

**PRO-4a** Page | 1 of 3

Category	Product
Course	HOST
Version	1.5
Client	Generic
Software	2.18.5

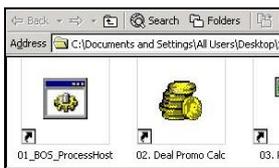
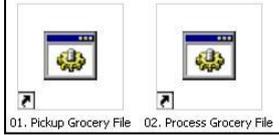
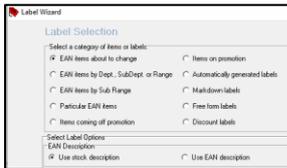
**Hints and Tips**

- ✓ You must **Pick-up** and **Process Host** each host file, before you can pick up another host file. The Pick-up task will return an error if there's a host you still need to run Process Host for.
- ✓ Run the **Alterations report** to identify what changes are in the processed HOST file/s (or generated from profiling) and have an effective date on or after the selected date.
  - Run the report **BEFORE DealPromoCalc**, otherwise the current (old) price has updated to the new price.
  - **A product will be imported as unallocated**, if the range it belongs to is duplicated in Surefire. See [TECH-4g Clean or Merge Duplicate Range Codes Fact Sheet.pdf](#)
- ✓ V7HOST automatically combines an items single-pack and multi-packs into one stock record.
- ✓ Your system may import TUN barcodes included in the host:
  - A TUN gets the same data as the EAN (unless it matches an existing 13-EAN with a [0] in front), or as the EAN that has a UPP equal to the CQ.
  - If no match is found, the TUN will be set to UPP = CQ, and other fields set to [0].
- ✓ Only non-HOS driven stores can usually modify host changes:
  - Refer to [PRO-2b Schedule Changes \(BOS\)](#) or to the [PRO-2l Bulk Edit Hosted and Directs Price Changes](#)

# Process HOST and Ticketing

HOST (Head Office System Transfer) involves updating your normal prices to reflect changes from suppliers. It also sends down product deletes, new lines, and promotions. Your store may import multiple hosts: Grocery, Directs (Metcash Charge Through), ALM, and Retail offers.

## Procedure to Process HOST

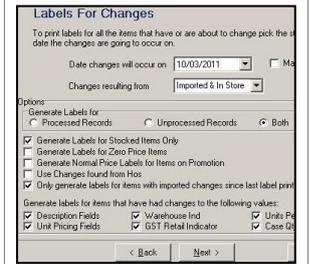
<p>1. Complete the following steps to import a Host file:</p> <p>a. From the Windows desktop, double-click the <b>SUREfireBOS</b> icon.</p> <p>b. Perform one of the following steps, depending on where your prices comes from:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">If pricing comes from:</th> <th style="text-align: left;">then:</th> </tr> </thead> <tbody> <tr> <td>your Head Office</td> <td>click <b>Process HOST</b> icon. <i>*A processing screen is displayed; let it finish.*</i> <i>*This can be an automatic task in the import schedule.*</i></td> </tr> <tr> <td>a supplier file</td> <td>click the <b>Pickup HOST</b> icon. <i>*A processing screen is displayed; let it finish.*</i> Click the <b>Process HOST</b> icon. <i>*A processing screen is displayed; let it finish.*</i> Repeat the pickup/process steps for each supplier you receive a file from.</td> </tr> </tbody> </table> <p><i>* Use the applicable shortcut for each host (Grocery and Directs use the same shortcuts).*</i> <i>*The change/s are listed on the stock records as a 'pending change' on the <b>Schedule Changes</b> tab.*</i></p>	If pricing comes from:	then:	your Head Office	click <b>Process HOST</b> icon. <i>*A processing screen is displayed; let it finish.*</i> <i>*This can be an automatic task in the import schedule.*</i>	a supplier file	click the <b>Pickup HOST</b> icon. <i>*A processing screen is displayed; let it finish.*</i> Click the <b>Process HOST</b> icon. <i>*A processing screen is displayed; let it finish.*</i> Repeat the pickup/process steps for each supplier you receive a file from.	   
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<p>2. If required, run the Alternations report. <i>*This report is located in <b>Reports -&gt; Maintenance</b>.*</i></p>							
<p>3. From the <b>Tools</b> menu, select <b>Labels Wizard</b>.</p>							
<p>4. Click <b>Next</b>.</p>							
<p>5. Select <b>EAN Items about to Change</b>.</p>							
<p>6. Optionally select <b>Use EAN Description</b> to print the EAN Description on tickets instead. <i>*EAN Desc usually includes pack size. If an item doesn't have an APN desc (set on the Stock record   EAN tab), then Stock Description gets used.*</i></p>							
<p>7. Click <b>Next</b>.</p>							

**Hints and Tips**

- ✓ A **deleted line ticket** has the text [DELETE] over the barcode. Once all the stock is sold, follow store process to flag the product as physically deleted.
- ✓ A ticket won't be generated for **changes for prepacks (02... EANs)**; these EANs are ignored.
- ✓ You don't usually print tickets for **new lines**; if you decide to range the product, a ticket is queued in 'automatically generated labels' when you receipt, invoice, or sell it.
- ✓ Always hang tickets for price increases before you apply the host; this avoids any issues over price at the register.
- ✓ When you apply host changes:
  - **Deal Promo Calc** updates the product for changes effective today (clears 'pending change')
  - **Price Update** sends any price changes effective today to the registers.

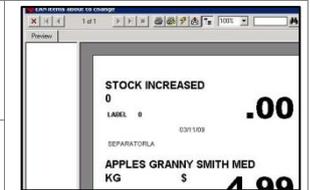
**These processes also run every night to apply future-dated changes.**
- ✓ You can run the **Promotions On** and **Supplier Deals On** report to identify all products that'll be going onto deals or promotions. These reports are located in the **Reports** menu ->**Deals and Promotions**.
- ✓ If the HOST includes \$0.00 promotions, promotional costs that are less than normal cost will still be applied, but the \$0.00 promo retail won't be imported into the stock record.
- ✓ If there's a **HOST price change** for a product on promotion, you need to reprint the promotion ticket for this product if the 'save' amount is different.
  - Follow your stores process if the new normal price is lower than the promotional price, and for the timing of hanging the new shelf ticket produced in HOST labels.

8. Complete the following selections to print tickets for the host changes:
  - a. In the **Date** field, select the start date that the host changes apply in your store.
    - \***Increases & decreases may be effective on different days; deletions and description changes are effective once DPC runs.\***
    - \***Tickets are only separated into increases, decreases, and deletions before you run Deal Promo Calc. If DPC has run, you'll only get the tickets by choosing **Generate Labels for 'Both'**, and they won't be separated anymore.\***
  - b. In the **Changes resulting from** field, select **Imported and In Store**.
  - c. Leave all other fields set as defaulted.
    - \***Select **Only generate labels for items with import changes since last label print run** if you don't want to reprint tickets for earlier hosts already imported and printed today.\***
  - d. Click **Next**.
    - \***A Print Summary is displayed.\***
9. Click **Next**.
10. Select **Normal** label stationary to print on.
  - \***OR your standard ticket may be listed in **Special**.\***
11. Click **Next**.
12. Click **Finish**.
13. Click the **Print** icon to print the tickets.
  - \***Click the **Print Setup** icon first, if you need to select a different printer.\***
14. After tickets have printed successfully, click the red [X] icon to close the preview screen.
15. **If:** the Print Summary screen indicated pending tickets for other label types (e.g. quaint) **then:** click **Back**. Select the applicable label report. Click **Next**. Print the tickets. Click [x] to close the preview. Go to step 16.  
 you're finished go to step 16.
16. Click **Delete Labels**.
17. Click **Yes** to confirm the delete request.
18. Rip and separate the tickets.
19. Hang the price increase tickets.
  - \***The products will still scan at the original price.\***



**Print Summary**

Label Type	Category	Sub Total	Total
A labels	Price Decreases	2	
	Price Increases	1	
			3
S labels	Label Separators	2	
			2



**Hints and Tips**

- ✓ The following filters are useful to select when you're printing tickets for **promotions** that are active on an **As At** date:
  - **Only Best Promotion for Each Item:** the best promotion is chosen after all other filters selected have been applied.
  - **Only Items Where Different Promotion is now Active:** (If you only want one promotion to print, also select the **Only Best Promotion...** filter). This may be due to:
    - a new promotion starting
    - an active promotion being changed after its start date
    - a previous active promotion ending & a new one starting
    - a previous active promotion ending and there's an older one that's still active (e.g. a month long promotion)
  - **Exclude Loyalty Promotions:** ignores loyalty promotions when searching, so that a normal promotion can be identified for printing. Select this if you don't advertise loyalty promotions.
- ✓ Select the **Only Sub Range Items** check box to print tickets for products within a sub-range; the Labels Subrange Update screen is displayed for you to add text to describe the variety. This text only prints if the ticket includes these fields.
- ✓ Products on promotion are grouped by **Promotion Indicator** (Total is number of promotions with that indicator). This lets you match the ticket stationary to products with different promotion indicators.

20. Complete the following steps to apply any changes at POS that are effective today:
  - a. From the Windows desktop, double-click the **SUREfireBOS** icon.
  - b. Double-click the **Deal Promo Calc** icon.
  - c. Double-click the **Price Update** icon.
  - d. Double-click the **Send to Scales** icon *if used*.
  - e. Click [x] to close the SUREfire BOS folder.

*\*Your business may combine these tasks into one action/icon.\**
21. Hang the price decrease tickets.
22. Hang the deleted lines tickets.
23. Complete the following steps to check if there are any promotions effective today.
  - a. Select **Items on Promotion**.
  - b. Click **Next**.
  - c. Select the **Start Date** as the current date.
  - d. Select any optional criteria.
  - e. Select tickets for **Only stocked items**.
  - f. Select any filters as required.
 

*See Hints and Tips.*
  - g. Click **Next**.
  - h. Select either the **Print** check box/es for the group/s that you want to print on the same stationary, or select **All Unprinted Labels** to print all tickets on the same stationary.
  - i. Click **Next**. A **Print Summary** is displayed.
  - j. Click **Next**.
  - k. Select label stationary and print the tickets the same as you printed the HOST tickets.

*\*Refer to the [PRO-5j Print Promotional Tickets by Indicator Fact Sheet](#) for full instructions.\**
24. If you still have to print tickets for different promotion indicator/s:
  - a. click **Back**. The Report screen is displayed.
  - b. Click **Back**. The Label Request Selection screen is displayed.
  - c. Return to step 23.

*\*The label group/s that you've already printed aren't listed until you re-open the Labels Wizard.\**
25. Click **Delete Labels** or **Close**.
 

*\*This ticket batch is deleted; you can still reprint the tickets if required.\**
26. On the applicable day, print next week's promotional tickets; repeat step 23, but in the **Start Date** field select the first day of the promotion.

