Batch Action

Last Modified on 03/14/2025 5:39 pm EDT

The Batch Action feature will help you stream line your documents status in Order Time. You can change the status of several documents at the same time and get things done faster and more efficiently.

The feature is available on several transaction list. You will first need to check the box for the document that you would like to update the status of and then select the Batch Action option.

Email sending is disabled by default during the 30 day trial period. Contact us at support@ordertime.com and we can verify your identity to enable this feature in your trial sandbox.

Changing Statuses

Quotes

In the Quotes, use the batch action to update the status of Quotes that you have already been "Presented" to your customer and you are waiting for them to respond to.

| Home | | urchasing Q ⁰ ₀ Production | 🗑 Warehouse 🛛 🔇 R | eports | | | |
|-----------|-------|--|-------------------|--------------|--------------|-------------|-----------|
| les ⊧ Ouo | ites | | | | | | |
| tch A | ction | | | | | | ¢ ∈ |
| | No. | * Sear | th Quote | Q | | | O New Que |
| hang | | CUSTOMER | DATE | PROMISE DATE | TOTAL AMOUNT | STATUS | ACTIONS |
| | | Anna | 2/7/2018 | 2/7/2018 | 200.00 | Closed Won | 200 |
| - | 19 | lan B | 12/26/2017 | 12/26/2017 | 0.00 | Processing | 8 O U |
| | 18 | Alex Easton | 12/26/2017 | 12/26/2017 | 0.00 | Processing | 2 O U |
| | 17 | Veronica | 10/19/2017 | 10/19/2017 | 0.93 | Presented | C 0 0 |
| | 16 | Veronica | 10/19/2017 | 10/19/2017 | 100.00 | Presented | 2 O U |
| | 15 | Veronica | 10/19/2017 | 10/19/2017 | 40.00 | Presented | 8 O U |
| | 14 | Veronica | 10/19/2017 | 10/19/2017 | 100.00 | Closed Lost | 2 O U |
| |] 13 | Veronica | 10/19/2017 | 10/19/2017 | 10,000.00 | Presented | 2 O U |
| | 12 | Veronica | 10/19/2017 | 10/19/2017 | 100.00 | Presented | C O U |
| | 11 | John Doe | 9/7/2017 | 9/7/2017 | 50,047.00 | Closed Lost | 2 O U |

Sales Orders

Use the batch action on the Sales Order list to up date the status to "Approved" once your Sales Rep has created the sales order. This will then help up know which orders are ready to be shipped.

| les > Sales Orders | 5 | | | | | | | |
|--------------------|---------------------------------|------------|-------------------|------------------|--------------|------------|---------|-------------|
| tch Actior | T Bitems checked No. | * S | earch Sales Order | Q 87 | | | | |
| hange Sta | atus Processing Pending Info | DATE | PROMISE DATE | CUSTOMER PO | TOTAL AMOUNT | STATUS | BALANCE | PAID AMOUNT |
| N | Ready for Approval | 11/12/2018 | 11/12/2018 | 8893 | 15.00 | Processing | 15.00 | -0.00 |
| \smile | Approved | 10/18/2018 | 10/18/2018 | aaa111 | 300.00 | Processing | 300.00 | -0.00 |
| 142 | Voided | 10/9/2018 | 10/9/2018 | 15552236 | 15.00 | Processing | 15.00 | -0.00 |
| 141 | Alex Easton | 10/2/2018 | 10/2/2018 | 1112222233333 | 0.00 | Processing | 0.00 | -0.00 |
| 137 | Veronica:Jackie Beniton | 8/31/2018 | 8/31/2018 | 1111222233344444 | 15.00 | Processing | 15.00 | -0.00 |
| 136 | Veronica | 8/31/2018 | 8/31/2018 | 5555 | 0.00 | Processing | 0.00 | -0.00 |
| 135 | Alex Easton | 8/20/2018 | 8/20/2018 | AXNODE | 63.50 | Processing | 63.50 | -0.00 |
| 134 | Veronica | 8/20/2018 | 8/20/2018 | DVMSM | 50.00 | Processing | 50.00 | -0.00 |
| 133 | Veronica | 8/20/2018 | 8/20/2018 | 7979 | 10.00 | Processing | 10.00 | -0.00 |
| 131 | Veronica | 8/20/2018 | 8/20/2018 | 222233333 | 5.00 | Processing | 5.00 | -0.00 |

You can also now batch action create ship docs directly from the Sales Order List view. Select batch action - create ship doc.

| Home - | 🛷 Sal | es - | 🗮 Purchasing * | Q [®] Product | ion - 🎓 Rent | als - 🛷 Repair | rs 🔹 📦 Wa | arehouse + | 🕼 Reports - | | | |
|-----------------|-------|------------|----------------|------------------------|--------------------|----------------|-------------|------------|-------------|------------------|------------------|-----------------|
| es > Sales Orde | ers | | | | | | | | | | | |
| ales Orders | | | | | | | | | | | | * 0 |
| Batch Action | v | No. | | ~ | Search Sales Order | | Q | | | | 0 | New Sales Order |
| Change Statu | s 🕨 | Processing | | | | | | | | | | |
| Allocation | Þ | Approved | | PROMISE DATE | CUSTOMER PO | TOTAL AMOUNT | STATUS | DISCOUNT | PRICE LEVEL | SALES ORDER TYPE | LINKEDDOCREF NO. | ACTIONS |
| Create PDF | Þ | Voided | | 1/31/2025 | | 399.00 | Closed | | | Repair | | 200 |
| Export | Þ | Woods | 1/31/2025 | 1/31/2025 | | 10.00 | Processing | | | | | 201 |
| Create Ship Do | c | Woods | 1/31/2025 | 1/31/2025 | | 0.00 | Approved | | | Repair | | 200 |
| Send Email | | Woods | 1/23/2025 | 1/23/2025 | gtyh | 0.00 | Processing | | | | | 800 |
| 38 | Tiger | Woods | 1/22/2025 | 1/22/2025 | YRSDFGDSF | 3,239.98 | Processing | | | | | 200 |
| 37 | Tiger | Woods | 1/21/2025 | 1/21/2025 | tests | 399.00 | Processing | | | | | 200 |
| 36 | Tiger | Woods | 1/16/2025 | 1/16/2025 | | 0.00 | Processing | | | | | 8 O U |
| 34 | Tiger | Woods | 1/13/2025 | 1/13/2025 | test | 0.00 | Processing | | | | | 200 |
| 35 | Tiger | Woods | 1/13/2025 | 1/13/2025 | testomg | 399.00 | Closed | | | | | 8 O U |
| 33 | Tiger | Woods | 12/16/2024 | 12/16/2024 | asdfsafda | 199.00 | Closed | | | | | 201 |
| | | | | | | | 1∨ of 4 Nex | | | | | |

Ship Docs

Use the batch action on the Ship Doc list to mark your orders as "Shipped" to ensure that they get synced over into QuickBooks and create the Invoices for your customers.

| | | | | | | Veronica's Company | ogout |
|--------------------------------|--------------------------|-------------|--------------|---------|------------|--------------------|--------|
| r Home 🛷 Sales 🏋 Purchasing 🕴 | 🞗 Production 📦 Warehouse | 😢 Reports | | | | | |
| Sales - Chi Decs | | | | | | | |
| | | | | | | 0 | . 0 |
| atch Action Bitems checked No. | Search Ship Doc | Q 57 | | | | O New St | hip Do |
| Change Statu | | CUSTOMER PO | TOTAL AMOUNT | SHIPPED | STATUS ~ | ACTIONS | |
| Picked | | | 14.00 | 0 | Processing | B 0 | |
| 57 Shipped ght | | | 5.00 | 0 | Processing | C 0 | |
| Voided | | 55555555 | 48.00 | 0 | Processing | C 0 | |
| 60 Closed n | | | 4.50 | 0 | Processing | C 0 | |
| 61 Alexis Morales | | | 0.00 | 0 | Processing | C 0 | |
| 63 Alex Easton | | | 915.00 | 0 | Processing | B 0 | |
| | | | | | | | |

Purchase Orders

In the Purchase Order, use the batch action to approve all of your processing POs. You can also change the status to "Sent" to help you keep track of when the Purchase Order was send over to your Vendor/Supplier.

| # Home | 🛷 Sales | 📺 Purchasing | O ⁰ Production | 🖓 Warehouse | 🚓 Reports | | | | |
|-----------|---------------------------|--------------|---------------------------|-----------------|-----------|-----|--------------|------------|-----------------|
| chasing) | Purchase Orders | | | | | | | | |
| | | | | | | | | | \$ |
| tch Ac | ction Ritems | checked No. | ¥ | Search Purchase | Order | Q 🖓 | | | New Purchase Or |
| hange | e Status ^{Proce} | VENDOR | | | TE A | | PROMISE DATE | STATUS | ACTIONS |
| | Appro | ved | | | | | | | |
| | Sent Sent | NinGbo | | | 4/2017 | | 8/24/2017 | Processing | 8 O U |
| | Voide | i US Depo | e | 9/2 | 9/2017 | | 9/29/2017 | Processing | C O 0 |
| 6 | 78 | Poly Sou | rce | 10/ | 5/2017 | | 10/5/2017 | Processing | 2° © 11 |
| 6 | 80 | ABC Part | 3 | 10/ | 18/2017 | | 10/18/2017 | Processing | 2 O U |
| 0 | 83 | Poly Sou | rce | 11/ | 30/2017 | | 11/30/2017 | Processing | 8 O D |
| 0 | 84 | [N] test | | 4/1 | 7/2018 | | 4/17/2018 | Processing | 8 O B |
| | 86 | ABC Part | 3 | 8/9 | /2018 | | 8/9/2018 | Processing | 8 O U |
| E | 89 | ABC Part | 3 | 9/1 | 3/2018 | | 9/28/2018 | Processing | G O . |

Receiving Docs

On the Receiving List you can update the status to "In transit" once the Vendor has informed you that the Purchase Order is on the way and then you can update the status to "Received" when it has arrived.

| # Home | & Sales | 🛒 Purchasing 🛛 😭 Wareho | ouse 🚯 Reports | | | | |
|---|-------------------|-------------------------------|-------------------------------------|------------|----------|--------------|------------|
| W Home | ay Jales | e Purchasing Vivarence | use 📢 Reports | | | | |
| urchasing → Re | ceivers | | | | | | |
| | | | | | | | |
| atch Acti | On 7 items chec | | | | | | |
| | | No. | Search Receiver | Q 87 | | | |
| Change ! | Statu Processing | NDOR | | DATE | LOCATION | TOTAL AMOUNT | STATUS |
| * | In Transit | 7 West Boyleston | | 12/3/2018 | Main | 0.00 | Processing |
| _ | Received | Plus Gas | | 11/15/2018 | Main | 1,250.00 | Processing |
| | 123 Closed 102 | 3L Distribution, Inc (Indoram | ua) | 10/2/2018 | Main | 245.00 | Processing |
| | 73 | 137 West Boyleston | | 8/21/2018 | Main | 191.90 | Processing |
| | 61 | 122713 | | 7/19/2018 | Main | 4.00 | Processing |
| Image: A state of the state of | 57 | 704 B&R OIL | | 7/17/2018 | Main | 660.00 | - |
| | 57 | 704 Bar OIL | | //1//2018 | iviair1 | 000.00 | Processing |

Work Orders

Use the batch action in the Work Order list go through the production process and update the status from "Ready" to "In Production" and then "Finished".

| 😤 Home | 🋷 Sale | es 🖹 Purchasing | Q [®] Production | 🗑 Warehouse | 🚓 Reports | | | | |
|----------|-------------|-----------------------|---------------------------|------------------|-----------|----------|-------------|------------|--------------|
| Product | Vork Orders | | | | | | | | |
| · | | | | | | | | | |
| Batch Ac | tion | items checked No. | | Search Work Orde | er . | Q 57 | | | |
| ~ | - | Materia | | | | - | | | |
| Change | Statu | Ready | | ORDERED Q | UANTITY | QUANTITY | STATUS TYPE | DATE | PROMISE DATE |
| | | In Production ssembly | 1 | 1.00 | | 0.00 | Waiting | 11/29/2018 | 12/13/2018 |
| \sim | 36 | Finished ssembly | ltem | 1.00 | | 0.00 | Waiting | 11/29/2018 | 12/13/2018 |
| | 35 | Closed | | 1.00 | | 0.00 | Waiting | 10/29/2018 | 10/29/2018 |
| | 32 | FG | | 1.00 | | 0.00 | Waiting | 10/12/2018 | 10/12/2018 |
| | 31 | Main Assembly | Item | 3.00 | | 0.00 | Waiting | 10/11/2018 | 10/25/2018 |
| | 29 | FG | | 1.00 | | 0.00 | Waiting | 11/6/2017 | 11/6/2017 |
| | 27 | v55 | | 5.00 | | 0.00 | Waiting | 9/21/2017 | 9/21/2017 |
| | 26 | FG | | 3.00 | | 0.00 | Waiting | 9/21/2017 | 9/21/2017 |

You can now also use the batch action function in the Work Order list view to allocate and deallocate. Go to Batch Action -> Allocation - Select Allocate or Deallocate

| 🕯 Home 🗝 🛛 🛷 Si | ales - 🐂 Purchasing - | • Ø [©] Production • | 🎓 Rentals - 🛛 🛷 Repair | rs - 👘 Warehouse - | 🕒 Reports - | | |
|-----------------------|-----------------------|--|------------------------|--------------------|-------------|--------------|-------------|
| roduction > Work Orde | ers | | | | | | |
| Work Orders | | | | | | | ۵ (|
| Batch Action | No. | ✓ Search Wo | rk Order | Q | | | New Work Or |
| Allocation > | Allocate | | | | | | |
| Flatten | Deallocate | ORDERED QUANTITY | QUANTITY | STATUS | DATE | PROMISE DATE | ACTIONS |
| Drill Down | Golf Set | 2 | 2 | Closed | 10/18/2024 | 10/18/2024 | 201 |
| Change Status 🔹 | Rentirons | 1 | 0 | In Production | 10/17/2024 | 10/17/2024 | C O . |
| 0 | | | | | 10/4/2024 | 10/11/2024 | 2°0 U |

Create PDF

Go to a document list, such as the Sales Order List.

Select the Sales Orders which you'd like to create into a batch PDF by checking the box next to each one.

Click on the Batch Action Drop-down and select Create PDF.

| | 3 items checked | | | | | | | | | | | | | | | |
|---------------|-----------------------------|-----------|--------------|--------------|---------------|----------|-------------|--------------|------|--------------|--------|-----------------|-------------|------------|-----------|------|
| latch Action | No. | | ~ | Search Sales | Order | | Q | | | | | | | O Nev | / Sales (| Orde |
| Change Status | · | DATE | PROMISE DATE | LOCATION | CUSTOMER PO | STATUS | FILL STATUS | TOTAL AMOUNT | MEMO | SHIPPED DATE | CLOSED | ORDER SOURCE | ASSIGNED TO | WEBORDERID | ACT | IONS |
| Create PDF | Nevon Brothers | 5/26/2020 | 5/26/2020 | | | Order | None | 299.00 | | | 0 | aodemo | | | 8. | 0 |
| end Email | 68 Proteus Caret | 5/26/2020 | 5/26/2020 | HQ | 3452345 | Approved | None | 293.11 | | | 0 | Phone/Fax/Email | | | 8 (| |
| 1229 | 1111 Nelson Brothers | 5/21/2020 | 5/21/2020 | | 34252 | Closed | All | 11,700.89 | | 5/21/2020 | 0 | aodemo | | | 8 (| |
| 1228 | A SHORE THING (CHARLESTOWN) | 5/21/2020 | 5/21/2020 | HQ | 43242354 | Order | None | 268.96 | | | 0 | Phone/Fax/Email | | | 8 (| |
| 1227 | A BEAUTIFUL MESS BOUTIQUE | 5/20/2020 | 5/20/2020 | HQ | 43241234 | Approved | None | 0.00 | | | 0 | Phone/Fax/Email | | | 8 (| 0 |
| 1226 | A BEAUTIFUL MESS BOUTIQUE | 5/14/2020 | 5/14/2020 | HQ | | Closed | All | 1,172.50 | | 5/14/2020 | 0 | Phone/Fax/Email | | | 8 (| 0 |
| 1225 | A BEAUTIFUL MESS BOUTIQUE | 5/14/2020 | 5/14/2020 | HQ | 2047209470925 | Closed | All | 1,149.75 | | 5/14/2020 | 0 | Phone/Fax/Email | | | 8 (| 0 |
| 1224 | 1111 Nelson Brothers | 5/13/2020 | 5/13/2020 | | | Order | None | 1,075.89 | | | 0 | aodemo | | | 8 (| 0 |
| 1223 | Ticket Tech | 5/12/2020 | 5/12/2020 | HQ | | Order | None | 900.00 | | | 0 | Phone/Fax/Email | | | 8 | 0 1 |
| 1222 | A BEAUTIFUL MESS BOUTIQUE | 5/12/2020 | 5/12/2020 | HQ | 32423424 | Closed | All | 228.97 | | 5/12/2020 | 0 | Phone/Fax/Email | | | 8 | 0 1 |
| | | | | | | < Prev | 1 🗸 of 98 | Next > | | | | | | | | |

After Clicking that you'll be shown a fly-out list of all the templates you can choose from. In my example I chose to do the Pick List Template.

| es Orders | | | | | | | | | | | | | | | \$ € |
|---------------|---------------------------|-----------|--------------|--------------|---------------|----------|-------------|--------------|------|--------------|--------|-----------------|-------------|------------|-------------|
| atch Action | 3 items checked v | | ~ | Search Sales | Drder | | Q | | | | | | | O Nev | v Sales Ord |
| Change Status | Work Order. | | | | | | | | | | | | | | |
| Create PDF | Pick List | DATE | PROMISE DATE | LOCATION | CUSTOMER PO | STATUS | FILL STATUS | TOTAL AMOUNT | MEMO | SHIPPED DATE | CLOSED | ORDER SOURCE | ASSIGNED TO | WEBORDERID | ACTION |
| end Email | Sales Order Clone | 5/26/2020 | 5/26/2020 | | | Order | None | 299.00 | | | 0 | aodemo | | | 80 |
| 1230 | 68 Pi Proforma | 5/26/2020 | 5/26/2020 | HQ | 3452345 | Approved | None | 293.11 | | | 0 | Phone/Fax/Email | | | 80 |
| 1229 | 1111 Manufacturing Order | 5/21/2020 | 5/21/2020 | | 34252 | Closed | All | 11,700.89 | | 5/21/2020 | 0 | aodemo | | | 80 |
| 1228 | A SH Sales Order T WN) | 5/21/2020 | 5/21/2020 | HQ | 43242354 | Order | None | 268.96 | | | 0 | Phone/Fax/Email | | | 20 |
| 1227 | A BEAUTIFUL MESS BOUTIQUE | 5/20/2020 | 5/20/2020 | HQ | 43241234 | Approved | None | 0.00 | | | 0 | Phone/Fax/Email | | | 20 |
| 1226 | A BEAUTIFUL MESS BOUTIQUE | 5/14/2020 | 5/14/2020 | HQ | | Closed | All | 1,172.50 | | 5/14/2020 | 0 | Phone/Fax/Email | | | 80 |
| 1225 | A BEAUTIFUL MESS BOUTIQUE | 5/14/2020 | 5/14/2020 | HQ | 2047209470925 | Closed | All | 1,149.75 | | 5/14/2020 | 0 | Phone/Fax/Email | | | 80 |
| 1224 | 1111 Nelson Brothers | 5/13/2020 | 5/13/2020 | | | Order | None | 1,075.89 | | | 0 | aodemo | | | 80 |
| 1223 | Ticket Tech | 5/12/2020 | 5/12/2020 | HQ | | Order | None | 900.00 | | | 0 | Phone/Fax/Email | | | 80 |
| 1222 | A BEAUTIFUL MESS BOUTIQUE | 5/12/2020 | 5/12/2020 | HQ | 32423424 | Closed | All | 228.97 | | 5/12/2020 | 0 | Phone/Fax/Email | | | 80 |

The PDF will be downloaded immediately after processing. Sometimes a combined raw file will be downloaded that just says batchForm. Change the file extension to [whatever name you choose].pdf and open it in acrobat or your favorite PDF viewer.

Send Emails

Email sending is disabled by default during the 30 day trial period. Contact us at support@ordertime.com and we can verify your identity to enable this feature in your trial sandbox.

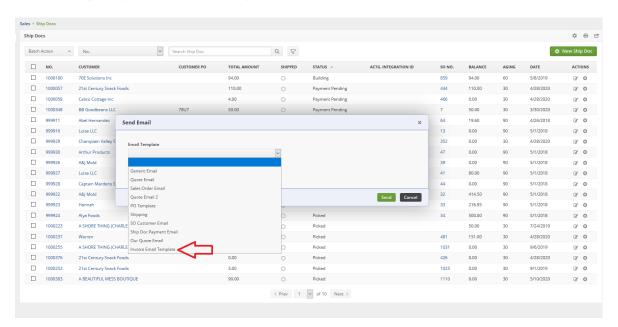
Go to a document list, such as the Ship Doc List.

Select the Ship Docs whose Contacts you'd like to Email by checking the box next to each one.

Click on the Batch Action Drop-down and select Send Email.

| Doc | S | | | | | | | | | | | \$ |
|-------------|-------------|-------------------------------|--------------|--------------|---------|-----------------|----------------------|--------|---------|-------|-----------|----------|
| atch A | iction + | 5 items checked No. | ✓ Search | Ship Doc | | Q V | | | | | 0 | New Ship |
| | ge Status → | CUSTOMER | CUSTOMER PO | TOTAL AMOUNT | SHIPPED | STATUS 🔶 | ACTG. INTEGRATION ID | SO NO. | BALANCE | AGING | DATE | ACTIC |
| nd Er | PDF > | Tor solutions Inc | | 94.00 | 0 | Building | | 859 | 94.00 | 60 | 5/8/2019 | ß |
| ind Er ⊴ | 1000057 | 21st Century Snack Foods | | 110.00 | 0 | Payment Pending | | 444 | 110.00 | 30 | 4/28/2020 | ľ |
| 2 | 1000058 | Calico Cottage Inc | | 4.00 | 0 | Payment Pending | | 466 | 0.00 | 30 | 4/28/2020 | 8 |
| 2 | 1000348 | BB Goodbeans LLC | 78U7 | 50.00 | 0 | Payment Pending | | 7 | 50.00 | 30 | 3/30/2020 | ľ |
| 2 | 999911 | Abel Hernandez | | 19.60 | 0 | Payment Pending | | 64 | 19.60 | 90 | 4/26/2018 | ľ |
| | 999916 | Luisa LLC | 237589273500 | 130.25 | 0 | Payment Pending | | 13 | 0.00 | 90 | 5/1/2018 | ß |
| | 999929 | Champlain Valley Specialty | | 10.00 | 0 | Payment Pending | | 352 | 0.00 | 30 | 4/28/2020 | ß |
| | 999930 | Arthur Products | | 50.00 | 0 | Payment Pending | | 47 | 0.00 | 90 | 5/1/2018 | ľ |
| | 999926 | A&J Mold | 678904 | 270.00 | 0 | Payment Pending | | 39 | 0.00 | 90 | 5/1/2018 | ß |
| | 999927 | Luisa LLC | 562613 | 80.00 | 0 | Picked | | 41 | 80.00 | 90 | 5/1/2018 | ß |
| | 999928 | Captain Mardens Seafoods, Inc | | 0.00 | 0 | Picked | | 44 | 0.00 | 90 | 5/1/2018 | ß |
| | 999922 | A&J Mold | 2342342 | 414.50 | 0 | Picked | | 32 | 414.50 | 90 | 5/1/2018 | ß |
| | 999923 | Hannah | -03285-0 | 216.95 | 0 | Picked | | 33 | 216.95 | 90 | 5/1/2018 | ß |
| | 999924 | Alya Foods | | 500.00 | 0 | Picked | | 34 | 500.00 | 90 | 5/1/2018 | ß |
| | 1000223 | A SHORE THING (CHARLESTOWN) | | 50.00 | 0 | Picked | | | 50.00 | 30 | 7/24/2019 | ß |
| | 1000237 | Warren | 4234234 | 151.00 | 0 | Picked | | 481 | 151.00 | 30 | 4/28/2020 | ß |
| | 1000255 | A SHORE THING (CHARLESTOWN) | 542352 | 500.00 | 0 | Picked | | 1031 | 0.00 | 30 | 9/6/2019 | ß |
| | 1000376 | 21st Century Snack Foods | | 0.00 | 0 | Picked | | 426 | 0.00 | 30 | 4/28/2020 | ß |
| | 1000252 | 21st Century Snack Foods | | 3.00 | 0 | Picked | | 1025 | 0.00 | 30 | 9/1/2019 | ß |
| | 1000383 | A BEAUTIFUL MESS BOUTIQUE | | 90.00 | 0 | Picked | | 1110 | 0.00 | 30 | 5/10/2020 | 8 |

After Clicking that you'll be shown a pop up with 2 drop-down lists.



You can choose an Email Template, Form Template or Both. I chose to send all of these Customers an Invoice with the information from the Ship Doc. I chose my Invoice Email Template and then all you have to do is click Send. The batch action processes and you can watch to see whether any of the emails fail. The Primary Contact/Customer's email address is utilized in this process. If it hasn't been entered your email will not send.

Print Labels

This requires the Label Printing add on available by subscription. Please send an email to support@ordertime.com for help subscribing

Go to a document list, such as the Items List.

Select the Items you would like to print a label for by checking the box next to each one.

Click on the Batch Action Drop-down and select Print Label.

Now click the Label Template that you would like to use.

| | | 3 item | is checked | | | | | | | | | | | |
|---------------------|-----|-----------|------------|--------|-------------|-----------------|-----|-----------|---------|------------------------------|--------------------|----------------|--------|------------|
| atch Ac | | ÷ | Name / N | umber | * | Search Item | | Q | Secon | d View 🗸 😽 | | | | O New Item |
| Print Li dd to o | | > Item | Label | TYPE + | GROUP | DESCRIPTION | UOM | STD. COST | PRICE | TRACK LOTS OR SERIAL NUMBERS | PRICE LEVEL | PRODUCT FAMILY | ACTIVE | ACTIONS |
| 4 | | Bin No. 2 | PC3201 | Part | Parts Group | ATX BLACK | EA | 20.00 | 20.00 | 0 | Test Price Level 3 | | 0 | 200 |
| / | 5 | | PC3200 | Part | Parts Group | ATX WHITE | EA | 12.00 | 22.00 | 0 | Test Price Level 3 | | 0 | 800 |
| / (| 5 | Bin No. 1 | PC3001 | Part | Parts Group | MINI ITX BLACK | EA | 10.00 | 15.00 | 0 | | | 0 | 800 |
| | 7 | Default | PC3000 | Part | Parts Group | MINI ITX WHITE | EA | 5.00 | 40.12 | 0 | | | 0 | 2 O U |
| | в | | PC3100 | Part | Parts Group | MICRO ATX WHITE | HR | 8.00 | 18.00 | 0 | | | 0 | 2 O U |
| | 9 | | PC3101 | Part | Parts Group | MICRO ATX BLACK | EA | 8.00 | 18.00 | 0 | | | 0 | 8 O U |
| | 10 | | PC3300 | Part | Parts Group | EATX WHITE | EA | 45.00 | 22.00 | 0 | | | 0 | 8 O U |
| | 11 | | PC3301 | Part | Parts Group | EATX BLACK | EA | 12.00 | 22.00 | 0 | | | 0 | 201 |
| | 111 | | PC3500 | Part | Parts Group | | EA | 0.00 | 0.00 | 0 | | | 0 | 200 |
| | | | | | | | | Total Rec | ander 0 | | | | | |
| | | | | | | | | Total Nec | orus. 9 | | | | | |