Retail Shelf Labels

How do I access the Retail Shelf Label tool?

- Select the Tools option from the DAC Office menu
- Find "Retail Shelf Labels" in the Tools section
- Double-click to open it

How do I view a retail shelf label version?

- Select a version from the drop-down box
- Default versions match what is printed from DAC
- Notice the label sheet and image is displayed
- Click the "+" and "-" buttons to cycle through some sample items

How do I print my labels?

- Select a version from the drop-down box
- Click the Items tab
- Find the Item Selection drop-down box
- Select an option
  - Customer, Batches
  - Salesrep, Customer, Batches
  - Account Type, Customer, Batches
  - Customer Range- not available yet
  - Categories
  - Sales Classes
  - Vendors
  - Items
- Make sure grid populates with data
- Click the Export button to create the PDF labels

What data can I put on the label?

- Any data displayed in the grid can be put on the label
- Label Data
  - Customer Number- CUSTNUM
  - Customer Name- CUSTOMER
  - Ship To Address- ADDRESS
  - Ship To Address Line 2- ADDRESS2
  - Ship To Address Line 3- ADDRESS3

- Ship To City- CITY
- Ship To State- ST
- Ship To Zipcode- ZIPCODE
- Ship To Zipcode Extension- ZIPEXT
- Ship To City, ST Zip
- Ship To City, ST Zip-Ext
- Corporate Number- CORPNUM
- Corporate Name- CORPNAME
- Corporate Address- CORPADDR
- Corporate City, ST Zip
- Corporate City, ST Zip-Ext
- Distributor Name- COMPANY
- Distributor Address- ADDRESS
- Distributor City, ST Zip
- Distributor City, ST Zip-Ext
- Salesrep- SRNUM
- Account Type- ACCTTYPE
- Sales Group- SALESGRP
- Area Code- AREACD
- Phone Number- PHONENUM
- Entry Date- ENTRYDT
- Warehouse- WHSE

How can I change what goes on the label?

- Click on the Versions button
- Select the Label Sheet from the drop-down
- Select a Label Version from the drop-down. If no versions exist in the drop-down, select the sheet again to confirm no labels exist for the selected sheet.
- Notice the grid and image get populated with the existing label data.
- Click the Settings tab and notice the "Add Data to Label" section
- Selecting a Data Field in the drop-down
- Select a label location from the drop-down
- Click add to add it to the label
- Notice the data grid and image get updated with the new field
- Notice the "Change Label Data" section
- Highlight the new field in the grid and notice the section update
- Change the label data by modifying the boxes
- Click Save and notice the image updates