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SUREfire

Maintain Scales Data

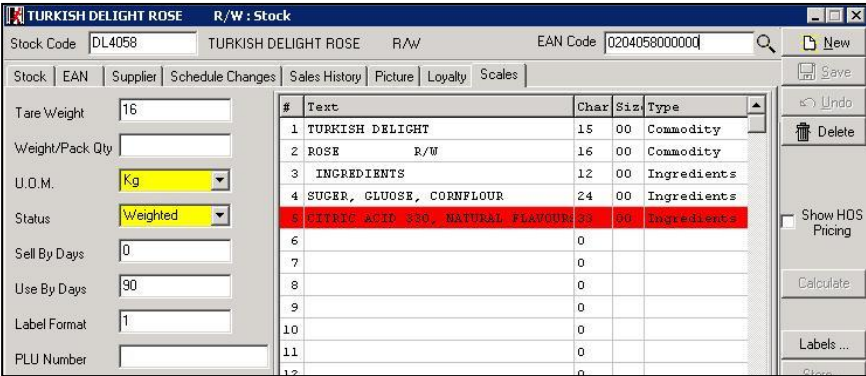| PRO-1d	Page| 1 of 2
Category	Product
Course	Stock Records
Version	1.0
Client	Generic
Software	2.12.100

Scales data is recorded for products that require a scale label, such as deli lines; this information is sent to weighing scales such as Wedderburn and Ishida.

If your business is Head Office managed, check what information can be changed at store-level; scales data is usually imported for HOST/warehouse lines.

Procedure to Maintain Scales Data

Hints and Tips

✓ The number of characters that can fit on a scale label is based on the type of scale and the label format being used.
- It's set in the **System** menu -> **Properties** -> **Parameters** tab -> **Scale Max Text Length** field.

✓ The **Type** of text determines the position of the text on the label:
- **Commodity**: prints as the item description.
- **Special Msg**: prints extra information, if configured on the label
- **Ingredients**: prints in the ingredients section.
- **Nutritional Info**: prints in the Nutritional Information panel.

✓ **Field definitions:**
- **Tare weight**: the weight of the packaging, in grams; it's subtracted from the total weight when the product is weighed on the scales.
- **Weight**: the weight of the product or the units per pack; prints if the **Status** field is set to **Non-weighted**.
- **UOM**: the unit of measure the product is weighed in.
- **Status**: whether the product is weighted or non-weighted.
- **Sell by Days**: the number of days within which the product must be sold.
- **Use by Days**: the number of days within which the product must be used.
- **Label Format**: the format of the scales label that prints; this depends on what brand of scales you use.
- **PLU Number**: the PLU of the product; only record this if different to the EAN code.

1.	From the BOS/HOS **Tools** menu, select **Stock Functions**, then **Stock.** *Or click the **Stock Maintenance** icon.*	
2.	In the **EAN Code** field, type, or search for, the EAN that you want to edit. *The **Scales** tab is only editable if you select a 02 EAN.* *OR in the **Stock Code** field, type the stock code.*	
3.	Press **Enter** or **Tab** if you typed the code. *The product details are displayed.*	
4.	Click the **Scales** tab.	

5.	**To edit:**	**then:**
	the fields used by the scales	enter/overtype the required field/s. *Only the **U.O.M** and **Status** fields must be completed.*
	label information	type the label **Text**. Type the font **Size** (depends on the brand of scales). Select the applicable **Type**. *The row is highlighted red if the **Char** count exceeds the maximum configured (you can still save).*

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Hints and Tips

✓ If a Head Office user, changes are transmitted to stores when **HOS Export** and **HOS Import** are next run; the store processes them as part of their normal HOST (clicks **Send to Scales** and **POS Update**).

✓ The **Send to Scales** task only applies scale changes for products that belong to departments which have been configured into this task.

6.	To:	then:
	select to print the packed date on a label (today's date)	select the **Print Packed** check box.
	include the nutritional type of information on a label	select the **Send Nutritional Info** check box.
	print the use by date on the label	select the **Print Use by** check box.
	print the sell by date on a label	select the **Print Sell By** check box.

Sell By Days — 0
Use By Days — 90
Label Format — 1
PLU Number —

☑ Print Packed ☐ Send Nutritional Info.
☑ Print Use-By ☑ Print Sell-By

7.	If a store user, complete the required steps to transmit the scales data to the scales:	
	To transmit:	then:
	automatically	wait overnight for scheduled tasks to run.
	immediately	from the Windows desktop, double-click the **SUREfireBOS** icon. Double-click the **Send to Scales** icon. Double-click the **Price Update** icon. Click [**x**] to close the SUREfire BOS folder.

Surefire BOS

Settings\All Users\Desktop\ ▼ ↻ Go

03. Price Update   04. Send to Scales

8.	Click **Close** when finished.	Close
		❏