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Category	Product
Course	Labels
Version	1.3
Client	Generic
Software	2.18.4.65

# 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 tickets or replenishing stock.

### Hints and Tips

- ✓ To view the label location which has been set for a product, go to the BOS **Stock** screen | **Stock** | **Extended** tab | **Ext. Desc.3** field.
- ✓ The Reports | Stock menu **Stock on Hand –Negative by Aisle/Bay report** groups items by its location. Use to this report to locate items and correct the stock counts.
- ✓ 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.
- ✓ The Label Loc’n value is held until you change it or exit the task.
- ✓ The recommended format to set as a label location is aisle and bay [xx-xx] i.e. 01-01.
  - Letters can be used to represent sections of the store ie deli or freezer.
- ✓ The **Gen Label** check box:
  - generates one ticket.
  - 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

### Procedure to Check and Set Label Locations

1.	If you are setting up label locations for the first time in your store: <ol style="list-style-type: none"> <li>a. Use the WebRF to set the label locations for products. Go to step 2.</li> <li>b. Once all products have a label location, set the Label Wizard to sort and print by extended description 3. Go to the BOS <b>System -&gt; Properties -&gt; Labels</b>.</li> <li>c. Contact Surefire Help Desk to check if the labels have been hard-coded to be sorted by something different; if this is the case, a CR will be required.</li> </ol>							
2.	From the main screen on the device, double-tap the <b>SUREfire Internet</b> program.							
3.	Enter your <b>Operator ID &amp; PIN</b> , & press							
4.	Press							
5.	Select <b>Label Loc.</b>							
6.	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  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 <b>Label Loc’n</b>.*</i>							
7.	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>To:</b></td> <td style="width: 50%;"><b>then:</b></td> </tr> <tr> <td>check the existing location</td> <td>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 locatin in xx-xx (aisle-bay) format.                       *Set the field to blank to delete the existing location.*                       Select the <b>Gen.Label</b> check box if you want a ticket.                      press  or <b>Ent</b>.                       *If you saved the wrong location, edit and re-save it.*                 </td> </tr> </table>	<b>To:</b>	<b>then:</b>	check the existing location	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 locatin in xx-xx (aisle-bay) format.  *Set the field to blank to delete the existing location.*  Select the <b>Gen.Label</b> check box if you want a ticket. press  or <b>Ent</b> .  *If you saved the wrong location, edit and re-save it.*	  
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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.	<b>To:</b> enquire on another product	<b>then:</b> press <input type="button" value="Clear"/> if you didn't edit the previous product. Return to step 6.	
	add or change the label location for another product	Return to step 6. <i>*You can use a scan, scan, scan technique if the <b>Label Loc'n</b> field is populated.*</i>	
	finish	if necessary, press <input type="button" value="Save"/> to save the last product. Press another function.	
9.	Print labels requested. Refer to <a href="#">PRO-5f Print Automatically Queued Tickets Fact Sheet</a> .		
			<input type="checkbox"/>