

# [ TIPS & TRICKS ]

## HOW TO PRINT AN ADDRESS LABEL FOR A SUPPLIER

Did you know that, in Optosys®2, it is possible to print an address label for a supplier?

Find out how by following the steps bellow.

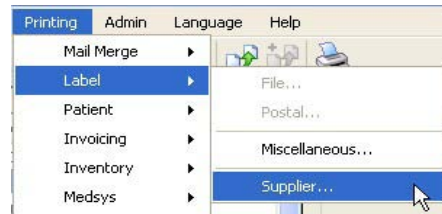
1. From the main menu click on Admin – Products and Suppliers.



2. Select the supplier that you wish to print a label for.

**There are 2 options to print the label.**

a. From Printing – Label – Supplier...



**OR**

b. Click on the Print icon.



3. Select the number of label you want to print for this supplier.

