



**L-BOSS**

**LABEL PRINTING MANUAL**

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# L-BOSS

## Label Printing

### **About the application**

Logivision is a corporation specialized in the development of software for the retail industry with a particular focus on operation systems for front-end terminals. Innovative and always at the forefront of new technological developments, Logivision is committed to improving the service and products we provide to our customers.

### ***Label printing overview***

The Label printing software provides allows you to print labels and shelf signs. You can use shelf tags to eliminate tagging individual products. Sales and other events can be more effectively promoted by using L-BOSS to prepare your signs and shelf talkers for products on sale. System features include:

- Multiple label formats
- Bar code fonts included
- Interface to windows desktop printer
- Interface to several popular dedicated label printers
- Print labels from price change file
- Print labels for a batch
- Print labels for sale items
- Print customer cards
- Print labels for individual items

Note: A working knowledge of the L-BOSS system is a pre-requisite to using the L-BOSS Label system. This document covers the L-BOSS label module but does not explain how to format labels or modify the label types included in the basic application.

### ***Navigating the L-BOSS Application***

#### *Using the mouse*

Throughout the L-BOSS application you will find drop down menus and main screen icon groups to navigate through the program or launch utilities. The most commonly used drop down menu options have been included as buttons on the L-BOSS desktop to facilitate access. In other words, some drop down menu options lead to the same location as clicking that option's icon counterpart.

Not all options have buttons, and must be launched from the drop down menu. Options that are not often required, or single use setup tools (used to configure the system at installation time) do not have main screen buttons. If an option does not appear to have a button, use the drop down menus to locate and launch that option.

#### *Using the keyboard*

As with most Windows style applications, the drop down menu titles and options are also accessible using the keyboard. This can actually be faster than navigating with the mouse, after you've memorized the keystrokes involved for a specific task. The keystrokes associated with menu titles and options are underlined. For example, the "File" menu has an underscore under the "F":

Hold down the [Alt] key on the keyboard.

Simultaneously, press the [F] key.

The File menu opens.

The options in the drop down menus also have underscored letters. Once a drop down menu is open, you can press the letter that is associated with the option you wish to launch. You can also use the [up] or [down] arrow keys to select the menu option, and then press [Enter] to launch the option.

Within applications or utilities, the [Tab] key will move the cursor from one box, window or editable field to the next, in a pre-set order. Holding down the [Shift] key and pressing the [Tab] key will reverse the pre-set order. Once the cursor is on an option, press the [Enter] key to launch the option.

### ***Understanding Communications***

While the network is "down" and L-BOSS cannot communicate with the front end no customer account balances will be available until the system returns to normal, but the L-POS front end station will prompt the cashier with a "server not available - continue anyway?" error message. At this point it is up to the store manager to allow or not allow account charges during a network down.

### ***Backups Are Important!***

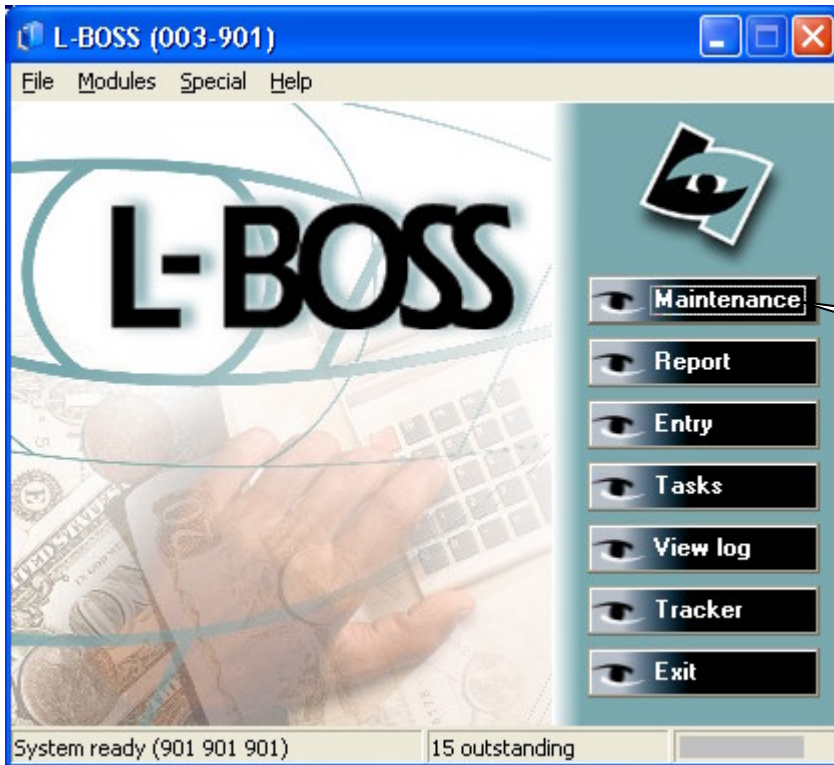
Is your sales information important? Is your database important? Is your hardware setup important? The answer is always YES! What happens if the system crashes? How can I protect my information? Like any "mission critical" information, your L-BOSS installation should be archived on a regular basis. Normally, your Logivision dealer will suggest ways to protect your information, based on the type of installation you have, and how much space your data actually takes up. In most situations, you'll want to backup every night, (or other time when the system is not busy).

## Setting up L-BOSS label printing

The Label printing option must be enabled on the license key before you can use the accounts receivable option. If your license does not include the Label option, contact your reseller.

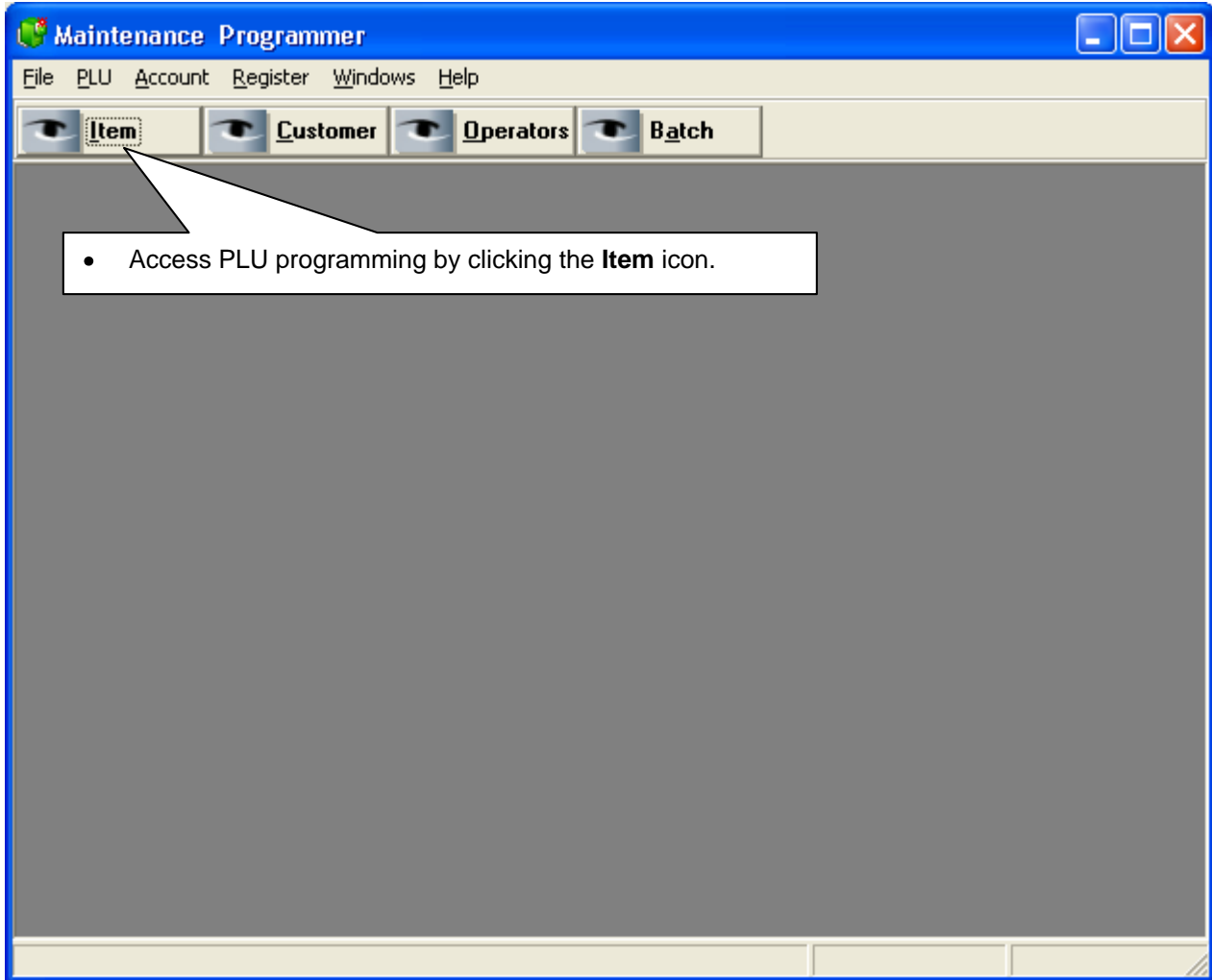
In order to print a label you need to complete several steps.

- Create label templates and sql files to select data to print
- Program the label types to print for the item file
- Printing labels for items
- Printing labels from batches
- Printing labels from receiving
- Printing customer cards



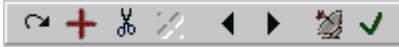
From the L-BOSS main menu open the Maintenance program.









*Opening the PLU file*




### Editing tools

Regardless of which data table you edit, the Maintenance application provides a common set of tools on a toolbar at the top of the data table editor. The Maintenance main menus change as well, depending on the table you are programming. The toolbar is common to all tables you edit.



-  Apply changes tool allows you to post the changes to the record within the table being accessed.
-  Add new record tool is used to add a new blank record to the table you are working with. To copy an existing item to a new item, or to replace an existing item with a new number, enter the number directly into the item number field. You will then be prompted for the action you want to take.
-  Delete tool is used to delete an existing record from the table you are working with.
-  Ignore changes tool is used to undo changes that appear on the screen but that have not yet been posted. It will not undo changes that have been posted.
-  Previous record tool is used to *go back* to the previous record in the table you are working with.
-  Next record tool is used to *go forward* to the next record in the table you are working with.
-  Send one record tool is used to send the modification made to the current record to the POS terminals immediately. This icon changes color to green when a modification has been made to a record. When the record is deployed the icon will return to the normal color displayed here. Clicking the satellite will send the current record to the POS terminals whether a change was made or not.
-  Save and close tool will save the current changes and close the table you are editing.

**NOTE:** L-BOSS saves new data in a field once you press tab, enter or when you click in another field. Data is also saved when you access another record in the table, or when you open a new table. This means that you do not need to press the post tool  after each record you modify, L-BOSS does it automatically for you.

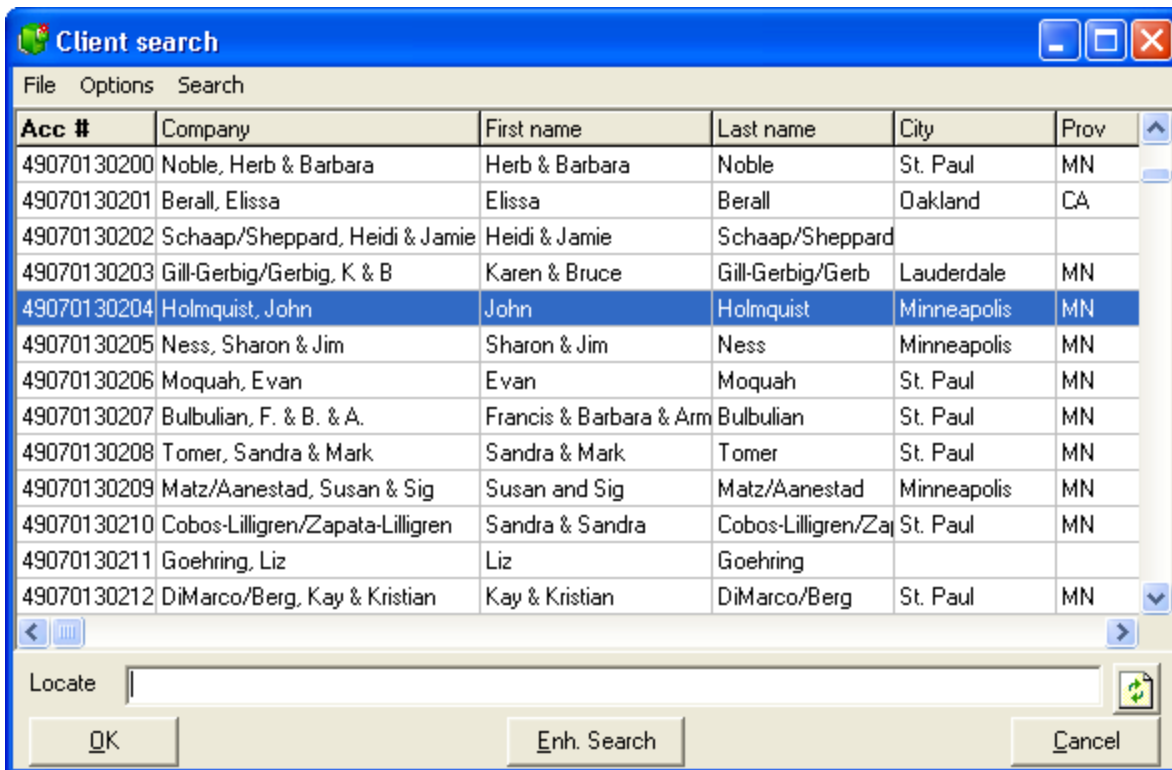
## L-BOSS Label printing

### Displaying search lists

L-BOSS uses tables to store data. In some cases the information stored in a table has been indexed so that a rapid search can be performed to locate data you require. As you are navigating through the fields of different tables you will notice that sometimes a "?" (Question mark) appears beside the cursor. This means that the selected field is indexed so that its contents are viewable as a searchable list. Double clicking the selected field will open a viewable list of the table's contents.

The sequential order that the contents will appear depends on which field you have selected for the drop down list. For example, if you are editing accounts and double click in the account number field, the list is in numerical order according to the account numbers. Double clicking the account name field opens the same information, but listed alphabetically according to the account names. The data list's left column will contain the data from the field selected.

Here is a sample of the account search window:



The screenshot shows a window titled "Client search" with a menu bar containing "File", "Options", and "Search". Below the menu bar is a table with the following data:

Acc #	Company	First name	Last name	City	Prov
49070130200	Noble, Herb & Barbara	Herb & Barbara	Noble	St. Paul	MN
49070130201	Berall, Elissa	Elissa	Berall	Oakland	CA
49070130202	Schaap/Sheppard, Heidi & Jamie	Heidi & Jamie	Schaap/Sheppard		
49070130203	Gill-Gerbig/Gerbig, K & B	Karen & Bruce	Gill-Gerbig/Gerb	Lauderdale	MN
49070130204	Holmquist, John	John	Holmquist	Minneapolis	MN
49070130205	Ness, Sharon & Jim	Sharon & Jim	Ness	Minneapolis	MN
49070130206	Moquah, Evan	Evan	Moquah	St. Paul	MN
49070130207	Bulbulian, F. & B. & A.	Francis & Barbara & Arn	Bulbulian	St. Paul	MN
49070130208	Tomer, Sandra & Mark	Sandra & Mark	Tomer	St. Paul	MN
49070130209	Matz/Aanestad, Susan & Sig	Susan and Sig	Matz/Aanestad	Minneapolis	MN
49070130210	Cobos-Lilligren/Zapata-Lilligren	Sandra & Sandra	Cobos-Lilligren/Zap	St. Paul	MN
49070130211	Goehring, Liz	Liz	Goehring		
49070130212	DiMarco/Berg, Kay & Kristian	Kay & Kristian	DiMarco/Berg	St. Paul	MN

Below the table is a "Locate" text box and three buttons: "OK", "Enh. Search", and "Cancel".

When this type of list is open, you can have many search options. Clicking at the top of any column will use that column to sort the data. From the example shown above, if you click on the column header "Company" the list will sort in alphabetical order by company name. If you click again in the same column the list will sort again in alphabetical order starting from the opposite end of the alphabet. Click in the Acc # column header and the same list will sort numerically. Re-click the Acc # number and the list will sort from the last account to the first, etc. You can also use the locate entry window to type data. If you have sorted the column by clicking in the Acc # number field, the locate tool will search the Account number field. If you have sorted the column by clicking in the company field, the locate tool will search the item description field (F29 in the database.) You can sort all the other fields the same way by clicking that column header.

## L-BOSS Label printing

You can also use this type of search window to perform a *wildcard* search (the field you are searching *contains* the data in a continuous string.) For example you want to search for all accounts that include the word *BEST* anywhere in the company name. Type the word *Best* into the locate window. The system will display the first account it locates beginning with the word *Best*. Press the **Enh. Search** button. The system will display every account that includes the word *best*. So the first list may show no results unless there are accounts that start with *Best*. But the second list would show *Best Company, All the Best*, etc.

The **File** menu option in the search window allows you to send the data from the search list to an export file or to a printer. This is a simple way to print a very specific list: set a filter to find your items. The Apply button will produce this type of search list that can then be printed (or exported to a csv file.)

The next major advantage to this type of list is that a customized query can be defined if you understand the LBoss database structure and you have a minimum knowledge of sql commands. Access the **options** menu and select **custom query**. The system will open up an sql editor window. Add the commands you need to select the data you want to list. If you are unsure how to do this it is recommended that you inquire with your dealer on how to add custom queries.

### *Windows menu*

Like many Windows based programs, the Maintenance application allows you to have more than one window (table) open at the same time. The Window menu contains options that allow you to control how the windows or tables appear on the desktop.

**Cascade:** This aligns the open windows in layers, with the corners and title bars of all open windows visible, enabling you to find the window you are looking for.

**Tile:** This option tries to place all the open windows into the Maintenance application's desktop by re-sizing them.

**Close All:** Closes all open windows at once.

Selecting open windows from a list: If you have multiple windows open on the desktop, you can open the "Window" menu and select the window to "bring to front" from the list at the bottom of the menu.

## Label samples included in L-BOSS

The label module can print many different label formats. The distribution version includes labels types A, B, C, D and E. There is also a sample customer card delivered with the system. All of these are intended as samples only and are normally modified for the customer by the dealer or by Logivision.

Here is a sample of each of the label formats:



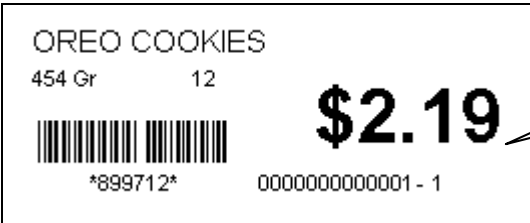
Label type A shows UPC, Description and price

**OREO COOKIES**

00000000000001

**\$2.29**

This label sample for Oreo Cookies features the product name at the top, a standard 1D barcode with the number 00000000000001 below it, and the price \$2.29 on the right side.



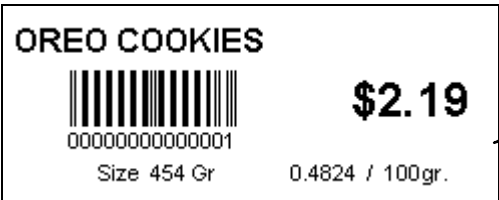
Label type B displays UPC, SKU, package info and vendor id.

OREO COOKIES  
454 Gr 12

**\$2.19**

\*899712\* 0000000000001 - 1

This label sample for Oreo Cookies includes the product name, weight (454 Gr) and quantity (12) at the top left, a 1D barcode with the number \*899712\* below it, and the price \$2.19 on the right. At the bottom, it shows the vendor ID 0000000000001 - 1.



Label type C displays UPC, SKU, package info and comparative price info

**OREO COOKIES**

00000000000001

Size 454 Gr 0.4824 / 100gr.

**\$2.19**

This label sample for Oreo Cookies features the product name at the top, a 1D barcode with the number 00000000000001 below it, and the price \$2.19 on the right. At the bottom, it displays the size (454 Gr) and a comparative price (0.4824 / 100gr.).

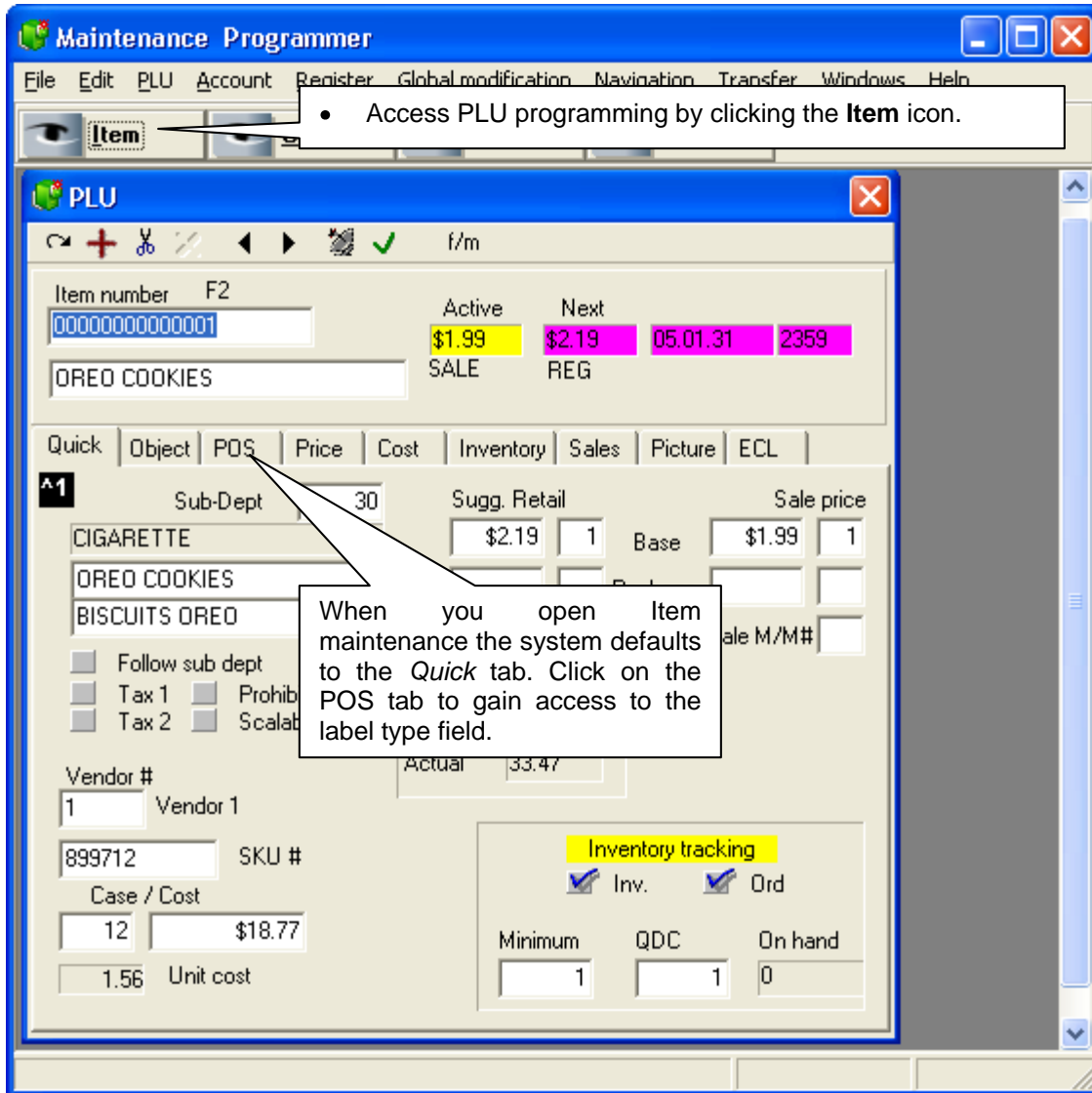
This label displays how you can create shelf talkers and small signs to make your specials stand out for customers to notice. This label could have any field from your database included such as sale dates, regular price, a remark such as country of origin, etc. By printing a company logo with the printer we can reduce delay to get printed labels on the shelves when printer stock runs low.



Label type E is not shown here. It was made for a dedicated label printer with a roll of continuous labels. Many other label formats can be created. These samples are provided to assist you in understanding what you can print with the label software.

**Defining label types associated with a PLU**

Each product on file must be associated with a label type before you can print that label type for those products. So if you need to print label type A on all products in sub-department 1 it is necessary to modify those items.



## L-BOSS Label printing

There are 2 fields on the POS tab that are related to printing labels.

- The **Print** selection field can be selected manually by placing a check mark (mouse-click or spacebar). But the **Print** field is normally toggled on or off by actions you take on the system. For example, if you change the price of the product the **Print** selection will be made automatically by L-BOSS when you apply the change.

The screenshot shows the 'Maintenance Programmer' application window. The 'PLU' (Product Labeling Unit) window is open, displaying details for item 'OREO COOKIES'. The 'POS' tab is selected, and the 'Print' checkbox is checked. The 'Type' field is set to 'ABCDE'. A callout box points to the 'Type' field with the following text:

- Enter the label types that can be used to print tags, signs or shelf talkers for your product.
- Double-click to view the available label types.

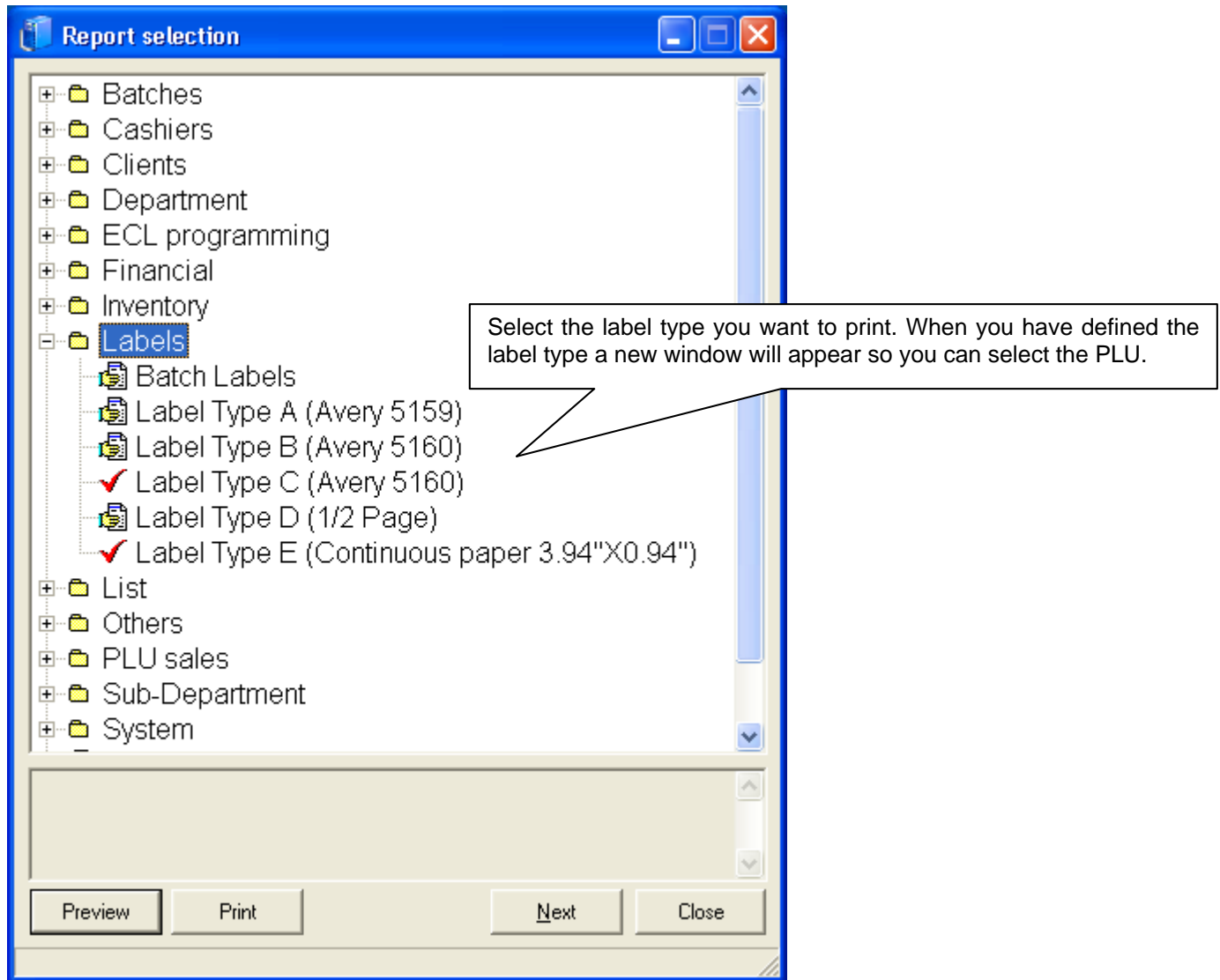
- The **Type** field is used to select the type of label that will be available when it is time to print a label for this product. You may select up to 6 label types for each product.

## Printing labels

Labels can be printed for individual PLU items, for all items, for modified items, for batches and for received items. Once you have specified the label type for each product you are ready to print.

### Labels for a single item

When you want to print labels for an individual product access the labels folder in L-BOSS>Reports. Under normal circumstances you will know the label type attached to your products.



**Report selection**

**Label Type A (Avery 5159)**

POS target  
 PAL - Store program

Price target  
 PAL - Store program

Single PLU:

Pre Selection  
 Modified PLUS only?

Preview Print Cancel

To print labels for a single PLU enter the item number. Leave the field blank to print labels for ALL items. If you do select ALL items you can filter further by choosing "Modified PLU's only" in the Pre-Selection field.

Select the appropriate POS and Price targets for your location (when part of a multi-store operation using different prices or tax structures.)

**Selection**

UPC Number	Descriptor	Qty
00000000000001	OREO COOKIES	0
00000000000002	UNCLE BEN'S RICE	0
00000000000003	PREMIUM PLUS SODA BISCUITS	0
00000000000005	IDEAL CREAM CORN	0
00000000000006	COKE CLASSIC 12 OZ. CAN	0
00000000000010	KODAK FILM 35MM B/W 24 EXP.	0
00000000000011	SMALL COFFEE	0
00000000000012	MEDIUM COFFEE	0
000000000000141	OREO COOKIES 6pck	0
00000000005546	IGA SALAD DRESSING	0
00001234500006	OREO COOKIES 123456	0
00020000100000	Fairway cheese	0

Clear all Set all to 1 Cancel OK

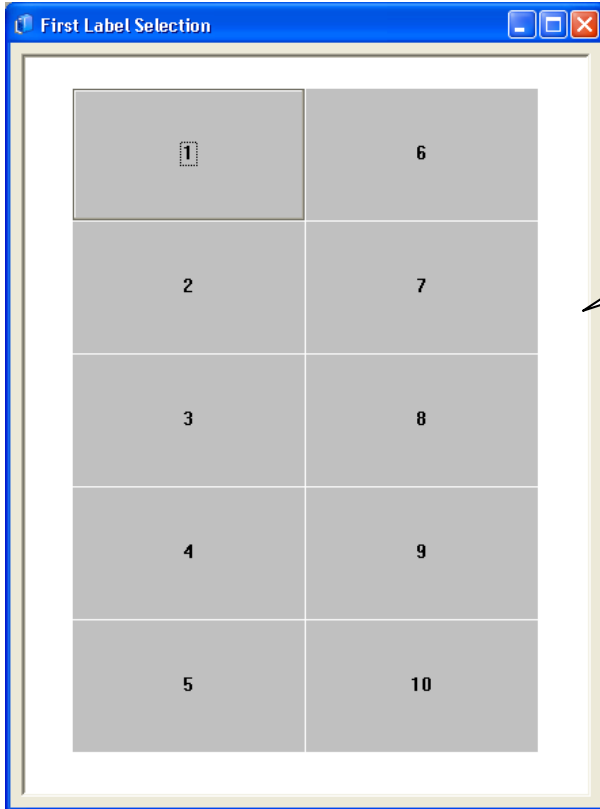
Depending on the selection you made in the previous window, you will either see one product or many products in the Selection window.

At this point you can decide how many of each label you require. Scroll down the list and enter the quantity of labels for each item on the list. The **Set all to** button can be used to set all items to a specific quantity.

Press the OK button to print.

## L-BOSS Label printing

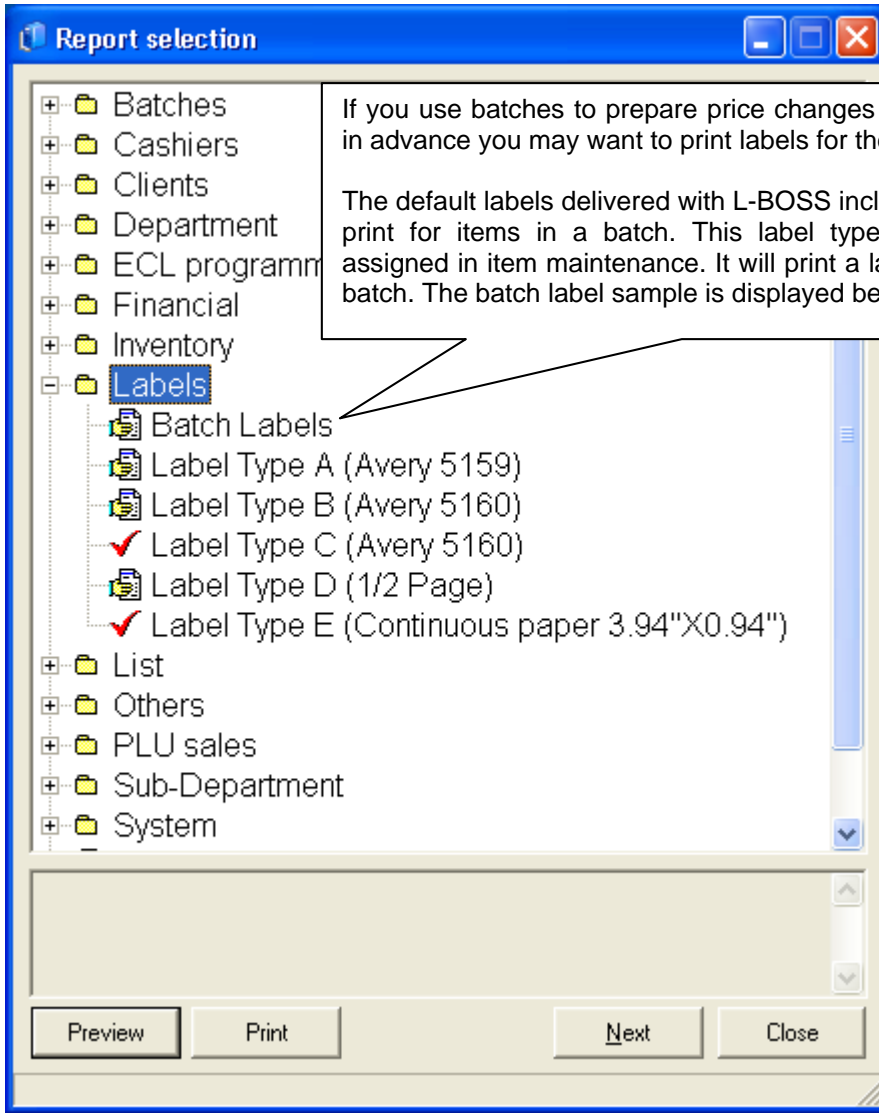
If the label you selected prints multiple labels per sheet another prompt will appear to define the starting position for the first label that will print. This way if you have used part of a label sheet for a previous item you can start printing from the first available position on your label sheet.



Select the starting position for the first label to print.

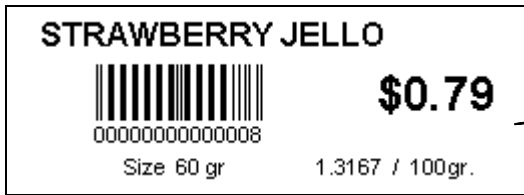
The last step is to select the printer (when the printer dialogue window is part of the prompt set-up. If it is select the correct printer and make sure your label stock is loaded and ready to print.

**Printing labels for a price or a promotion batch**



If you use batches to prepare price changes and promotional events in advance you may want to print labels for the items in the batch.

The default labels delivered with L-BOSS include a label type that will print for items in a batch. This label type does not need to be assigned in item maintenance. It will print a label for each item in the batch. The batch label sample is displayed below.



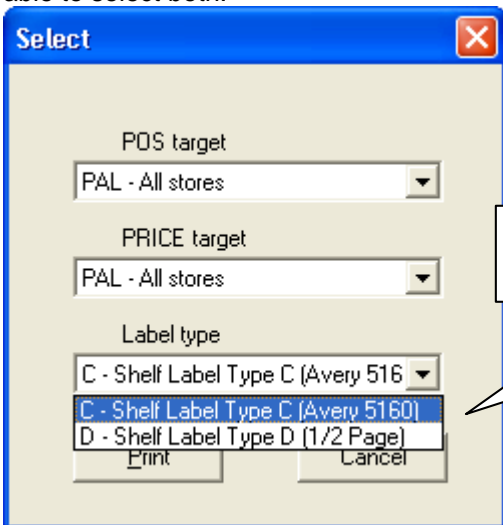
This report prints 1 label for each item in the batch you selected. This logic can be modified to display the selection grid to allow you to print a specific quantity of each label.

## Printing labels from receiving

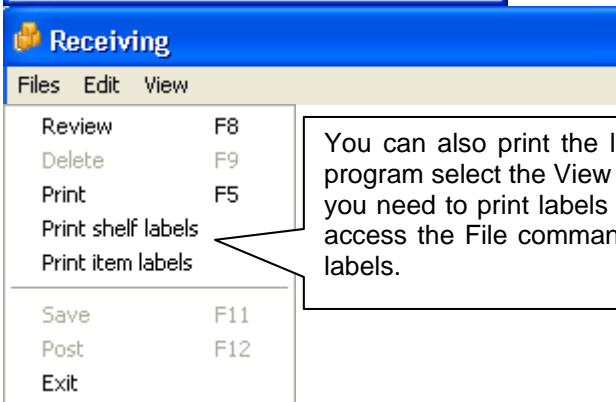
When you have completed a receiving transaction you will be prompted to Print the receiving report, the shelf labels or the product labels.



If you choose to print item labels or shelf labels the system will prompt you to print the label styles that exist for different products. So if you have defined labels type C for some of the items and label type D for others you will be able to select both.



In this example there were items received that use label type C and others that use label type D.

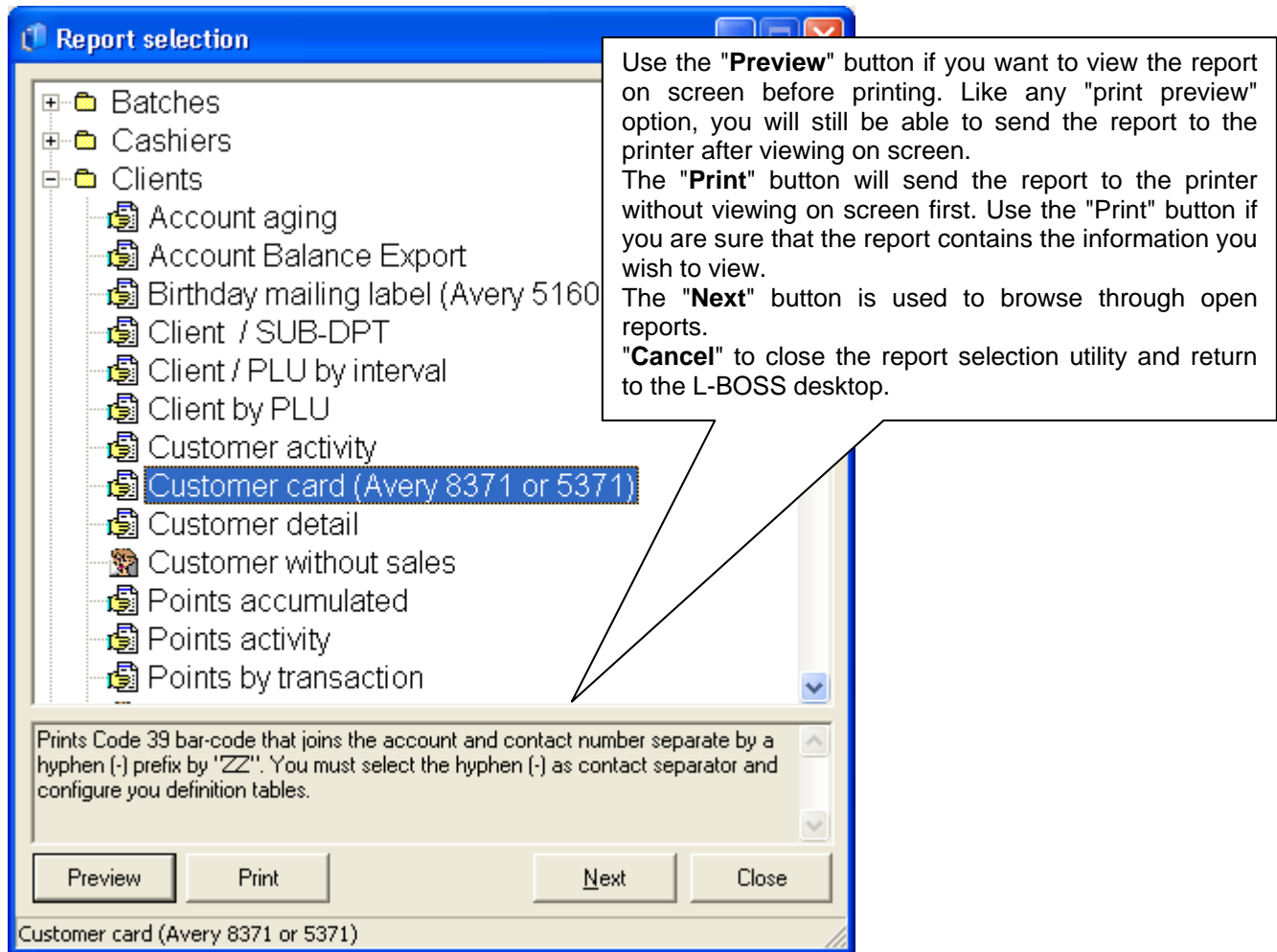


You can also print the labels for a previous receiving transaction. From the Entry program select the View menu and open Receiving. Locate the receiving transaction you need to print labels for. When the transaction has been opened on the screen, access the File command menu and choose from Print, print labels and print shelf labels.

### Printing account cards

L-BOSS can be configured to print cards to scan for customer number entry. This guide explains how to use the system to print the cards. Your system must include the label module and you need top have card stock compatible with Avery form 8371.

Access the L-BOSS reports menu and open the Clients folder.



Whether you select **Preview** or **Print**, the Customer card report window will appear:

**Report selection**

**Customer card (Avery 8371 or 5371)**

Group: [None]

Customer #: [ ]

Contact #: [ ]

Preview Print Cancel

- Select a specific Group or leave blank for all customer groups.
- Select a specific customer or leave blank for all customers.
- Select a specific contact or leave blank for all contacts.

**First Label Selection**

1	6
2	7
3	8
4	9
5	10

L-BOSS allows you to define the starting position for the first card to print. This means that partially used paper stock can be recuperated. Click on the label where you want the printing to start.



Notes: