

Processes: Printing

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

- [Print Labels One-by-One](#)
- [Print Labels from Spreadsheet Upload](#)
- [Formatting Currency for Price & Cost fields](#)
- [How to manage variable pricing: and provide the customer an enhanced shopping experience](#)
- [Printing from an Order](#)

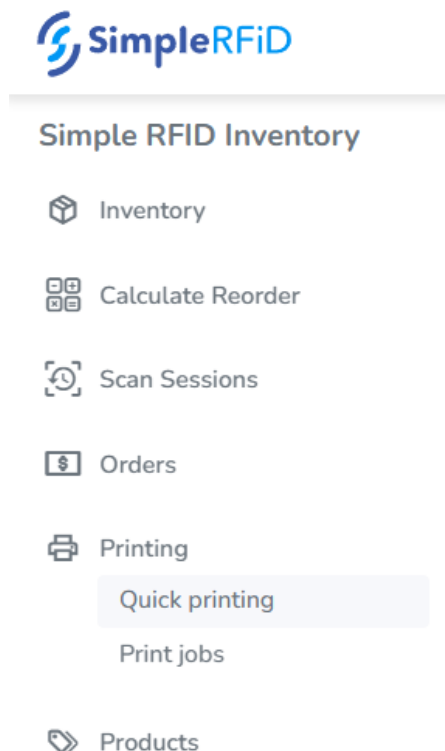
Print Labels One-by-One

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

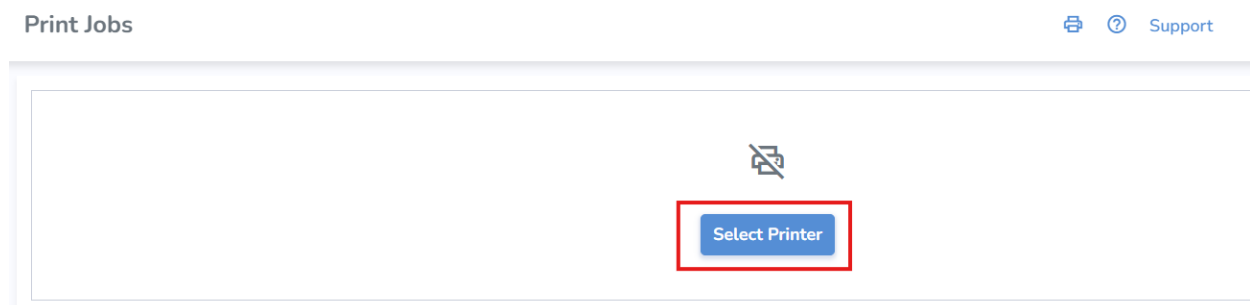
Quick Printing

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



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

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

ZD500R-300dpi ZPL



Printer Online

Printer settings

Change printer

Layout: Badge Label

View all Layouts

{Name}

{SKU}

{SN}

{ISN}

Calibrate printer

☐ EPC Lock

☐ EPC Verification

Search...

Antenna Mount | ANTA-MTS

1

Print

Title	SKU	User	Layout	Started/Finished	Printing Status	Tags	Sum
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

 Scan Sessions

 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

ZD500R-300dpi ZPL

Layout: Select Layout [View all Layouts](#)

[Printer settings](#)
[Change printer](#)

Printer Online

No layout selected

[Calibrate printer](#)

☐ EPC Lock
☐ EPC Verification

Search...

+

Ref	Job	User	Layout	Started/Finished	Printing Status	Tags	Success	Failed	Actions
	793	Lizzy Wray	Flag Tag _2	01/27/26 9:23 PM 01/27/26 9:23 PM	Completed	2	2	0	↻
	792	Lizzy Wray	Flag Tag _2	01/27/26 9:22 PM 01/27/26 9:22 PM	Completed	1	1	0	↻
	791	Lizzy Wray	Flag Tag _2	01/27/26 9:16 PM 01/27/26 9:16 PM	Completed	1	1	0	↻
	790	Lizzy Wray	Flag Tag _2	01/27/26 9:16 PM 01/27/26 9:16 PM	Completed	1	1	0	↻
	789	Lizzy Wray	Flag Tag _2	01/27/26 9:14 PM 01/27/26 9:14 PM	Completed	3	3	0	↻

Lines per page: 10

Go to page: 1

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

Printing > Create Print Job

[Printer settings](#)
[Change printer](#)

Printer Online

Layout: Badge Label [View all Layouts](#)

[Calibrate printer](#)

☐ EPC Lock
☐ EPC Verification

ANTA-MTS

Reference Name:

Postpone

Title	SKU	Print Tags	IPC*	Items
	1	1		1
Antenna Mount ANTA-MTS	ANTA-MTS	1	1	1

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 Kozachenko Administrator

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

 Printer settings
Change printer Printer Online

{Name}
{SKU}
{SN} {ISN}

☐ EPC Lock
☐ EPC Verification

Search...

Ref	Job	User	Layout	Started/Finished	Printing Status	Tags	Success	Failed	Actions
	794	Oleksandr Kozachenko	Badge Label		Postponed	1	0	0	
	793	Lizzy Wray	Flag Tag _2	01/27/26 9:23 PM 01/27/26 9:23 PM	Completed	2	2	0	
				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

Printing > Create Print Job Support Oleksandr Kozachenko Administrator

ZD500R-300dpi ZPL Layout: Select Layout [View all Layouts](#) Calibrate printer

 [Printer settings](#)
[Change printer](#) Printer Online

No layout selected

☐ EPC Lock
☐ EPC Verification

[←](#) [↑](#) Postpone Print

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

Import from Excel ×

Get Template Please, use our template for Orders uploading.

+ Choose Drop the template (.xlsx, .csv) here!

[The Custom Template details »](#)

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.

Import Close

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

Import from Excel [X]

[Get Template](#) Please, use our template for Orders uploading.

+ Choose PrintProduct_Template.xlsx [X]

[The Custom Template details »](#)

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.

Import [Close]

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

Printing from an Order

If you use Purchase Orders to generate orders you can easily create, then convert the orders to print jobs. Generating print jobs from orders automatically associates the serialized tags with the order, streamlining the receiving process. Here's how:

[Create an Order](#): Print jobs can be created from any order type including Purchase, Sale, and Transfer.

[Create a Print Job from an Order](#): Next, generate the print job