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Category	Product
Course	Stock Records
Version	1.2
Client	Generic
Software	2.18.6.1

# Maintain Scales Data

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.

### Hints and Tips

- ✓ Before you can use Scales:
  - Contact the Scales provider to organise ticket templates and onsite installation.
  - Contact Surefire to add the **Send to Scales** desktop shortcut. This action will only applies scale changes for products that belong to departments which have been configured into this task.
- ✓ As applies, set the following **System | Properties |** in the **Scales** tab:
  - **Process Data down to Scales**
  - **Send Country of Origin (CoOI) data down to Scales**
  - **Scale Max Text Length** (the number of characters that fit on a label, based on the type of scale and label format).
  - **Enable PEAL labelling** (if supported on your scales)
- ✓ **PEAL labelling:**
  - On supported Wedderburn systems, the ticket will show Allergens as bold text (the BOS will not be bold).
  - The Allergen words are identified from list in **Codes & Descriptions | Food Allergens** tab; you can add New, edit and Delete words. A base list of current words is included when your system is upgraded. Only words that are an exact match get highlighted (case insensitive).

Word
eggs
fish
lupin
milk
peanuts

### Procedure to Maintain Scales Data

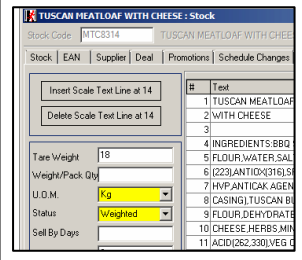
1.	From the BOS/HOS <b>Tools</b> menu, select <b>Stock Functions</b> , then <b>Stock</b> . <i>*Or click the <b>Stock Maintenance</b> icon.*</i>	
2.	In the <b>EAN Code</b> field, type, or search for, the EAN that you want to edit. <i>*OR in the <b>Stock Code</b> field, type the stock code.*</i> <i>*The <b>Scales</b> tab is only editable if you select a prefix which has been added to the prepack prefix lists in POS Config (Item   PLU tab) and Properties (System tab).*</i>	
3.	If required, select ' <b>Weighted</b> ' on the EAN tab, if you order OR sell this item in kilos. <i>*Reports will use the embedded price to reverse calculate the kilos sold. It will also prompt the operator to put the product on the deli scales or on the POS scales if it's not a price embedded barcode.*</i>	
4.	Press <b>Enter</b> or <b>Tab</b> if you typed the code. <i>*The product details are displayed.*</i>	
5.	Click the <b>Scales</b> tab.	

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**Hints and Tips**

- ✓ 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.
  - **Country of Origin:** prints the text inside a country of origin label (max 4 rows, 25 char).
  
- ✓ **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.
  - **CoOL:** country of Origin Label. Options are to show a Made in Australia logo and/or a percentage bar chart, or no logo/percentage (default). Contact your supplier for this information and text.
  
- ✓ Selected models of Ishida scales can print across two labels.
  - This is useful for pre-packaged deli lines, to show its price on the front, and print ingredients etc. on the back of the packaging.
  - Contact Support to configure this option in System Params.

6.	<p><b>To edit:</b> the fields used by the scales</p>	<p><b>then:</b> enter/overtyping the required field/s.</p> <p><b>U.O.M, Status, and Label Format fields must be entered.</b></p> <p><i>*You can copy and paste text.*</i></p> <p><i>*Use <b>Insert (Delete) Scale Line Text at x</b> to add or remove a row where you place the cursor; the rows below get renumbered.*</i></p>
	<p>label information</p>	<p>type the label <b>Text</b>.</p> <p>Select the applicable <b>Type</b>.</p> <p><i>*As minimum, a Commodity line must be added.*</i></p> <p><i>*The row is <b>highlighted red</b> if <b>Char</b> count exceeds the max allowed (you can still save).*</i></p> <p><i>*If PEAL applies, you must add an Ingredient row for 'Contains: [list each allergen].*</i></p> <p><i>*Metcash items will include scales info in the host.*</i></p>
7.	<p><b>To:</b> print packed date on a label (today's date)</p>	<p><b>then:</b> select the <b>Print Packed</b> check box.</p>
	<p>Show nutrition info on a label</p>	<p>select the <b>Send Nutritional Info</b> check box.</p>
	<p>print the use by date on label</p>	<p>select the <b>Print Use by</b> check box.</p>
	<p>print the sell by date on a label</p>	<p>select the <b>Print Sell By</b> check box.</p>
8.	Click <b>Save</b> .	
9.	If a store user, complete the required steps to transmit the scales data to the scales:	
	<p><b>To transmit:</b> automatically</p>	<p><b>then:</b> wait overnight for scheduled tasks to run.</p>
	<p>Immediately (after you have made all scale changes required)</p>	<p>From the SurefireBOS desktop icon, double-click <b>Price Update</b> to generate the change file (will also send any queued changes to POS).</p> <p>Double-click the <b>Send to Scales</b> icon to send the change to the Scales.</p> <p><i>*If a Head Office user, changes are transmitted when <b>HOS Export</b> and <b>HOS Import</b> next run; the store processes them as part of their normal HOST.</i></p>
10.	Click <b>Close</b> when finished.	



**NEW**

Ingredients: **Egg (72%) (Egg, Food Acids (260, 330)), Mayonnaise (Water, Sugar, Canola Oil, Vinegar, Egg, Salt, Vegetable Gums (412, 415), Food Acid (260), Spices), Onion, Celery, Spring Onion, Sugar, Parsley.**

**Contains: Egg**

