



STG Retail Tip: Force Authorizations

Forcing Credit Cards

If you make a credit card sale and are unable to connect to your processor, you will need to call and get a voice authorization. You will then complete the transaction in Retail Pro by using a force authorization. When you are at the credit card tender screen, you must hand-key the authorization number that was given to you over the phone into the system. You must also enter your customer's card number and expiration date by hand.

Do not enter a bogus code to complete the transaction. It will not be accepted at the processor unless there is a valid authorization code. Keying in an invalid number will cause problems in settling the entire batch being uploaded that day.









STG Microsoft RMS Tip: Label Designer Option

Label Designer

The Label Designer enables you to design your own label templates. You can either edit the sample label files installed with Store Operations in the LABELS sub-directory, or you can create a label template from scratch. Whenever you want to generate labels for a item or group of items, use the Label Wizard, which enables you to select the desired label template.

The following explains the Label Designer properties and their associated descriptions.

Label Designer Toolbar

Button:	Purpose:
	Create a new label template. Once you click this button, you can edit the label properties.
	Opens an existing label. The sample label styles are included in the folder C:\Program Files\Microsoft Retail Management System\Store Operations\LABELS. The label files must have .LBL as the extension.
	Saves the current label. To select this template using the Label Wizard, you must save the file in C:\Program Files\Microsoft Retail Management System\Store Operations\LABELS.
	Adds a Caption field to the label, which you can then define as a Text, Field, Barcode, Picture, Box, and/or Line object.
	Permanently removes the selected object from the template.
	Removes the selected object from the template.
	Copies the selected object to a clipboard.
	Inserts the objects on the clipboard at the insertion point.

Label properties:

Description: The name by which the label is referenced.

Label height: The vertical size of the label.

Label width: The horizontal size of the label.

Rows: The number of horizontal rows the job will print.

Cols: The number of columns the job will print.

Row margin: The vertical distance between labels.

Col margin: The horizontal distance between labels.

Top margin: The space between the top of page and the top of first label.

Left margin: The space between the left of page and left edge of first label.

Object properties:

Name: The name by which the label object is referenced.

Type: The variable (i.e., Text, Field, Barcode, Picture) for the label object.

Field: Text	Purpose: Displays the words (i.e., "Guaranteed Low Prices") entered in the Caption field on the label template.
Field	Enters the applicable field information from the Store Operations database of the label. For example, if you use the Caption drop-down list box to select Price , Store Operations will display the selected item's price on the label.
Barcode	If the item(s) has an associated barcode, the Barcode field displays the barcode on the label. Use the Items menu option in the Database menu to define the item barcode.
Picture	Displays the selected picture (i.e., store logo) on the label. Use the Browse

button in the **Caption** field to select the graphic file. **Note:** Some printers may not be able to use graphics. Refer to your printer's manual for more details.

Box

Displays a box on the label. You can use the shape to outline another object, such as the Price.

Line

Displays a slash line (\) on the label. You can use this object with other objects. For example, you can use the line to cross out an old price in favor of a sale price.

Caption: The information that will be displayed in the object field. The available Caption options depend on the variable you enter in the Type field. For example, if you used the Type field to select 'Field', you could use the Caption drop-down list box to select from item and pricing fields to matrix and serial number fields. Additionally, if you used the Type field to select 'Picture', use the Caption field to select the applicable graphic file.

Font button: Font used for the selected object.

Top: Vertical orientation of the object from the top edge.

Left: Horizontal orientation of the object from the left edge.

Height: Height of the object.

Width: Width of the object.

Units: The unit of measurement. You can select from Twips (1440 twips = 1 inch), Inches, and Centimeters.

Grid size: You can create a virtual grid that allows you to better align your label objects.

Tip: For International purposes, you can design labels that display multiple foreign currencies and exchange rates. You can also include graphics of their associated flags.

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

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