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Biz Coach Webinars

FREE ADVANCED TRAINING



The Business of Bin Tags

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TECHNICAL LEVEL:

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The Business of Bin Tags

Agenda!

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- 5.

- Download Microsoft Access Templates
- Bin Tag and Item Tag setup
- Item Tags
- Bin Tags & Shelf Tags
- Sale Signs



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Download MS Access Templates & LTSR Catalog



- ❑ To download MS Access templates:
 - ❑ On the **Maintain** menu, click **Download**, and then click **MS Access Templates (Signs And labels)**.
 - ❑ When the download is complete a confirmation message will appear.

- ❑ View Paladin's LTSR Catalog at <http://access.paladinpos.com/ltsr.pdf>.



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Bin Tag and Item Tag setup

Default Bintag Style

Default Item Tag Style

Default Quantity BreakBintag Style

Default Sign

Enable Cost Code on Laser Bin Tag* Cost Code

Force Bintags on Additions from Obscure

Disable Quantity Break Bintags

Reprint Tag When Specified Columns Are Changed

<input checked="" type="checkbox"/>	Alternate Part Number
<input checked="" type="checkbox"/>	Broken Carton Code
<input checked="" type="checkbox"/>	Class
<input checked="" type="checkbox"/>	Consumer Brand Name
<input checked="" type="checkbox"/>	Consumer Unit Quantity

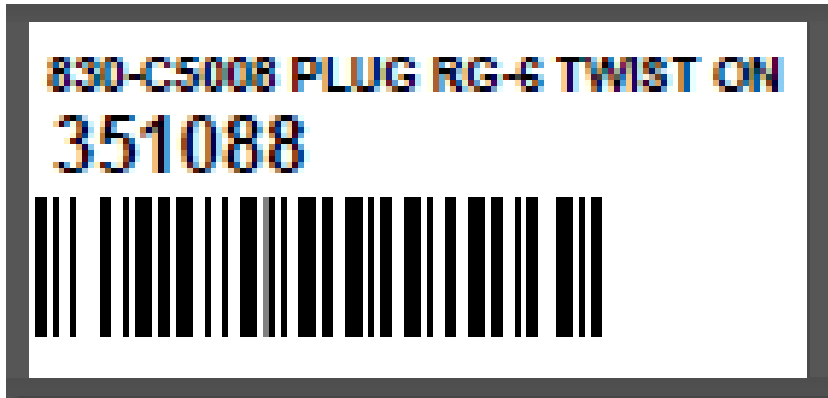
Item Tag Required: ←

- On the **File** menu, click **Setup**, and then click the **Company** tab.
- In the **Tag Styles** pane:
 - Select a **Default Bintag Style**.
 - Select a **Default Item Tag Style**.
 - Select the **Enable Cost Code on Laser Bin Tag** check box. This creates a custom cost code.
 - Select the **Force Bintags on Additions from Obscure** check box.
 - In the **Reprint Tag When Specified Columns Are Changed** list, select all options that are included in your selected tag styles. Paladin Point of Sale uses this information to flag items that need new tags.
- To require Item Tags for inventory items:
 - In the **Inventory** module, on the **General** tab, find the item.
 - Select the **Item Tag Required** check box.



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Item Tags



Bintags: 1 Print Later:

Item Tag Required:

- An Item Tag is a sticker placed on the item
- To print an Item Tag from a label printer:
 - In the **Inventory** module, on the **General** tab, find the inventory item, and then click **Print Item Tag**.
- To select the default Item Tag style:
 - On the **File** menu, click **Setup**, and then click the **Company** tab.
 - In the **Tag Styles** pane, in the **Default Item Tag Style** list, select a default Item Tag style.



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- ❑ To print a full sheet of Item Tags from a PO:
 - ❑ Make sure **Item Tag Required** is selected for the PO inventory items.
 - ❑ In the **P.O.** module, in receive mode, find the purchase order and then click **Generate Price Tag File**.
 - ❑ On the **Reports** menu, click **MS Access Templates**.
 - ❑ Click **Item Tags**, click the tag style you want to create, and then click **Print**.

Note: Once the PO is closed, you will have to print the Item Tags from the **Inventory** module.

- ❑ To print Item Tags from a label printer:
 - ❑ In **P.O.** module, find the purchase order.
 - ❑ Click **Print Item Tags**.

Item Tags

Bintags: 1 Print Later: **Print Bintag**

Item Tag Required: **Print Item Tag**

Print Sign

Generate Price Tag File

Paladin Point of Sale

File Edit Maintain Tasks **Reports** Help

Print Item Tags



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Bin Tags & Shelf Tags



- Bin Tags are adhesive.
- Shelf Tags are non-adhesive

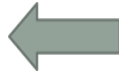
- To print Bin Tags or Shelf Tags from a label printer:
 - In the **Inventory** module, on the **General** tab, open the inventory item.
 - Set **#Bintags** to the number of tags to print.
 - Click **Print Bintag**.



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Bin Tags & Shelf Tags

- ◆ Bintag Format #24
- ◆ Bintag Format #25
- ◆ UPC Bar Code Bin Tags
- ◆ **Bin Tag Information File**



- ❑ To print a full sheet of Bin Tags or Shelf Tags from laser printer:
 - ❑ In the **Reports** module, click **Inventory**, click **Labels**, click **Bin Tag Information File** and then click **F12 Next**.
 - ❑ Choose your **Report Settings**, select the **Reset bin tag flags?** check box, and then click **F12 Run Report**.
 - ❑ In the **Reports** menu, click **MS Access Templates**.
 - ❑ Click **Bin Tags**, and then select a style.
 - ❑ Select primary and secondary sort options and then click **Run**.



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Bin Tags & Shelf Tags



- ❑ To print a batch of bin or shelf tags from label printer:
 - ❑ In the **Reports** module, click **Inventory**, click **Labels**, click **Bin Tag Format #** <bin tag number> and then click **F12 Next**.
 - ❑ Choose your **Report Settings** and **Additional Settings**, select the **Reset bin tag flags** check box, and then click **F12 Run Report**.
 - ❑ Labels will start to print from the dedicated label printer.



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Sales Signs



- ❑ Sales Signs are for in-store marketing and are designed to advertise an on-sale item or to draw attention to a special the store is offering.
- ❑ To create a Sale Sign for an item:
 - ❑ In the **Inventory** module, on the **General** tab, find the item, and then click **Print Sign**.
 - ❑ Select a date range.
 - ❑ In the **Price Text** box, enter the text that will appear next to the item details on the sale sign.
 - ❑ Select to **Overwrite** (overwrite the last sale sign file) or **Append** (append this sale sign to the last sale sign file), and then click **OK**.
 - ❑ On the **Reports** menu, select **MS Access Templates**. Select desired sale sign size, and then format and print it.



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Sales Signs



- To create a Sale Sign for a group of sale items:
 - On the **File** menu, click **Setup**, and then click the **Sale List** tab.
 - Highlight a sale and then click **Print Sign**.
 - Select a date range.
 - Select to **Overwrite** (overwrite the last sale sign file) or **Append** (append this sale sign to the last sale sign file), and then click **OK**.
 - On the **Reports** menu, select **MS Access Templates**. Select desired sale sign size, and then format and print it.

Note: To create sale signs for individual items, select the item instead of the sale.



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Resources

For step-by-step details about bin, item and shelf tags and sale signs, you can find these articles and more in our [Knowledge Base](#):

- [About setting up bin tags, shelf tags, and item tags](#)
- [How to print a report of sales sign](#)

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Recording available at:

paladinpointofsale.com/webinars

