24.19. Misc labels

This function allows you to create and save labels that you can print at any time from a label printer. Before you can print labels using this function, you must setup the printer must be set up and configured in mSupply - see the 25.18. Label printer hardware setup and 10.08. Label printing preferences sections of this user guide for information about this.

Labels Search Labels Delete Modify Duplicate Nev Description

The labels list

To open this list, choose the Special > Misc labels menu item. This window will open displaying a list of all the currently saved labels.

Double-click a label in the list to edit/print that label. Click the New button to add a new label.

The window for editing or adding a label look the same, the only difference is that the existing label will be populated with the current settings saved for that label.



The labels are designed to print to plain 90mm x 40mm (w x h) labels from a Zebra label printer. Please contact us if you require support of other printers and other label formats.

	Add label	
	Normal Multiple	
Label name Label details	Tab Aspirin 300mg	Size
Heading Body	Tab Aspirin 300mg	10 0
	Left footers Right footers 2/2/2013	10 0
Centred Footer	Hospital pharmacy	10 😳
	Line spacing 1 😋 mm	
	Quantity to print 1	
	Print Cancel	ОК

Normal tab

This is for normal layout of printing. This will occur once per label. You can use the **quantity to print** field to specify how many time to print this same label.

Label name

This field will not print on the label, this name is shown in the list of available labels when the *Special* > *Misc labels* menu item is chosen.

Label details

These fields will print on the label in roughly the position that they are on the screen. <u>Note</u> that if you enter a very long left and right footer they may overlap in the middle of the label. Print a single test label to check first.

Line spacing

The spacing you want between each line of text.

Size

The font size you wish to use for each part of the label.

Quantity to print

Print button

Clicking this button will print to your default mSupply label printer. It will print then number of labels specified in the *Quantity to print* field.

Cancel button

Clicking Cancel will close the window without saving any changes you have made.

OK Button

Clicking OK will save any changes you have made and close the window.

		Ado	Multiple	
Label details				Size
Layout	2	0		
Body				10 🕄
				-
	Q	uantity to print	1	

Multiple tab

This allows you to print the same thing multiple times on the same label.

Layout:

Select "2" for the same thing printed twice on the label, side by side. Select "4" for the same thing to be printed 4 times on the label in a 2×2 grid layout.

Body

The text you want printed on the label. This label will have no headers and footers.

Previous: 26.15. Remote authorisation || Next: 26.17. Keyboard shortcuts

From:

https://docs.msupply.org.nz/ - mSupply documentation wiki

Permanent link: https://docs.msupply.org.nz/other_stuff:misc_labels?rev=1587722946



Last update: 2020/04/24 10:09