



# RMH PRINT LABEL WIZARD

Retail Management Hero (RMH)

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Support is provided through the RMH support system: <http://support.rrdisti.com/account/login>.

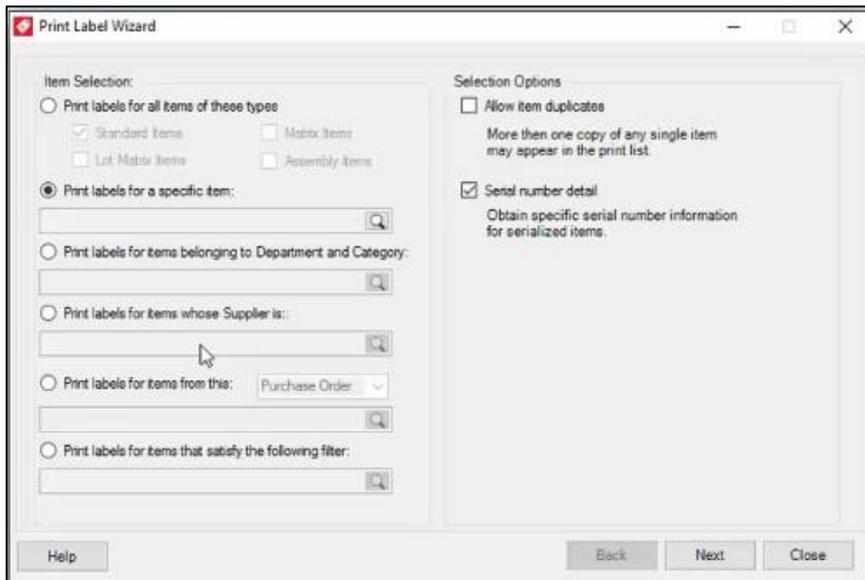
RMH Product Website: [www.rmhpos.com](http://www.rmhpos.com)

# RMH Print Label Wizard

After designing your labels in RMH, you can then quickly and simply print them using a wizard.

**Online Training Video:** <https://vimeo.com/album/3520470/video/160321971> (shows the RMH Label Designer and Print Label Wizard)

1. Log onto the **RMH Store Manager**.
2. Click the **Merchandising** option in the left navigation pane, navigate to the **Merchandising** section, and then select the **Label Wizard** option. The Print Label Wizard displays:

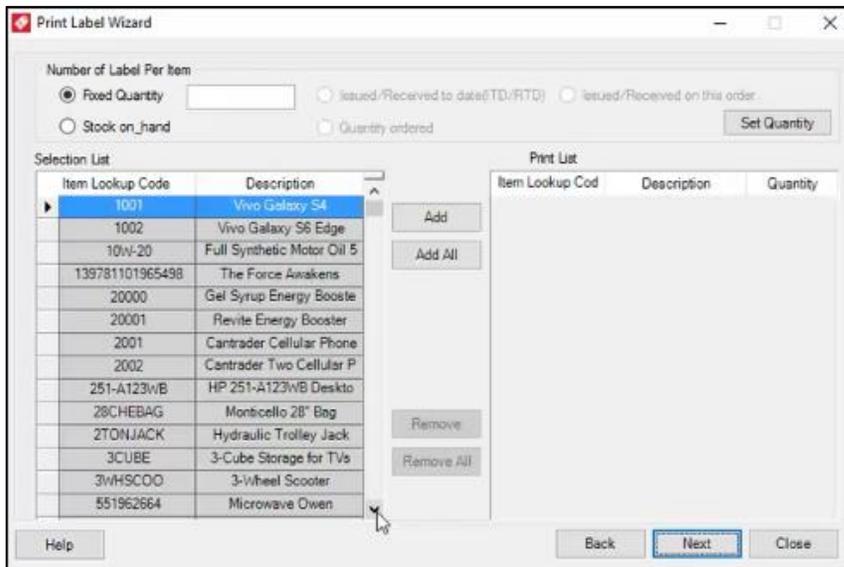


3. Select what you want to print. For example, select labels for all items (Standard, Matrix, etc.). Or print for a specific item by clicking the available **Lookup** icon in the '**Print labels for a specific item**' field and selecting the applicable item. Or print labels by Department, Category, Supplier, Purchase Order or another filter.

**NOTE:** For example purposes, the following guidelines assume the scenario of printing labels for Standard Items.

4. Specify additional options:
  - **Allow item duplicates:** If selected and if there are multiple copies of a single item in your RMH database, the system will generate labels for all instances of that item.
  - **Serial number detail:** If selected, the detailed field information entered for each serialized item will be printed on its label.
5. Click **Next** to continue. RMH will then display all the items that match your defined filter criteria.

**NOTE:** Some of the options on this wizard screen may be grayed out depending on your selected preferences or filters in previous screens.

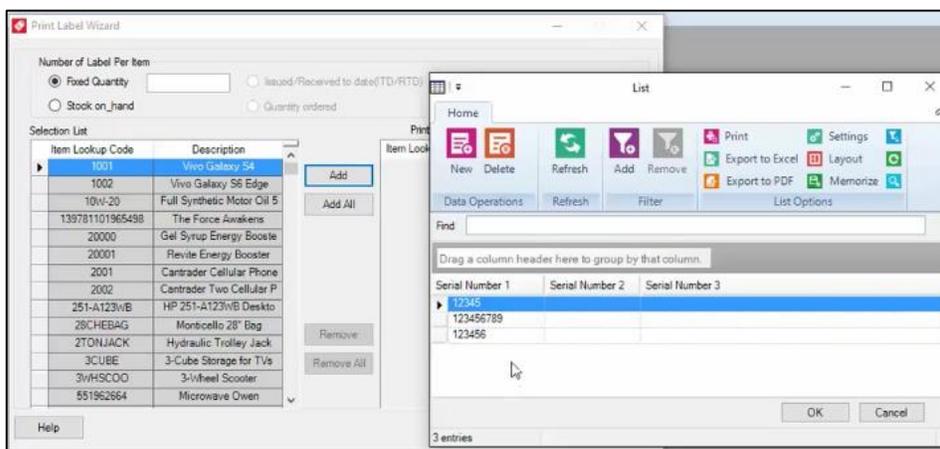


6. Define the quantity of labels to print per item:

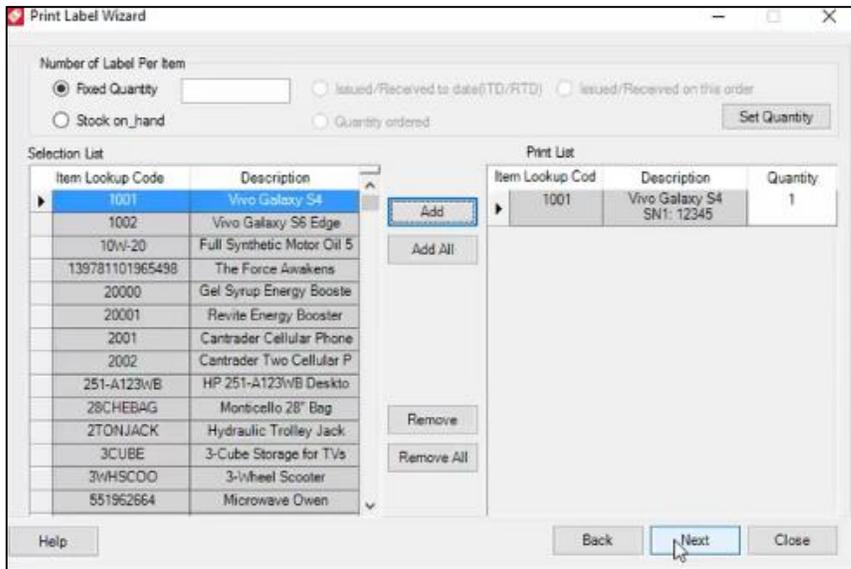
- **Fixed Quantity:** Specified number of labels to print for each item
- **Stock On Hand:** Number of labels per item will depend on the 'Quantity on hand' for that specific item in the RMH database. This option is recommended if you want to print labels for all inventory in stock

7. Specify the items for which you want labels printed. To add all the items in the grid, click the **Add All** button, and then they will be added to the Print List. To add specific items, click on the item in the grid, and then click the **Add** button to add the item to the Print List. Note that the **Remove/Remove All** button lets you return items from the Print List to the Selection List.

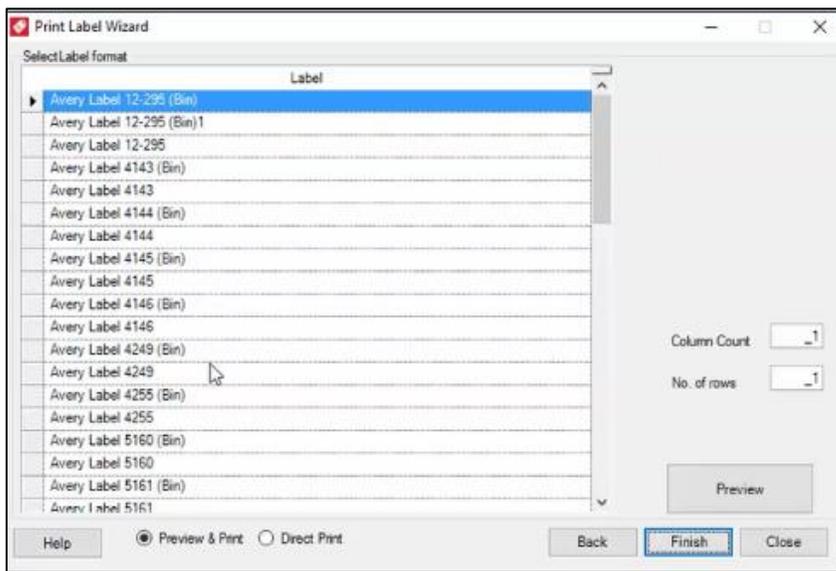
**NOTE:** If the item is a serialized item, the system will display a pop-up List window (see following sample figure) prompting for the specific serialized items you want to add to the Print List.



8. After adding the applicable items to the Print List, click **Next**.

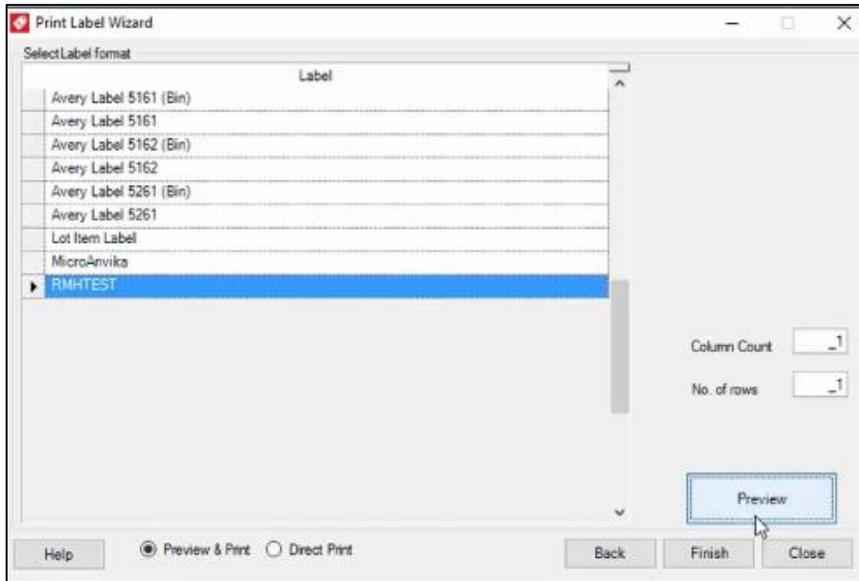


9. When the wizard displays the list of labels (see following sample figure), select the applicable one.

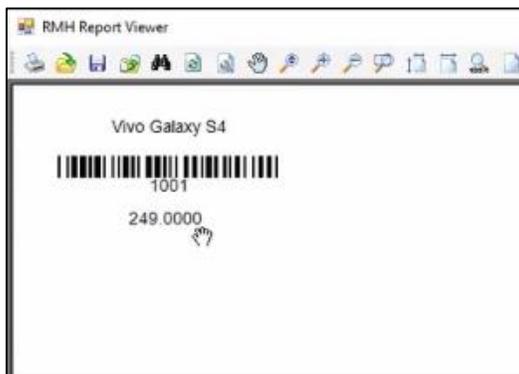


10. Using the options at the bottom of the wizard screen, select whether to **Preview & Print** or **Direct Print**.

11. In the available text fields, specify the **Column Count** and **No. of Rows**.



**NOTE:** Clicking the **Preview** button will generate the visual display of how the label will look when printed.



12. To print the labels, click **Finish** on the wizard screen.