

# SHELF LABELS

Use agrē's **Shelf Label** report to print shelf labels (also known as shelf tags).

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## Shelf Label Pricing

**Shelf Labels** print with the item information and unit pricing you already have in agrē.

If an **Invoice Unit** is specified, the Shelf Label will print the Invoice Unit Price.

If no Invoice Unit is selected, the **Main Unit** Price will print.

The screenshot shows the 'Edit Product: 3063567 - ACHIEVE LIQUID GOLD' window. The 'Units' tab is active, displaying a table of units:

Units	Main Units?	Conv. Factor to Main	Company P1 Price	Active?	Mapped?
> CS - Case	<input checked="" type="checkbox"/>	1.00	\$900.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
JU - Jug	<input type="checkbox"/>	4.00	\$230.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Below the table, the 'Default Units' section shows 'Invoices:' set to 'JUG - Jug'. A red box highlights the text: 'Shelf Label Report prints Invoice Unit price if no invoice units selected, prints Main Unit price'. A red arrow points from this box to the 'JUG - Jug' dropdown menu.

The 'Inventory' tab is also visible, showing 'Location Specific Details' with a table:

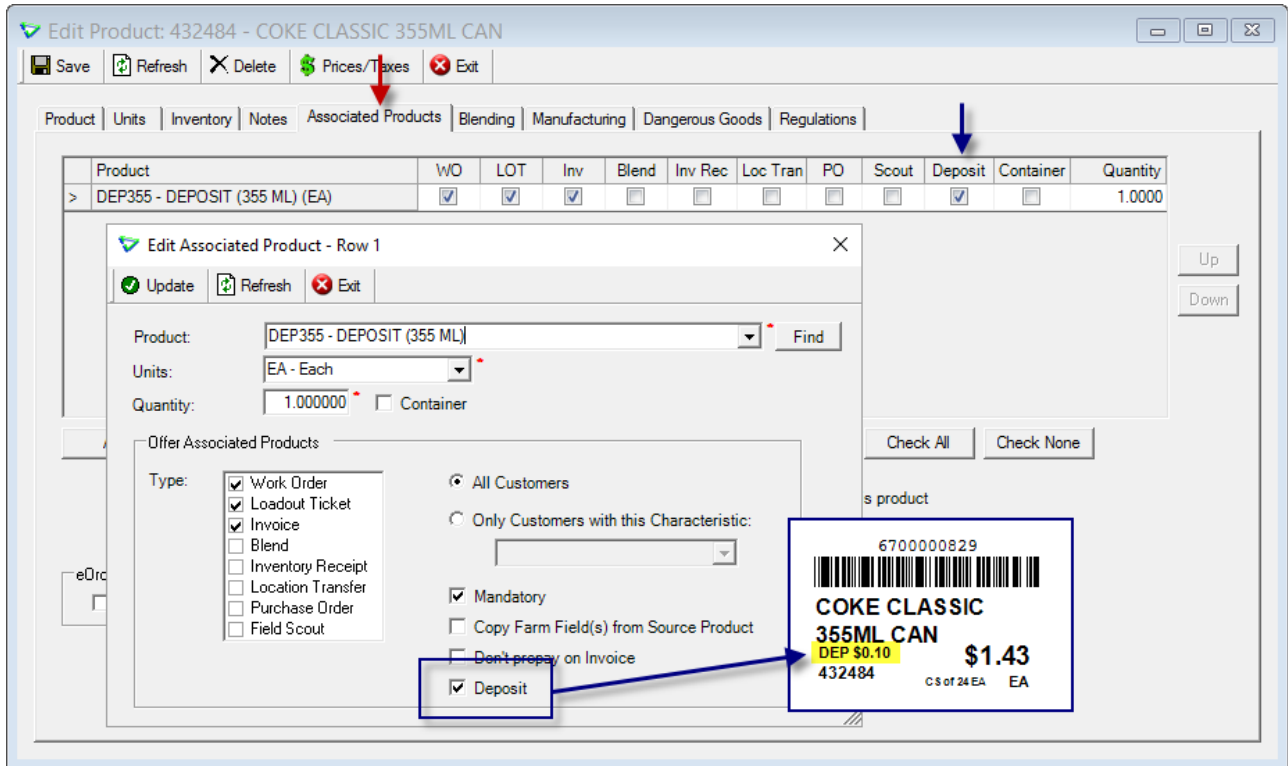
Location	Shelf #	Min On Hand	Max On Hand	U
> <Company>				
Cardlock Station				
Dog River		6	48	

A red arrow points from the 'Dog River' row to a shelf label printout. The shelf label includes a barcode (076186010003), the product code (3063567), and the price '\$230.00'. Below the price, it says '6/48 CS of 1 (FCL Pack Qty)' and 'JU'. A red arrow also points from the 'JUG - Jug' dropdown menu to the '\$230.00' price on the label.

Inventory > Manage > Products

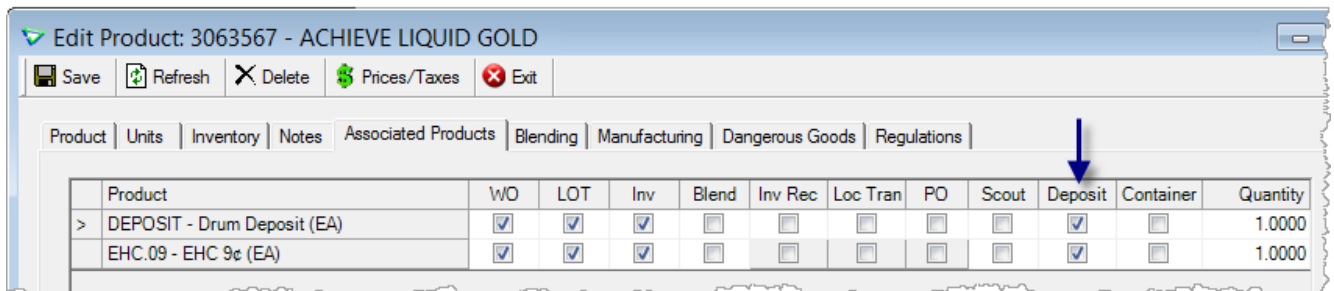
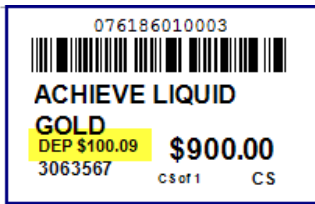
# Shelf Label Deposits

Associated Products must be flagged as **Deposits** to display on the label.  
 Small labels will not display Min/Max values if there is a deposit.



Inventory > Manage > Products

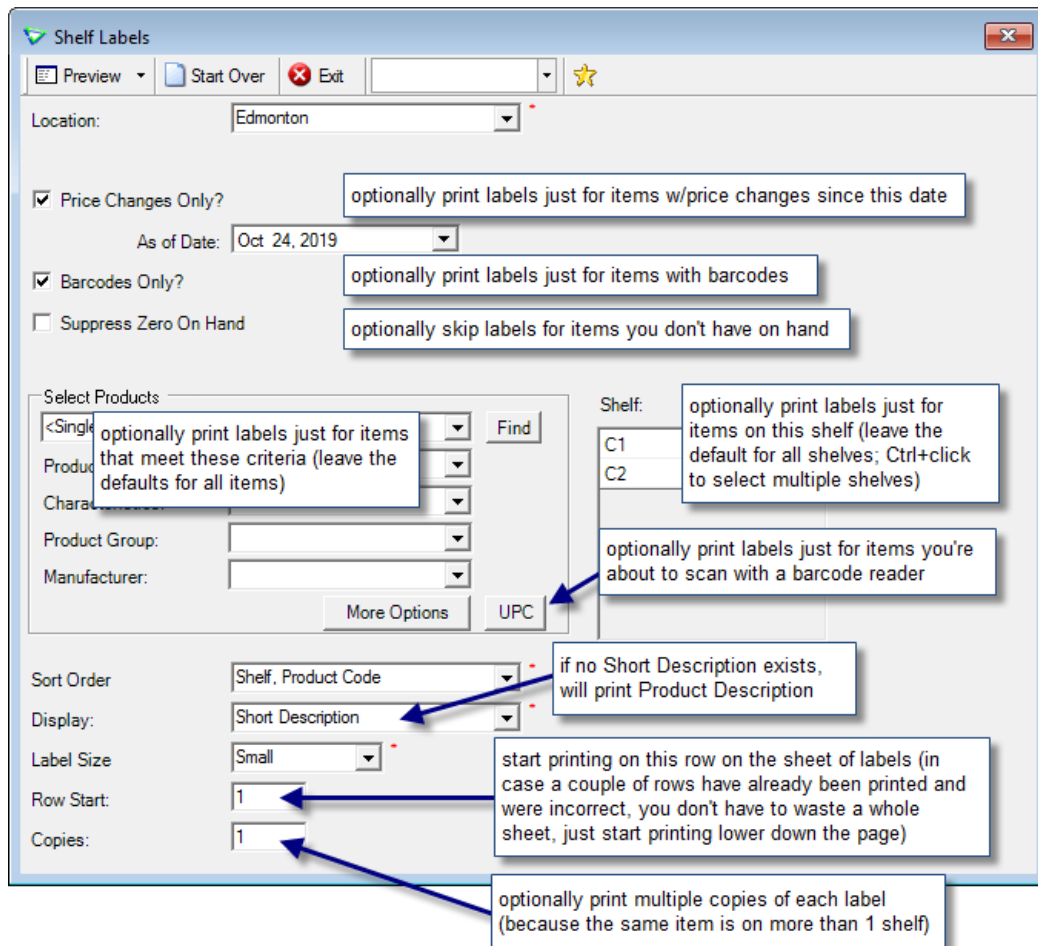
If an item has more than one Deposit, the sum of all deposits will display.



**Note** If the deposit total is > \$99.99 there is not enough room to display it on the regular size label - use the small size instead.

# Running the Shelf Label Report

The **Shelf Label Report** will generate shelf labels, with or without barcodes, for all items, groups/types of items, or individually selected items.



Inventory > Reports

# Selecting Individual Items

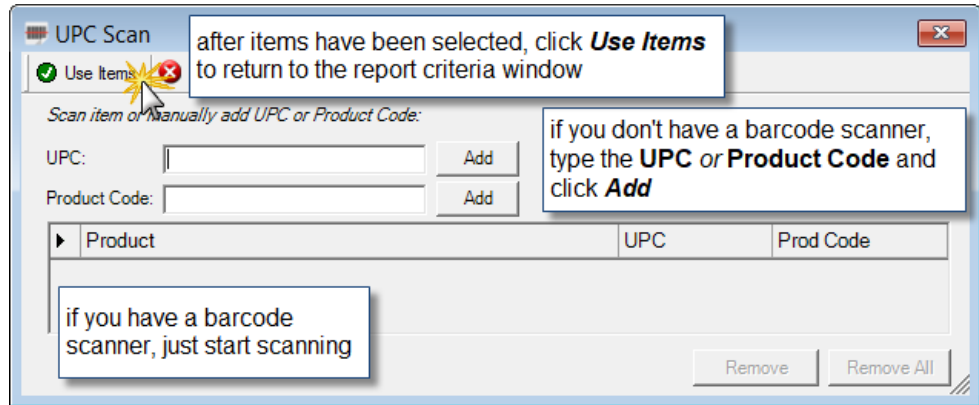
There are two ways to select individual items.

## 1. By UPC Code

Select **UPC**.

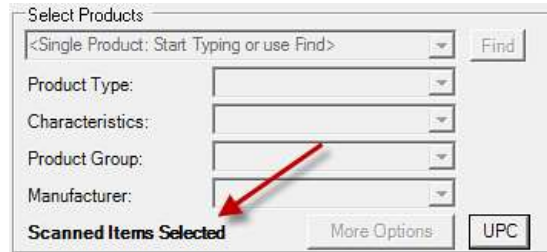


In the **UPC Scan** window scan items, or enter the **UPC** or **Product Code** manually.



Select **Use Items** after all have been added.

Under Select Products you'll see **Scanned Items Selected**.

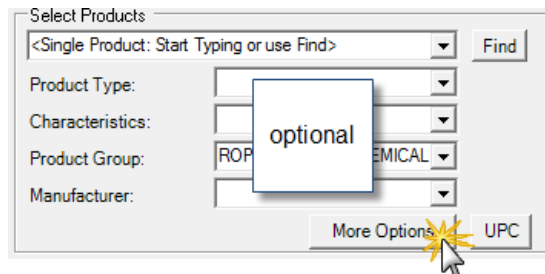


**Preview** the report.

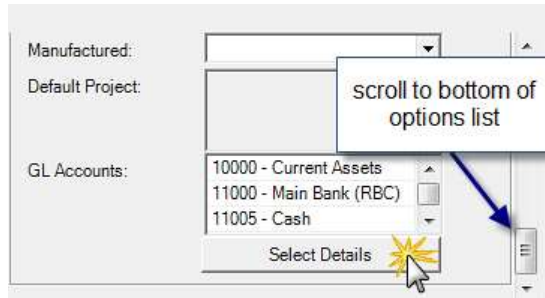
## 2. By Product Code

To select individual items by Product Code select **More Options**.

Optional: first select a **Product Type**, **Characteristic**, or **Product Group** to limit the number of items listed, then click More Options.

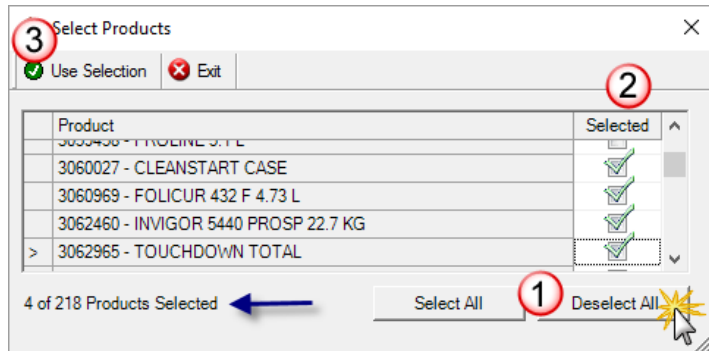


Scroll down to the bottom of the options list and click **Select Details**.



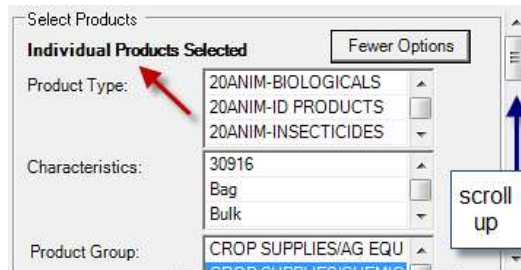
Since you're printing only a few labels, **Deselect All** the items, then check just the ones you need.

Once all the items are selected, click **Use Selection**.





Optional: scroll back up and under Select Products you'll see **Individual Products Selected**.

**Preview** the report.



The shelf labels can be printed in two sizes:

- Shelf Label **Small** Size (32 per sheet) – FCL Item # **2809663** (100 sheets)
- Shelf Label **Regular** Size (16 per sheet) – FCL Item # **2809655** (100 sheets)

Sample Small Labels	Sample Regular Labels
<p>621988520047</p>  <p><b>WELDED CHAIN</b></p> <p>4527867 <b>\$149.99</b></p> <p>PA of 1 PA</p>	<p>621988520047</p>  <p><b>WELDED CHAIN</b> 4527867</p> <p><b>\$149.99</b></p> <p>PA of 1 PA</p>
<p>233072</p> <p><b>BUCTRIL M 8 L</b></p> <p>3/99 <b>\$275.00</b></p> <p>CS of 2 EA JU</p>	<p>233072</p> <p><b>BUCTRIL M 8 L</b></p> <p>3/99 <b>\$275.00</b></p> <p>CS of 2 EA JU</p>

Retails can order the stock paper for both label sizes (with pre-cuts for easy tearing) from FCL.