



360Store[®]

Labels and Tags User Guide

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PREFACE

Audience

This user guide is intended for store managers, administrators, and clerks who use the 360Store Labels and Tags module of Back Office.

Goals

After reading this user guide, store personnel should be able to do the following:

- View, print, and reprint label and tag batches defined by corporate headquarters.
- Modify the quantities for corporate batches.
- Create batches of labels and tags based on store needs, modifying and printing those batches as necessary.
- Use the unleashed component of Labels and Tags to facilitate the rapid creation of store batches.

Feedback

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Text Conventions

The following table shows the text conventions used in this document.

Table P-1 Text Conventions

Sample	Description
<i>Italic text</i>	This is used for emphasis. It calls attention to crucial information and important terms defined in the text, for example, <i>quantity on hand</i> is
Bold text	This is used for text (in an application window or on a keyboard) that is acted upon by the user, for example, Click Next .
Courier Text	This is used for code, including file and directory names, paths, syntax, and commands, for example, <code>/opt/jboss-3.2.1/server/default/lib</code> .
<i><Italics and angle brackets></i>	This is used for text that needs to be supplied by the user, for example, Set the parameter <code>AccessViaIniFilePath = /opt/accessvia/program/<AccessVia ini file name>..</code> If it is within a code sample, the text is in Courier font.

GETTING STARTED

Labels and Tags is a module of 360Store Back Office that provides you with the ability to perform the following tasks:

- Print and reprint a batch of labels and tags defined by corporate headquarters.
- Create, edit, and print a batch of labels and tags based on the needs of your store.
- Modify the quantities of labels and tags for batches defined by corporate headquarters.
- Reprint only the parts of a batch that failed to print correctly during a previous print attempt.
- Expedite the creation of a batch of labels and tags by using a handheld wireless device and scanning in the items you want to include.

Labels and Tags incorporates AccessVia to facilitate the creation of templates. Templates are defined at corporate headquarters and then distributed to stores.

Refer to the following topics to begin using 360Store Labels and Tags:

- “Accessing Labels and Tags”
- “Navigating the System”

Accessing Labels and Tags

To access Labels and Tags and log in:

1. Open a browser.
2. Enter the URL for Back Office. The Welcome to Back Office window opens.
3. Enter your user ID and password.
4. Click **Login**. If you have security access for Labels and Tags, the Labels and Tags tab is displayed on the dashboard.

To log out:

Click **Logout**, in the upper right corner of the window.

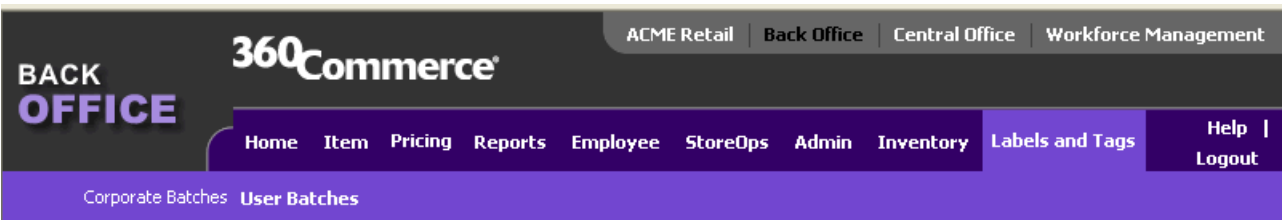
Note: As a security measure of Back Office, you are automatically logged out after a certain period of inactivity on the station. If this happens, log back in with your user ID and password to re-access the system. The last page you accessed opens automatically.

Navigating the System

Because Labels and Tags is part of Back Office, it shares the Back Office window layout and navigation system. Refer to the Back Office User Guide for general information about the way the Back Office application operates.

To access Labels and Tags, click the Labels and Tags tab. Subtabs provide Labels and Tags functions.

Figure 1-1 Labels and Tags Subtabs



There are two subtabs in the Labels and Tags module:

Table 1-1 Labels and Tags Subtab Functionality

Subtab name	Subtab function
Corporate Batches	Enables you to access batches defined by corporate headquarters for viewing, modifying quantities, and printing. There are two Corporate Batches navigation links located in the left navigation area: Pending and Printed.
User Batches	Enables you to created store batches, modify them, and print them. There are two User Batches navigation links located in the left navigation area: Add and Pending.

Error messages appear if there is insufficient data to complete a task or the task is not performed correctly. Typically, if any required fields in a window are left blank, an error message in red appears at the top of the window.

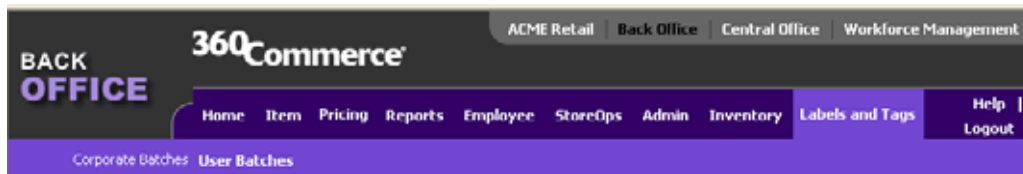
USING LABELS AND TAGS

The Labels and Tags functionality provides the ability to print tags and labels at individual stores, using templates provided by the corporate headquarters. The list of items that require a tag or label can come from either corporate headquarters or from the individual store. Lists from corporate headquarters, known as *corporate batches*, can be sent at any time and do not require any particular event to trigger them, although they can be triggered by the addition of new items, by price promotions or changes, or by a change in the item-to-template association. Store-generated lists, known as *user batches*, are created as needed.

The Labels and Tags functionality enables you to create a batch, to print or reprint a corporate batch, and to print a user batch.

Select the Labels and Tags tab in Back Office to access 360Store Labels and Tags functionality.

Figure 2-1 Labels and Tags Subtabs



There are two major functions in Labels and Tags, each with its own subtab. These functions are described in the following topics:

- “Managing Corporate Batches”
- “Managing User Batches”

Both corporate and user batches can be incomplete. For a description of the ways in which incomplete batches differ from other pending batches, see the following topic:

- “Incomplete Batches”

Managing Corporate Batches

Corporate batches can be implemented in two ways:

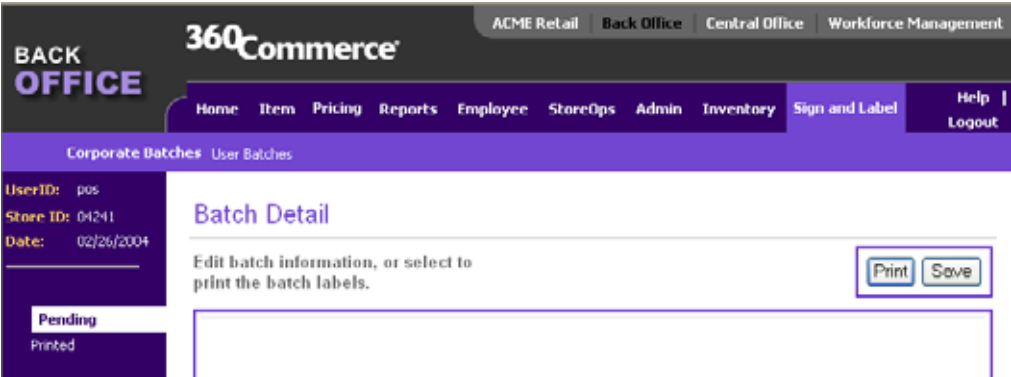
- A trigger—the addition of an item, a change in item price due to price promotion or change, or a change in the item-to-template association—can create a corporate batch.
- Corporate headquarters can export a batch using either the Central Office file distribution process or any other file transfer process. The batch can then be manually imported within Back Office.

In the Corporate Batches subtab of Labels and Tags, you can perform the following procedures:

- “Managing Pending Corporate Batches”
- “Managing Printed Corporate Batches”

To access corporate batches functionality of Labels and Tags, select the Corporate Batches subtab. Select the type of corporate batch you want to view by selecting either **Pending** or **Printed** from the left navigation area.

Figure 2-2 Corporate Batches Navigation Links



Managing Pending Corporate Batches

A *pending* corporate batch is one that has not yet printed or did not print successfully. If a corporate batch has been printed, but some of its template types failed to print successfully, it is known as an *incomplete batch*. Incomplete batches are included in the list of pending corporate batches, but they are identified as incomplete batches.

Managing a pending corporate batch includes viewing, editing, and printing the batch.

To view pending corporate batches:

1. Select **Pending** from the left navigation area of the Corporate Batches subtab. The Pending Batches screen opens, displaying all pending batches, including incomplete batches.

Figure 2-3 Pending Batches Screen



Batch ID	Batch Description	Batch Status	Batch Effective Date
1231111111	Spring Sale	Incomplete	05/25/2005
1232222222	Week 20 New Items	Incomplete	05/25/2005
1233333333	Week 20 Featured Items	Pending	05/25/2005
1234444444	Sporting Goods Price Change	Pending	05/21/2005
1235555555	Saturday Specials	Pending	05/21/2005
1236666666	Women's World price Change	Pending	05/21/2005
1237777777	Week 19 New Items	Pending	05/15/2005
1238888888	Week 19 Featured Items	Pending	05/15/2005
1239999999	Men's Department Price Change	Pending	05/12/2005
2345222222	Winter Clearance Price Change	Pending	05/12/2005
2345333333	Week 18 Sale	Pending	05/12/2005
2345444444	Week 18 New Items	Pending	05/03/2005
2345555555	Garden Price Changes	Pending	05/04/2005
2345666666	Housewares New Items	Pending	05/04/2005
2345777777	Furniture New Items	Pending	05/03/2005
2345888888	Athletic Dept. Price Change	Pending	05/03/2005
2345999999	Week 17 Featured Items	Pending	04/28/2005
2346111111	Week 17 Sale	Pending	04/28/2005
2346222222	Week 17 New Items	Pending	04/28/2005
2346333333	Sporting Goods Price Change	Pending	04/28/2005

Results 1-10 of 14 [[<< Prev](#)] [1](#) [2](#) [[Next >>](#)]

2. In the Pending Batches screen, click the batch ID for the batch you want to view. The Batch Detail screen opens. If you select an incomplete batch, see “Incomplete Batches” on page 2-16.

Figure 2-4 Batch Detail Screen

Batch Detail

Edit batch information, or select to print the batch labels.

Batch ID: 123111111111

Batch Description : Spring Sale Signs

Batch Status: <ARG>

Batch Effective Date: 05/20/2005
(MM/DD/YYYY)

Batch Detail

Item Number	Description	Quantity	Template Type	Regular Price	Current Price
1234	Cool Box	4	Sale-Small	25.00	19.99
41001	Bambo	5	Sale-Small	5.00	2.99
10502	Fan	2	Sale-Small	12.50	9.99
10093	Calendar	1	Sale-Small	4.50	2.99
10004	Highlighter	5	Sale-Small	1.25	.99
12475	Monkey	0	Sale-Small	250.00	199.99
70966	Frame	6	Sale-Small	26.00	16.99
12534	Mouse	1	Sale-Small	15.00	11.99
46548	Glass	3	Sale-Small	4.50	2.99
48389	Cool Box	2	Sale-Small	5.00	2.99
48891	Box 1	1	Sale-Small	10.00	5.99
51233	Box 2	1	Sale-Small	15.00	9.99
52144	Box 3	1	Sale-Small	20.00	14.99
53877	Lamp	1	Sale-Small	75.00	64.99
61477	Chair	1	Sale-Small	125.00	99.99
62288	Game	1	Sale-Small	19.99	12.99
77842	Book	1	Sale-Small	17.99	11.99
78911	Saw	1	Sale-Small	12.00	9.99
88389	Cool Box	1	Sale-Small	5.00	2.99

The Batch Detail screen lists the items that are included in the corporate batch. An item can be included on the list more than once, if it requires tags or labels printed using more than one template. The Current Price column is populated only if there is a difference between the regular price and the current price.

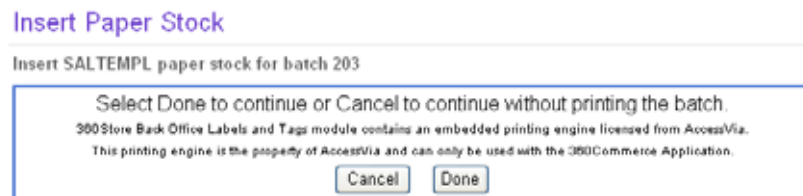
To edit a pending corporate batch:

1. Depending on the configuration of 360Store Labels and Tags, the Quantity field may be editable. If it is, edit the quantity of tags or labels for any item if necessary.
2. Click **Save**. This saves the new information but does not print anything.

To print a pending corporate batch:

1. Click **Print** to print the list. The Insert Paper Stock screen opens.

Figure 2-5 Insert Paper Stock Screen



2. Insert the size of paper specified in the Insert Paper Stock screen into the printer.
3. Click **Done** to continue with the printing process, or **Cancel** to cancel the printing process. After a pending or incomplete corporate batch is completely printed, it disappears from the Pending Batches screen and appears in the Printed Batches screen.

Managing Printed Corporate Batches

A *printed* corporate batch has successfully printed all of its templates.

To view printed corporate batches:

1. Select **Printed** from the left navigation area. The Printed Batches screen opens, displaying all printed batches.

Figure 2-6 Printed Batches Screen

Printed Batches

Select a Batch ID to view the batch details.

Batch ID	Batch Description	Batch Status	Batch Effective Date
1231111111	Spring Sale	Printed	05/25/2005
1232222222	Week 20 New Items	Printed	05/25/2005
1233333333	Week 20 Featured Items	Printed	05/25/2005
1234444444	Sporting Goods Price Change	Printed	05/21/2005
1235555555	Saturday Specials	Printed	05/21/2005
1236666666	Women's World price Change	Printed	05/21/2005
1237777777	Week 19 New Items	Printed	05/15/2005
1238888888	Week 19 Featured Items	Printed	05/15/2005
1239999999	Men's Department Price Change	Printed	05/12/2005
2345222222	Winter Clearance Price Change	Printed	05/12/2005
2345333333	Week 10 Sale	Printed	05/12/2005
2345444444	Week 18 New Items	Printed	05/03/2005
2345555555	Garden Price Changes	Printed	05/04/2005
2345666666	Housewares New Items	Printed	05/04/2005
2345777777	Furniture New Items	Printed	05/03/2005
2345888888	Athletic Dept. Price Change	Printed	05/03/2005
2345999999	Week 17 Featured Items	Printed	04/28/2005
2346111111	Week 17 Sale	Printed	04/28/2005
2346222222	Week 17 New Items	Printed	04/28/2005
2346333333	Sporting Goods Price Change	Printed	04/28/2005

Results 1-10 of 14 [[<< Prev](#)] [1](#) [2](#) [[Next >>](#)]

2. In the Printed Batches screen, click the batch ID for the batch you want to view. The Batch Detail screen opens.

Figure 2-7 Batch Detail Screen

Batch Detail

Edit batch information or select to print the batch.

Save

Reprint

Batch ID: 123111111111

Batch Description : Spring Sale Signs

Batch Status : Printed

Batch Effective Date: 04/30/2005

(MM/DD/YYYY)

Batch Detail

Item Number	Description	Quantity	Template Type	Regular Price	Promotion Price
1234	Cool Box	4	Sale-Small	25.00	19.99
41001	Bambo	5	Sale-Small	5.00	2.99
10502	Fan	2	Sale-Small	12.50	9.99
10093	Calendar	1	Sale-Small	4.50	2.99
10004	Highlighter	5	Sale-Small	1.25	.99
12475	Monkey	0	Sale-Small	250.00	199.99
70966	Frame	6	Sale-Small	26.00	16.99
12534	Mouse	1	Sale-Small	15.00	11.99
46540	Glass	3	Sale-Small	4.50	2.99
00309	Cool Box	2	Sale-Small	5.00	2.99
Total:		37			

Results 1-10 of 14 [<< Prev] 1 2 [Next >>]

*=Required Field

Save

Reprint

The Batch Detail screen lists the items that are included in the printed batch. An item can be included more than once, if it requires tags or labels printed using more than one template.

Note: The Current Price column is populated only if there is a difference between the regular price and the current price.

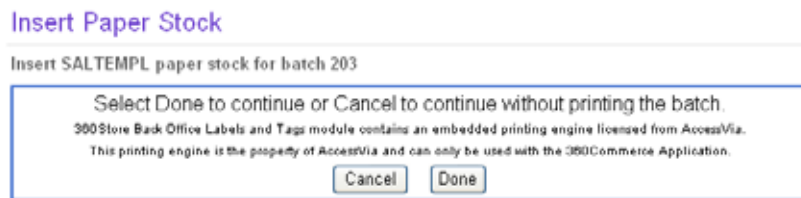
To edit a printed corporate batch:

1. Depending on the configuration of 360Store Labels and Tags, the Quantity field may be editable. If it is, edit the quantity of tags or labels for any item if necessary.
2. Click **Save**. This saves but does not print the batch. The Save Confirmation screen opens.
3. Click **Enter** to continue. The Printed Batches screen reopens.

To reprint a printed corporate batch:

1. Click **Print** to print the list. The Insert Paper Stock screen opens.

Figure 2-8 Insert Paper Stock Screen



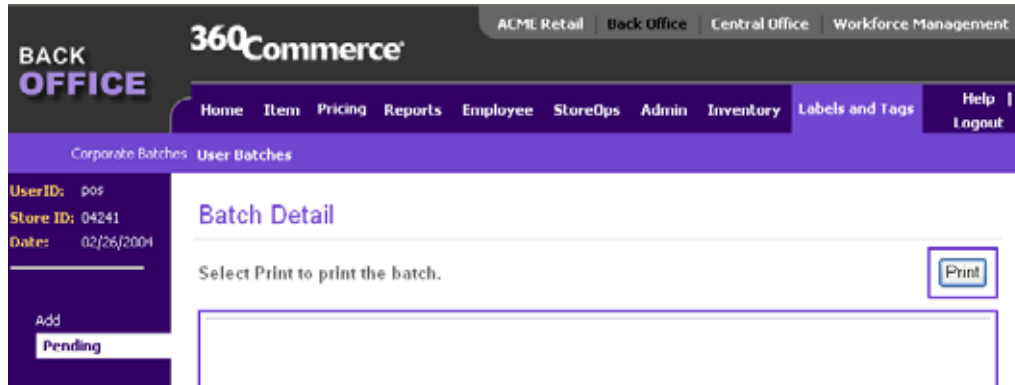
2. Insert the size of paper specified in the Insert Paper Stock screen into the printer.
3. Click **Done** to continue with the printing process, or **Cancel** to cancel the printing process.

Managing User Batches

User batches are created at an individual store because of individual store needs, for example, fixtures that are missing labels or the rearrangement of a floor.

To access the user batch functionality of Labels and Tags, click **User Batches**. Select the procedure you want to perform by selecting either **Add** or **Pending** from the left navigation area. The Add function enables you to add a user batch; the Pending function enables you to manage existing user batches.

Figure 2-9 User Batches Navigation Links



See the following topics for descriptions of these functions:

- “Adding User Batches”
- “Managing Pending User Batches”

Adding User Batches

Adding a user batch requires providing a description for the batch and selecting items for the batch. There are several options for entering batch items.

To add a user batch:

1. In the left navigation area of the User Batches subtab, click **Add**. The Add Batch screen opens.

Figure 2-10 Add Batch Screen

Add Batch

Enter batch criteria.

Print Save Remove

Batch Description: Guest User 02/13/2006 *

Item Number: Add

Department: Add

Planogram ID: Add

* = Required Field

Print Save Remove

2. The batch description is generated by Labels and Tags, but it is editable. Labels and Tags assigns a description consisting of your name, that is, the name of the current user, and the date. Enter a different description for the batch if you wish.
3. Add items to the user batch. There are three ways to add items: by item number, by planogram ID, and by department. Planogram ID and department are only available as options if Labels and Tags is configured to make these options available. You can combine two or three of these ways to create the same batch, for example, you can add an entire department and then add a single item using its item number. You can add an item more than once to the batch; this enables you to select more than one template for the same item.

Note: The current price is populated for an item only if there is a difference between the current price and the regular price.

- Add items individually.
 - a. Enter the item number in the Item Number field.
 - b. Click **Add**. The item is added to the batch list.
 - c. Repeat steps a and b until you have added all of the items you want to include in the batch.
- Add items by department.
 - a. From the Department drop-down list, select the department.
 - b. Click **Add**. All the items in the selected department are added to the batch list.
 - c. Repeat steps a and b to add additional departments if necessary.

- Add items by planogram ID.
 - a. Enter a planogram ID in the Planogram ID field.
 - b. Click **Add**. All the items in the selected planogram ID are added to the batch list.
 - c. Repeat steps a and b to add additional planogram IDs if necessary.
- 4. Remove any items you do not want to include in the batch.
 - a. Check the Select to Remove checkbox for each item you want to remove.
 - b. Click **Remove**.
- 5. Enter a quantity of labels for each item. The default quantity is 1.
- 6. Select a template type for each item, if Labels and Tags is configured to enable a choice of template. The default template type is the current item template.

Figure 2-11 Add Batch Screen with Items Added to the Batch

Add Batch

Enter batch criteria. Print Save Remove

Batch ID: 123456789012

Batch Description: *

Item Number: Add

Department: Add

Planogram ID : Add

*=Required Field

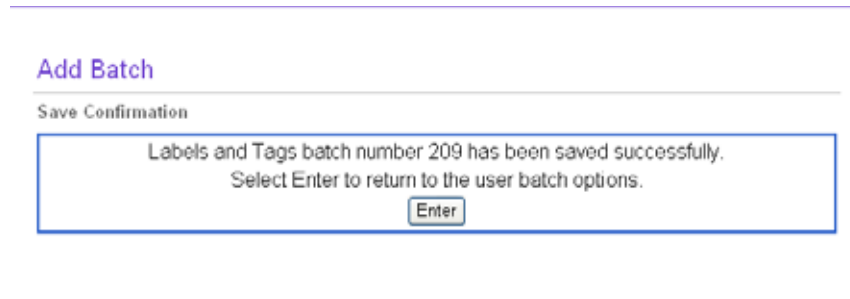
Select to Remove	Item Number	Description	Quantity	Template Type	Regular Price	Current Price
<input type="checkbox"/>	1234	Cool Box	<input type="text" value="1"/>	Sole-Small <input type="text"/>	25.00	19.99
<input type="checkbox"/>	1234	Cool Box	<input type="text" value="1"/>	Sole-Large <input type="text"/>	25.00	19.99
<input type="checkbox"/>	911	CD Tower I	<input type="text" value="1"/>	Regular-Small <input type="text"/>	50.00	
<input type="checkbox"/>	911	CD Tower I	<input type="text" value="1"/>	Regular-Large <input type="text"/>	50.00	
<input type="checkbox"/>	912	CD Tower II	<input type="text" value="1"/>	Regular-Large <input type="text"/>	60.00	
<input type="checkbox"/>	913	CD Case	<input type="text" value="2"/>	Regular-Small <input type="text"/>	25.00	
<input type="checkbox"/>	925	CD Cleaner	<input type="text" value="3"/>	Regular-Small <input type="text"/>	10.00	
<input type="checkbox"/>	926	Headphones Small	<input type="text" value="1"/>	Regular-Small <input type="text"/>	20.00	
<input type="checkbox"/>	926	Headphones Small	<input type="text" value="1"/>	Regular-Large <input type="text"/>	20.00	
<input type="checkbox"/>	961	Headphones Large	<input type="text" value="1"/>	Regular-Small <input type="text"/>	15.00	

*=Required Field

Print Save Remove

7. Click **Save**. The Save Confirmation screen opens.

Figure 2-12 Save Confirmation for Add Batch



8. Click **Enter** to confirm the addition.

Managing Pending User Batches

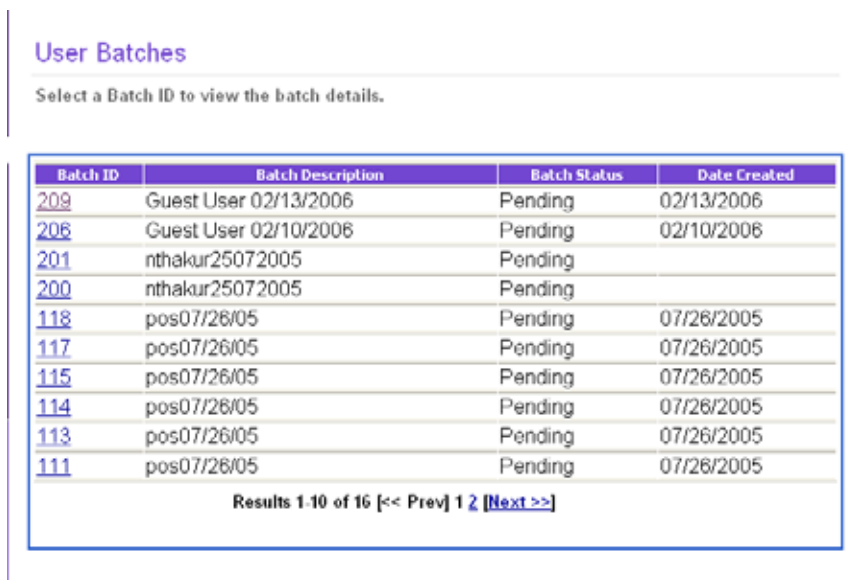
A *pending* user batch is one that has not yet printed or did not print successfully. If a user batch has been printed, but some of its template types failed to print successfully, it is known as an *incomplete batch*. Incomplete batches are included in the list of pending user batches, but they are identified as incomplete batches.

Managing a pending user batch includes viewing, editing, and printing the batch.

To view pending user batches:

1. Select **Pending** from the left navigation area of the User Batches subtab. The User Batches screen opens, displaying a list of user batches, including incomplete batches.

Figure 2-13 User Batches Screen



The screenshot shows the 'User Batches' screen. At the top, there is a header 'User Batches' and a sub-header 'Select a Batch ID to view the batch details.' Below this is a table with four columns: 'Batch ID', 'Batch Description', 'Batch Status', and 'Date Created'. The table lists 10 batches, all with a status of 'Pending'. The first two batches are 'Guest User' from 02/13/2006 and 02/10/2006. The next two are 'nthakur25072005' from 02/10/2006. The remaining six are 'pos07/26/05' from 07/26/2005. At the bottom of the table, there is a pagination bar showing 'Results 1-10 of 16' and navigation links for 'Prev', '1', '2', and 'Next'.

Batch ID	Batch Description	Batch Status	Date Created
209	Guest User 02/13/2006	Pending	02/13/2006
206	Guest User 02/10/2006	Pending	02/10/2006
201	nthakur25072005	Pending	
200	nthakur25072005	Pending	
118	pos07/26/05	Pending	07/26/2005
117	pos07/26/05	Pending	07/26/2005
115	pos07/26/05	Pending	07/26/2005
114	pos07/26/05	Pending	07/26/2005
113	pos07/26/05	Pending	07/26/2005
111	pos07/26/05	Pending	07/26/2005

Results 1-10 of 16 [[<< Prev](#)] [1](#) [2](#) [[Next >>](#)]

2. In the User Batches screen, click the batch ID for the batch you want to view. If you select pending batch, the Add Batch screen opens, displaying details of the selected batch. If you select an incomplete batch, see “Incomplete Batches” on page 2-16.

Figure 2-14 Add Batch Screen

Add Batch

Enter batch criteria.

Print

Save

Remove

Batch ID: 123456789012

Batch Description: Jeff Grossman 05/25/2005 *

Item Number:

Add

Department: Accessories

Add

Planogram ID : 120-8

Add

*=Required Field

Select to Remove	Item Number	Description	Quantity	Template Type	Regular Price	Current Price
<input type="checkbox"/>	1234	Cool Box	<div>1</div>	Sale-Small <div></div>	25.00	19.99
<input type="checkbox"/>	1234	Cool Box	<div>1</div>	Sale-Large <div></div>	25.00	19.99
<input type="checkbox"/>	911	CD Tower I	<div>1</div>	Regular-Small <div></div>	50.00	
<input type="checkbox"/>	911	CD Tower I	<div>1</div>	Regular-Large <div></div>	50.00	
<input type="checkbox"/>	912	CD Tower II	<div>1</div>	Regular-Large <div></div>	60.00	
<input type="checkbox"/>	913	CD Case	<div>2</div>	Regular-Small <div></div>	25.00	
<input type="checkbox"/>	925	CD Cleaner	<div>3</div>	Regular-Small <div></div>	10.00	
<input type="checkbox"/>	926	Headphones Small	<div>1</div>	Regular-Small <div></div>	20.00	
<input type="checkbox"/>	926	Headphones Small	<div>1</div>	Regular-Large <div></div>	20.00	
<input type="checkbox"/>	961	Headphones Large	<div>1</div>	Regular-Small <div></div>	15.00	

*=Required Field

Print

Save

Remove

When you access the Add Batch screen to view details of a user batch, the Batch ID is displayed. This number is generated by Labels and Tags when the user batch is created.

To edit a pending user batch:

1. In the Add Batch screen, edit the following information as necessary:
 - The batch description
 - The list of items
 - Add items, using the procedures described in “Adding User Batches” on page 2-10, step 3.
 - Remove items by selecting their Select to Remove boxes and clicking **Remove**.
 - Item quantities.
 - Item templates, if your installation of Labels and Tags is configured to allow you to edit the Template Type field
2. Click **Save**. The Save Confirmation screen opens.
3. Click **Enter** to confirm the changes.

To print a pending user batch:

1. In the Add Batch screen, click **Print**. The Insert Paper Stock screen opens.

Figure 2-15 Insert Paper Stock Screen



2. Insert the size of paper specified in the Insert Paper Stock screen into the printer.
3. Click **Done** to continue with the printing process, or **Cancel** to cancel the printing process. After you print a user batch, it is deleted from Labels and Tags. No records are kept of printed user batches, and you cannot reprint a user batch.

Incomplete Batches

If the batch that was selected for detailed viewing is an incomplete batch, it is displayed in the Batch Detail screen, regardless of whether it is a corporate or a user batch. Only the items that failed to print are listed. When the Batch Detail screen displays details of an incomplete batch, it does not include a Save button because incomplete batches cannot be edited.

Figure 2-16 Batch Detail Screen for Incomplete Batches

Batch Detail

Select Print to print the batch.

Print

Batch ID: 123111111111

Batch Description : Spring Sale

Batch Status : Incomplete

Batch Effective Date: 05/20/2005
(MM/DD/YYYY)

Batch Detail

Item Number	Description	Quantity	Template Type	Regular Price	Current Price
1234	Cool Box	4	Sale-Small	25.00	19.99
41001	Bamboo	5	Sale-Small	5.00	2.99
10502	Fan	2	Sale-Small	12.50	9.99
10093	Calendar	1	Sale-Small	4.50	2.99
18004	Highlighter	5	Sale-Small	1.25	.99
12475	Monkey	8	Sale-Small	250.00	199.99
76966	Frame	6	Sale-Small	26.00	16.99
12534	Mouse	1	Sale-Small	15.00	11.99
46548	Glass	3	Sale-Small	4.50	2.99
47702	Plant Stand	1	Sale-Small	20.00	9.99
49966	Jump Rope	1	Sale-Small	12.99	6.99
51247	Mirror	1	Sale-Small	50.00	39.99
53696	Pillow	1	Sale-Small	36.00	25.99
67891	Cushion	1	Sale-Small	19.99	14.99
78912	Candle	1	Sale-Small	17.50	11.99
79944	Wine Rack	1	Sale-Small	99.99	69.99
85412	Cooler	1	Sale-Small	30.00	19.99
88389	Cool Box	2	Sale-Small	5.00	2.99

Print

When you print an incomplete batch, only those items that failed to print the first time are printed. If the entire incomplete batch fails to print the second time, it remains an incomplete batch, but items that printed the second time no longer appear on the list.

After printing, if the incomplete batch is a corporate batch, it is deleted from the Pending Batches screen and moved to the Printed Batches screen. If the incomplete batch is a user batch, it is deleted from the User Batches screen. User batches cannot be reprinted.

USING UNLEASHED LABELS AND TAGS

The Unleashed component of Labels and Tags is intended for use in individual stores, to aid in the creation of user batches. It provides some label and tag functionality to a handheld device using wireless access. With Unleashed Labels and Tags, you can scan in item numbers rather than having to enter them manually. In order to print the batch, you must return to the User Batch subtab under the Labels and Tags tab of 360Store Back Office.

Refer to the following topics to learn to use Unleashed Labels and Tags:

- “User Interface”
- “Logging on to Unleashed Labels and Tags”
- “Creating a User Batch”

User Interface

Unleashed Labels and Tags screens are laid out using the following format:

Figure 3-1 Unleashed Labels and Tags Screen

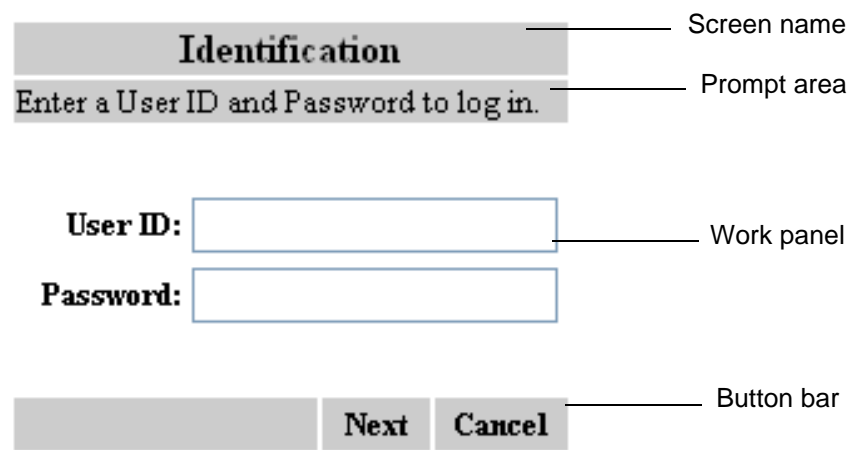


Table 3-1 Unleashed Labels and Tags Interface

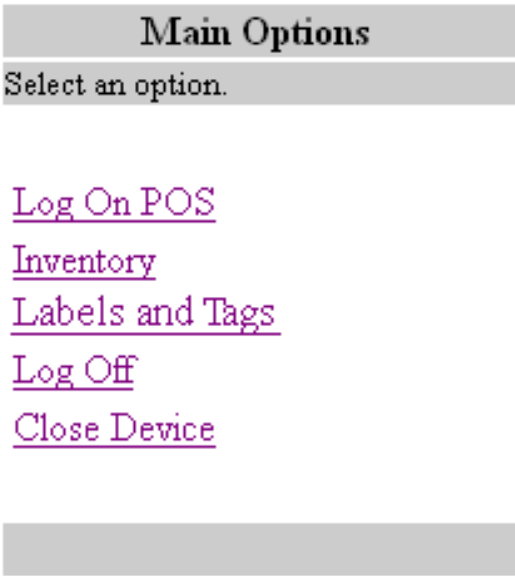
Region name	Description
Screen name	Displays the name of the current screen.
Prompt area	Displays instructions for the current screen.
Work panel	Displays data for viewing, links to select, or fields to enter values.
Button bar	Displays buttons for navigation.

Logging on to Unleashed Labels and Tags

To log on to Unleashed Labels and Tags:

1. Make certain your unleashed device is on and communicating with the server. The Main Options screen opens.

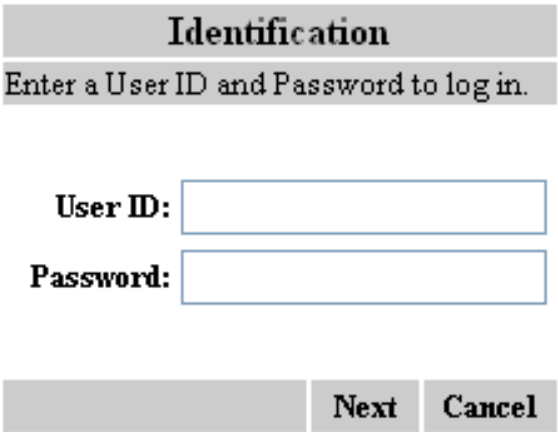
Figure 3-2 Unleashed Main Options Screen



The screenshot shows the 'Main Options' screen. At the top is a grey header bar with the text 'Main Options' in bold. Below the header is a grey bar with the text 'Select an option.' in a lighter grey font. The main area of the screen is white and contains five purple, underlined links stacked vertically: 'Log On POS', 'Inventory', 'Labels and Tags', 'Log Off', and 'Close Device'. At the bottom of the screen is a solid grey bar.

2. In the Main Options screen, select **Labels and Tags**. The Identification screen opens.

Figure 3-3 Unleashed Identification Screen



The screenshot shows the 'Identification' screen. At the top is a grey header bar with the text 'Identification' in bold. Below the header is a grey bar with the text 'Enter a User ID and Password to log in.' in a lighter grey font. The main area is white and contains two labels with corresponding input fields: 'User ID:' followed by a white rectangular box, and 'Password:' followed by a white rectangular box. At the bottom of the screen is a grey bar containing three buttons: a large grey button on the left, and two smaller buttons labeled 'Next' and 'Cancel' on the right.

3. Enter your user ID and password in the appropriate fields.
4. Tap **Next** to access the Labels and Tags functionality or **Cancel** to cancel the procedure. If you tap **Next**, the Labels and Tags Options screen opens. See “Creating a User Batch” on page 3-4.

Creating a User Batch

To create a user batch:

1. Log on to Unleashed Labels and Tags. See “Logging on to Unleashed Labels and Tags” on page 3-
3. The Labels and Tags Options screen opens.

Figure 3-4 Unleashed Labels and Tags Options Screen

Labels and Tags Options

Select an option.

Create Batch

Exit

2. In the Labels and Tags Options screen, select **Create Batch**. The Enter Item screen opens.

Figure 3-5 Unleashed Enter Item Screen

Enter Item

Enter Item Number and select Find to retrieve the item.

Item #:

of items in Batch: 5

Find

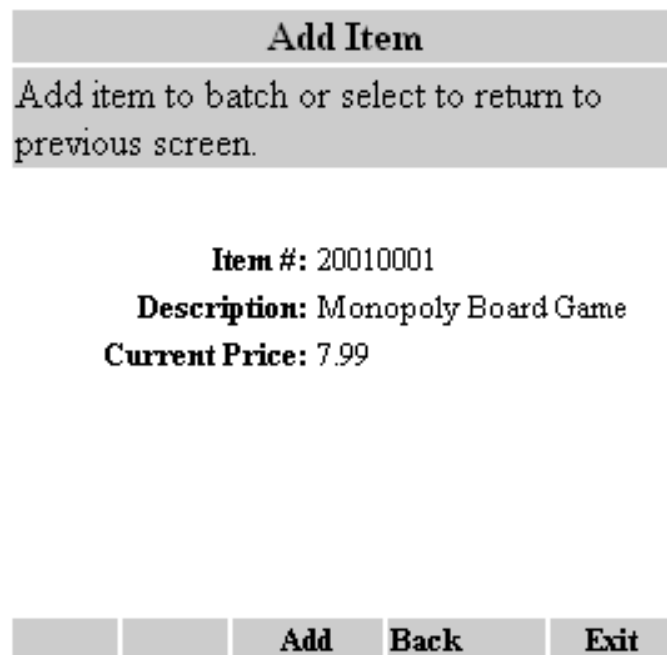
Done

Exit

3. Enter the number of each item or scan each item.
 - An item is added to the batch each time you enter or scan it. For example, if you want it to appear on the batch list three times, enter or scan it three times.
 - Unleashed Labels and Tags maintains a running total of the number of items added to the batch and displays that total in the screen.
 - If you tap **Done** in the Enter Item screen without finding and adding the item (steps 4 and 5), the item is not added to the batch.
4. Tap **Find** to search for the item. If you scan the item rather than entering its number, you do not need to tap **Find**; scanning automatically submits the item for a search. The Add Item screen opens, displaying information about the item.

Note: If you tap **Exit** in the Enter Item screen, Labels and Tags displays a Confirm Exit box. In that box, tap **Yes** to reopen the Labels and Tags Options screen without saving the batch, or **No** to return to the Enter Item screen.

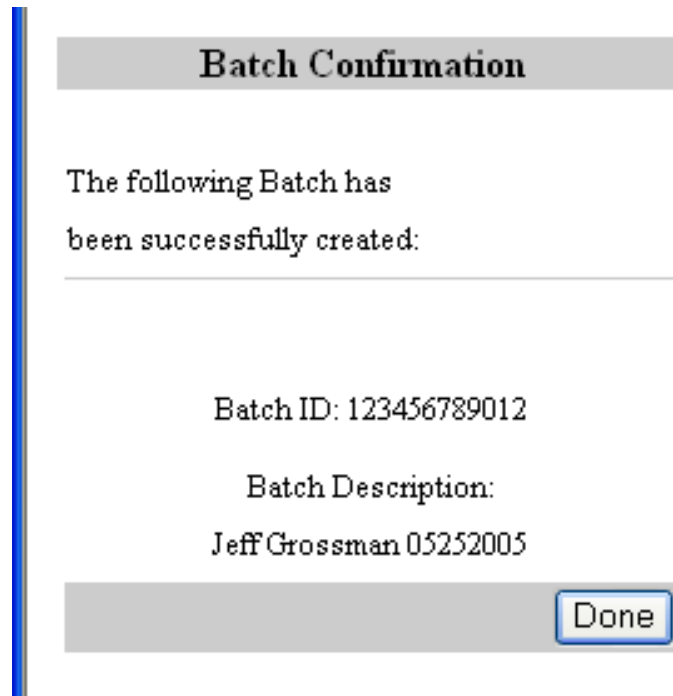
Figure 3-6 Unleashed Add Item Screen



5. Tap **Add** to add the item to the batch and return to the previous screen or **Back** to return to the Enter Item screen without adding the item.

Note: The Exit button in the Add Item screen functions the same way the Exit button in the Enter Item screen functions. That is, if you tap **Exit** in the Add Item screen, Labels and Tags displays a Confirm Exit box. In that box, tap **Yes** to reopen the Labels and Tags Options screen without saving the batch, or **No** to return to the Add Item screen.
6. Repeat steps 3 through 5 until you have added all the items you want to include in the batch.
7. In the Enter Item screen, tap **Done** to save the batch. The Batch Confirmation screen opens.

Figure 3-7 Unleashed Batch Confirmation Screen



8. Tap **Done** to close the Batch Confirmation screen and return to the Labels and Tags Options screen.