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# Labelling Extension

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An optional add-on to normal WinSTORE functionality, the labelling extension is a facility to print various types of labels and stickers for either (or both) pricing and filing of stock items.

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# Set Up

Labelling is an optional extension. It is purchased separately and is enabled by the helpdesk prior to the following set up. From the Main Menu, Alt A to Admin, F2 to System, Alt T Extensions.

The screenshot shows the 'System Extensions' dialog box with the 'Labels' tab selected. The 'Print Method' is set to 'Spooler'. 'Preview Labels' is checked. 'Price Label Style' is set to 7, 'Manila Label Style' to 5, and 'TICKLER Label Style' is empty. 'Cus Order Label Style' is empty. 'Price Labels at O/R' is set to 'Verify', 'Manila Labels at O/R' to 'Ask', and 'Cus Order Labels at O/R' to 'None'. 'Customer Label Style' is set to 'L7162'. 'Set Style by Category' and 'Set Style by Supplier' are unchecked. 'OK' and 'Exit' buttons are at the bottom right.

## ***Print Method.***

Spooler- Select if you are using A4 label sheets through your normal report printer or a dedicated label roll printer other than the Eltron TLP2742 and you have the correct printer driver installed.

Direct- Select only if using a dedicated Eltron TLP2742 label printer.

## ***Preview Labels.***

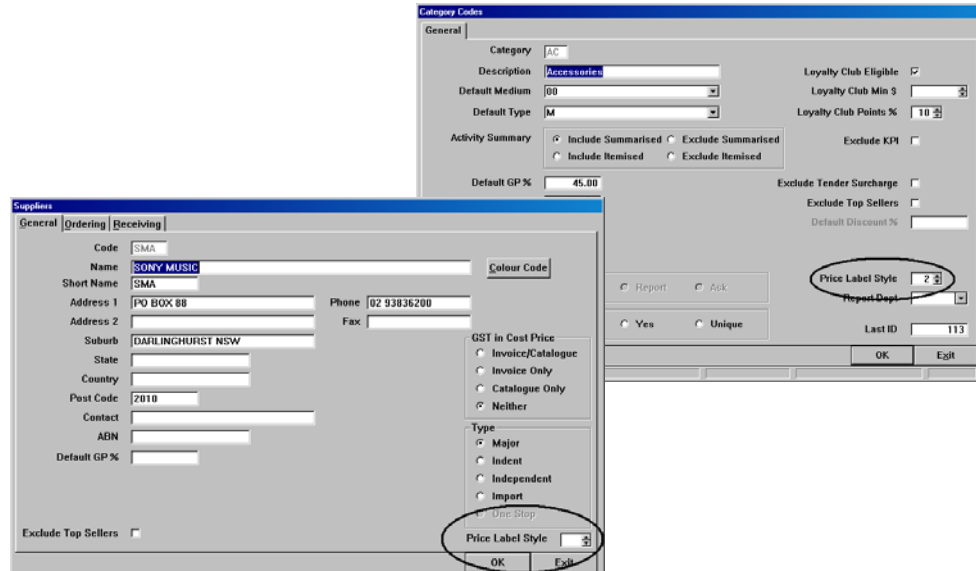
Only operational if 'Spooler' selected. If checked, this will display a print preview of labels prior to printing.

## ***Price Label Style.***

Price labels are designed to give your customers relevant product information and include the retail price and basic description. There are several price label types although many are formatted for specific use by certain clients and/or specific printers. Examples of each label type are shown at the end of this section.

## ***Set Style By Category/ Set Style By Supplier.***

Different price label types may be set for each Category and/or supplier. Generally these would not be checked but if they are, each and every category and supplier must then have a price label style selected. If left unchecked, all price labels will be as selected in the above Price Label Style for all stock items.



## ***Manilla Label Style.***

Manilla labels are designed primarily for filing of stock and show product information more for internal use. There are several manilla label types and as with price labels some are for specific use by certain clients and/or printers. Examples of each label type are shown at the end of this section.

## ***Tickler Label Style.***

Reserved - not for general use, only available with eCommerce Web Integration Extension.

## ***Customer Order label Style.***

Reserved - not for general use.

## ***Price Labels at O/R.***

Determines how price labels are handled from Order Receipt.

- None - No price labels are printed from Receive Orders
- Immediate - Labels are printed as each item is marked as received.
- Verify - On totalling an order the operator must confirm or alter the number of labels to print for each item within the order.
- Auto - A label will be printed automatically for all stock received within the order.
- Ask - On totalling an order the operator will be prompted to select between None, Verify or Auto.

### ***Manilla Labels at O/R.***

Determines how manilla labels are handled from Order Receipt.

- None - No manilla labels are printed from Receive Orders.
- Immediate (New) - Labels are printed as each new item is marked as received.
- New Only - Manilla labels will be printed only for new stock items within the order, (one for each).
- All - Manilla labels will be printed for all items within the order.
- Ask - The operator will be prompted to select between None, New Only or All.

# Operation

Labels, either price or manilla, may be printed from several areas. Printing follows the same basic steps from each area.

Browse Stock.

Stock Item View.

Retail Price Change.

Stock Tagging.

Receive Orders - Outstanding or Completed.

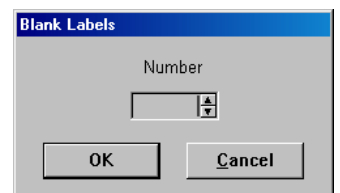
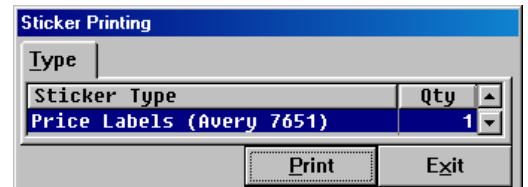
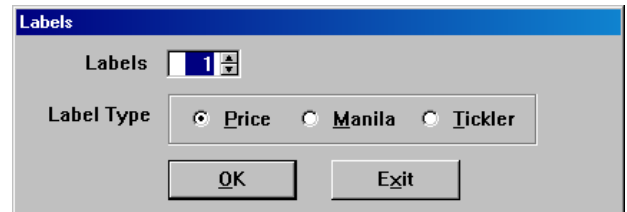
Transaction Log - RECV transaction and price labels only.

## ***Browse Stock.***

Labels may be printed 'ad-hoc' from browsing stock (Alt S-F2).

### **Steps**

1. Input a valid Operator ID.
2. Select Alt S Stock then F2 Browse Stock.
3. Find and highlight the required item.
4. Select Alt L Labels. Input the number of labels you require and select either Price or Manilla. Select OK
5. It will then default to the preselected label type. Select Print.
6. If you are using A4 sheets, you will then get an option to 'skip' a number of labels if you are not using a full label sheet. Enter the number of label to skip over before printing starts.
7. Select OK, then select the print destination from the windows print box.



## Retail Price Change.

Price labels will be prompted when a retail price is changed from stock browse.

The first screenshot shows a 'Stock File' window with a table of items. The 'Price' column is circled. The second screenshot shows a 'New Price' dialog box with the following fields: Stock ID (CD9), Title (GREATEST HITS), Artist (PETTY, TOM), Current Price (27.95), SOH (2), and New Price (29.95). The third screenshot shows a 'Confirmation' dialog box with a 'STOP' icon and the text 'ABOUT TO CHANGE PRICE Old 27.95 New 29.95'. The fourth screenshot shows a 'Confirmation' dialog box with a 'STOP' icon and the text 'PRICE CHANGE COMPLETED Print label(s) for new price?'.

## Stock Item View.

There is also a Labels (Alt L) button when viewing (Alt V) a stock item.

The screenshot shows the 'Product' view for item CD9. The 'Labels' button is highlighted in the bottom right corner. The view includes fields for Title, Artist, Supplier, Genre, Dept, Section, Message, Retail, Pre Tax, GST, Avg GP, Item Cost, Avg Cost, Last Cost, Tax Free, Alarm Date, Retail 2, Date Cutoff, Qty Cutoff, SOH, SOO, Min, Max, Cust. Orders, Layby, Acquired, Deleted, Points %, and Cal. No. The 'Labels' button is located at the bottom right of the window.

## Stock Tagging.

Labels may be printed for any tag list. Once tagging is done, select to View the tagged list, select Alt P Print and then select the Labels option.

The screenshot shows the 'Tagged Report Selection' dialog box. The 'Labels' option is selected in the 'Report Style' section. The 'Sort Sequence' section includes options for Artist, Title, Catalogue No., Stock ID, and Seq. The 'Labels' option is circled in the 'Report Style' section.

Refer to the Operation - Stock Tagging manual for information on how to create tag lists.

### ***Receive Orders.***

After totalling a received order the operator will be automatically prompted to print labels based on the settings chosen in the Set Up in this section.

You may also print labels from completed orders.

#### ***Steps***

1. Input a valid Operator ID.
2. Select Alt O Orders, F3 Receive Orders.
3. Select Completed then View.
4. Find and highlight the required completed order.
5. Select Alt L Labels.
6. You will then be prompted according to settings chosen in the Set Up.

### ***Transaction Log.***

Price labels for received stock may be printed from the Transaction Log.

#### ***Steps***

1. Input a valid Operator ID.
2. Select Alt T Trading, F3 Trans Log.
3. Find and highlight required RECV transaction.
4. Select Alt L Labels.
5. Follow the same prompts as previous examples.

**Price Label Examples NB. Not to scale.**

Type 1. Dedicated printer (Reachin' Records)



Type 2. Dedicated printer (Rockinghorse Records)



Type 3. Dedicated printer (Utopia)



Type 4. Dedicated printer (Utopia)



Type 5. Dedicated printer Eltron/Zebra (direct). Label rolls 35mm x 17mm





Type 6. Shelf labels for Electronics stores.



Type 7. Avery L7651 A4 sheets - 38mm x 21mm.



Type 8. Dedicated printer (Dillons/ Angus & Robinson).



Type 9. Dedicated printer (Dillons/ Angus & Robinson).



Type 10. Avery L7651 A4 sheets - 38mm x 21mm.



Type 11. Dymo Series 400 printer - label type 11355



Type 12. Dedicated printer.



Type 13. Avery L7651 A4 sheets - 38mm x 21mm.



Type 14. Dedicated printer.



Type 15. Dedicated printer.



Type 16. Avery L7157 A4 sheets - 64mm x 24mm.



Type 17. Avery L7651 A4 sheets - 38mm x 21mm.



Type 18. Avery DL45 A4 sheets.



Type 19. Dedicated printer.



Type 20. Dedicated printer.



Type 21. Shelf labels for Electronics stores.



Type 22. Dymo printer. Label type 11355. Clothing.



Type 23. Avery L7651 A4 sheets - 38mm x 21mm.



Type 24. Dedicated printer.



Type 25. Dymo, label type 99012



Type 26. Avery L7651 A4 sheets - 38mm x 21mm. (rental)

Type 27. Dymo



Type 28. Dedicated printer.

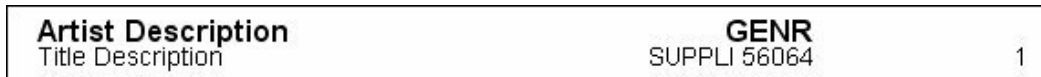


**Manilla Label Examples NB. Not to scale.**

Type 1. Avery L7172 A4 sheets - 100mm x 30mm - CD manilla labels.



Type 2. Avery A4 sheets.



Type 3. Label rolls - 100mm x 60mm - dedicated spooled label printer.



Type 4. Label rolls - 100mm x 30mm - Eltron TLP2742 direct printing.



Type 5. Avery DL20 A4 sheets - 98mm x 24mm.



Type 6. Dedicated printer (Dillons/Angus & Robertson)



Type 7. Dedicated printer

ARTIST DESCRIPTION	
TITLE DESCRIPTION	
CATNUM	SUPPLI
	CD56282
	
9902340560644	

Type 8. Dedicated printer

ARTIST DESCRIPTION	
TITLE DESCRIPTION	
CATNUM	
GENRSUPPLI	\$99.90
	
9902340560644	

Type 9. Avery L7162 A4 sheets.

CATNUM	SUPPLI
TITLE DESCRIPTION	GENR
ARTIST DESCRIPTION	CD56282
	
9902340560644	

Type 10. Dymo 400 series printer. Type 99010 labels.

ARTIST DESCRIPTION	SUPPLI
TITLE DESCRIPTION	GENF
CATNUM	CD56282
	
9902340560644	

Type 11. Avery DL20 A4 sheets.

ARTIST DESCRIPTION	SUPPLI
TITLE DESCRIPTION	GENR
CATNUM	CD56282
	
9902340560644	

Type 12. Dymo 400 series printer. Type 99010 labels.

ARTIST DESCRIPTION
TITLE DESCRIPTION
CATNUM
SUPPLI