



Maintaining accurate pricing on your bin tags and signage is a crucial element of customer satisfaction.

Your shoppers should never have to guess how much an item will cost them or walk by a sale display without understanding what is on sale and at what retail price.

Printing labels from your Eagle system can be accomplished several different ways. In this course we will outline the workflow of printing using the Label button, generating them from within Label Manager, running an RBL report and how price changes can work alongside landed cost.

On level 24.1 and higher Modify Item Promotions, Item Price Changes and the posting grid of MPO have a Label button that allows you to easily select a label format, a printer and generate tags.

You can also find this button in the Inventory Viewer, the Purchase Order Detail viewer, the Purchase Order Archive Detail Viewer and the Bin Label Changes Viewer.

After selecting the items that require a label, you have the option to 'Print Now', 'Add to Label Manager', 'Save to new batch' or 'Launch Label Manager'.

Selecting 'Print Now' will display a dialog box that allows you to indicate a Specific Quantity of labels to print.

You can also use the 'Number of Labels' drop down box to select other quantities.

Press 'OK' to then select a Label Format, the correct printer and indicate a Starting Column and Row number if using sheets of labels.

Be sure to watch the course, 'Designing Inventory Labels' to learn more about Label Formats.

Pressing 'OK' again will send your selected items to the printer indicated.

Choosing to 'Add to Label Manager' allows you more control over when and how you produce your labels.



This application is also found under the 'Label Design & Printing Menu' with the heading 'Print Inventory Labels'.

After choosing to add your selected lines to Label Manager you are again asked to indicate the quantity.

Label Manager launches and you can view your item or items that were added.

You have full grid functionality here to sort and filter.

Select the items you want to generate a label for and click 'Print' from the ribbon menu.

Choose your desired label format and click 'Open'.

Indicate the Printer, and change the Starting Column or Row if you are using sheets of bin tags.

Press 'OK' to print them out or use the 'Preview' button to view them on the screen first.

If you choose 'Save to New Batch', you will see a window displaying the Batch Options.

Here you can also use the 'Number of Labels' drop down list to indicate how many labels will print for each item.

Additionally, you will add a detailed description of this batch in the 'Batch Description' field.

Up to 50-characters are allowed.

Press 'OK' and a message confirms the action.

To generate labels for a batch, open Label Manager, and click on the 'Import' button.

The Batch Management window allows you to search by Store, Source, Created By, Terminal or a Date Range.

Press 'OK' to search.



Check the box next to the correct batch or batches and either add them to Label Manager to make additional changes or select Print Now.

If printing now, select the desired 'Label Format', indicate the 'Printer' and any Starting Column and Row.

Either preview your labels or press 'OK' to print them out.

Depending on how you set Options ID 5824, you may be prompted to delete your batch after printing.

Option 7320 sets the 'Days to Keep Label Manager batch files. Those with a 'date created' value older than this number of days will be automatically purged.

Review the Course Materials for more information on these Options.

The Bin Label Print Report is also available to generate a file for Label Manager.

These can be created from the Inventory, Price Change, Purchasing, Promotion and Item Change files.

'Label to Use' provides an option to Generate a File for Label Manager.

On levels 24.1 and higher the Options page contains the ability to indicate the 'Days Before Start' and 'Days before Effective'.

This allows users to add an RBL to a daily queue and print labels for price changes whose 'Effective Date' is X days away or Promotions whose 'Start Date' is X from now.

For example, an RBL from the Price Change file with 'Days before Effective' set to 1 will print labels for price changes whose Effective Date is tomorrow.

Price changes can occur from manual changes, processed telecom files or through the receiving process. It is important to make sure these retail changes are reflected on your bin tags and at your Point of Sale check out.



If you are using Landed Cost, you have the ability to create price change records when you run the RRP or Receiving Report.

Options ID number 105 must be set to 'X' or 'Y' for this to occur.

When the cost of an item being received changes or freight and miscellaneous charges are incurred, a new retail will automatically be calculated when the receiving process is completed.

Check with your General Ledger or Accounting manager if you are unsure if your business uses Landed Cost.

Within Purchasing & Receiving, click the 'Reports' tab and select 'Receipt Posting'.

This will open the RRP report. The From/To information will already be populated for you.

On the 'Update Options' tab, you will need to select option 'P' or 'Q' along with option 'S' from the 'Update Prices' options.

You do not use option 'F' from the 'Update Options' at this point.

Verify that the 'Print Setup' tab is configured to Spool only.

Running the report in this way is just creating a record in IPC of each new retail that was calculated when the cost changed.

Then press F4 or click on the Run icon.

Within IPC or Item Price Changes, you will now see a new record with the current date listed as the Effective Date, for any new retails that were calculated.

Click the check boxes for any items you wish to print a label for or right click on the header above the check boxes and click 'Select all Rows'.

Remember, you have Eagle viewer functionality here and can sort and filter accordingly.



If you have a large number of labels to print double click on the 'Location' field so they print out in Location Code order.

Click the 'Labels' button on the ribbon menu.

You can print the labels now, open Label Manager or create a batch to be printed at a later time.

You will run RPC to finalize the changes in IPC as you normally would.

Running RRP with option 'F' will update the Quantity-on-Hand and Quantity-on-Order.

There are many efficient ways to generate tags when costs and retails change. The Labels button offers several options along with the RBL report and the IPC viewer.

Best Practice would be to create a store procedure to maintain price changes and manage label creation with Label Manager.

For more detail on how to design and produce bin tags and signage watch all of the courses in this Training on Demand Agenda.

