

# How To: Print Labels

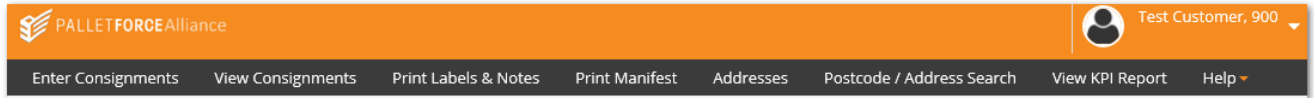
Date: August 2015



## Instruction

1

Log on to Alliance at [www.palletforce.net](http://www.palletforce.net)  
You will be presented with the following menus.



2

To print labels navigate to the Print Notes & Labels screen

**Print Labels & Notes**

In the 'Search By' field, Choose how you want to search from the drop down box  
This will be 'Entry Date' by default but can be changed to 'Consignment Number' or 'Customer Ref'

The screenshot shows the 'Consignment Filters for Label/Note' search form. It has a title bar with the text 'Consignment Filters for Label/Note' and a close button. The form contains several fields: 'Search By' (a dropdown menu with 'Entry Date' selected), 'Start Date' (a date field with '03/09/2015' and a calendar icon), 'End Date' (a date field with '03/09/2015' and a calendar icon), 'Filter by Label Printed' (a dropdown menu with 'Any' selected), 'Filter by Con Note Printed' (a dropdown menu with 'Any' selected), and 'Filter By Paper POD Required' (a dropdown menu with 'All' selected). At the bottom of the form, there is a 'Print Choice' dropdown menu with 'Label' selected, a 'Search' button, and a 'Print' button.

In the 'Filter by Label Printed' drop down you can select;  
'Unprinted' – New consignments that currently have no labels  
'Printed' – Existing consignments that require a new label  
'All' – Show both new and existing consignments together

Click [Search](#) once the options are correct

3

Select the consignment(s) you wish to print by clicking in the leftmost tick box  
Ticking the top tick box will select or deselect all consignments

<input checked="" type="checkbox"/>	Con#	Acc	Cust Ref 1	Company Name	Town	Postcode	Qty	Weight (kg)	Entry Date	Col Date	Req	Del	Sur	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1234567	ACC900	ABCDEFGHIJKLMNQRSTUUVWXYZ	ACME Products	Newcastle	ST5 7RB	1	1000.00	03/09/2015	03/09/2015	900	049	TL
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ABCDEFG	ACC900	1234567890	ACME Products	Newcastle	ST5 7RB	4	1000.00	03/09/2015	03/09/2015	900	049	TL TA PW

Click [Print](#) once the correct consignments are selected