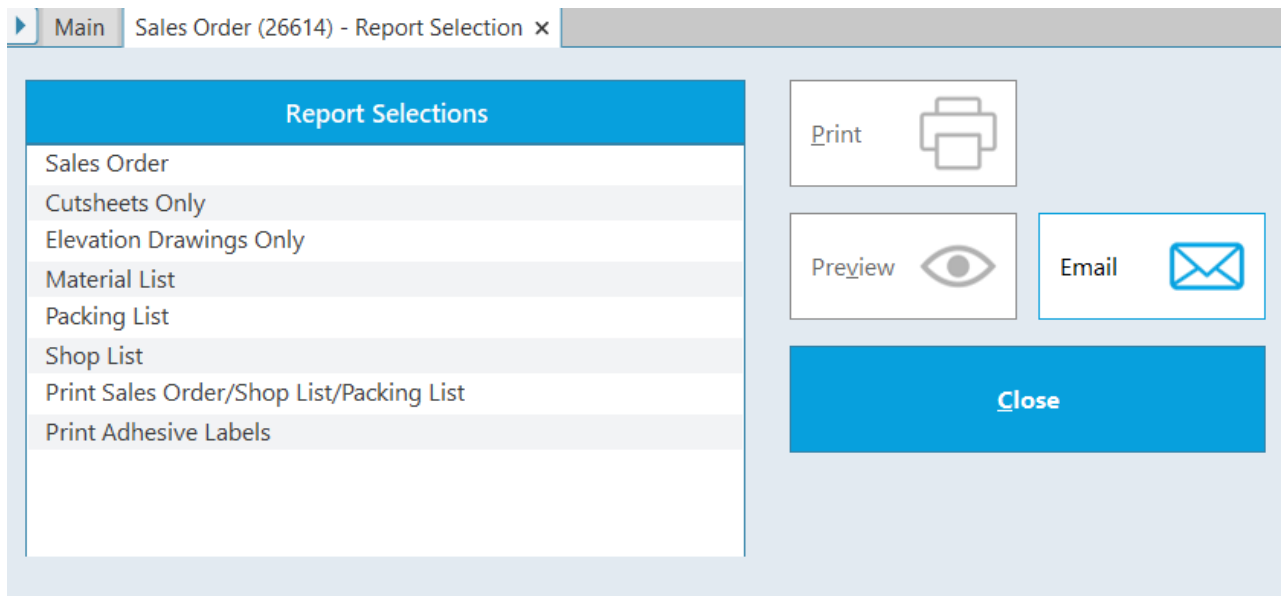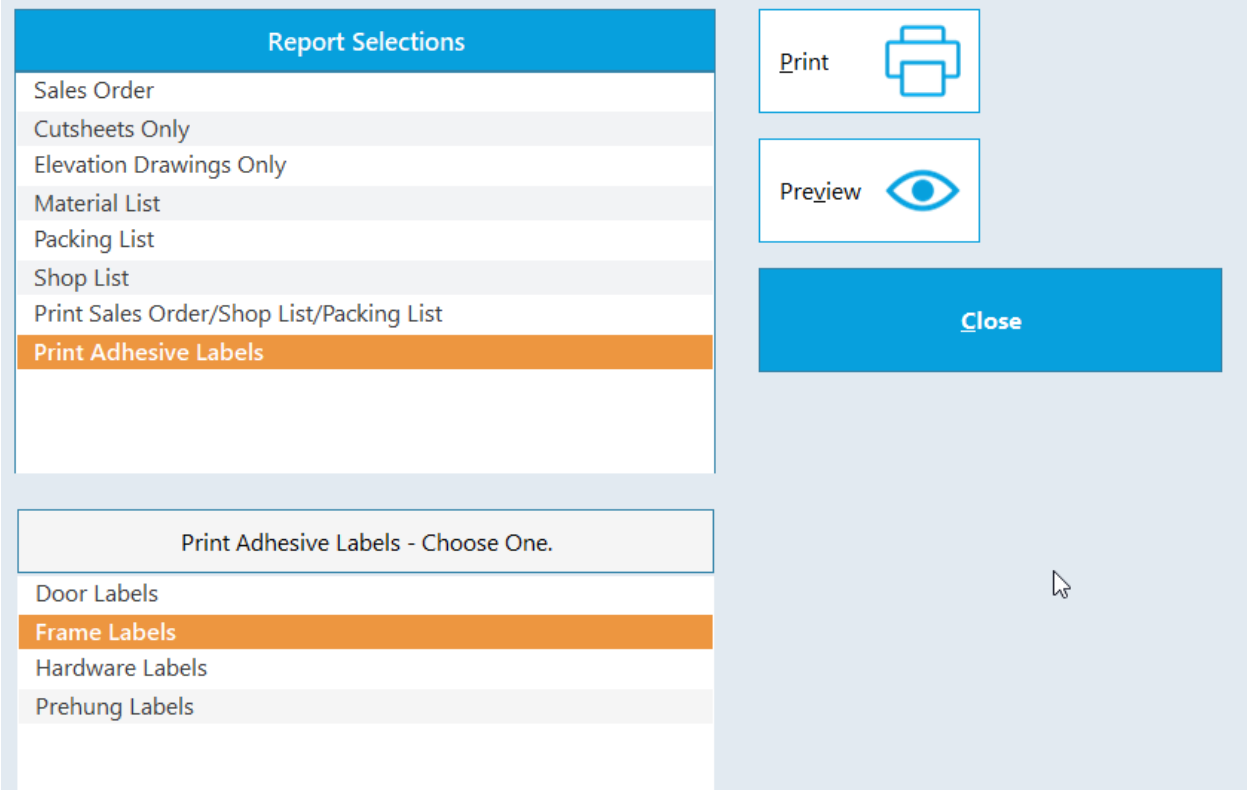# Sales Order Adhesive Labels

Just as in contract jobs, this new enhancement allows you to preview or print adhesive labels within the Sales Order module. The following product type labels can be printed: Doors, Frames, Hardware and Prehung units.
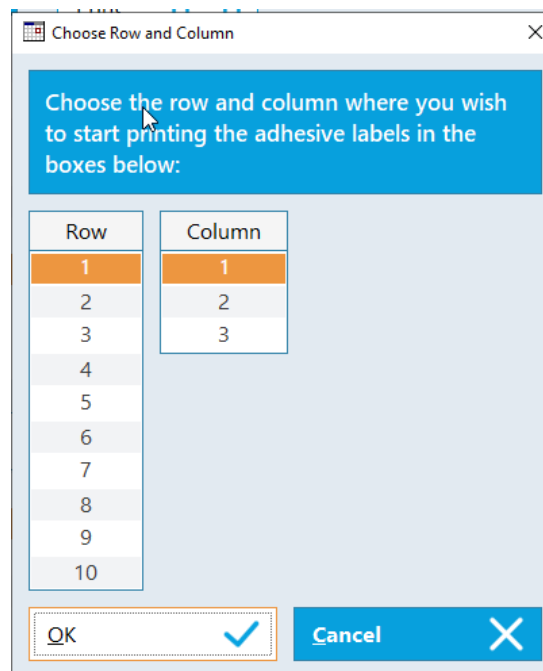
How it works:

1. Launch Software for Hardware and from the Logo screen click the *Sales* menu selection.
2. Select *Orders* from the sub-menu.
3. Open a Sales Order containing one or more of the above-mentioned product types.
4. Click the *Reports* menu selection.

5. **Note:** The *Reports Selections* list box contains a new entry entitled, *Print Adhesive Labels*.
6. Click *Print Adhesive Labels*.
7. A new list box appears below the *Reports Selections* box called *Print Adhesive Labels – Choose One* (see image below).
   a. This list box contains the four label types that can be printed.
   b. *Frame Labels* is selected in our example.

Report Selections
Sales Order
Cutsheets Only
Elevation Drawings Only
Material List
Packing List
Shop List
Print Sales Order/Shop List/Packing List
Print Adhesive Labels

Print

Preview

Close

Print Adhesive Labels - Choose One.
Door Labels
Frame Labels
Hardware Labels
Prehung Labels

8. Click the *Preview* button to display the frame labels to the screen.

Choose Row and Column   ✕

Choose the row and column where you wish to start printing the adhesive labels in the boxes below:

Row	Column
1	1
2	2
3	3
4	
5	
6	
7	
8	
9	
10	

OK ✓   Cancel ✕

9. Choose which row and column to begin your printing of the labels then click *OK*.

```
Sales Order# 26614


Sales Order# 26614              Sales Order# 26614
Frame#: 55-A1  Hand: LH        Frame#: N/A  Hand: LH
3-0 X 7-0 X 5 3/4              3-0 X 7-0 X 5 3/4
```

10. The frame labels are generated and displayed.