

Print Customer Address Labels

To Print Customer Address Labels in bulk there is a 3 step process:

Set Customer Label Defaults.

Schedule the Labels

Print the Labels.

1. Admin / Defaults / Manage Customer Defaults

Set the default label layout and label address to use.

Manage Customer Defaults

Preferences

Invoices

Invoice Fields

Statements

Custom Fields

Messages

Contacts

Deferred

Layby

Direct Debits

Marketing

Charts

Automatic Account Numbering
 Next Account # %
 Default Overdue Interest Rate

Automatic Sort Key creation
 Include Title in Individuals' Account Names

Print Receipts Print Quotes
 Auto Pay can partially pay invoices Consolidate Backorders
 Place Backorders on HOLD Require A Contact
 Update date on opening Pending Invs Require Customer and Contacts Email
 Prompt for Marketing when invoicing Schedule Barcodes on Packing Slips
 Activate Deferred Payment Option
 Prompt for Refund Method when issuing a Refund (Via Payment Screen)
 Confirm Payment Method when receiving payment (Invoice and Payment Screen)
 Require Zip / Area code Require a Phone Number
 Require Marketing/Referral Require Address Line 1
 Require Sales Rep Require Type
 Automatic Country on Address Require Region

Customer Aging Method
 Monthly Number of Days

Default Payment
Terms Day #

Payment Message This will appear on invoices and statements.

Next Quote # Quotes valid for (Days)
 Keep invoices for (Years) Keep transactions for (Years)

Default Label Layout
Default Label Address

2. Customers / Schedule Customer Address Labels.

Select the customers using the available filters and click Load Customers.

Schedule Customer Address Labels

Range Selections

Account: 1000 — 1200
 Sort Key: — ZZZZZZZZZZ
 Group: COMME — RETAIL
 Rep: — ZZZZZZZZZZ
 Marketing/Referral: ** All Marketing Types **
 Customer Type: ** All Customer Types **

Quantity Processing
 Fixed Quantity - All selected Customers: 0 Fixed Qty
 Clear Existing Labels: Clear
 Reset Address To Print: Charge To (selected) Default Delivery
 Reset Addresses

Load Customers

Account	Sort Key	Group	Rep	Name	Address To Print	# of Labels

Search Update Exit

Click Ok.

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i 68 Customers Loaded

OK

Set the Quantity as desired and click Fixed Qty

Reset Addresses if required.

Click Update and confirm

Schedule Customer Address Labels

Range Selections

Account: 1000 — 1200
Sort Key: ZZZZZZZZZZ
Group: COMME — RETAIL
Rep: ZZZZZZZZZZ

Marketing/Referral: ** All Marketing Types **
Customer Type: ** All Customer Types **

Load Customers

Quantity Processing

Fixed Quantity - All selected Customers: 1 **Fixed Qty**

Clear Existing Labels **Clear**

Reset Address To Print

Charge To Default Delivery

Reset Addresses

Account	Sort Key	Group	Rep	Name	Address To Print	# of Labels
1000	SMITHA	RETAIL	AJ	Alice Smith	Charge To	1
1001	ANDERSA	RETAIL	AJ	Allan Anderson	Charge To	1
1002	THOMPSA	RETAIL	AJ	Amber Thompson	Charge To	1
1003	HILLA	RETAIL	TT	Andrea Hill	Charge To	1
1004	HILLSA	RETAIL	AJ	Andrew Hills	Charge To	1
1006	BANDERA	RETAIL	AJ	Anthony Bander	Charge To	1
1007	CONNERB	RETAIL	AJ	Barry Conners	Charge To	1
1008	DAVIDSB	RETAIL	TT	Belinda Davidson	Charge To	1
1010	DEVERSB	RETAIL	TT	Bob Deverson	Charge To	1
1011	EMERSOB	RETAIL	TT	Brent Emerson	Charge To	1
1012	ELLISB	RETAIL	FE	Britney Ellis	Charge To	1
1013	EDWARDC	RETAIL	AJ	Caitlin Edwards	Charge To	1

Search **Update** **Exit**

3. Customers / Print Customer Address Labels.

Further filter, or simply preview the scheduled address labels.

If you do not wish to leave these labels as scheduled click No to marking the labels as printed.

Print Customer Address Labels

Account: 0 — 9999999999

Sort Key: ZZZZZZZZZZ

Group: ZZZZZZZZZZ

Rep: ZZZZZZZZZZ

Marketing/Referral: ** All Marketing Types **

Customer Type: ** All Customer Types **

Sort By: Account

Label Format: Label Format 1

- Dunedin
- Ashburton
- Christchurch
- Auckland
- Wellington
- Napier
- New Plymouth

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Would you like to mark these labels as printed ?