



Best Practices: Bin Tag Tips & Tricks

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Chief Experience Officer
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WHAT YOU'LL LEARN

- About bin tags and shelf tags.
- Why managing your own tags is a good idea
- Set up bin tag label defaults
- Generate batch bin tags:
 - In batch to a laser printer
 - In batch to a dedicated label printer
- Generate a one-off bin tag:
 - Individually from the Inventory module
 - Individually from the RF Terminal
- RF Terminal setup and printing
- Reference the LTSR catalog

About bin tags & shelf tags

LOCATION ORD QTY	\$0.00
DESCRIPTION	
MFG #	ALT PART #
PART #	DATE

LOCATION	DATE	0.00 PER UNIT
\$0.00		
PART #	MFG #	
DESCRIPTION		
CONSUMER BRAND NAME	ORD QTY	

- Bin tags are typically for use on a peg, shelf, and bin, and feature an adhesive backing.
- Shelf tags are designed to be placed in a clear plastic holder on a shelf, peg, or bin and are typically made of hard-stock paper.
- A wide variety of both are in our [LTSR catalog](#).

Why managing your own tags is a good idea



- Utilizes Paladin automation.
- More accurate – uses Paladin pricing and inventory data, such as location codes.
- Prices can be easily modified, and new tags can be quickly generated during these inflationary times.
- Protects your profit margins.
- Most often less expensive than buying pre-printed labels from the supplier.

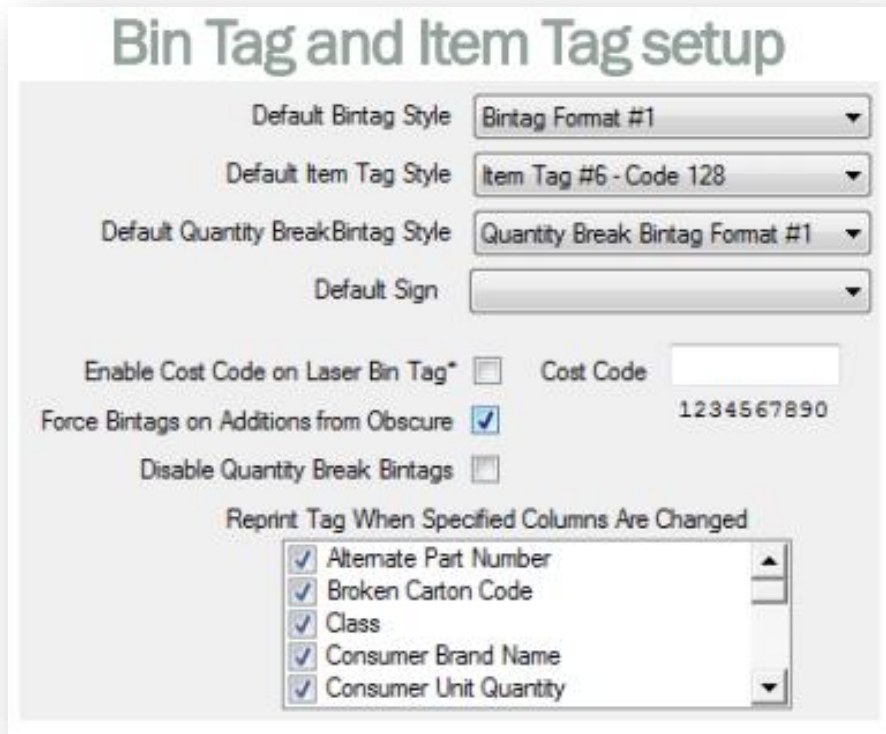
Why managing your own tags is a good idea



Case study – Timing is everything.

- A Paladin client experienced pricing inconsistencies because they were using supplier-provided bin tags whose prices often didn't match those on the shelf in the store.
- The supplier bin tags were generated when inventory was ordered and prior to any price changes implemented at the store.
- The result was lost revenue.

Set up bin tag label defaults



Bin Tag and Item Tag setup

Default Bintag Style: Bintag Format #1

Default Item Tag Style: Item Tag #6 - Code 128

Default Quantity Break/Bintag Style: Quantity Break Bintag Format #1

Default Sign:

Enable Cost Code on Laser Bin Tag* Cost Code: 1234567890

Force Bintags on Additions from Obscure

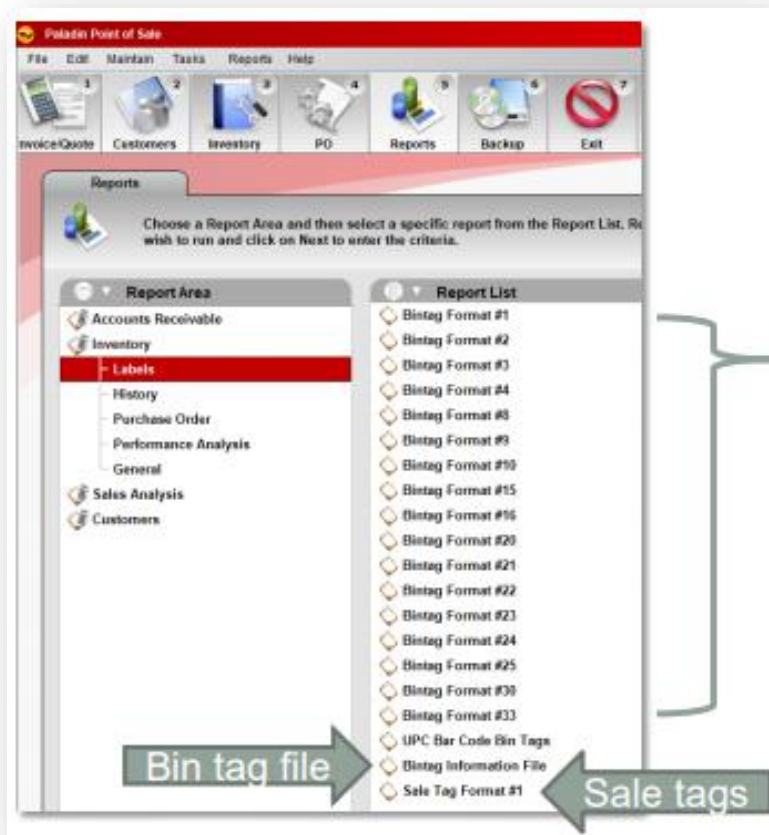
Disable Quantity Break Bintags

Reprint Tag When Specified Columns Are Changed

- Alternate Part Number
- Broken Carton Code
- Class
- Consumer Brand Name
- Consumer Unit Quantity

1. Go to **File** menu > **Setup** > **Company** tab, look for the **Tag Styles** pane, and set these print options:
 - **Default Bintag Style:** Choose from 40+ bin tag styles.
 - **Default Item Tag Style:** Choose from multiple item tag styles.
 - **Default Quantity Break Bintag Style:** Select **Quantity Break Bintag Format #1** (only option).
 - **Enable Cost Code on Laser Bin Tag:** Laser printer only
 - **Force Bintags on Additions from Obscure** (on/off)
 - **Disable Quantity Break Bintags** (on/off)
 - **Reprint Tag When Specified Columns are Changed:** Select the values that will set the **Print Later** flag on the item when the value changes.
2. Click **Save** to save your settings.

How to print bin tags or create a batch bin tag file



In the **Reports** module, select **Inventory** and then **Labels**.

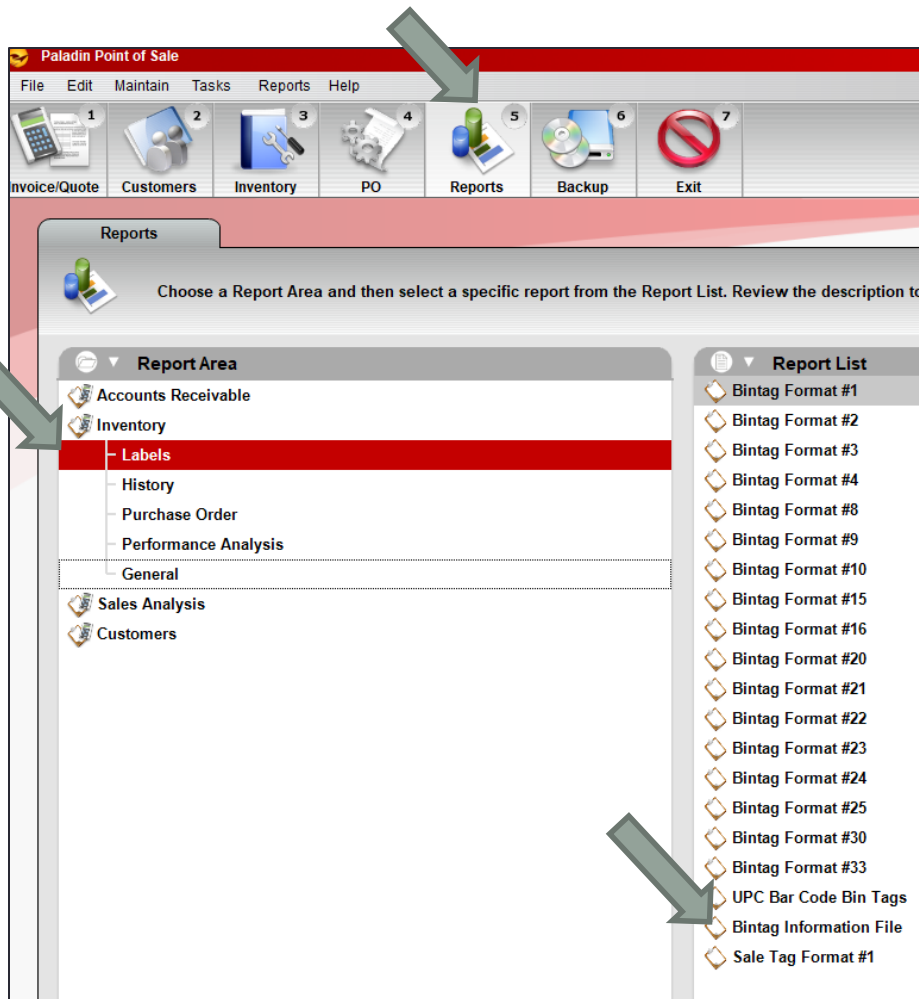
- To immediately print a bin tag on the default bin tag label printer, select the bin tag format from **Bintag Format #1 - Bintag Format #33**.
- To create a batch bin tag file to print on a laser printer later, select **Bintag Information File**.
- To print a sale tag to a dedicated bin tag label printer, select **Sale Tag Format #1**.

Generate batch bin tags for a laser printer



Create batch bin tag labels and then print as full-sheet on a laser printer using Microsoft Access.

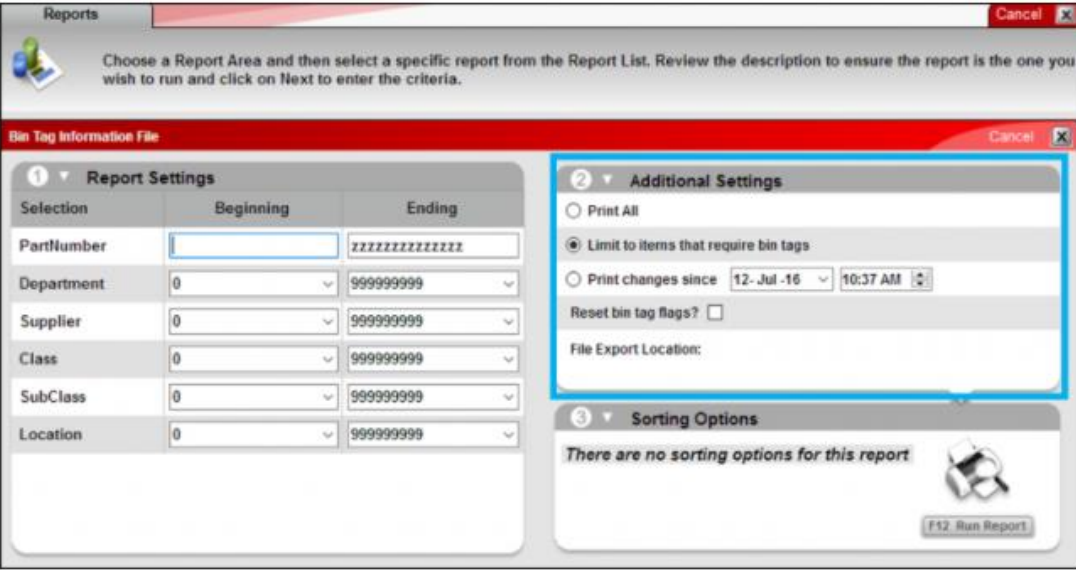
Create a Bintag Information File of batch labels



1. On the top ribbon, click the **Reports** module.
2. In the **Report Area** pane, click **Inventory**, and then click **Labels**.
3. In the **Report List** pane, click **Bin Tag Information File**, and then click **Next** or press **F12**.

Create a Bintag Information File of batch labels (cont'd)

- In the **Report Settings** pane, specify the inventory items you desire to print bin tags.
- In the **Additional Settings** pane, choose one of the following print options
 - Print All:** Create printable bin tags for all inventory items selected for the report.
 - Limit to items that require bin tags:** Create printable bin tags for only items that have had price or other value changes.
 - Print changes since [date range]:** Create printable bin tags for items that have had price changes in the specified date/time range.
- Click **Run Report** or press **F12** and a file will be created at <C:\PaladinPOS\Export\BinTagInfo.txt>



Reports

Choose a Report Area and then select a specific report from the Report List. Review the description to ensure the report is the one you wish to run and click on Next to enter the criteria.

Bin Tag Information File

1 Report Settings

Selection	Beginning	Ending
PartNumber		ZZZZZZZZZZZZZZ
Department	0	999999999
Supplier	0	999999999
Class	0	999999999
SubClass	0	999999999
Location	0	999999999

2 Additional Settings

Print All

Limit to items that require bin tags

Print changes since 12-Jul-16 10:37 AM

Reset bin tag flags?

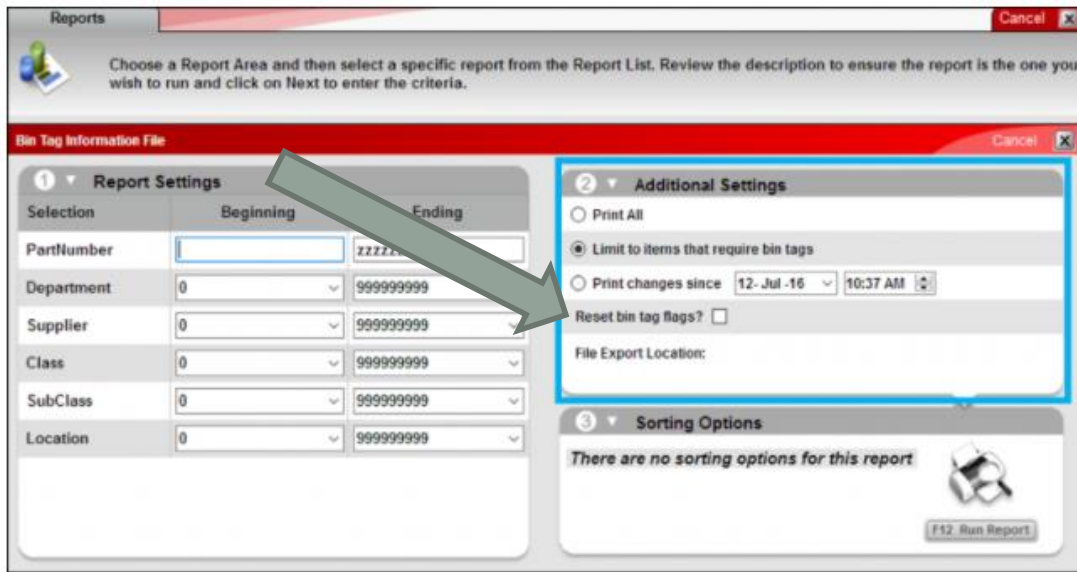
File Export Location:

3 Sorting Options

There are no sorting options for this report

F12 Run Report

About the “Reset bin tag flags?” option



Reports

Choose a Report Area and then select a specific report from the Report List. Review the description to ensure the report is the one you wish to run and click on Next to enter the criteria.

Bin Tag Information File

1 Report Settings

Selection	Beginning	Ending
PartNumber		zzzzz
Department	0	999999999
Supplier	0	999999999
Class	0	999999999
SubClass	0	999999999
Location	0	999999999

2 Additional Settings

Print All

Limit to items that require bin tags

Print changes since 12-Jul-16 10:37 AM

Reset bin tag flags?

File Export Location:

3 Sorting Options

There are no sorting options for this report

F12 Run Report

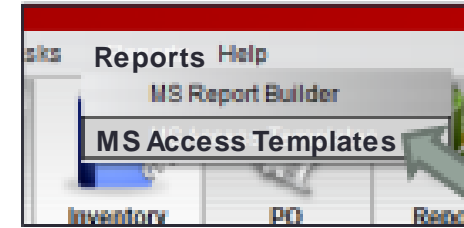
The Print Later flag/checkbox is found in the **Inventory** module on the **General** tab.

- **Reset bin tag flags?** will prevent you from printing the same bin tags again the next time you batch bin tags using this report.
- It does this by clearing the **Print Later** flag/checkbox for the items you have specified in **Report Settings**.
- **Best Practice:** Do not select this option when you initially batch bin tags. After you print the bin tag labels on the printer, run the report a second time with the same settings and **Reset bin tag flags?** selected.
- This setting only resets the **Print Later** flags for items specified in the report. All other **Print Later** flags will remain intact.

Print labels from the Bintag Information File using Microsoft Access



1. Select **Reports > MS Access Templates**.
2. Select **Bin Tags**.
3. Select the bin tag type: **Bin Tag #<number>**
4. Load the laser printer with full-sheet labels.
5. Select the sort order and then click **Run**.



Notes:

- Confirm that you have the latest copy of the MS Access Templates – In Paladin, go to **Maintain** menu > **Download > MS Access Templates**.
- Suggestion: Print a sample sheet on regular paper to verify that the printer is set up properly.

Print labels from the Bintag Information File using Microsoft Access

Sample full sheet of
batch bin tag labels
on 5 x 8 = 40 labels
per sheet

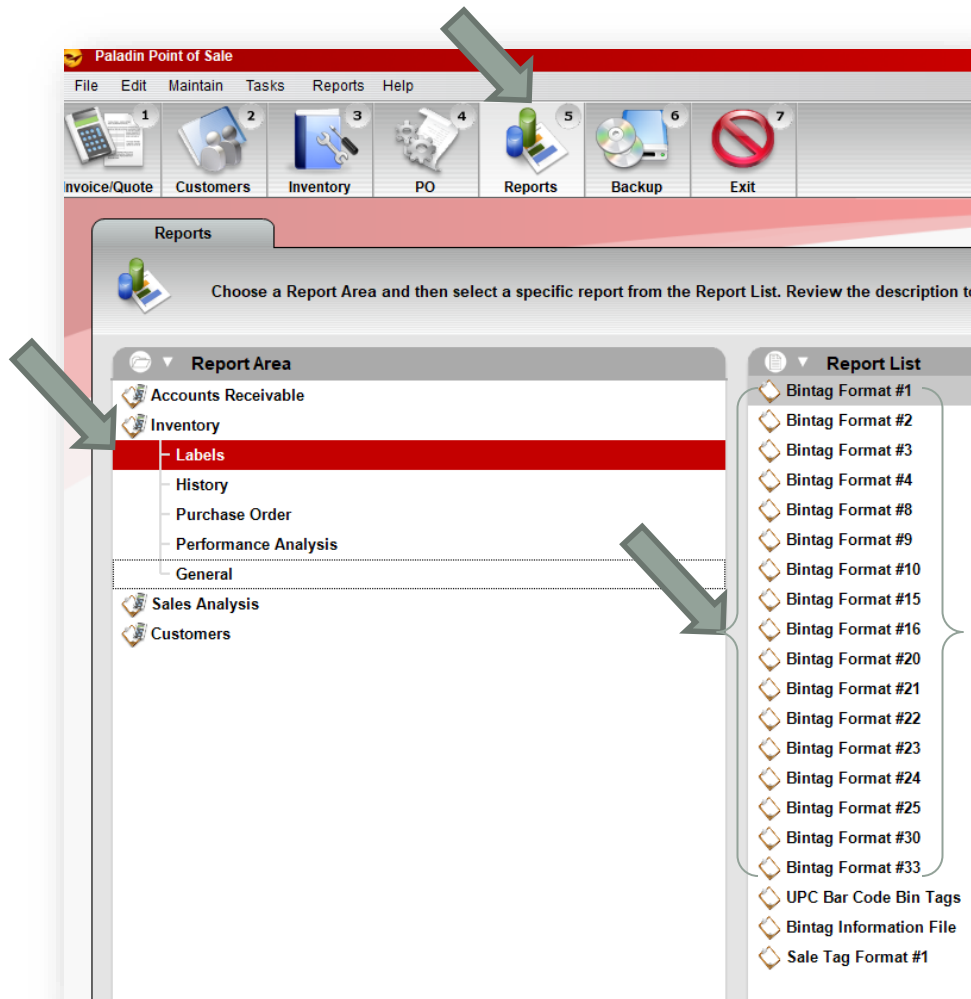
00000 1 FLEXIBLE RATCHET WRENCH 9/16 FPG9/16 0930784 045734627932 25-Jul-19	\$14.99	00000 1 CSLNN-58N CSS GAS CON 1/4ID CSLNN-58N 0945469 026613113852 25-Jul-19	\$17.99	00000 1 CS115B TOGGLE LIGHT SWITCH 1 CS115B 0922898 032664487309 25-Jul-19	\$3.29	00000 1 MARINE ADAPTOR 10/3 15A-30A ORMAD1530901 0994871 054732817566 25-Jul-19	\$59.99	00000 1 BRTBRS CONT HINGE 1-1/2X48IN LR0293L 0951608 045734925250 25-Jul-19	\$18.99
00000 1 HREPAIR-38 HOSE SPLICE KIT-3 HREPAIR-38 0961847 077914046363 25-Jul-19	\$6.99	00000 1 DRKCP/CP/DRKCP DIAPHRAGM DRKCP/CP 0954396 077985604004 25-Jul-19	\$5.39	00000 1 QQTV60S/GXNPK1 1/4 STR STOP QQTV60S/GXNP 0957225 084169015013 25-Jul-19	\$8.99	00000 1 VP100-QT VENTN PLSTR TNT BAS VP100-QT 0990879 740774998034 25-Jul-19	\$19.99	00000 1 RPB-173 6IN DRNCHNG SHOWER RPB-173 0956508 073950109970 25-Jul-19	\$38.99
00000 1 PP12-6CP EXTENS TUBE 1-1/4X6 PP12-6CP 0922245 046224017011 25-Jul-19	\$8.99	00000 6 PP835-10 REFILL TUBE TOE BRA PP835-10 0988956 046224835103 25-Jul-19	\$3.49	00000 1 4L970 VBELT 1/2X97 FHP 4L970 0939132 671958503914 25-Jul-19	\$14.99	00000 1 FLEXBLE RATCHET WRENCH 11/1 FPG11/16 0973867 045734627956 25-Jul-19	\$16.99	00000 1 SOCKET 17MM 1/2DRIVE 12PT MT6529911 0963074 045734911093 25-Jul-19	\$3.59
00000 1 FLEXIBLE RATCHET WRENCH 7/16 FPG7/16 0920231 045734627918 25-Jul-19	\$11.99	00000 1 FLEXIBLE RATCHET WRENCH 5/8I FPG5/8 0943100 045734627949 25-Jul-19	\$15.99	00000 1 FLEXIBLE RATCHET WRENCH 1/2I FPG1/2 0930529 045734627925 25-Jul-19	\$12.99	00000 1 MM385 MULTIMAX CUTTING KIT 5 MM385 0964601 080596031220 25-Jul-19	\$29.99	00000 2 UNIVERSAL ADAPTER MM300 0964593 080596031138 25-Jul-19	\$5.69
00000 1 HOOK & LOOP PAD MM14 0964627 080596032982 25-Jul-19	\$10.99	00000 1 CORNERMATE CORD CVR KIT CMK40 0987883 086698000485 25-Jul-19	\$25.99	00000 1 WAVE AUTO-DISH GEL400Z PL975408 0988519 749174097309 25-Jul-19	\$4.99	00000 1 SCRN FRM KIT 60X60 MILL PL7805 0985317 049793078056 25-Jul-19	\$16.99	00000 1 EL205B ELECTROLUX VENUS BAG EL205B 0941732 023169116221 25-Jul-19	\$9.99
00000 1 2124096900 TC CART PARTS 2124096900 0891200 049206042537 25-Jul-19	\$84.99	00000 1 PPSCP FLOOR TUBE 1-1/4X20-1/ PPSCP 0959437 046224000051 25-Jul-19	\$17.99	00000 1 300336 3IN-9 WH SELF ALIGN L 300336 0884734 014973003364 25-Jul-19	\$6.90	00000 1 1830-4 POLYNYLN WALL BRUSH 1830-4 0938563 077089183078 25-Jul-19	\$18.99	00000 1 2-3/8 X 113 HDG SM PAPER CLI 608150 0899369 042928131640 25-Jul-19	\$86.99
00000 1 MOSAIC SLATE CORNER SHELF 60934 0896944 034613609343 25-Jul-19	\$58.99	00000 1 5000DD DOWN DRAFT COOLER 5000DD 0859900 009009310059 25-Jul-19	\$549.99	00000 1 14MM X 60MM MM HEX CAP BOLT 50499 0903658 738287504996 25-Jul-19	\$13.61	00000 1 50259 1/2X3X3X1/4 EQ WASH PL 50259 0893370 738287502596 25-Jul-19	\$27.54	00000 1 1/4-20X1-1/4 CARRIAGE BOLT S 50588 0873059 738287505887 25-Jul-19	\$17.03
00000 1 8-32 ACORN CAP NUT SS 50708 0863233 738287507089 25-Jul-19	\$26.50	00000 1 50285 9X1-3/4 EXT SABER DK 2 50285 0884163 738287502855 25-Jul-19	\$139.99	00000 1 5/16 X 1-1/2 HEX LAG SS 50635 0885525 738287506358 25-Jul-19	\$37.52	00000 1 5MM X 35MM MM HEX CAP BOLT 50414 0878942 738287504149 25-Jul-19	\$8.98	00000 1 HSP-16 SILVERFISH POWDER 160 HSP-16 0990846 072725000375 25-Jul-19	\$8.99

Generate batch bin tags for a dedicated label printer



Create batch bin tag labels and print to a dedicated bin tag printer.

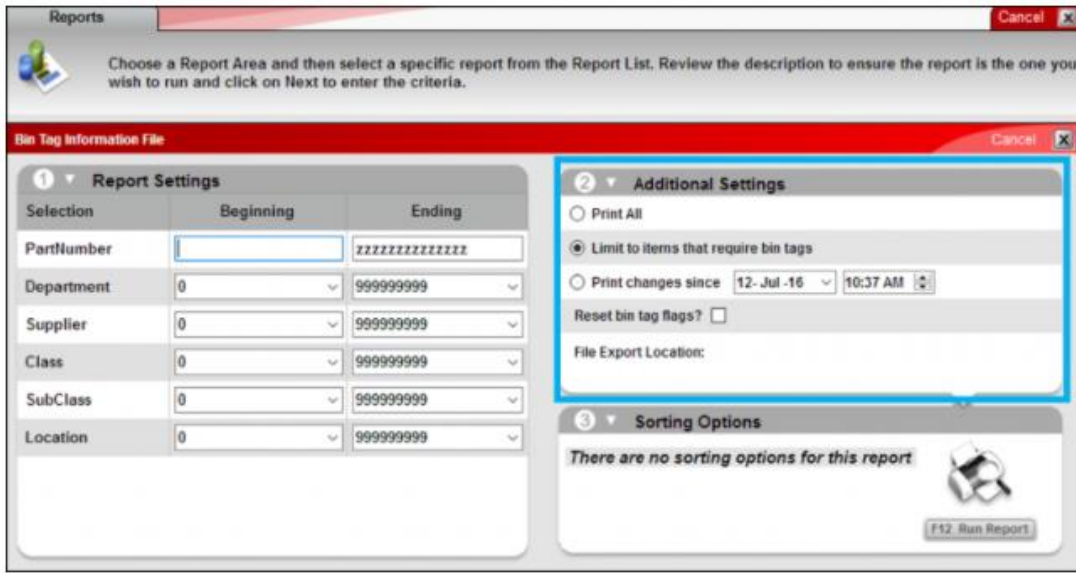
Generate batch bin tags for a dedicated label printer



1. Open the **Reports** module.
2. In the **Report Area** pane, click **Inventory**.
3. Under **Inventory**, click **Labels**.
4. In the **Report List** pane, click **Bin Tag Format #<number>**.
5. In the **Choose Report** pane, click **F12 Next**.

Generate batch bin tags for a dedicated label printer

1. In the **Report Settings** pane, specify the inventory items for printing bin tags.
2. In the **Additional Settings** pane, choose one of the following print options:
 - **Print All**: Create printable bin tags for all inventory items selected for the report.
 - **Limit to items that require bin tags**: Create printable bin tags for only items that have had price or other value changes.
 - **Print changes since [date range]**: Create printable bin tags for items that have had price changes in the specified date/time range.
3. Click **Run Report** or press **F12** and labels will print.



Reports

Choose a Report Area and then select a specific report from the Report List. Review the description to ensure the report is the one you wish to run and click on Next to enter the criteria.

Bin Tag Information File

Report Settings

Selection	Beginning	Ending
PartNumber		ZZZZZZZZZZZZZZZZ
Department	0	999999999
Supplier	0	999999999
Class	0	999999999
SubClass	0	999999999
Location	0	999999999

Additional Settings

Print All

Limit to items that require bin tags

Print changes since 12-Jul-16 10:37 AM

Reset bin tag flags?

File Export Location:

Sorting Options

There are no sorting options for this report

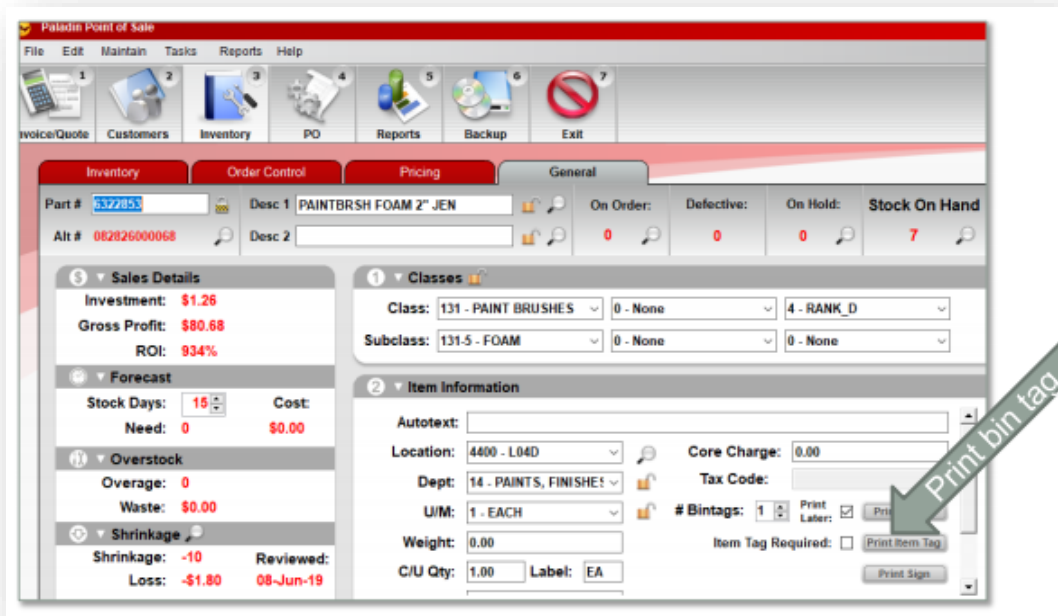
F12 Run Report

Generate a one-off bin tag from the Inventory module



Print a one-off bin tag label for an individual item on a dedicated bin tag printer using the Inventory module.

Printing one-off bin tags from the Inventory module



1. In the **Inventory** module, open the inventory item.
2. On the **General** tab, click **Print Bin tag**.
3. A bin tag will print on the dedicated bin tag label printer in the format set in Paladin Configuration (**File > Setup > Company** tab).

Generate a one-off bin tag from an RF Terminal



Print a one-off bin tag label for an individual item using the RF Terminal.



Print bin tags from a label printer with an RF terminal



1. Turn on the RF unit.
2. To sign on, press 1.
3. Select **Overwrite SOH** or **Append to SOH**.
4. If a message appears **Bin Tag Output Devices Attached to Printer**, press 0.
5. For **Dedicated Label Printer**: 1-4, select the number that you indicated for the wireless label printer in the **Network** tab.

Print bin tags from a label printer with an RF terminal



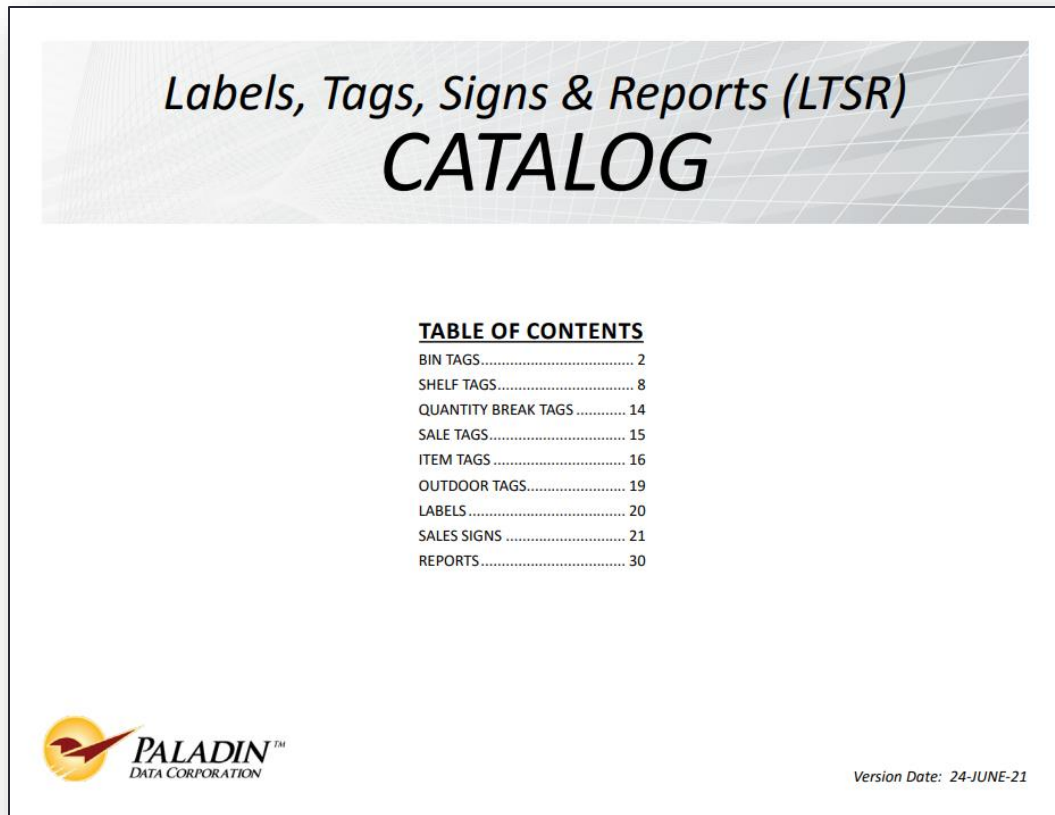
6. For the **Printing** method, select the mode that you require.
 - To print all: Continue through the prompts and scan an item.
 - To print changes only: Items with a price or location change will prompt a bin tag.
 - To print a bin tag on demand: When prompted to enter the retail price, enter the # symbol, and then press **Enter**.

RF mobile printer setup



1. Go to **File** menu > **Setup** > **Network** tab.
2. In the **RF Attached Printer** list, select the mobile printer model.
3. Scroll down to click **Save**.
4. Click the **Company** tab.
5. In the **RF Terminals** pane, in the **RF Printer Bin Tag Style** list, select a **Bintag Format #**.
6. Scroll down to click **Save**.
7. Click **Close**.

Reference the LTSR Catalog (Labels, Tags, Signs, & Reports)








Go to:

http://info.paladinpos.com/LTSR_Catalog.pdf

to download and open the [LTSR Catalog](#).

LTSR examples

- LTSR entries include:
 - Bin tag layout and elements
 - Barcode info
 - Label size
 - Supported printers
 - Supported labels/colors

 <p>BIN TAG 1 2" x 1" Adhesive label. Prints on label stock. Barcode 39 containing alt. part number.</p> <table border="1"> <thead> <tr> <th>LASER</th> <th>DESKTOP</th> <th>PORTABLE</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> BNTLY</td> <td><input type="radio"/> BNTDY</td> <td><input type="radio"/> BNTPY</td> </tr> <tr> <td><input type="radio"/> BNTLG</td> <td><input type="radio"/> BNTDG</td> <td><input type="radio"/> BNTPG</td> </tr> <tr> <td><input type="radio"/> BNTLW</td> <td><input type="radio"/> BNTDW</td> <td><input type="radio"/> BNTPW</td> </tr> <tr> <td></td> <td><input checked="" type="radio"/> BNTDR</td> <td><input checked="" type="radio"/> BNTPR</td> </tr> </tbody> </table>	LASER	DESKTOP	PORTABLE	<input type="radio"/> BNTLY	<input type="radio"/> BNTDY	<input type="radio"/> BNTPY	<input type="radio"/> BNTLG	<input type="radio"/> BNTDG	<input type="radio"/> BNTPG	<input type="radio"/> BNTLW	<input type="radio"/> BNTDW	<input type="radio"/> BNTPW		<input checked="" type="radio"/> BNTDR	<input checked="" type="radio"/> BNTPR	 <p>BIN TAG 2 2" x 1" Adhesive label. Prints on label stock. Barcode 39 containing part number.</p> <table border="1"> <thead> <tr> <th>LASER</th> <th>DESKTOP</th> <th>PORTABLE</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> BNTLY</td> <td><input type="radio"/> BNTDY</td> <td><input type="radio"/> BNTPY</td> </tr> <tr> <td><input type="radio"/> BNTLG</td> <td><input type="radio"/> BNTDG</td> <td><input type="radio"/> BNTPG</td> </tr> <tr> <td><input type="radio"/> BNTLW</td> <td><input type="radio"/> BNTDW</td> <td><input type="radio"/> BNTPW</td> </tr> <tr> <td></td> <td><input checked="" type="radio"/> BNTDR</td> <td><input checked="" type="radio"/> BNTPR</td> </tr> </tbody> </table>	LASER	DESKTOP	PORTABLE	<input type="radio"/> BNTLY	<input type="radio"/> BNTDY	<input type="radio"/> BNTPY	<input type="radio"/> BNTLG	<input type="radio"/> BNTDG	<input type="radio"/> BNTPG	<input type="radio"/> BNTLW	<input type="radio"/> BNTDW	<input type="radio"/> BNTPW		<input checked="" type="radio"/> BNTDR	<input checked="" type="radio"/> BNTPR	 <p>BIN TAG 3 2" x 1" Adhesive label. Prints on label stock.</p> <table border="1"> <thead> <tr> <th>LASER</th> <th>DESKTOP</th> <th>PORTABLE</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> BNTLY</td> <td><input type="radio"/> BNTDY</td> <td><input type="radio"/> BNTPY</td> </tr> <tr> <td><input type="radio"/> BNTLG</td> <td><input type="radio"/> BNTDG</td> <td><input type="radio"/> BNTPG</td> </tr> <tr> <td><input type="radio"/> BNTLW</td> <td><input type="radio"/> BNTDW</td> <td><input type="radio"/> BNTPW</td> </tr> <tr> <td></td> <td><input checked="" type="radio"/> BNTDR</td> <td><input checked="" type="radio"/> BNTPR</td> </tr> </tbody> </table>	LASER	DESKTOP	PORTABLE	<input type="radio"/> BNTLY	<input type="radio"/> BNTDY	<input type="radio"/> BNTPY	<input type="radio"/> BNTLG	<input type="radio"/> BNTDG	<input type="radio"/> BNTPG	<input type="radio"/> BNTLW	<input type="radio"/> BNTDW	<input type="radio"/> BNTPW		<input checked="" type="radio"/> BNTDR	<input checked="" type="radio"/> BNTPR
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Learn More

- [About bin tags and shelf tags](#)
- [How to create the Bin Tag Information File Report](#)
- [LTSR catalog for labels, tags, signs, and reports](#)

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