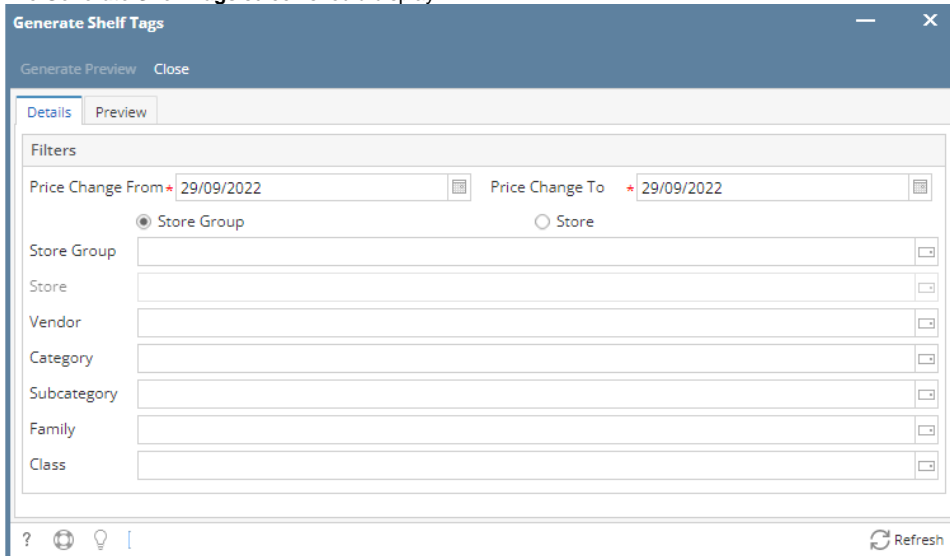


How to Generate Shelf Tags

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

Steps:

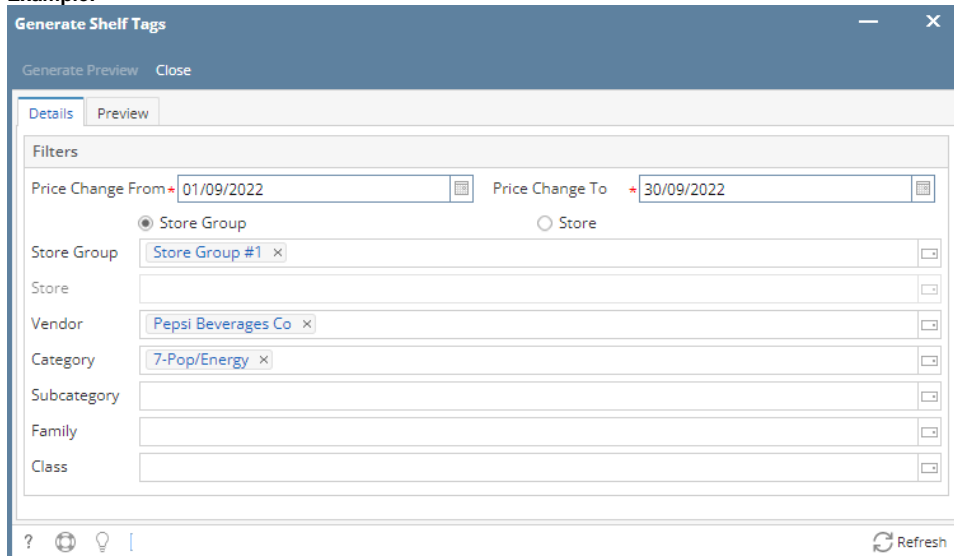
1. In **Store** menu, click **Generate Shelf Tags**.
2. The **Generate Shelf Tags** screen should display.



The screenshot shows the 'Generate Shelf Tags' application window. At the top, there are buttons for 'Generate', 'Preview', and 'Close'. Below these is a tabbed interface with 'Details' and 'Preview' tabs. The 'Details' tab is active, showing a 'Filters' section. This section contains two date pickers: 'Price Change From' and 'Price Change To', both set to '29/09/2022'. Below the dates are two radio buttons: 'Store Group' (selected) and 'Store'. Underneath are several dropdown menus for 'Store Group', 'Store', 'Vendor', 'Category', 'Subcategory', 'Family', and 'Class', all of which are currently empty. At the bottom right of the window is a 'Refresh' button.

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:



This screenshot shows the 'Generate Shelf Tags' application window with the same 'Details' tab. The filter fields are now populated: 'Price Change From' is '01/09/2022', 'Price Change To' is '30/09/2022', 'Store Group' is selected, and the dropdown menus show 'Store Group #1', 'Pepsi Beverages Co', and '7-Pop/Energy'. The 'Store', 'Subcategory', 'Family', and 'Class' dropdowns remain empty. The 'Refresh' button is still present at the bottom right.

- 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.

Generate Shelf Tags

Print Selected Print All Close

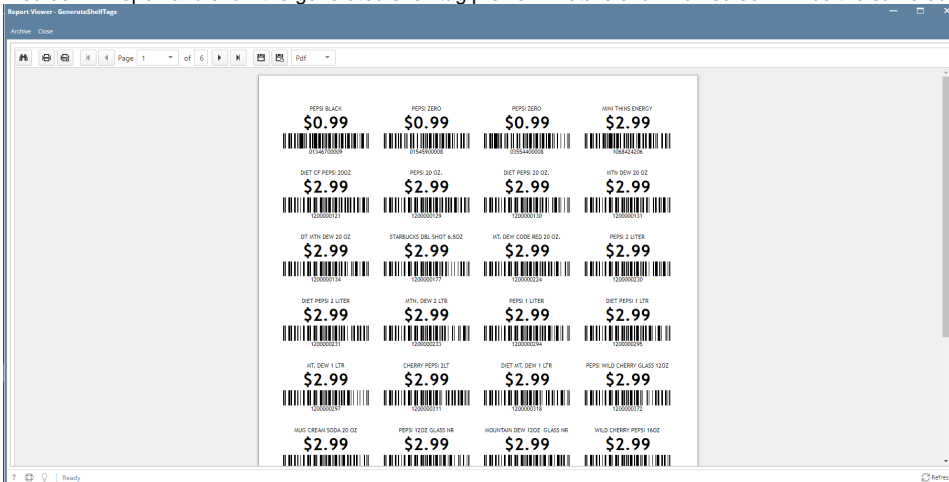
Details **Preview**

Export View Filter (F3) 19 record(s)

<input type="checkbox"/> Item	Item Short Name	Location	UOM	UPC	Price
<input type="checkbox"/> 0-0-60 Potash	Potash	Minneapolis	lb	102	350.00
<input type="checkbox"/> 010611	Really Large Item	Minneapolis	Each	086631005850	12.95
<input type="checkbox"/> 1200000179	Clear Pepsi	Minneapolis	Each	1200000179	2.87
<input type="checkbox"/> 1200000189-copy	3	Minneapolis	Each	14536	2.87
<input type="checkbox"/> 1230020059	Camel 99s	Minneapolis	Carton	00012000003060	0.00
<input type="checkbox"/> 1230020059	Camel 99s	Minneapolis	Each	1230020059	0.00
<input type="checkbox"/> 708820726598	Small Item	Minneapolis	Each	223333	5.00
<input type="checkbox"/> expense tax	Expense tax	Minneapolis	Each	12345	0.00
<input type="checkbox"/> Misc Shovel	Misc Shovel	Minneapolis	Each	1111	0.00
<input type="checkbox"/> 1200000179	Clear Pepsi	Rail Assembly Area	Each	1200000179	2.87
<input type="checkbox"/> 1200000189-copy	3	Rail Assembly Area	Each	14536	2.87

Refresh

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



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

