

How to Print Mass Labels

**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.

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

Customer Inquiry

Open **Mass Labels** Refresh Excel PDF Text CSV Close

Report Viewer - DYMO Label Writer Address Labels, 1-1/8 x 3-1/2, White

Save Archive Defaults Close

☒ Apply Filter ☐ Remove

<input type="checkbox"/> Filter Field	Condition	From	To	Operator
<input type="checkbox"/> Customer Number	Equal To			AND
<input type="checkbox"/> Customer Name	Equal To			AND
<input type="checkbox"/> City	Equal To			AND
<input type="checkbox"/> State	Equal To			AND
<input type="checkbox"/> Zip Code	Equal To			AND
<input type="checkbox"/> Location	Equal To			AND
<input type="checkbox"/> Active	Equal To			AND
<input type="checkbox"/>				

?

Ready

3. Enter details on the parameter and click **Generate** button.

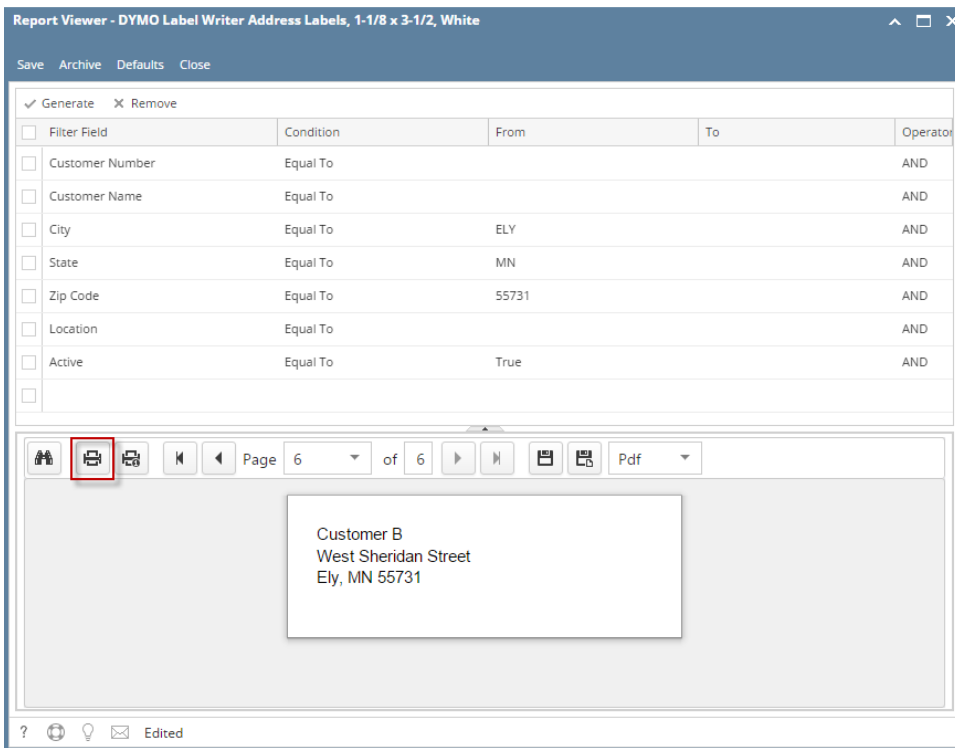
Report Viewer - DYMO Label Writer Address Labels, 1-1/8 x 3-1/2, White

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<input type="checkbox"/> Filter Field	Condition	From	To	Operator
<input type="checkbox"/> Customer Number	Equal To			AND
<input type="checkbox"/> Customer Name	Equal To			AND
<input type="checkbox"/> City	Equal To	ELY		AND
<input type="checkbox"/> State	Equal To	MN		AND
<input type="checkbox"/> Zip Code	Equal To	55731		AND
<input type="checkbox"/> Location	Equal To			AND
<input type="checkbox"/> Active	Equal To	True		AND
<input type="checkbox"/>				

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



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.



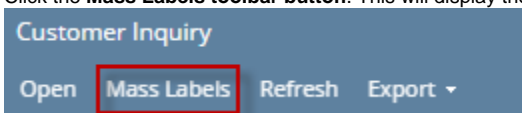
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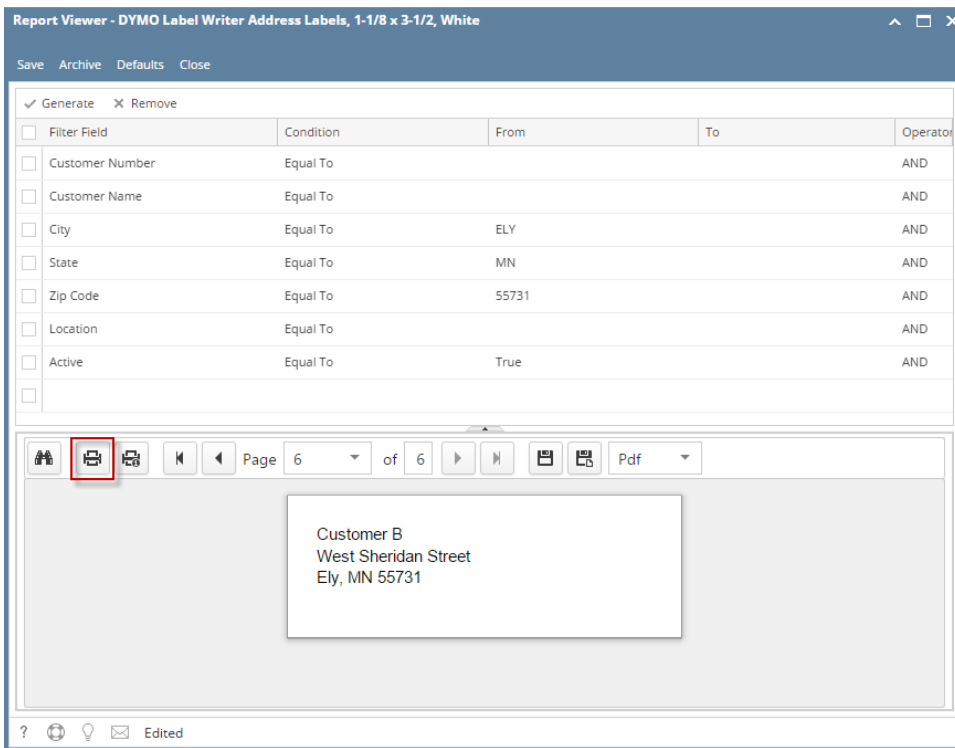
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