

Print Labels from Spreadsheet Upload

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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

ZD500R-300dpi ZPL

Layout: Select Layout View all Layouts

Printer settings
Change printer

Printer Online

No layout selected

Calibrate printer

EPC Lock
EPC Verification

Type to search products...

Reference Name:

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.

