

Label Reprint

06/06/2025 1:56 pm BST

[Relates to version](#)

Tags: 8.8

Even with the most solid of label printing design, approval and configuration, when you get to the physical printing and handling of labels, things can go wrong. For example:

- Printer could be misaligned.
- Printer could have the wrong paper or labels loaded.
- Labels may be dropped or damaged in some way.
- An order may be split and more labelling needed.

In the medical industry especially, there are stringent requirements to ensure that all labels printed are controlled – where labels have to be reprinted or are scrapped this must be recorded with the reason included.

Labels that are reprinted a symbol next to the *Print Type* as highlighted in the image below.

Label Print Queue

Search

From07/03/2025 00:00:00

To18/06/2025 23:59:59

Search

☒ Only Reprints

Create Print Job

Create Admin Print Job

Reprint

Scrap Label

View Details

Date Added	Label Design	Printer	Qty	Scrap Qty	Print Type	Status	Status Changed	User
19/05/2025 14:09:01	PetersTest2 (PROD)	Microsoft Print to PDF	1		Save To File	Printing	19/05/2025 14:09:03	Peter Skworcow MESTEC managed
19/03/2025 17:22:53	DEV TEST DEFAULT	DEMO TEST printer	1	1	Print	Printing	19/05/2025 14:05:59	Mark Carleton

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items per page

Reprint / Scrap Reasons

When reprinting or scrapping 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**.

Reprint a Label

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

1. From either screen, click the **Reprint** button to display the **Reprint Label** pop-up.
2. Complete the **Reprint Label** input screen.

Reprint Label

The following properties can be defined:

Blue fields in the form are required and are flagged with an asterisk () in this document.*

- **Printer***: Select to print to a physical printer or to a file.
 - **Device**: Select a device that is allowed to reprint this label.
 - **Reason***: Select the reason for the reprint.
 - **Reprint Type***: Options:
 - **Additional Labels** (default): This will generate a new label. This may be important where the label needs to be changed with updated/corrected information.
 - **Replacement Labels**: This initiates a new print job for the same data as the selected existing print job. This may be important where the label has SQL data that can change over time, e.g., completion timestamp/expiry date or time. If a label is damaged at a later point and needs to be reprinted, the system will reproduce the exact same label as was previously printed.
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