

Oracle® Retail Labels and Tags

User Guide

Release 13.0

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Primary Author: Bernadette Goodman

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Preface

This document describes how to use Oracle Retail Labels and Tags.

Audience

This document is intended for store personnel who need to do the following:

- View, print, and reprint label and tag batches defined by corporate headquarters
- Modify the quantities for corporate batches
- Create batches of labels and tags based on store needs; modify and print those batches as necessary
- Use the mobile component of Oracle Retail Labels and Tags to facilitate rapid creation of store batches

Related Documents

For more information, see the following documents in the Oracle Retail Labels and Tags documentation set or in the Oracle Retail Back Office documentation set:

- *Oracle Retail Labels and Tags Release Notes*
- *Oracle Retail Back Office Installation Guide*
- *Oracle Retail Back Office Operations Guide*
- *Oracle Retail Back Office User Guide*

Customer Support

- <https://metalink.oracle.com>

When contacting Customer Support, please provide:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to recreate
- Exact error message received
- Screen shots of each step you take

Review Patch Documentation

For a base release ("0" release, such as 13.0), Oracle Retail strongly recommends that you read all patch documentation before you begin installation procedures. Patch documentation can contain critical information related to the base release, based on new information and code changes that have been made since the base release.

Oracle Retail Documentation on the Oracle Technology Network

In addition to being packaged with each product release (on the base or patch level), all Oracle Retail documentation is available on the following Web site:

http://www.oracle.com/technology/documentation/oracle_retail.html

Documentation should be available on this Web site within a month after a product release. Note that documentation is always available with the packaged code on the release date.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<code>monospace</code>	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Overview

Oracle Retail Labels and Tags is a module of Oracle Retail Back Office that provides you with the ability to perform the following tasks:

- Print and reprint a batch of labels and tags defined by corporate headquarters.
- Create, edit, and print a batch of labels and tags based on the needs of your store.
- Modify the quantities of labels and tags for batches defined by corporate headquarters.
- Reprint only the parts of a batch that failed to print correctly during a previous print attempt.
- Expedite the creation of a batch of labels and tags by using a handheld wireless device and scanning in the items you want to include.

The application functionality provides the ability to print tags and labels at individual stores, using templates provided by the corporate headquarters. The list of items that require a tag or label can come from either corporate headquarters or from the individual store. Lists from corporate headquarters, known as corporate batches, can be sent at any time and do not require any particular event to trigger them, although they can be triggered by the addition of new items, by price promotions or changes, or by a change in the item-to-template association. Store-generated lists, known as user batches, are created as needed.

Oracle Retail Labels and Tags uses AccessVia to facilitate the creation of templates. Templates are defined at corporate headquarters and then distributed to stores.

The following topics are discussed in this chapter:

- [Getting Started](#)
- [User Interface](#)
- [Security and Errors](#)

Getting Started

For information on starting Oracle Retail Back Office, logging into the application, and logging out, see the *Oracle Retail Back Office User Guide*. Once you are logged into Back Office, you can access Oracle Retail Labels and Tags. For information on accessing the application, see [Navigation](#).

Note: The Label and Tags tab is only displayed on the dashboard if the Labels and Tags module has been purchased and you have security access to the application.

User Interface

This section provides an introduction to the application screen.

Navigation

Because this application is part of Oracle Retail Back Office, it shares the window layout and navigation system. Refer to the *Oracle Retail Back Office User Guide* for general information about the way the application operates.

To access Labels and Tags, click the **Labels and Tags** tab. The subtabs provide access to the application functionality.

Figure 1–1 Labels and Tags Subtabs

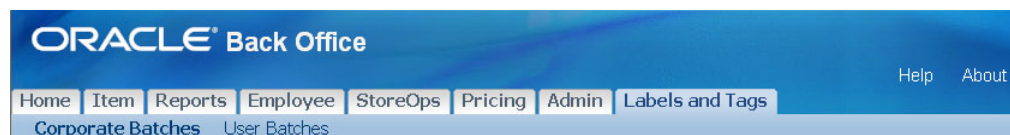


Table 1–1 describes the available subtabs.

Table 1–1 Available Subtabs

Subtab	Description
Corporate Batches	Enables you to access batches defined by corporate headquarters for viewing, modifying quantities, and printing. There are two Corporate Batches navigation links located in the left navigation area: Pending and Printed.
User Batches	Enables you to create store batches, modify them, and print them. There are two User Batches navigation links located in the left navigation area: Add and Pending.

Locale Support

Locale support means tailoring the information displayed on a screen and accepting user entered data in a format that meets the conventions of the locale, or geographic region, where the application is being used. In Oracle Retail Labels and Tags, limited locale support is provided to enable the date, time, and currency to be displayed in the default locale chosen for the Back Office application. For more information, see the *Oracle Retail Back Office Operations Guide*. All screens and examples in this guide use the English - United States locale.

Security and Errors

This section provides information on how security and errors are handled. See the *Oracle Retail Back Office User Guide* for additional information.

Timeout Interval

You are automatically logged out after a certain period of inactivity on the station. If this happens, log back in with your user ID and password to re-access the system. The last page you accessed opens automatically.

Error Handling

Error messages appear if there is insufficient data to complete a task or the task is not performed correctly. Typically, if any required fields in a window are left blank, an error message in red appears at the top of the window.

Using Oracle Retail Labels and Tags

There are two major functions in Oracle Retail Labels and Tags, each with its own subtab. These functions are described in the following topics:

- [Managing Corporate Batches](#)
- [Managing User Batches](#)

Both corporate and user batches can be incomplete. For a description of the ways in which incomplete batches differ from other pending batches, see the following topic:

- [Incomplete Batches](#)

Note: The format for the displayed dates and prices is determined by the locale set for Oracle Retail Back Office. The example screens in this guide use the United States locale.

Managing Corporate Batches

Corporate batches can be implemented in two ways:

- A trigger—the addition of an item, a change in item price due to price promotion or change, or a change in the item-to-template association—can create a corporate batch.
- Corporate headquarters can export a batch using either the Oracle Retail Central Office file distribution process or any other file transfer process. The batch can then be manually imported within Oracle Retail Back Office.

In the Corporate Batches subtab, you can perform the following procedures:

- [Managing Pending Corporate Batches](#)
- [Managing Printed Corporate Batches](#)

To access the corporate batches functionality, select the Corporate Batches subtab. Select the type of corporate batch you want to view by selecting either **Pending** or **Printed** from the left navigation area.

Managing Pending Corporate Batches

The Pending Batches screen lists the pending corporate batches that have not yet printed or did not print successfully. If a corporate batch has been printed, but some of its template types failed to print successfully, it is known as an incomplete batch. Incomplete batches are included in the list of pending corporate batches, but they are identified as incomplete batches.

Managing a pending corporate batch includes viewing, editing, and printing the batch.

To view pending corporate batches:

1. Select **Pending** from the left navigation area of the Corporate Batches subtab. The Pending Batches screen opens, displaying all pending batches, including incomplete batches.

Figure 2–1 Pending Batches Screen

Pending Batches

Select a Batch ID to view the batch details.

Batch ID	Batch Description	Batch Status	Batch Effective Date
116	pos07/26/05	Pending	7/26/05
200	ItemMaintenancePriceChangeEvent_09/01/07	Pending	9/1/07
Results 1-2 of 2			

2. Click the batch ID for the batch you want to view. The Batch Detail screen opens. If you select an incomplete batch, see [Incomplete Batches](#).

Managing Printed Corporate Batches

The Printed Batches screen shows the list of corporate batches that have successfully printed all of the templates in the batch.

To view printed corporate batches:

1. Select **Printed** from the left navigation area. The Printed Batches screen opens, displaying all printed batches.

Figure 2–2 Printed Batches Screen

Printed Batches

Select a Batch ID to view the batch details.

Batch ID	Batch Description	Batch Status	Batch Effective Date
11	pos06/26/07	Printed	6/26/07
20	ItemMaintenancePriceChangeEvent_07/01/07	Printed	7/1/07
Results 1-2 of 2			

2. In the Printed Batches screen, click the batch ID for the batch you want to view. The Batch Detail screen opens. See [Editing a Printed Corporate Batch](#).

Editing the Batch Details

The Batch Detail screen lists the items that are included in a corporate or user batch. An item can be included on the list more than once, if it requires tags or labels printed using more than one template.

Editing a Pending Corporate Batch

The contents of the corporate batch are displayed.

Note: The Current Price column is populated only if there is a difference between the regular price and the current price.

Figure 2–3 Batch Detail Screen for Pending Batch

Batch Detail

Edit batch information, or select to print the batch labels.

Batch ID: 200
 Batch Description: ItemMaintenancePriceChangeEvent_09/01/07
 Batch Status: Pending
 Batch Effective Date: 9/1/07
 (M/d/yy)

Batch Detail

Item Number	Description	Quantity	Template Type	Regular Price	Current Price
7800	Delirium BMX Bike	<input type="text" value="1"/>		279.99	
7801	Sup Charger BMX Bike	<input type="text" value="1"/>		199.99	

To edit a pending corporate batch:

1. Depending on the configuration of Oracle Retail Labels and Tags, the Quantity field may be editable. If it is, edit the quantity of tags or labels for any item if necessary.
2. Click **Save**. This saves the new information but does not print the batch.

To print a pending corporate batch, see [Printing a Batch](#).

Editing a Printed Corporate Batch

The contents of the printed batch are displayed.

Figure 2–4 Batch Detail Screen for Printed Batch**Batch Detail**

Edit batch information, or select to print the batch labels.

Save

Batch ID: 112
 Batch Description: pos07/26/05
 Batch Status: Printed
 Batch Effective Date: 7/26/05
 (M/d/yy)

Batch Detail

Item Number	Description	Quantity	Template Type	Regular Price	Current Price
20	House plant, violet	12		1.99	
37	House plant, pansy	1		1.99	
41	House plant, ivy	12		1.99	
5	House plant, rose	1		1.99	
888	Hp, aspidistra	12		1.00	
903	Soil	1		0.25	
939	House plant, daisy	22		0.25	
9871	Test Kit Pt Taxable	34		9.98	

* = Required Field

Save

To edit a printed corporate batch:

1. Depending on the configuration of Oracle Retail Labels and Tags, the Quantity field may be editable. If it is, edit the quantity of tags or labels for any item if necessary.
2. Click **Save**. This saves but does not print the batch. The Save Confirmation screen opens.
3. Click **Enter** to continue. The Printed Batches screen reopens.

To reprint a printed corporate batch, see [Printing a Batch](#).

Managing User Batches

User batches are created at an individual store because of individual store needs, for example, fixtures that are missing labels or the rearrangement of a floor.

To access the user batch functionality of Labels and Tags, click **User Batches**. Select the procedure you want to perform by selecting either **Add** or **Pending** from the left navigation area. The Add function enables you to add a user batch; the Pending function enables you to manage existing user batches. For a description of these functions, see the following topics:

- [Adding User Batches](#)
- [Managing Pending User Batches](#)

Adding User Batches

The Add Batch screen requires providing a description for the batch and selecting items for the batch. There are several options for entering batch items.

To add a user batch:

1. In the left navigation area of the User Batches subtab, click Add. The Add Batch screen opens.

Figure 2–5 Add Batch Screen

Add Batch

Enter batch criteria.

Batch Description: *

Item Number:

Department:

Planogram ID:

* = Required Field

2. The batch description is generated by Oracle Retail Labels and Tags, but it is editable. The generated description consists of your name, that is, the name of the current user, and the date. Enter a different description for the batch if you wish.
3. Add items to the user batch. There are three ways to add items: by item number, by planogram ID, and by department. Planogram ID and department are only available as options if Oracle Retail Labels and Tags is configured to make these options available. You can combine two or three of these ways to create the same batch, for example, you can add an entire department and then add a single item using its item number. You can add an item more than once to the batch; this enables you to select more than one template for the same item.

To add items individually:

- a. Enter the item number in the Item Number field.
- b. Click **Add**. The item is added to the batch list.
- c. Repeat steps a and b until you have added all of the items you want to include in the batch.

To add items by department:

- a. From the Department drop-down list, select the department.
- b. Click **Add**. All the items in the selected department are added to the batch list.
- c. Repeat steps a and b to add additional departments if necessary.

To add items by planogram ID:

- a. Enter a planogram ID in the Planogram ID field.
- b. Click **Add**. All the items in the selected planogram ID are added to the batch list.
- c. Repeat steps a and b to add additional planogram IDs if necessary.
4. Remove any items you do not want to include in the batch.
 - a. Select the **Select to Remove** check box for each item you want to remove.
 - b. Click **Remove**.
5. Enter a quantity of labels for each item. The default quantity is 1.
6. Select a template type for each item, if Oracle Retail Labels and Tags is configured to enable a choice of template. The default template type is the current item template.

Figure 2–6 Add Batch Screen with Items Added to the Batch

Add Batch

Enter batch criteria.

Batch Description: *

Item Number:

Department:

Planogram ID:

Select to Remove	Item Number	Description	Quantity	Template Type	Regular Price	Current Price
<input type="checkbox"/>	6151	Spt Util Stroller	1	*DEFAULT	390.99	
<input type="checkbox"/>	11111	17 inch Color TV	1	*DEFAULT	899.95	
<input type="checkbox"/>	41	House plant, ivy	1	*DEFAULT	1.99	
<input type="checkbox"/>	5	House plant, rose	1	*DEFAULT	1.99	
<input type="checkbox"/>	20	House plant, violet	1	*DEFAULT	1.99	
<input type="checkbox"/>	37	House plant, pansy	4	*DEFAULT	1.99	
<input type="checkbox"/>	939	House plant, daisy	2	*DEFAULT	0.25	
<input type="checkbox"/>	888	Hp, aspidistra	1	*DEFAULT	1.00	
<input checked="" type="checkbox"/>	903	Soil	1	*DEFAULT	0.25	
<input checked="" type="checkbox"/>	9871	Test Kit Pt Taxable	1	*DEFAULT	9.98	

* = Required Field

Note: The Current Price column is populated only if there is a difference between the regular price and the current price.

7. Click **Save**. The Save Confirmation screen opens.

Confirming the Add Batch

The Add Batch screen is updated to display the batch number of the added batch.

Figure 2–7 Add Batch Confirmation Screen

Add Batch

Save Confirmation

Labels and Tags batch number 201 has been saved successfully.
Select Enter to return to the user batch options.

To confirm the addition, click **Enter**.

Managing Pending User Batches

The User Batches screen lists the pending user batches that have not yet printed or did not print successfully. If a user batch has been printed, but some of its template types failed to print successfully, it is known as an incomplete batch. Incomplete batches are included in the list of pending user batches, but they are identified as incomplete batches.

Managing a pending user batch includes viewing, editing, and printing the batch.

To view pending user batches:

1. Select Pending from the left navigation area of the User Batches subtab. The User Batches screen opens, displaying a list of user batches, including incomplete batches.

Figure 2–8 User Batches Screen

User Batches

Select a Batch ID to view the batch details.

Batch ID	Batch Description	Batch Status	Date Created
201	Guest User 7/24/07	Pending	7/24/07
118	pos07/26/05	Pending	7/26/05
117	pos07/26/05	Pending	7/26/05
115	pos07/26/05	Pending	7/26/05
114	pos07/26/05	Pending	7/26/05
113	pos07/26/05	Pending	7/26/05
111	pos07/26/05	Pending	7/26/05
110	pos07/26/05	Pending	7/26/05
109	pos07/26/05	Pending	7/26/05
108	pos07/26/05	Pending	7/26/05

Results 1-10 of 13 [[<< Prev](#)] **1** [2](#) [[Next >>](#)]

2. In the User Batches screen, click the batch ID for the batch you want to view. If you select pending batch, the Add Batch screen opens, displaying details of the selected batch. See [Figure 2–6](#). If you select an incomplete batch, see [Incomplete Batches](#).

When you access the Add Batch screen to view details of a user batch, the Batch ID is displayed. This number is generated by Oracle Retail Labels and Tags when the user batch is created.

To edit a pending user batch:

1. In the Add Batch screen, edit the following information as necessary:
 - Batch description
 - List of items
 - Add items, using the procedures described in [Adding User Batches](#), step 3.
 - Remove items by selecting the check box in the Select to Remove column and clicking **Remove**.
 - Item quantities
 - Item templates, if your installation of Oracle Retail Labels and Tags is configured to allow you to edit the Template Type field
2. Click **Save**. The Save Confirmation screen opens.
3. To confirm the changes, click **Enter**.

To print a pending user batch, see [Printing a Batch](#).

Printing a Batch

The Insert Paper Stock screen is used to ensure that the correct paper stock is in the printer before printing begins. The expected paper stock is shown on the screen.

To print the corporate or user batch:

1. Click **Print**. The Insert Paper Stock screen opens.

Figure 2–9 Insert Paper Stock Screen



2. Insert the size of paper specified in the Insert Paper Stock screen into the printer.
3. To continue with the printing process, click **Done**. To cancel the printing process, click **Cancel**.

After a pending or incomplete corporate batch is completely printed, it disappears from the Pending Batches screen and appears in the Printed Batches screen.

After you print a user batch, it is deleted from Oracle Retail Labels and Tags. No records are kept of printed user batches, and you cannot reprint the user batch.

Incomplete Batches

If the batch that was selected for detailed viewing is an incomplete batch, it is displayed in the Batch Detail screen, regardless of whether it is a corporate or a user batch. Only the items that failed to print are listed. When the Batch Detail screen displays details of an incomplete batch, it does not include a Save button because incomplete batches cannot be edited.

Figure 2–10 Batch Detail Screen for an Incomplete Batch

Batch Detail

Select Print to print the batch.

Batch ID: 106
 Batch Description: pos07/26/05
 Batch Status: Incomplete
 Batch Effective Date: 7/26/05
 (M/d/yy)

Batch Detail

Item Number	Description	Quantity	Template Type	Regular Price	Current Price
20	House plant, violet	1		1.99	
37	House plant, pansy	1		1.99	
41	House plant, ivy	1		1.99	
5	House plant, rose	4		1.99	
888	Hp, aspidistra	5		1.00	
903	Soil	1		0.25	
939	House plant, daisy	1		0.25	
9871	Test Kit Pt Taxable	1		9.98	
9879	360Commerce Kit	1		30.00	

* = Required Field

When you print an incomplete batch, only those items that failed to print the first time are printed. If the entire incomplete batch fails to print the second time, it remains an incomplete batch, but items that printed the second time no longer appear on the list.

After printing, if the incomplete batch is a corporate batch, it is deleted from the Pending Batches screen and moved to the Printed Batches screen. If the incomplete batch is a user batch, it is deleted from the User Batches screen. User batches cannot be reprinted.

Using Oracle Retail Mobile Labels and Tags

The Mobile component of Oracle Retail Labels and Tags is intended for use in individual stores, to aid in the creation of user batches. It provides some label and tag functionality to a handheld device using wireless access. With Oracle Retail Mobile Labels and Tags, you can scan in item numbers rather than having to enter them manually. In order to print the batch, you must return to the User Batch subtab under the Labels and Tags tab of Oracle Retail Back Office.

The following topics are discussed:

- [User Interface](#)
- [Logging On and Off Oracle Retail Mobile Labels and Tags](#)
- [Creating a User Batch](#)

User Interface

The screens are laid out using the following format:

Figure 3–1 Mobile Screen Regions

The diagram illustrates the layout of a mobile screen for user identification. It features a header bar at the top with the title 'Identification'. Below the header is a prompt area containing the text 'Enter a User ID and Password to log in.'. The main body of the screen is the work panel, which contains two input fields: 'User ID:' and 'Password:'. At the bottom of the screen is a button bar with two buttons: 'Next' and 'Cancel'.

Table 3–1 describes the regions of the screen.

Table 3–1 Screen Regions

Name	Description
Screen name	Displays the name of the current screen.
Prompt area	Displays instructions for the current screen.
Work panel	Displays data for viewing, links to select, or fields to enter values.

Table 3–1 (Cont.) Screen Regions

Name	Description
Button bar	Displays buttons for navigation.

Some terms are used in special ways with handheld devices:

Stylus: A pointing device used with handheld RF devices to select letters and numbers from the on-screen keyboard or for drawing on the text screen for data-entry where allowed.

Tap, Select, or Click: User actions to execute a command such as a button click or select on a HTML link by a stylus or pen-shaped apparatus, typically supplied with the handheld device.

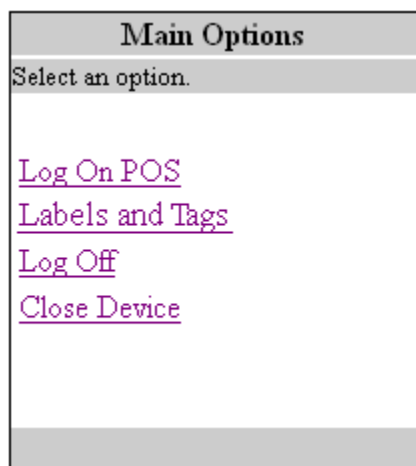
Type or Enter: Enter alphanumeric text into the available data entry using any means available, such as writing with the stylus or selecting letters or numbers from the on-screen keyboards.

Logging On and Off Oracle Retail Mobile Labels and Tags

To log on to the handheld device:

1. Make certain your mobile device is on and communicating with the server. The Main Options screen opens.

Figure 3–2 Mobile Main Options Screen



2. In the Main Options screen, select **Labels and Tags**. The Identification screen opens.

Figure 3–3 Mobile Identification Screen

Identification	
Enter a User ID and Password to log in.	
User ID:	<input type="text"/>
Password:	<input type="password"/>
<div>Next</div> <div>Cancel</div>	

3. Enter your user ID and password in the appropriate fields.
4. Tap **Next**.
 - If you entered a valid user ID and password, the Labels and Tags Options screen opens. See [Figure 3–4](#).
 - If you entered a temporary password or a password that has expired, an error message is displayed. You must go to an Oracle Retail Back Office location or Point-of-Service register and change the password before you can log on to the handheld device. For additional information on how passwords are handled by this application, see [Passwords](#).

To log off from the handheld device:

1. From the Labels and Tags Options screen, tap **Exit**. The Main Options screen opens. See [Figure 3–2](#).
2. Tap **Log Off**. The Identification screen opens. See [Figure 3–3](#).
 - If you are the only logged on user, a new user can now log on the application.
 - If multiple users are logged on, you must enter your user ID and password to complete logging off.

Note: If you are the last user for the current business day, the device must be closed before you log off.

Passwords

Passwords are used to restrict access to Oracle Retail Mobile Labels and Tags. The requirements for passwords are defined by the retailer. Requirements can include the definition of password length and content. For example, you may need to enter a password that is at least five but not more than ten characters and includes at least one numeric character. For information on your password requirements, consult your system administrator.

Passwords can be defined to expire within a specific number of days after being set. If you do not change your password before it expires, you are locked out from logging on. If you are locked out, a system administrator must reset your password. You will be assigned a temporary password. You need to go to a Back Office location or Point-of-Service register to change that temporary password before you can log on to the handheld device. You may also be locked out after a specific number of invalid logon attempts.

Creating a User Batch

1. After you log on, the Labels and Tags Options screen opens.

Figure 3–4 Mobile Labels and Tags Options Screen



Labels and Tags Options

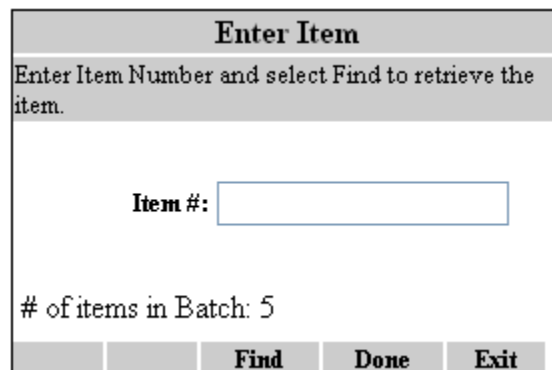
Select an option.

[Create Batch](#)

Exit

2. Tap **Create Batch**. The Enter Item screen opens.

Figure 3–5 Mobile Enter Item Screen



Enter Item

Enter Item Number and select Find to retrieve the item.

Item #:

of items in Batch: 5

Find Done Exit

3. Enter the number of each item or scan each item.

An item is added to the batch each time you enter or scan it. For example, if you want it to appear on the batch list three times, enter or scan it three times.

Oracle Retail Mobile Labels and Tags maintains a running total of the number of items added to the batch and displays that total in the screen.

If you tap **Done** in the Enter Item screen without finding and adding the item (steps 4 and 5), the item is not added to the batch.

4. To search for the item, tap **Find**. If you scan the item rather than entering its number, you do not need to tap **Find**; scanning automatically submits the item for a search. The Add Item screen opens, displaying information about the item.

Note: If you tap **Exit** in the Enter Item screen, a Confirm Exit box is displayed. In that box, tap **Yes** to reopen the Labels and Tags Options screen without saving the batch or tap **No** to return to the Enter Item screen.

Figure 3–6 Mobile Add Item Screen

Add Item

Add item to batch or select to return to previous screen.

Item #: 20010001
Description: Monopoly Board Game
Current Price: 7.99

Add **Back** **Exit**

5. To add the item to the batch and return to the previous screen, tap **Add**. To return to the Enter Item screen without adding the item, tap **Back**.

Note: The Exit button in the Add Item screen functions the same way the Exit button in the Enter Item screen functions. That is, if you tap **Exit** in the Add Item screen, a Confirm Exit box is displayed. In that box, tap **Yes** to reopen the Labels and Tags Options screen without saving the batch, or tap **No** to return to the Add Item screen.

6. Repeat steps 3 through 5 until you have added all the items you want to include in the batch.
7. In the Enter Item screen, tap **Done** to save the batch. The Batch Confirmation screen opens.

Figure 3–7 Mobile Batch Confirmation Screen



8. To close the Batch Confirmation screen and return to the Labels and Tags Options screen, tap **Done**.

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