

# Tip/Trick Of The Month...



## STG Retail Tip: Adding UPC's to Inventory UPC's In Inventory

If you are not currently scanning UPC barcodes at checkout, maybe it is time to start Scanning UPCs will speed up the checkout procedure, especially during that busy season or when you are running sales.

Please note that in order to be able to scan UPC barcodes, 2 things need to happen. First of all, the items you are scanning must have an UPC barcode on them. Secondly, the UPC number has to be added to that specific item in Retail Pro inventory section.

The following steps will show you how to add UPC codes to your rows of inventory.

1. From the main screen in Retail Pro select **MERCHANDISE** at the top.



2. From the side menu select the **INVENTORY** button.



3. A list of your inventory items will appear. Highlight the item that you want to add the UPC barcode to and select the **"lookup"** tab at the bottom of the page. Then select the **EDIT** option from the top menu.

The screenshot shows the Retail Pro software interface. At the top, there is a menu bar with icons for New, Edit, Cancel, Delete, Copy, Print, Form, Log In/Out, and Review. Below the menu bar is a search field. On the left side, there is a vertical menu with icons for Item View, Style View, Filtered View, Committed, Inventory Qty's, and Select Location. The main area displays a table of inventory items.

Item #	Desc 1	Desc 2	Size	Attr	Inven P\$	Cost
1	MJ TANNER CROSS TRN		12	R/B	100.00	45.00
2	MJ TANNER CROSS TRN		8	R/B	100.00	45.00
3	MJ TANNER CROSS TRN		8.5	R/B	100.00	45.00
4	MJ TANNER CROSS TRN		9	R/B	100.00	45.00
5	MJ TANNER CROSS TRN		9.5	R/B	100.00	45.00
6	MJ TANNER CROSS TRN		10	R/B	100.00	45.00
7	MJ TANNER CROSS TRN		10.5	R/B	100.00	45.00
8	MJ TANNER CROSS TRN		11	R/B	100.00	45.00
9	MJ TANNER CROSS TRN		8	P/B	100.00	45.00
10	MJ TANNER CROSS TRN		8.5	P/B	100.00	45.00
11	MJ TANNER CROSS TRN		9	P/B	100.00	45.00
12	MJ TANNER CROSS TRN		9.5	P/B	100.00	45.00
13	MJ TANNER CROSS TRN		10	P/B	100.00	45.00
14	MJ TANNER CROSS TRN		10.5	P/B	100.00	45.00
15	MJ TANNER CROSS TRN		11	P/B	100.00	45.00
16	MJ TANNER CROSS TRN		12	P/B	100.00	45.00

- Click in the UPC field next to the item you selected, then scan the barcode or enter the UPC numbers manually.

▽	Item #	Desc 1	Size	Attr	Inven P\$	Cost	UPC
	1	MJ TANNER CROSS TRN	12	R/B	100.00	45.00	0075992638722
	2	MJ TANNER CROSS TRN	8	R/B	100.00	45.00	0075992584524
	3	MJ TANNER CROSS TRN	8.5	R/B	100.00	45.00	0731451806322
	4	MJ TANNER CROSS TRN	9	R/B	100.00	45.00	0074646735121
	5	MJ TANNER CROSS TRN	9.5	R/B	100.00	45.00	0731451494321
	6	MJ TANNER CROSS TRN	10	R/B	100.00	45.00	0720642452820
	7	MJ TANNER CROSS TRN	10.5	R/B	100.00	45.00	0077778140924
	8	MJ TANNER CROSS TRN	11	R/B	100.00	45.00	0075596156929
	9	MJ TANNER CROSS TRN	8	P/B	100.00	45.00	0075596112123
	10	MJ TANNER CROSS TRN	8.5	P/B	100.00	45.00	0074645313627
	11	MJ TANNER CROSS TRN	9	P/B	100.00	45.00	0075596174527
	12	MJ TANNER CROSS TRN	9.5	P/B	100.00	45.00	0074644792928
	13	MJ TANNER CROSS TRN	10	P/B	100.00	45.00	0042281114823
	14	MJ TANNER CROSS TRN	10.5	P/B	100.00	45.00	0702766010124
	15	MJ TANNER CROSS TRN	11	P/B	100.00	45.00	0094632175922
	16	MJ TANNER CROSS TRN	12	P/B	100.00	45.00	0076732620021
	17	SWEATPANTS	SML	GRAY	24.00	12.00	0762185114827
	18	SWEATPANTS	MED	GRAY	24.00	12.00	0042282855329
	19	SWEATPANTS	LRG	GRAY	24.00	12.00	0075596146821
	20	SWEATPANTS	XLG	GRAY	24.00	12.00	0017046624725
I	21	SWEATPANTS	SML	BLAK	24.00	12.00	
	22	SWEATPANTS	MED	BLAK	24.00	12.00	
	23	SWEATPANTS	LRG	BLAK	24.00	12.00	
	24	SWEATPANTS	XLG	BLAK	24.00	12.00	
	25	SWEATPANTS	SML	BLUE	24.00	12.00	
	26	SWEATPANTS	MED	BLUE	24.00	12.00	

Lookup [100%]

Item Information	Price / Cost	Quantities	Dates	Lookup	Buyers
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- Click on the save option from the top menu.

You can edit multiple items without saving each one. Moving from one record to the next automatically saves edits to the first record.

In Item View, press <Ctrl+F2> to enter continuous edit mode. Press <Ctrl+F2> again to exit continuous edit mode. This mode is only available in list view. Congratulations, you can now scan items.



## STG Microsoft RMS Tip: Storing Additional Information

### Creating New Labels

You can create a label template without using an existing label style. We recommend, however, that you first practice using the sample label styles included with Store Operations in <C:\Program Files\Microsoft Retail Management System\Store Operations\LABELS>.

Use the following tutorial to learn about all the label objects and their associated functions.

#### To create a new label template:

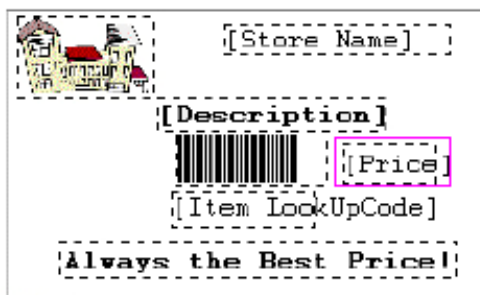
1. On the [Utilities](#) menu, click [Label Designer](#).
2. On the Label Editor window, click the [New](#) button.
3. In the [Description](#) field, enter the name by which the label template will be referenced.
4. For the **Units** heading, select the applicable unit of measurement (Twips, Inches, Cm).
5. Use the [Label Properties](#) fields (e.g., Label Height, Label Width, Rows) to define the label format used for printing. When you enter the Label Height/Width, you will see the layout on the right side of the Label Designer window.
6. On the Label Designer toolbar, click the [Insert Object](#) button. You will see a Caption box appear on the label layout.
7. Click on the [Caption](#) field you just inserted onto the layout. You can then edit the [Object Properties](#).
8. In the [Name](#) field, enter the name (e.g., Barcode) by which the object can be referenced.
9. Using the [Type](#) drop-down list box, select the type of object you are creating.  
For this example, select [Barcode](#).
10. On the layout screen, use your mouse to click-and-drag the barcode object to the desired position.



11. In the [Label Height](#) and [Label Width](#) fields, enter the applicable measurement.
12. To add another object, click the [Insert Object](#) button again. You will see a Caption box appear on the label layout.
13. Click on the [Caption](#) field you just inserted onto the layout.
14. In the **Name** field, enter the name (e.g., [Item Lookup Code](#)) by which this object can be referenced.
15. Use the **Type** drop-down list to select **Field**.
16. Use the [Caption](#) drop-down list to select [Item Lookup Code](#).
17. On the layout screen, use your mouse to click-and-drag the [Item Lookup Code](#) object to the desired position.
18. Under the [Object Properties](#) heading, use the applicable fields to adjust the object's height and width.
19. Click the [Font](#) button to define/modify the font name, style, color, and style.
20. Use the alignment buttons to align the text.
21. To add another object, click the [Insert Object](#) button again, and follow steps 13-20 to create a [Price](#) object.



22. To add another object, click the [Insert Object](#) button again.
23. Click on the [Caption](#) field you just inserted onto the layout.
24. In the [Name](#) field, enter the name (e.g., Text) by which this object can be referenced.
25. Use the [Type](#) drop-down list to select [Text](#).
26. Use the [Caption](#) field, type the text as it will appear on the label (e.g., "Always the Best Price!").  
**Tip: Ensure that your Text field is slightly larger than the selected font size; otherwise, the text will not print.**
27. On the layout screen, use your mouse to click-and-drag the Text object to the desired position.
28. Under the [Object Properties](#) heading, use the applicable fields or your mouse to adjust the object's height and width.
29. Click the [Font](#) button to adjust the font name, style, and size. You can also use the alignment buttons to position the text. Note that your text field should be slightly larger than the font size; otherwise, the text will not print correctly.
30. To add another object, click the [Insert Object](#) button again, and follow steps 13-20 to create both a [Store Name Object](#) and [Description](#) object. Make sure to select the [Type](#) and [Caption](#) fields that are applicable to the object you are creating.
31. To add a picture to the label, click the [Insert Object](#) button again.
32. Click on the [Caption](#) field you just inserted onto the layout.
33. In the [Name](#) field, enter the name (e.g., Picture) by which this object can be referenced.
34. Use the [Type](#) drop-down list to select [Picture](#).
35. In the [Caption](#) field, click the [Browse](#) button.
36. On the [Open](#) window, specify the applicable graphic [File name](#), and then click [Open](#).
37. On the layout screen, use your mouse to click-and-drag the graphic object to the desired position.
38. Under the [Object Properties](#) heading, use the applicable fields to adjust the object's height and width.
39. To add a picture to the label, click the [Insert Object](#) button again.
40. Click on the [Caption](#) field you just inserted onto the layout.
41. In the [Name](#) field, enter the name (e.g., Box) by which this object can be referenced.
42. Use the [Type](#) drop-down list to select [Box](#).
43. On the layout screen, use your mouse to click-and-drag the graphic object to the desired position.
44. Under the [Object Properties](#) heading, use the applicable fields to adjust the object's height and width.



45. To save this label template, click the [Save](#) button on the Label Designer toolbar.

46. On the [Save As](#) window, enter the description in the [File name](#) box.  
You must save this label file in [C:\Program Files\Microsoft Retail Management System\Store Operations\LABELS](#).
47. Click [Save](#).  
You can now use this template in the [Label Wizard](#) to generate labels.

**For Any Questions...Contact STG's Help Desk!**  
**1-800-811-5803**



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