One thing you can count on changing is your inventory data.

Outdated information can create lost profit or even cause customer dissatisfaction.

To avoid this, you can easily produce new bin or shelf labels by using the 'Bin Label Change Viewer'

In this course, we will explain how to set up the 'Item Change File' to automatically track modifications to Inventory.

Then we will cover using the 'Bin Label Change Viewer' to manage and print the corresponding new bin tags.

Review the attached document and follow the instructions to set up your system's Options Configuration so that Eagle will begin collecting sku changes and additions in the Item Change File.

This document can be found in the Course Materials for this Training on Demand class.

Once these settings are updated and Eagle starts to accumulate 'Change Records', you will use the 'Bin Label Change Viewer' to manage them.

This viewer can be found in the 'Label Design & Printing Menu' in your Browser.

Like any viewer, this grid can be customized to include only those columns you want to view.

When a change has been made to the field identified in the Column Heading, the word 'Yes' will be displayed.

Here you see a 'New Item' that was added.

These two skus had a change to their 'Description' field.

And these two items had a change in their 'Retail Price'.

Depending on which change types you have displayed in your viewer, a 'Yes' value may appear in more than one column.

The 'Update Date', 'Time' and 'User' are columns available so that you can see who performed that action and when it occurred.

The Bin Label Change viewer automatically purges the tracking file based on your settings in Options Configuration.

Records will be deleted based on the number of days since they were printed or, if they have not been printed, since the last change for the item was recorded.

The 'Print Date' column is updated when the sku is included in the parameters of the RBL report.

It is also updated when the user prints labels by pressing the 'Label's button and utilizing the options in the 'Labels' dialog box.

Item Change records are purged as soon as bin labels are printed for those changes, even if they are printed using a file other than the Item Change.

If you want to manually delete lines from the Bin Label Change Viewer before they are automatically purged, you can place a Check Mark in the box to the left and press the 'Delete' key.

Confirm the action by selecting 'Yes'.

The number of records Deleted are displayed.

To print labels for the updated items in your viewer return to the 'Label Printing Menu' and select the 'Item Bin Labels Report' or RBL.

When the report opens, you'll see the five source files available.

Select number 5, 'Item Change File'.

On the Options page, you can select the 'Label to Use', along with 'Price to Print'.

To create a 'Batch' file, use the drop down menu next to 'Label to Use' and select number 2, 'Generate File for Label Manager.

Review the Training on Demand course titled 'Print Labels' for more information on creating a Batch of labels.

Check the list of available fields in the 'Print if Changed' section.

While the 'Bin Label Changes Viewer' collects all changes, you can identify which of those changes you want to print a new label for.

For example, you can print tags for just 'New Items'.

You can refine the choices on the 'From/To' page using the usual ranges.

You can also print your labels in 'Location' code order.

To do this click the drop down list next to 'Print Sequence' and choose Option 1.

'Save' your report 'View' for future use.

You can also print bin tags for these changes by pressing the 'Labels' button found on the ribbon menu.

Clicking here   launches the 'Labels' menu and you can opt to 'Print Now', 'Add to Label Manager', 'Save to new Batch' or 'Launch Label Manger'.

Again, this feature is covered in the Training on Demand course titled, 'Print Labels'.

If you need to reprint labels, you can easily change the 'Print Status' and rerun RBL or just use the 'Label' button feature.

To change the 'Print Status' place a checkmark next to the items that need another label and open the 'Miscellaneous' menu.

Select 'Change the Status of All Checked Rows to Not Printed'.

Choose 'Yes' to complete the change.

Press 'Refresh' to view the new status.

Now complete the RBL process or click 'Labels'.

In this module we have discussed setting up the Item Change File to track changes to inventory

We explored using the Bin Label Changes Viewer to sort and manage these changes.

Finally, we discussed running the Bin Label Report or using the Label button to create your new bin tags based on specific changes to your data.

Utilizing this feature will allow you to stay on top of any adjustments requiring a new label or sign and your customers will be pleased with your accurately displayed pricing.