

**Oracle® Retail Label and Tags**

User Guide

Release 13.3

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Oracle Retail Labels and Tags User Guide, Release 13.3

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# Contents

<b>Send Us Your Comments</b> .....	ix
<b>Preface</b> .....	xi
Audience.....	xi
Documentation Accessibility .....	xi
Related Documents .....	xii
Customer Support .....	xii
Review Patch Documentation .....	xii
Oracle Retail Documentation on the Oracle Technology Network .....	xiii
Conventions .....	xiii
<b>1 Overview</b>	
<b>Getting Started</b> .....	1-2
<b>User Interface</b> .....	1-2
Navigation.....	1-2
Language and Locale Support .....	1-3
Language Support.....	1-3
Locale Support.....	1-3
<b>Security and Errors</b> .....	1-3
Timeout Interval.....	1-3
Error Handling .....	1-3
<b>2 Using Oracle Retail Labels and Tags</b>	
<b>Managing Corporate Batches</b> .....	2-1
Managing Pending Corporate Batches .....	2-2
Managing Printed Batches .....	2-2
Editing the Batch Details.....	2-3
Editing a Pending Corporate Batch.....	2-4
Printing a Pending Corporate Batch .....	2-4
Editing a Printed Corporate Batch .....	2-5
Reprinting a Corporate Batch.....	2-5
<b>Managing User Batches</b> .....	2-6
Adding User Batches .....	2-6
Printing the User Batch .....	2-9

Confirming the Add Batch .....	2-9
Managing Pending User Batches .....	2-10
Managing Printed User Batches.....	2-11
<b>Printing a Batch.....</b>	<b>2-12</b>
Template Printing Complete .....	2-12
<b>Incomplete Batches .....</b>	<b>2-13</b>

### **3 Using Oracle Retail Mobile Labels and Tags**

User Interface .....	3-1
Starting the Oracle Retail Mobile Labels and Tags Application .....	3-2
Logging On and Off Oracle Retail Mobile Labels and Tags .....	3-2
Passwords.....	3-3
Creating a User Batch .....	3-4

### **Glossary**

### **Index**

## List of Figures

1-1	Labels and Tags Subtabs .....	1-2
2-1	Pending Batches Screen.....	2-2
2-2	Printed Batches Screen for Corporate Batches.....	2-3
2-3	Batch Detail Screen for Pending Batch.....	2-4
2-4	Batch Detail Screen for Printed Batch .....	2-5
2-5	Add Batch Screen .....	2-7
2-6	Add Batch Screen with Items Added to the Batch.....	2-8
2-7	Add Batch Confirmation Screen .....	2-9
2-8	User Batches Screen for Pending Batches.....	2-10
2-9	Printed Batches Screen for User Batches .....	2-11
2-10	Insert Paper Stock Screen.....	2-12
2-11	Template Printing Complete Screen .....	2-12
2-12	Batch Detail Screen for Incomplete Batch.....	2-13
3-1	Mobile Screen Regions .....	3-1
3-2	Mobile Main Options Screen.....	3-2
3-3	Mobile Login Screen .....	3-3
3-4	Mobile Labels and Tags Options Screen.....	3-4
3-5	Enter Item Screen .....	3-4
3-6	Mobile Labels and Tags Add Item Detail Screen .....	3-5
3-7	Mobile Batch Confirmation Screen.....	3-6

## List of Tables

1-1	Available Subtabs.....	1-2
3-1	Screen Regions.....	3-2

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Oracle Retail Labels and Tags User Guide, Release 13.3

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- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
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If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

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If you require training or instruction in using Oracle software, then please contact your Oracle local office and inquire about our Oracle University offerings. A list of Oracle offices is available on our Web site at <http://www.oracle.com>.



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# Preface

This document also pertains to Oracle customers who have licensed Oracle Retail Signs in conjunction with Oracle Retail Labels and Tags. The Oracle Retail Labels and Tags product restricts printing not to exceed six square inches. To print a size greater than six square inches, the customer must license Oracle Retail Signs.

This guide describes the Oracle Retail Labels and Tags user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

## Audience

This document is intended for store personnel who need to do the following:

- View, print, and reprint label and tag batches defined by corporate headquarters
- Modify the quantities and template types for corporate batches
- Create batches of labels and tags based on store needs; modify and print those batches as necessary
- Use the mobile component of Oracle Retail Labels and Tags to facilitate rapid creation of store batches

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### Accessibility of Code Examples in Documentation

Screen readers may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, some screen readers may not always read a line of text that consists solely of a bracket or brace.

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## **Related Documents**

For more information, see the following documents in the Oracle Retail Labels and Tags Release 13.3 documentation set or in the Oracle Retail Back Office Release 13.3 documentation set:

- *Oracle Retail Labels and Tags Release Notes*
- *Oracle Retail Back Office Installation Guide*

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- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

## **Review Patch Documentation**

When you install the application for the first time, you install either a base release (for example, 13.3) or a later patch release (for example, 13.3.1). If you are installing the base release, additional patch, and bundled hot fix releases, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch and bundled hot fix releases can contain critical information related to the base release, as well as information about code changes since the base release.

# Oracle Retail Documentation on the Oracle Technology Network

Documentation is packaged with each Oracle Retail product release. Oracle Retail product documentation is also available on the following Web site:

[http://www.oracle.com/technology/documentation/oracle\\_retail.html](http://www.oracle.com/technology/documentation/oracle_retail.html)

(Data Model documents are not available through Oracle Technology Network. These documents are packaged with released code, or you can obtain them through My Oracle Support.)

Documentation should be available on this Web site within a month after a product release.

## Conventions

The following text conventions are used in this document:

<b>Convention</b>	<b>Meaning</b>
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.



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## Overview

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

- Print and reprint a batch of labels and tags.
- Print a batch of labels and tags in order by department or template type.
- Create, edit, and print a batch of labels and tags based on the needs of your store.
- Modify the quantity and template type of labels and tags for batches.
- Select the printer to use for printing a batch of labels and tags.
- 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.

The application 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. For more information, see "[Managing Corporate Batches](#)" in [Chapter 2](#).

Store-generated lists, known as user batches, are created as needed. For more information, see "[Managing User Batches](#)" in [Chapter 2](#).

Oracle Retail Labels and Tags uses AccessVia Designer Tool to facilitate the creation of templates. Templates are defined at corporate headquarters and then distributed to stores. See the *Oracle Retail Central Office User Guide* for information on exporting files.

The following topics are discussed in this chapter:

- "[Getting Started](#)"
- "[User Interface](#)"
- "[Security and Errors](#)"

## Getting Started

For information on starting Oracle Retail Back Office, logging into the application, and logging out, see the *Oracle Retail Back Office User Guide*. Once you are logged into Back Office, you can access Oracle Retail Labels and Tags. For information on accessing the application, see "[Navigation](#)".

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**Note:** The Label and Tags tab is only displayed on the dashboard if the Labels and Tags module has been purchased and you have security access to the application.

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## User Interface

This section provides an introduction to the application screen.

## Navigation

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

To access Labels and Tags, click the **Labels and Tags** tab. The subtabs provide access to the application functionality.

**Figure 1–1 Labels and Tags Subtabs**



[Table 1–1](#) describes the available subtabs.

**Table 1–1 Available Subtabs**

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

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## Language and Locale Support

Oracle Retail Labels and Tags supports multiple languages and a default locale for the application.

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**Note:** All figures and examples in this guide use English language and the English - United States locale.

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### Language Support

Oracle Retail Back Office has a default language based on the default locale chosen for the store. Oracle Retail Labels and Tags uses the same default language and locale defined for Oracle Retail Back Office. In addition, each user has a preferred language which can be selected from the languages supported for the store.

Information on each screen is displayed in the default language for the application. If a user has a different preferred language selected, the screen is displayed in that preferred language.

### Locale Support

Locale support means tailoring the information displayed on a screen and accepting user entered data in a format that meets the conventions of the locale, or geographic region, where the application is being used. In Oracle Retail Labels and Tags, locale support is provided to enable the date, time, currency, and calendar to be displayed in the default locale chosen for the application.

## Security and Errors

This section provides information on how security and errors are handled. See the *Oracle Retail Back Office User Guide* for additional information.

### Timeout Interval

You are automatically logged out after a certain period of inactivity on the screen. If this happens, log back in with your user ID and password to re-access the system. The last page you accessed opens automatically.

### Error Handling

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.



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## Using Oracle Retail Labels and Tags

There are two major functions in Oracle Retail 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"](#)

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**Note:** The format for the displayed dates and prices is determined by the locale set for Oracle Retail Back Office. The example screens in this guide use the United States locale.

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**Note:** The format for the displayed dates and prices is determined by the locale set for Oracle Retail Back Office.

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### 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.
- One of the following processes is used to export or import the corporate batch:
  - Corporate headquarters can export a batch using either the Oracle Retail Central Office file distribution process or any other file transfer process. For more information, see the *Oracle Retail Central Office User Guide*.
  - The batch can be manually imported within Oracle Retail Back Office. For more information, see the *Oracle Retail Back Office User Guide*.

In the Corporate Batches subtab, you can perform the following procedures:

- ["Managing Pending Corporate Batches"](#)
- ["Managing Printed Batches"](#)

To access the corporate batches functionality, 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.

## Managing Pending Corporate Batches

The Pending Batches screen lists the pending corporate batches that have not yet printed or did not print successfully. If a corporate batch has been printed, but some of the labels or tags failed to print successfully, it is known as an incomplete batch. Incomplete batches are included in the list of pending corporate batches.

Managing a pending corporate batch includes viewing, editing, printing, and removing 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 2–1 Pending Batches Screen**

Pending Batches

Select a Batch ID to view the batch details.

Select All <input type="checkbox"/>	Batch ID	Batch Description	Batch Status	Batch Effective Date	Batch Expiration Date
<input type="checkbox"/>	<a href="#">116</a>	pos07/26/05	Pending	7/26/05 4:26 PM	
<input type="checkbox"/>	<a href="#">119</a>	ItemPriceChangeEvent_11/04/07	Pending	11/4/07 4:28 PM	

Results 1-2 of 2

2. Click the batch ID for the batch you want to view. The Batch Detail screen opens. See "[Editing the Batch Details](#)".  
If you select an incomplete batch, see "[Incomplete Batches](#)".
3. To remove any of the pending batches:
  - a. Select the **Select** check box for each batch you want to remove. To choose all the batches, you can select the **Select All** check box.
  - b. Click **Remove**.

## Managing Printed Batches

The Printed Batches screen shows the list of batches that have successfully printed all of the labels and tags in the batch.

For information on printed user batches, see "[Managing Printed User Batches](#)".

To view printed corporate batches:

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

**Figure 2–2 Printed Batches Screen for Corporate Batches**

Printed Batches

Select a Batch ID to view the batch details.

Select All <input type="checkbox"/>	Batch ID	Batch Description	Batch Status	Batch Effective Date	Batch Expiration Date
<input type="checkbox"/>	<a href="#">116</a>	pos07/26/05	Printed	7/26/05 4:26 PM	
<input type="checkbox"/>	<a href="#">119</a>	ItemPriceChangeEvent_11/04/07	Printed	11/4/07 4:28 PM	

Results 1-2 of 2

2. In the Printed Batches screen, click the batch ID for the batch you want to view. The Batch Detail screen opens. See "[Editing the Batch Details](#)".
3. To remove any of the printed batches:
  - a. Select the **Select** check box for each batch you want to remove. To choose all the batches, you can select the **Select All** check box.
  - b. Click **Remove**.

## Editing the Batch Details

The Batch Detail screen lists the items that are included in a corporate batch or an incomplete user 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 special values \*NONE and \*DEFAULT are defined for the template type:

- If \*NONE is selected, the tag or label does not print.
- If \*DEFAULT is selected, the tag or label is printed using the default label chosen by the retailer.

If the batch status is incomplete, see "[Incomplete Batches](#)" for more information.

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

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**Note:** Depending on the configuration of Oracle Retail Labels and Tags, the Quantity and Template Type fields may be editable. You can also select a printer, if Oracle Retail Labels and Tags is configured to enable a choice of printers.

---

## Editing a Pending Corporate Batch

The contents of the corporate batch are displayed.

**Figure 2–3 Batch Detail Screen for Pending Batch**

Batch Detail

Edit batch information or print the batch labels.

Batch ID: 116  
 Batch Description: pos07/26/05  
 Batch Status: Pending  
 Batch Effective Date: 7/26/05 4:26 PM  
 (M/d/yy)  
 Batch Expiration Date:  
 (M/d/yy)

Select to:

Quantity:

Template Type:

Total Items In Batch: 4 Printer: AUSMFD6

Select All <input type="checkbox"/>	Department	Item Number	Description	Quantity	Template Type	Regular Price	Current Price
<input checked="" type="checkbox"/>	Women Apparel	908	Open - Neck sweater	<input type="text" value="3"/>	*NONE <input type="button" value="v"/>	40.00	
<input type="checkbox"/>	Women Apparel	915	Mia Shoes	<input type="text" value="10"/>	*NONE <input type="button" value="v"/>	40.00	
<input type="checkbox"/>	Women Apparel	909	Winter sweater	<input type="text" value="2"/>	SALTEMPL <input type="button" value="v"/>	60.00	
<input checked="" type="checkbox"/>	Women Apparel	913	Ann Taylor Shoes	<input type="text" value="4"/>	SALTEMPL <input type="button" value="v"/>	20.00	

To edit a pending corporate batch:

1. To edit the quantity and template type for multiple items:
  - a. Select the **Select** check box for each item you want to edit. To choose all the items, you can select the **Select All** check box.
  - b. If the quantity is editable, enter the quantity of tags or labels for the selected items.
  - c. If the template type is editable, select the template type for the selected items.
  - d. When you are done, click **Update**. The selected entries are updated.
2. To edit the quantity and template type for individual items:
  - a. If the quantity is editable, enter the quantity of tags or labels for the item.
  - b. If the template type is editable, select the template type for the item.
3. Click **Save**. This saves the new information but does not print the batch.

---

**Note:** The printer selection is not saved. Selection of the printer is only used when printing the batch.

---

## Printing a Pending Corporate Batch

To print the pending corporate batch, select the printer from the Printer menu and click **Print**. See "[Printing a Batch](#)".

## Editing a Printed Corporate Batch

The contents of the printed batch are displayed.

**Figure 2–4 Batch Detail Screen for Printed Batch**

Batch Detail

Edit batch information or print the batch labels.

<p>Batch ID: 119          Batch Description: ItemPriceChangeEvent_11/04/07          Batch Status: Printed          Batch Effective Date: 11/4/07 4:28 PM          (M/d/yy)          Batch Expiration Date:          (M/d/yy)</p>	<p>Select to:</p> <p>Quantity: <input type="text"/></p> <p>Template Type: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Update"/></p>						
<p>Total Items In Batch: 1 <span style="float: right;">Printer: AUSMFD6</span></p>							
Select All <input type="checkbox"/>	Department	Item Number	Description	Quantity	Template Type	Regular Price	Current Price
<input type="checkbox"/>	Women Apparel	913 Ann Taylor Shoes		4	SALTEMPL	20.00	

To edit a printed corporate batch:

1. To edit the quantity and template type for multiple items:
  - a. Select the **Select** check box for each item you want to edit. To choose all the items, you can select the **Select All** check box.
  - b. If the quantity is editable, enter the quantity of tags or labels for the selected items.
  - c. If the template type is editable, select the template type for the selected items.
  - d. When you are done, click **Update**. The selected entries are updated.
2. To edit the quantity and template type for individual items:
  - a. If the quantity is editable, enter the quantity of tags or labels for the item.
  - b. If the template type is editable, select the template type for the item.
3. Click **Save**. This saves but does not print the batch. The Save Confirmation screen opens.

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**Note:** The printer selection is not saved. Selection of the printer is only used when printing the batch.

---

4. Click **Enter** to continue. The Printed Batches screen reopens.

## Reprinting a Corporate Batch

To reprint a corporate batch, select the printer from the Printer menu and click **Print**. See "[Printing a Batch](#)".

## Managing User Batches

User batches are created at an individual store by a user with the appropriate security access. They are created because of individual store needs, such as, fixtures that are missing labels or the rearrangement of fixtures on 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**, **Pending**, or **Printed** from the left navigation area. For a description of these functions, see the following topics:

- ["Adding User Batches"](#)
- ["Managing Pending User Batches"](#)
- ["Managing Printed User Batches"](#)

## Adding User Batches

The Add Batch screen requires providing a description and selecting items for the 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 Oracle Retail 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.
- When entering a planogram ID or selecting a department, items are added that have an exact match to the planogram ID or department. For example, if 12 is entered for the planogram ID, all items on fixture 12 are added.
- When you enter a planogram ID or select a department, all valid items in the planogram ID or department are added to the batch.
- You can add an item more than once to the batch. This enables you to select more than one template for the same item.

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**Note:** You can select a template type for each item, if Oracle Retail Labels and Tags is configured to enable a choice of template. The default template type is the current item template.

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The special values \*NONE and \*DEFAULT are defined for the template type:

- If \*NONE is selected, the tag or label does not print.
- If \*DEFAULT is selected, the tag or label is printed using the default label chosen by the retailer.

To add a user batch:

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

**Figure 2–5 Add Batch Screen**

Add Batch

Enter batch criteria.

<p>Batch Description: <input type="text" value="Application Administrator 11/20/09"/> *</p> <p>Item Number: <input type="text"/> <input type="button" value="Add"/></p> <p>Department: <input type="text"/> <input type="button" value="Add"/></p> <p>Planogram ID: <input type="text"/> <input type="button" value="Add"/></p>	<p>Select to: <input type="button" value="Remove"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Quantity: <input type="text"/> <input type="button" value="Update"/></p> <p>Template Type: <input type="text"/> <input type="button" value="Update"/></p> </div> <p>Printer: <input type="text" value="AUSMFD6"/> <input type="button" value="v"/></p>
---	--

---

**Note:** You can select a printer, if Oracle Retail Labels and Tags is configured to enable a choice of printers.

---

2. The batch description is generated by Oracle Retail Labels and Tags, but it is editable. The generated description consists 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.

To 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.

To add items by department:

- a. From the Department menu, 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.

To 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.

**Figure 2–6 Add Batch Screen with Items Added to the Batch**

Add Batch

Enter batch criteria.

Batch Description:  \*

Item Number:

Department:

Planogram ID:

Select to:

Quantity:

Template Type:

Total Items In Batch: 9 Printer: AUSMFD6

Select All <input type="checkbox"/>	Department	Item Number	Description	Quantity	Template Type	Regular Price	Current Price
<input type="checkbox"/>	Miscellaneous	1234	CoolBox	<input type="text" value="1"/>	SALTEMPL <input type="button" value="v"/>	10.00	
<input type="checkbox"/>	Hardware	900	Wood Trim	<input type="text" value="1"/>	SALTEMPL <input type="button" value="v"/>	1.00	
<input type="checkbox"/>	Hardware	902	Nails	<input type="text" value="1"/>	SALTEMPL <input type="button" value="v"/>	0.01	
<input type="checkbox"/>	Hardware	60040004	Claw hammer	<input type="text" value="1"/>	SALTEMPL <input type="button" value="v"/>	11.99	
<input type="checkbox"/>	Hardware	60060006	Carp level	<input type="text" value="1"/>	SALTEMPL <input type="button" value="v"/>	19.99	
<input type="checkbox"/>	Hardware	60080008	Tape measure	<input type="text" value="1"/>	SALTEMPL <input type="button" value="v"/>	7.99	
<input type="checkbox"/>	Garden	20	House plant, violet	<input type="text" value="1"/>	SALTEMPL <input type="button" value="v"/>	1.99	3.47
<input type="checkbox"/>	Garden	37	House plant, pansy	<input type="text" value="1"/>	SALTEMPL <input type="button" value="v"/>	1.99	3.47
<input type="checkbox"/>	Garden	939	House plant, daisy	<input type="text" value="1"/>	SALTEMPL <input type="button" value="v"/>	0.25	3.47

\* = Required Field

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

4. To edit the quantity and template type for multiple items:
  - a. Select the **Select** check box for each item you want to edit. To choose all the items, you can select the **Select All** check box.
  - b. Enter the quantity of tags or labels for the selected items. The default quantity is 1.
  - c. If the template type is editable, select the template type for the selected items.
  - d. When you are done, click **Update**. The selected entries are updated.
5. To edit the quantity and template type for individual items:
  - a. Enter the quantity of tags or labels for the item. The default quantity is 1.
  - b. If the template type is editable, select the template type for the item.
6. To remove any items you do not want to include in the batch:
  - a. Select the **Select** check box for each item you want to remove. To choose all the items, you can select the **Select All** check box.
  - b. Click **Remove**.
7. Click **Save**. The Save Confirmation screen opens. See "[Confirming the Add Batch](#)".

---

---

**Note:** The printer selection is not saved. Selection of the printer is only used when printing the batch.

---

---

### Printing the User Batch

To print the user batch, select the printer from the Printer menu and click **Print**. See "Printing a Batch".

### Confirming the Add Batch

The Add Batch screen is updated to display the batch number of the added batch.

**Figure 2–7 Add Batch Confirmation Screen**



To confirm the addition, click **Enter**.

## Managing Pending User Batches

The User Batches screen lists the pending user batches that have 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 2–8 User Batches Screen for Pending Batches**

User Batches

Select a Batch ID to view the batch details.

Select All <input type="checkbox"/>	Batch ID	Batch Description	Batch Status	Date Created
<input type="checkbox"/>	<a href="#">118</a>	pos07/26/05	Pending	7/26/05 4:28 PM
<input type="checkbox"/>	<a href="#">117</a>	pos07/26/05	Incomplete	7/26/05 4:28 PM
<input type="checkbox"/>	<a href="#">115</a>	pos07/26/05	Pending	7/26/05 4:25 PM
<input type="checkbox"/>	<a href="#">114</a>	pos07/26/05	Pending	7/26/05 4:25 PM
<input type="checkbox"/>	<a href="#">113</a>	pos07/26/05	Pending	7/26/05 4:24 PM
<input type="checkbox"/>	<a href="#">111</a>	pos07/26/05	Pending	7/26/05 4:24 PM
<input type="checkbox"/>	<a href="#">110</a>	pos07/26/05	Pending	7/26/05 4:24 PM
<input type="checkbox"/>	<a href="#">109</a>	pos07/26/05	Pending	7/26/05 4:23 PM
<input type="checkbox"/>	<a href="#">108</a>	pos07/26/05	Pending	7/26/05 4:23 PM
<input type="checkbox"/>	<a href="#">107</a>	pos07/26/05	Pending	7/26/05 4:22 PM

Results 1-10 of 12 [[<< Prev](#)] 1 [2](#) [[Next >>](#)]

2. In the User Batches screen, click the batch ID for the batch you want to view, edit, or print:
  - If you select a pending batch, the Add Batch screen opens, displaying details of the selected batch. See Steps 2 to 7 in "Adding User Batches".
  - If you select an incomplete batch, see "Incomplete Batches".
3. To remove any of the pending batches:
  - a. Select the **Select** check box for each batch you want to remove. To choose all the batches, you can select the **Select All** check box.
  - b. Click **Remove**.

## Managing Printed User Batches

The Printed Batches screen lists the user batches that have printed successfully. Managing a printed user batch includes viewing, editing, and reprinting the batch.

To view printed user batches:

1. Select Printed from the left navigation area of the User Batches subtab. The Printed Batches screen opens, displaying a list of printed user batches.

**Figure 2–9 Printed Batches Screen for User Batches**

Printed Batches

Select a Batch ID to view the batch details.

Select All <input type="checkbox"/>	Batch ID	Batch Description	Batch Status	Date Created
<input type="checkbox"/>	<a href="#">118</a>	pos07/26/05	Printed	7/26/05 4:28 PM
<input type="checkbox"/>	<a href="#">117</a>	pos07/26/05	Printed	7/26/05 4:28 PM

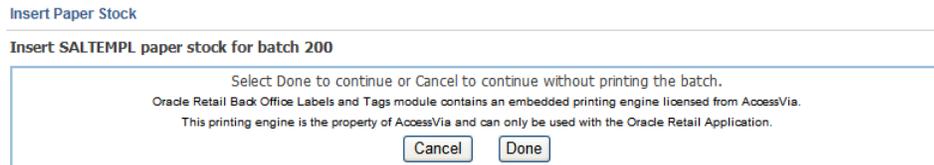
Results 1-2 of 2

2. In the Printed Batches screen, click the batch ID for the batch you want to view, edit, or print:
  - If you select pending batch, the Add Batch screen opens, displaying details of the selected batch. See Steps 2 to 7 in "[Adding User Batches](#)".
  - If you select an incomplete batch, see "[Incomplete Batches](#)".
3. To remove any of the printed batches:
  - a. Select the **Select** check box for each batch you want to remove. To choose all the batches, you can select the **Select All** check box.
  - b. Click **Remove**.

## Printing a Batch

The Insert Paper Stock screen is used to ensure that the correct paper stock for a template is in the printer before printing begins. The expected paper stock is shown on the screen. If multiple templates are printed, this screen is displayed before printing each template.

**Figure 2–10** *Insert Paper Stock Screen*



**Note:** Depending on the configuration of Oracle Retail Labels and Tags, the labels and tags are printed in order by department or template type.

To print the corporate or user batch:

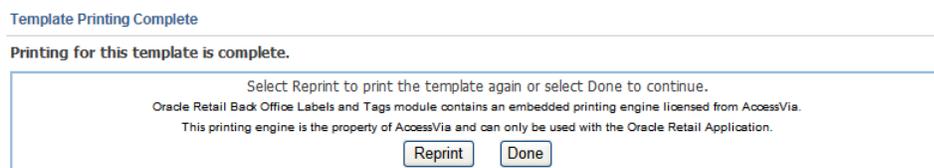
1. Insert the size of paper specified in the Insert Paper Stock screen into the printer.
2. To continue with the printing process, click **Done**. To cancel the printing process, click **Cancel**.
3. After the labels and tags for a template have printed, the Template Printing Complete screen opens. See "[Template Printing Complete](#)".

After a pending or incomplete batch is completely printed, it is deleted from the Pending Batches screen and is moved to the Printed Batches screen.

## Template Printing Complete

After the labels and tags that use the same template are printed, the Template Printing Complete screen opens.

**Figure 2–11** *Template Printing Complete Screen*



To continue the printing:

1. To print the labels and tags for the template again, click **Reprint**. The Insert Paper Stock screen opens. See "[Printing a Batch](#)".
2. To continue with the printing process, click **Done**.

If another template needs to be printed, the Insert Paper Stock screen opens. See "[Printing a Batch](#)".

## Incomplete Batches

If the corporate or user batch that was selected for detailed viewing is an incomplete batch, it is displayed in the Batch Detail screen. Only the items that failed to print are listed.

**Figure 2–12 Batch Detail Screen for Incomplete Batch**

Batch Detail

Select Print to print the batch.

Batch ID: 119  
 Batch Description: ItemPriceChangeEvent\_11/04/07  
 Batch Status: Incomplete  
 Batch Effective Date: 11/4/07 4:28 PM  
 (M/d/yy)

Printer: AUSMFD6

Total Items In Batch: 9

Department	Item Number	Description	Quantity	Template Type	Regular Price	Current Price
Garden	20	House plant, violet	1	SALTEMPL	1.99	3.47
Garden	37	House plant, pansy	1	SALTEMPL	1.99	3.47
Garden	41	House plant, ivy	1	SALTEMPL	1.99	
Garden	5	House plant, rose	4	SALTEMPL	1.99	3.95
Garden	888	Hp, aspidistra	5	SALTEMPL	1.00	3.47
Garden	903	Soil	1	SALTEMPL	0.25	
Garden	939	House plant, daisy	1	SALTEMPL	0.25	3.47
Garden	9871	Test Kit Pt Taxable	1	SALTEMPL	9.98	
Garden	9879	360Commerce Kit	1	SALTEMPL	30.00	

\* = Required Field

---

**Note:** You can select a printer, if Oracle Retail Labels and Tags is configured to enable a choice of printers.

---



---

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

---

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 in the list.

After printing successfully, the batch is deleted from the Pending Batches screen and moved to the Printed Batches screen.

To print the incomplete batch:

1. To choose the printer for the batch, select the printer from the Printer menu.
2. To print the batch, select **Print**. See "[Printing a Batch](#)".



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## Using Oracle Retail Mobile Labels and Tags

The Mobile component of Oracle Retail 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 Oracle Retail Mobile 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 Oracle Retail Back Office.

The following topics are discussed:

- "User Interface"
- "Starting the Oracle Retail Mobile Labels and Tags Application"
- "Logging On and Off Oracle Retail Mobile Labels and Tags"
- "Creating a User Batch"

### User Interface

The screens are laid out using the following format:

*Figure 3–1 Mobile Screen Regions*

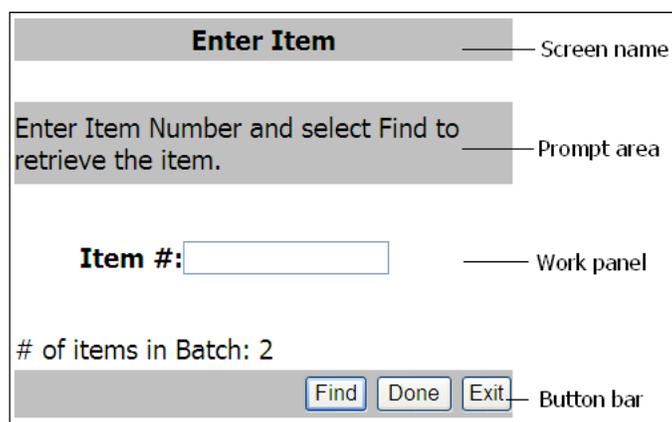


Table 3–1 describes the regions of the screen.

**Table 3–1 Screen Regions**

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.

Some terms are used in special ways with handheld devices:

**Stylus:** A pointing device used with handheld RF devices to select letters and numbers from the on-screen keyboard or for drawing on the text screen for data-entry where allowed.

**Tap, Select, or Click:** User actions to execute a command such as a button click or select on a HTML link by a stylus or pen-shaped apparatus, typically supplied with the handheld device.

**Type or Enter:** Enter alphanumeric text into the available data entry using any means available, such as writing with the stylus or selecting letters or numbers from the on-screen keyboards.

## Starting the Oracle Retail Mobile Labels and Tags Application

To access Oracle Retail Mobile Labels and Tags, enter the URL for your Oracle Retail Mobile Labels and Tags login page into the handheld address bar:

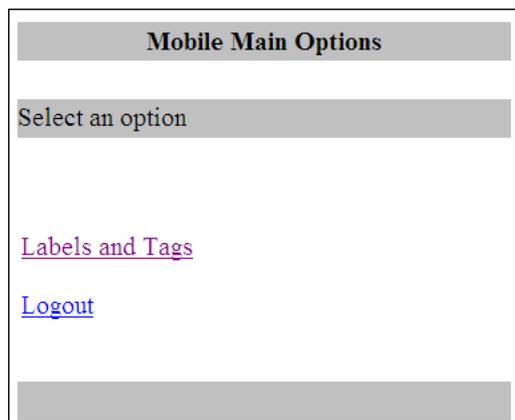
`https://<hostname>:<portnumber>/backoffice/mobilelabel/mainMobile.do`

## Logging On and Off Oracle Retail Mobile Labels and Tags

To log on to the handheld device:

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

**Figure 3–2 Mobile Main Options Screen**



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

**Figure 3–3 Mobile Login Screen**

The screenshot shows a mobile application login screen. At the top, it says "Back Office Log In". Below that is a header "Enter a User ID and Password to log in." There are two text input fields: "User ID:" and "Password:". A "Login" button is positioned at the bottom right of the form area.

3. Enter your user ID and password in the appropriate fields.
4. Tap **Login**.
  - If you entered a valid user ID and password, the Labels and Tags Options screen opens. See [Figure 3–4](#).
  - If you entered a temporary password or a password that has expired, an error message is displayed. You must go to an Oracle Retail Back Office location or Point-of-Service register and change the password before you can log on to the handheld device. For additional information on how passwords are handled by this application, see "[Passwords](#)".

To log off from the handheld device:

1. From the Labels and Tags Options screen, tap **Exit**. The Main Options screen opens. See [Figure 3–2](#).
2. Tap **Log Off**. The Login screen opens. See [Figure 3–3](#).
  - If you are the only logged on user, a new user can now log on the application.
  - If multiple users are logged on, you must enter your user ID and password to complete logging off.

## Passwords

Passwords are used to restrict access to Oracle Retail Mobile Labels and Tags. The requirements for passwords are defined by the retailer. Requirements can include the definition of password length and content. For example, you may need to enter a password that is at least five but not more than ten characters and includes at least one numeric character. For information on your password requirements, consult your system administrator.

Passwords can be defined to expire within a specific number of days after being set. If you do not change your password before it expires, you are locked out from logging on. If you are locked out, a system administrator must reset your password. You will be assigned a temporary password. You need to go to a Back Office location or Point-of-Service register to change that temporary password before you can log on to the handheld device. You may also be locked out after a specific number of invalid logon attempts.

## Creating a User Batch

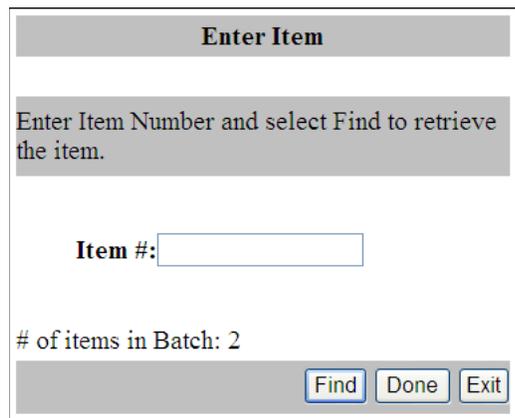
1. After you log on, the Labels and Tags Options screen opens.

**Figure 3–4 Mobile Labels and Tags Options Screen**



2. Tap **Create Batch**. The Enter Item screen opens.

**Figure 3–5 Enter Item Screen**



3. Enter the number of each item or scan each item.  
 Oracle Retail Mobile 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. To search for the item, tap **Find**. 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 Detail screen opens, displaying information about the item.

---



---

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

---



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**Figure 3–6 Mobile Labels and Tags Add Item Detail Screen**

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**Note:** Depending on the configuration of Oracle Retail Labels and Tags, the Template Type field may be editable.

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5. If the template type is editable, select the template type for the item.  
The special values \*NONE and \*DEFAULT are defined for the template type:
  - If \*NONE is selected, the tag or label does not print.
  - If \*DEFAULT is selected, the tag or label is printed using the default label chosen by the retailer.
6. To add the item to the batch and return to the previous screen, tap **Add**. To return to the Enter Item screen without adding the item, tap **Back**.

---



---

**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, a Confirm Exit box is displayed. In that box, tap **Yes** to reopen the Labels and Tags Options screen without saving the batch, or tap **No** to return to the Add Item screen.

---



---

7. Repeat Steps 3 through 6 until you have added all the items you want to include in the batch.
8. In the Enter Item screen, tap **Done** to save the batch. The Batch Confirmation screen opens.

**Figure 3-7 Mobile Batch Confirmation Screen**



9. To close the Batch Confirmation screen and return to the Labels and Tags Options screen, tap **Done**.

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# Glossary

**AccessVia**

Third party application that is used to design and create the templates for the labels and tags. Also includes a printing engine.

**corporate batch**

A batch created at the corporate office that is sent to stores.

**incomplete batch**

A batch that has not completely printed. At least one label or tag printed successfully, but not all the labels and tags in the batch printed successfully.

**pending batch**

A batch that has not yet been printed.

**planogram**

Schematic drawing of fixtures and shelves that illustrate product placement.

**planogram ID**

Identifier that corresponds to a fixture or shelf location in a store.

**printed batch**

A batch in which all of the labels and tags have been printed.

**user batch**

A batch created by a user in a store using the Labels and Tags tab in Oracle Retail Back Office or a handheld device.



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# Index

## A

---

AccessVia, 1-1  
application overview, 1-1

## B

---

batches  
  corporate, 2-1  
  incomplete, 2-13  
  user, 2-6

## C

---

corporate batches, 2-1  
  editing batch details, 2-3  
    pending, 2-4  
    printed, 2-5  
  pending, 2-2  
  printed, 2-2

## E

---

error messages, 1-3

## G

---

getting started, 1-2

## H

---

handheld device, 3-1  
  logoff, 3-3  
  logon, 3-2  
  *See also* mobile

## I

---

incomplete batches, 2-13  
insert paper stock, 2-12

## L

---

language support, 1-3  
locale support, 1-3  
login, 1-2  
logoff handheld device, 3-3

logon handheld device, 3-2  
logout, 1-2

## M

---

mobile, 3-1  
  logoff, 3-3  
  logon, 3-2  
  options, 3-4  
  passwords, 3-3  
  screen, 3-1  
  starting application, 3-2  
  terminology, 3-2  
  user batch, 3-4  
    batch confirmation, 3-6  
    entering items, 3-4  
  user interface, 3-1

## P

---

printing  
  incomplete batch, 2-13  
  pending corporate batch, 2-4  
  printed corporate batch, 2-5  
  user batch, 2-9

## T

---

template types  
  \*DEFAULT, 2-3, 2-6, 3-5  
  \*NONE, 2-3, 2-6, 3-5  
timeout interval, 1-3

## U

---

user batches, 2-6  
  adding, 2-6  
    save confirmation, 2-9  
  pending, 2-10  
  printed, 2-11  
user interface  
  application window, 1-2  
  mobile screen, 3-1

