

Creating Batch, One-off Bin-Tags, Item Labels and Signs

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WHAT YOU'LL LEARN

Available labels, tags, & signsReview of the LTSR catalog & terminology

Printing labels & tags

Printing sale signs

Default tag styles and printers

Printing item tag labels



Available labels, tags, & signs

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Go to: <u>http://info.paladinpos.com/LTSR_Catalog.pdf</u> Then, bookmark this URL in your browser. Or, do this:

- Search the Paladin Knowledge Base for "LTSR".
- Click this search result: LTSR catalog for Labels, Tags, Signs, & Reports
- In the article, click LTSR Catalog to open the PDF.





LTSR Catalog

Printer Type

Part Numbers

- In the catalog, each label specifies the supported printer type(s) and color(s).
- Specifications and a sample printer are provided for each label.
- When ordering labels from the Paladin Store, reference the label part number from the printer table.

Note: Some tags are designed only for certain printers. Check the catalog for supported printer types.



Supported printer types for bin tag, shelf tag & item tag



Laser: bin tag, shelf tag & item tag

Dedicated: bin tag, shelf tag & item tag

Portable: bin tag, *shelf tag & *item tag *Requires Zebra brand portable printer



Printer type & paper sizes supported by signs





Generating the bin tag labels or batch file

- Paladin Point of Sale File Edit Maintain Tasks Reports Help nvoice/Quote Customers Inventory PO Reports Backup Reports Choose a Report Area and then select a specific report from the Report List. Re wish to run and click on Next to enter the criteria Report Area Report List O Bintag Format #1 Accounts Receivable 🚫 Bintag Format #2 Inventory Bintag Format #3 Labels O Bintag Format #4 History O Bintag Format #8 Purchase Order 🔿 Bintag Format #9 Performance Analysis General O Bintag Format #10 Sales Analysis O Bintag Format #15 Bintag Format #16 Customers O Bintag Format #20 O Bintag Format #21 Sintag Format #22 🚫 Bintag Format #23 O Bintag Format #24 Bintag Format #25 🚫 Bintag Format #30 Bintag Format #33 🚫 UPC Bar Code Bin Tags Bin tag file Bintag Information File Sale tags Sale Tag Format #1
 - In the Reports module, select Inventory and then Labels.
 - To immediately print a bin tag on the default bin tag label printer, select from
 Bintag Format #1 thru #33.
 - To print to the laser printer later, select **Bintag Information File**.
 - To print specific sale tags to a dedicated bin tag label printer, select Sale Tag
 Format #1.



Generating bin tag labels or a batch file

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SubClass Location	0	✓ 9999999999 ✓ 99999999999 ✓ 999999999999	~	C:\PaladinPOS\Exp	ort\MyLabel.txt		

- Select desired Report Settings.
- Select one of the following options:
 - Print All
 - Limit to items that require bin tags
 - Print changes since date/time
- Optional:
 - Select Reset bin tag flags?



Creating a one-off bin tag from the Inventory module

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	Shrinka	ge: -10	Reviewed	: 0/11 Oth					
	Lo	ss: -\$1.80	08-Jun-19	C/U Qty:	1.00 Label:	EA			Print Sign

- In the **Inventory** module, open the inventory item.
- On the General tab, click
 Print Bintag.
- Prints directly to the
 dedicated bin tag label printer
 in the format set in Paladin
 Configuration. (Select
 File>Setup. Then open the
 Company tab.)



Generating a one-off bin tag from the RF Terminal



- Anytime your cursor jumps to the Price (Sell) field, press the pound '#' key and press Enter.
- **Print all** or **Print changes** can be set when starting the RF Terminal.



Printing batch labels from the bin tag information file



Select Reports > MS Access Templates.



- In the ACCESS REPORT window:
 (Click A icon on the bottom of your screen)
 - Select BIN TAGS.
 - Select the bin tag type: I BIN TAG #
 - Select the sort order and then click I RUN.

Note: Confirm that you have the latest copy of the MS Access Templates – In Paladin on the top menu bar go to: Maintain > Download > MS Access Templates.



Generating one-off sale signs

🦻 Paladin Point of Sale	
File Edit Maintain Tasks Reports Help	
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voice/quote customers inventory PO Reports Backup Exit	
Inventory Order Control Pricing General	
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Alt # 082826000068	
Sale Sign Export Cancel	
Export Data for Signs	
Export Data for orgins	
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	Core Charge: 0.00
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	# Dintags. I V Later: P
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C·\PaladinPQS\evnot\SaleSign_tvt	Print Sign
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- In the Inventory module, open the General tab.
- Click Print Sign.
- Set Start Date and End Date.
- Optional: Enter custom **Price Text**.
- Select to Append or Overwrite the existing sale sign file.
- Sale sign file will be saved here:

<u>C:\PaladinPOS\export\SaleSign.txt</u>



Generating sale signs from sale lists

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Invoice (Store	e) KPI-NPS	Loc Min Mar	rgin Pharmacy P	ricing Plan Rec	company ceivables R	lemote Access	Rewards Re	ounding Sale	List Supplier Taxes
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- Open the **Sale List** tab and select the sale list.
- Click Print Sign.
- Set a Start Date and End Date.
- Optional: Enter custom Price Text.
- Select to Append or Overwrite existing sale sign file.
- Sale sign file will be saved here: <u>C:\PaladinPOS\export\SaleSign.txt</u>



Printing sale signs

isks

Help



- Select Reports > MS Access Templates.
- MS Report Builder 4.0 PO Repo • Select **SALE SIGNS**.
- **C** ADD LOGO if desired.
- Select sale type: 💼 SALE SIGN #.
- Select a sale sign page layout:



💼 Small, Medium, or Large



Default printer setup for bin tag labels

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oice (Local) Network Secure Accounting ACH Charity Clas	ss Credit Card Company Customer Type Data Archive Delivery Dept Employees	
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Report Pri	nter PrimoPDF	
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Dedicated Yard Order Pri	nter PrimoPDF	
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Select File > Setup.



- Open the **Network** tab.
- Select a Dedicated Label Printer.
- Select the RF Terminal attached printer (**RF Attached Printer 1**).



Setting the default bin tag label for the RF Terminal

😔 Paladin Configuratio	n
ExternalSync Forms In Terminals U/M	nvoice (Store) KPI-NPS Loc Min Margin Pharmacy Pricing Plan Receivables Remote Access Rewards Rounding Sale List Supplier Taxes
Invoice (Local) Network	Secure Accounting ACH Charity Class Credit Card Company Customer Type Data Archive Delivery Dept Employees External AR
	Use Customer Advanced Lookup (Improves customer lookup performance)
RF Terminals	
	RF Server Location TERMINAL-1
	Port COM1 V
	Hide Cost
	Price in Barcode
	RF Printer Bintag Style*
	RF Printer Quantity Break Bintag Style* Quantity Break Bintag Format #1 🗸
	RF Printer Item Tag Style*
	*requires RF Attached Printer
	Enable RF Login
	Hide Retail in PO
	Enable Inbound Receiving
Tag Styles	
	Default Bintag Style Bintag Format #9 V
	Default Item Tag Style Item Tag #6 - Code 39 ~
	Default Quantity Break Bintag Style 🛛 Quantity Break Bintag Format #1 🗸
	Default Sign
	Enable Cost Code on Laser Bin Tag* Cost Code
	Force Bintags on Additions from Obscure
	Disable Quantity Break Bintags
	Reprint Tag When Specified Columns Are Changed
	Broken Carton Code
	Close

Select File > Setup.



- Open the **Company** tab.
- To set the default bin tag format for the RF Terminal attached printer, select an **RF Printer Bintag Style**.



Setting the default label for bin tags

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nvoice (Local) Netwo	k Secure	Accountin	g ACH	Charity	Class C	redit Card	Company	Customer	Type Data Archi	ve Deliver	y Dept	Employees	External AF	2
				Use Use	Customer /	Advanced	Lookup (In	proves custo	mer lookup perfor	mance)				4
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						F	ort COM	1						
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				Disable	e Quantity I	Break Binta	ags							
					Reprint T	ag When	Specified (Columns Are (hanged					
						Alternate	Part Numb	er	_					
						Broken C Class	arton Code							

Select File > Setup.



- Open the Company tab.
- To set the default bin tag style for printing one-off labels on the dedicated bin tag label printer from the **Inventory** module, select a **Default Bintag Style**.



Printing item tag labels



- Default item tag printer and label settings are in the same location as the bin tag settings.
- One-off item tags can be created in the Inventory module.
- To print out batches of item tags when receiving invoices and during PO receiving, click Generate price tag file.

Note: To be included in batched item tag print process, and item must have its **Item Tag Required** checkbox selected in the **Inventory** module, on the **General** tab.



Learn more

Go to: http://portal.paladinpos.com

<u>5 Reasons Why Labels Are Important</u> (News article)
<u>About bin tags and shelf tags</u> (Knowledge Base article)
<u>LTSR catalog for labels, tags, signs, and reports</u> (Contains LTSR link)



Recording available at: **portal.paladinpos.com/webinars**

Check out our Spring 2019 Release Guide

on the Help Portal