System Solutions Capital One Label Printer

USER GUIDE

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User Guide to Printing Labels for Microsoft Dynamics 365 Business Central, by System Solutions LLC. This guide provides step-by-step instructions on how to use our extension.

Accessing the Label Printer

1. **Search for Label Printer**: Use the main search magnifying glass, type "label", and select "Label Printer".

Choosing a Label Source

1. **Select a Source**: In the Label Source field, choose your label source. Options include:
   - **Item**: Opens the full item list for label selection.
   - **Item Unit Price Change**: Opens a list of recorded price changes.
   - **Document Labels**: Choose from Purchase Order, Posted Purchase Invoice, Sales Order, Sales Invoice, or Posted Sales Invoice to print labels for line items.

Filtering and Selection

1. **Filter Options**: For Item Unit Price Change, filter by:
   - Price changes not yet printed
   - All price changes
   - Last printed price changes

2. **Item or Document Selection:** Use the Item No. or Document No. field based on your label source.

Setting Unit of Measure

1. **Choose Unit of Measure:** Select from six options:
   - Source Unit of Measure: Default, using the unit from the label source.
   - Base, Sales, or Purchase Unit of Measure: As set on the item card.
   - Largest or Smallest Unit of Measure: Calculated from the item's units.

Print Settings

1. **Print per Quantity:** Enable this to print multiple labels based on quantity on hand, purchased, or sold.

2. **Label Count:** This shows the total number of labels to be printed.

3. **Label Layout:** Select the label type. Defaults to the last used layout.

Printing the Labels

1. **Print Labels:** Click OK and print the PDF to your label printer.

Printing from Item Card

1. Direct Printing: Open any item, go to Actions > Print Item Label. This opens the Label Printer with the item number pre-selected.

Tracking Item Price Changes

1. **Enable Tracking:** Search for the Label Printer Administration page and enable Item Unit Price History.

2. **Printing Labels from Price Changes:** Select Item Unit Price Change as the Label Source.

Using and Creating Label Layouts

1. **Accessing Layouts:** Labels use Business Central's regular report layouts (Report ID: 70101, Report Name: Item Label).

2. **Selecting Layouts:** Choose a specific layout with the Label Layout option.

3. **Adding New Layouts:** Search and open the Report Layouts page to add new layouts.

Creating Custom Layouts

1. **Export Existing Layouts:** To create a new layout, export an existing one.

2. **Edit in Report Builder:** Open the layout file in Report Builder.

3. **Importing New Layouts:** On the Report Layouts page, click New Layout, and import your custom layout file.

Adding Barcodes to Layouts

1. **Barcode Fields:** Add Item No_Encoded_Barcode and Item_Reference_UPC_Encoded_Barcode to the layout.

2. **Barcode Font:** Use Code 128 type from IDAutomation.

3. **Font Sizes and Editing**: Refer to the IDAutomation user manual for sizes. Edit the .rdl file as necessary for Business Central recognition.

For more detailed instructions or if you encounter any issues, please don't hesitate to contact our support team. Enjoy using the Printing Labels Extension by System Solutions LLC!