



Print Item Shelf Tags

Description

Use this task to print shelf tags for new products.

Trigger

Perform this task when a new product becomes available or there is a need to print replacement shelf tags.

Prerequisites

Product must be created in AX system with associated Bar code information to print shelf tags successfully.

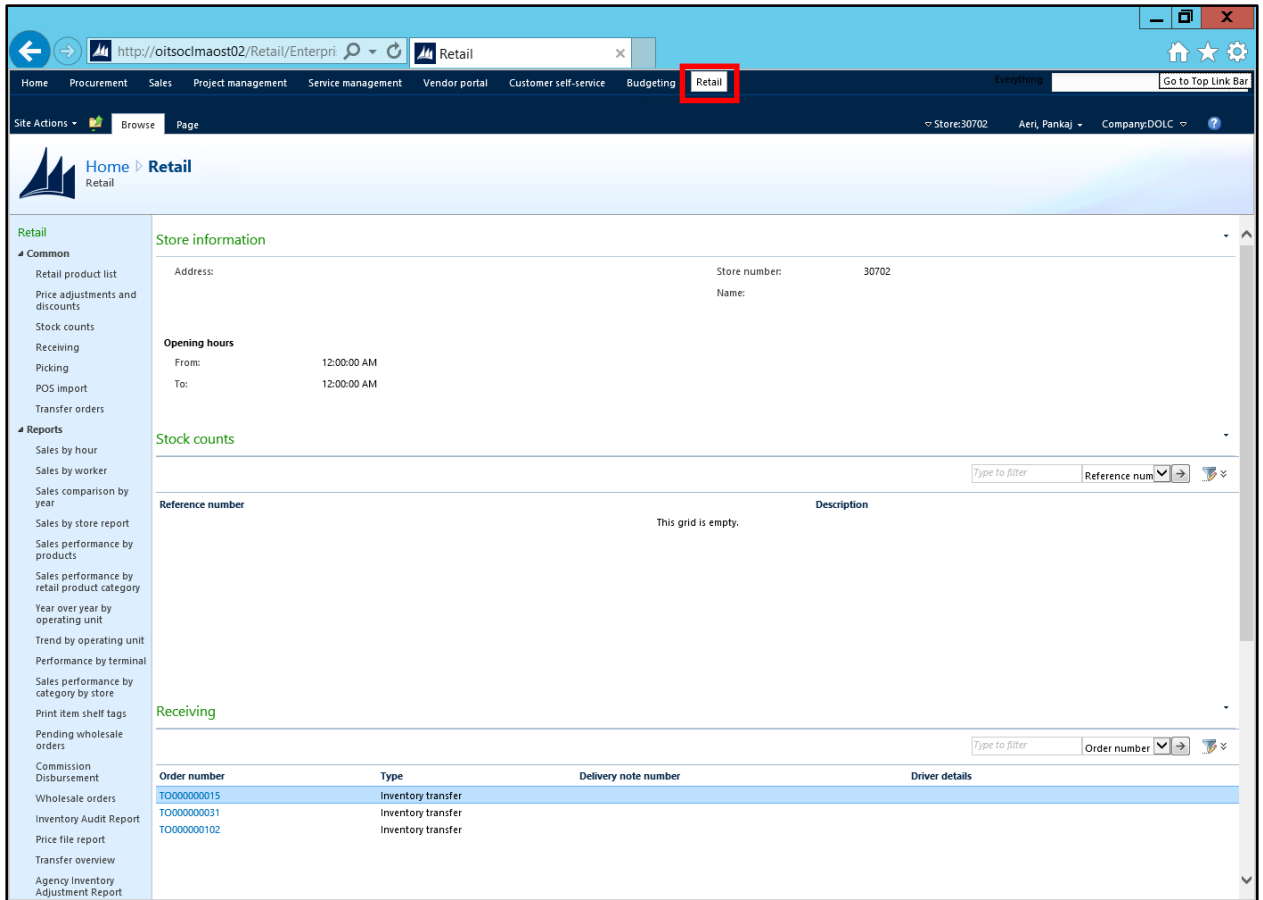
Helpful Hints

List the products for the shelf tags that need to be printed in a Microsoft Word document and then copy and paste this list into the **Items** field before clicking the **View report** button.

Shelf tags for new items will not be sent out. Agencies will need to print shelf tags for new items.

Procedure

1. Begin this task by logging into the Enterprise Portal.
2. Click **Retail** on the toolbar.



3. Scroll down as needed and click **Print item shelf tags** in the Retail panel to display the search parameters to print additional item shelf tags.

The screenshot shows a web application interface with a dark blue header and a light blue sidebar. The main content area is divided into sections: 'Store information', 'Stock counts', and 'Receiving'. The 'Print item shelf tags' option is highlighted in the sidebar.

Store information

Address:	Store number:	40190
	Name:	

Opening hours

From:	12:00:00 AM
To:	12:00:00 AM

Stock counts

Type to filter Reference num

Reference number	Description
This grid is empty.	

Receiving

Type to filter Order number

Order number	Type	Delivery note number	Driver details
DPOE0004787	Purchase order		
DPOE0004788	Purchase order		


4. Enter the effective date of the price to print in the **Date Effective** field. For this example, enter “04/01/2017.”

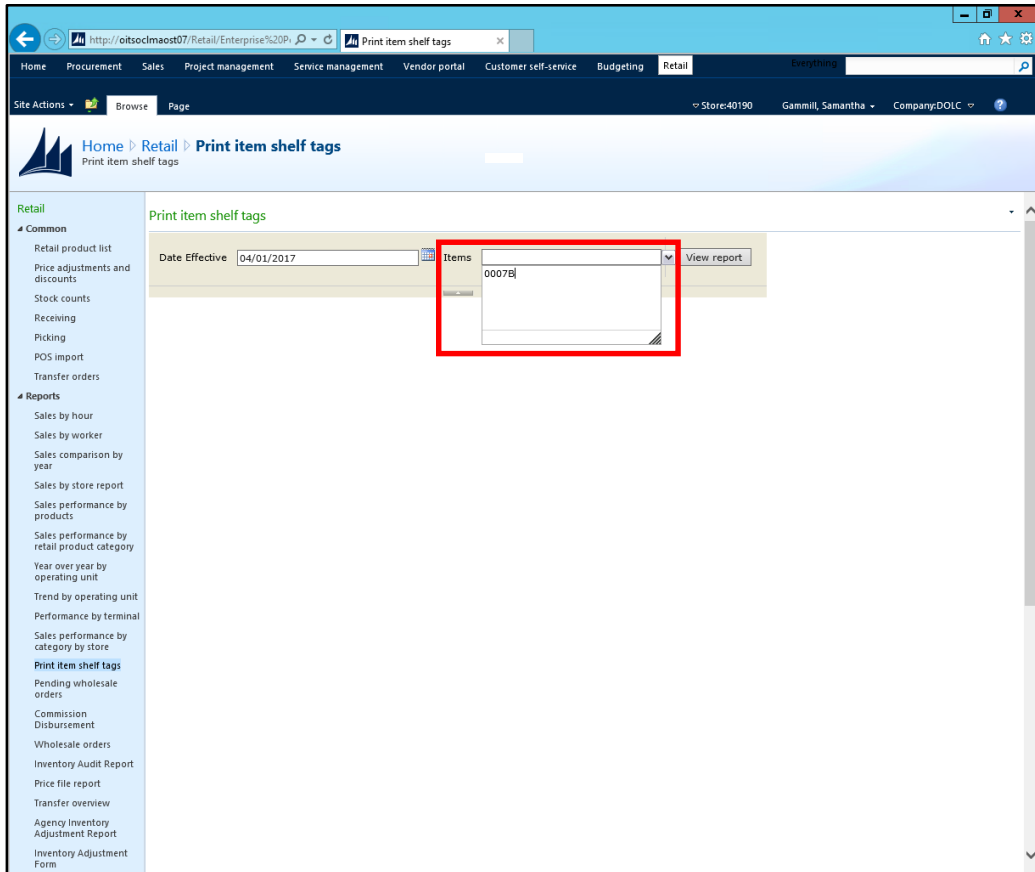


Pricing changes are initiated in the first of each month.

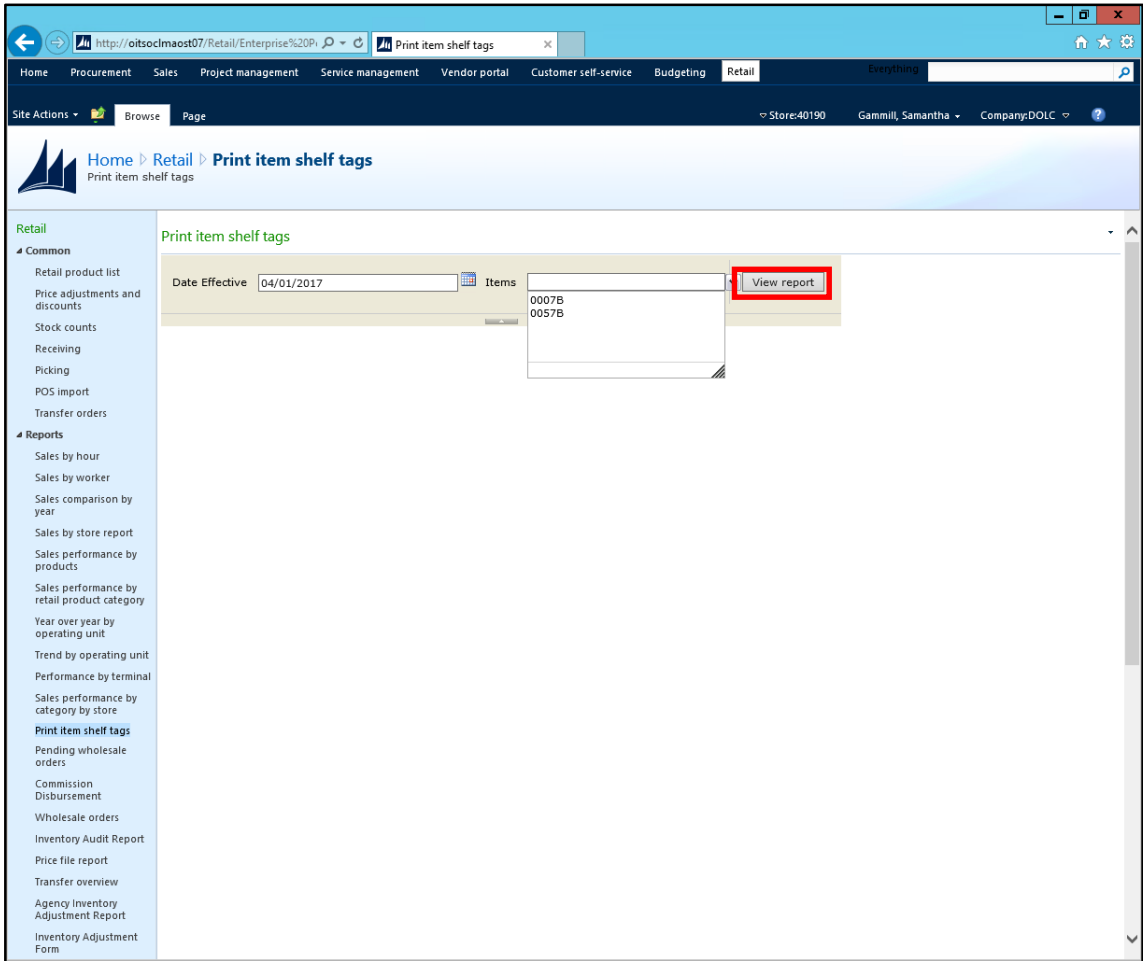
The screenshot shows a web browser window with the URL <http://oitsocmaost07/Retail/Enterprise%20P...> and a tab titled "Print item shelf tags". The application has a navigation menu with options like Home, Procurement, Sales, Project management, Service management, Vendor portal, Customer self-service, Budgeting, and Retail. The main content area is titled "Print item shelf tags" and contains a form with a "Date Effective" field (highlighted with a red box) and an "Items" dropdown menu. A "View report" button is also visible. The left sidebar lists various reports under "Retail", including "Print item shelf tags" which is currently selected.

5. Click in the **Items** field to open the entry screen, then enter desired item numbers. For this example, enter “0007B” and “0057B.”

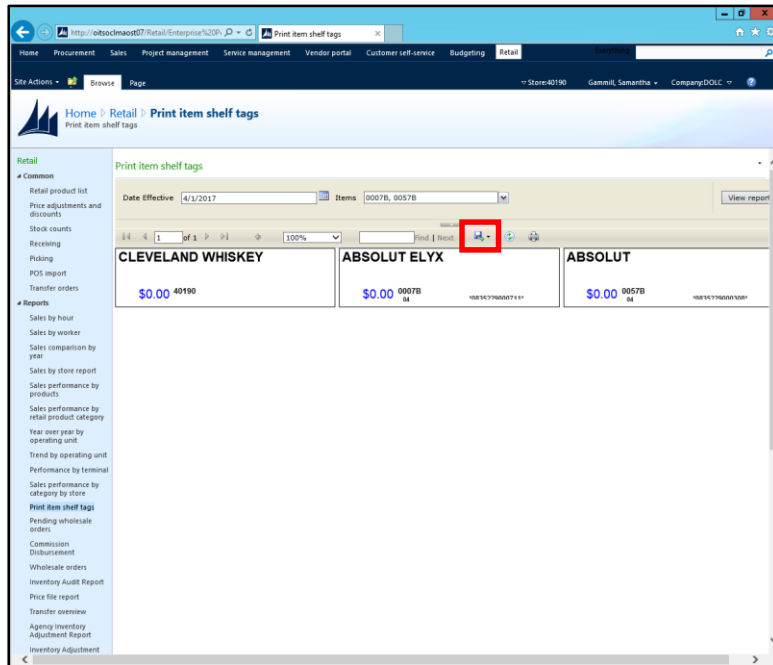
 Additional items can be listed below the initial entry by clicking “Enter” on the keyboard. Numerous shelf tags can be printed at a time. Refer to Helpful Hints for adding items.



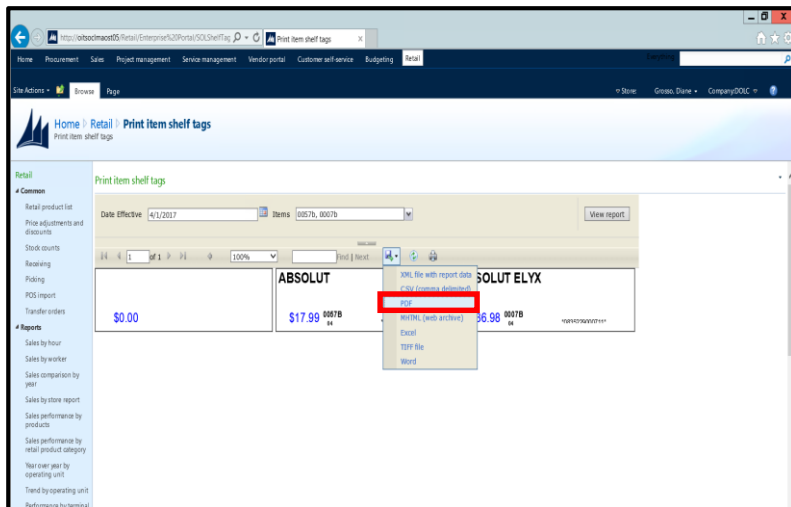
6. Click **View report** to view the shelf tags to print.




7. Click  to export the shelf tags to PDF.



8. Select “PDF” from the drop-down list.

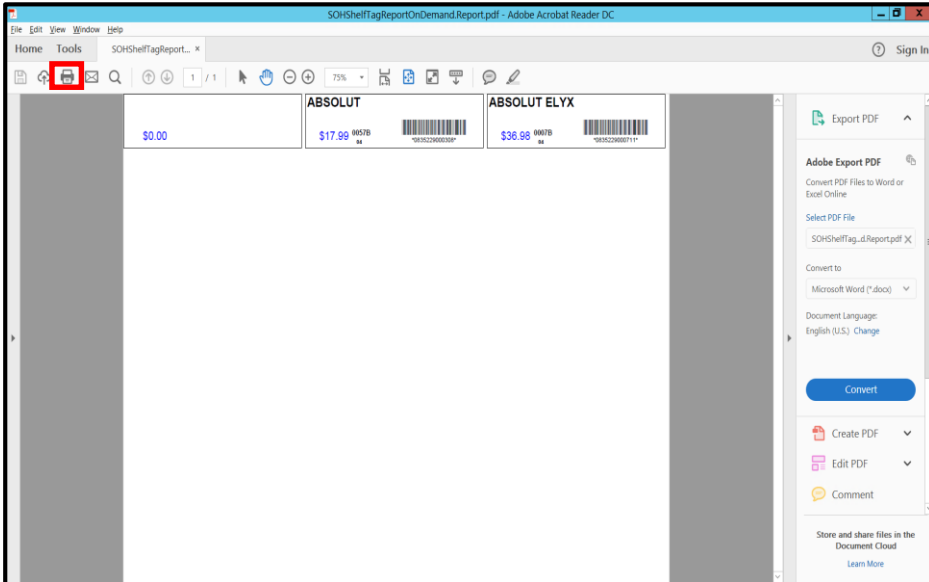


If you receive a message “Do you want to open or save **SOHSelfTagReportOnDemand.Report.pdf** from **oitsocлмаost05?**” click **Open**.

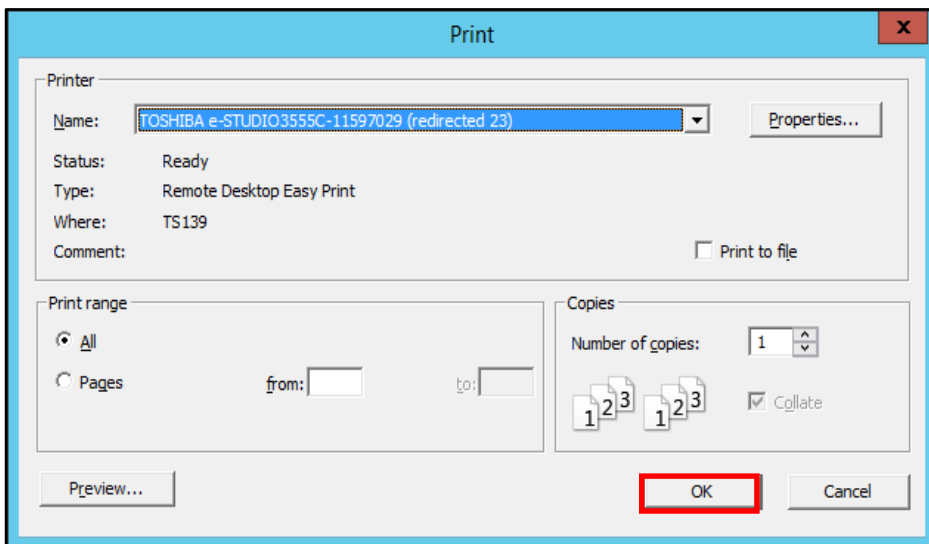
9. Click  to print the shelf tags.



Based on your computer, the print icon may be located in the upper right corner of the screen. You may need to hover your mouse over the area for it to appear or you can press “Ctrl + P” on your keyboard to print.



10. Click  to print the entered shelf tags.



Results

You have printed item shelf tags.