

# DB2 Price Label Instructions



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## **Purpose**

These instructions detail the DB2 Pricing Label functions, how to use the functions in your user database, and how to update your pricing label database to keep up with price changes and to print new labels when prices change.

## **Before you begin**

You must perform the User Database Update to copy the DB2 Pricing Label functions to your user database. See the DB2 User Database Instructions on how to use this program.

Your DB2 databases must be current. Make sure you have fully populated all your relevant DB2 databases before trying to use the Pricing Labels. The Pricing Labels use all your System Database, Customer Database, Item Database, and Contract Database.

### ***Must be on current DB2 version:***

Make sure you perform a server update before following these steps. Recent changes to the DB2 User Database and the maintenance programs are required for successful operation.

### ***Pricing DLL Setup Required***

The DB2 Pricing Labels require you to set the pricing parameters using the DB2 pricing form. See the DB2 Pricing DLL Instructions for more information about how to set the pricing parameters not covered in these instructions.

### ***Technical Documentation***

The associated Pricing DLL documentation is technical in nature and may be outside the reader's scope of expertise. We strongly recommend taking advantage of the many professional consultants available to assist in achieving your goals. Please contact us if you need to take advantage of the consulting services available.

## **Label Process Overview**

The label preparation and printing process consists of three steps:

### ***Select the items to print***

You select the items you want to print, and DB2 adds them to a 'label print' file. This file can be added to multiple times, or can be edited manually. You can select the number of labels to print as well as specify multiple criteria for selecting the items.

### ***Print the labels***

Two sample reports are included containing logo's, NPA and IS. You can use the provided samples or copy the reports to a new name and use your own logo.

## Update the label history table

When you complete the printing of your labels, you can update the label history table which records the item numbers and the selling prices of the labels you printed. This feature allows you to re-process labels at a later date and only include those labels with price changes.

## Step 1 - Setting Pricing Parameters

You must set the pricing parameters your labels will use before performing any other steps! Open your user database. Choose the Forms Button under the Access Objects Panel. You should see three forms: Labels, Pricing and Startup. If you do not see the Pricing form, then you need to perform the User Database Update. Double-click the Pricing form. The following screen will be shown:

Load Settings					Initialize/Test DLL					Set Dealer Location Settings					Set Customer Location Settings					Save Settings																																							
Dealer Location: <input type="text" value="1"/>										Start Sale Contract: <input type="text" value="94"/>										End Sale Contract: <input type="text" value="99"/>																																							
Customer No: <input type="text" value="160283"/>										Dept: <input type="text"/>										Customer Location: <input type="text" value="1"/>																																							
Best Price Flag: <input type="checkbox"/>										Discount Type: <input type="text" value="5"/>										Discount Percent: <input type="text" value="90.00"/>																																							
Contract 1: <input type="checkbox"/>										Contract 2: <input type="text" value="70"/>										Contract 3: <input type="text" value="55"/>										Contract 4: <input type="text" value="05"/>																													
Cost Type: <input type="text" value="P"/>										Margin Hold Flag: <input type="text" value="M"/>										Margin Hold Percent: <input type="text" value="20.00"/>																																							
Item Number: <input type="text"/>										Company: <input type="text"/>										Quantity: <input type="text"/>										Show Price																													
Sell Price: <input type="text"/>										Price Type: <input type="checkbox"/>										Discount: <input type="text"/>										Contract: <input type="text"/>										List Used: <input type="text"/>										Cost: <input type="text"/>									

### Initialize/Test DLL:

First, click the Initialize/Test DLL Button. You should get a message box: DB2 Setup DLL Initialized. If you get an error message, then re-run the User Database Update making sure to select all objects to be transferred from the OPSoftware distribution database to your User Database.

### Set Dealer Location Settings:

Enter a location code in the Dealer Location box (do not enter zero one (01) when one (1) is your primary location) and then click the Set Dealer Location Settings Button. The form should automatically fill in your Start Sale Contract and End Sale Contracts. These contracts are your global sale contracts and are used in determining customer pricing.

### Set Customer Location Settings:

If you are preparing retail floor pricing labels, then you should most likely choose your cash sale account, but you can select any account. Enter a valid customer number in the Customer No box, a department in the Department Box, if any, a location code if different from the Dealer Location, and then click the Set Customer Location Settings Button. If the customer cannot be located, a message will appear, otherwise the Best Price Flag, Discount Type, and the other customer pricing setting boxes will automatically be updated with the selected customer settings.

## Loading and Saving Settings:

Two additional buttons are provided for loading and saving your pricing parameters. Clicking the Load Settings Button will load the last saved settings into the Pricing Form. Clicking the Save Settings Button will save the current Pricing Form values and close the Pricing Form. Make sure you choose the Save Settings Button if you want to keep any changes you make in this screen.

## Step 2 - Testing the Pricing Functions

Make sure you have entered and set your pricing parameters (Dealer Location Settings and Customer Location Settings). Also, make sure you have saved the settings (Save Settings Button) before testing the pricing functions.

Open the Pricing Form. Your saved settings should appear. Down below the Customer Pricing Parameters, there are three boxes you can use to test the pricing functions: Item Number, Company, and Quantity.

Enter an existing item number and company in the provided boxes. Important! The item number and company you enter must match exactly! Case does not matter. You can also enter a quantity if desired as some pricing is determined by the quantity ordered. Once a valid item number AND company have been entered, click the Show Price Button. The row below the item number and company boxes will contain the pricing information.

## Step 3 – Selecting the items to print

You must select the items you want to print labels for. Open your user database if not already open. Choose the Forms Button under the Access Objects Panel. You should see three forms: Labels, Pricing and Startup. If you do not see the Labels form, then you need to perform the User Database Update. Double-click the Labels form. The following screen will be shown:

Item Number: [%]	Company: [%]	Location: [%]	Changed Only: <input checked="" type="checkbox"/>
Department: [%]	Class: [%]	Bin Location: [%]	Quantity to Print: 1
Add Selections to Print Table		Initialize Print Table	
Update History Table		Initialize History Table	
Initialize All Label Tables		Close Form	

### Item Number:

You can enter a single item number to add to your label print file. The percent sign (%) acts as a wildcard matching any characters. If for example, you wanted to add all item numbers that started with 1000, you could enter "1000%" in the item number field. Leaving this field at the default of percent sign (%) will include all item numbers.

### ***Company:***

You can select a particular company (manufacturer code, MAC code, prefix, etc) to add to your label print file. Leaving this field at the default percent sign (%) will include all companies.

### ***Location:***

Enter the location code for the items you want to select. Leaving this field at the default percent sign (%) will include all locations.

### ***Changed Only:***

Checking this box will only add the item to your label print file if the price has changed since your last history update. Once labels are printed, you can choose to update a label history table that prevents labels from printing again unless the price has changed. Un-checking this box will add the items regardless of whether the price has changed or not.

### ***Department:***

Enter the department code (item department) you want to add to your print table. Leaving this field at the default percent sign (%) will include all departments. Remember that you can run the add as many times as you need selecting different departments each time until you have added all required departments.

### ***Class:***

Enter the class code (item class) you want to add to your print table. Leaving this field at the default percent sign (%) will include all classes. Remember that you can run the add as many times as you need selecting different classes each time until you have added all required classes.

### ***Bin Location:***

Enter the bin location you want to add to your print table. Leaving this field at the default percent sign (%) will include all bin locations. Remember that you can run the add as many times as you need selecting different bins each time until you have added all required bins.

### ***Quantity to Print:***

Enter the number of labels you want to print for each item in this box. This is especially useful for single item prints where multiple labels are required. Remember when adding large numbers of items, changing this field will multiple the numbers of labels by the number of items selected.

### ***Add Selections to Print Table Button:***

Once you have made your print selections, click the Add Selections to Print Table Button. This will locate the items based on your parameters, build the print list, and update your label print table.

### ***Initialize Print Table Button***

Clicking this button will cause the program to initialize (remove all items) from your print table. This function is equivalent to starting over with your item selection.

## ***Update History Table Button***

Clicking this button will cause the program to move your print table to your history table. You should only use this function AFTER printing of your labels has completed. Performing this action records the item numbers and the prices so you can re-process labels at a later date and include only those items with price changes.

## ***Initialize History Table Button***

Clicking this button will cause the program to initialize (remove all items) from your history table. This function is equivalent to starting over with your history. Caution! Clearing your history will prevent you from processing changed price only labels.

## ***Initialize All Label Tables Button***

Clicking this button is equivalent to clicking the Initialize Print Table Button and then clicking the Initialize History Table Button. This function effectively clears all your label information.

## ***Close Form***

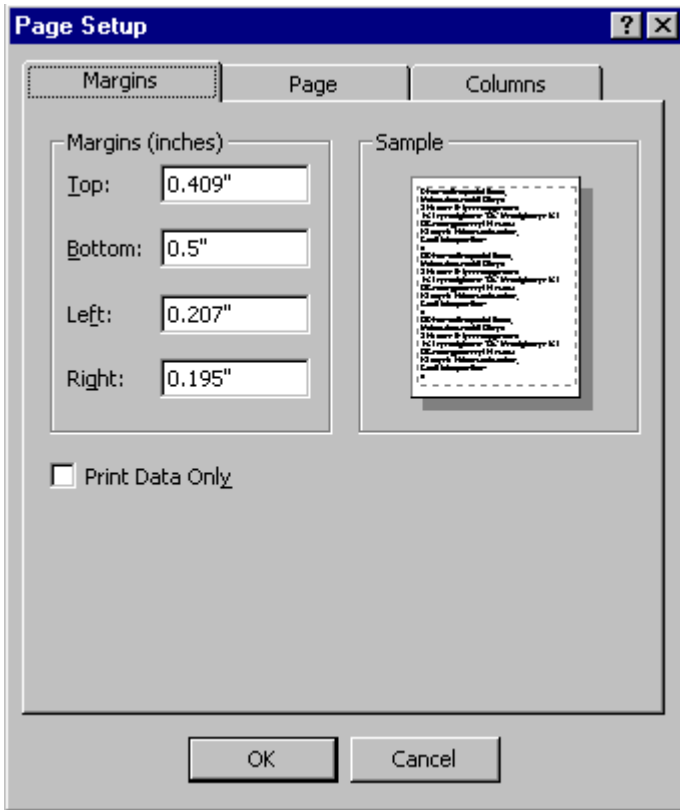
Click this button to close the label form.

## **Printing Your Labels**

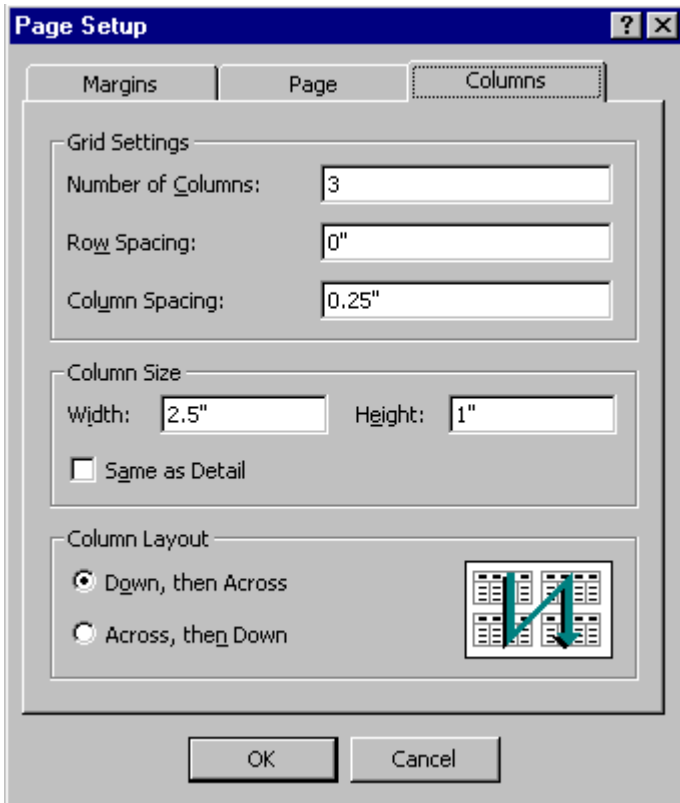
You may need to adjust the printer settings for your particular printer. Before you change the settings, make sure you copy the existing report to a new name.

## ***Setting the page properties:***

Open the report you want to adjust. Choose the File – Page Setup from the Access Menu:



You may need to adjust the Top, Bottom, Left, and Right margins to make your labels line up on your label stock.



Click the Columns Tab and make sure the number of columns matches your label stock. You may also need to adjust the Column Spacing and Column Size Settings.

Be sure to save your settings before trying to print.

### ***Other Printing Tips:***

Print your alignment tests on plain paper and use a light table or sunny window to align your test prints to your label stock.