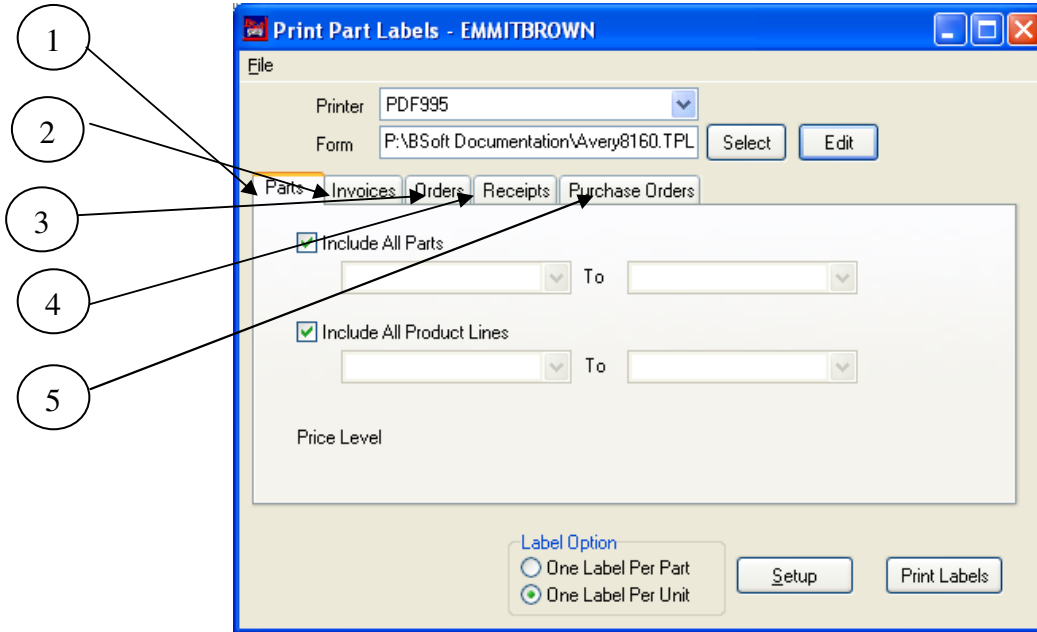
Once you have opened the application, take note of the file menu. The file menu shows three options, the two relevant options are:

- **About:** This screen will give you your product information including the Receipt Distribution System version, Business Works version, product license status, and product activation date.



- **Quit:** This option will log you out of the company that you are currently working and close the Product Build Report application.

**Print Part Labels:** There are five tools available to identify the appropriate parts to be labeled. 1) Parts 2) Invoices 3) Orders 4) Receipts and 5) Purchase Orders



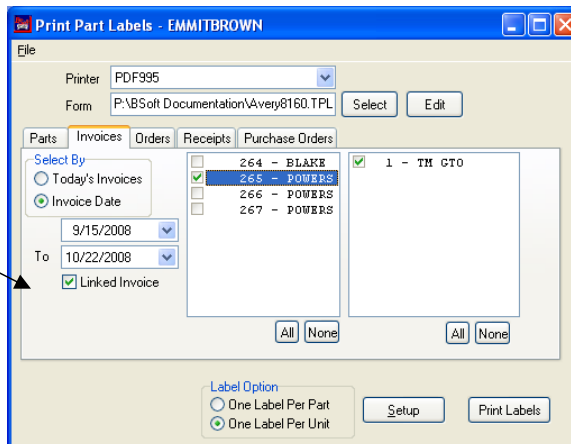
**Parts Tab:**

Once in the parts tab you want to go in and enter the information that you want. You can select “Include All Parts,” “Include All Product Lines,” or a specific range for either.

**Invoices Tab:**

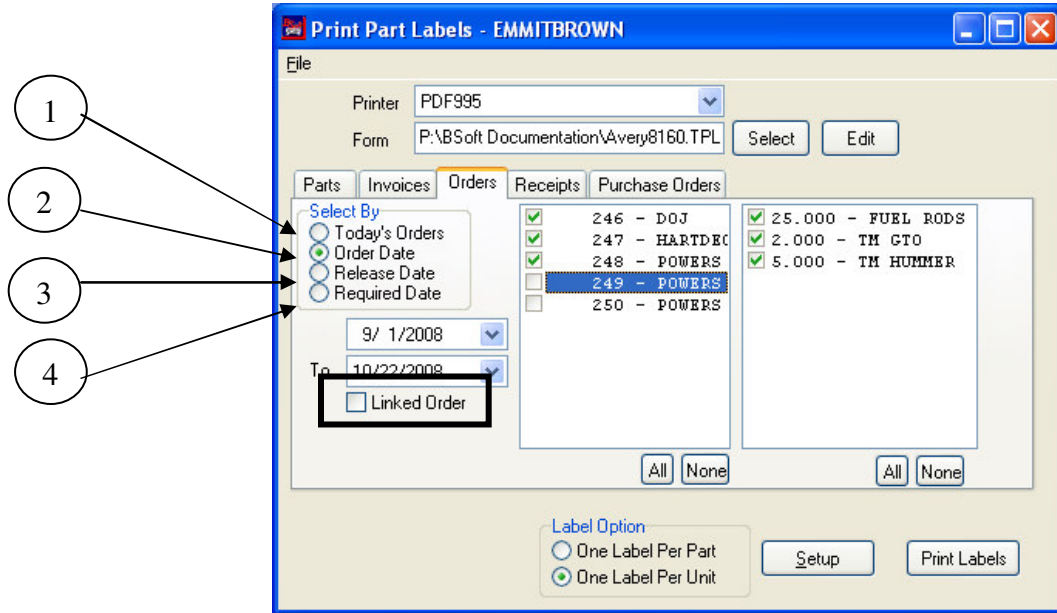
The invoices tab allows you to access parts based on two options. 1) Today’s Invoices and 2) Invoice Dates. Once you have decide which field you want to access your data you’ll need to select a customer you want to print labels for. After selecting the customer invoice you want, the parts that are on the invoice will appear on the right side of the screen with quantities. (see example below) Within the Invoices tab there is an option to “Linked Invoices.” This option makes more specific information available to the part label printer. It will give you the Business Works sales order number and the Customer’s PO number.

“Linked Invoices option”



### Orders Tab

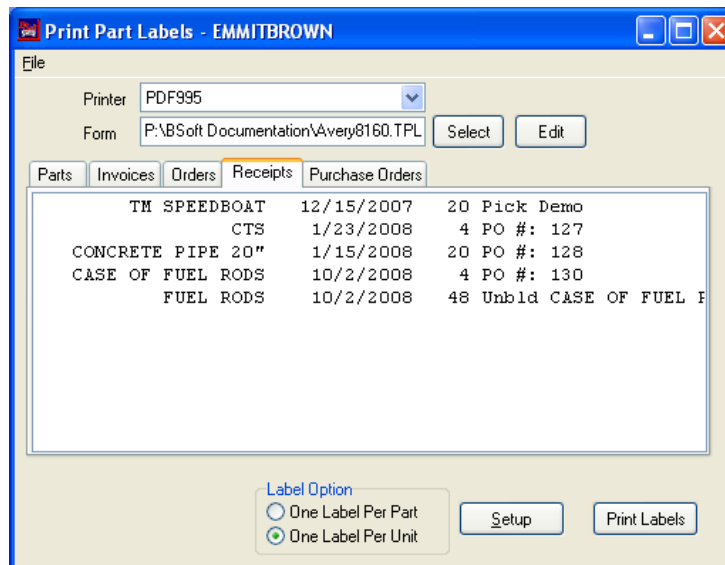
In the orders tab allows you to print labels for orders based on four options. 1) Today's Orders 2) Order Date 3) Release Date and 4) Required Date. Option 2, 3, and 4 can all be used to target a specific date or date range. Also notice that there is a "Linked Orders" selection on this tab too.



As the appropriate orders are selected, the right side of the screen will populate with the parts. When everything on the tab is checked and ready; select your label option and click "Print Labels."

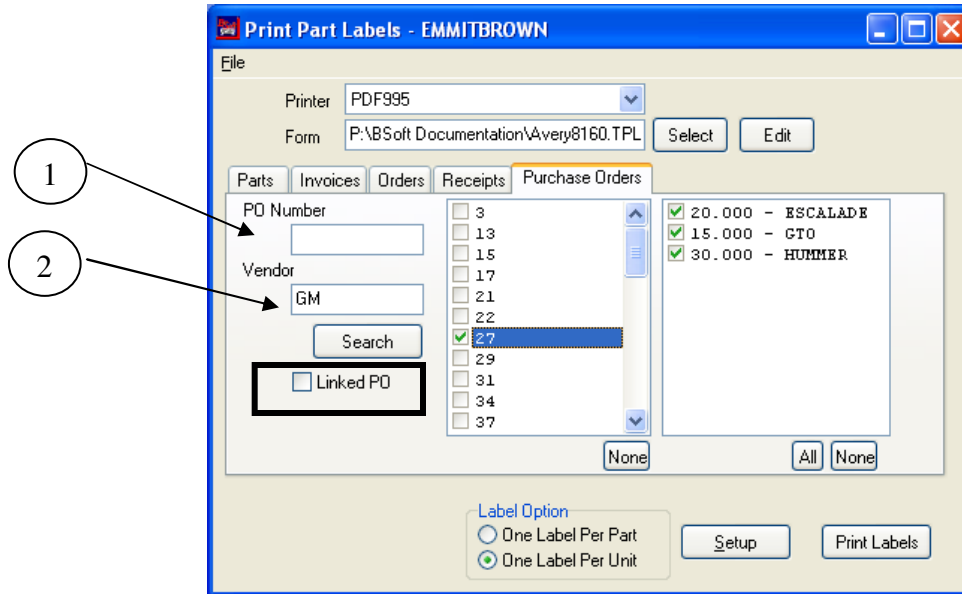
### Receipts Tab

The receipts tab allows you to print part labels for parts on any receipt or builds. It maintains a rolling list of the 30 most recent transactions. Finally, the receipt tab will flag the receipt/build after labels have been printed.



### **Purchase Order Tab**

The purchase order tab allows you to print part labels for purchase orders. There are two options you can search by: 1) PO Number and 2) Vendor. Notice also that there is a “Linked PO” selection on this screen. As the purchase orders are selected, the parts will show in the right side of the screen.

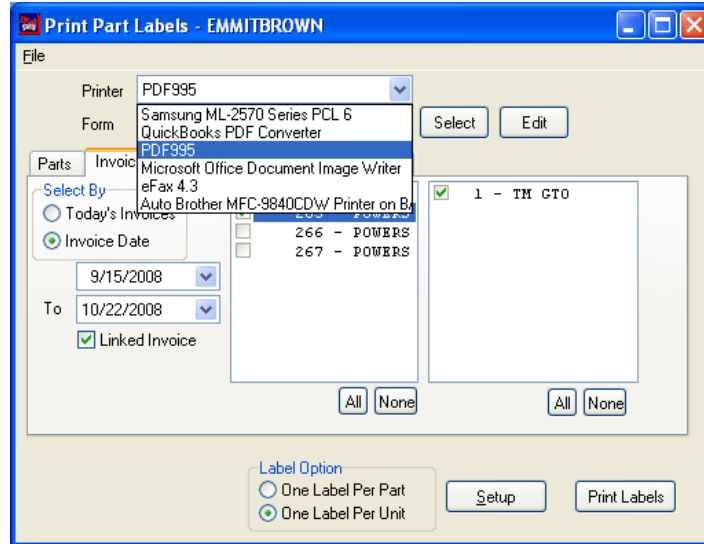


*Note: All purchase orders are shown regardless of status*

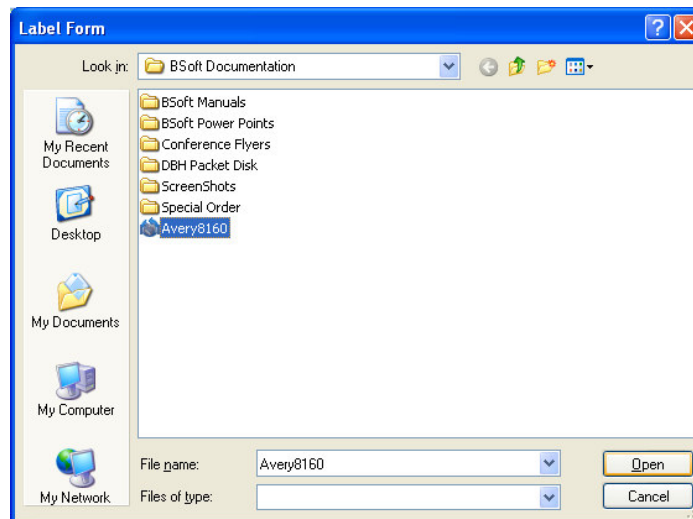
The “Purchase Order” option is used for putting your own branded labeling on received parts. It can also be used to perform a receipt audit of your purchasing. If you have labels left over after you’ve labeled everything that you’ve received, then your PO was shorted.

## Choosing Printer and Label

From the drop down arrow in the “Printer” field you need to select the appropriate printer to send the labels to. The drop down menu should show all printers that are attached to your computer. Select one by clicking on it.



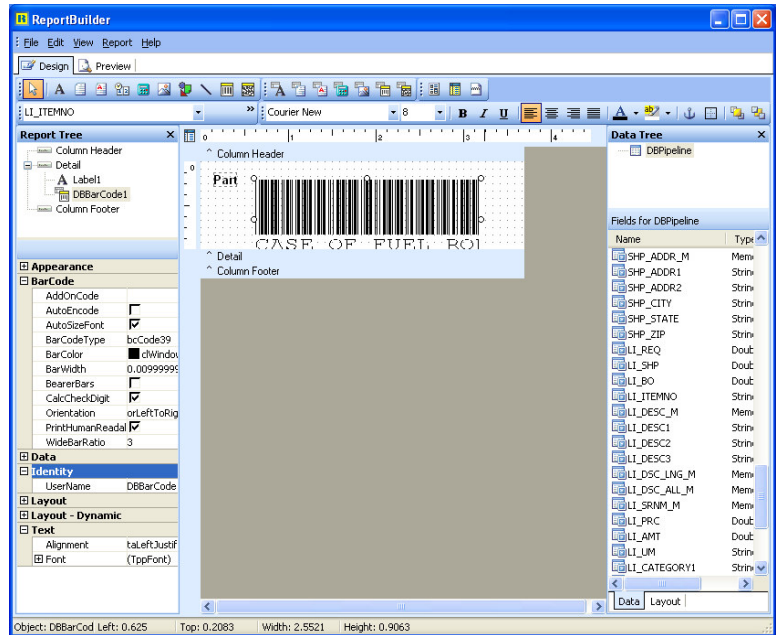
Next you need to select the appropriate form you want to use to print the labels on. To do this, simply click on the “Select” button in the “Form” field. Highlight the form you want and click open. The form name will appear in the field space.



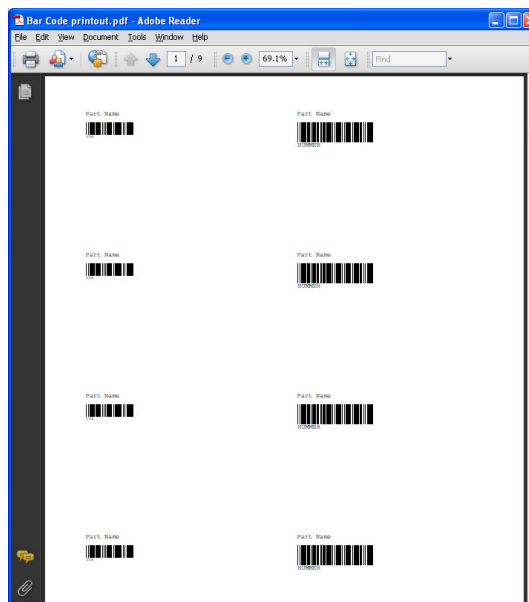
If the form you want to use is not available you can add the form by clicking the “Edit” button in the “Form” next to the form field. Once you’ve done that the Report Builder from Business works will open. In this screen you can create and edit labels. This screen will also allow you to add a bar code to your labels.

**Creating New a Form Example:** To create a label with a bar code there are a few simple steps you need to take

1. Go to “File” and click “New”
2. Click in on “Label Templates”
3. Select the template you want
4. Click on the A in the toolbar
5. Take your mouse and click in the label space where you want the part name to appear.
6. In the first white section you want to type the word *part*.
7. Click on the DBBarcode option in the toolbar.
8. Take your mouse and click in the label space where you want the bar code to appear.
9. To adjust the size of the bar code, click on it then hold down the shift key. With your arrow keys you can adjust the size.
10. From the drop down arrow select the LI\_ITEMNO
11. To preview your work you can click on the “Preview” tab at the top of the screen just under the categories bar.
12. When finished do a File->Save or File->Save As (to create a new template) to save the updated template.
13. Close the screen and you are ready to print

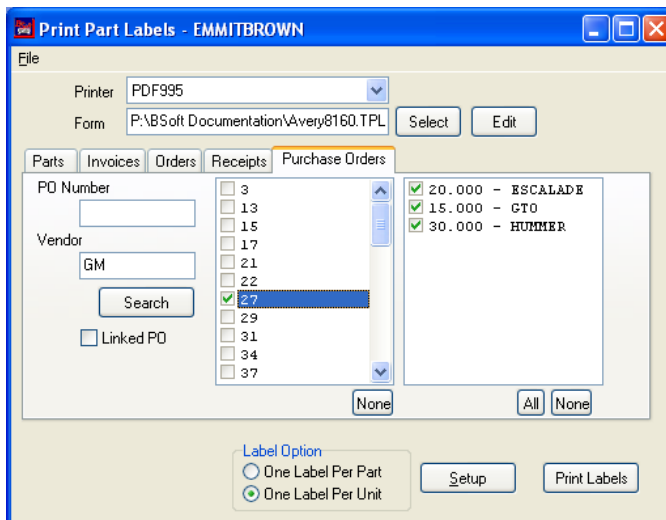


Finally, Part Printer Label has two options for printing labels, the “One Label Per Part” and “One Label Per Unit.” When printing you need to select which option is best. Click “Print Labels.”

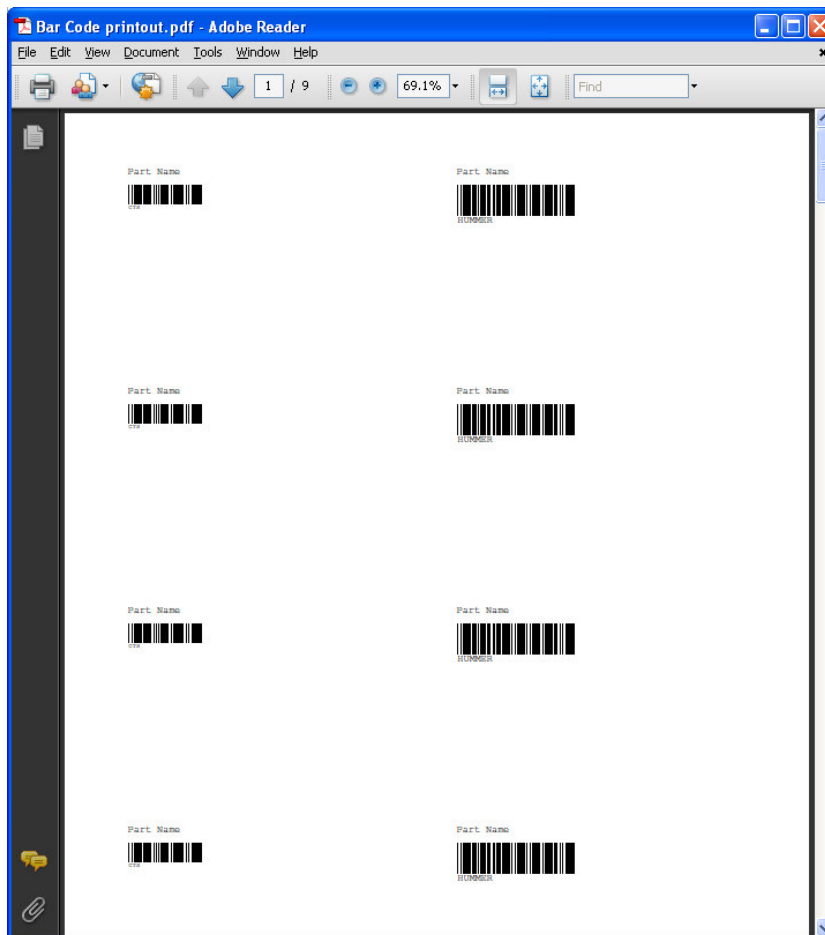


**Printing Labels Example:** You want to print labels for the purchase orders that were just received

- Select the Purchase Order tab
- Choose a vendor
- Select the specific purchase orders
- Select the appropriate printer and label form
- Choose your desired Label Option
- Click Print Labels



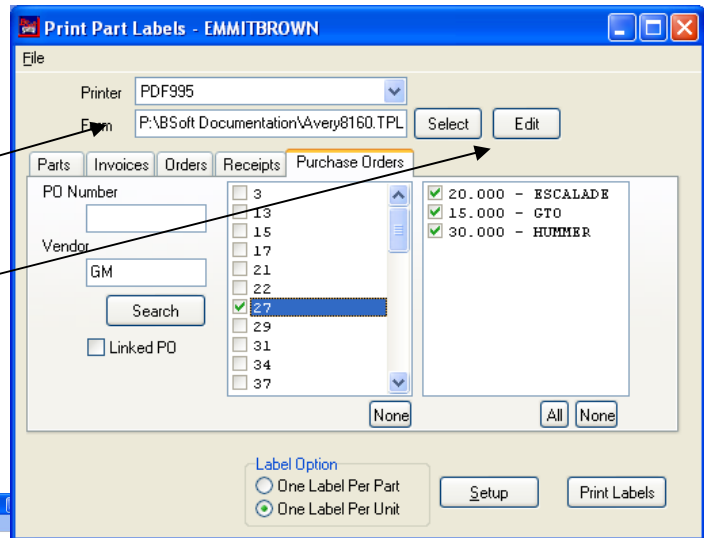
That's it; the labels will print from the printer specified on the proper label form.



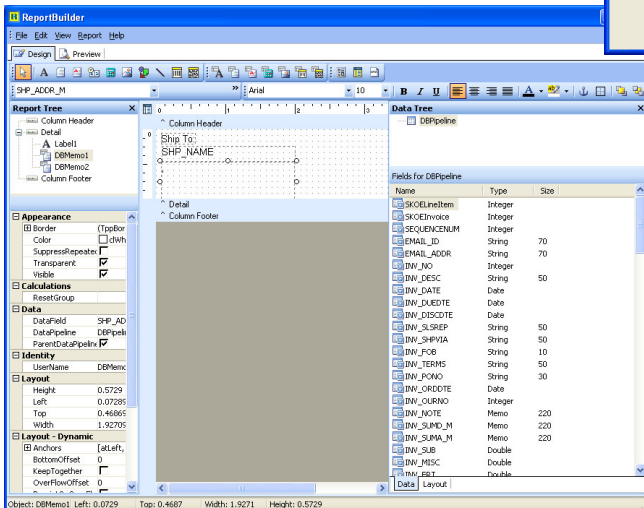
### Editing Part Labels

To edit part labels, the process is very similar to creating new customer labels. There are a few simple steps you'll need to go through to make adjustments.

1. Select the form that you want to make changes to.
2. Click the "Edit" button on the right.



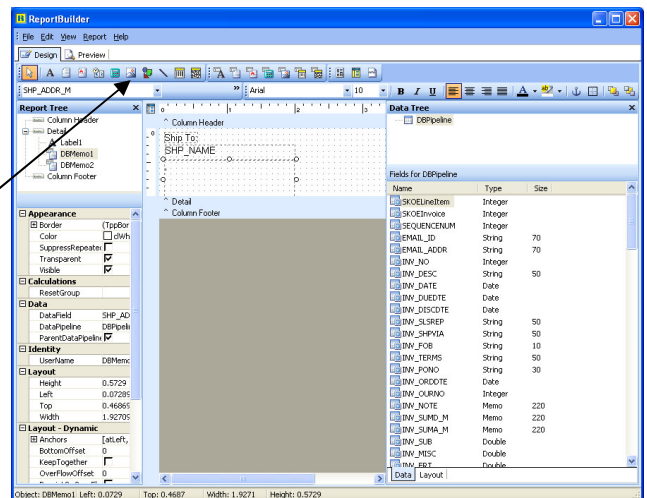
The Report Builder from Business Works will appear



From this screen you can make any changes you want. Once you complete any adjustments to the label, save it and print whenever ready.

### Example: Adding a picture/logo to your labels.

1. Select the label you want to add the picture to.
2. Click the "Edit" button on the right side of the screen.
3. From the Report Builder screen click on the "Image" button from the tool bar.
4. Click on the space in the label where you want the picture to appear.
5. Right click on that section and select "Picture"



6. Select the picture you want from the file you have it saved in and click OK
7. The picture should appear on the label template.
8. Click the preview tab if you wish to preview the label before you save it.
9. When finished do a File->Save
10. Close the screen

You can now print your part labels with the picture/logo on them.

