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Category	Product
Course	Labels
Version	1.1
Client	Generic
Software	2.13.104.3

# Check and Set Label Locations

Set label locations for products, such as the shelf bay or area of the store, to make it easier to locate the product when hanging shelf labels or replenishing stock.

## Procedure to Check and Set Label Locations

### Hints and Tips

- ✓ View the label location set on the **Stock** screen, on the **Stock->Extended** tab, **Ext. Desc.3** field.
- ✓ If you enter a **stock code** or a **manufacturer's code** that has multiple UPP EANS linked to it, the system prompts you to enter the specific EAN required.
 

Multiple Stock Code for 100062, please enter an EAN.
- ✓ The **Label Loc'n** value is held until you change it or exit the task.
- ✓ The recommended format for aisle and bay is xx-xx i.e. 01-01. Letters can be used to represent other sections of the store ie deli.
- ✓ The **Gen Label** check box:
  - generates one label.
  - automatically sets the product record to stocked if  **Stock This Item** is displayed (an extra ticket won't be generated)
  - is cleared on the next scan.

✓ **Field definitions:**

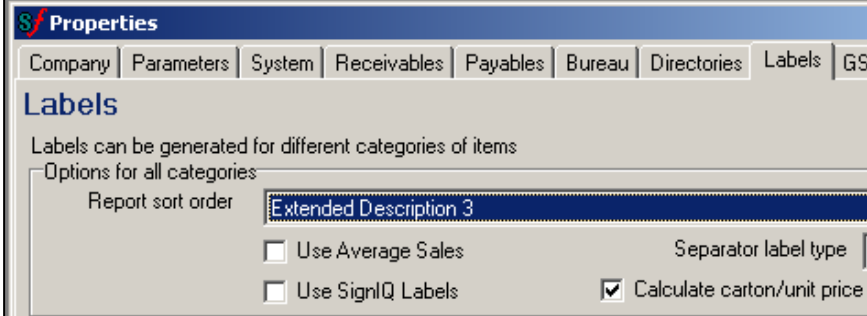
<b>Curr. Label Loc'n</b>	the current location saved in the Stock record
<b>EAN</b>	barcode on product
<b>S/Code</b>	ordering code for the default Supplier
<b>UPP</b>	Units per selling pack
<b>SOH</b>	Stock on Hand (units)
<b>Supp</b>	default supplier's code
<b>C.Qty</b>	units per order case
<b>N.Ret</b>	regular selling price, including GST
<b>C.Ret</b>	active promotional selling price inc.GST

1.	From the main screen on the device, double-tap the <b>SUREfire Internet</b> program.							
2.	Enter your <b>Operator ID &amp; PIN</b> , & press <input type="button" value="Login"/> .							
3.	Press <input type="button" value="Labels"/> .							
4.	Select <b>Label Loc.</b>							
5.	Scan the EAN barcode or stock code. <i>*Alternatively, key the code (or the TUN code or the manufacturer code) and press [ &gt;&gt; ] or Ent.*</i> <i>*Press <input type="button" value="Clear"/> if you entered the wrong product; don't click the cursor in the EAN field and scan the next product, as this auto-saves the Label Loc'n.*</i>							
6.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>To:</b> check the existing location</td> <td style="width: 50%;"><b>then:</b> refer to the <b>Curr. Label Loc'n</b> field.</td> </tr> <tr> <td>add or change the label location</td> <td>in the <b>Label Loc'n</b> field, enter the location. <i>*Set the field to blank to delete the existing location.*</i></td> </tr> <tr> <td></td> <td>Select the <b>Gen.Label</b> check box if you want a ticket. press <input type="button" value="Save"/> or <b>Ent.</b> <i>*If you saved the wrong location, edit and re-save it.*</i></td> </tr> </table>	<b>To:</b> check the existing location	<b>then:</b> refer to the <b>Curr. Label Loc'n</b> field.	add or change the label location	in the <b>Label Loc'n</b> field, enter the location. <i>*Set the field to blank to delete the existing location.*</i>		Select the <b>Gen.Label</b> check box if you want a ticket. press <input type="button" value="Save"/> or <b>Ent.</b> <i>*If you saved the wrong location, edit and re-save it.*</i>	  
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**Hints and Tips**

- ✓ We recommend you only change the **ticket sort order** to Extended Description 3 once you have set label locations for all products in your store. This ensures that all labels will print in the order you expect.
- ✓ The label location information may be included on your tickets. This can be included in the label design.
- ✓ Contact Support if:
  - Labels are not printing in label location order – some older label formats have a sort order hardcoded into the layout.
  - if location information is not showing on labels, and you would like to raise a CR to include it on labels.

8.	If you would like labels to sort and print in extended description 3 order, set this option in the BOS System -> <b>Properties</b> -> <b>Labels</b> .	
		
9.	Print labels requested. Refer to <a href="#">PRO-5f Print Automatically Queued Tickets Fact Sheet</a> .	<input type="checkbox"/>