

Oracle® Retail Label and Tags

User Guide

Release 13.1.2

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Contents

Send Us Your Comments	ix
Preface	xi
Audience.....	xi
Related Documents	xi
Customer Support	xii
Review Patch Documentation	xii
Oracle Retail Documentation on the Oracle Technology Network	xii
Conventions	xii
 1 Overview	
Getting Started.....	1-1
User Interface	1-2
Navigation.....	1-2
Language and Locale Support	1-2
Language Support.....	1-2
Locale Support.....	1-3
Security and Errors.....	1-3
Timeout Interval.....	1-3
Error Handling	1-3
 2 Using Oracle Retail Mobile Labels and Tags	
User Interface	2-1
Starting the Oracle Retail Mobile Labels and Tags Application	2-2
Logging On and Off Oracle Retail Mobile Labels and Tags	2-2
Passwords.....	2-4
Creating a User Batch	2-4
 3 Using Oracle Retail Labels and Tags	
Managing Corporate Batches	3-1
Managing Pending Corporate Batches	3-2
Managing Printed Corporate Batches	3-2
Editing the Batch Details.....	3-3

Editing a Pending Corporate Batch.....	3-3
Editing a Printed Corporate Batch	3-4
Managing User Batches	3-5
Adding User Batches	3-5
Confirming the Add Batch.....	3-8
Managing Pending User Batches	3-8
Printing a Batch	3-9
Template Printing Complete	3-10
Incomplete Batches	3-11

Glossary

Index

List of Figures

1-1	Labels and Tags Subtabs	1-2
2-1	Mobile Screen Regions	2-1
2-2	Mobile Main Options Screen	2-2
2-3	Mobile Login Screen	2-3
2-4	Mobile Labels and Tags Options Screen.....	2-4
2-5	Enter Item Screen	2-4
2-6	Mobile Labels and Tags Add Item Detail Screen	2-5
2-7	Mobile Batch Confirmation Screen.....	2-6
3-1	Pending Batches Screen.....	3-2
3-2	Printed Batches Screen	3-2
3-3	Batch Detail Screen for Pending Batch.....	3-3
3-4	Batch Detail Screen for Printed Batch	3-4
3-5	Add Batch Screen	3-6
3-6	Add Batch Screen with Items Added to the Batch.....	3-7
3-7	Add Batch Confirmation Screen	3-8
3-8	User Batches Screen	3-8
3-9	Insert Paper Stock Screen.....	3-9
3-10	Template Printing Complete Screen	3-10
3-11	Batch Detail Screen for an Incomplete Batch	3-11

List of Tables

1-1	Available Subtabs.....	1-2
2-1	Screen Regions.....	2-2

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Oracle Retail Labels and Tags User Guide, Release 13.1.2

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Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

Note: Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the new Applications Release Online Documentation CD available on My Oracle Support and www.oracle.com. It contains the most current Documentation Library plus all documents revised or released recently.

Send your comments to us using the electronic mail address: retail-doc_us@oracle.com

Please give your name, address, electronic mail address, and telephone number (optional).

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If you require training or instruction in using Oracle software, then please contact your Oracle local office and inquire about our Oracle University offerings. A list of Oracle offices is available on our Web site at www.oracle.com.

Preface

This document also pertains to Oracle customers who have licensed Oracle Retail Signs in conjunction with Oracle Retail Labels and Tags. The Oracle Retail Labels and Tags product restricts printing not to exceed six square inches. To print a size greater than six square inches, the customer must license Oracle Retail Signs.

This guide describes the Oracle Retail Labels and Tags user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

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 and template types 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 Release 13.1.2 documentation set or in the Oracle Retail Back Office Release 13.1.2 documentation set:

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

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL:

<https://support.oracle.com>

When contacting Customer Support, please provide the following:

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

Review Patch Documentation

When you install the application for the first time, you install either a base release (for example, 13.1) or a later patch release (for example, 13.1.2). If you are installing the base release, additional patch, and bundled hot fix releases, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch and bundled hot fix releases can contain critical information related to the base release, as well as information about code changes since the base release.

Oracle Retail Documentation on the Oracle Technology Network

Documentation is packaged with each Oracle Retail product release. Oracle Retail product documentation is also available on the following Web site:

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

(Data Model documents are not available through Oracle Technology Network. These documents are packaged with released code, or you can obtain them through My Oracle Support.)

Documentation should be available on this Web site within a month after a product release.

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.
- Print a batch of labels and tags in order by department or template type.
- Create, edit, and print a batch of labels and tags based on the needs of your store.
- Modify the quantity and template type 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 Designer Tool 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

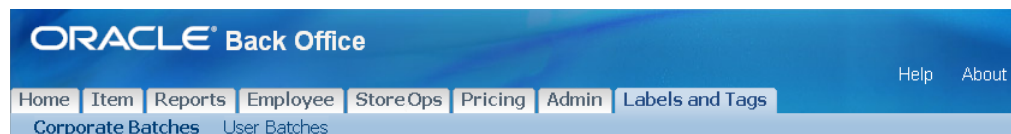


Table 1–1 describes the available subtabs.

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.

Language and Locale Support

Oracle Retail Labels and Tags supports multiple languages and a default locale for the application.

Note: All figures and examples in this guide use English language and the English - United States locale.

Language Support

Oracle Retail Back Office has a default language based on the default locale chosen for the store. Oracle Retail Labels and Tags uses the same default language and locale defined for Oracle Retail Back Office. In addition, each user has a preferred language which can be selected from the languages supported for the store.

Information on each screen is displayed in the default language for the application. If a user has a different preferred language selected, the screen is displayed in that preferred language.

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, locale support is provided to enable the date, time, currency, and calendar to be displayed in the default locale chosen for the application.

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 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"
- "Starting the Oracle Retail Mobile Labels and Tags Application"
- "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 2–1 Mobile Screen Regions

The diagram illustrates the layout of the 'Enter Item' mobile screen, divided into four distinct regions:

- Screen name:** A header bar at the top containing the text 'Enter Item'.
- Prompt area:** A section below the header containing the instruction: 'Enter Item Number and select Find to retrieve the item.'
- Work panel:** A section containing a label 'Item #:' followed by a text input field.
- Button bar:** A bottom section containing the text '# of items in Batch: 2' and three buttons labeled 'Find', 'Done', and 'Exit'.

Table 2–1 describes the regions of the screen.

Table 2–1 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.
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.

Starting the Oracle Retail Mobile Labels and Tags Application

To access Oracle Retail Mobile Labels and Tags, enter the URL for your Oracle Retail Mobile Labels and Tags login page into the handheld address bar:

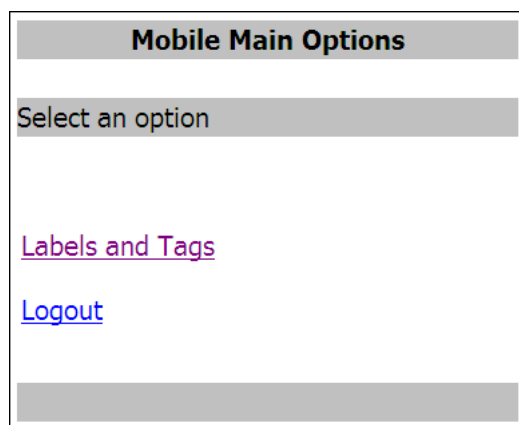
`https://<hostname>:<portnumber>/backoffice/mobilelabel/labelMainUnleashed.jsp`

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 2–2 Mobile Main Options Screen



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

Figure 2–3 Mobile Login Screen

Back Office Log In

Enter a User ID and Password to log in.

User ID:

Password:

Login

3. Enter your user ID and password in the appropriate fields.
4. Tap **Login**.
 - If you entered a valid user ID and password, the Labels and Tags Options screen opens. See [Figure 2–4](#).
 - 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 2–2](#).
2. Tap **Log Off**. The Login screen opens. See [Figure 2–3](#).
 - If you are the only logged on user, a new user can now log on to 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

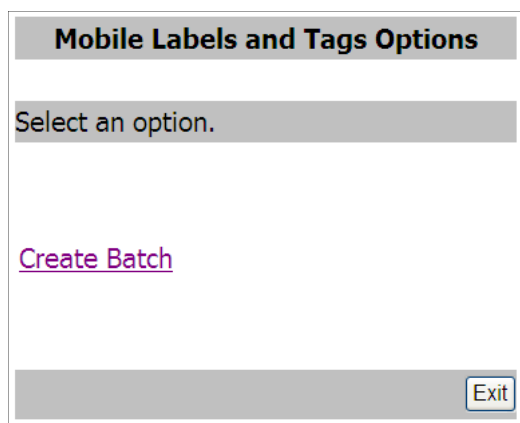
Passwords are used to restrict access to Oracle Retail Mobile Labels and Tags. The requirements for passwords are defined by the retailer. Requirements can include the definition of password length and content. For example, you may need to enter a password that is at least five but not more than ten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

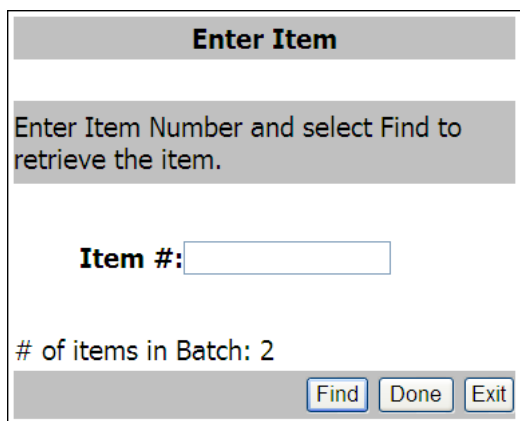
1. After you log on, the Labels and Tags Options screen opens.

Figure 2–4 Mobile Labels and Tags Options Screen



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

Figure 2–5 Enter Item Screen



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

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 Detail 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 2–6 Mobile Labels and Tags Add Item Detail Screen

Mobile Labels and Tags Add Item Detail

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

Item #: 1234
Description: CoolBox
Current Price: 4.00

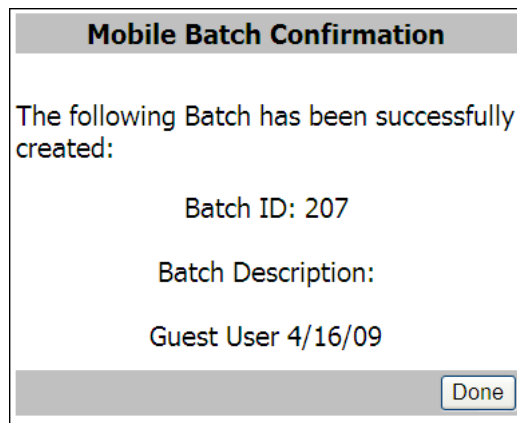
Add Back Exit

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 2–7 Mobile Batch Confirmation Screen



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

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 the labels or tags failed to print successfully, it is known as an incomplete batch. Incomplete batches are included in the list of pending corporate 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 3–1 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
119	ItemPriceChangeEvent_11/04/07	Pending	11/4/07

Results 1-2 of 2

2. Click the batch ID for the batch you want to view. The Batch Detail screen opens. See ["Editing the Batch Details"](#).

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 labels and tags 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 3–2 Printed Batches Screen

Printed Batches

Select a Batch ID to view the batch details.

Batch ID	Batch Description	Batch Status	Batch Effective Date
116	pos07/26/05	Printed	7/26/05 4:26 PM
119	ItemPriceChangeEvent_11/04/07	Printed	11/4/07 12:00 AM

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 the Batch Details"](#).

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.

The special values *NONE and *DEFAULT are defined for the template type:

- If *NONE is selected, the tag or label does not print.
- If *DEFAULT is selected, the tag or label is printed using the default label chosen by the retailer.

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

Editing a Pending Corporate Batch

The contents of the corporate batch are displayed.

Figure 3–3 Batch Detail Screen for Pending Batch

Batch Detail

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

Batch ID: 116

Batch Description: pos07/26/05

Batch Status: Pending

Batch Effective Date: 7/26/05
(M/d/yy)

Select to:

Quantity:

Template Type:

Select All ☐

Select	Department	Item Number	Description	Quantity	Template Type	Regular Price	Current Price
<input checked="" type="checkbox"/>	Women Apparel	908	Open - Neck sweater	<input type="text" value="3"/>	*NONE	40.00	
<input type="checkbox"/>	Women Apparel	915	Mia Shoes	<input type="text" value="10"/>	*NONE	40.00	
<input type="checkbox"/>	Women Apparel	909	Winter sweater	<input type="text" value="2"/>	SALTEMPL	60.00	
<input checked="" type="checkbox"/>	Women Apparel	913	Ann Taylor Shoes	<input type="text" value="4"/>	SALTEMPL	20.00	

Note: Depending on the configuration of Oracle Retail Labels and Tags, the Quantity and Template Type fields may be editable.

To edit a pending corporate batch:

1. To edit the quantity and template type for multiple items:
 - a. Select the **Select** check box for each item you want to edit. To choose all the items, you can select the **Select All** check box.
 - b. If the quantity is editable, enter the quantity of tags or labels for the selected items.
 - c. If the template type is editable, select the template type for the selected items.
 - d. When you are done, click **Update**. The selected entries are updated.

2. To edit the quantity and template type for individual items:
 - a. If the quantity is editable, enter the quantity of tags or labels for the item.
 - b. If the template type is editable, select the template type for the item.
3. 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 3–4 Batch Detail Screen for Printed Batch

Batch Detail

Edit batch information or print the batch labels.

Batch ID: 119

Batch Description: ItemPriceChangeEvent_11/04/07

Batch Status: Printed

Batch Effective Date: 11/4/07
(M/d/yy)

Select to:

Quantity:

Template Type:

Select All ☐

Select	Department	Item Number	Description	Quantity	Template Type	Regular Price	Current Price
<input checked="" type="checkbox"/>	Women Apparel	913	Ann Taylor Shoes	4	SALTEMPL	20.00	

* = Required Field

Note: Depending on the configuration of Oracle Retail Labels and Tags, the Quantity and Template Type fields may be editable.

To edit a printed corporate batch:

1. To edit the quantity and template type for multiple items:
 - a. Select the **Select** check box for each item you want to edit. To choose all the items, you can select the **Select All** check box.
 - b. If the quantity is editable, enter the quantity of tags or labels for the selected items.
 - c. If the template type is editable, select the template type for the selected items.
 - d. When you are done, click **Update**. The selected entries are updated.
2. To edit the quantity and template type for individual items:
 - a. If the quantity is editable, enter the quantity of tags or labels for the item.
 - b. If the template type is editable, select the template type for the item.
3. Click **Save**. This saves but does not print the batch. The Save Confirmation screen opens.
4. 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 by a user with the appropriate security access. They are created because of individual store needs, such as, fixtures that are missing labels or the rearrangement of fixtures on 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 and selecting items for the 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.
- When entering a planogram ID or selecting a department, items are added that have an exact match to the planogram ID or department. For example, if 12 is entered for the planogram ID, all items on fixture 12 are added.
- When you enter a planogram ID or select a department, all valid items in the planogram ID or department are added to the batch.
- You can add an item more than once to the batch. This enables you to select more than one template for the same item.

Note: You can 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.

To add a user batch:

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

Figure 3–5 Add Batch Screen

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.

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 menu, 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.

Figure 3–6 Add Batch Screen with Items Added to the Batch

Add Batch

Enter batch criteria.

Print Save

Batch Description: Application Administrator 11/20/09 *

Item Number: Add

Department: Add

Planogram ID: Add

Select to: Remove

Quantity: Update

Template Type: Update

Select All ☐

Select	Department	Item Number	Description	Quantity	Template Type	Regular Price	Current Price
<input type="checkbox"/>	Miscellaneous	1234	CoolBox	1	SALTEMPL	10.00	
<input checked="" type="checkbox"/>	Miscellaneous	6151	Spt Util Stroller	1	SALTEMPL	390.99	
<input type="checkbox"/>	Garden	41	House plant, ivy	1	SALTEMPL	1.99	
<input type="checkbox"/>	Garden	5	House plant, rose	1	SALTEMPL	1.99	3.95
<input type="checkbox"/>	Garden	20	House plant, violet	1	SALTEMPL	1.99	3.47
<input type="checkbox"/>	Garden	37	House plant, pansy	1	SALTEMPL	1.99	3.47
<input type="checkbox"/>	Garden	939	House plant, daisy	1	SALTEMPL	0.25	3.47
<input type="checkbox"/>	Garden	888	Hp, aspidistra	1	SALTEMPL	1.00	3.47
<input type="checkbox"/>	Garden	903	Soil	1	SALTEMPL	0.25	

* = Required Field

Print Save

4. To edit the quantity and template type for multiple items:
 - a. Select the **Select** check box for each item you want to edit. To choose all the items, you can select the **Select All** check box.
 - b. Enter the quantity of tags or labels for the selected items. The default quantity is 1.
 - c. If the template type is editable, select the template type for the selected items.
 - d. When you are done, click **Update**. The selected entries are updated.
5. To edit the quantity and template type for individual items:
 - a. Enter the quantity of tags or labels for the item. The default quantity is 1.
 - b. If the template type is editable, select the template type for the item.
6. To remove any items you do not want to include in the batch:
 - a. Select the **Select** check box for each item you want to remove. To choose all the items, you can select the **Select All** check box.
 - b. Click **Remove**.
7. Click **Save**. The Save Confirmation screen opens. See ["Confirming the Add Batch"](#).
To print the user batch, see ["Printing a Batch"](#).

Confirming the Add Batch

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

Figure 3–7 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 3–8 User Batches Screen

User Batches

Select a Batch ID to view the batch details.

Batch ID	Batch Description	Batch Status	Date Created
200	Application Administrator 11/20/09	Pending	11/20/09
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 3–6](#). 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, select the batch ID. See Steps 2 to 7 in "[Adding User Batches](#)".

To print a pending user batch, select the batch ID. See "[Printing a Batch](#)".

Printing a Batch

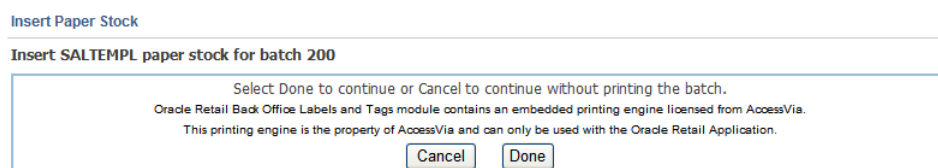
Note: Depending on the configuration of Oracle Retail Labels and Tags, the labels and tags are printed in order by department or template type.

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 3–9 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**.
4. After the labels and tags for a template have printed, the Template Printing Complete screen opens. See "[Template Printing Complete](#)".

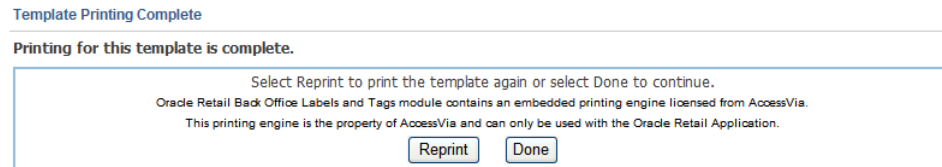
After a pending or incomplete corporate batch is completely printed, it disappears from the Pending Batches screen and appears in the Printed Batches screen.

After you print a user batch, it disappears from the User Batches screen. No records are kept of printed user batches, and you cannot reprint the user batch.

Template Printing Complete

After the labels and tags that use the same template are printed, the Template Printing Complete screen opens.

Figure 3–10 *Template Printing Complete Screen*



To continue the printing:

1. To print the labels and tags for the template again, click **Reprint**. The Insert Paper Stock screen opens. See "[Printing a Batch](#)".
2. To continue with the printing process, click **Done**.

If additional templates need to be printed, the Insert Paper Stock screen opens. See "[Printing a 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 3–11 Batch Detail Screen for an Incomplete Batch

Batch Detail

Select Print to print the batch.

Print

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

Batch Detail

Department	Item Number	Description	Quantity	Template Type	Regular Price	Current Price
Garden	20	House plant, violet	1	SALTEMPL	1.99	3.47
Garden	37	House plant, pansy	1	SALTEMPL	1.99	3.47
Garden	41	House plant, ivy	1	SALTEMPL	1.99	
Garden	5	House plant, rose	4	SALTEMPL	1.99	3.95
Garden	888	Hp, aspidistra	5	SALTEMPL	1.00	3.47
Garden	903	Soil	1	SALTEMPL	0.25	
Garden	939	House plant, daisy	1	SALTEMPL	0.25	3.47
Garden	9871	Test Kit Pt Taxable	1	SALTEMPL	9.98	
Garden	9879	360Commerce Kit	1	SALTEMPL	30.00	

* = Required Field

Print

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.

Glossary

AccessVia

Third party application that is used to design and create the templates for the labels and tags. Also includes a printing engine.

Corporate Batch

A batch created at the corporate office that is sent to stores.

Incomplete Batch

A batch that has not completely printed. At least one label or tag printed successfully, but not all the labels and tags in the batch printed successfully.

Pending Batch

A batch that has not yet been printed.

Planogram

Schematic drawing of fixtures and shelves that illustrate product placement.

Planogram ID

Identifier that corresponds to a fixture or shelf location in a store.

Printed Batch

A batch in which all of the labels and tags have been printed.

User Batch

A batch created by a user in a store using the Labels and Tags tab in Oracle Retail Back Office or a handheld device.

Index

A

AccessVia, 1-1
application overview, 1-1

B

batches
 corporate, 3-1
 incomplete, 3-11
 printing, 3-9, 3-10
 user, 3-5

C

corporate batches, 3-1
 editing batch details, 3-3
 pending, 3-3
 printed, 3-4
 pending, 3-2
 printed, 3-2

E

error messages, 1-3

G

getting started, 1-1

H

handheld device, 2-1
 logoff, 2-3
 logon, 2-2
 See also mobile

I

incomplete batches, 3-11
insert paper stock, 3-9

L

language support, 1-2
locale support, 1-2
login, 1-1

logoff handheld device, 2-3
logon handheld device, 2-2
logout, 1-1

M

mobile, 2-1
 logoff, 2-3
 logon, 2-2
 options, 2-4
 passwords, 2-4
 screen, 2-1
 starting application, 2-2
 terminology, 2-2
 user batch, 2-4
 adding items, 2-5
 batch confirmation, 2-6
 entering items, 2-4
 user interface, 2-1

P

printing, 3-9, 3-10

T

template types
 *DEFAULT, 3-3
 *NONE, 3-3
timeout interval, 1-3

U

user batches, 3-5
 adding, 3-5
 save confirmation, 3-8
 pending, 3-8
 printing, 3-9, 3-10
user interface
 application window, 1-2
 mobile screen, 2-1

