

Creating and Printing Item Labels - How To's

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Overview

Item Labels are used to identify and organize items when preparing Sales Orders for shipping. Labels can include important item and order information, making it easier to identify items throughout the shipping process.

1place provides flexible options for creating and printing item labels:

- **Multiple label sizes** – Item labels are available in different sizes, such as **3 x 1**, **4 x 2**, and other supported formats.
- **Customizable label designs** – Use the **Label Designer** to select which fields appear on the label and customize how the information is displayed, including font and other printing options.
- **Print from a Sales Order** – Print item labels directly from an individual Sales Order using the **Print** button.
- **Print in bulk** – Print labels for multiple orders through the **Shipping and Receiving** screen.

These options allow item labels to be configured to meet different shipping and warehouse requirements.

Understanding Item Labels

Item Labels are used to identify items during the shipping and fulfillment process. Labels can be printed for items on Sales Orders and can include important item and order information.

1place provides several label formats to accommodate different printing and shipping requirements. Available label formats include:

- **3 x 1**
- **3 x 1 (Stock Transfer)**
- **4 x 1**
- **4 x 1 (Stock Transfer)**
- **4 x 2**
- **4 x 3**
- **4 x 3 (Stock Transfer)**
- **4 x 4**
- **4 x 6**
- **4 x 6 (Stock Transfer)**
- **4 x 6 (Landscape)**

Some label formats are specifically designed for **Stock Transfers**, while the **4 x 6 (Landscape)** format provides a landscape-oriented option.

Each label format can be configured through the **Label Designer**, allowing you to:

- Select the fields and information to display on the label.
- Arrange the information on the label.
- Customize the font and other appearance settings.
- Configure how the label is printed.

The appropriate label format can be selected based on the type of label needed and the printer or label stock being used.

How to Design Item Labels

The **Label Designer** in 1place allows you to customize the information and appearance of the physical item labels used during the shipping and warehouse process. You can select which information appears on the label, customize how the information is displayed, and arrange each field to create the desired label layout.

The Label Designer provides options to:

- Select the fields and information to display on the label.
- Customize field names and text.
- Adjust font size, bolding, alignment, shading, and outlines.
- Move fields to different locations on the label.
- Resize fields to control the amount of space they occupy.
- Create and save different versions of a label design.

Accessing the Label Designer

To access the **Label Designer**, on the **Printing Options** screen, click the **gear icon** under **Properties**. This opens the settings and label design options for the selected label.

Configuring Label Fields

Use the configuration options to select and format the information that will appear on the label.

- Select the **Show** checkbox for each field you want to include on the label.
- Enter custom text in **Label Field** if you want to change how the field name is displayed.
- Select the **Font Size** for the field.
- Select **Bold** to display the field in bold.
- Select **Center** to center the field.
- Select **Shading** to apply background shading to the field.
- Select **Outline** to add a border around the field.

Selecting Information for the Label

The Label Designer provides fields from different areas of 1place that can be displayed on an item label, including:

Company and Customer Information

- Company Name
- Company Phone #
- Customer Name
- Ship To Company Name
- Ship To Address

Order and Shipping Information

- Order #
- Invoice #
- Sale Date
- PO #
- PO Date
- Pick #
- Quantity to Pick
- Quantity in Warehouse
- Shipped Via
- Delivery Date
- Received Date

Item and Inventory Information

- Item #
- Item Barcode
- Item Description
- Vendor Part #
- OEM #
- Alternate Part #
- Category
- Subcategory
- Other #

Warehouse and Location Information

- Bin
- Zone
- Put Away #
- Transfer #
- Destination Bin
- Transfer From Warehouse
- Shipped From Warehouse
- Units / Transfers

Barcodes and Additional Information

- Sales Order Number Barcode
- Customer PO Barcode
- Sales Order # Barcode
- Invoice # Barcode
- Quantity X of X

- Printed
- Duplicate
- Needs PO
- Customer PO #

Arranging the Label

The design area provides a visual representation of the label. Each selected field appears as an element that can be positioned and resized.

To arrange the label:

1. Select the field you want to position.
2. Move the field to the desired location on the label.
3. Resize the field to adjust the amount of space it occupies.
4. Continue adjusting the position and size of each field until the label has the desired layout.
5. Click **Save** to save the label design.

The design area allows you to visually arrange the fields so that the printed label matches your desired layout.

Configuring Labels for Stock Transfers

The Label Designer also includes options for displaying information specifically related to **Stock Transfers**.

The **Conditional Shading** option can be used to control whether a field is displayed based on the type of transaction. When the label is generated from a Stock Transfer and the **Transfer From WH** field contains a value, a field configured with Conditional Shading can be displayed with its configured formatting.

This allows the same label design to accommodate information that is relevant specifically to Stock Transfer labels.

Saving Label Designs

When a label design is saved, 1place saves the design as a **version**. Saved versions can be selected as needed, allowing you to maintain different label designs and use the appropriate design for your printing requirements.

How to Print Item Labels from a Sales Order

Item labels can be printed directly from a Sales Order using the **Print** option.

1. Open the **Sales Order**.
2. Click **Print**, located in the lower-right corner beside the **Save** button.
3. The **Printing Options** screen will appear.
4. Review the **Document to Print** dropdown. This list contains the available documents that can be printed for the Sales Order, including the different item label sizes.

5. Select the item label size you want to print.
6. Verify the **Quantity** to be printed.
7. If you need to modify the label design, click the **gear icon** under **Properties**. Refer to **How to Design Item Labels** for instructions on modifying the label.
8. Review the available print options, then click **Preview** to proceed to the print preview.
9. Review the label in the print preview.
10. Click **Save or Print** to print the label.

How to Print Item Labels in Bulk

Item labels can be printed in bulk from the **Shipping and Receiving** screen. This allows you to select multiple Sales Orders and print labels for them at the same time.

1. Go to the **Shipping and Receiving** screen.
2. Select the **Warehouse** you want to work with.
3. Click **To Print and Pick**.
4. Select **Stock Picker**.
5. Select the Sales Orders you want to print labels for using the checkboxes.

You can also use **Warehouse Zone(s)** to automatically select orders associated with specific warehouse zones.

6. Select the **Route**.
7. Review the selected orders to make sure all orders that need to be printed and picked are included.
8. Click **Print and Pick Selected**.
9. The **Printing Options** screen will appear.
10. Review the **Document to be Printed** dropdown. This list contains the available documents that can be printed for the selected Sales Orders, including the different item label sizes.
11. Select the item label size you want to print.
12. Verify the **Quantity** to be printed.
13. If you need to modify the label design, click the **gear icon** under **Properties**. Refer to **How to Design Item Labels** for instructions on modifying the label.
14. Review the print options and click **Preview**.

15. Review the labels in the print preview.

16. Click **Save or Print** to print the labels.
