Barcode label printing

Added: Version 4.01

You might want to print barcode labels for your stock if an existing label is damaged, if you break a box down into smaller pack sizes and the contents don't have individual GS1 barcodes or if some stock comes into your warehouses and it doesn't have valid GS1 barcodes on it.

mSupply prints barcode labels onto stocky labels using a label printer. Before you try to print any barcode labels you must setup your printer. See for Label printing preferences details.



Please note that any stock or invoice lines that are not associated with a barcode will NOT have a label printed for them. If all lines you have selected to print labels for have no barcodes associated with them then no labels will be printed. The associaiton of invoice and stock lines with a barcode is carried out during goods receipt (see Barcode scanning and receiving goods)

There are several places in mSupply where you can print barcode labels for your stock.

Item details page

You can print out the barcode labels for a single line at a time. Select the line you want to print the labels for then click on the *Print barcode labels* button:

| eral | | Item n | ame | Test item | 02 | | | | | | Sto | Genera | il | |
|----------------|-----------------------|--------------------|---|------------|---------------|-------------|----------------|----------|------------------|--------------|---------------|------------|---------|---------|
| | | tem | code | test02 | | | - | | | | | | | |
| ge k | | - | | | - | | _ | | _ | _ | | _ | | _ |
| per | | ٩. | | | . | | 5 | | 1.1 | | C) | | | = |
| tes | Show | w zero line | 8 | Print | Split | Upd | ate sel prices | Show | related invoices | Cons | olidate | Labels | Print b | arcode |
| korders | _ | | | | | | | | | | | | lat | els |
| 5 | Line | Available packs | Total pack: | | Pack. size | Batch | Expdate | Supplier | Manufacturer | Location | Cost Price | Sell Price | Status | Tot |
| f materials | 1 | 1998 | 199 | | 1 | uiopo6 | 31/01/2020 | testsup | | b1 | 0.00 | 0.00 | | 0 |
| hase Orders | 2 | 3000 | 300 | 0 | 2 | zxc`v67 | 30/04/2023 | testsup | | a2 | 0.00 | 0.00 | | 0 |
| er options | 3 | 200000 | 2000 | | 1 | cvbrw | 30/04/2024 | testsup | | | 0.06 | 0.06 | | 0 |
| ensing | | | | | | | | | | | | | | |
| rting | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| isitions Is | | | | | | | | | | | | | | |
| odes | | | | | | | | | | | | | | |
| /000 | | | | | | | | | | | | | | |
| | < | | | | | | | | | | | | | > |
| | Stock Non stock items | | | | | | | | | | | | | |
| | | Minimum st | The second se | ā | | tal stock v | and the state | | | No. | ck item 🗌 | | | |
| | | | | _ | | | | 2,000.00 | | | | | | |
| | | Stock on h | and | 207,99 | 8 Av | erage unit | cost | 0.05 | | efault custo | mer | | | |
| | 5 | Stock on or | rder | | 0 | Total Vo | lume | 0.00 | | | | | | |
| | Mont | hs Cover | | | | | | | | | | | | |
| | | Based on | 0 | \sim | months | usage | Calculate | | Exclude sto | ck with exp | iry date less | than | 3 mont | hs |
| | | F | or sto | ck on hand | | (mc | onths cover) | | | Generati | ng an order t | for | 0 mont | hs stoc |
| | | | | k on order | | | onths cover) | | | will orde | r a quantity | of | | |
| | | - Colored and a | | | | 1114 | (12.2 2012/) | | | | | | | |

mSupply will offer to print a label for each pack in the selected line by default:

| eral : pe | 0 0 | | code te | est item st02 | 02 | | | | | | St | Genera | il | |
|----------------------------|--------|--|----------------|------------------|---------------|------------|----------------|-------------|------------------|-----------------|---------------|------------|---------|--------|
| k ger tes korders | Sho | w zero line | s Pri | | J Split | Upd | ate sel prices | Show | related invoices | _ | plidate | Labels | Print b | arcod |
| 5 | Line | Available packs | Total packs | Hold | Pack. size | Batch | Expdate | Supplier | Manufacturer | Location | Cost Price | Sell Price | Status | Tot. |
| ncile I materials | 1 | 1998 | 1998 | | 1 | uiopo6 | 31/01/2020 | testsup | | b1 | 0.00 | 0.00 | | (|
| hase Orders | 2 | 3000 | 3000 | | 2 | zxc`v67 | 30/04/2023 | testsup | | a2 | 0.00 | 0.00 | | 0 |
| r options | 3 | 200000 | 2000 | | 1 | cvbrw | 30/04/2024 | testsup | | | 0.06 | 0.06 | | - (|
| ensing | | | | | | | | | | | | | | |
| rting | | | | | 0 | | | | | | | | | |
| istions | | | | | | | Number of la | bels to pri | nt 1998 | | | | | |
| 5 | | | | | | | Can | sel | OK | - 6 | | | | |
| codes | | | | | | | Can | .61 | UN | | | | | |
| | | | | | | | | | | | | | | |
| | < | | | | | | | | | | | | | > |
| | Stoc | Stock Non stock items | | | | | | | | | | | | |
| | | Minimum stock 0 Total stock value 12,000.00 Non stock item | | | | | | | | | | | | |
| | | Stock on h | and | 207.99 | 18 Av | erage unit | cost | 0.05 | 0 | efault custo | mer | | | |
| | | Stock on or | der | | 0 | Total Vo | lume | 0.00 | [| | | _ | | |
| | Man | ths Cover | | | | | | | | | | | | |
| | | Based on | 0 | ~ | months | usage | Calculate | | Exclude ato | where with ever | iry date less | then | 3 mont | ha |
| | | | | | monuns | | | | EXClude Site | | ng an order | | _ | hs sto |
| | | | or stock | | | | onths cover) | | | | r a quantity | | G HIGHL | |
| | | | ta stock (| on order | | (mc | onths cover) | | | Will orde | r a quantity | 01 | | |

You can edit the number to something else if you wish. When you click on the *OK* button, the entered number of labels will be printed from your label printer.

Supplier invoice

When the preference to use barcode scanners is turned on, a supplier invoice has a *Print barcode labels* button:

| | Print barcode labels Item Summary by Batch Pr | ice Log | | Category 1 | lone | ~ | | Entry date : 28/01/20 Status : nw ids received D : 0 chase Order D : 0 Entered by : user 1 (p Store: General | |
|------------|---|---------|------|------------|-------|------------|------------|---|---------------------------|
| L Lo | Item Name | Qly | Pack | Batch | Ехріу | Cost Price | Sell Price | Price extension | |
| < S 🛛 🗸 | Other charges Item(s): | 0.00 | | | | | | Subtotat 0 % tax: Totat: | > 0.00 0.00 0.00 |

After adding lines to the supplier invoice you can print barcode labels for them. If you select a single line then click the button, mSupply will by default offer to print a label for each pack in the line:

3/7

Last update: 2019/02/12 barcode_scanning:barcode_label_printing https://docs.msupply.org.nz/barcode_scanning:barcode_label_printing?rev=1549973892 12:18

| 2 | Nan Their r | ne Test supplier 01 ef | testsup0 | - | Confi | rm date : 00/0 | 0/00 | invo | Colour | Black |
|-----|----------------|-----------------------------------|----------|------|----------|-----------------|------------|------------|---|-----------------------|
| (| Comme | int | ļ | | Category | lone | ~ | Conto | Entry date : 28/01 Status : nw received D : 0 | /2019 |
| | + w line | Delete line Print barcode | | | | | | | se Order ID : 0 Entered by : user 1 | 1 (pass= |
| | | ummary by item Summary by Batch P | rice Log | | | | | | Store: Gene | ral |
| L | Lo | Item Name | Qty | Pack | Batch | Expiry | Cost Price | Sell Price | Price extension | 1 |
| 1 | | test item 01 | 1000 | 1 | asd | 31/05/2021 | 0.01 | 0.01 | | 10.00 ^ |
| | | | 3 | | | labels to print | 1000 OK | 3.00 | | |
| | | | | | | | | | | |
| < | | | | | | | | | | > |
| 5 | 1 | Other charges tem(s): Amount: | 0.00 | | | | | | Subtotal: 0 % tax: Total: | 100.0 0.0 100.0 |
| Пно | . Ind | Export batch: 0 | | | | | | | | |

You can edit the number to something else if you wish. When you click on the *OK* button, the entered number of labels will be printed from your label printer.

If you select multiple lines on the supplier invoice before clicking on the *Print barcode labels* button, mSupply will print a label for each pack in the lines selected. This could be a lot of labels so mSupply asks you to confirm before telling the label printer to print them all:

| Supplier Na Their Comm | nne Test supplier 0 | 1 | testsup01 | 1 | Confir | m date : 00/0 Ione | 0/00 | | Colour moder : 4 Entry date : 28/01/ Status : nw | Black |
|---------------------------------|------------------------------|--|------------|--------------------|------------|--------------------------|----------------|----------------|---|----------------|
| New line | | Print barcode labels Summary by Batch Pric | e Log | | | | | | ds received ID : 0 chase Order ID : 0 Entered by : user 1 Store: Gener | |
| L Lo | | Item Name | Qty | Pack | Batch | Expiry | Cost Price | Sell Price | Price extension | |
| 1 2 | test item 01 Test item 03 | | 1000 30 | | | 31/05/2021 31/07/2022 | 0.01 3.00 | 0.01 3.00 | | 10.00 90.00 |
| | | <u> </u> | | will print eed? | a label fo | or each pack o | f the selected | I lines. OK to | | |
| < | | | | | [| No | | Yes | | > |
| <u>s</u> [| | tem(s): | 0.00 | | | | | | Subtotal: 0 % tax: | 100.0 |
| Hold | | t batch: 0 Margin: 0.00 | | | | | OK & Next | Delet | Total: | 100.0 |

Stock list

Like a supplier invoice, the stock window (*Item > Show items with stock* on the menus) has a *Print barcode labels* button when the preference to use barcode scanners is turned on:

| Item Name | or Code | Location or code | | Export | to Excel Customis | e Print barcode |
|-----------|--------------|------------------|------------|----------|-------------------|-----------------|
| Item code | Item name | Batch | Expiry | Location | Packsize | Stock on hand |
| test01 | test item 01 | rtyu65478 | 31/05/2024 | a1 | 1 | 2000 ^ |
| test01 | test item 01 | higi789 | 31/05/2025 | a2 | 1 | 30000 |
| test02 | Test item 02 | uiopo675 | 31/01/2020 | b1 | 1 | 1998 |
| test02 | Test item 02 | zxc`v67 | 30/04/2023 | a2 | 2 | 6000 |
| test02 | Test item 02 | cvbrivbn67 | 30/04/2024 | | 1 | 200000 |
| test01 | test item 01 | ghrty6547 | 31/05/2023 | | 10 | 2000 |
| test01 | test item 01 | dsfgrt67 | | | 5 | 1500 |
| test01 | test item 01 | BLA7J71 | 30/09/2020 | al | 1 | 2250 |
| test01 | test item 01 | cla7j71 | 30/09/2020 | a1 | 1 | 200 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

You can click on a single line before clicking on the *Print barcode labels* button, in which case mSupply offers to print a label for each pack in the selected line. You can edit the number to something else if you wish:

| • Stock | | | | | | | |
|-----------|--------------|-----------|---------------------|------------|----------|-------------------|---------------------------|
| Item Name | or Code | | Location or code | | | 3 🔅 | |
| | | | | | Export | to Excel Customis | e Print barcode labels |
| Item code | | Item name | Batch | Expiry | Location | Packsize | Stock on hand |
| est01 | test item 01 | | rtyu65478 | 31/05/2024 | al | 1 | 2000 |
| est01 | test item 01 | | | | | 1 | 30000 |
| est02 | Test item 02 | • | | | × | 1 | 1998 |
| est02 | Test item 02 | | Number of labels to | print 2000 | | 2 | 6000 |
| est02 | Test item 02 | | | | _ | 1 | 200000 |
| est01 | test item 01 | | Cancel | OK | | 10 | 2000 |
| est01 | test item 01 | | | | .el | 5 | 1500 |
| est01 | test item 01 | | BLA/J/1 | 30/09/2020 | al | 1 | 2250 |
| est01 | test item 01 | | cla7j71 | 30/09/2020 | al | 1 | 200 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| C | | | | | | | > |

When you click on the OK button, the number of labels entered will be printed from your label printer.

You can also select multiple lines before clicking on the *Print barcode labels* button. If you do that, mSupply will offer to print a label for each pack in all the lines you have selected. Obviously, this could be a lot of labels, so mSupply asks you to confirm before it asks the printer to print them all:

| Item code Item name test01 test item 01 test01 test item 01 test02 Test item 02 test02 Test item 02 test01 test item 01 | Batch rtyu65478 higi789 uiopo675 | Expiy 31/05/2024 31/05/2025 | Location a1 | _ ` | | e Print barcode labels |
|--|---|---|----------------|------------|---------------------------------------|--|
| test01 test item 01 test01 test item 01 test02 Test item 02 test02 Test item 02 test02 Test item 02 test01 test item 01 test01 test item 01 test01 test item 01 test01 test item 01 | rtyu65478 higi789 uiopo675 | 31/05/2024 | al | Packsize | 9 | |
| test01 test item 01 test02 T est item 02 test02 T est item 02 test02 T est item 02 test01 test item 01 test01 test item 01 test01 test item 01 test01 test item 01 test01 test item 01 | higi789 uiopo675 | | | | | Stock on hand |
| | s will print a labe | 31/01/2020 30/04/2023 30/04/2024 bel for each pack of th | ы a2 | X OK to | 1 1 2 1 10 5 1 1 | 2000 > 30000 1998 6000 200000 2000 1500 2250 200 |
| < | | | | | | |

Previous: Pick list checking Next: Why an HIS module for mSupply?

