USING URMA

Section IX:

Printing Labels
(only needed for PHYSICAL records)
PRINTING LABELS
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BEFORE PLACING THE LABEL ON THE BOX VERIFY THAT EACH LABEL MATCHES THE CONTENTS OF THE BOX. DO THIS BY REVIEWING THE RECORDS DESCRIPTION OF EACH BOX IN URMA AND CONFIRMING THE URMA TRACKING NUMBER MATCHES THE LABEL.

By checking the box to the left of each record, select either a single record or multiple records from the Home Page Grid (as shown below):

![Home Page Grid Image]

Alternatively, you may print a label for a single record from within the View A Record screen (as shown below):
In either case, click on the button, and select LABELS from the drop down box. A screen similar to the one shown below will be displayed. You have the option to either PRINT the label(s) immediately or you can SEND TO QUEUE for printing later.

Select the “Design you wish to print”:
- for STANDARD records, select Standard Avery 5168 (4/page)
- for RESEARCH records, select Research Avery 5168 (4/page)

While not needed, should you wish to print a label for removable media, select AVERY 5163 (10/page).

If you have a partially-used label sheet, you can indicate which STARTING POSITION you would like to print (see screen below to see how positions are numbered). If these are all the records that need labels, select PRINT. A pdf of the labels will appear and you can print from that screen. The labels print in landscape mode. Be sure to change printer properties to print in landscape.
To print labels at a later time, select the desired label type from the “Choose the Design you wish to print” menu and press the SEND TO QUEUE button near the top right. When you are ready to print labels that have been sent to the queue, click on the Labels tab on the Navigation/Top menu and the Manage Label Queues screen below will be displayed.

Select the queue name for the labels you want to print:
- For STANDARD records, the queue will be **Standard Avery 5168 (4/page)**
- For RESEARCH records, the queue will be **Research Avery 5168 (4/page)**

A list of the records in the queue will be displayed. You can select to **View All Labels**, or just **View Labels Inserted by you**. If you have a partially used label sheet, you can indicate which STARTING POSITION you would like to print (See above for layout). **Do not** change the Grid Records Per Page number. You can
PRINT ALL to print all labels in this queue, or you can select specific records to print. You also have the option to remove labels from the queue.

Once you make your selection and hit PRINT, a pdf of the labels will be displayed and you can print from that screen.