SUREfire

Print Markdown Labels

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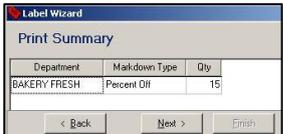|	
Category	Product
Course	Labels
Version	1.0
Client	Generic
Software	2.12.100

Markdown labels are barcoded labels for a given department, for either a specific dollar-off, percent-off, or new price. The label is stickered to a product, and the discount is applied at POS by the operator scanning the product and then the markdown label.

Procedure to Request & Print Markdown Tickets

Hints and Tips

✓ If your business has a **SATO markdown printer**, attach this to an RF device and use it to print product specific markdown stickers instead. Refer to the PRO-5d Print Markdown Tickets (Mobile) Fact Sheet.

✓ **What happens at POS**:
- Markdown labels printed from Labels Wizard will only apply the markdown at POS if the product belongs to the selected department.
- The product is reported on the **Reports** -> **Sales** -> **Daily Markdowns** report.
  1. Scan the product.
  2. Scan the markdown label. The price of that unit is updated to the reduced price.

✓ POS must be configured to accept markdown labels. This is set in the HOS/BOS **System** menu -> **Location Setup** -> **Configure** -> **Item** -> **Discount** tab -> **Enable Markdown Labels** check box.

1.	From the BOS **Tools** menu, select **Labels Wizard**. *Or click the **Labels** icon.*	
2.	Click **Next**.	
3.	Select **Markdown Label**.	
4.	Click **Next**.	
5.	Select the **Department** to apply the markdown against.	
6.	Select the **Type** of markdown.	
7.	In the **Value** field, type the value of the markdown.	
8.	In the **Quantity** field, type the number of labels to print.	
9.	Click **Next**. *A Print Summary is displayed.*	
10.	Click **Next**.	
11.	Select **Special**.	
12.	Select the Markdown ticket format to match the markdown type you selected at step 6.	
13.	Click **Next**.	
14.	Click **Finish**. *A preview of the labels is displayed.*	

Need help? Tel: 1300 724 667   Email: support@surefire.com.au

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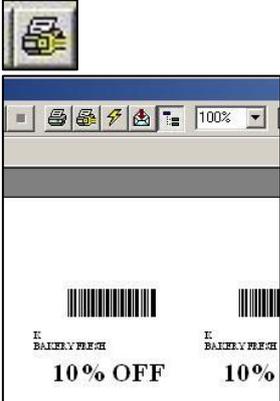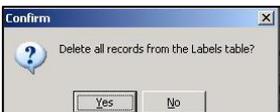SYSTEMS

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Hints and Tips

✓ Check that the correct label paper, in sufficient quantity, is in the printer before you click **Print**.

✓ **Sample Markdown Ticket:**
   - The markdown barcode (using code 39 format)
   - Department code and description
   - The value of the markdown ($-off and new price displays to two decimals).

✓ Delete tickets after they've printed successfully and you no longer require them.
   - If you click **Continue** at step 17, the system doesn't let you print other labels in this session until you either delete them or reprint them (the original label qty will be duplicated).
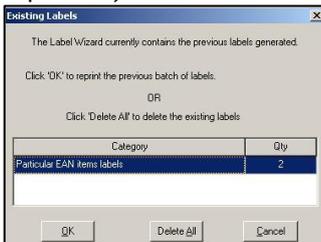
   - If you simply click **Close** at step 17, the labels are also automatically deleted and won't be duplicated if you re-open Labels Wizard and select to print the same labels.

15.	Click the 🖨 icon to print the labels. *Click the **Print Setup** icon first, if you need to select a different printer.*	
16.	After labels have printed successfully, click the red [**x**] icon to close the preview screen.	

17.	**To:**	**then:**	
	print different tickets	click **Delete Labels**. Click **Yes** to confirm the delete request. *The Label Wizard welcome screen is displayed.* Click **Next**. *Refer to the applicable fact sheet.*	
	finish	click **Delete Labels**. Click **Yes** to confirm the delete request. *The Label Wizard welcome screen is displayed.* Click **Close**.	

18.	Attached the markdown labels to the products that you want to markdown.	
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