

# Printing

Print one-by-one, create print jobs via spreadsheet

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# Print Labels One-by-One

This section will teach you how to print tags from the [web portal](#) manually without using spreadsheets.

## Quick Printing

Save some time if you need to print a single product by visiting the Quick Printing view!

1. **Select Quick Printing** from the navigation menu



### Simple RFID Inventory

 Inventory

 Calculate Reorder

 Scan Sessions

 Orders

 Printing

Quick printing

Print jobs

 Products

2. From the **Quick Printing** page, **click Select Printer**

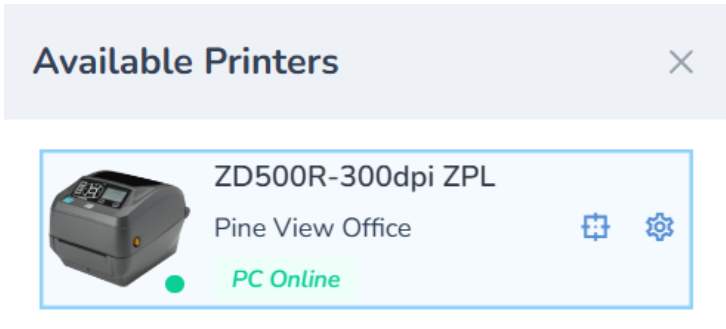
Print Jobs

  Support




Select Printer

3. Then **click** the printer tile to select the desired printer from the right **Available Printer** menu



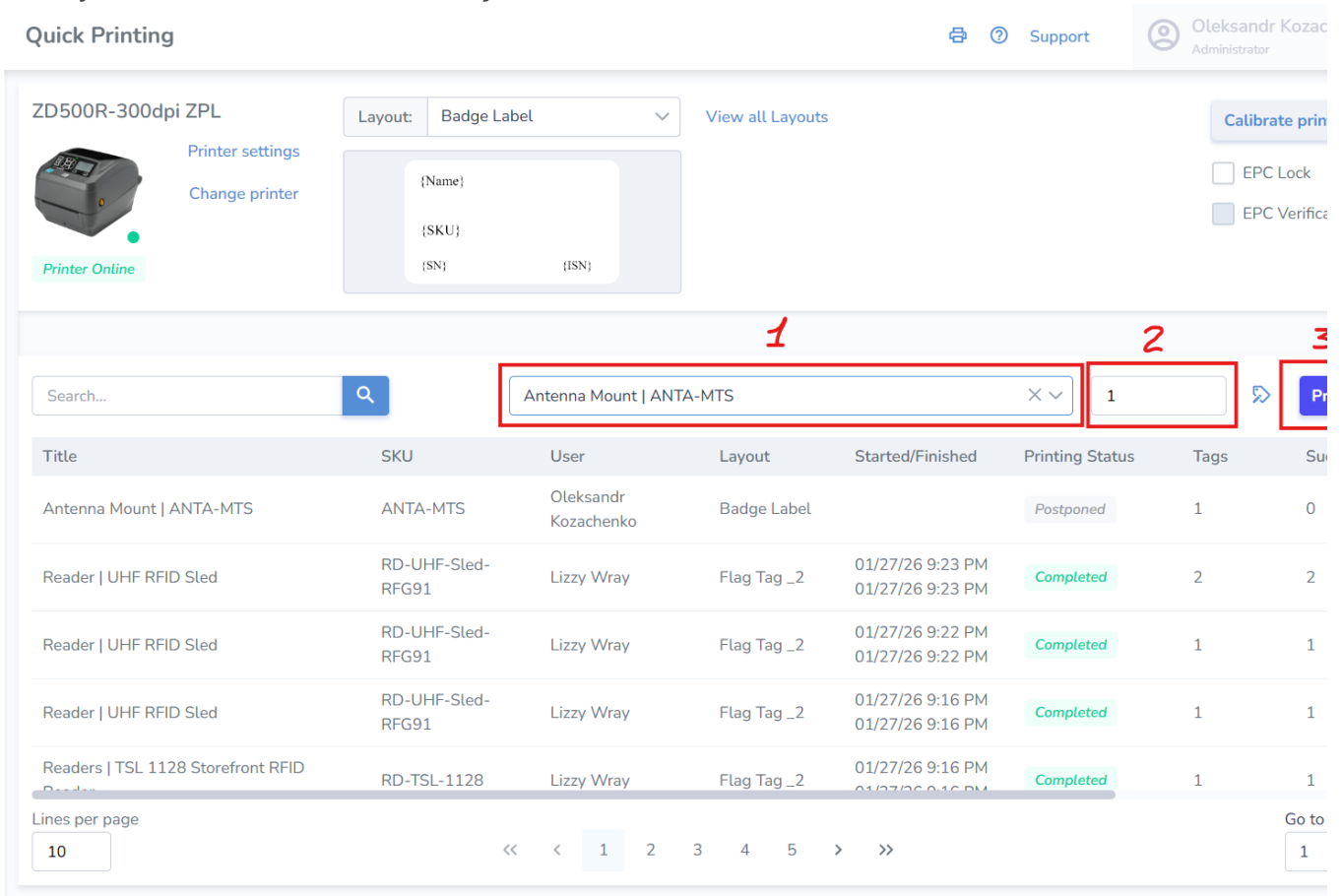
**Available Printers** [Close]

 **ZD500R-300dpi ZPL**  
Pine View Office [Add] [Settings]  
PC Online

4. **Click X** to close the menu

## Print a single product

1. **Ensure** that the correct layout is selected. The last used layout will be selected by default
2. **Search** and **add** the item(s) you wish to print from the search bar on the right
3. Once added, you can **change** the quantity of tags you'd like to print for the item
4. Finally, **click Print** to start a Print Job



Quick Printing [Support] Oleksandr Kozac Administrator

ZD500R-300dpi ZPL [Printer settings] [Change printer] [Printer Online]

Layout: Badge Label [View all Layouts] [Calibrate printer]

[EPC Lock] [EPC Verification]

Search... [Search] [Antenna Mount | ANTA-MTS] [1] [Print]

Title	SKU	User	Layout	Started/Finished	Printing Status	Tags	Success
Antenna Mount   ANTA-MTS	ANTA-MTS	Oleksandr Kozachenko	Badge Label		Postponed	1	0
Reader   UHF RFID Sled	RD-UHF-Sled-RFG91	Lizzy Wray	Flag Tag _2	01/27/26 9:23 PM 01/27/26 9:23 PM	Completed	2	2
Reader   UHF RFID Sled	RD-UHF-Sled-RFG91	Lizzy Wray	Flag Tag _2	01/27/26 9:22 PM 01/27/26 9:22 PM	Completed	1	1
Reader   UHF RFID Sled	RD-UHF-Sled-RFG91	Lizzy Wray	Flag Tag _2	01/27/26 9:16 PM 01/27/26 9:16 PM	Completed	1	1
Readers   TSL 1128 Storefront RFID	RD-TSL-1128	Lizzy Wray	Flag Tag _2	01/27/26 9:16 PM 01/27/26 9:16 PM	Completed	1	1

Lines per page: [10] [1] [2] [3] [4] [5] [Go to 1]

## Print Jobs

1. **Select *Print jobs*** from the navigation menu



## Simple RFID Inventory

 Inventory

 Calculate Reorder

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 Orders

 Printing

Quick printing

Print jobs

 Products

2. From the Print Jobs page, **click *Select Printer***

Print Jobs

  Support



Select Printer

3. Then **click** the printer tile to select the desired printer from the right ***Available Printer*** menu


### Available Printers



ZD500R-300dpi ZPL

Pine View Office



 PC Online

4. **Click X** to close the menu

5. Then **click** the "+" button located in the top right corner of the jobs list

The screenshot shows the printer management interface for a ZD500R-300dpi ZPL printer. At the top, there are printer settings, a layout selector (currently set to 'Select Layout'), and a 'Calibrate printer' button. Below this is a search bar and a table of jobs. The table has columns for Ref, Job, User, Layout, Started/Finished, Printing Status, Tags, Success, Failed, and Actions. The jobs listed are all 'Completed' and have a 'Flag Tag \_2' layout. A red box highlights a '+' button in the top right corner of the jobs list area.

## Create Print Job

1. **Ensure** that the correct layout is selected. The last used layout will be selected by default
2. **Search** and **add** the item(s) you wish to print from the search bar on the right
3. Once added, you can **change** the quantity of tags you'd like to print for the item

The screenshot shows the 'Create Print Job' interface. At the top, there are printer settings, a layout selector (set to 'Badge Label'), and a 'Calibrate printer' button. Below this is a search bar containing 'ANTA-MTS' and a 'Postpone' button. The main area shows a table with columns for Title, SKU, Print Tags, IPC\*, and Items. The first row is 'Antenna Mount | ANTA-MTS' with a 'Print Tags' value of '1' highlighted by a red box.

From this point, you can add optional tag-specific information such as born date, expiration date, sell by date, lot number, serial number, or cost. None of it is required, but if you do not change anything, the tag's default born date will be the day it is printed.

- To add this information, click on the name of the item once and the screen will pop up on

the right.

## Print, Postpone, or Navigate Back from the print job

**Print** — When ready, click '**Print**' at the bottom right of the page to print immediately

**Postpone** — If you would like to print the labels at a later time, click '**Postpone**' and start printing later


**Navigate Back** — If you would like to cancel the print job altogether, click the "**Back**" button (arrow button pointing to the left) and no information will be saved

## Print Job Actions

1. On the Print Jobs page, you can **see** the **Printing Status** of each job in the listed history

Print Jobs Support Oleksandr Kozac Administrator

ZD500R-300dpi ZPL Layout: Badge Label View all Layouts Calibrate prin

 Printer settings Change printer

Printer Online

{Name}

{SKU}

{SN} {ISN}

EPC Lock  EPC Verifica

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Search... 🔍

Ref	Job	User	Layout	Started/Finished	Printing Status	Tags	Success	Failed	Actions
	794	Oleksandr Kozachenko	Badge Label		Postponed	1	0	0	<span style="border: 1px solid red; padding: 2px;">▶</span> <span style="border: 1px solid red; padding: 2px;">⌂</span>
	793	Lizzy Wray	Flag Tag _2	01/27/26 9:23 PM 01/27/26 9:23 PM	Completed	2	2	0	<span style="border: 1px solid red; padding: 2px;">⌂</span>
				01/27/26 9:22 PM					

2. To **start** the print job, **click** the triangular start button under the 'Actions' column
3. To **cancel** the job, **click** the strike-through circle icon
4. To **repeat** the job, **click** the 2-arrows circle icon

**A good practice is to scan the labels and upload them to a temporary location to verify that all tags have been printed correctly.**

**When you have successfully printed a few out, learn how to [Scan and Upload Tags](#)**

**However, if the printer isn't working correctly, take a look at [Printers or Printing Issues](#)**

# Print Labels from Spreadsheet Upload

## Print Labels from Spreadsheet Upload

Add details to a print job using a spreadsheet. Use our formatted spreadsheet template, or use your own template.

## Upload Your Spreadsheet

Inside the [Print Jobs > Create Print Job](#) page, click the **upload button** in the center

The screenshot shows the 'Create Print Job' page for a ZD500R-300dpi ZPL printer. The printer is online. A 'Layout' dropdown menu is set to 'Select Layout'. Below it, a large grey box indicates 'No layout selected'. To the right, there are options for 'Calibrate printer', 'EPC Lock', and 'EPC Verification'. At the bottom, there is a search bar, a search icon, a red box around an upload icon (a blue square with a white upward arrow), a 'Reference Name' input field, and 'Postpone' and 'Print' buttons. Below this is a table with the following data:

Title	SKU	Print Tags	IPC*	Items
	0	0		0

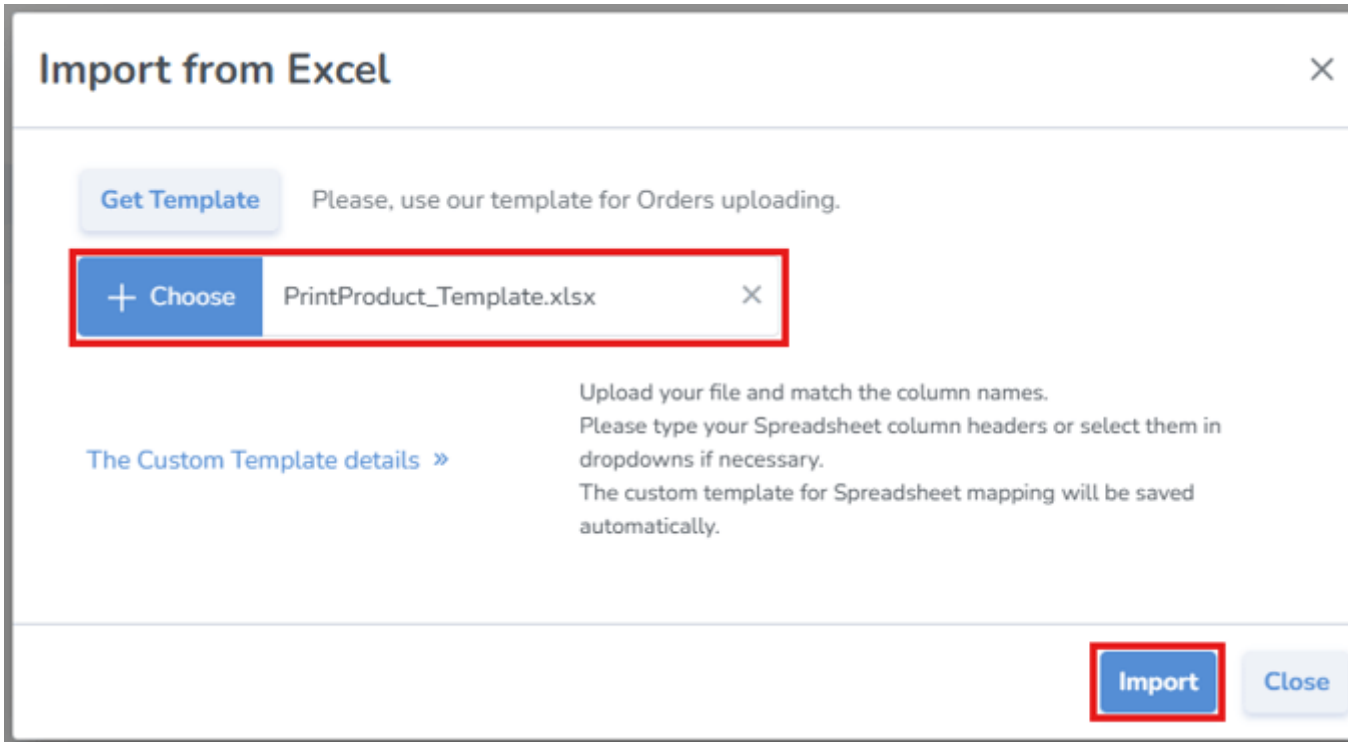
## Option 1: Using Our Template

1. In the new pop up window, **click** on the **Get Template** button

The screenshot shows a pop-up window titled 'Import from Excel'. It has a close button (X) in the top right corner. Inside the window, there are two main options: a blue button labeled 'Get Template' with the text 'Please, use our template for Orders uploading.' next to it, and a blue button labeled '+ Choose' with a text box that says 'Drop the template (.xlsx, .csv) here!'. Below these, there is a link 'The Custom Template details >>' and a paragraph of instructions: 'Upload your file and match the column names. Please type your Spreadsheet column headers or select them in dropdowns if necessary. The custom template for Spreadsheet mapping will be saved automatically.' At the bottom right, there are 'Import' and 'Close' buttons. The 'Get Template' button is highlighted with a red box.

2. **Fill out** the information for your print job and **save** the spreadsheet

3. Back on the web, **click** the + **Choose** button and select the file with the information you saved



4. Once the file has been selected, **click Import**

## Option 2: Using Your Own Spreadsheet

If you're using your own existing spreadsheet instead of the template:

1. **Click** the + **Choose** button and select the file with the information
2. **Click *The Custom Template details***
3. **Select** which columns contain the corresponding information
4. Once the file has been selected, **click Import**

## Complete the Import

The system will then add all the items to the print job, which you can print immediately or postpone.

If any of the information from the uploaded spreadsheet is invalid, you'll see a validation error on that item in the list.

## Best Practice

**A good practice is to scan the labels and upload them to verify that all tags have been printed correctly.**

# Formatting Currency for Price & Cost fields

You may apply a custom format to the Price ( {Price} ) and Cost ( {Cost} ) fields.

Price can be set in the Edit Product, Cost is set when creating a print job (click on the product line from the list and menu will appear on the right).

To change the currency format, please follow these steps:

1. **Go to** [Customer Profile](#)
2. **Expand** *Currency Format* dropdown
3. **Select** the desired Currency Format
4. **Click Save**

After Currency Format is set, values of {Price} and {Cost} will get printed with the desired format.

# How to manage variable pricing: and provide the customer an enhanced shopping experience

Don't want to print the price on your products, but still want the customers to be able to see it? Here's how.

Instead of printing prices on labels, each product gets a QR code.

When a customer scans it, they see the live product page on your website — with the current price, photos, and details, allowing you to manage the variable price, while providing an enhanced shopping experience for your customers.

If the price ever changes, you update it in your software, and every label stays correct. The benefit is that you never have to reprint the labels and spend the labor hours to complete the task. No re-printing labels and the associated costs.

- ✓ Always shows the current price
- ✓ No wasted labels when prices change
- ✓ Works with any smartphone
- ✓ Looks modern and premium in-store
- ✓ Zero extra work for staff