

# PRO-5h Page | 1 of 2

Category	Product
Course	Labels
Version	1.0
Client	Generic
Software	2.15.8


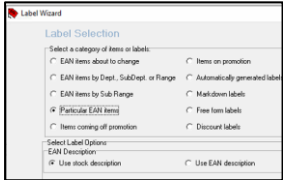



### Hints and Tips

- ✓ If you're re-ticketing a section of the store, use the Price Change function on a mobile scanning device to request tickets shelf-by-shelf; they're queued as Automatically Generated Labels, and print in scanned order. Refer to the [PRO-5a Request Tickets \(Mobile\) Fact Sheet](#) and [PRO-5f Print Automatically Queued Tickets Fact Sheet](#).
- ✓ You can also request a replacement ticket on the Stock screen, by clicking **Labels**. These tickets are queued as Automatically Generated Labels.
- ✓ If a product is on promotion (lists a **Promo Price**), select the:
  - **promotion label report** to print its promotional price
  - **normal label report** to print its regular price.
- ✓ Check that the correct label paper, in sufficient quantity, is in the printer before you click **Print**.

# Print Replacement Labels

Use the BOS Labels Wizard function to print all shelf tickets.

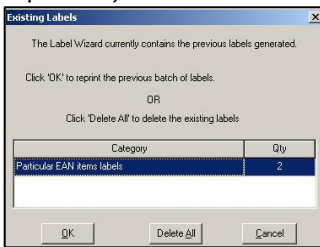
## Procedure to Request & Print an Ad-hoc Replacement Ticket

<p>1. From the BOS <b>Tools</b> menu, select <b>Labels Wizard</b>. *Or click the <b>Labels</b> icon.*</p>													
<p>2. Click <b>Next</b>.</p>													
<p>3. Select <b>Particular EAN items</b>.</p> <p>4. Optionally select <b>Use EAN Description</b> to print the EAN Description on tickets instead. *EAN Desc usually includes pack size. If an item doesn't have an APN desc (set on the Stock record   EAN tab), then Stock Description gets used.*</p>													
<p>5. Click <b>Next</b>.</p>													
<p>6. In the <b>EAN Item</b> field, type the barcode or click  to search for the product.</p>													
<p>7. In the <b>No. of Labels</b> field, type the number of labels you need. *The field defaults to [1]*.</p>													
<p>8. Press <b>Enter</b>. *The cursor moves to the next blank row.* *To modify a quantity, click the product, &amp; overwrite the <b>No. of Labels</b> field ([0] deletes the label)*.</p>													
	 <table border="1" data-bbox="616 1800 1476 1899"> <thead> <tr> <th>EAN Code</th> <th>Label Type</th> <th>Description</th> <th>Qty</th> <th>Normal Price</th> <th>Promo Price</th> </tr> </thead> <tbody> <tr> <td>9310015227035</td> <td>A</td> <td>RR DELI 100G</td> <td>1</td> <td>2.30</td> <td></td> </tr> </tbody> </table>	EAN Code	Label Type	Description	Qty	Normal Price	Promo Price	9310015227035	A	RR DELI 100G	1	2.30	
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9310015227035	A	RR DELI 100G	1	2.30									

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## Hints and Tips

- ✓ Delete tickets after they've printed successfully and you no longer require them.
  - If you click **Continue** at step 15, the system doesn't let you print other labels in this session until you either delete them or reprint them (the original label qty will be duplicated).



- If you simply click **Close** at step 15, the labels are also automatically deleted and won't be duplicated if you re-open Labels Wizard and select to print the same labels.

9.	Click <b>Next</b> . A Print Summary is displayed.					
10.	Click <b>Next</b> .					
11.	Select the type of label stationary you're going to print on ( <i>see Hints and Tips</i> ).					
12.	Click <b>Finish</b> . <i>*A preview of the labels is displayed.*</i>					
13.	Click the <b>Print</b> icon to print the labels. <i>*Click the <b>Print Setup</b> icon first, if you need to select a different printer.*</i>					
14.	After labels have printed successfully, click the red [X] icon to close the preview screen.					
15.	<table border="1"> <tr> <td data-bbox="627 1021 842 1305"><b>To:</b> print different tickets</td> <td data-bbox="850 1021 1174 1305"><b>then:</b> click <b>Delete Labels</b>. Click <b>Yes</b> to confirm the delete request. The Label Wizard welcome screen is displayed. Click <b>Next</b>. <i>*Refer to the applicable fact sheet.*</i></td> </tr> <tr> <td data-bbox="627 1317 842 1536">finish</td> <td data-bbox="850 1317 1174 1536">click <b>Delete Labels</b>. Click <b>Yes</b> to confirm the delete request. The Label Wizard welcome screen is displayed. Click <b>Close</b>.</td> </tr> </table>	<b>To:</b> print different tickets	<b>then:</b> click <b>Delete Labels</b> . Click <b>Yes</b> to confirm the delete request. The Label Wizard welcome screen is displayed. Click <b>Next</b> . <i>*Refer to the applicable fact sheet.*</i>	finish	click <b>Delete Labels</b> . Click <b>Yes</b> to confirm the delete request. The Label Wizard welcome screen is displayed. Click <b>Close</b> .	  
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