

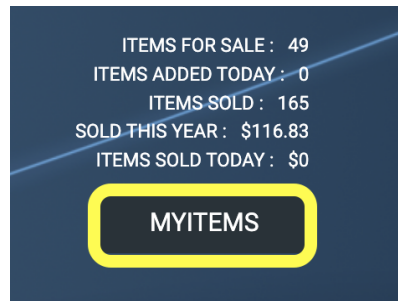


# How to Create Inventory & Print in Portal

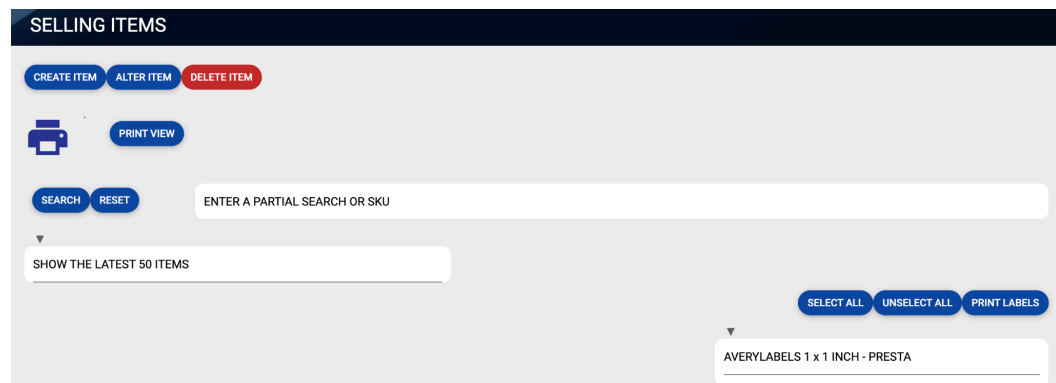
## Getting Started

### Creating Inventory and Printing Labels From Portal

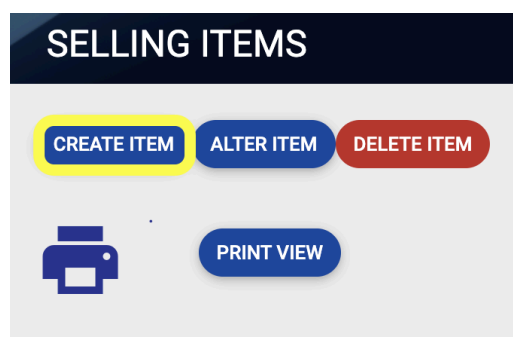
1. Go to **My Items**



2. The **Selling Items** screen is the default screen **for creating inventory, managing quantities, and printing labels.**



3. Click on the **Create Item** button





4. Click **Generate SKU** button to create a **NEW SKU** for an item.
  - a. If you have an **EXISTING SKU** you want to use, **type it into the field.**
    - i. **No 4 digit SKUs allowed.**
    - ii. **Avoid alphanumeric SKUs - barcode may not fit on small labels.**
  - b. Select your **Location** from the drop-down
  - c. Enter **Description** (required)
  - d. Select your **Category** from the drop-down or **Enter your Category Code** (provided from store owner/administrator)
  - e. Enter a **Brand** (if necessary)
  - f. Enter **Quantity** (required)
  - g. Enter **Size** (if necessary)
  - h. Enter **Price** (required)
  - i. Fee (only applicable if store created fee structure)
  - j. Select an **Expiry Date** if your items have a shelf life

SAVE AND CLOSE

GENERATE SKU

SKU

LOCATION ▼

DESCRIPTION

CATEGORY ▼

BRAND

SIZE

QUANTITY

0

PRICE

0

FEE

0

EXPIRY DATE

04/27/2026 14:45



- k. **ALWAYS** check the box **“Never Deletes”** if you don’t want your SKU item to delete from Rose when quantity reaches 0.
- l. **No Discounting** is **only for time-based discounts** created by store in Rose software. Checking the box **does not prevent discounts on items at Square POS level**.
- m. Check **Jewelry Label** if you are printing to a Dymo jewelry label.
- n. Check **Small Label** if printing on a Dymo 1 x 1 label.
- o. **Don’t check** either Jewelry or Small label if printing on Avery Presta label.

5. Click **Save and Close**

NO DISCOUNTING

NEVER DELETES(EXPIRES)

INCLUDE TAX

INCLUDE FEE

AVAILABLE ONLINE

JEWELRY LABEL

SMALL LABEL

**SAVE AND CLOSE**

6. **Check** the individual boxes of labels of items **OR SELECT ALL** if you want to **print ALL labels** of your inventory.

7. Click **PRINT LABELS**

SELECT ALL UNSELECT ALL PRINT LABELS

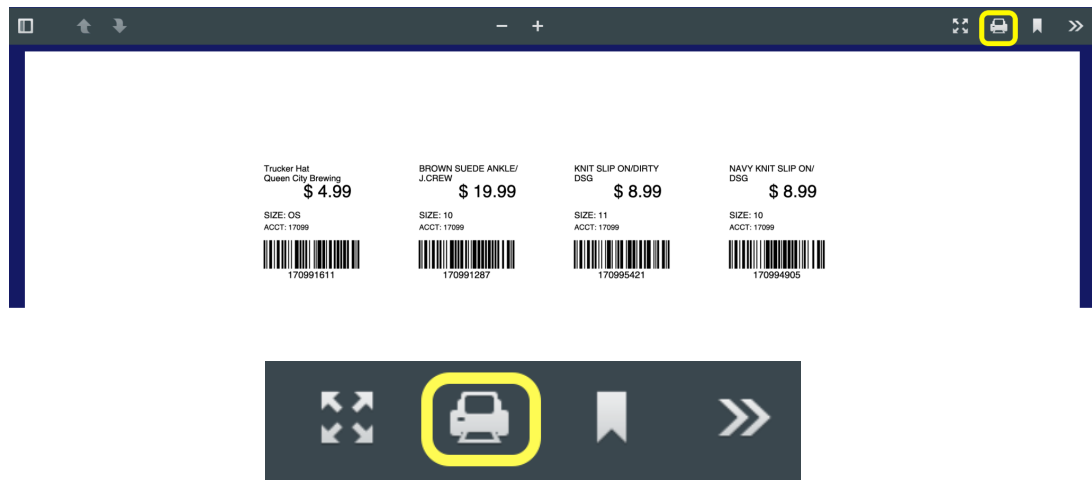
▼

AVERYLABELS 1 x 1 INCH - PRESTA

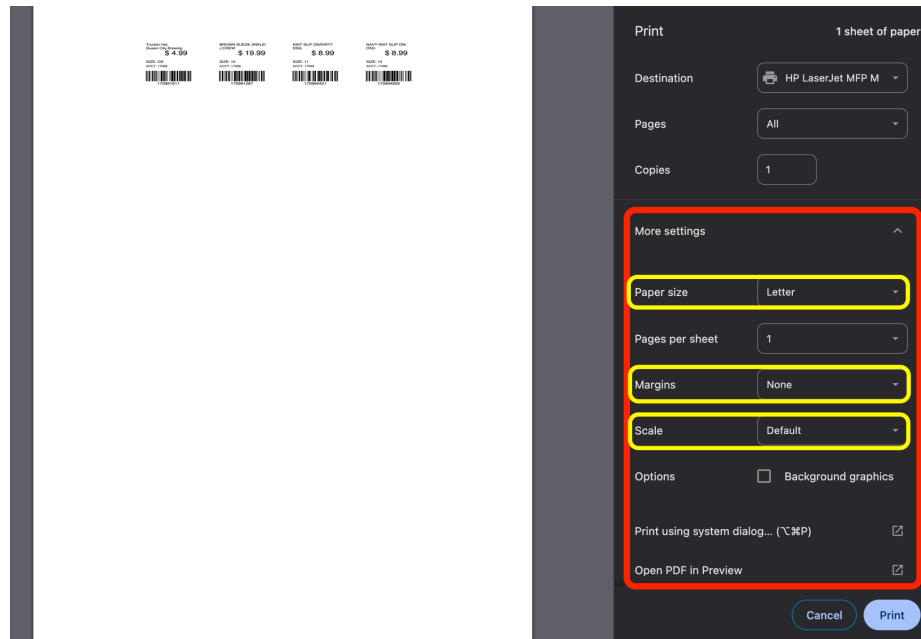
| SKU       | DETAIL   | QTY | PRINT LABEL                         | ALTER |
|-----------|--|-----|-------------------------------------|-------|
| 170991611 | Trucker Hat, ACCESSORIES, SIZE - OS, QUANTITY - 1, PRICE - \$4.19                | 1   | <input checked="" type="checkbox"/> |       |
| 170991287 | BROWN SUEDE ANKLE/SOME WEAR, MEN SHOES, SIZE - 10, QUANTITY - 1, PRICE - \$18.99 | 1   | <input checked="" type="checkbox"/> |       |
| 170995421 | KNIT SLIP ON/DIRTY, MEN SHOES, SIZE - 11, QUANTITY - 1, PRICE - \$8.19           | 1   | <input checked="" type="checkbox"/> |       |
| 170994905 | NAVY KNIT SLIP ON/DIRTY, MEN SHOES, SIZE - 10, QUANTITY - 1, PRICE - \$8.19      | 1   | <input checked="" type="checkbox"/> |       |



8. Click the **Printer Icon**.



9. Click the **“More Settings”** arrow to expand your Avery Presta 94103 label settings.





10. Adjust **Paper Size** to “**Letter**”.
11. Adjust **Margins** to “**None**”.
12. Select “**Custom**” **Scale** to “**100**”.

Print 1 sheet of paper

Destination HP LaserJet MFP M

Pages All

Copies 1

More settings

Paper size Letter

Pages per sheet 1

Margins None

Scale Custom  
100

Options  Background graphics

Print using system dialog... (⌘⌘P)

Cancel Print

13. Click **Print**.