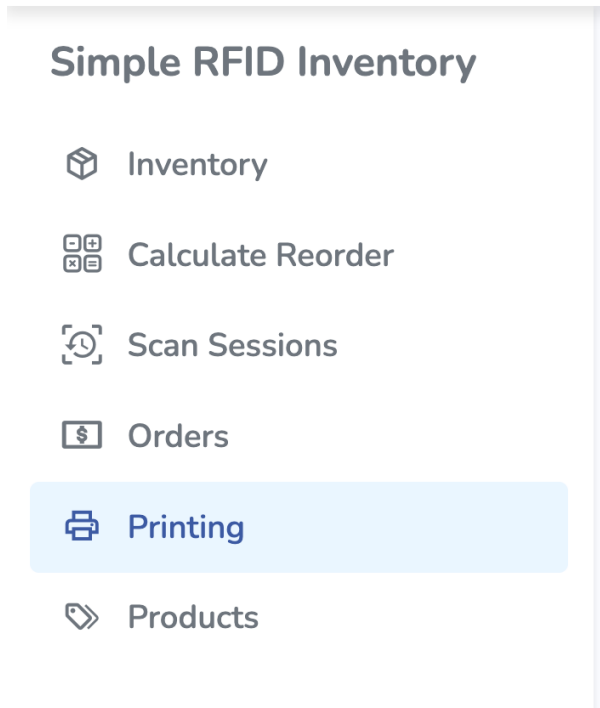
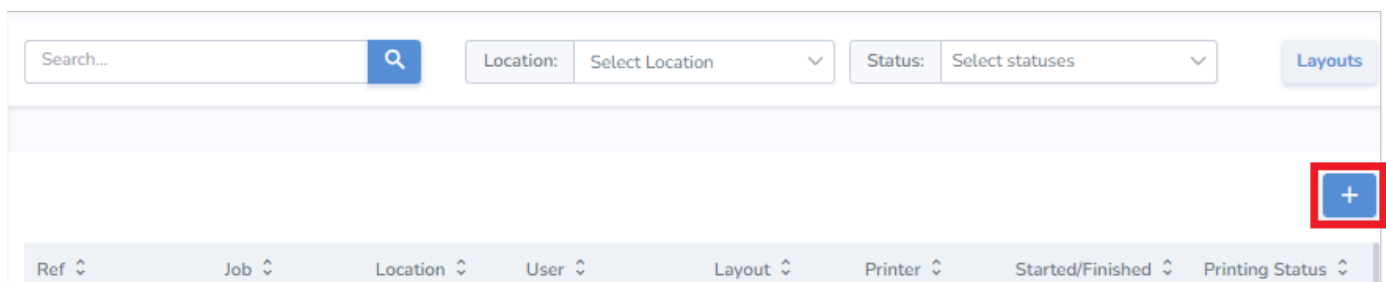


Create Print Job Manually

Select **Printing** from the navigation menu on the left.



- Click the “+” button located in the top right corner of the screen



1. Select the printer you wish to print to
2. A. Select the desired layout. B. A preview of the label appears to the right
3. Ref provides a window to enter a related reference field
4. Print Job settings to enable EPC lock and/or enable EPC Verification for the job. These settings can be permanently enabled from the Printer Profile page.
5. Search and add the item(s) you wish to print from the search bar on the right.
6. [Uploader to to upload print job details](#)
7. Once added, you can change the quantity of tags you'd like to print for the item.
8. **Print** - When ready, click '**Print**' at the bottom right of the page to print immediately.

9. **Postpone** - If you would like to print the labels at a later time, click '**Postpone**' and start printing later.
10. **Close** - If you would like to cancel the print job altogether, click '**Close**' and no information will be saved.

Printing > Create Print Job Support Stan Andrus Administrator

Printer: TB20 1 Location: Demo Location 1

Layout: MIN123 2A Station: Stan-HP-Laptop

Ref: 3

Product 4

EPC Lock Epc Verification

(Name)
(LotNumber)
(SKU)

b 5 6

Title	SKU	Print Tags	IPC*	Items
Shirt BMW Women's Print Logo Tee Green S 7	TEE-W63	10	1	10

8
9
10

Postpone
Print
Close

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 details panel will pop up on the right

Revision #8

Created 12 May 2025 21:39:10 by Jonathan Ordonez

Updated 15 September 2025 17:34:51 by John LeBaron