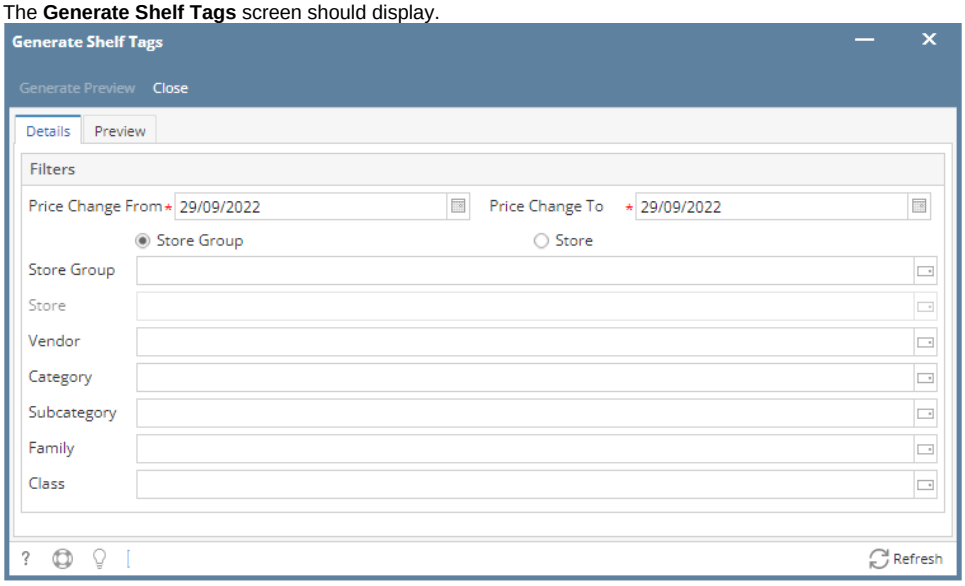
How to Generate Shelf Tags

This feature is used for generating and printing tags for the products you put in your store shelves.

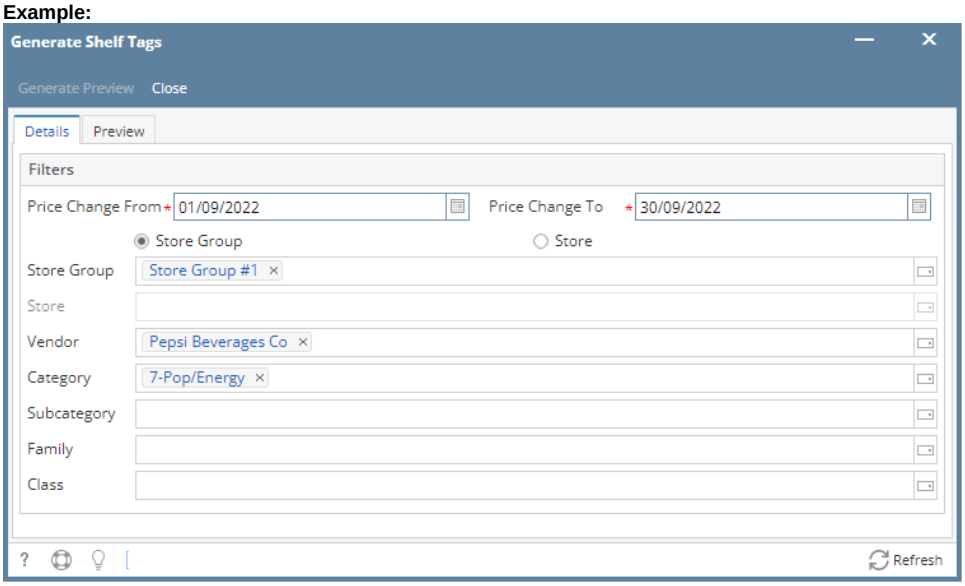
Steps:

1. In **Store** menu, click **Generate Shelf Tags**.
2. The **Generate Shelf Tags** screen should display.

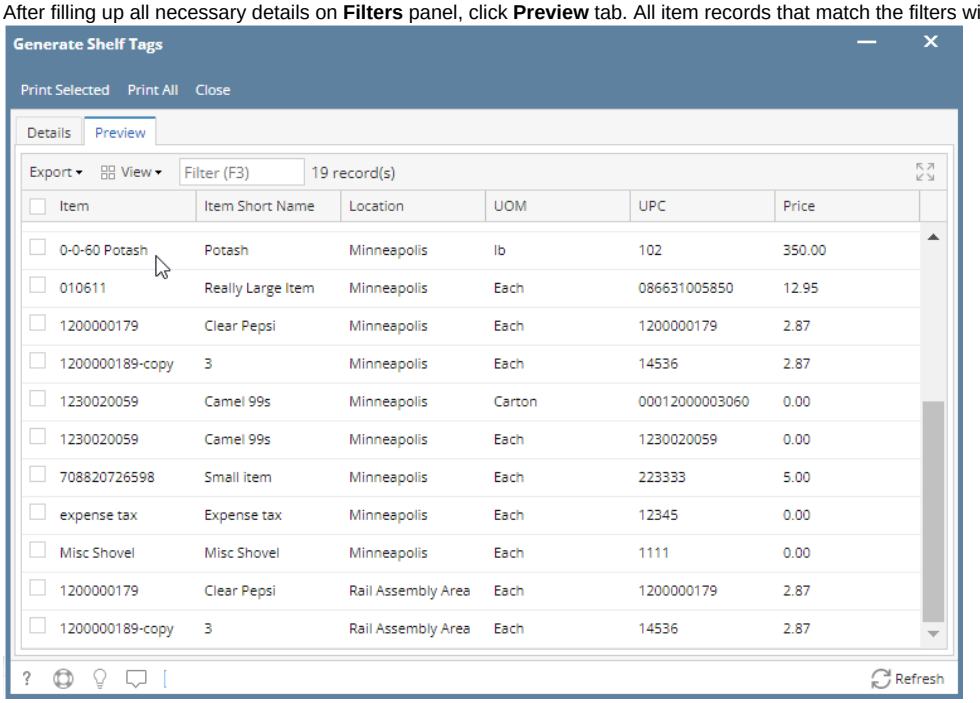


3. In **Generate Shelf Tags** screen, enter/select the filter details:
   - **Price Change From -** Select the beginning date covered of the items you want to include in the printing of tags.
   - **Price Change To -** Select the ending date covered of items you want to include in the printing of tags.
   - **Store Group -** Choose a store group you want to pull item records from. When this option is selected, **Store** filter option will be disabled.
   - **Store**, - Choose a single store you want to pull item records from. When this option is selected, **Store Group** filter option will be disabled. Note that you can still select multiple store records to include in your filter.
   - **Vendor** - Select 1 or more vendor records to include in the filter criteria.
   - **Category** - Select 1 or more category records to include in the filter criteria.
   - **Subcategory -** Select 1 or more subcategory records to include in the filter criteria.
   - **Family** - Select 1 or more family records to include in the filter criteria.
   - **Class -** Select a class records to include in the filter criteria.

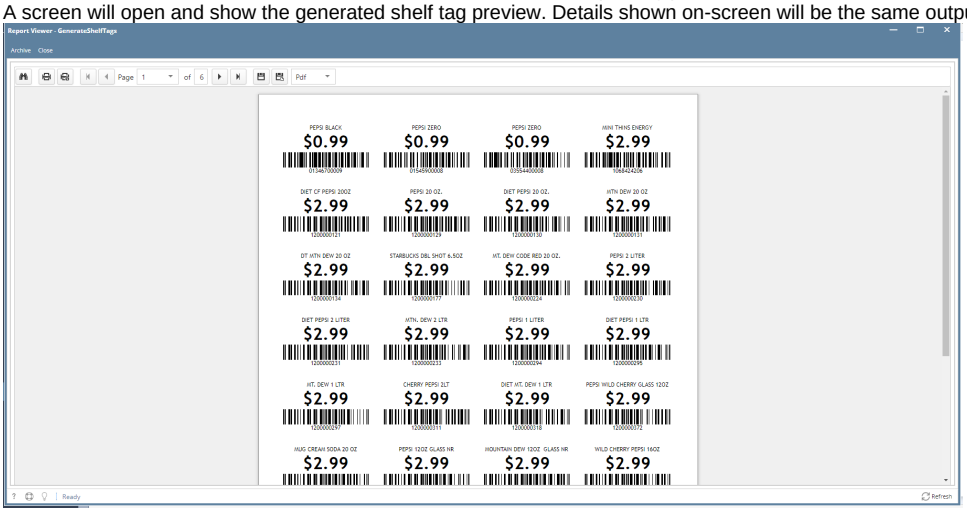
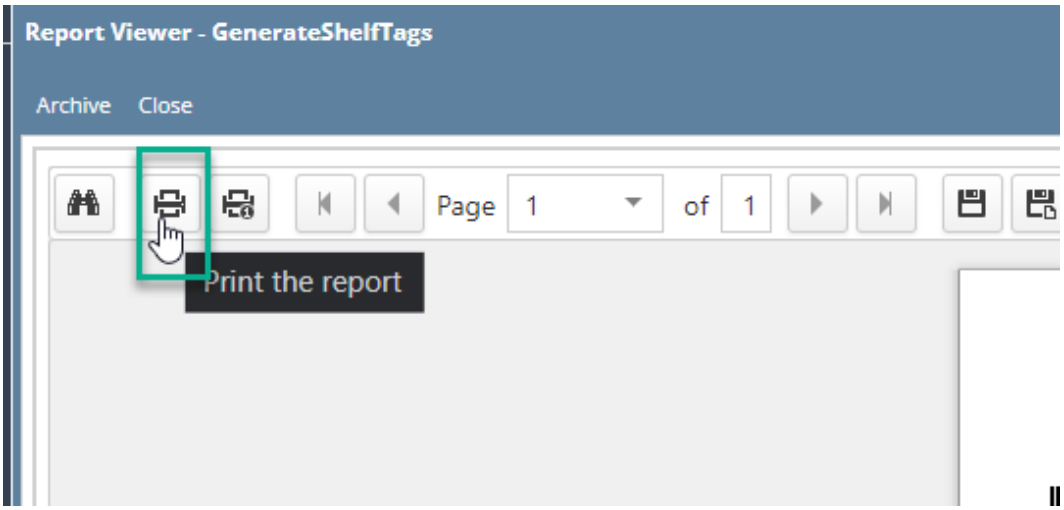
   Example:



4. After filling up all necessary details on **Filters** panel, click **Preview** tab. All item records that match the filters will be listed on the grid.



5. You can manually select each individual items and click **Print Selected** to generate a preview of the tags for printing, or...
6. You can click **Print All** to have the whole document included in the printing process.
7. A screen will open and show the generated shelf tag preview. Details shown on-screen will be the same output once printed.



8. Click the **Printer** icon to print the document.