Label Reprint

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Relates to version

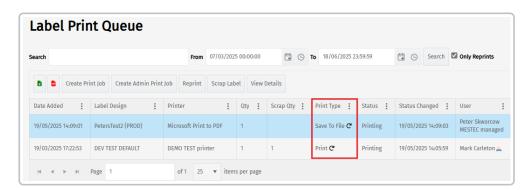
Tags: 8.8

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.



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.