## How to Print a Customer Label



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 Label toolbar button on Customer Inquiry screen will display the Report Viewer. Printer icon will print the label. Direct Printing is not yet implemented for Label toolbar button.

Printing this report can be done in two ways:

- 1. Via the **Customer Inquiry** > **Label** toolbar button.
- 2. Via the Customer Inquiry search > Mass Labels toolbar button.

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

Via the Customer Inquiry > Label

- 1. Open a Customer Inquiry record .
- 2. Click the Label toolbar button. This will display Preview Task List and Report Viewer.



4. 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.

## Via the Customer Inquiry Search > Mass Labels

1. Open Customer Inquiry. Search Customer Inquiry will display.

IICI									
Cu	istomer Inquir	У							
0	pen Mass Lab	els Refresh	Excel	PDF	Text	csv	Close		
he	Report Viewer w	ill display.							
	rt Viewer - DYMO I abel Writer	Address Labels 1-1/8 v 2	1/2 White						
epor	te viewer - DTMO Eaber writer	Address Labers, 1-1/6 X 3-	172, Willie						
epor Save	Archive Defaults Close	Audicas Labers, 1-176 X 3-	172, <b>W</b> illee						
Save	Archive Defaults Close		172, <b>W</b> ille						
Save	Archive Defaults Close ienerate X Remove Filter Field	Condition	772, WIIICC		From			То	
Save	Archive Defaults Close ienerate X Remove Filter Field Customer Number	Condition Equal To	172, WIICC		From			То	
Save	Archive Defaults Close ienerate X Remove Filter Field Customer Number Customer Name	Condition Equal To Equal To	, <b>W</b> ite		From			To	
Save	Archive Defaults Close interate X Remove Filter Field Customer Number Customer Name City	Condition Equal To Equal To Equal To	172, <b>W</b> ite		From			То	
Save	Archive Defaults Close ienerate X Remove Filter Field Customer Number Customer Name City State	Condition Equal To Equal To Equal To Equal To			From			To	
Save	Archive Defaults Close interate X Remove Fitter Field Customer Number Customer Name City State Zip Code	Condition Equal To Equal To Equal To Equal To Equal To Equal To			From			To	
Save	Archive Defaults Close iererate X Remove Filter Field Customer Number City State Zip Code Location	Condition Equal To Equal To Equal To Equal To Equal To Equal To			From			To	

4. Enter the specific criteria and click Generate button to print the customer labels. Criteria can be saved or archived by clicking Save / Archived buttons.

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 Label toolbar button on Customer Inquiry screen will display the Report Viewer. Printer icon will print the label. Direct Printing is not yet implemented for Label toolbar button.

Printing this report can be done in two ways:

- 1. Via the **Customer Inquiry > Label** toolbar button.
- 2. Via the Customer Inquiry search > Mass Labels. See also How to Preview a Tank Management Report

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

## Via the Customer Inquiry > Label

∕∧∖

- 1. Open a Customer Inquiry record .
- 2. Click the Label toolbar button. This will display Preview Task List and Report Viewer.



3. Click the Printer Icon to open the Print Setup Form.



4. 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.

## Via the Customer Inquiry Search > Mass Label

1. Open Customer Inquiry. Search Customer Inquiry will display.

2.	Clic	Click Mass Labels toolbar button								
	Cı	ustomer Inquiry								
	o	pen Mass Labels R	efresh Report •							
3.	The	e Report Viewer will disp	lay.							
	Rep	ort Viewer - DYMO Label Writer Address La	abels, 1-1/8 x 3-1/2, White			~ 🗆				
	Save	e Archive Defaults Close								
	~	Generate 🗶 Remove								
		Filter Field	Condition	From	То	Oper				
		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				

4. Enter the specific criteria and click Generate button to print the customer labels.

The Label toolbar button on Customer Inquiry screen will display the Preview Task List form and Report Viewer. Printer icon will print the label. Direct Printing is not yet implemented for Label toolbar button.

Printing this report can be done in two ways:

1. Via the Customer Inquiry > Label toolbar button.

2. Via the Report Manager. See also How to Preview a Tank Management Report

Keport Manager		
Print Refresh Delete Task List Archives C	onnections Field List Field Selection Close	
△ Up マ Down	△ Up マ Down	
Group	Name Description	
General Ledger	DYMO LabelWriter Address Labels, 1-1/8 DYMO LabelWriter Address Labels, 1-1/8" x 3-1/2"	
Inventory		
Tank Management		
Tax Forms		
Customer Label		
Sub Report		
Customer Portal		
Accounts Payable		
Cash Management		

-

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

- Open a Customer Inquiry record .
   Click the Label toolbar button. This will display Preview Task List and Report Viewer.

Customer Inqui	iry - 00010050	78			
Search Label	Link Contract	Site	Credit	Customer	Close

Preview Task List			^ X
🗙 Remove 🗋 Archive 🔠 Layout 🔍	Filter Recor	ds (F3)	
Report Name	Status	Download	Details
DYMO LabelWriter Address Labels, 1-1/8	263		

3. Click the Printer Icon to open the Print Setup Form.

Report Viewer	
DYMO LabelWriter Address Labels, 1-1/8 x 3-1/2, White	
Image         Image <t< th=""><td></td></t<>	
Customer A 1234 Main St. Fort Wayne, IN 46801	

4. 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.