TAG PRINTING AID



When Stelplan is first opened this is the first screen you will see. To navigate to the tag printing screen begin by pressing the **I** key for "Production".



The 2nd screen you arrive at will require you to once again press the **I** key for "Stelpro Production – Metals".

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The 3rd screen will then give you the option to select "Tag Printing" which you will do by pressing the **C** key.



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Now you will need to type in your job work order number (far top right of paperwork) and press the **ENTER** key.

When you get into this Job number screen, press **6** for "Production".

Now you are looking at the job's master bundle screen. Press **1** key.

Here you can view the part details and tag(s). Use the up (\uparrow) and down (\downarrow) arrow keys to highlight which parts need to have a tag printed or to adjust quantities for the tag to be printed.

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To adjust quantities, while the part is still highlighted, press ENTER key three times. When "PCS" is highlighted you can now type in the correct amount of pieces actually produced. Now press **ENTER** key six times and a new view will appear with "Location" and "Remarks" options. Press **F1** to confirm the tag adjustment.

Print tag to printer. Press **5** and then press **F1** to confirm.

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Repeat all previous steps for all tags on work order.

When all tags have been printed with correct part piece counts press **F4** four times to return to the original tag printing screen.