How to Print Mass Labels

A Label Printing is supported on the following:

- Label Printer: Dymo LabelWriter 450 and 450 Turbo
 Label Size: Dymo 30252 1-1/8" x 3-1/2" Address Labels

The Mass Labels toolbar button on Customer Inquiry screen allows you to print multiple customer labels based on the set filter.

Here are the steps on how to mass print the Customer Label report.

- From Tank Management Menu, open Customer Inquiry. Customer Inquiry Search will display.
 Click the Mass Labels toolbar button. This will display the Report Viewer which includes the filter and preview of the customer labels.

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Filter Field	Condition	From	То		Operator
Customer Number	Equal To				AND
Customer Name	Equal To				AND
City	Equal To				AND
State	Equal To				AND
Zip Code	Equal To				AND
Location	Equal To				AND
Active	Equal To				AND
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4. This will display the preview of the customer labels based on the parameters set.

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Customer Name	Equal To		AND		
City	Equal To	ELY	AND		
State	Equal To	MN	AND		
Zip Code	Equal To	55731	AND		
Location	Equal To		AND		
Active	Equal To	True	AND		
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Customer B West Sheridan Street Ely, MN 55731					
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5. Click the Printer icon on the Report Preview and select the Printer you want the Label to be printed. By default, this is set to DYMO Label Printer. Click Print button to print the Label.

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Customer Inquiry					
Open	Mass Labels	Refresh	Export +		

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	Customer Name	Equal To			AND
	City	Equal To			AND
	State	Equal To			AND
	Zip Code	Equal To			AND
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	Customer Name	Equal To			AND
	City	Equal To	ELY		AND
	State	Equal To	MN		AND
	Zip Code	Equal To	55731		AND
	Location	Equal To			AND
	Active	Equal To	True		AND

4. This will display the preview of the customer labels based on the parameters set.

Report Viewer - DYMO Label Writer Address Labels, 1-1/8 x 3-1/2, White					
Save Archive Defaults Close					
✓ Generate X Remove					
Filter Field	Condition	From	То	Operator	
Customer Number	Equal To			AND	
Customer Name	Equal To			AND	
City	Equal To	ELY		AND	
State	Equal To	MN		AND	
Zip Code	Equal To	55731		AND	
Location	Equal To			AND	
Active	Equal To	True		AND	
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Customer B West Sheridan Street Ely, MN 55731					
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5. Click the **Printer icon** on the Report Preview and select the Printer you want the Label to be printed. By default, this is set to **DYMO Label Printer**. Click **Print** button to print the Label.