



## Custom Labels User Manual

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## Chapter 1

# Understanding Custom Labels

### Definitions

To understand how to use Custom Labels, you should understand some key concepts and words that are used in Custom Labels.

### Physical Definitions

Prior to printing labels with Custom Labels, you must define the physical dimensions of the labels being used. The physical definitions describe the layout of the labels, before any information is printed on them.

The information you must specify includes the width of the label, the length of the label, and the distance from the left margin to the first printable position on the label.

If the label is on a sheet with other labels of the same size, you must also indicate how many labels are across the sheet. (If there are three labels across the page, this is sometimes referred to as "3-up" labels.)

The physical definition should also include the space between labels when using multiple labels per page. Vertical spacing is expressed in the number of lines, and horizontal spacing is expressed in the number of character or column positions.

You can define up to 99 different physical label dimensions. However, since you will be able to generate many different labels using any one physical definition, it is not necessary to define a large number of physical definitions.

### Custom Formats

In Custom Labels, a custom format must be entered for each type of label to be printed. A custom format contains all of the specifications necessary to print labels with the desired format and information.

The information you must enter for a custom label format includes: the physical definition to use, the data file and fields within that file to be printed, and the placement of the data on the labels. Up to three lines of user-defined text can also be included in a format.

A custom format allows for specific fields to be produced on labels in the form of bar code symbols, compressed or oversized characters, and graphic symbols. (Appropriate equipment is required to produce labels with these special formats.)

## Control Codes

When a custom format is entered, you can specify control codes, a sequence of special command characters, to be sent to the printer prior to printing labels, or prior to printing specific fields on a label.

Typically, control codes are used to activate (and deactivate) special printer features, such as pitch change or underlining, or to invoke graphics or bar code symbols.

## Printer Functions

You may need to use the same control codes in more than one custom format. A "printer function" allows you to define a group of control codes which you can then specify for multiple custom formats, instead of entering the individual codes for each custom format. (See the chapter titled *Printers* in the *System Functions* manual for details.)

## Product Description

Custom Labels provides a simple, yet very powerful method to design and print labels using / data files.

- Supports multiple companies and multiple warehouses
- Allows labels to be designed and printed directly from Samco, Synchronics, and RealWorld application data files
- Permits printing labels up to 99 columns wide and 20 lines long
- Supports printing of "multi-up" labels
- Allows up to 12 different fields to be printed per label, selected from up to 20 available fields for each type of label
- Supports user-defined "free text" fields

- Provides the ability to "find" and print specific information from notes for customers, items, vendors, employees, orders, and invoices
- Permits alignment labels to be printed
- Provides for printing multiple labels per record, either grouped together or merged with other labels
- Allows item and order data to be printed from Inventory and Billing (O/E).
- Allows item labels to be printed for each piece on hand, on sale, received, transferred, or on purchase order
- Customer labels can be printed in postal code order
- Supports specific files from Inventory, Canadian Payroll, Billing (O/E), Purchase Order, Professional Invoicing and Point of Sale.
- Supports printing of item quantities in alternate units when using Inventory.
- Allows use of print format characters to control special printer features
- Labels can be printed to disk for subsequent use by word processing, data base, and spreadsheet packages

The Custom Labels package consists of six primary functions:

### **Physical Definitions**

This selection is used to set up physical definitions for labels. An example of a physical definition is "four-up labels, 2 inches across". Label sizes of up to 20 lines by 99 columns are supported. A large number of different physical labels can be defined.

### **Custom Formats**

This selection is used to set up custom label layouts. A custom format specifies which physical definition to use, the file and data fields to be printed, and the placement of the data fields on the label. Up to 12 fields per label can be specified, including user-defined "free text" fields.

Printer control codes can be entered in a custom format to activate (and deactivate) special printing features for the entire label, as well as for specific data fields on the label.

### **Labels**

This selection is used to print alignment forms and actual labels. Multiple copies of the labels can be printed separately or merged. Depending upon the file from which the labels are being printed, different selection criteria are requested.

Labels can be sent to any printer or to a disk file.

## **File Utilities**

These selections are used for exporting, restoring, and repairing the Custom Labels data files.

## **Upgrading from Earlier Versions**

We have included the necessary functions and instructions to allow you to upgrade from earlier versions of Custom Labels. Please refer to the *Upgrade Guide* for more information.

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## Chapter 2

# Getting Started

### Introduction

It is assumed that you have already installed the programs and built your data files for the Samco application packages you intend to use with Custom Labels; including Inventory, Billing (O/E), Canadian Payroll, Purchase Order, Professional Invoicing, and Point of Sale.

If you have not done so, refer to the *Installation Guide* and *System Functions* manual for further instructions.

If you have not already done so, read Chapter 1 of this manual before reading this chapter.

### Installing Custom Labels

Custom Labels is installed in the same manner as other Samco packages. Follow the instructions in the *Installation Guide* and *System Functions* manual.

### The Custom Labels Data Files

To use Custom Labels, you first describe the kinds of labels you will use, the data files from which the label information will be extracted, and the positioning of the data on the label.

There are two different data files which you must build before you can begin using the package on a regular basis. A brief explanation of these files follows.

(The data files to be used as the source of the printed data must also be built. If necessary, refer to the corresponding User Manual for directions on building data files.)

### **Physical Definition file**

This file contains a description of each kind of label on which you might print.

Each description includes the number of labels across a page, the length and width of one label, the space between labels, and the location of the first print position on a label.

### **Custom Format file**

This file contains the specific instructions for printing each type of label.

For example, the file includes for each label type your specifications for which data file and fields are to be printed, and the printer control codes for any special print features. This file also specifies the physical definition to be used for each custom format, and any code groups or bar code definitions to be used.

### **Setting up Custom Labels**

Follow the steps below to set up Custom Labels (C/L):

1. Start C/L according to the instructions in chapter 3, *Using Custom Labels*.
2. Enter the physical definitions for each of your labels, using *Physical definitions*. (See chapter 4, titled *Physical Definitions*.)
3. If needed, enter the printer features control codes which you will use most often, using *Printer features*. (See the chapter titled *Printers* in the *System Functions* manual.)
4. Enter the custom formats for each type of label to be printed, using *Custom formats*. (See chapter the titled *Custom Formats*.)

### **Regular Use**

When you are finished setting up Custom Labels as outlined above, you are ready to use this package on a regular basis.

The chapter titled *Labels*, shows you how to print labels.

Appendix "A" shows you how to initialize (create from scratch) your Custom Labels data files.

Appendix "B" explains how to export, import, and rebuild the Custom Labels data files.

Appendix "C" includes some technical notes. They are included for use by your technical software support person.

Appendix "D" contains the reference information you need to use Custom Labels with the Samco application data files.

## **Samco Support**

This manual, in combination with your *Installation Guide* and *System Functions* manual, is designed to allow you to use Custom Labels without additional help.

However, if you encounter problems you cannot resolve by referring to these manuals, you may want to get additional assistance. Your supplier may be able to provide such assistance, or he may be able to recommend an independent source.

If all else fails, contact:

**Samco Support Department**  
Unit 61 - 7789 - 134th Street  
Surrey, B.C. V3W 9E9  
Phone: (604) 597-4211  
Fax: (604) 597-7320

There will be a **fee for support services** from Samco.

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## Chapter 3

# Using Custom Labels

### About This Manual

This manual provides the information needed to learn and use Custom Labels.

### Organization

The next few chapters give instructions on how to enter the basic information (mentioned in the *Getting Started* chapter) which will tailor your package according to your needs and prepare you for daily operation.

Chapter 6 describes how to print labels with Custom Labels. You will probably use this chapter most frequently.

Lastly, the appendixes give you additional information about the software and describe the data files and fields which can be accessed with Custom Labels.

### How to Use This Manual

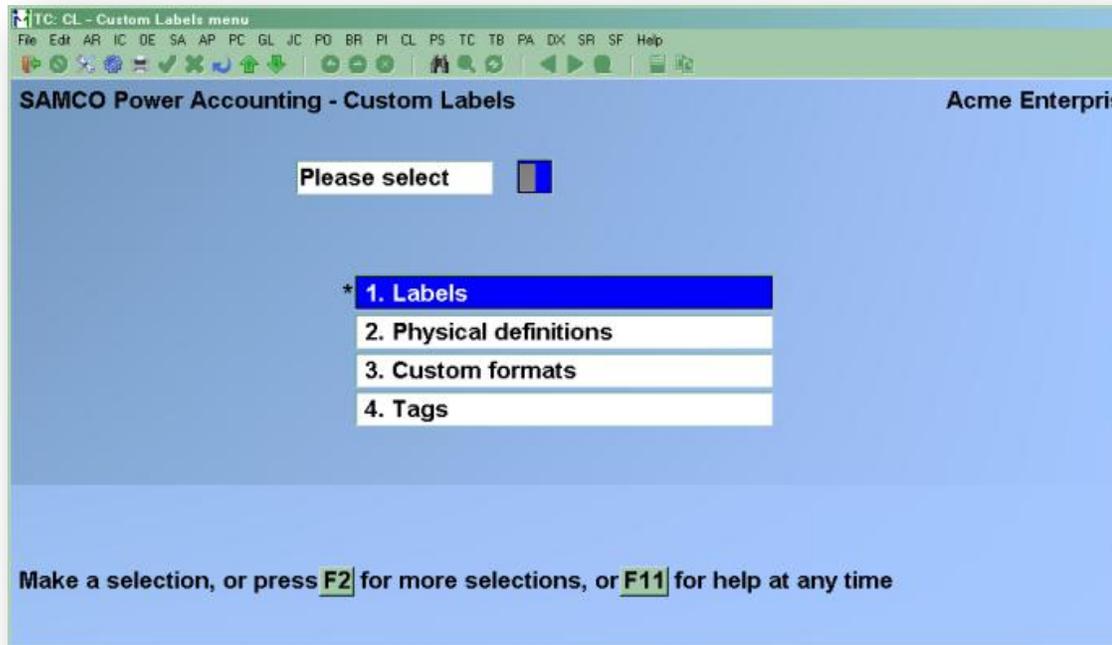
When beginning, you will want to keep this manual handy so you can refer to it as often as you need. Later, you may only need to refer to it occasionally.

Each chapter of this manual provides instructions on how to use a particular function of your software and includes sample printouts to reference.

As well, this manual can be accessed on-line using **SAM** (Samco's Automated Manuals). To access **SAM**, press [F10] ([F11] for the Windows version) at any time and follow the screen instructions. (Detailed information on navigating through SAM can be found in the chapter titled *Help SAM !!!* in the *System Functions* manual.)

## To Start Custom Labels

Accessing Custom Labels is identical to entering any other Samco application. Simply select *Custom labels* from your company ID's main menu and the following screen appears:



(The screen displayed will differ if you are using a menu style other than *Menu select* or *Original*.)

## To Exit the C/L Package

To exit the C/L package, press [Tab] from the C/L menu. Depending on your setup, either the master menu appears, listing the packages you have installed, or your operating system prompt appears.



## Chapter 4

# Physical Definitions

### Introduction

Use this selection to enter definitions of the physical labels you will use.

A two-digit identification number is assigned to each definition. Up to 99 different definitions can be entered.

A physical definition includes the dimensions and physical layout measurements of the blank labels before any information is printed.

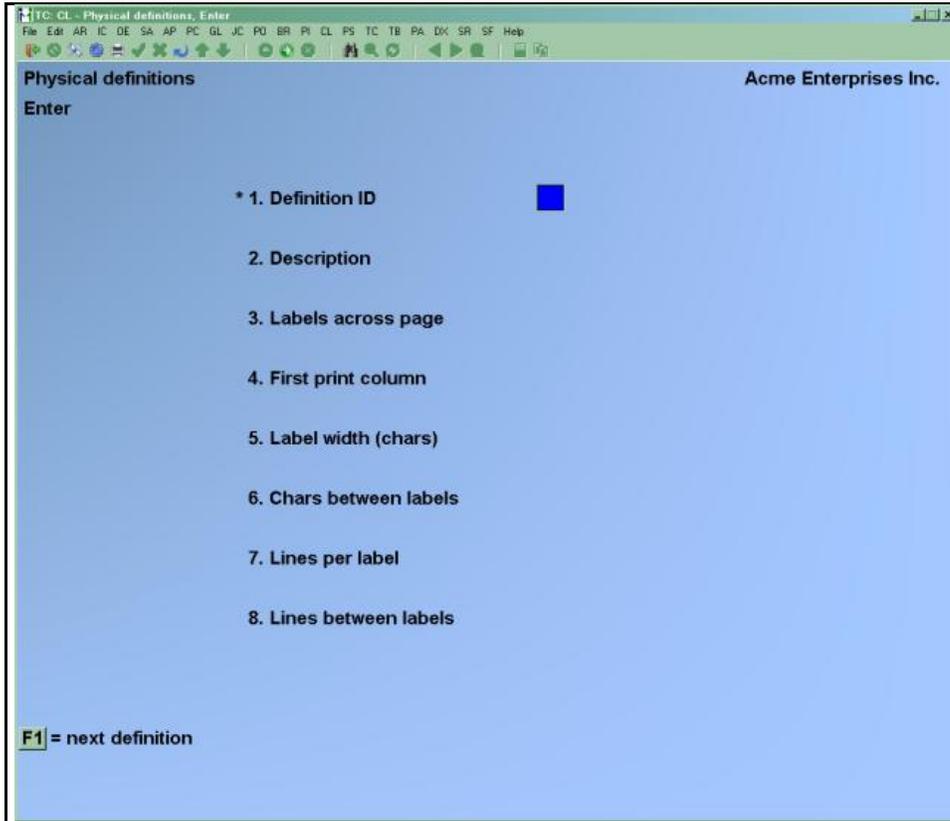
The physical definition ID is used in the *Custom formats* selection to indicate the style of labels to be used for a format.

### To Begin

From the Custom Labels menu, select *Physical definitions*. Then from the *Physical definitions* menu, select *Enter*.

### Entering Physical Definitions

This is the screen you see:



From this screen you can work with both new and existing physical definitions. If a physical definition has already been entered for the definition ID you enter, it appears and is available for changes or deletion.

Do not delete a physical definition if there are still custom formats on file for that definition.

Enter the information as follows:

[?] \* 1. Definition ID

Enter the definition ID, or use the option:

**Option:** [F1] to find the next definition. If one exists, you may change the information in the usual way.

**Format:** 99

**2. Description**

Enter a description of the definition.

**Format:** 30 characters

**3. Labels across page**

Enter the number of labels that appear across the page.

**Format:** 99

#### **4. First print column**

Enter the location of the first printable column number. This will be considered "column 1" of the label for custom formats.

**Format:** 99

#### **5. Label width (chars)**

Enter the number of printable columns in the label.

The number you enter here represents the entire width of one label, including any "white space" you want remaining along the left and right margins.

Note that the setting on your printer for characters per inch (or "pitch") should be considered when entering this field.

For "multi-up" labels, a maximum print line of 1024 characters (including control characters) is allowed.

**Format:** 99

#### **6. Chars between labels**

If you indicated more than one label across the page for field number 3, enter the number of printable columns between the right edge of the first label and the left edge of the second label.

**Format:** 99

#### **7. Lines per label**

Enter the number of lines in the label.

The number you enter here represents the entire height of one label, including any area on the label that you wish to leave blank.

Note that the setting on your printer for the number of lines per inch must be considered when entering this field.

**Format:** 99

#### **8. Lines between labels**

Enter the number of lines separating the lower edge of the first label from the top edge of the second label.

**Format:** 99

Make changes as usual.

### Printing a List of Physical Definitions

From the *Physical definitions* menu, select *Print*.

On the screen that appears, you are asked to enter:

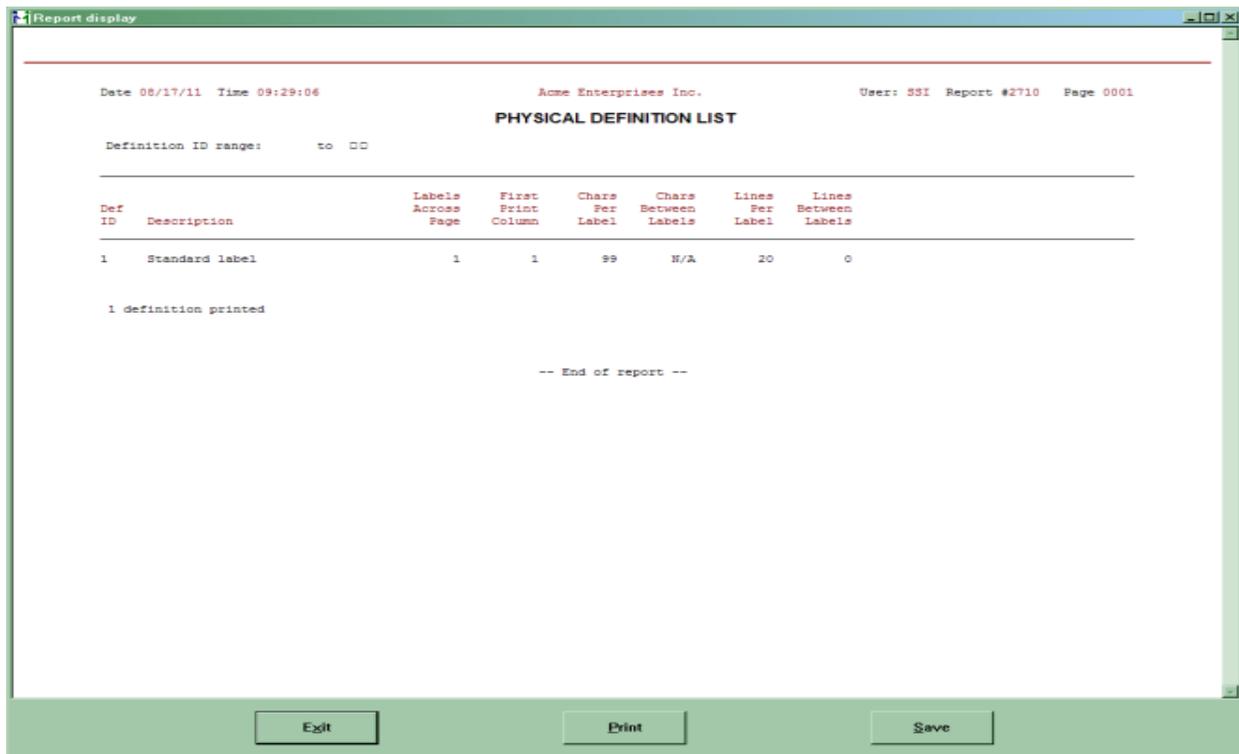
[?] 1. Starting definition ID

[?] 2. Ending definition ID

Enter the range of definition ID's to include on the list. Follow the screen instructions.

**Format:** 99

A sample of the Physical Definitions List is included at the end of this chapter.





## Chapter 5

### Custom Formats

#### Introduction

Use this selection to enter custom formats.

A custom format consists of the details that you enter to tell the label printing program what you want a particular label to look like.

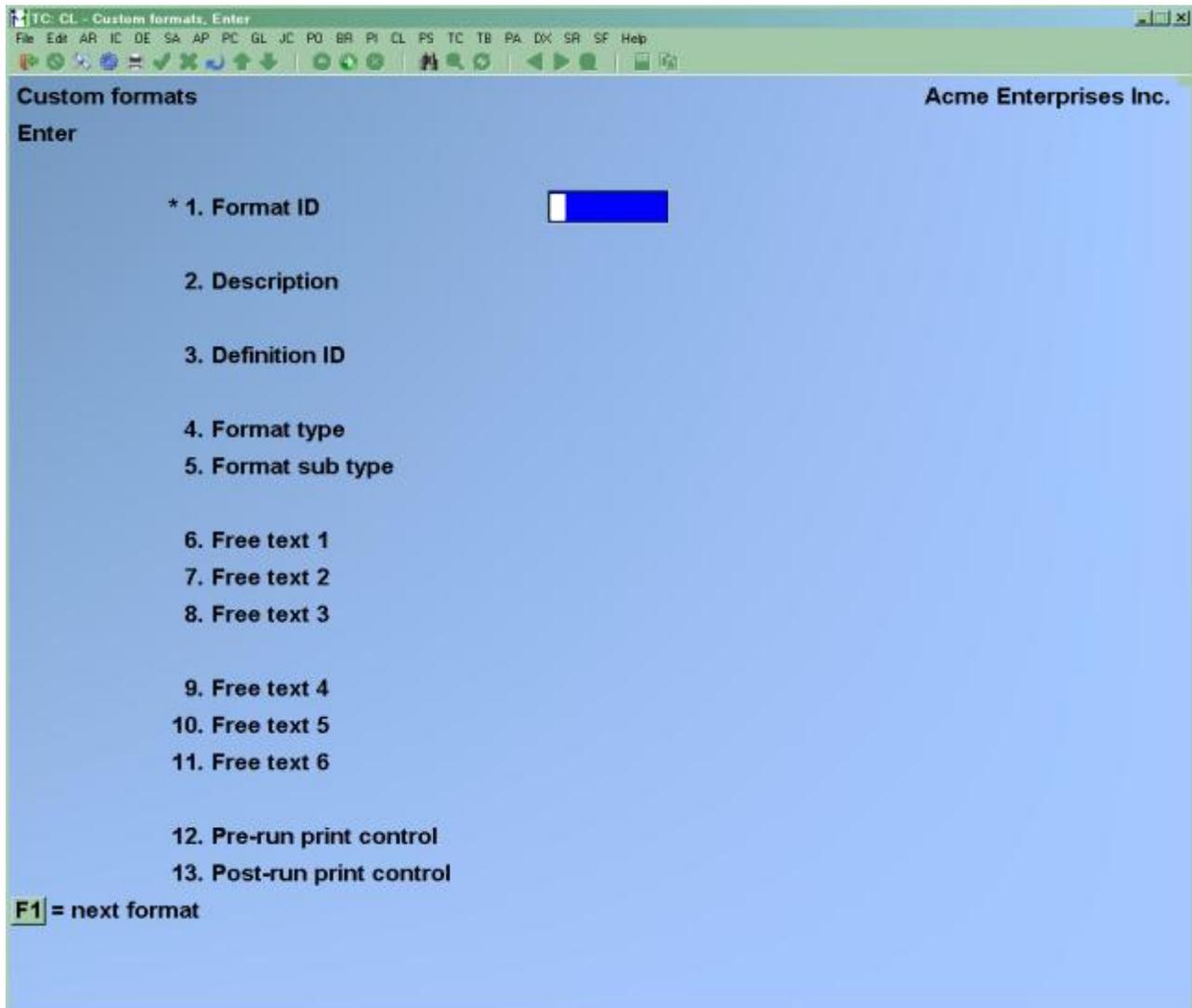
A custom format determines which data file and fields within that file are to be printed, where each field will print on the label, the physical definition to be used, and other label characteristics.

#### To Begin

From the C/L menu, select *Custom formats*. Then from the *Custom formats* menu, select *Enter*.

#### Entering Custom Formats

This is the screen you see:



From this screen you can work with both new and existing custom formats. If a custom format has already been entered for the format ID you enter, it appears and is available for changes or deletion.

Enter the information as follows:

### [?]\* 1. Format ID

Enter the format ID. Each format must have a unique ID.

Format: 8 characters

### 2. Description

Enter a description of the format.

Format: 30 characters

### [?] 3. Definition ID

Enter the ID of the physical definition to be used for this format, or use the option:

Option: [F1] to scan through the physical definitions on file

Format: 99

### 4. Format type

Enter the code which corresponds to the format type to be used, as follows:

- I Item
- C Customer
- O Order
- T Ticket
- V Vendor
- E Employee
- F Free-form

### 5. Format sub type

Enter the code which corresponds to the specific type of data to be printed.

The possible values for format sub types depend on your entry for "Format type". The sub type values are:

<u>Format Type</u>	<u>Sub Type Values</u>
I (Item)	I = inventory items R = items received T = items transferred S = sale items P = items on purchase orders
C (Customer)	C = A/R customers S = customer ship-to M = mailing list customers
O (Order)	O = O/E orders P = P/S orders I= P/I invoices

Sub types are not available for format types T, V, E, or F.

6. Free text 1

7. Free text 2

8. Free text 3

Enter any additional text or information you wish to include on the label.

**Format:** 30 characters

- 9. Free text 4
- 10. Free text 5
- 11. Free text 6

If you specified a format type of "F" in field number 4, enter additional text or information to be printed on the label.

If you did not specify a format type of "F", entry in these three fields is not allowed.

**Format:** 30 characters

## [?] 12. Pre-run print control

Enter the hexadecimal control codes, if any, to be sent to the printer prior to printing the first label, or use one of the options:

- Options:**
- [F2] To enter a printer feature ID as defined in the *Printers* function (see *Printers* in the *System Functions* manual).
  - [F5] To enter the codes in ASCII format
  - [Enter] To default to "None" if the labels do not require use of the printer's special features

If you press [F2] to enter a printer feature, enter the ID assigned to the group of control codes that you wish to use, or use one of the options:

- Options:**
- [F1] To scan through the printer features on file
  - [F2] To enter individual control codes, rather than a printer feature ID

**Format:** 24 characters (hexadecimal) 12 characters (ASCII)

The control codes that cause the printer to activate certain characteristics may be found in the manufacturer's literature that comes with the printer. Typically, such codes can be used to select fonts, horizontal and vertical spacing, graphic sets, landscape mode, and other features.

If your reference literature supplies the code in other than hexadecimal or ASCII form (e.g., decimal), you must convert the values into either hexadecimal or ASCII form. Refer to the Conversion Chart in Appendix "C" of this manual.

The codes you enter here affect all labels printed with this custom format. The "Pre-run" codes remain in effect until different print control codes are sent, or until the printer is turned off.

**NOTE:** When labels are printed, you may send them to any printer which is defined in *Printers (System Functions)*. However, any special codes associated with a printer are ignored by C/L. You should specify any required codes for C/L label printing in the "Pre-run print control" field.

### [?] 13. Post-run print control

Enter the hexadecimal control codes, if any, to be sent to the printer after printing the last label. These codes are used to return the printer to "normal" mode after the last label is printed.

Enter the codes, or use one of the options:

- |                 |         |  |
|-----------------|---------|--|
| <b>Options:</b> | [F2]    | To enter the printer feature ID of a predefined group of control codes |
|                 | [F5]    | To enter the codes in ASCII format                                     |
|                 | [Enter] | To default to "None" if you entered "None" for "Pre-run print control" |

If you press [F2] to enter a printer feature, enter the ID assigned to the group of control codes that you wish to use, or use one of the options:

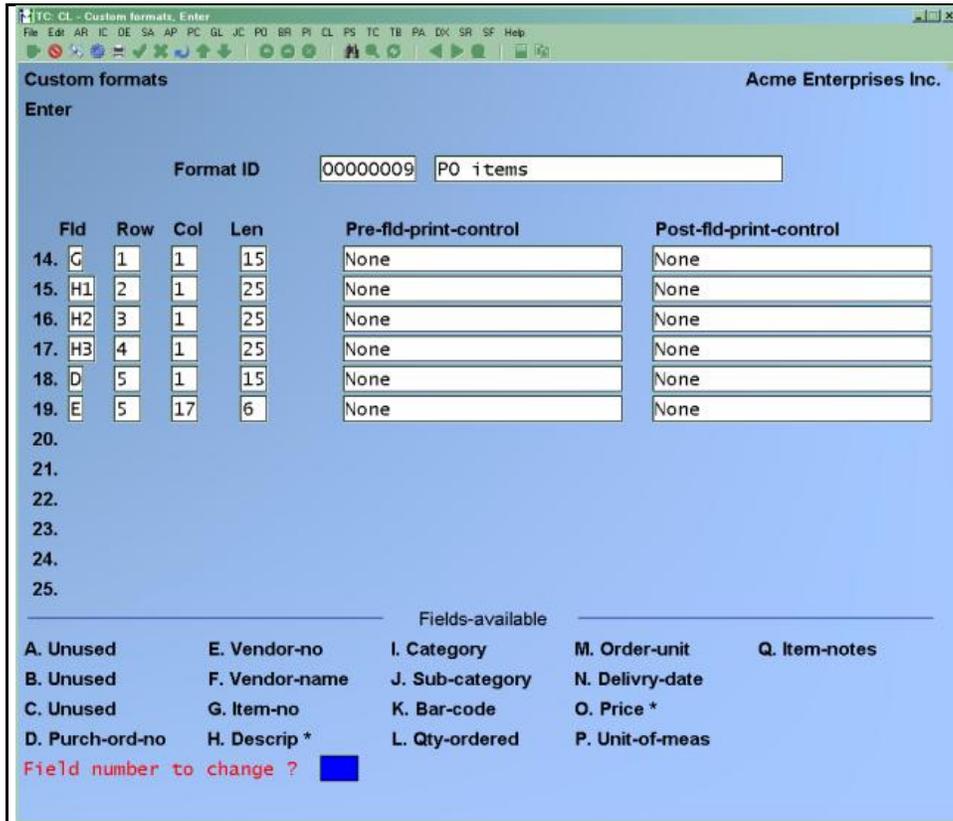
- |                 |      |   |
|-----------------|------|---|
| <b>Options:</b> | [F1] | To scan through the printer features on file                        |
|                 | [F2] | To enter individual control codes, rather than a printer feature ID |

**Format:** 24 characters (hexadecimal) 12 characters (ASCII)

Make changes as usual.

You then see the second screen:

The entry fields on this screen are arranged as a table of 12 items, one for each selected print field.



For each print field, enter values on this screen as follows:

### Fld

Enter the letter which corresponds to the desired field.

All available field names for the Format Type and Sub Type you specified are displayed at the bottom of this screen. Any free-text fields you may have defined on the previous screen are also displayed. A letter is assigned to each field.

If you select to print a "Notes" field (for example, "Cust-notes"), a window appears for you to specify information to identify the notes you wish to print. Refer to the section titled **Printing Notes Fields** near the end of this chapter for details on specifying this information.

Enter the number of the row or line of the label on which this field should print.

The valid range of row numbers is displayed at the bottom of the screen and is based on the physical definition associated with this custom format.

### Col

Enter the column number of the label where the first character of this field should print.

The valid range of column numbers is displayed at the bottom of the screen. The range is based on the physical definition assigned to this custom format, as well as the length of any other fields you have already entered for the same row.

**Format:** 99

**Len**

Enter the length or number of characters to be allowed for this field, or use the option:

**Option:** [F1] To use the default field length displayed at the bottom of the screen

If you enter a length that exceeds the width of the label (as defined in the physical definition), you are asked "OK to truncate?".

Answer **N** to enter a different field length, or answer **Y** if you wish the program to exclude the characters that do not fit on the label.

**Format:** 99

[?] **Pre-fld-print-control**

Enter the hexadecimal control codes, if any, you wish to be sent to the printer before this data field is printed. Enter the codes, or use one of the options:

<b>Options:</b>	[F2]	To enter the printer feature ID of a predefined group of control codes
	[F5]	To enter the codes in ASCII format
	[Enter]	To default to "None" if the field does not require use of the printer's special features

If you press [F2] to enter a printer feature ID, enter the ID assigned to the group of control codes that you wish to use for the field, or use one of the options:

<b>Options:</b>	[F1]	to get the next printer feature ID
	[F2]	To enter individual control codes, rather than a code group ID

**Format:** 24 characters (hexadecimal) 12 characters (ASCII)

The control codes that cause the printer to activate certain features may be found in the manufacturer's literature that comes with the printer.

Typically, such codes can be used to activate special features such as pitch change, bolding, underlining, or to invoke graphics or bar code symbols.

If your reference literature supplies the codes in other than hexadecimal or ASCII form (e.g., decimal), you must convert the values into hexadecimal or ASCII form. Refer to the Conversion Chart in Appendix "C" of this manual.

The codes you enter here affect this field on each label printed. The codes remain in effect until different print control codes are sent, or until the printer is turned off.

If you enter pre-fld-print-control codes (or post-fld-print-control codes below) for a field to be printed as a bar code, the control codes are treated as "pre-line" and "post-line" codes.

### Post-fld-print-control

Enter the control codes, if any, to be sent to the printer after this data field is printed.

These codes are used to cancel the special print feature activated by "Pre-fld-print-control" codes entered in the previous field, or to restore the printer to its normal state after printing bar codes.

Enter the codes, or use one of the options:

- |                 |         |  |
|-----------------|---------|--|
| <b>Options:</b> | [F2]    | to enter the printer feature ID of a predefined group of control codes |
|                 | [F5]    | To enter the codes in ASCII format                                     |
|                 | [Enter] | To default to "None" if you entered "None" for "Pre-fld-print-control" |

If you press [F2] to enter a printer feature ID, enter the ID assigned to the group of control codes that you wish to use, or use one of the options:

- |                 |      |   |
|-----------------|------|---|
| <b>Options:</b> | [F1] | to get the next code group ID                                       |
|                 | [F2] | To enter individual control codes, rather than a printer feature ID |

**Format:** 24 characters (hexadecimal) 12 characters (ASCII)

Make changes as usual.

### Using Pre- or Post-fld-print-control Codes on "Multi-up" Labels

If you print multiple labels across a page, and you cause a pitch change in the printer, your labels may be misaligned.

For example, if you indicated in your physical definition that there are to be 6 characters between each label, and you specified in the custom format that the two free-text fields (and the spaces in between) are to be printed at 10 characters-per-inch (cpi), and your normal print mode is 12 cpi, your printed labels will look similar to this:

XYZ Company	4-15-11	1
Elliot Enterprises		
123 Broadway		
Suite 500		
Glendale	NB	E1E 7R7

XYZ Company	4-15-11	10
Harris, Goldberg & Jones		
456 W. 7 <sup>th</sup> St.		
Suite 100		
Vancouver	BC	V9E 2W1

It is possible to make adjustments for this alignment problem, although such an adjustment is not simple.

For example, if the label width is 34 positions with 6 characters between labels, there are 40 print positions. At 10 cpi, this is a width of 4 inches. If you wish to emphasize the customer number, you could print those characters at 6 cpi. This would use up 1 inch of space on the label. To avoid misalignment on the second label, the remaining 34 characters must use up exactly 3 inches. This could be accomplished by printing 24 characters at 12 cpi (2 inches) and 10 characters at 10 cpi (1 inch).

## Printing Notes Fields

Custom Labels allows you to print data from the Notes files associated with Items, Customers, Orders, etc.

If you specify a notes field (at "Fld") for a custom format, three additional fields are requested to identify the notes to be printed:

### Notes date

Enter the date of the notes to be considered for printing, or use the option:

**Option:** [Enter] For "None" if a specific date is not required for selecting which notes should be printed

If a date is entered, only note records stamped with that date are examined.

**Format:** MMDDYY

### Notes token

Enter the characters that a note must contain to be considered for printing, or use the option:

**Option:**     **[Enter]**     For "None" if a specific character string ("token") is not required for selecting which notes should be printed

If a token is entered, only a note containing the token characters (in a contiguous string) will be eligible for printing. Upper and lower case letters are interchangeable when searching for token characters in notes.

For example, if you enter a notes token of "WARNING!", only notes which contain the word "WARNING!" are examined.

If you have also entered a notes date, the note must match the entered date and contain the token.

**Format:** 15 characters

### **Print token ?**

If you entered a "Notes token", answer **Y** if you wish to include the token characters in the printed note. If you answer **N**, the note prints beginning with the first non-blank character following the token characters.

If you specified "None" for the notes token, "(Not applicable)" displays for this field and an entry is not allowed.

The first notes record which matches the notes date and token entered is used for printing. The note is left-justified and can be as long as one line in the Notes file (77 characters).

### **Printing a List of Custom Formats**

From the *Custom formats* menu, select *Print*.

On the screen that appears, you are asked to enter:

[?] 1. Starting format ID

[?] 2. Ending format ID

Enter the range of format ID's to include on the list. Follow the screen instructions.

**Format:** 8 characters

---



## Chapter 6

### Labels

#### Introduction

Use this selection to print alignment forms and actual labels.

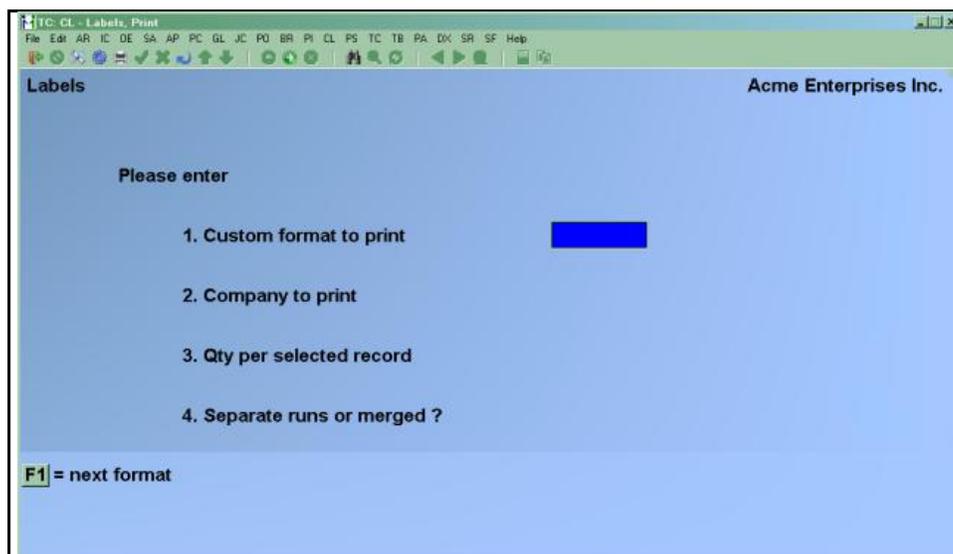
After indicating the custom format to be used, you may specify a range of records to be selected for printing. The selection criteria for the ranges depends on the file from which the labels are being printed.

#### To Begin

From the C/L menu, select *Labels*.

A screen appears as follows:

Enter information on this screen as follows:



### [?]1. Custom format to print

Enter the ID of the custom format you wish to print, or use the option:

**Option:** [F1] to scan through the custom formats on file

**Format:** 8 characters

### [?] 2. Company to print

Enter the ID of the company for which you wish to print labels, or use the option:

**Option:** [F1] to use the current company ID

**Format:** 2 characters

### 3. Qty per selected record

Enter the number of labels you wish to print for each record located in the range you specify on the next screen, or use the option:

**Option:** [Enter] to default to 1

For a custom format with a format type of "Item" and sub type of "Inventory" or "Sale", you can also use one of the options:

**Options:** [F1] to use the quantity on hand in the Item file for each item

[F2] If using multi-warehousing, to use the quantity on hand in the Status file for the warehouse specified

For a custom format with a format type of "Order" and a sub type of O/E, you can also use one of the options:

**Options:** [F1] to use the number of shipping labels in the Order Header file for each order

[F2] To use the number of COD labels in the Order Header file for each order

For a custom format with a format type of "Item" and sub type of "Received", "Transferred", or "on P/O's", an additional field appears:

#### **Print one for each piece received/transferred/ordered ?**

Answer Y to print a label for each piece of every item received, transferred, or ordered.  
Answer N to simply print a label for each inventory transaction or purchase order line.

Note that if you select to print a label for each piece, that number is multiplied by your entry for "Qty per selected record" to determine the number of labels printed.

#### 4. Separate runs or merged ?

Enter the code that corresponds to the order in which multiple copies of a label will print. Enter **S**, for Separate, to print the second copy of all labels after the first copy of all labels are printed. Enter **M**, for Merged, to print the second copy of a single label immediately after the first copy of the same label, and before the first copy of the next label.

If you entered 1 for "Qty per selected record", or if you are using a "Free-form" custom format, an entry in this field is not allowed.

Depending on the format type and sub type of the custom format being used, additional fields may be displayed on this screen. The additional fields are summarized in the section titled Notes on Other Format Types and Sub Types at the end of this chapter.

For an A/R customer format, enter the information as follows:

[?] **5. Starting customer number**

[?] **6. Ending customer number**

Enter the range of customer numbers for which labels are to print. Follow the screen instructions.

**Format:** 12 characters

[?] **7. Starting customer type**

[?] **8. Ending customer type**

Enter the range of customer types for which labels are to print. Follow the screen instructions.

**Format:** 5 characters

**9. Starting postal code**

**10. Ending postal code**

Enter the range of zip codes for which labels are to print. Follow the screen instructions.

**Format:** 10 characters

#### **11. Print in order by**

Enter **C** to print the labels in customer number order, or enter to print the labels in postal code order.

Make changes as usual.

You are then asked if you wish to print an alignment label.

Answer **Y** to print a row of sample labels filled out with X's to verify the alignment of the labels in the printer, or press **[Enter]** to default to **N** and bypass printing the sample labels.

When the sample labels have been printed (if you request one), the alignment question is asked again. Adjust the labels in the printer as necessary and answer **Y** to print alignment labels again, or answer **N** if you are satisfied with the alignment. You can print the alignment labels as many times as necessary to get them in proper position.

When you answer **N** to the alignment question, labels are then printed for all records in the range requested.

### Notes on Other Format Types and Sub Types

Shown below are the fields which appear for each format type and sub type that allow you to specify the range of records.

<u>Format Type</u>	<u>Format Sub Type</u>	<u>Additional Fields</u>
Item	Inventory	Starting/Ending item number Starting/Ending category Unit*
	Received	Starting/Ending item number Starting/Ending category Unit*

<u>Format Type</u>	<u>Format Sub Type</u>	<u>Additional Fields</u>
Item	Transferred	Starting/Ending item number Starting/Ending category Unit*
	Sale	Starting/Ending item number Starting/Ending category Starting/Ending date Unit*
	on P/O's	Starting/Ending P/O number Starting/Ending item number Unit*

\* See notes below on Prices and Units on Item Labels

Customer	A/R	Starting/Ending customer number Starting/Ending customer type Starting/Ending zip code Print in order by customer or postal code
	Ship-to	Starting/Ending customer number
	Mailing list	Register number Starting/Ending postal code Print in order by unsorted or postal code
Order	O/E	Starting/Ending order number Starting/Ending ship date
	P/S	Starting/Ending order number Starting/Ending ship date
	P/I	Starting/Ending reference number Starting/Ending invoice date
<b><u>Format Type</u></b>	<b><u>Format Sub Type</u></b>	<b><u>Additional Fields</u></b>
Ticket	(N/A)	Starting/Ending ticket number Register number
Vendor	(N/A)	Starting/Ending vendor number Starting/Ending vendor type
Employee	(N/A)	Starting/Ending employee number Employee group Department
Free	(N/A)	Previously entered and selected free-text fields can be modified for a single print run.

### Prices and Units on Item Labels

Inventory supports multiple inventory units. When using Inventory with Custom Labels, the item quantity can be expressed in alternate units when printing the "Qty-on-hand" ("-received", "-transferred", or "-ordered") and "Price" fields, and to determine the number of labels to be printed.

When an "Item" type custom format is specified in the *Labels* selection, the following field appears:

#### Unit

Enter the type of unit to be used for printing the "Qty-..." (on-hand, received, ordered, etc.) field, and for calculating the "Qty per selected record". The choices are:

S	stocking unit
1	alternate unit 1
2	alternate unit 2
P	preferred unit

If an alternate unit is specified, the "Qty-..." print field is converted to the alternate unit and rounded to 3 decimal places for printing. If the quantity to print is based on quantity on hand or for each piece received, transferred, or ordered, the quantity is converted to the alternate unit and truncated to a whole number.

If you enter a unit which is not valid for an item (for example, you specify 2 for alternate unit 2, but alternate unit 2 is not defined for an item), no label is printed.

When printing "Price-1 through "Price-9" on item labels, the prices which correspond to the unit entered here are printed. Warehouse-specific prices are ignored.

If pricing units are used ("Price unit" is different from "Stock unit" in the Item file), the "Price unit" is printed for the "unit-of-meas" field, regardless of your entry here.

For "Items Received" labels, if stocking unit is specified for "Unit", the prices from receiving transactions are printed. If an alternate unit is specified for "Unit", the prices associated with the alternate unit in the Item file are printed. (Note that a price change entered for the stocking unit in a receiving transaction does not cause a change in alternate unit prices.)

For "Items on Sale" labels, sale prices which correspond to the unit specified here are printed. A label is printed only if the specified unit is defined for an item and a sale price for that unit is on file.

If necessary, refer to the *Inventory User Manual* for an explanation of the alternate units, preferred unit, and pricing unit entries for an item.



## Appendix “A”

### Initializing Data Files

#### Introduction

"Initialize" means to create a new data file. When you initialize a data file which already exists, any information in it is completely erased, and the file is newly created.

This function allows you to initialize one or more data files. You probably won't need to initialize data files very often, if ever. But this function is included just in case.

If you suspect you have a "corrupted" (fouled up) data file, don't initialize it without first checking with your supplier and attempting other recovery actions (see the appendix titled *File Utilities* at the end of this manual for information on rebuilding corrupted data files).

#### CAUTION

**DON'T USE THIS FUNCTION UNLESS YOU REALLY WANT TO INITIALIZE A DATA FILE. ANY DATA FILE INITIALIZED WILL HAVE ITS INFORMATION COMPLETELY ERASED.**

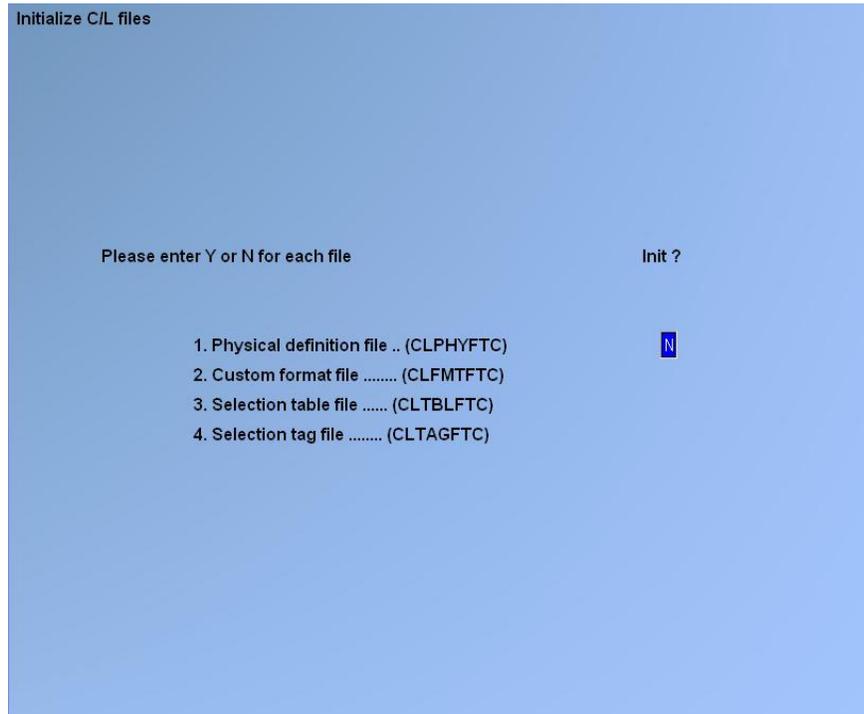
#### To Begin

Log into your Samco top-level directory and type CLINIT.

**NOTE:** If you are running under Linux/Unix/HPUX/AIX or a similar operating system and are logged on as root / super user, replace the above command with `./CLINIT`

Enter the company ID you wish to initialize Custom Labels data files for.

You will then see a screen similar to this:



Answer Y for each file you want to initialize, N to not initialize a file.

A brief description of each data file is shown below:

### 1. Physical definition file

This file contains the physical layouts for each kind of label which can be used, including the label measurements, the number of labels across a page, and the distance between labels.

### 2. Custom format file

This file contains the information describing which data file and the fields within that file that are to be printed, the position of each field on the label, and the physical definition to be used.



## Appendix “B“

### File Utilities

#### Introduction

This function will allow you to:

- "Recover" the data files that have become corrupted (fouled up).
- Recover disk space by rebuilding data files with purged or deleted records that are still taking up space.
- Export your data into a format that can be used by many popular spreadsheet, word processing and data base programs.

#### Corrupted data files

Data file corruption does not occur very often, but you do need to be aware of it just in case one of your data files does become corrupted. This can occur for only a handful of reasons. The most common being:

1. The power to your computer gets turned off when you are using your Samco applications.
2. Your hard disk has developed a defect.

Corrupted data files can't be used reliably afterward, and any attempt to use them causes unusual error messages and you are removed from running the Samco applications.

If this occurs, or if you begin to get unusual results while using your software and suspect that there may be a corrupted data file, you should get technical support.

Your supplier or an independent professional may be able to provide this support. If not, contact Samco Software Inc.'s support department directly (there will be a fee).

### **Handling**

Data file corruption does not mean that all of the data in the file is no longer usable. Usually, just a few of the records in the file have become corrupted.

In *File utilities*, the function *Rebuild a file* will take out the good records in the data file, place these in a temporary file, and then replace the old file with the good records. In addition to this, any deleted or purged records which are taking up disk space will also be permanently removed and the file compressed to its physical size.

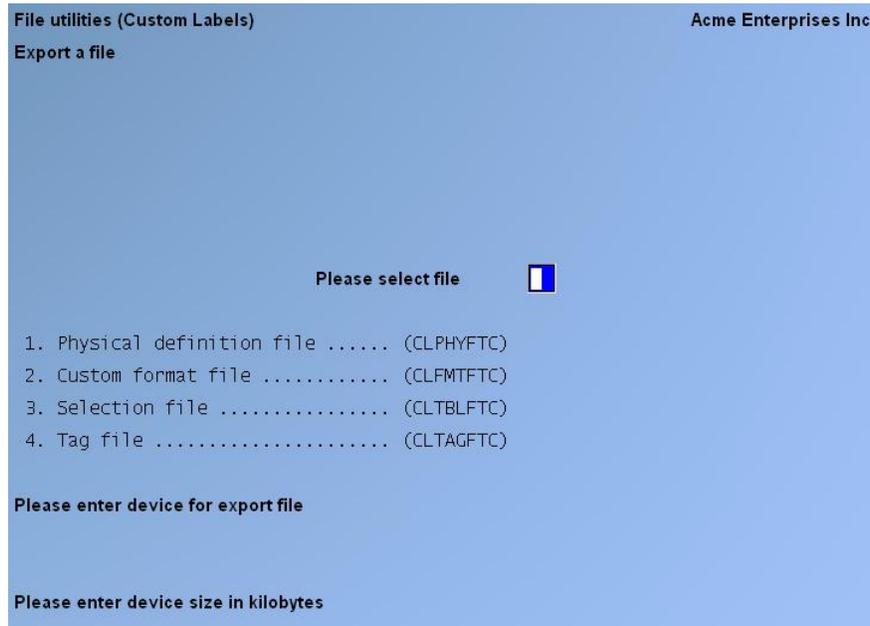
### **To Begin**

Select *File utilities* from the second page of the C/L main menu.

### **Export a file**

This function is used to export data files from the internal format to a "flat" ASCII file. The data file(s) is read in and an output file is created in the Samco root directory with the name "xxxxxnn.EXP". Where 'xxxxxx' is the file name, and where 'nn' is the company number the file came from. (If you are running under Linux/Unix you will also have the option of appending a drive designation to the front of the file.)

To begin, select *Export a file* from the *File utilities* sub-menu. A screen similar to the one below will appear:



Enter the following data:

### **Please select file**

Enter the number, from the list provided, of the file to be converted to ASCII format, or use one of the options:

- Options:**
- F1** To export "All" files.
  - F2** To view additional files available for converting.

### **Please enter device for converted file**

Enter the drive letter of the device that the ASCII version of the data file will be written to, or use the option:

- Option:**
- F1** If you either (a) do not want to append a drive letter prefix to the file name (Linux/Unix only), or (b) want the file created on your hard drive.

### **For LINUX/UNIX users**

The drive letter entered here will be attached to the front of the file name. The letter **A** is recommended for consistency. The ASCII backup file name in the Samco root directory will read **A:xxxxxxnn.EXP**.

Alternatively, if you do not want to add a drive letter, press F1 for "none".

### **Please enter the device size in kilobytes**

Enter the size of the disk the ASCII files are to be written to.

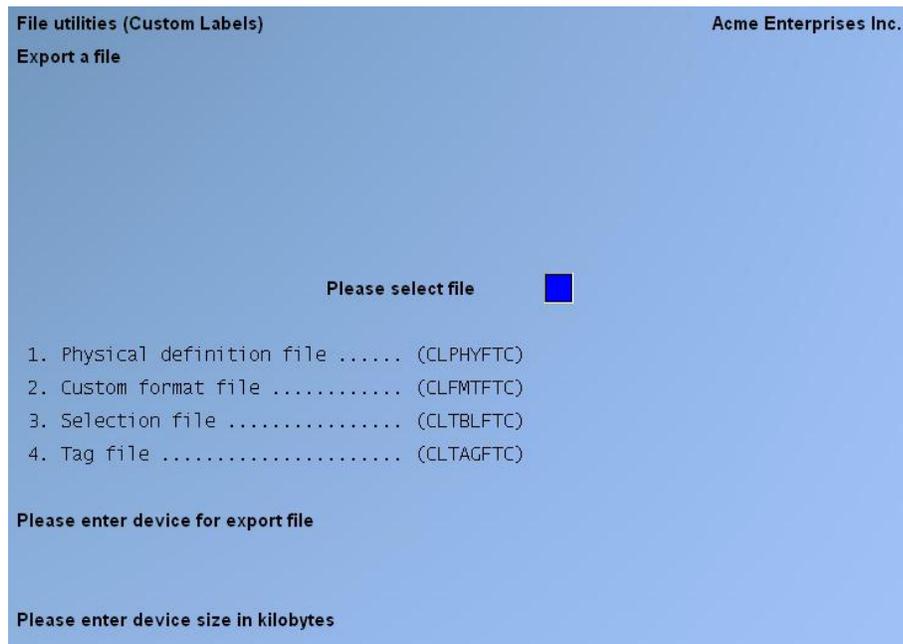
## F1 Unlimited, Hard disk drive

If you enter a specific device size, once the diskette is filled you will then be asked for another diskette. This process will be repeated until all the data is written to the diskette.

The screen will then prompt you "Any change?". Enter Y and all the entries that you have made will be cleared and you will be returned to the "Please select file" prompt. Press ENTER to accept the default of N.

**NOTE:** If you choose to convert "All" files, the screen will move immediately into displaying the file and record being backed up. It skips past the "(C) CREATE NEW CONVERTED FILE OR (A) ADD RECORDS TO EXISTING CONVERTED FILE", "STARTING FILE KEY", and "ENDING FILE KEY" prompts

The following screen will be displayed only if did not select "All" files at the "Please select file" prompt:



Enter the following data:

1. Starting file key
2. Ending file key

Enter the starting and ending file keys for the data file selected for conversion, or press F1 for "First" and "Last". Up to 37 alphanumeric characters may be entered. Unless you know the exact key for the records in the data file it is recommended that you press [F1].

When you have completed all entries the following prompt will appear:

### **(C) create new export file or (A) add records to existing export file**

Enter C to create a new export file and over-write any pre-existing ASCII export for this data file, or enter A to add the records selected for conversion to any pre-existing ASCII export file on the device specified.

After selecting which type of file to create the screen then clears and the ASCII file name is displayed along with a counter of the number of records exported.

If you had selected "All" at the "Please select file", it is assumed that you wish to create a new converted file. After the "Any change?" prompt, the screen clears and the ASCII file name is displayed along with a counter of the number of records exported for all files.

The *Export a file* menu reappears after the file, or files, selected have been exported so that you may choose another file.

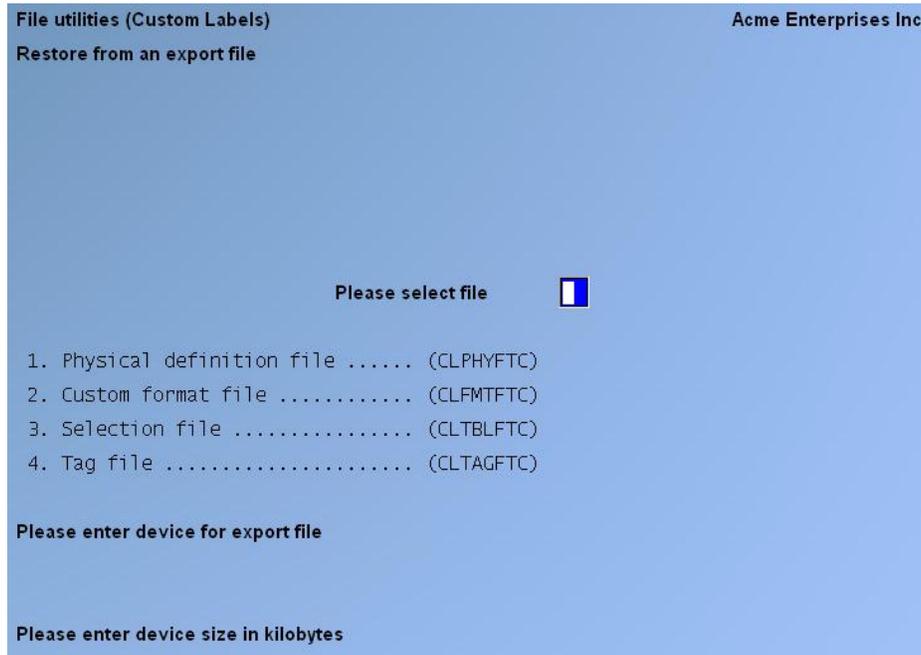
After you have completed running the convert routine, press TAB at the "Please select file" prompt. A window will appear for you to select how to print the export log.

### **Restore an exported file**

This function is used to restore one or more of the listed data files from the "flat" ASCII file format to the internal format. The exported file is read in and an output file is created in the company sub-directory with the name "xxxxxx.DAT". Where "xxxxxx" is the file name.

From the *File utilities* menu select *Restore an exported file*.

You see:



Enter the following information:

### Please select file

Enter the file number, from the list provided, of the file to be restored from an ASCII export format, or use the option:

**Option: F1** To restore "All" exported files.

### Please enter device for exported file

Enter the drive letter of the device that the ASCII version of the data file will be read from, or use the option:

**Option: F1** If you either (a) did not append a drive letter prefix to the file name (Unix only), or (b) the file(s) reside on your computer's default hard drive.

### For UNIX/LINUX users

This is the drive letter attached to the front of the file name. For example, if the file to restore is A:xxxxxnn.EXP, you would enter A here. If no designation is at the beginning of the file press [F1] for "none".

### Please enter the device size in kilobytes

Enter the size of the disk the ASCII export files are on.

The following table shows some of the more common device sizes in kilobytes:

### (C) Create New Data File Or (A) Add Records To existing Data File

If you answer C (Create new file), all of the existing data records in the original file will be destroyed, and the data records contained in the converted file will be transferred to the original file.

If you answer A (Add records to file), all of the existing records in the original file will remain, and the data records contained in the converted file will be added to the original file.

The following message will display:

**"This function will now initialize the data file used in production. Its contents will be fully replaced with data from the converted file. Please make sure you want to do this. Are you sure?"**

Answer Y or N, as appropriate.

The file(s) will now be restored. A message will be displayed on the screen, showing the count of the records as they are restored.

When the restoration of the file or files is complete the 'Restore a converted file' menu will be displayed.

You may select another file to restore. You may continue to restore files or press TAB to print the restore log and then return to the *File Utilities* sub-menu.

A window will appear for you to select where to print the restore log. A restore log shows the file(s) restored, the number of records per file, the date and time.

### Rebuilding Data Files

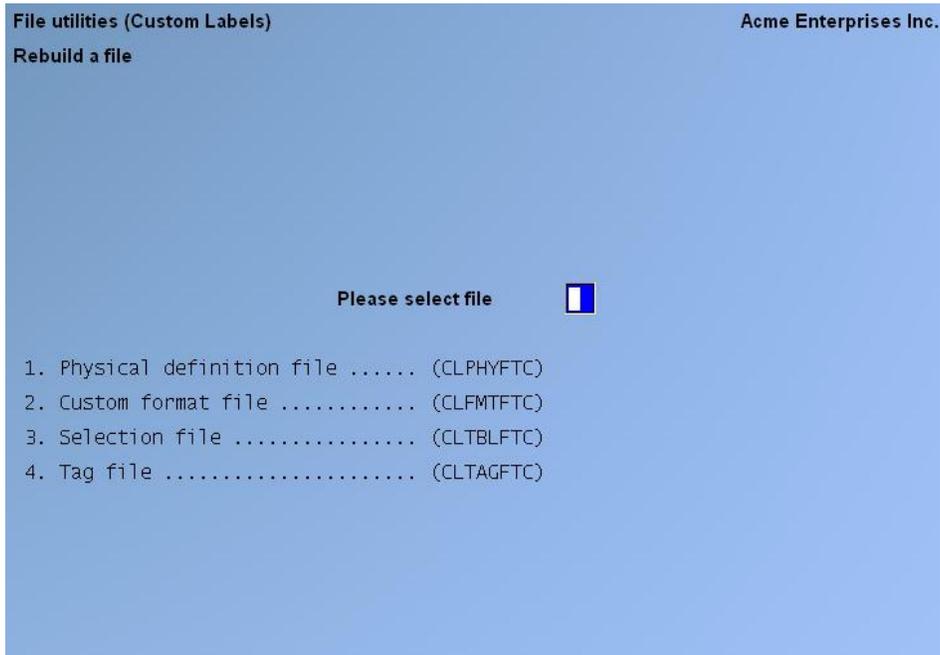
Rebuilding data files can be used for one of two reasons:

1. A data file has become corrupted and needs to be recovered.
2. To recover disk space and clean out deleted or purged records.

The *Rebuild a file* function essentially takes the good records out of a file, removes the old file, and creates a new file with the good records.

To begin, select *Rebuild a file* from the *File utilities* menu.

You then see:



Enter the following information:

**Please select file**

Enter the number of the file you wish to rebuild, or use the option:

**Option: F1** To rebuild "All" of the data files.

A new screen will appear showing the status of each file as it is being rebuilt. Once completed, you are returned to the *Rebuild a file* screen.



## Appendix "C"

### Technical Notes

#### ASCII Conversion Chart

Control codes must be entered in the Custom Format file that allow for use of your printer's special features. These codes must be entered in hexadecimal or ASCII format.

The control codes are obtained from literature supplied by the manufacturer of the printer. If the codes are expressed in other than hexadecimal or ASCII format, use the chart on the next page to convert them into hexadecimal or ASCII values.

In the column headings, HEX means hexadecimal, DEC means decimal, and ASCII means the character used by the American Standard Code for Information Interchange.

HEX	DEC	ASCII	HEX	DEC	ASCII	HEX	DEC	ASCII
00	000	NUL	2B	043	+	56	086	V
01	001	SOH	2C	044	,	57	087	W
02	002	STX	2D	045	-	58	088	X
03	003	ETX	2E	046	.	59	089	Y
04	004	EOT	2F	047	/	5A	090	Z
05	005	ENQ	30	048	0	5B	091	[
06	006	ACK	31	049	1	5C	092	\
07	007	BEL	32	050	2	5D	093	]
08	008	BS	33	051	3	5E	094	^
09	009	HT	34	052	4	5F	095	_
0A	010	LF	35	053	5	60	096	`
0B	011	VT	36	054	6	61	097	a
0C	012	FF	37	055	7	62	098	b
0D	013	CR	38	056	8	63	099	c
0E	014	SO	39	057	9	64	100	d
0F	015	SI	3A	058	:	65	101	e
10	016	DLE	3B	059	;	66	102	f
11	017	DC1	3C	060	<	67	103	g
12	018	DC2	3D	061	=	68	104	h
13	019	DC3	3E	062	>	69	105	i
14	020	DC4	3F	063	?	6A	106	j
15	021	NAK	40	064	@	6B	107	k
16	022	SYN	41	065	A	6C	108	l
17	023	ETB	42	066	B	6D	109	m
18	024	CAN	43	067	C	6E	110	n
19	025	EM	44	068	D	6F	111	o
1A	026	SUB	45	069	E	70	112	p
1B	027	ESCAPE	46	070	F	71	113	q
1C	028	FS	47	071	G	72	114	r
1D	029	GS	48	072	H	73	115	s
1E	030	RS	49	073	I	74	116	t
1F	031	US	4A	074	J	75	117	u
20	032	(sp)	4B	075	K	76	118	v
21	033	!	4C	076	L	77	119	w
22	034	"	4D	077	M	78	120	x
23	035	#	4E	078	N	79	121	y
24	036	\$	4F	079	O	7A	122	z
25	037	%	50	080	P	7B	123	{
26	038	&	51	081	Q	7C	124	
27	039	'	52	082	R	7D	125	}
28	040	(	53	083	S	7E	126	~
29	041	)	54	084	T	7F	127	DEL
2A	042	*	55	085	U			

## Sorting Sequences

Lists which can be printed out, such as a list of vendors or customers, are sorted by your computer based on the sequence of the American Standard Code for Information Interchange (ASCII):

(space)	0	@	P	'	p
!	1	A	Q	a	q
"	2	B	R	b	r
#	3	C	S	c	s
\$	4	D	T	d	t
%	5	E	U	e	u
&	6	F	V	f	v
@	7	G	W	g	w
(	8	H	X	h	x
)	9	I	Y	i	y
*	:	J	Z	j	z
+	;	K	[	k	{
,	<	L	\	l	
-	=	M	]	m	}
.	>	N	^	n	~
/	?	O	_	o	DEL

As you can see, the general sequence is: special characters, numerals, upper case letters, lower case letters.

As an example, refer to the above chart and determine why the entry #900 would print out on a list before the entry 100. (It is because the character "#" appears before the character "1".)

Similarly, the entry ZEBRA (with the first character being a blank space) prints out before ANTELOPE. This is because " " (space) precedes "A" on the ASCII chart.

Sorting based on the ASCII chart should present no special problem for you. Simply be aware of the above chart, especially if you intend to mix alphabetic and numeric characters in identifying entities (for example, if you identify four different vendors as A, B, 100, 200).

Take the above chart into account, also, when selecting the "range" of items you wish printed out. Let us say, for example, that you have placed the special character, "\$", before the name of each executive in your company. Since "\$" appears before alphabetic characters, a list of your executives would appear before other employees whenever you requested an alphabetic listing of all employees. (Note: a blank space would produce the same results and is perhaps more subtle.)

If you wished a list of only the executives, you would select, as a "range": \$AAA to \$ZZZ.

However, if you wished a print out of ALL employees, you could not select AAA to ZZZ, as your executives would not be listed (refer back to the ASCII sort sequence if this confuses you).

Some programs have an option to select either a numeric or alphabetic listing of items. Note that the ASCII sequence is still followed in both cases. For example, if you request an alphabetic listing of vendors, the sequence might be:

```
21st Century Corp.  
Acme Office Supply  
Red Line Freight  
Wells Fargo Bank
```

Since numbers precede letters on the ASCII chart, "2" has preceded "A" on the printout.

If you request a numeric listing of vendors, your printed list might read:

```
#999  
000100  
000200  
000300  
ABC  
DEF
```

Here, the special character "#" appears first, numbers appear next, and alphabetic characters are at the end. If these examples are not clear, refer back to the ASCII chart.



## Appendix "D"

### Files and Fields

#### Explanation

The chart below supplies reference information you may need to use Custom Labels with the Samco data files.

Format Type	Format Sub-type	File Used	Field Available	Default Length
I (Item)	I (Items)	ITMFIL	Item-no	15
			Descrip-1	25
			Descrip-2	25
			Descrip-3	25
			Category	5
			Sub-category	5
			Vendor-no	6
			Vendor-prod-no	15
			* Price-1 to 9	13
			Unit-of-meas	4
		Qty-on-hand	12	
		KEYWDF	+Bar-code (1-8)	20
		ICNOTF	Item-notes	--
I (Item)	R (Items Received)	INVTRX	Item-no	15
			Receipt-date	8
			*Price-1 to 9	13
			Qty-Received	12
		ITMFIL	Descrip-1	25
			Descrip-2	25
			Category	5

			Sub-category	5
			Vendor-no	6
			Vendor-prod-no	15
			Unit-of-meas	4
I (Item)	R (Items Received)	KEYWDF	Bar-code	20
		ICSTXF	+ Serial-no	15
			+ Lot-no	15
		ICNOTF	Item-notes	--
I (Item)	T (Itm Transferred)	INVTRX	Item-no	15
			Transfr-date	8
			Qty-transfrd	12
			From-warehse	3
			To-warehse	3
		ITMFIL	Descrip-1	25
			Descrip-2	25
			Descrip-3	25
			Category	5
			Sub-category	5
			Vendor-no	6
			Vendor-prod-no	15
			*Price-1 to 9	13
			Unit-of-meas	4
		KEYWDF	+Bar-code 1-8	20
		ICSTXF	+Serial-no	15
			+Lot-no	15
I (Item)	S (Sale Items)	ITMFIL	Item-no	15
			Descrip-1	25
			Descrip-2	25
			Descrip-3	25
			Category	5
			Sub-category	5
			Vendor-no	6
			Vendor-prod-no	15
			*Reg-price 1-9	13
			Unit-of-meas	4
			Qty-on-hand	12
		SALFIL	**Sale-price	12
			**Start-date	8
			**End-date	8
		KEYWDF	+Bar-code 1-8	20
		ICNOTF	Item-notes	--
I (Item)	P (P/O Items)	POLINF	Purch-ord-no	15
			‡Item-no	15
			‡Descrip-1	25
			Descrip-2	25
			Descrip-3	25
			Qty-ordered	12
			Order-unit	4
			Delivry-date	8

POHDRF	Vendor-no	6
	Vendor-name	25
ITMFIL	Category	5
	Sub-category	5
	*Prices 1-9	13
	‡Unit-of-meas	4
KEYWDF	+Bar-code 1-8	20
ICNOTF	Item-notes	--

‡ For non-inventory items, vendor information prints for these fields.

C (Customer)C (A/R Customers)	CUSFIL	Customer-no	12
		Name	25
		Address-1	25
		Address-2	25
		City	15
		Province	4
		Postal code	10
		Cust-type	5
		Balance-meth	1
		Contact-1	25
		Phone-no-1	25
		Contact-2	25
		Phone-no-2	25
		Cust-comment	25
		Sales-rep-no	3

ARNOTF	Cust-notes	--
--------	------------	----

C (Customer)S (Cust Ship-to)	SHPFIL	Customer-no	6
		Ship-to-no	3
		Ship-to-name	25
		Address-1	25
		Address-2	30
		Address-3	30

C (Customer)M (Mail List) ++PSM###		Name	25
		Address-1	25
		Address-2	25
		City	15
		Province	2
		Postal-code	10
		Inv-no	6
		Inv-date	8
		Sale-amt	14

O (Order) O (O/E Orders)	ORDHDR	Order-no	6
		Customer-no	12
		Bill-to-name	25
		Bill-addr-1	25
		Bill-addr-2	31
		Bill-addr-3	31
		Ship-to-name	25
		Ship-addr-1	25
		Ship-addr-2	31
		Ship-addr-3	31
		Purch-ord-no	15

		Ship-date	8
		No-ship-lbls	2
	ARCODS	Terms	15
		Ship-via	15
	OENOTF	Order-notes	--
	ARNOTF	Cust-notes	--
O (Order) P (P/S Orders)	PSHDRF	Order-no	6
		Customer-no	12
		Bill-to-name	25
		Bill-addr-1	25
		Bill-addr-2	31
		Bill-addr-3	31
		Ship-to-name	25
		Ship-addr-1	25
		Ship-addr-2	31
		Ship-addr-3	31
		Sales-rep-no	3
		Purch-ord-no	15
		Ship-date	8
		Balance	14
		Total-amount	14
	ARCODS	Terms	15
		Ship-via	15
	ARNOTF	Cust-notes	--

++ Replace "###" in the filename PSM### with the Point of Sale register number from which this mailing list file was created.

O (Order) P (P/I Orders)	PIHDRF	Bill-ref-no	6
		Customer-no	12
		Sales-rep-no	3
		Purch-ord-no	15
		Invc-date	8
	CUSFIL	Bill-to-name	25
		Bill-addr-1	25
		Bill-addr-2	31
		Bill-addr-3	31
		@ Del-to-name	25
		@ Del-addr-1	25
		@ Del-addr-2	25
		@ Del-addr-3	25
	PINOTF	Invc-notes	--
	ARNOTF	Cust-notes	--
T (Ticket) N/A	PSHDRF	Ticket-no	6
		Customer-no	12
		Bill-to-name	25
		Bill-addr-1	25
		Bill-addr-2	31
		Bill-addr-3	31
		Ship-to-name	25

	Ship-addr-1	25
	Ship-addr-2	31
	Ship-addr-3	31
	Sales-rep-no	3
	Purch-ord-no	15
	Ship-date	8
	Total-Amount	14
	ARCODS Terms	15
	Ship-Via	15
	ARNOTF Cust-notes	--
V (Vendor) N/A	VENFIL Vendor-no	6
	Name	25
	Address-1	25
	Address-2	25
	Address-3	25
	Vendor-type	3
	Contact-1	15
	Phone-no-1	12
	Contact-2	15
	Phone-no-2	12
	Vend-ref-no	15
	APNOTF Vendor-notes	--

@ If a deliver-to number is entered, these fields print from the SHPFIL file when O/E is installed or from the DLVFIL file when O/E is not installed.

E (Employee)N/A	EMPFIL Employee-no	4
	Name	25
	Address-1	25
	Address-2	25
	Address-3	25
	Postal code	7
	Soc-ins-no	11
	Department	4
	Phone-no	12
F (Freeform)N/A	CLFMTF Free-text-4	30
	Free-text-5	30
	Free-text-6	30

Each of the custom formats shown above allows use of three "free-text", or user-defined, fields in addition to those listed. The three fields are:

CLFMTF Free-text-1	30
Free-text-2	30
Free-text-3	30

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