# agre 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 Uni*t is specified, the Shelf Label will print the Invoice Unit Price. If no Invoice Unit is selected, the *Main Unit* Price will print.

Sav	ve 🕼 Refres	h 🗙 D	elete	😽 Prices/Tax	es 🛛 🔞 Exit	t						
odu	uct Units I	ventory	Notes	Associated P	oducts   Ble	ending   Manufac	cturing   Dangerous	Goods	s   Regulatio	ons		
Г	Units		N	lain Units?	Conv. F	actor to Main	Company P1 P	rice	Active?	Маррес	17	
5	> CS - Case		1	V		1.00	\$90	0.00	V	<b>V</b>		
F	JU - Jug					4.00	\$23	0.00	V			
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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.

✓ Edit Product: 432484 - COKE CLASSIC 355ML CAN								
🔚 Save 🕅 Refresh 🗙 Delete 💲 Prices/Taxes 😣 Exit								
Product Units Inventory Notes Associated Produ	ucts   Blending   Manufacturing   Dangerous Goods   Regulations							
Product	WO LOT Inv Blend Inv Rec Loc Tran PO Scout Deposit Container	Quantity						
> DEP355 - DEPOSIT (355 ML) (EA)		1.0000						
🔯 Edit Associated Product - Row 1	×							
🕑 Update 🔀 Refresh 🔇 Exit		Down						
Product:       DEP355 - DEPOSIT (3)         Units:       EA - Each         Quantity:       1.000000 * Co         /       Offer Associated Products         Type:       Work Order         Elond       Invoice         Blend       Inventory Receipt         Location Transfer       Purchase Order         Field Scout       Field Scout	55 ML) → Find → Find → Find → Find → Find → Find → Check All Check None > product → Mandatory → Mandatory → Copy Farm Field(s) from Source Product → Dep St.10 → Dep St.10 ↓ Check All Check None → Cocket CLAS SIC 355ML CAN DEP St.10 ↓ Check All Check None → Cocket CLAS SIC 355ML CAN DEP St.10 ↓ Check All Check None → Cocket CLAS SIC 355ML CAN → Cocket CLAS SIC → Cocket CLAS SIC → Cocket CLAS → Cocket C							

Inventory > Manage > Products

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

	ACH GOL 3063	076186010003												
5	Edit	Product: 3063567 - ACI	HIEVE LIQUID	GOLD										
	Save	e 🕼 Refresh 🗙 Delete	💲 Prices/Taxes	😢 Exit										[
F	Product   Units   Inventory   Notes Associated Products   Blending   Manufacturing   Dangerous Goods   Regulations													
		Product		WO	LOT	Inv	Blend	Inv Rec	Loc Tran	PO	Scout	Deposit	Container	Quantity
	>	DEPOSIT - Drum Deposit (EA	)	<b>V</b>	1	1						<b>V</b>		1.0000
		EHC.09 - EHC 9¢ (EA)		<b>V</b>	1	1						1		1.0000
		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~						·			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			~~~~ /

**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.

😵 Shelf Labels									
🔄 Preview 👻 📄 Start Over  😣 Ex	vit 🗾 👻 🕏								
Location: Edmonton	<u> </u>								
✓ Price Changes Only?	✓ Price Changes Only?         optionally print labels just for items w/price changes since this date								
As of Date: Oct 24, 2019	9								
✓ Barcodes Only?	optionally print labels just for items with barcodes								
🔲 Suppress Zero On Hand	optionally skip labels for items you don't have on hand								
Select Products Csingle optionally print labels just in that meet these criteria (le defaults for all items) Product Group: Manufacturer:	for items Find seave the Find for items on this shelf (leave the default for all shelves; Ctrl+click to select multiple shelves) optionally print labels just for items you're about to scan with a barcode reader								
Sort Order Shelf, Product Display: Short Descrip	t Code tion								
Label Size Small	start printing on this row on the sheet of labels (in case a couple of rows have already been printed and								
Copies: 1	were incorrect, you don't have to waste a whole sheet, just start printing lower down the page)								
	optionally print multiple copies of each label (because the same item is on more than 1 shelf)								

Inventory > Reports

### **Selecting Individual Items**

There are two ways to select individual items.

More Options

🖷 UPC Scan

UPC:

۲

🕗 Use Item

Product Code:

Product

Scanned Items Selected

if you have a barcode

scanner, just start scanning

UP

Scan item or Manually add UPC or Product Code:

#### 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 <b>Scanned</b>
Items Selected.

Select Products			
<single or="" product:="" start="" th="" typing="" use<=""><th>: Find&gt;</th><th>w.</th><th>Find</th></single>	: Find>	w.	Find
Product Type:		Ŧ	
haracteristics:	- 82		
roduct Group:		Ŧ	
Nanufacturer:		Ŧ	

More Options

*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.

Select Products		
<pre><single `<="" pre="" product:="" start=""></single></pre>	Typing or use Find>	▼ Find
Product Type:		<b>•</b>
Characteristics:	optional	<b>•</b>
Product Group:	ROP	EMICAL -
Manufacturer:		
	More	Option UPC
		5

UPC

after items have been selected, click Use Items

Add

Add

click Add

UPC

to return to the report criteria window

×

if you don't have a barcode scanner,

type the UPC or Product Code and

Remove

Prod Code

Remove All

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.

Manufactured:	
Default Project:	scroll to bottom of options list
GL Accounts:	10000 - Current Assets 11000 - Main Bank (RBC) 11005 - Cash

3	Select Products	×
Ø	Use Selection 😵 Exit	
	Product	Selected A
	3060027 - CLEANSTART CASE	
	3060969 - FOLICUR 432 F 4.73 L	
	3062460 - INVIGOR 5440 PROSP 22.7 KG	
>	3062965 - TOUCHDOWN TOTAL	- V
4 of	218 Products Selected  Select All	Deselect All

Individual Product	s Selected Fewer	Option	15 =
Product Type: 🥄	20ANIM-BIOLOGICALS 20ANIM-ID PRODUCTS 20ANIM-INSECTICIDES	*	1
Characteristics:	30916 Bag Bulk	+	scroll
Product Group:	CROP SUPPLIES/AG EQU		up +

*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 Sn	nall Labels	Sample Regular Labels		
6219 WELDEE	088520047 CHAIN	621988520047	4527867	
4527867	\$149.99 PA of 1 PA	PA of 1		\$149.99 PA
	233072		233072	
BUCTRI	_ M 8 L	BUCTRIL M8L		
3/99 C S of 2 EA	\$275.00	3/99 C S of 2 EA		\$275.00 JU

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