

MANAGING LABEL TEMPLATES

Last Updated: Thursday, 3 February 2011

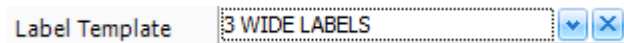
MANAGING LABEL TEMPLATES1
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Summary

With the release of the Version 1.4 Program Update, the functionality now exists to add the supplier reorder number (pde) to the label templates in Fred Office for Rapid. Below are the details needed to manage the label templates in your store.

Details

In order to ensure that the details on Fred Office labels suit their intended use, the user’s preferred Label template can be saved against each item. This occurs automatically for items printed from the Label queue. Label templates can also be set manually within the Item stock card.



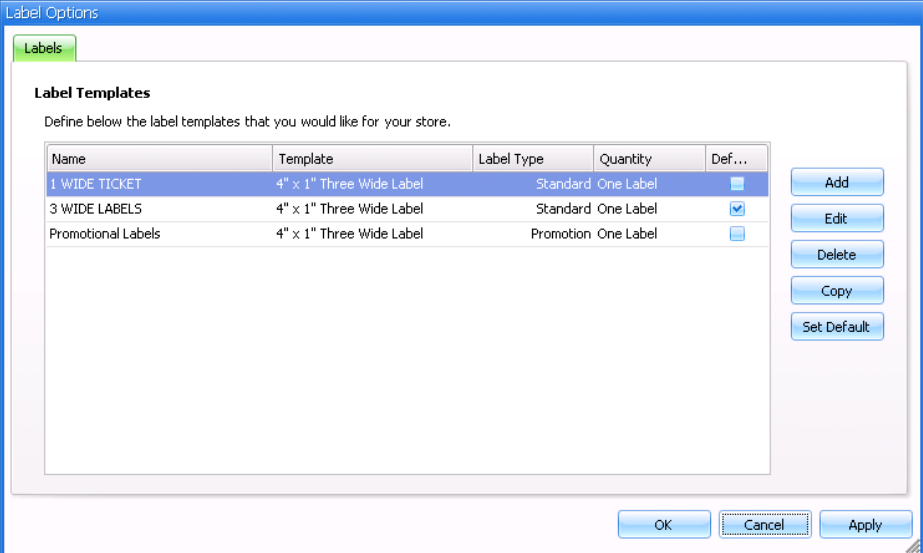
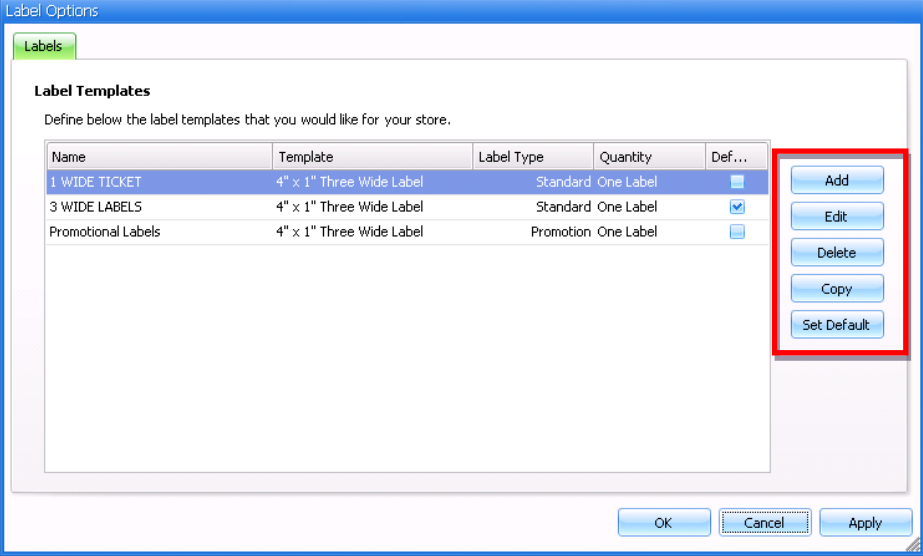
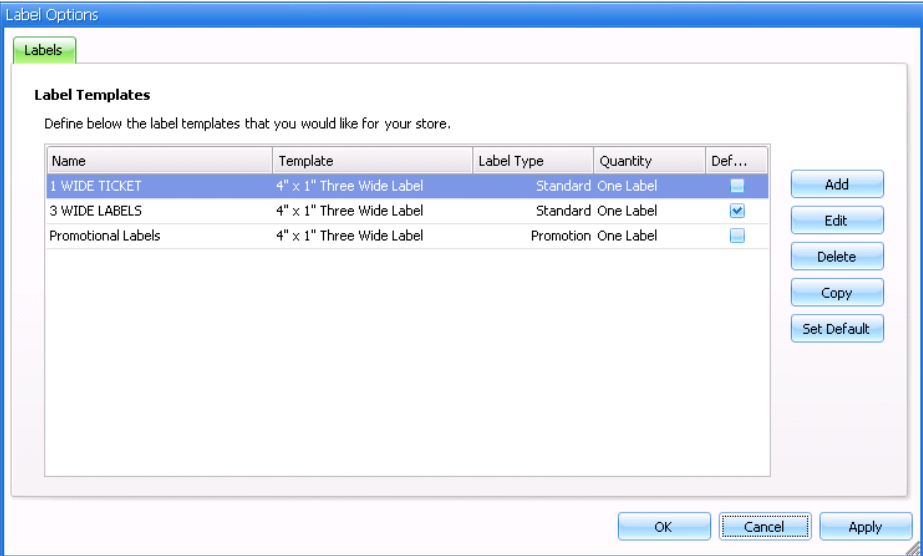
Due to the different elements needed for different Label uses, you may need to set up multiple Label templates.

Some examples of Label uses:

- Dispensary labels
- Shop Tickets
- Promotional Labels
- Product Labels

Adding / Editing Labels

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| <p>1. To set up a new Label template, navigate to: Tools → Item → Labels.</p> | |
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| <p>2.</p> | <p>This will load the 'Label Options' Screen.</p> |  <p>The screenshot shows the 'Label Options' window with a 'Labels' tab selected. Under 'Label Templates', there is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Template</th> <th>Label Type</th> <th>Quantity</th> <th>Def...</th> </tr> </thead> <tbody> <tr> <td>1 WIDE TICKET</td> <td>4" x 1" Three Wide Label</td> <td>Standard</td> <td>One Label</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3 WIDE LABELS</td> <td>4" x 1" Three Wide Label</td> <td>Standard</td> <td>One Label</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Promotional Labels</td> <td>4" x 1" Three Wide Label</td> <td>Promotion</td> <td>One Label</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>On the right side of the table, there are five buttons: Add, Edit, Delete, Copy, and Set Default. At the bottom of the window are OK, Cancel, and Apply buttons.</p> | Name | Template | Label Type | Quantity | Def... | 1 WIDE TICKET | 4" x 1" Three Wide Label | Standard | One Label | <input type="checkbox"/> | 3 WIDE LABELS | 4" x 1" Three Wide Label | Standard | One Label | <input checked="" type="checkbox"/> | Promotional Labels | 4" x 1" Three Wide Label | Promotion | One Label | <input type="checkbox"/> |
|--------------------|---|---|-----------|-------------------------------------|------------|----------|--------|---------------|--------------------------|----------|-----------|--------------------------|---------------|--------------------------|----------|-----------|-------------------------------------|--------------------|--------------------------|-----------|-----------|--------------------------|
| Name | Template | Label Type | Quantity | Def... | | | | | | | | | | | | | | | | | | |
| 1 WIDE TICKET | 4" x 1" Three Wide Label | Standard | One Label | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| 3 WIDE LABELS | 4" x 1" Three Wide Label | Standard | One Label | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| Promotional Labels | 4" x 1" Three Wide Label | Promotion | One Label | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| <p>3.</p> | <p>By selecting any of the buttons on the right hand side will perform the following:</p> <ul style="list-style-type: none"> • Add – will allow you to add a new label template; • Edit – will allow you to edit a pre-existing label template; • Delete – will allow you to delete a pre-existing label template; • Set Default - allows you to select one template to be the default label template used for new items or items which have not yet been set a template. |  <p>This screenshot is identical to the previous one, but the 'Add', 'Edit', 'Delete', 'Copy', and 'Set Default' buttons on the right side are enclosed in a red rectangular box to highlight them.</p> | | | | | | | | | | | | | | | | | | | | |
| <p>4.</p> | <p>To add a new label template select the 'Add' button from the Label Options screen. Alternatively, if you wish to edit an existing label template select the template from the listing and press 'Edit'.</p> |  <p>This screenshot is identical to the previous ones, but the 'Add' button on the right side is highlighted with a light blue background to indicate it should be selected.</p> | | | | | | | | | | | | | | | | | | | | |

5. The Label Wizard will display. Select 'Next'.

The screenshot shows the 'Label Wizard' window with the 'Welcome' tab selected. The window title is 'Label Wizard'. On the left, there is a navigation pane with options: Welcome (selected), General Details, Label Elements, Printing Options, and Finish. The main content area has a 'Welcome' heading and a list of features:

- o Create / Modify labels
- o Select label template
- o Design and preview label layout
- o Set the label to be the default label
- o Select printer

 Below the list, it says 'Click the next button to continue the label wizard.' At the bottom, there are buttons for 'Help (F1)', 'Cancel', '< Back', 'Next >' (circled in red), and 'Finish'.

6. The 'General Details' screen will appear. Select the drop down box next to the Choose Label Format field to select the label that you will be printing on.

The screenshot shows the 'Label Wizard' window with the 'General Details' tab selected. The window title is 'Label Wizard'. On the left, the navigation pane shows: Welcome (with a checkmark), General Details (selected), Label Elements, Printing Options, and Finish. The main content area has a heading 'General Details' and a sub-heading 'This step allows you to choose a label template. You can also give it a name.' Below this, there are fields for 'Choose Label Format' (with a dropdown arrow), 'Label Name', 'Label Type', and 'Default Print Quantity'. The dropdown menu is open, showing the following options:

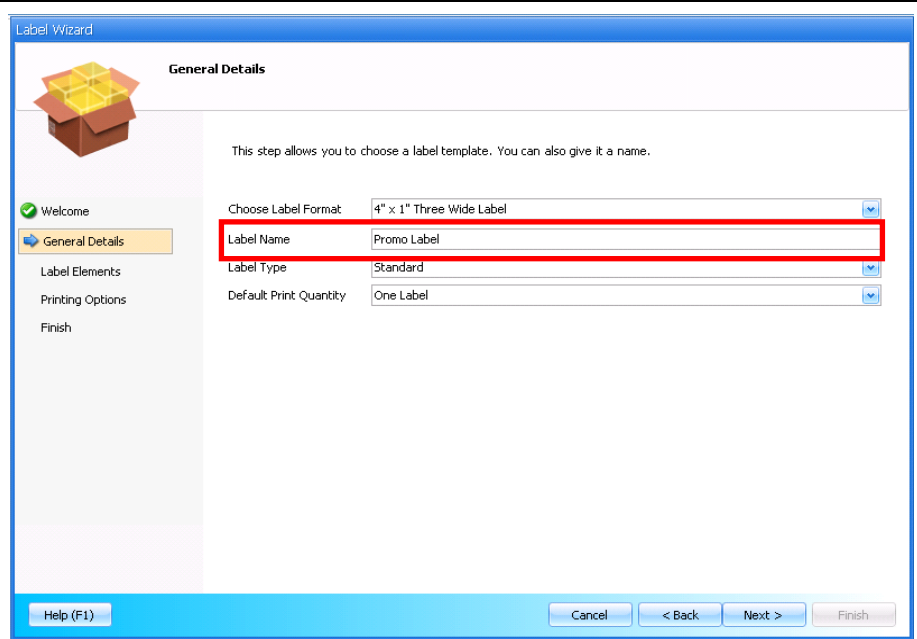
- A4 Six Wide Label
- A4 Four Wide Label
- 2" x 1" One Wide Label
- 4" x 1" One Wide Label
- 4" x 1" Three Wide Label

 At the bottom, there are buttons for 'Help (F1)', 'Cancel', '< Back', 'Next >', and 'Finish'. A yellow note box at the bottom right contains the following text:

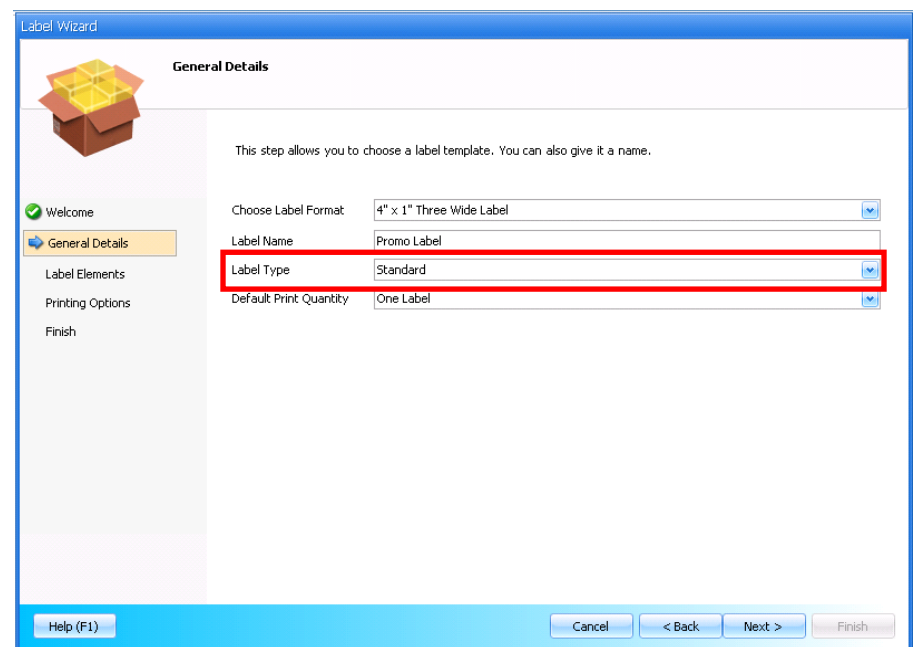
Note: If you select Label Type 'Standard', the template will be saved as the item's default label template in both the item card and in the label queue after use.

If you select Label Type 'Promotion', the template will NOT be saved as the item's default label template after use.

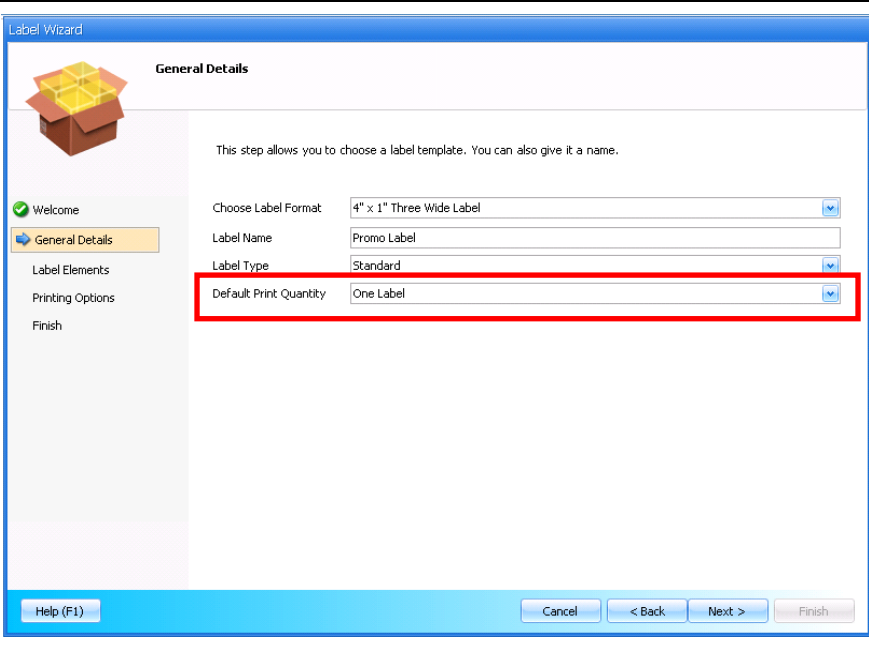
7. Next to Label Name, select a name to suit the purpose of the label i.e. promotional label **Please Note:** The label name is how the template will display in the item card and the label queue.



8. Select the Label Type. If the label is a standard label type, it saves as the preferred template for the item in the item card once used. If it is a promotion type label, it will not save to the item.



9. The 'Default Print Quality' will be determined by the use of the label. It can be set to always default to 1, SOH quantity or none. **Please Note:** Label quantities can be adjusted when in the label queue if required.

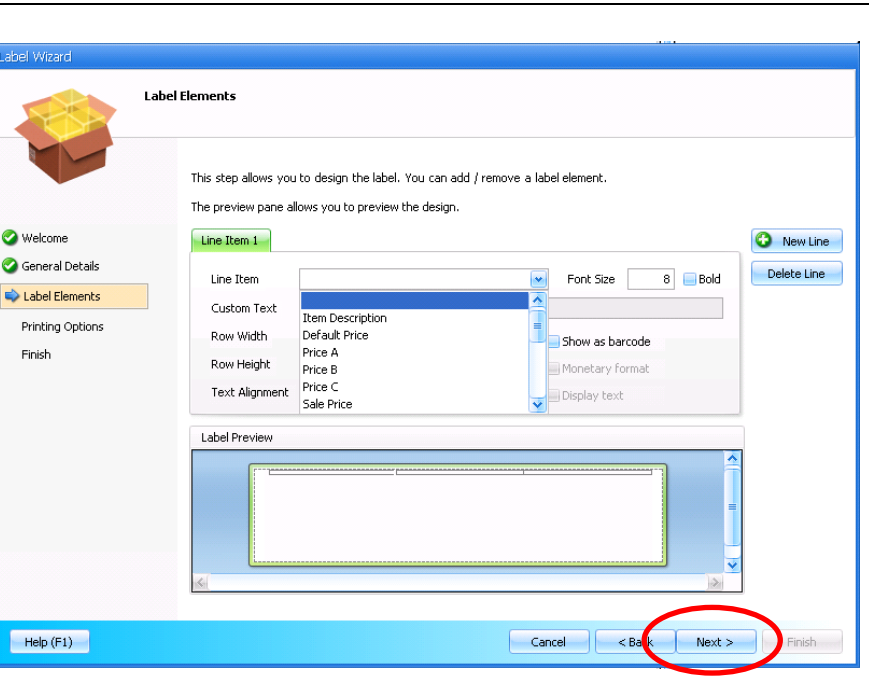


The screenshot shows the 'Label Wizard' window with the 'General Details' step selected in the left-hand navigation pane. The main area contains the following fields:

- Choose Label Format: 4" x 1" Three Wide Label
- Label Name: Promo Label
- Label Type: Standard
- Default Print Quantity: One Label (highlighted with a red box)

At the bottom of the window, there are buttons for 'Help (F1)', 'Cancel', '< Back', 'Next >', and 'Finish'.

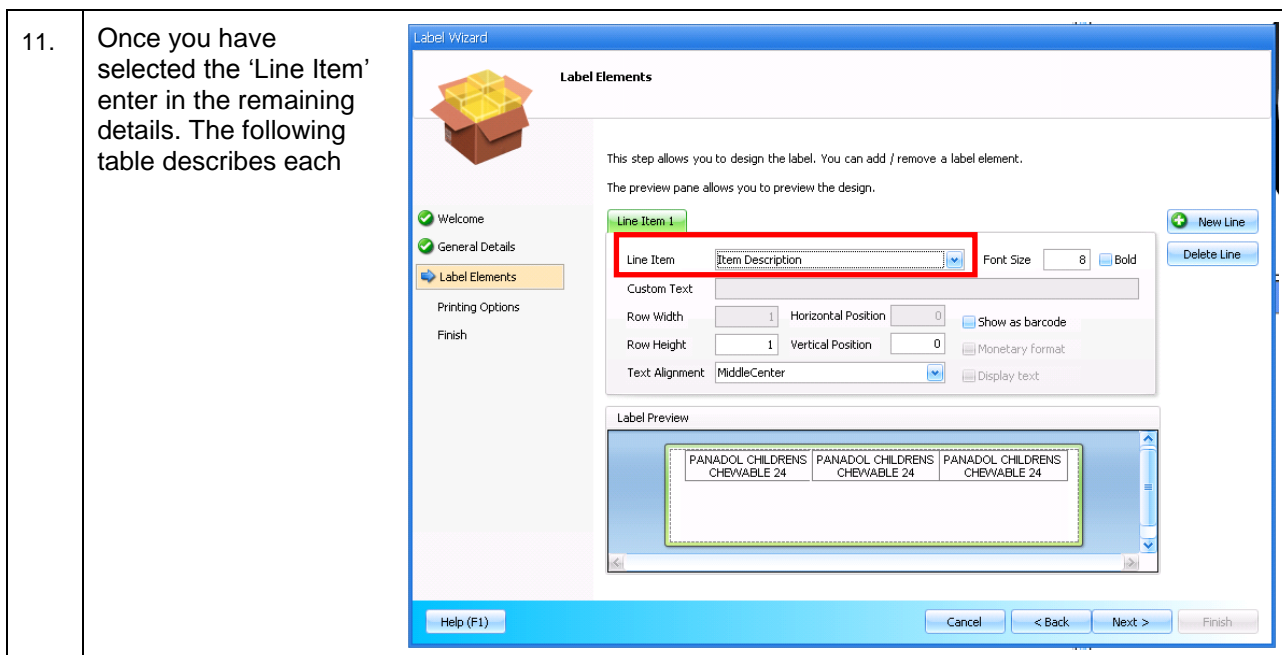
10. Select 'Next' to go to the 'Label Elements' Page. This step allows you to design your label. Next to the 'Line Item' field select the drop down box to choose from the menu.



The screenshot shows the 'Label Wizard' window with the 'Label Elements' step selected in the left-hand navigation pane. The main area contains the following elements:

- Line Item: A dropdown menu with options: Custom Text, Item Description, Default Price, Price A, Price B, Price C, Sale Price.
- Font Size: 8
- Bold:
- Show as barcode:
- Monetary Format:
- Display text:
- Buttons: '+ New Line' and '- Delete Line'
- Label Preview: A preview window showing a blank label design.

At the bottom of the window, there are buttons for 'Help (F1)', 'Cancel', '< Back', 'Next >' (circled in red), and 'Finish'.



Label Term Definitions:

Line Item Allows you to select the detail you wish to add to your label via the pull down arrow.

This includes such things as item description, price levels, lookup code or custom.

Font Size Allows you to enlarge or shrink the “line item”.

Bold If ticked, the” line item” is bolded on the template.

Custom Text Allows you to type standard text which will appear on all labels. This field is only active if “custom” was selected in the “line item” pull down.

Row Width Allows you to select how wide the area on the label should be for the “line item”.

Horizontal Position Allows you to move the “line item” left or right on the label. The larger the number the further to the right it will move.

Row Height Allows you to select how high the area on the level should be for the “line item”.

Vertical Position Allows you to move the “line item” up and down on the label. The larger the number the further down it will move.

Text Alignment Allows you to decide where the text should be placed within the positioned box for the “line item”.

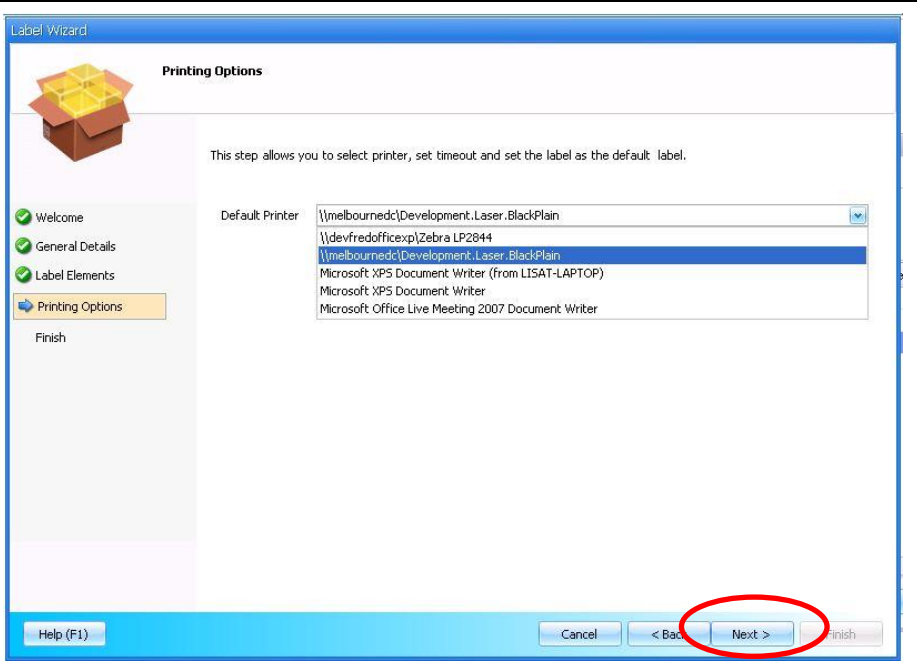
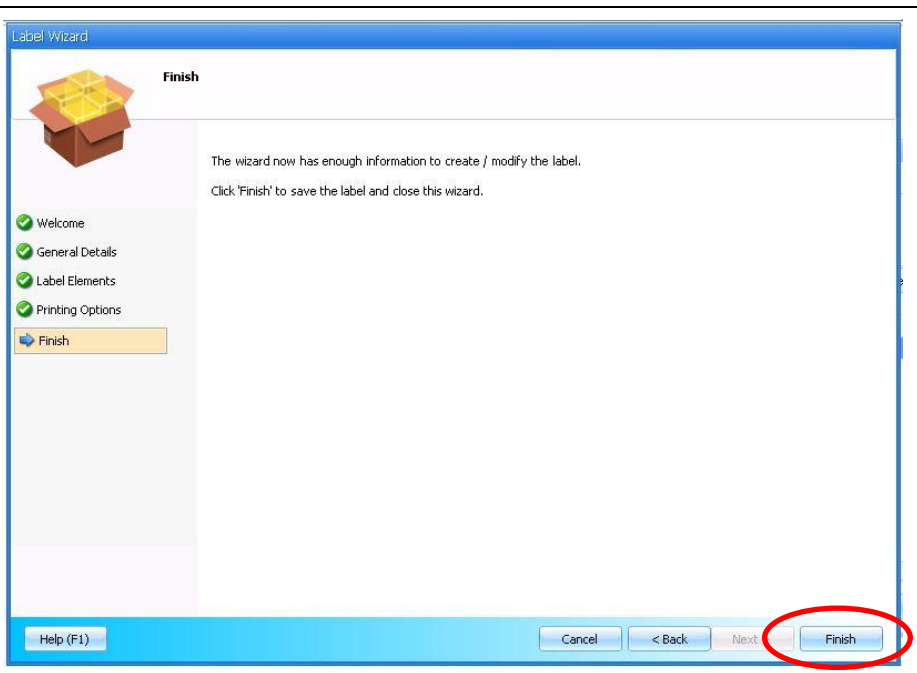
Show as Barcode If ticked, shows the current “line item” as a barcode instead of text. This option is only available for certain “line item” selections. Please note; when using in conjunction with Fred Mobility, the Reorder code is not recognised as a barcode. You must use the Item lookup code instead.

Monetary format If ticked, the monetary format is displayed instead of the text. This option is only available for certain “line item” selections.

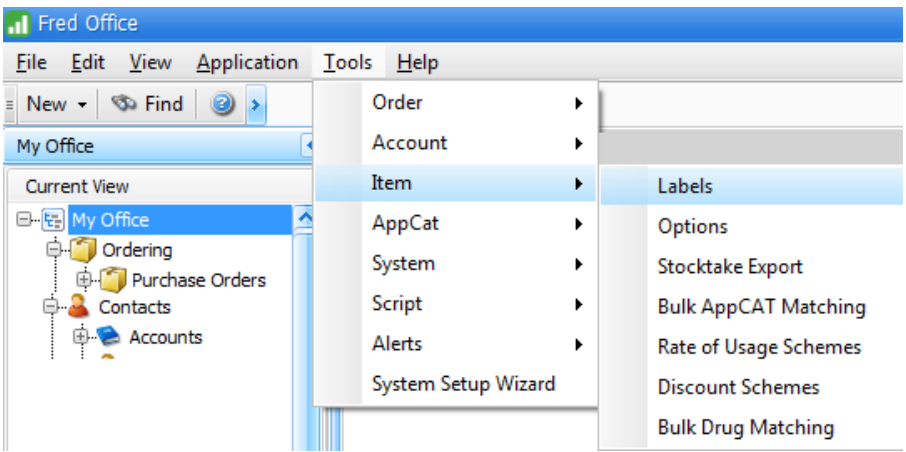
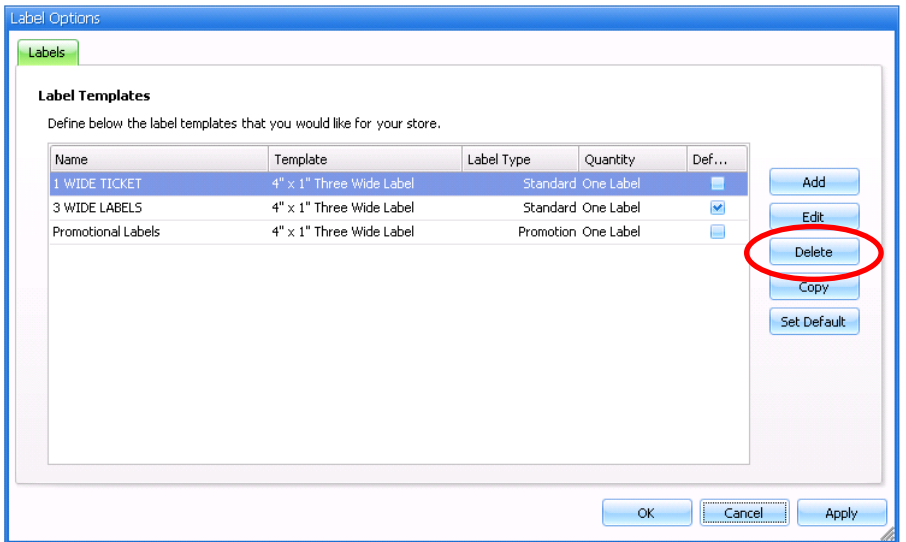
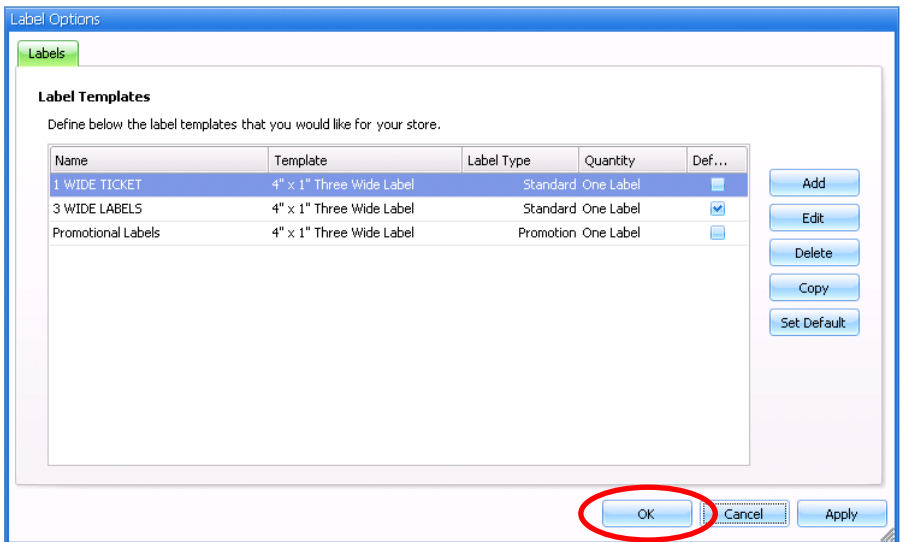
Display text If ticked, the text is displayed along with the barcode. This option is only available for certain “line item” selections.

12. When the 'New Line' button has been pressed, a new tab will appear. Click on this tab and repeat the previous steps to fill in the details.

The screenshot shows the 'Label Wizard' application window. On the left is a navigation pane with 'Label Elements' selected. The main area is titled 'Label Elements' and contains a list of items: 'Line Item 1' and 'Line Item 2', both highlighted with a red circle. Below this is a configuration panel for 'Line Item 2'. It includes a dropdown for 'Line Item' (set to 'Primary Supplier Reorder Number'), a 'Font Size' of 8, and a 'Bold' checkbox. There is a 'Custom Text' field. Below that are 'Row Width' (1), 'Horizontal Position' (0), 'Row Height' (1), and 'Vertical Position' (1). There are checkboxes for 'Show as barcode' (checked), 'Monetary format', and 'Display text' (checked). A 'Text Alignment' dropdown is set to 'MiddleCenter'. At the bottom of the configuration panel is a 'Label Preview' window showing a table with three columns of data: 'PANADOL CHILDRENS CHEWABLE 24' and '454881'. At the bottom of the application window, the 'Next >' button is circled in red.

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| <p>13.</p> | <p>The 'Printing Options' will now be displayed; select the printer that you wish to print your label template to. Press 'Next' to proceed.</p> |  <p>The screenshot shows the 'Label Wizard' window with the 'Printing Options' step selected in the left-hand navigation pane. The main area displays a 'Default Printer' dropdown menu with a list of available printers. The printer 'Zebra LP2844' is highlighted. At the bottom right, the 'Next >' button is circled in red.</p> |
| <p>14.</p> | <p>Select the 'Finish' button to finalise your new / edited label template. It will now be available for your use.</p> |  <p>The screenshot shows the 'Label Wizard' window with the 'Finish' step selected in the left-hand navigation pane. The main area displays a message: 'The wizard now has enough information to create / modify the label. Click 'Finish' to save the label and close this wizard.' At the bottom right, the 'Finish' button is circled in red.</p> |

Deleting a Label Template

| <p>1. Navigate to Tools → Item → Labels</p> |  <p>The screenshot shows the Fred Office application window. The menu bar includes File, Edit, View, Application, Tools, and Help. The 'Tools' menu is open, showing options like Order, Account, Item, AppCat, System, Script, Alerts, and System Setup Wizard. The 'Item' menu is further open, showing a sub-menu with Labels, Options, Stocktake Export, Bulk AppCAT Matching, Rate of Usage Schemes, Discount Schemes, and Bulk Drug Matching.</p> | | | | | | | | | | | | | | | | | | | | |
|---|--|------------|-----------|-------------------------------------|----------|--------|---------------|--------------------------|----------|-----------|--------------------------|---------------|--------------------------|----------|-----------|-------------------------------------|--------------------|--------------------------|-----------|-----------|--------------------------|
| <p>2. Highlight the label template that you wish to delete and select 'Delete'.</p> |  <p>The screenshot shows the 'Label Options' dialog box. It contains a table of label templates. The 'Delete' button on the right side of the dialog is circled in red.</p> <table border="1" data-bbox="550 862 1257 963"> <thead> <tr> <th>Name</th> <th>Template</th> <th>Label Type</th> <th>Quantity</th> <th>Def...</th> </tr> </thead> <tbody> <tr> <td>1 WIDE TICKET</td> <td>4" x 1" Three Wide Label</td> <td>Standard</td> <td>One Label</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3 WIDE LABELS</td> <td>4" x 1" Three Wide Label</td> <td>Standard</td> <td>One Label</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Promotional Labels</td> <td>4" x 1" Three Wide Label</td> <td>Promotion</td> <td>One Label</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> | Name | Template | Label Type | Quantity | Def... | 1 WIDE TICKET | 4" x 1" Three Wide Label | Standard | One Label | <input type="checkbox"/> | 3 WIDE LABELS | 4" x 1" Three Wide Label | Standard | One Label | <input checked="" type="checkbox"/> | Promotional Labels | 4" x 1" Three Wide Label | Promotion | One Label | <input type="checkbox"/> |
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| Promotional Labels | 4" x 1" Three Wide Label | Promotion | One Label | <input type="checkbox"/> | | | | | | | | | | | | | | | | | |
| <p>3. Select 'Ok' to save and exit the screen.</p> |  <p>The screenshot shows the 'Label Options' dialog box. The 'Ok' button at the bottom of the dialog is circled in red.</p> <table border="1" data-bbox="550 1429 1257 1529"> <thead> <tr> <th>Name</th> <th>Template</th> <th>Label Type</th> <th>Quantity</th> <th>Def...</th> </tr> </thead> <tbody> <tr> <td>1 WIDE TICKET</td> <td>4" x 1" Three Wide Label</td> <td>Standard</td> <td>One Label</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3 WIDE LABELS</td> <td>4" x 1" Three Wide Label</td> <td>Standard</td> <td>One Label</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Promotional Labels</td> <td>4" x 1" Three Wide Label</td> <td>Promotion</td> <td>One Label</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> | Name | Template | Label Type | Quantity | Def... | 1 WIDE TICKET | 4" x 1" Three Wide Label | Standard | One Label | <input type="checkbox"/> | 3 WIDE LABELS | 4" x 1" Three Wide Label | Standard | One Label | <input checked="" type="checkbox"/> | Promotional Labels | 4" x 1" Three Wide Label | Promotion | One Label | <input type="checkbox"/> |
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| Promotional Labels | 4" x 1" Three Wide Label | Promotion | One Label | <input type="checkbox"/> | | | | | | | | | | | | | | | | | |



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