



**Assyst Point of Sale
Tickets, Labels &
Signs
User Guide
Version 4.09**

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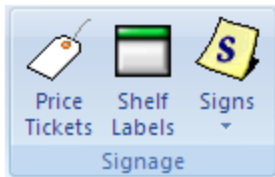


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Introduction to Tickets, Labels & Signs

Assyst Point of Sale sites may opt to use the system to create customized instore signage and product labels.



These functions are available by selecting the desired function from the **Signage** panel on the POS Functions ribbon tab.

The following types of signage and/or labels may be managed for specific products:

- **Price Tickets** are typically printed on small adhesive labels and show product barcodes, descriptions and occasionally prices
- **Shelf Labels** are typically affixed to shelf mouldings to simplify product pricing activities by showing product prices in a single shelf location
- **Signs** are highly configurable labelling tools which may be applied to the creation of customized product labels and signs which may be printed on a variety of media

Terminology

Label

The term “label” will be used throughout this document to generally refer to price tickets or shelf tags.

Signs will not be referred to as labels, though it is possible to configure special sign templates to create alternative forms of custom labels as needed.

Queues

Some sections of this document may refer to label, tag or signage queues.

Each label type and/or sign format may have its own queue. These are used to retain lists of product for which signs, labels or tickets have been requested.

Some stores may have multiple queues for each label type. This is typically the case where a thermal label printer is in use.

Most stores, though not all, use queues to manage the lists of products for which labels are enqueued. Some stores are configured to print labels immediately as opposed to using a label print queue to manage label production. This option requires a thermal laser printer.



Price Tickets

Standard Price Tickets are designed to aid in labelling products:

- where no manufacturer UPC barcode or number exists
- with illegible or hard to read UPC barcodes
- where a description and/or price is to be affixed to each resaleable unit

Standard price tickets print on 8.5" x 11" sheets of paper and contain 44 peel and stick labels, arranged in 4 columns and 11 rows of evenly spaced stickers.

NOTE: These labels may be obtained from TELUS Health Solutions. If you wish to order a bundle of price ticket labels, please contact the Support team.

Queue Maintenance

Upon selecting Price Tickets from the Signage panel, all products in the label queue are displayed.

Options are available to limit the display of products for which labels are presently enqueued.

These options are most commonly used when a large number of labels are enqueued for print.

The screenshot shows the 'Price Tickets' application window. It features a toolbar with icons for file operations and help. Below the toolbar, there are filter fields: 'Ticket Queue' (a dropdown menu showing 'ticketsT'), 'Start Dept.' (a text box with '0'), 'End Dept.' (a text box with '9999'), 'Start Date' (a date picker showing '00/00/0000'), and 'End Date' (a date picker showing '99/99/9999'). Below these filters is a table with the following data:

UPC Code	Description	Quantity	Price	Size	Unit	Print Price
598033	KIT KAT BAR	50	0.99	53.00	GM	☒
6202000068	KINDER BUENO CHOCOLATE BARS	25	1.35	1.00	EA	☒
7185094167	BABY GIFT EN	7	0.49	1.00	EA	☒

At the bottom right of the window is a 'Print Tickets' button.

Ticket Queue – The Ticket Queue option will default to the queue used for the station. To select another Ticket Queue, select another queue from the drop-down menu. Ticket queues not followed by a letter (ie. ticketsT) are general system queues.

Start / End Dept – Use the Start and End Dept ranges to show only labels enqueued for products within a specific range of departments. By default, products in all departments are displayed.

Start / End Date – Use the Start and End Date ranges to show only products for which labels were enqueued between specific dates. By default, all products in the queue are displayed.



The following standard functions are available within the label queue:

Icon	Function
	Remove the selected product from the label queue
	Zoom into the item record for the product selected in the label queue
	Restore the default sort sequence within the grid

Adjusting an Entry in the Queue

For any product listed in the label queue, it is possible to adjust the quantity of labels set to print by clicking on the **Quantity** column. Once selected, key in a new quantity.

Select the **Print Price** checkbox for any item listed in the queue to show the price on the label. If this option is not selected, prices will not print on the price tickets.

Adding Products to the Queue

Click on to add a product to the price ticket queue.

An item search box will appear. Key in the product description, wholesaler #, or UPC code to search for the desired product.

If more than one match appears, a grid will appear. Select a product from the grid by double-clicking on it.

Once a product is selected, details of the product are displayed for reference.

If the label is to include the product **Price**, select the checkbox.

Adjust the number of labels to be printed using the **Number to Print** option if desired. By default, the system will add labels for all onhand quantities to the queue.

Click on **Add** to add labels for the product to the queue.

NOTE: Products may also be added to the queue(s) from Item Maintenance, Item Quick Maintenance, and/or from a Wireless handheld unit. Labels may be printed directly from other supported handhelds from the **Handheld Functions** section of the Utilities menu. For more information, consult the applicable user guide.

Printing the Selected Tickets

To print labels for the products displayed onscreen, click on **Print Tickets** at the top right of the window.

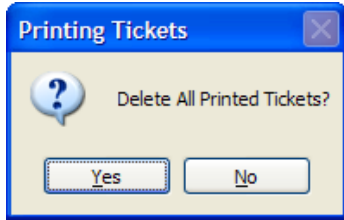
The prompt which appears confirms the quantity of labels selected for print.

The **Last Label on Sheet** settings may be used to indicate where the labels are to begin printing on the sheet.

Set the **Label Input** to the tray from which the price tickets are to be pulled.

When all of these settings are in place, and the printer is loaded with price tickets, click **Print** to print the labels.





After all tickets have been printed, the system will inquire about clearing the printed tickets from the queue.

Click **Yes** to clear the printed tickets from the queue, or click on **No** to retain the printed tickets in the queue.

Using Last Label on Sheet Settings

The **Last Label on Sheet** settings are intended to allow for possible reuse of labels where supported.

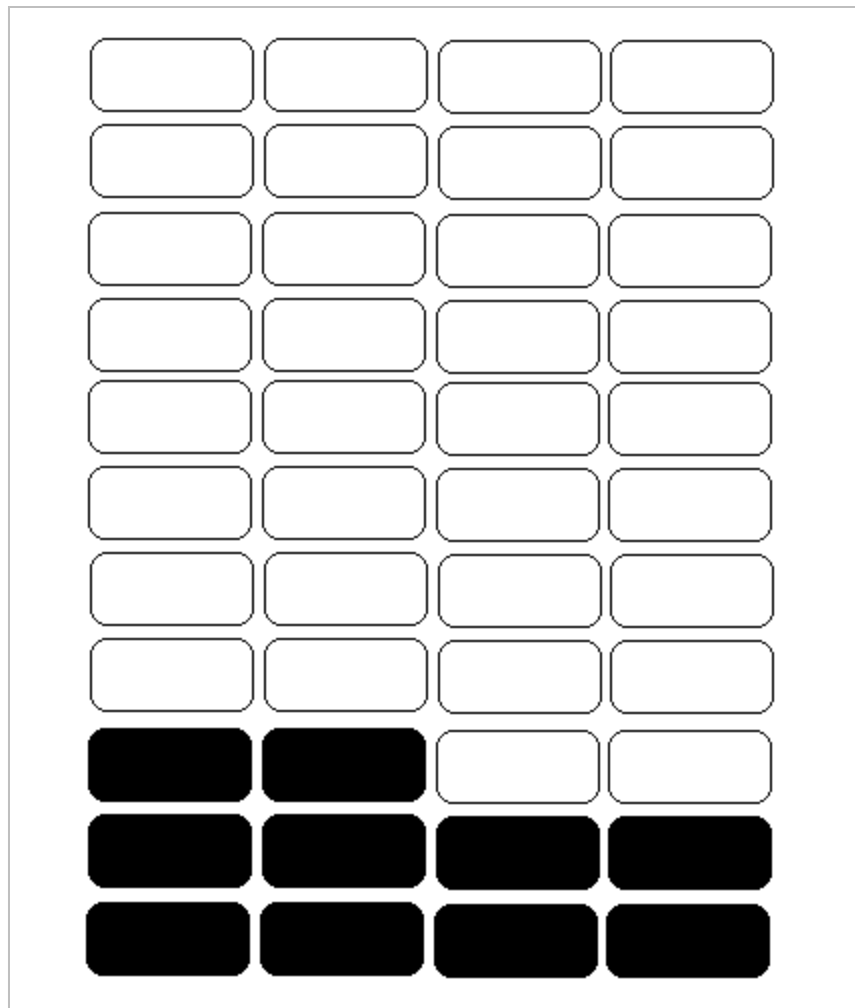
NOTE: Some printers may require the use of the straight paper path and/or manual feeders to properly reuse labels.

Assyst Point of Sale will start printing labels at the bottom of the form at the left of the sheet.

Rows are numbered from top to bottom, 1 to 11.

Columns are numbered from left to right, 1 to 4.

The following graphic represents a sheet of price tickets.



White labels indicate labels still available for use. Black labels indicate labels previously removed from the sheet.

The image shows two and a half rows on the sheet fully used.

To reuse the sheet, the **Last Label on Sheet** would be set to Row 9, Column 3.

When the sheet is reused with these settings, Assyst Point of Sale will print the first label in the 9th row and 3rd column.

Shelf Labels

Standard Shelf Labels may be used to simplify product labelling. Shelf labels are designed to display product pricing information on shelf mouldings as opposed to individually tagging each product unit. This can save considerable time when merchandising product for resale.

Standard price tickets print on 8.5" x 11" perforated sheets of paper and contain 32 labels, arranged in 4 columns and 8 rows of evenly spaced stickers.

NOTE: These labels may vary for individual banners, stores, and where specific colour preferences are required. Consult your banner or store manager for details.

Queue Maintenance

Upon selecting Shelf Labels from the Signage panel, all products in the label queue are displayed.

Options are available to limit the display of products for which labels are presently enqueued.

These options are most commonly used when a large number of labels are enqueued for print.

The screenshot shows the 'Shelf Labels' application window. It features a toolbar with icons for file operations and a 'Print Labels' button. Below the toolbar, there are input fields for 'Label Queue' (set to 'labelsJ'), 'Start Dept.' (0), 'End Dept.' (9999), 'Start Date' (00/00/0000), and 'End Date' (99/99/9999). A table lists products with columns for UPC Code, Description, Qty, Price, Location, and Append. Below the table is a 'Preview (Regular 8 X 4 labels):' section showing a sample label for '598033 C KIT KAT BAR' with a price of '0.99'. At the bottom, there is a text box with the instruction 'Select Appropriate Label Queue (Defined In Station Settings)'.

UPC Code	Description	Qty	Price	Location	Append
598033	KIT KAT BAR	1	0.99		CHG
4176149340	ELMER'S ASST CHOCOLATES	1	5.19		MAN
5980000021	COFFEE CRISP	1	1.19		CHG
5980062336	KIT KAT BITES (CELLO)	1	4.69		CHG
6260014111	TYLENOL EXTRA STRENGTH TABLETS	1	2.55		CHG
6260014206	TYLENOL DROPS LX	1	8.65		CHG
6260014217	TYLENOL REG. STR. TABLETS	1	10.85		CHG
6260014229	TYLENOL CAPLETS EASY OPEN XST.	1	16.95		CHG
6260014235	TYLENOL EXTRA STRENGTH TABLETS	1	8.30		CHG
6260014251	TYLENOL EXTRA STRENGTH CAPLETS	1	8.30		CHG
6260014261	TYLENOL CAPLETS	1	4.15		CHG
6260014263	TYLENOL CAPLETS	1	10.85		CHG

Preview (Regular 8 X 4 labels):

598033 C
 2 M - 414847 2/04
 53GM 0.99
 KIT KAT BAR

Select Appropriate Label Queue (Defined In Station Settings)

Label Queue – The Label Queue option will default to the queue used for the station. To select another Label Queue, select another queue from the drop-down menu. Label queues not followed by a letter (ie. labelsJ) are general system queues.

Start / End Dept – Use the Start and End Dept ranges to show only products in a specific range of departments for which labels were enqueued. By default, products in all departments are displayed.

Start / End Date – Use the Start and End Date ranges to show only products for which labels were enqueued between specific dates. By default, all products for which labels are enqueued are displayed.



The following standard functions are available within the label queue:

Icon	Function
	Remove the selected product from the label queue
	Zoom into the item record for the product selected in the label queue
	Restore the default sort sequence within the grid

Adjusting an Entry in the Queue

For any product listed in the label queue, it is possible to adjust the quantity of labels set to print by clicking on the **Quantity** column. Once selected, key in a new quantity.

To adjust pricing or other item settings which print on the selected label type, **Zoom** into the individual items as needed.

Adding Products to the Queue

Click on to add a product to the shelf label queue.

An item search box will appear. Key in the product description, wholesaler #, or UPC code to search for the desired product.

If more than one match appears, a grid will appear. Select a product from the grid by double-clicking on it.

Once a product is selected, details of the product are displayed for reference and/or adjustment.

Key in the number of labels to be printed in the **Num to Print** option. The default setting will be based on the **Shelf Tag** setting on each individual item record.

Click on **Add** to add labels for the product to the queue.

NOTE: Products may also be added to the queue(s) from Item Maintenance, Item Quick Maintenance, and/or from a Wireless handheld unit. Labels may be printed directly from other supported handhelds from the **Handheld Functions** section of the Utilities menu. For more information, consult the applicable user guide.

Printing the Selected Shelf Labels

To print labels for the products displayed onscreen, click on **Print Labels** at the top right of the window.

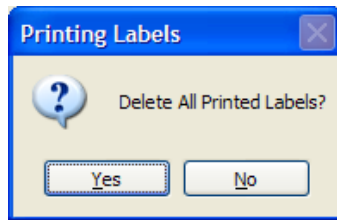
The prompt which appears confirms the quantity of labels selected for print.

The **Last Label on Sheet** settings may be used to indicate where the labels are to begin printing on the sheet.

Set the **Label Input** to the tray from which the price tickets are to be pulled.



When all of these settings are in place, and the printer is loaded with shelf labels, click **Print** to print the labels.



After all tickets have been printed, the system will inquire about clearing the printed tickets from the queue.

Click **Yes** to clear the printed tickets from the queue, or click on **No** to retain the printed tickets in the queue.

Using Last Label on Sheet Settings

The **Last Label on Sheet** settings are intended to allow for possible reuse of labels where supported. At least TWO rows of labels are required on any printer which supports label reuse.

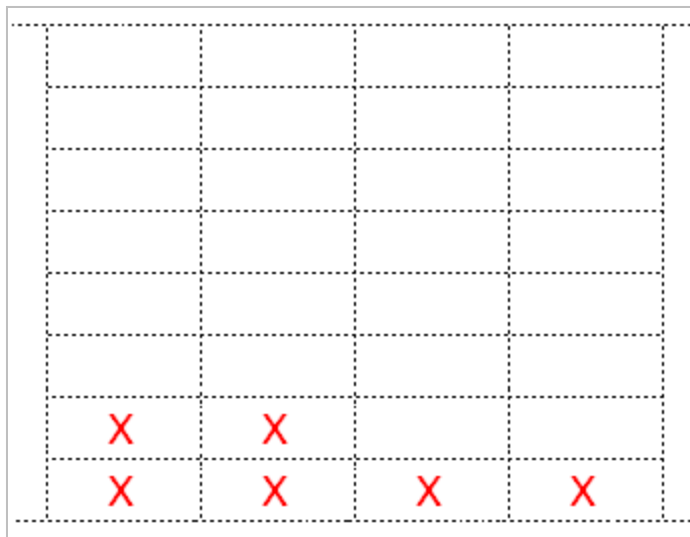
NOTE: Different printers may support the reuse of shelf labels to varying degrees. Not all printers will successfully feed shelf labels that have already been fed through the printer. For the best results when reusing sheets, use the manual feeder and/or straight paper path if available.

Assyst Point of Sale will start printing labels at the bottom of the form at the left of the sheet.

Rows are numbered from top to bottom, 1 to 8.

Columns are numbered from left to right, 1 to 4.

The following graphic represents a sheet of shelf labels.



Blank labels indicate labels still available for use. A label containing a red X indicates labels previously removed from the sheet.

The image shows one and a half rows on the sheet previously removed.

To reuse the sheet, the **Last Label on Sheet** would be set to Row 7, Column 3.

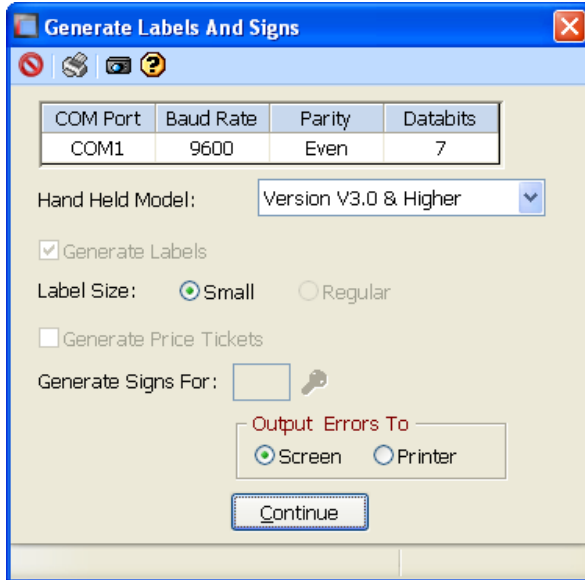
When the sheet is reused with these settings, Assyst Point of Sale will print the first label in the 7th row and 3rd column.



Printing Shelf Labels from a Handheld

Shelf labels may also be printed by enqueueing in handheld unit. Click on the  icon to import item records from an attached handheld or portable data unit.

NOTE: If this is the first time a handheld is being used on a specific workstation for any purpose, consult with the TELUS Health Solutions Support team for assistance in configuring the station.



The 'Generate Labels And Signs' dialog box contains the following settings:

COM Port	Baud Rate	Parity	Databits
COM1	9600	Even	7

Hand Held Model: Version V3.0 & Higher

☒ Generate Labels

Label Size: ☒ Small ☐ Regular

☐ Generate Price Tickets

Generate Signs For: 

Output Errors To: ☒ Screen ☐ Printer

If a portable data unit is regularly used from the current workstation, the communication settings and handheld model will already be set and need not be adjusted.

Confirm whether any errors in the data import are to be displayed on the **Screen** or in a report generated to the **Printer**.

Click on **Continue** when ready to start the Handheld Download.



Handheld Downloading...

You May Now Select the SEND/XFER option on the Metro Unit to Send Data to the Computer. When Complete Press the Finish Button Below to Complete the Download.

Items Downloaded:

A popup window will appear prompting for the start of the handheld download. On your handheld, send the information to the computer using the download cable. For PT630 and HT630 portable data units, select the **Dump Data** option at the handheld menu.

NOTE: If a handheld of a different make or model is used, the method of transmitting information from the handheld to the computer will differ from the listed instructions.

Both the handheld and the computer screen will display growing numbers of Items Downloaded as the download completes. Once the handheld download is complete, the number of Items Downloaded should match the number of records listed on the handheld.

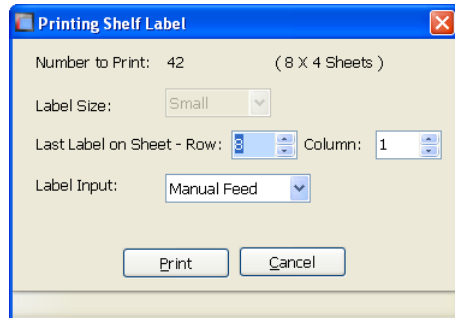
NOTE: If these numbers do not match, this may indicate a problem in the handheld configuration. Should this occur, call the TELUS Health Solutions Support Team for further guidance.

Click on **Finish** to complete the handheld download.



A list of errors may appear onscreen to indicate records which could not be read by the system. This could include the entry of UPCs which are not on file, UPCs which are not the proper length or UPCs that contain invalid characters such as letters or punctuation marks. This report may be printed by clicking on the **Print** icon at the bottom of the report. If the report is not to be printed, click on the **Close** icon.

The system will then display the **Print** options box.



The prompt which appears confirms the quantity of labels selected for print.

The **Last Label on Sheet** settings may be used to indicate where the labels are to begin printing on the sheet.

Set the **Label Input** to the tray from which the price tickets are to be pulled.

When all of these settings are in place, and the printer is loaded with shelf labels, click **Print** to print the labels.

A label deletion prompt will NOT appear for labels printed via handheld download. Labels printed from a handheld are never part of a specific queue and therefore are not deleted from any workstation queue. Once the labels have printed satisfactorily, the data on the handheld may be deleted or cleared.



Signs

Assyst Point of Sale offers an optional Sign Package. This application may be used to create customized in-store signage such as shelf talkers.

The Sign Package integrates seamlessly with Assyst Point of Sale item records to create signs for specific products where required.

The Signs button in the POS Functions ribbon group offers two options:



Template Definition – Create and modify sign templates

Print/Maintain – Print or Maintain signage queues

Template Definition

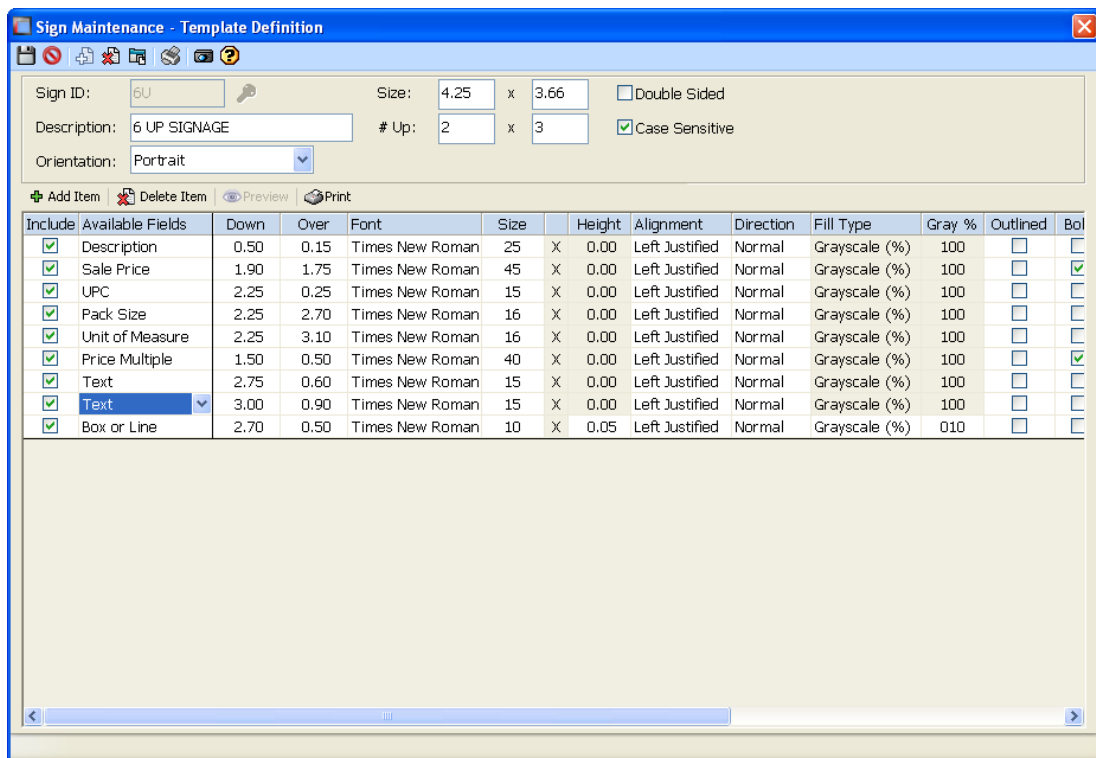
All stores configured with the Sign Package start out with a sample sign file.

The sample sign file may be adjusted as needed.

NOTE: Bear in mind that some sign formats are contained in the standard sign file at the request of your banner. Adjustment of such signs should only be completed after consulting with your banner.

After launching Template Definition, either key in an existing sign format or use the  icon to search for the desired sign format.

NOTE: A new sign format may be created by clicking on the  icon. Each new sign format must be set to use a 2 character code known as a Sign ID. For example, the Sign ID 8J may be used to indicate a sign format with 8 signs per sheet. Sign IDs may not be modified.



The screenshot shows the 'Sign Maintenance - Template Definition' window. It has a toolbar with icons for file operations and a search icon. The main area contains input fields for Sign ID (6U), Description (6 UP SIGNAGE), Size (4.25 x 3.66), # Up (2 x 3), Orientation (Portrait), and checkboxes for Double Sided and Case Sensitive. Below these are buttons for Add Item, Delete Item, Preview, and Print. A table lists available fields for the sign template.

Include	Available Fields	Down	Over	Font	Size	Height	Alignment	Direction	Fill Type	Gray %	Outlined	Bot
☒	Description	0.50	0.15	Times New Roman	25	X	0.00	Left Justified	Normal	Grayscale (%)	100	☐
☒	Sale Price	1.90	1.75	Times New Roman	45	X	0.00	Left Justified	Normal	Grayscale (%)	100	☒
☒	UPC	2.25	0.25	Times New Roman	15	X	0.00	Left Justified	Normal	Grayscale (%)	100	☐
☒	Pack Size	2.25	2.70	Times New Roman	16	X	0.00	Left Justified	Normal	Grayscale (%)	100	☐
☒	Unit of Measure	2.25	3.10	Times New Roman	16	X	0.00	Left Justified	Normal	Grayscale (%)	100	☐
☒	Price Multiple	1.50	0.50	Times New Roman	40	X	0.00	Left Justified	Normal	Grayscale (%)	100	☒
☒	Text	2.75	0.60	Times New Roman	15	X	0.00	Left Justified	Normal	Grayscale (%)	100	☐
☒	Box or Line	2.70	0.50	Times New Roman	10	X	0.05	Left Justified	Normal	Grayscale (%)	010	☐



General Options

At the top of the Sign Template window, some general settings are displayed about the format of the sign.

Description – This description may be used to help identify the sign format in lookups. For example, if the sign is meant to show Savings information and contains 10 labels per sheet, the description may be set as “10 UP YOU SAVE”.

Orientation – Select **Portrait** or **Landscape** orientation for pages printed using the selected sign format.

Size – Key in the size, in inches, of each individual sign. For example, the preceding page shows a template for a “6 Up” sign (six signs per page) where each sign is 4.25 inches wide by 3.66 inches tall.

Up – Key in the number of signs horizontally on each page by the number vertically. Using the example on the preceding page, each page is 2 signs wide by 3 tall.

Double Sided – Check off the box if the sign is to be printed as double-sided, or leave unchecked for single-sided signs.

Case Sensitive – Check off the box if the sign is to use proper or as-entered capitalization, or leave unchecked to use capital letters for all signs.

 **NOTE:** If case sensitivity is enabled, it may be necessary to adjust the details of the product in the context of its entry in the signage queue. Any field may be adjusted as the sign is being added. Further default sign descriptions, which are case sensitive, may be configured in each item file. For more information, consult the Pricing section of the Item Maintenance User Guide.

Field Selections

Because the Sign Package is fully integrated with the Item and Promotion Maintenance functions, each template is configured to pull specific details from item records or available promotions.

The following list is comprised of fields which may be included in a template and therefore print the relevant details on signs for qualified products:

 UPC Number	 Location	 Min
 UPC Barcode	 Unit of Measure	 Max
 Description	 Price Multiple	 Cost
 Pack Size	 Price/LB	 Last Updated
 Regular Price	 Deposit	 Date Printed
 Vendor	 Tax 1	 Rel/Man Field
 Order Number	 Tax 2	 Product ID
 Order Barcode	 Sign Comment	 HME Description 1
 DEPT	 Store Pricing	 HME Description 2

Details may also be pulled from promotions. The following list contains fields which may be included in a template but which would only apply to products on promotion:

 Sale Price	 Savings – Reflects the difference
 Start Date	between the Regular and Sale Prices
 End Date	 Points

Further options allow for the entry of freeform **Text** to appear on all signs of the specified type, or the definition of lines or boxes covering a specific area of the sign.



The only limitation on how many fields may be selected will be the size of each sign. Any one or more fields may be added to a sign template and arranged in an aesthetically pleasing manner.

Adding and Removing Fields

To add a new field to the selected sign template, click the  Add Item icon. A field selector option will appear to select the desired field type.

To remove a field from the selected sign template, highlight the field to remove and click the  Delete Item icon.

 **NOTE:** If a field has been added to a template, use the  Preview button to preview the revised sign template onscreen.

Field Appearance and Placement

In any sign template, details of how any field is expected to print must be set. These details may include details such as font types, alignment, and placement.

Each field in the template has a number of options associated with it. Use the scrollbar at the bottom of the Sign Maintenance window to scroll through all available options for each field.

 **NOTE:** The two columns at the far left, showing the Include option and each individual field type label, will remain onscreen even when the scrollbar is extended to the far right.

Down / Over – These options may be used to indicate, in inches, how far down the page the field is to be printed and how far over.

Font – Select the desired font type to be used on the field. Options include Courier New, Arial, and Times New Roman.

Size – For text fields, the Size option indicates the font size to be used. For fields like Boxes and/or Lines, the size refers to the width of the object in inches. Barcodes use the decimal place in the size field to indicate the width of the barcode.

- .10 – Used for a small or narrow barcode
- .20 – Used for a medium width barcode (this is the default barcode width)
- .30 – Used for a large or wide barcode

Height – This option is only used for objects such as Boxes or Lines. Indicate the height, in inches, of the line or box to be printed.

Alignment – Indicate whether the selected field is to be Left Justified, Right Justified, or Centered.

Direction – Indicate whether the text is meant to flow in the Normal (left to right) manner, or if another direction is required. Other options include Up, Down, and Reverse.

Fill Type – For objects such as boxes and lines, indicate the type of fill to be used. Options include Grayscale (%), Horizontal Lines, Vertical Lines, Forward Slant, Backward Slant, Small Box and Criss Cross.

Gray % – If a box or line is selected with a Grayscale fill type, this option may be used to indicate the grayscale depth as a percentage. Lower percentages result in objects which are shaded using a lighter shade of gray.

Further checkboxes for each field may be used to associate certain attributes with the output created by a specific field in a sign template. These qualitative details determine if additional special attributes are to be applied to selected fields.



Check off any of the desired boxes to enable:

Outlined – Prints the text as an outline rather than solid text

Bold – Prints the text in bold font

Italic – Prints the text in italics

Underline – Underlines the printed text

Arched – Arranges the printed text as if curved around an arch

Shadow – Prints the text or object with a shadow effect

Prompt – This option only applies to the Text field type. If selected, the system will prompt for the phrase to be printed in the referenced Text field location when enqueueing a sign for a product.

Macro – This option only applies to Price and Description field types. If a Description is selected, it may use a special macro that prints the description over two lines as opposed to a single line. If a Price is selected, macro options may be used to adjust how “cents” are to appear on the sign.

Other Template Functions

Click on the  Print button to print a sample sign using the selected template.

Click on the  button above the Sign ID setting to delete the selected sign template.

Click on the  button to copy details of one Sign ID to another.

 **NOTE:** This is particularly useful when adjusting sign formats to ensure that the original format remains available in its original format throughout the template modification process.

Maintain Signage Queues

Similar to price tickets and shelf labels, signage has its own queues which may be maintained or printed on demand.

Unlike price ticket and shelf label functions, signage queues are determined by the sign type to be printed for each item.

For example, the 8Y sign queue would contain a list of products for which the 8Y format had been selected for print. It would exclude all 8U signs that are also enqueued.

Show Signage Queues

The **Print/Maintain** Signs option in the Signage panel, by default, is set to maintain the sign queues.

Confirm the queues for the Sign IDs to be displayed. By default, the settings will show the details of print queues for all sign IDs. The **From** and **To** options may be used to limit the display to signs within a range of specific sign queues.

A further option is available to apply a filter to the list based on the method used to add products to the queue. Use the **Filter on Type** option.

An illustration of the signage queue maintenance screen is displayed on the following page.



Print/Maintain Signs

From: To: ZZ Filter On Type: From HH Delete All

Item	Qty	ID	Size	UM		Price (\$)	
KIT KAT BAR	01	8U	53.00	GM	1	0.99	MAN
KIT KAT BAR	02	4U	53.00	GM	1	0.99	MAN
KIT KAT BAR	01	2Y	53.00	GM	1	0.99	MAN
KIT KAT BAR	01	1C	53.00	GM	1	0.99	MAN
SPECTRO FACIAL MOISTURIZER	01	1U	140.00	ML	1	14.59	MAN
PANTENE FINE HAIR SOLUTIONS	01	1U	375.00	ML	1	7.69	MAN
PANTENE FINE HAIR SOLUTIONS	01	1U	375.00	ML	1	7.69	MAN
PANTENE FINE HAIR SOLUTIONS	01	2Y	375.00	ML	1	7.69	MAN
TOTAL TO PRINT	9						

Additional Item Information

UPC: 8087804384 Avg Cost (\$): 5.0650 34.1 % Last Sold: 11/12/02
Order #: MCK-953257 Retail Price: 7.69 T PANTENE 375ML Last 12: 7
On Hand: 4 On Order: 3 Related: UR: 0.0
Counted: 00/00/00

Items Available To Print Signs For F7 To View/Modify Item

Add Products to Signage Queue Individually

To **Add** a product to a sign queue, click on the  icon.

Key in the **Sign ID** required for the product or use the lookup to select a Sign ID.

NOTE: If multiple sign formats are to be enqueued for a product, indicate one of the sign formats.

Sign Maintenance

Sign ID: UPC: Description: Pack Size: Promo #: Price: / Regular Price: 14.59 # To Print: Comment:

Additional Signs: Additional Qty:

Next, key in a product UPC or Description in the **UPC** field. If multiple matches are found, the desired entry may be selected from a grid listing matching products.

Once a product is selected, details of the product are displayed for reference and/or adjustment.

NOTE: If a Signage Description is configured on the item file, it will appear in place of the regular item description.

Any details listed may be adjusted before the sign prints.

Only details configured on the selected sign template(s) will print.

By default, the system will indicate the **# to Print** as 1 indicating that only a single sign is required of the specified type. This may be adjusted as needed.

The **Comment** field will only be populated if a **Signage Comment** appears on the item file.

If additional sign types are to be enqueued for the product, indicate the Sign IDs of up to two **Additional Signs**. For each additional sign enqueued, indicate the **Additional Qty** which refers to the quantity to be printed of the corresponding additional sign format.

Click on  to save the new entry in the selected sign queue(s) or  to cancel the addition of the item to the signage print queue(s).

Add Products to Signage Queue by Promotion

Click on the  icon to add products to the signage queue for an entire promotion.



The dialog box titled "Import From Promotion" has a close button (X) in the top right corner. It contains two input fields: "Promotion #" and "Sign ID:", each followed by a magnifying glass icon indicating a lookup function. Below these fields is an "Import" button.

Key in the Promotion # from which products are to be selected, or select the promotion from the lookup.

Key in the Sign ID for which promotional signage is required, or select the Sign ID from the lookup.

Click on **Import** to finish importing items on the selected promotion into the signage queue.

Modifying a Sign Queue Entry

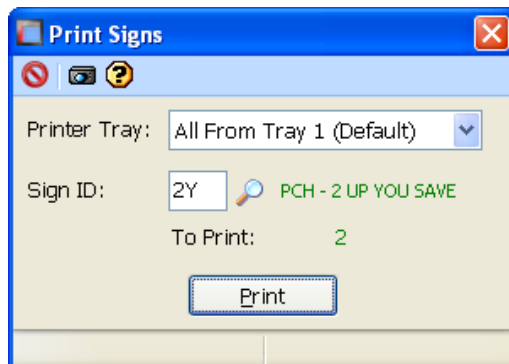
Some details of entries in the signage queue table may be modified directly, such as the Quantity, Sign ID, Pack Size, Unit of Measure and Price. Highlight the field to be adjusted which corresponds to the item and/or Sign ID. For text fields like item settings, key in a new value. For Sign IDs, a different Sign ID may be keyed in directly or found via the lookup.

To modify additional settings for the selected product sign, highlight the item in the list and click on the  icon. The complete details for the corresponding sign will appear, including all fields not displayed in the table.

To **Delete** a product from the signage queue, highlight the item and click the  icon.

Printing Signage

To print the contents of a signage queue, click on the **Print** icon at the top right of the Print/Maintain window.



The dialog box titled "Print Signs" has a close button (X) in the top right corner. It contains a "Printer Tray:" dropdown menu set to "All From Tray 1 (Default)". Below this is a "Sign ID:" input field containing "2Y", followed by a magnifying glass icon and the text "PCH - 2 UP YOU SAVE". Below the Sign ID field is a "To Print:" field containing the number "2". At the bottom is a "Print" button.

Select the **Printer Tray** to indicate the printer tray number which will contain the signage media.

Select the specific signage queue to be printed by keying in the desired **Sign ID**. This option may be set using the lookup.

Once a single **Sign ID** has been set, the number of signs enqueued for that sign type is displayed below the Sign ID.

NOTE: A Sign ID must be specifically indicated when printing signs. Most stores use multiple types of pre-printed media or paper for different sign types, and this option ensures that only signs required for the specifically indicated format will be printed.

Click on the **Print** icon to print the selected signs after loading the proper sign forms in the printer.

NOTE: Unlike label queues, sign queues do not prompt to be cleared after printing. After signs have printed successfully, signs may be manually deleted from the queue or cleared using the **Delete All** icon near the top of the window.

Printing Signage from a Handheld

Signage may also be printed by scanning products with handheld unit. Click on the **From HH** icon to import an item list from an attached handheld or portable data unit.

NOTE: If this is the first time a handheld is being used on a specific workstation for any purpose, consult with the TELUS Health Solutions Support team for assistance in configuring the station.

COM Port	Baud Rate	Parity	Databits
COM1	9600	Even	7

Hand Held Model: Version V3.0 & Higher

☐ Generate Labels

Label Size: ☒ Small ☐ Regular

☐ Generate Price Tickets

Generate Signs For: 8U

Output Errors To: ☒ Screen ☐ Printer

☐ Send Report To Screen

If a portable data unit is regularly used from the current workstation, the communication settings and handheld model will already be set and need not be adjusted.

Set the **Generate Signs For** option to contain the desired Sign ID. One sign per product scanned will be printed using the indicated sign template. To print more than one sign for a specific product, scan the product multiple times with the handheld.

Confirm whether any errors in the data import are to be displayed on the **Screen** or in a report generated to the **Printer**.

Click on **Continue** when ready to start the Handheld Download.

Handheld Downloading...

You May Now Select the SEND/XFER option on the Metro Unit to Send Data to the Computer. When Complete Press the Finish Button Below to Complete the Download.

Items Downloaded:

A popup window will appear prompting for the start of the handheld download. On your handheld, send the information to the computer using the download cable. For PT630 and HT630 portable data units, select the **Dump Data** option at the handheld menu.

NOTE: If a handheld of a different make or model is used, the method of transmitting information from the handheld to the computer will differ from the listed instructions.



Both the handheld and the computer screen will display growing numbers of Items Downloaded as the download completes. Once the handheld download is complete, the number of Items Downloaded should match the number of records listed on the handheld.

 **NOTE:** If these numbers do not match, this may indicate a problem in the handheld configuration. Should this occur, call the TELUS Health Solutions Support Team for further guidance.

Click on **Finish** to complete the handheld download.

A list of errors may appear onscreen to indicate records which could not be read by the system. This could include the entry of UPCs which are not on file, UPCs which are not the proper length or UPCs that contain invalid characters such as letters or punctuation marks. This report may be printed by clicking on the **Print** icon at the bottom of the report. If the report is not to be printed, click on the **Close** icon.

The system will then print signs for the valid items downloaded.



Appendices

Appendix A – Tickets, Labels & Signs FAQ

I would like the system to print labels automatically.

To accomplish this goal, you will need a suitable thermal printer with labels. Please consult with your sales rep and/or TELUS Health Solutions Support for further guidance about supported printers and label types.

I would like my price tickets/shelf tags to look different or show different information.

It is possible to configure a special format using the Sign Package. To work, any stations to be using the alternative price ticket or shelf tag format will need to be configured with suitable settings.

Once an acceptable format has been configured, it may be set as the price ticket or shelf tag **Sign ID** in the Settings for individual Stations. Once this is done, only the customized format of price tickets or shelf tags will be printed from that workstation.

Why does a Printer list popup keep showing up when I want to Print/Maintain signs or labels?

This typically occurs if an unsuitable printer, such as a FILE printer, has been selected.

Once a more suitable printer has been selected, the popup should not appear again. Laser or thermal printers are suitable for printing signs and/or labels.

If the popup continues to appear, press **F9** or use the **Select Printer** option in the Assyst button menu to select an appropriate printer.

Why is the barcode on my sign so narrow/wide?

Check the Size option for any barcodes set in the sign template. Barcode fields in a template set with a size containing a “.1” will print a narrow barcode while a size containing a “.3” will print a wide barcode. Barcodes of moderate width may be printed by indicating a size containing “.2”.

A barcode configured with a size of 48.1 will print using a 48 point font, but it will print a very narrow barcode.

Why do my shelf labels/price tickets print too high/low on the sheet?

The **Page Feed Adj** setting in Miscellaneous Settings for Assyst Point of Sale determines how high or low the labels begin printing on a sheet.

Price tickets may also print too far to the left on some printers. A setting may be found in the Miscellaneous Settings for adjustment of the left margin.

How come my signs don't start in the right place?

Though many printers compatible with Assyst Point of Sale print signs in a similar way, they may be configured to use varying margin settings.

If this is the case, adjust the templates for the amount of additional margin offset applicable to your printer.



Appendix B – Sample Price Tickets

Pg. 1

KINDER MINI BARS 4 PACK 6202000704 2.19	KINDER MINI BARS 4 PACK 6202000704 2.19	KINDER MINI BARS 4 PACK 6202000704 2.19	KINDER PENGUIN 4 PACK 6202001071 5.49
KINDER MINI BARS 4 PACK 6202000704 2.19	KINDER MINI BARS 4 PACK 6202000704 2.19	KINDER MINI BARS 4 PACK 6202000704 2.19	KINDER MINI BARS 4 PACK 6202000704 2.19
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KINDER MINI BARS 4 PACK 6202000704 2.19	KINDER MINI BARS 4 PACK 6202000704 2.19	KINDER MINI BARS 4 PACK 6202000704 2.19	KINDER MINI BARS 4 PACK 6202000704 2.19
KINDER BUENO BAR 6202000068 1.29	KINDER BUENO BAR 6202000068 1.29	KINDER MINI BARS 4 PACK 6202000704 2.19	KINDER MINI BARS 4 PACK 6202000704 2.19
KINDER BUENO BAR 6202000068 1.29	KINDER BUENO BAR 6202000068 1.29	KINDER BUENO BAR 6202000068 1.29	KINDER BUENO BAR 6202000068 1.29
KINDER CHOCOLATE STICK BAR 5009 .89	KINDER CHOCOLATE STICK BAR 5009 .89	KINDER SURPRISE EGG 620264 1.49	KINDER BUENO BAR 6202000068 1.29
KINDER CHOCOLATE STICK BAR 5009 .89	KINDER CHOCOLATE STICK BAR 5009 .89	KINDER CHOCOLATE STICK BAR 5009 .89	KINDER CHOCOLATE STICK BAR 5009 .89
KINDER CHOCOLATE STICK BAR 5009 .89	KINDER CHOCOLATE STICK BAR 5009 .89	KINDER CHOCOLATE STICK BAR 5009 .89	KINDER CHOCOLATE STICK BAR 5009 .89
KINDER CHOCOLATE STICK BAR 5009 .89	KINDER CHOCOLATE STICK BAR 5009 .89	KINDER CHOCOLATE STICK BAR 5009 .89	KINDER CHOCOLATE STICK BAR 5009 .89

Actual output appears clearer than suggested by this downscaled sample image.



Appendix C – Sample Shelf Labels

Pg.#: 1

2527303145 3145 112	2527303133 3133 112	2527303068 222380 112	6454130307 502955 112
100S 5.49	90S 8.99	60'S 11.49	24'S 8.99
WEBBER MULTI-VIT AMINS TABLETS	WEBBER VIT.B6&B12 W/FOLIC ACID	WEBBER VIT.E +3 SOFTGELS	TYLENOL COLD COMBO PACK
2527303132 112	2527303136 208611 112	2527303142 * 3142 112	2527303137 208694 112
60S 7.49	90S 7.99	250'S 9.79	60S 10.99
WEBBER CALC.CITR ATE W/D 300MG	WEBBER CALC.MAG. CITRATE W/D	WEBBER CALCIUM CARB 500MG W/D	WEBBER COMPLEX B50 CAPSULES
6260014129 505206 112	6454131270 774703 112	6260094679 091686 112	6260095306 178053 112
10'S 8.79	240ML 9.99	20'S 8.99	20'S 8.99
TYLENOL COLD & FLU EXTRA	TYLENOL COLD & FLU NITE LIQUID	TYLENOL COLD & SINUS	TYLENOL COLD & SINUS DAY/NIGHT
6454132000 833491 112	6454130452 673897 112	6454130062 185652 112	6454131269 774455 112
100ML 8.59	100ML 7.99	100ML 7.99	240ML 9.99
TYLENOL CHILD LIQUID BERRY	TYLENOL CHILD SINUS FRUIT	TYLENOL CHILD.CO LD LIQUID DM	TYLENOL COLD & FLU DAY LIQUID
6454131699 121699 112	6454131822 429910 112	6454130144 035972 112	6454130061 185843 112
100ML 7.99	100ML 7.48	100ML 7.99	100ML 7.99
TYLENOL CHILD COLD NT APPLE	TYLENOL CHILD COUGH/RUNNY NOSE	TYLENOL CHILD DECONG.SUSP.B.G.	TYLENOL CHILD LIQUID BBLE GUM
8087802878 194969 112	8087804450 953380 112	8087804449 953372 112	8087804448 953356 112
266ML 6.99	327G 6.79	193G 6.79	187G 6.79
PANTENE CLASSIC UNSCENTED HASP	PANTENE FINE AREO HAIRSPRAY	PANTENE FINE GEL	PANTENE FINE MOUSSE
2527303134 852749 112	2527303147 * 616805 112	2527303146 * 616896 112	8087801320 232553 112
60'S 10.19	60S 14.99	60S 14.59	187G 7.39
L-LYSINE 500MG	MULTI SURE FOR WOMAN	MULTI SURE VIT.F OR WOMEN 50+	PANTENE CLASSIC MOUSSE
5532531727 R 837450 112	2527303143 080374 112	2527303135 635086 112	5532530727 * 837450 112
235ML 12 PACK 29.88	500ML 12.99	90S 7.99	235ML 2.49
ENSURE GLUCERNA VANILLA	CALC PLUS W/VIT D LIQ	CALCIUM CITRATE 200MG W/D CAPS	ENSURE GLUCERNA VANILLA

Actual output appears clearer than suggested by this downscaled sample image.

