

Warehouse Bin Labels

How do I access the Warehouse Bin Label tool?

- Select the Tools option from the DAC Office menu
- Find “Warehouse Bin Labels” in the Tools section
- Double-click to open it

How do I view a warehouse bin label version?

- Select a version from the drop-down box
- Default versions match what is printed from DAC
- Notice the label sheet and label images are displayed
- Click the “+” and “-” buttons to cycle through some sample locations

How do I print my labels?

- Select a version from the drop-down box
- Click the Locations tab
- Find the Location Selection drop-down box
- Select an option
 - Batch
 - Pick Region
 - Warehouse Area
 - Warehouse Locations
- Select a Batch from the Batch drop-down or check off the regions, areas or locations you want to print labels for.
- Notice the grid updates 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
 - Warehouse WHSE
 - Location LOCATION
 - Location#-CDREAN8 Barcoded location#, 6-digits or less
 - Location#-3OF9 Barcoded location#, can include letters and be any length
 - Location#-MSIPlessey Barcoded location#, digits only, any length
 - Location Description DESCRIPTION
 - Location Unit LOCUNIT

○ Weight Limit	WTLIMIT
○ Location Width	LOCWIDTH
○ Location Height	LOCHEIGHT
○ Location Depth	LOCDEPTH
○ Warehouse Area	AREA
○ Pick Region	PICKREG
○ Item Number	ITEMNUM
○ Item#-CDREAN8	Barcoded Item #, 6-digits or less
○ Item #-3OF9	Barcoded Item #, can include letters and be any length
○ Item #-MSIPlessey	Barcoded Item #, digits only, any length
○ Item Description	ITEM
○ UM-Location Unit	Determines UM based on LOCUNIT
○ UM-Unit1	UM1
○ UM-Unit2	UM2
○ UM-Unit3	UM3
○ UM-Unit4	UM4
○ UPC#-UPCA	Barcoded UPC #, digits only, any length
○ UPC-Location Unit	Determines UPC based on LOCUNIT
○ UPC-Unit1	UPC1
○ UPC-Unit2	UPC2
○ UPC-Unit3	UPC3
○ UPC-Unit4	UPC4
○ QM-Location Unit	Determines QM based on LOCUNIT
○ QM-Unit1	QM1
○ QM -Unit2	QM 2
○ QM -Unit3	QM 3
○ QM -Unit4	QM 4
○ Vendor	VENCD
○ Mnfr Part Number	MNFRPARTNUM
○ Retail Pack Description	RTLPAKDESC
○ Consumable Units	CONUNITS
○ Graphic:Logo.jpg	Add a graphic to the label
○ User:Any Text	Everything after the : will print on the label
○ Calc:UM: [UM2]	Include text and column names in brackets

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
- Select a Data Field and Location from the drop-downs
- 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

*** NOTE: for detailed information on modifying label data, watch the YouTube video showing how. All training material can be found on the DAC Office training page:

<http://do.cdrrsupport.net/Training.html>