

Label Scrapping

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Tags: 8.8

It is important to keep records of all scrapped labels and the reasons for scrapping, especially in regulated environments such as medical device manufacturers. All labels, including scrapped ones, must be reconciled with what's been manufactured.

Reprint / Scrap Reasons

When scrapping or reprinting labels you need to provide the reason chosen from a predefined list. You can add reasons from the **Label Printing Dashboard** or the **Label Scrap Reasons** page.

1. Navigate to the **Label Printing Dashboard** and click the **Reprint / Scrap Reasons** button.
2. Click the **New** button to display the **New Scrap Reason** pop-up.
3. Provide a **Name** (mandatory) which is the reason that will be displayed, and an optional **Description**.

Scrap Labels

You can record scrapping of labels already printed by selecting **Wo Print Jobs** and selecting the print job relating to the scrapped qty.

Labels can also be scrapped from the **Label Print Queue** screen and the **Item Status Screen**. When accessing from the **Item Status** screen, select **Item Labels** in the **View** field.

1. From either screen, click the **Scrap Label** button to display the **Scrap Label** pop-up.
 2. Complete the **Scrap Label** input screen by providing a **Reason** (mandatory) for the scrap, the **Quantity** (default = 1) to scrap and an optional **Description**.
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