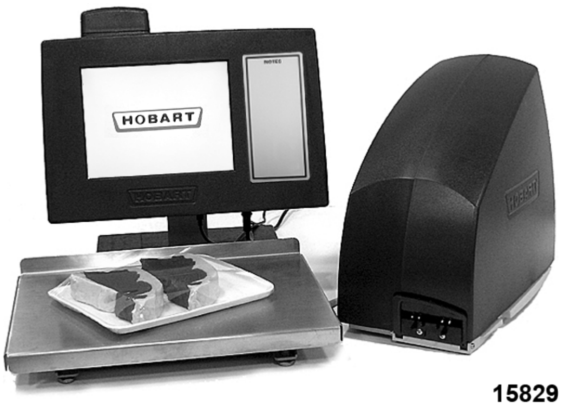

15829

Access PrePack System

Supervisor Manual

ML-29333	**EPP Printer**
ML-29321	**EPCP Console**
ML-29322	**EPCP Console**

HOBART

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F-35546 (July 2011)

TABLE OF CONTENTS

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Chapter 1: Introduction

Access PrePack System

SAVE THESE INSTRUCTIONS

Introduction

The following selections are available in this chapter:

- *Welcome*
- *Verify Correctness of Weight & Price*
- *FCC Note*
- *How to Use This Manual*

Welcome

The Access PrePack System was designed as a meat room or produce back room scale. It gives you merchandising capabilities with multiple fonts, graphics, and label types.

Access PrePack System

All necessary operator data appears on the touch screen.

Verify Correctness of Weight & Price

Routinely verify label information. Check the multiplication of price per pound times weight, and check the scale weight against printed label weight. Weigh the same package several times to verify outcome consistency. Packages that weigh near the middle of the 0.01 lb increment will normally vary up or down by 0.01 lb. Greater variation than 0.01 lb indicates the system needs adjustment. In such a case, or whenever necessary, contact your authorized Hobart Service Representative.

FCC Note

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case, the user will be required to correct the interference at his own expense.

Note
NO MODIFICATIONS: Modifications to this device shall not be made without the written consent of ITW Food Equipment Group. Unauthorized modifications may void the authority granted under Federal Communications Commission Rules permitting the operation of this device.

How to Use This Manual

Hobart uses specific formats throughout the manuals for you to easily identify key selections. These formats are described in the following topics:

- *Online Viewing*
- *Keystrokes and Data Entry Procedures*
- *Special Instructions*
- *Supervisor Manual Overview*

Online Viewing

If you are viewing this manual online or from a CD, you have the advantage of using the cross-referencing feature that is built into the document. Links are shown in italicized text and are cross-referenced.

For example, the text may say:
Appendix A

When you move your mouse directly over the text, the cursor changes to a pointing hand. This indicates a cross-reference. If you click on this text, you will be taken to that section of the document.

Use the back arrow on the top of your screen to return to your starting point.

Keystrokes and Data Entry Procedures

This manual defines Keystrokes and Data Entry Procedures as follows:

- The word TYPE means to press a series of keys on the keyboard.
- The word SELECT means to choose an item from a defined list of choices.
- The word TOUCH means to physically touch the screen in a specific area.

Special Instructions

This Hobart manual uses Special Instructions to call your attention to information that you need to know. These include:

Note

A Note is information that you need to know, but it is not an actual step in the procedures.

Tip

A Tip is additional information that may be useful when you are using the system.

Look At This

Look At This is information to alert you that you may be doing something that will permanently alter your system.

Supervisor Manual Overview

Refer to the following sections for information on setting up and using the Access PrePack System.

- *Chapter 2: Understanding the System* explains the Access PrePack System, including electrical and communication connections and mechanical features.
- *Chapter 3: Setting Up Your System* tells you how to create and/or edit important system information in the Access PrePack System, such as: operator data, label information, scale operation and communications, store information, etc.
- *Chapter 4: Setting Up the Database* is where you define your products and classes, then learn how to maintain them.
- *Chapter 5: Merchandising Programs* describes how to properly set up and maintain your in-store discount program(s), such as Frequent Shopper.
- *Chapter 6: Configuring a Barcode* tells you how to configure an EAN13 barcode.
- *Chapter 7: Using Transactions* tells you how to use the Totals function for reporting purposes.
- *Chapter 8: Backup & Restore* is where you find the steps to save your data to a backup file or restore your data.
- *Chapter 9: Setting Up COOL* explains COOL (Country of Origin Labeling) and how to set up COOL text.
- *Appendix A* provides you with detailed information on subjects that are briefly covered in the manual.
- The Index provides an alphabetical listing of the topics in this manual and their corresponding page numbers.

Chapter 2: Understanding the System

Understanding the System

The Access PrePack System can store information on thousands of products. This information can include NutriFacts, Safe Handling, Expanded Text, Health Tips, Meal Planners, Recipes, Cooking Instructions, and Merchandising Graphics.

The scale should be installed or moved only by qualified Hobart Service Technicians. It can operate in a temperature range from 32°F to 104°F (0°C to 40°C).

The following topics are explained:

- *Electrical Connections*
- *Communication Connections*
- *Display Console*
- *Supervisor Mode Overview*
- *Help*

Electrical Connections

Electric power of 120 or 208/240 volts, 50 or 60 Hz, phase 1 (2-wire plus ground) is required. A power cord is located on the back of the printer unit.

Communication Connections

In addition to the electrical connections, there are several ports which can be configured for peripherals.

Access PrePack System

On the console:

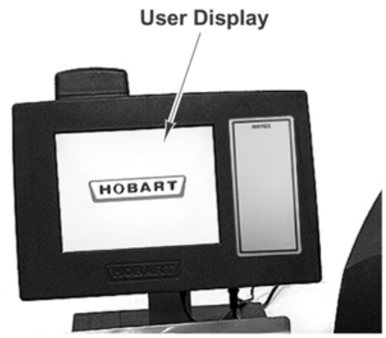
- RJ-45 Jack for Ethernet 10-100 BaseT Connector (TCP/IP).
- Wireless TCP/IP - located on top of console.
- 2 USB type A ports.

On the printer:

- 2 USB type A ports.
- 1 USB type B port.

Display Console

The Display Console is a touch screen that enables you to enter information and move through the display screens.



Highlight	Description
Menu Bar	The softkeys on the Supervisor menu bar are used as the main search tool. Once you TOUCH one of the softkeys, a menu drop-down list appears. These are the subcategories of the softkey you touched. Some of the menu options have another subcategory drop-down list that appears.
Check Boxes	A check box enables or disables optional functions. A check mark or circle appears in the box when a function is enabled. TOUCH the check box to enable or disable certain functions.
Text Boxes	Blank boxes are considered fields. This is where you would TYPE required information
Grayed Fields	If a field or selection is grayed, it is not available for that particular screen or transaction.
Flashing Cursor	A flashing cursor shows which field you are currently in.
Lighter Blue Highlight with Drop-Down Menus	When you access a drop-down menu, the selection you make will be highlighted in a lighter blue.
Page – of –	On some of the screens, there may be additional pages available. This is shown to you by showing a Page – of – drop-down menu in the top right corner.
Pop Up Keyboard	When you TOUCH a field to enter text information, a keyboard will appear on the touch screen. Enter the data and TOUCH Done.
Pop Up Keypad	When you TOUCH a field to enter numeric information, a keypad will appear on the touch screen. Enter the data and TOUCH Done.

Tip
When entering numbers or text you may find it more convenient to use a USB mouse and/or keyboard rather than touching the screen. This is especially useful when entering large amounts of data or performing repetitive operations such as setting up labels or flashkeys.

Supervisor Mode Overview

The purpose of Supervisor mode is so you, the supervisor, can set up parameters to oversee and manage the operation of the Access PrePack System according to your business preferences. It can be password-protected, so only those who are supposed to be making these types of changes will be allowed to do so.

Accessing Supervisor Mode

Supervisor Mode can be accessed from the console or from a computer. To access the Supervisor Mode remotely, the Access PrePack System and computer must be configured. Contact your local network administrator for assistance.

If Supervisor Mode is password-protected, then you will need an operator ID with Supervisor permission (see *Setting Up Operator ID's*).

Once remote hookup has been established:

To enter Supervisor Mode:

1. From the ***Main Menu***, TOUCH System.
2. From the ***System Menu***, TOUCH Supervisor Mode. You should now be in the ***Supervisor Mode***. (Login may be required.)

Understanding the Supervisor Menu

The Supervisor Menu is the starting point for any Supervisor task. From this point, you can choose a menu option by TOUCHING a softkey on the User Display menu bar. The instructions for how to use Supervisor mode to set up the Access PrePack System are detailed in later chapters.

Shutting Down the System

The Shutdown feature is designed to stop all internal functions that maintain the database of the system. Shutdown is required before power can be disconnected from the system.

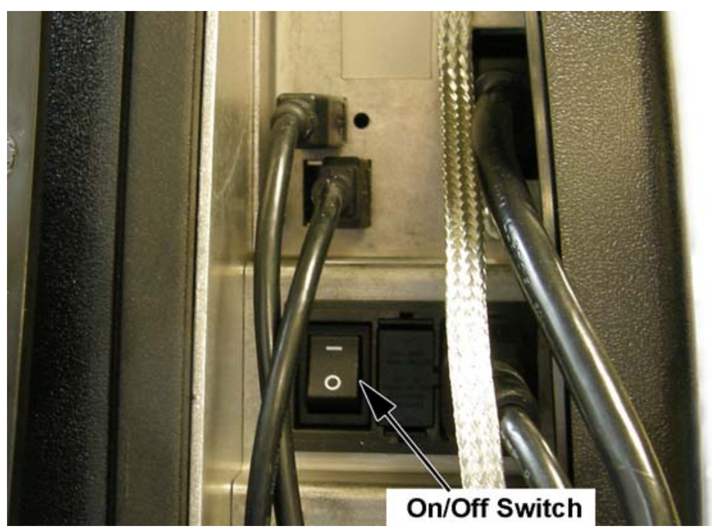
To Shutdown the System:

1. From the ***Main Menu***, TOUCH System.
2. From the ***System Menu***, TOUCH Shutdown. A screen will appear and ask, "Are you sure you want to shutdown?"
3. TOUCH OK. A screen will appear and say, "The scale is shutting down. Please wait…"

Look At This

Shutdown may take a few minutes to complete depending on the size of the database in the system. **DO NOT** disconnect power to the system during shutdown.

4. When the shutdown is complete, a screen will appear and say, “The scale application is ready to shutdown. Press the Shut Down button to power down the scale or Reboot to restart.”
5. Wait for console to shut down. The screen will go black.
6. Remove power by using the on/off switch on the back of the printer.

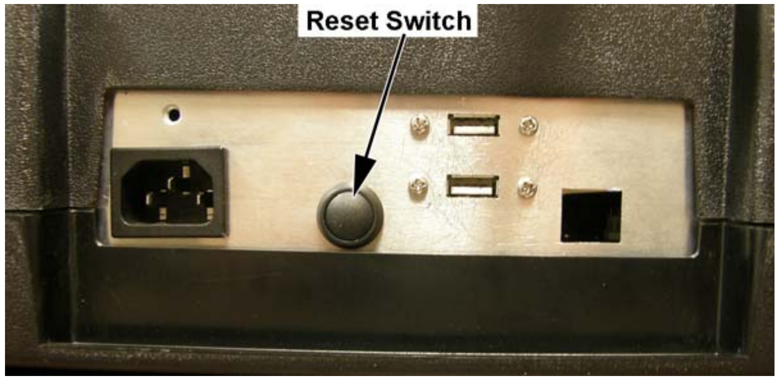


Look At This

Do not remove power from the system by unplugging it. Always use the on/off switch on the back of the printer to power down the system.

Reset Switch

Located on the bottom of the console is a Reset Switch. In the unlikely event the console stops responding, use the Reset Switch to reboot the system.



- Press the reset switch and it will cause an orderly shutdown of the operating system.
- Press the reset switch when the console is off and it will power on.

Look At This

The reset switch on the console shuts down the operating system only. Power will still be supplied to the console. Do not remove power from the system by unplugging it. Always use the on/off switch on the back of the printer to power down the system.

Help

The Access PrePack System is equipped with context-sensitive Help Screens to assist you in quick, efficient scale operation. The Help function has the following levels of assistance:

- *Describe This Page*
- *Questions*
- *About Scale*

Describe This Page

Describe this page gives you a brief description of the screen you came from, including notes to help you process the transaction better.

To view Describe this page:

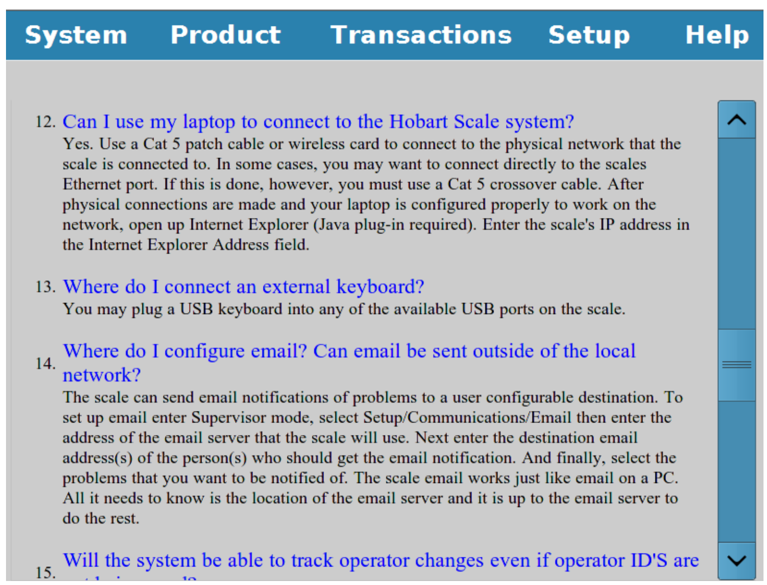
1. From the ***Main Menu***, TOUCH Help.
2. From the ***Help Menu***, TOUCH Describe this Page. You should now be on the ***Describe This Page Screen***.
3. TOUCH Done to return to the page being described.

Questions

Using the Questions screen will allow you to browse through frequently asked questions. Use the slide bar on the touch screen to scroll through the questions.

To view Questions:

1. From the ***Main Menu***, TOUCH Help.
2. From the ***Help Menu***, TOUCH Questions. You should now be on the ***Questions Screen***.

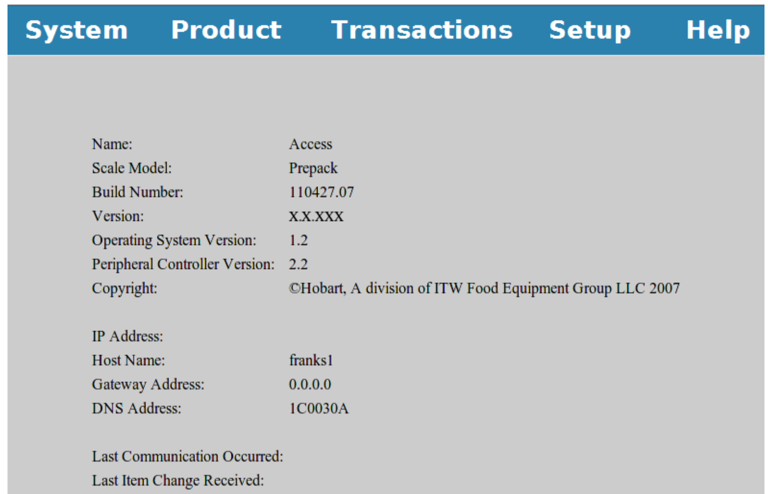


About Scale

The About Scale screen is a view-only screen and shows you the scale name, the build number, the version and revision numbers, the release date and the copyright.

To view About Scale:

1. From the ***Main Menu***, TOUCH Help.
2. From the ***Help Menu***, TOUCH About Scale. You should now be on the ***About Scale Screen***.



Chapter 3: Setting Up Your System

Setting Up Your System

Before you can begin adding to your product database, you should set up your system. This section explains:

- *Setting Up Store Information*
- *Setting Up Scale Operation*
- *Setting Up Flashkeys*
- *Setting Up Label Types*
- *Setting Up Operator ID's*
- *Updating Firmware*
- *Setting Up Product Default Values*
- *Running a Configuration Report*

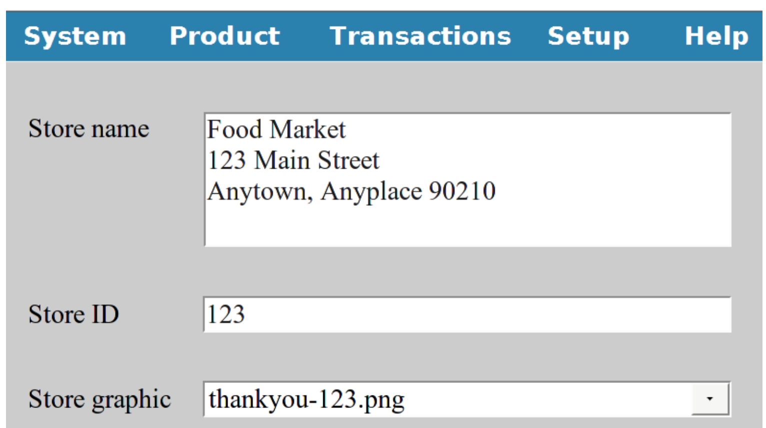
Tip
When entering numbers or text you may find it more convenient to use a USB mouse and/or keyboard rather than touching the screen. This is especially useful when entering large amounts of data or performing repetitive operations such as setting up labels or flashkeys.

Setting Up Store Information

The Store Information option enables you to assign the Store name, Store ID number and Store graphic to your system.

To set up the Store Information:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Store Information. You should now be on the ***Store Information Screen***.



3. TOUCH the Store name field.
4. TYPE the Store name and TOUCH Done.
5. TOUCH the Store ID field.
6. TYPE the Store ID number and TOUCH Enter.
7. TOUCH the Store graphic field and SELECT the desired Store graphic. This is the graphic that will print on the label if the label type used has space for a store graphic.
8. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Setting Up Scale Operation

This section is where you determine how the scale works on a daily basis. This information does not change per product, class or label type, it remains constant.

Here you will learn the following:

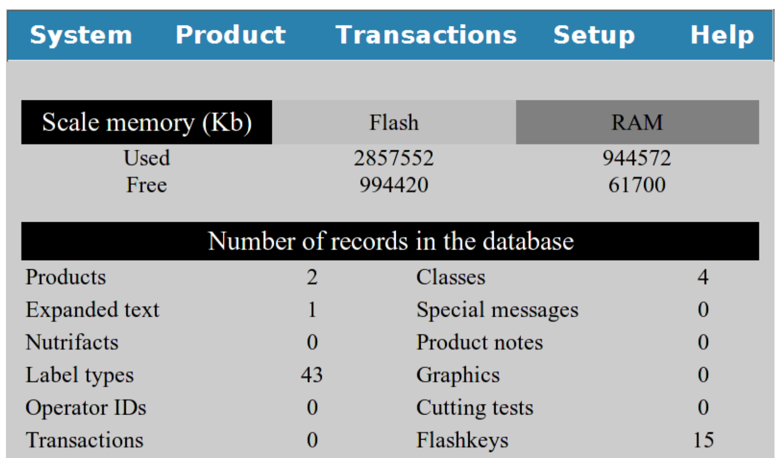
- *Viewing Scale Statistics*
- *Setting Up Normal Scale Operation*
- *Setting the Date/Time*
- *Delete All Files*
- *Printer Settings*

Viewing Scale Statistics

This option allows you to view the basic statistics of the scale, such as the memory available and the records in the Scale database.

To view the Statistics Screen:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Scale Operations.
3. From the ***Scale Operations Menu***, TOUCH Show Statistics. You should now be on the ***Show Statistics Screen***.



Scale memory (Kb)	Flash	RAM
Used	2857552	944572
Free	994420	61700

Number of records in the database			
Products	2	Classes	4
Expanded text	1	Special messages	0
Nutrifacts	0	Product notes	0
Label types	43	Graphics	0
Operator IDs	0	Cutting tests	0
Transactions	0	Flashkeys	15

4. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Setting Up Normal Scale Operation

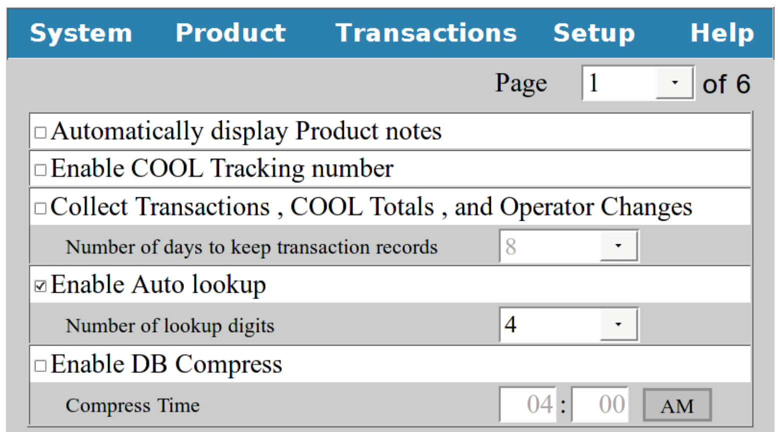
Use the Set Up Normal Scale Operation option to specify the types of Totals you wish to collect, plus other miscellaneous configuration options, such as Fixed Weight Units, Product number on Flashkeys, etc.

Note

Not all screens shown in this section will be available with all system configuration. For example, Access PrePack Systems without a wrapper will only have four screens.

To set up Normal Scale Operation:

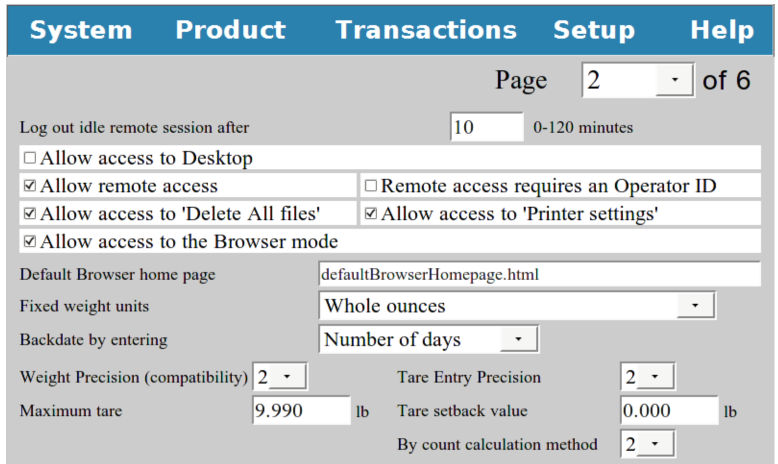
1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Scale Operations.
3. From the ***Scale Operations Menu***, TOUCH Normal Scale Operation. You should now be on the ***Normal Scale Operation Screen Page 1***.



4. TOUCH the check box to select the desired function –OR–TOUCH the desired field and select the desired function. Use the following table to make your decisions.

Table of Normal Scale Operation (Page 1 options)			
Prompt	**Description**	**Values**	
Display Product Notes	Specifies whether product notes are automatically displayed or not.	Checked	Product notes are automatically displayed.
		Blank	Product notes are not automatically displayed.
Enable COOL tracking number	Specifies whether the COOL tracking number is displayed on the Run Screen.	Checked	COOL tracking number is displayed.
		Blank	COOL tracking number is not displayed.
Collect Transactions, COOL Totals, and Operator Changes	Specifies whether transactions, COOL totals, and operator changes are collected or not.	Checked	Transactions, totals, and changes are collected.
		Blank	Transactions, totals, and changes are not collected.
	Number of days to keep transaction records.	Value Range	1 to 15
Enable Auto Lookup	Enables you to set the number of digits required for the system to automatically look up product information.	Checked	Auto lookup is turned on.
		Blank	Auto lookup is turned off.
	Number of digits to begin Auto Lookup.	Value Range	1 to 6
Enable DB Compress	Makes the database smaller by removing deleted records.	Checked	Database will compress at specified time.
		Blank	Database will not compress.
	Time to compress the database, usually during off-peak hours.	Specific Time	Anytime.

5. TOUCH the Page field and SELECT Page 2. You should now be on the ***Normal Scale Operation Screen Page 2***.



6. TOUCH the check box to select the desired function –OR–TOUCH the desired field and select the desired function. Use the following table to make your decisions.

Table of Normal Scale Operation (Page 2 options)		
Prompt	**Description**	**Values**
Log Out idle remote session after	Enables you to determine the length of time the scale will remain idle in remote mode before logging the user out of the session.	TOUCH the minutes field and TYPE the number of minutes between 1-120. A value of 0 equals infinite time.
Allow access to check-boxes.	Enables operator to access these functions.	Checked Access allowed. Blank Access denied.
Default Browser home page	Enables you to set the Browser home page to the desired address.	TOUCH the Default Browser home page field and TYPE the address you desire.
Fixed Weight Units	Enables Fixed Weight amounts to be entered as whole or tenth ounces.	Whole Ounces Tenths of an Ounce
Backdate by entering	Determines the backdate entering method.	A date -OR- Number of days
Weight or Tare Entry Precision	Determines weight and tare precision.	Value of 2 or 3.
Maximum Tare	Determines the maximum tare value allowed.	This value will vary depending on the use of the scale.
Tare Setback Value	Determines how the tare is to be calculated depending on your database configuration.	Contact your local Hobart representative for the correct tare setback value.
By count calculation method	Determines how the By count is calculated.	See *By Count Calculation Method* later in this chapter.

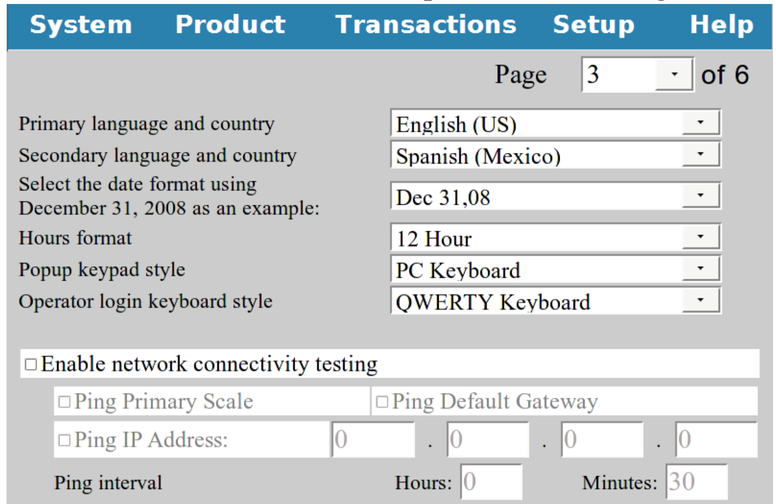
By Count Calculation Method

The By count calculation method determines which of three methods is used to calculate the total price for By count items when less than the By count quantity is sold. The three methods are described in the table below.

Tip
If you have entered an Exception Price, it will take precedence over the By count calculation method selected.

By Count Calculation Methods				
Method 1	If the discount is greater than $.01, the customer starts receiving the discount ($.01 per item) sooner than on the last item purchased to complete the deal. Example = 3/$1.00 Customer is charged $.34 for the first item, $.33 for the second, and $.33 for the third.			
Method 2	The customer receives the discount on the last item purchased to “complete the deal.” The By count price is divided by the By count quantity and the answer is rounded up to the next cent; the answer is multiplied by the quantity sold. If the By count quantity is sold, the bargain differential is subtracted so as not to exceed the By count price.			
Method 3	In this formula, the division is performed last and the answer is carried to three decimal places; any fraction is then rounded up to the next cent.			
By count example	The following is an example of the By count modes using these values: By count quantity = 12, By count price = $2.09			
	Qty	**Method 1**	**Method 2**	**Method 3**
	1	.18	.18	.18
	2	.36	.36	.35*
	3	.54	.54	.53
	4	.72	.72	.70*
	5	.90	.90	.88
	6	1.07*	1.08	1.05*
	7	1.24*	1.26	1.22*
	8	1.41*	1.44	1.40
	9	1.58*	1.62	1.57*
	10	1.75*	1.80	1.75
	11	1.92*	1.98	1.92*
	12	2.09	2.09*	2.09*
	* Denotes that the discount was applied.			

7. TOUCH the Page field and SELECT Page 3. You should now be on the ***Normal Scale Operation Screen Page 3***.

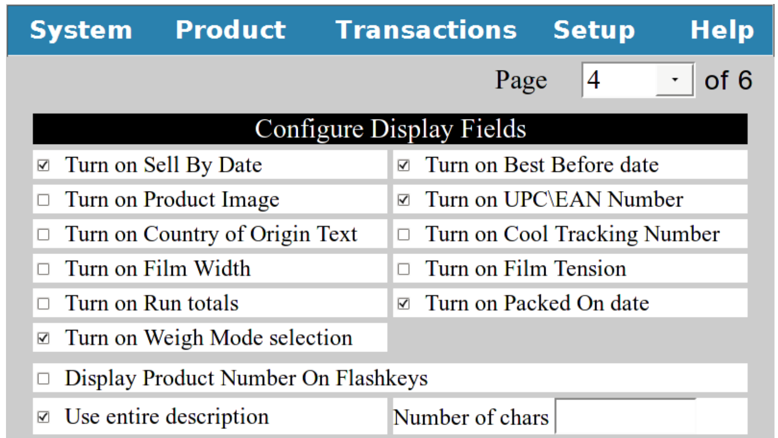


8. TOUCH the check box to select the desired function –OR–TOUCH the desired field and select the desired function. Use the following table to make your decisions.

Table of Normal Scale Operation (Page 3 options)

Prompt	**Description**	**Values**
Primary and Secondary language and country	Specifies which language and country will be used.	Select from list available.
Date Format	Specifies the date format used in various countries.	Select from list available.
Hours Format	Use to select hour format.	12 or 24 hour
Popup Keypad style	Use to set style for numeric keypad.	PC keypad Telephone keypad
Operator login keyboard style	Use to set style for operator login keyboard.	QWERTY Keyboard Numeric Keypad
Enable network connectivity testing	If selected, the background of the scale turns red if the scale disconnects from the network.	Checked — Enable testing. Blank — Disable testing.
Ping Primary Scale, Default Gateway, or IP Address	A ping command is sent out to this location to test if the scale is connected to a network.	Only one can be checked.
Ping interval	Set how often the Ping command is sent.	Enter value in hours and minutes.

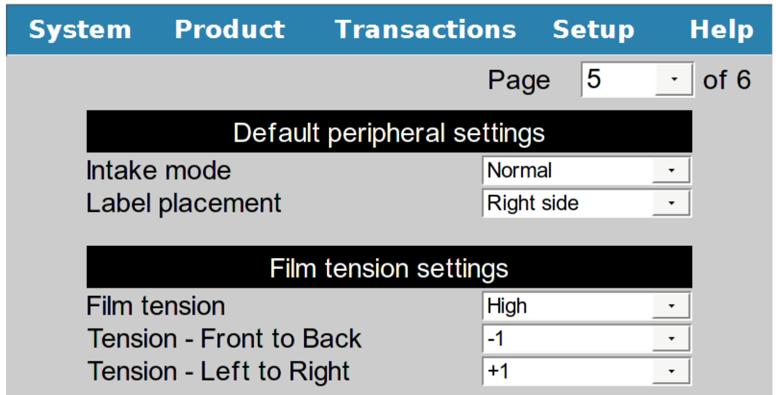
9. TOUCH the Page field and SELECT Page 4. You should now be on the ***Normal Scale Operation Screen Page 4***.



10. TOUCH the check box to select the desired function –OR–TOUCH the desired field and select the desired function. Use the following table to make your decisions.

Table of Normal Scale Operation (Page 4 options)			
Prompt	**Description**	**Values**	
Configure Display Fields	Specifies whether a certain function will display to the operator when the scale is in operate mode	Checked	Specific function will display.
		Blank	Specific function will not display.
Use entire description - Number of chars	Specifies whether the entire description will display on the flashkey or just a set number of characters	Checked	Entire description displayed.
		Blank	Set character value 1 to 999.

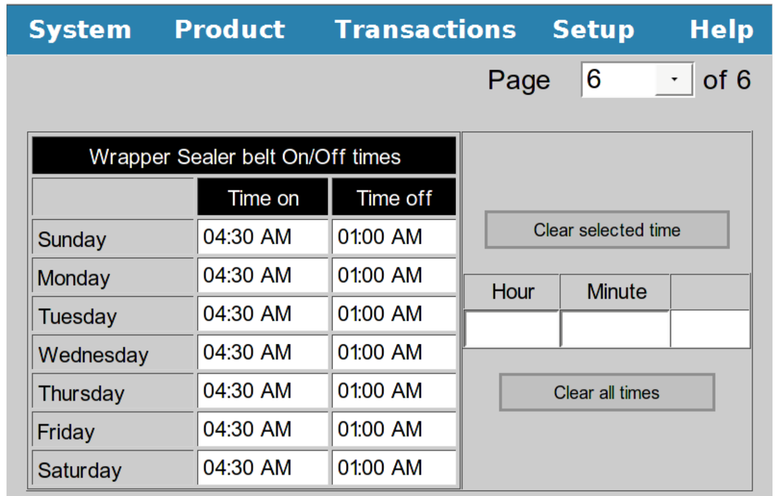
11. TOUCH the Page field and SELECT Page 5. You should now be on the ***Normal Scale Operation Screen Page 5***.



12. TOUCH the desired field and select the desired function. Use the following table to make your decisions.

Table of Normal Scale Operation (Page 5 options)			
Prompt	**Description**	**Values**	
Default peripheral settings	Intake Mode	Normal	Used for most products.
		Gentle	Used for top heavy or products that may spill.
	Label Placement	Left Side	Label will be placed on the left side of the package as it enters the label application area.
		Right Side	Label will be placed on the right side of the package as it enters the label application area.
Film tension settings	Film tension	High	High film tension.
		Medium	Medium film tension.
		Low	Low film tension.
	Tension - Front to Back	+/-	Add to increase tension. Subtract to decrease tension.
	Tension - Left to Right	+/-	Add to increase tension. Subtract to decrease tension.

13. TOUCH the Page field and SELECT Page 6. You should now be on the ***Normal Scale Operation Screen Page 6***.



14. TOUCH the Wrapper Sealer belt On/Off time field to be set.
15. TYPE the desired hour and minute in the hour minute field. Use the following table to make your decisions.

Table of Normal Scale Operation (Page 6 options)		
Prompt	**Description**	**Values**
Wrapper Sealer belt On/ Off times	Establishes a specific day and time for the wrapper belt sealer to turn on and/or off.	Anytime of the day that the scale will be in use.

16. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Setting the Date/Time

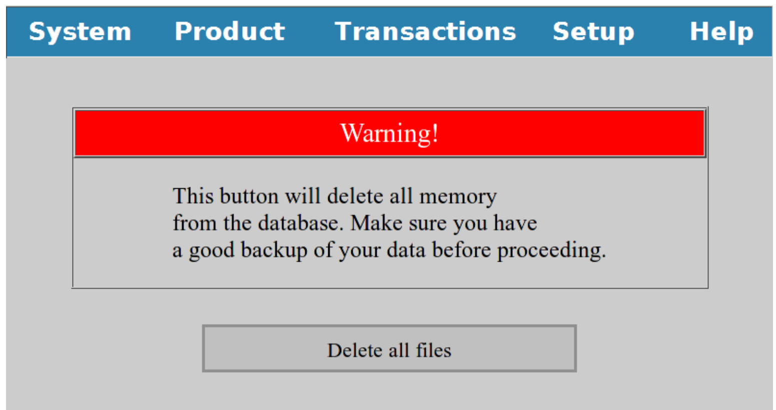
The date and time is set from the destop of the operating system.

Delete All Files

This option allows you to delete all of the files from the database.

To delete all files:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Scale Operations.
3. From the ***Scale Operations Menu***, TOUCH Delete All Files. You should now be on the ***Delete All Files Screen***.



Look At This

WARNING: This button will delete all memory from the database. Make sure you have a good backup of your data before proceeding.

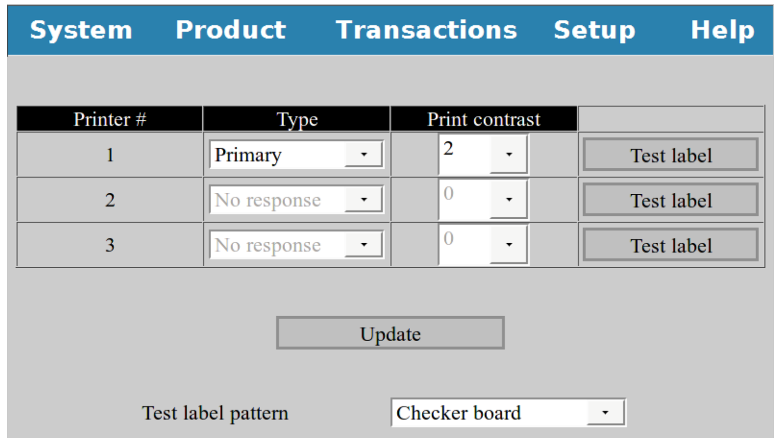
4. TOUCH the Delete all files button.
5. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Printer Settings

This option allows you to test the print quality on labels and change the order of printers in a multi-printer system.

To view Printer Settings:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Scale Operations.
3. From the ***Scale Operations Menu***, TOUCH Printer Settings. You should now be on the ***Printer Settings Screen***.



4. To change printer type, TOUCH the field for a specific printer.
5. SELECT printer type from the drop-down menu and TOUCH Update.
6. TOUCH Print contrast field and SELECT contrast level. The higher the number, the darker the label.

Note

Use the lowest contrast level possible that allows for acceptable print.

7. TOUCH the Pattern field and SELECT a test pattern.
8. TOUCH Test Label to print a label with the selected contrast and pattern selected.
9. Examine printed label and adjust contrast as required.
10. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Setting Up Flashkeys

Flashkeys are designed to provide the operator quick and easy access to various scale functions and frequently used PLU's. Use this option along with categories and specials to make setup of flashkeys more effective.

There are three different areas of the touch screen that support flashkeys. They are the:

- Product Grid
- Start Screen Buttons
- Run Screen Buttons

The Product Grid is the main area of the touch screen when the scale is in operate mode. The Start Screen Buttons are along the right side of the touch screen when the scale is in operate mode. The Run Screen Buttons are along the right side of the touch screen when a PLU has been entered and the scale is on the Run Screen.

Note

Graphics can be used with Flashkeys. Custom graphics need to be loaded into the system before creating new Flashkeys. (See *Using the Import Function*.)

Use the Flashkey Chart to determine the feature desired for each flashkey. The following will be discussed:

- *Sample Flashkey Configuration*
- *Flashkey Function Chart*
- *Adjusting the Flashkey Grid*
- *Adding/Deleting Flashkeys*
- *Specials*
- *Categories*

Tip

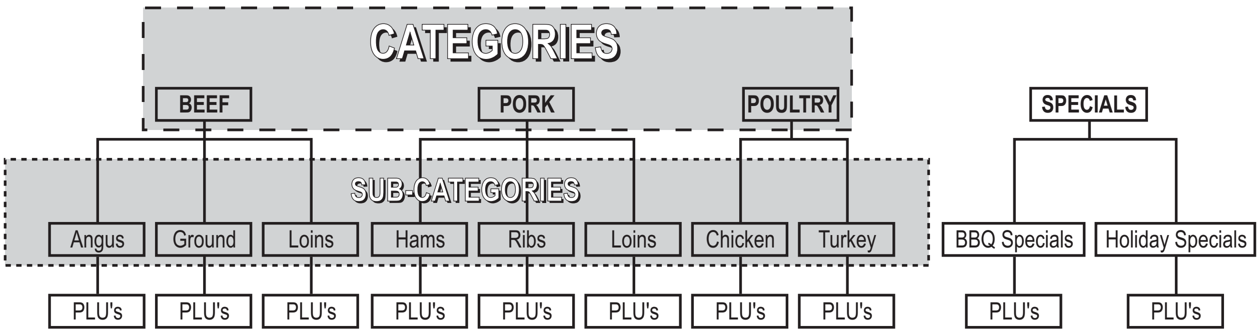
When entering numbers or text you may find it more convenient to use a USB mouse and/or keyboard rather than touching the screen. This is especially useful when entering large amounts of data or performing repetitive operations such as setting up labels or flashkeys.

Sample Flashkey Configuration

The scale is designed to allow for multiple flashkey configurations. Flashkeys can be added or deleted as needed.

Before you begin, it is recommended that you plan out your flashkey configuration.

Below is a sample plan. This example is simple and is intended to show a possible flashkey configuration. Contact your local Hobart Representative for more information.



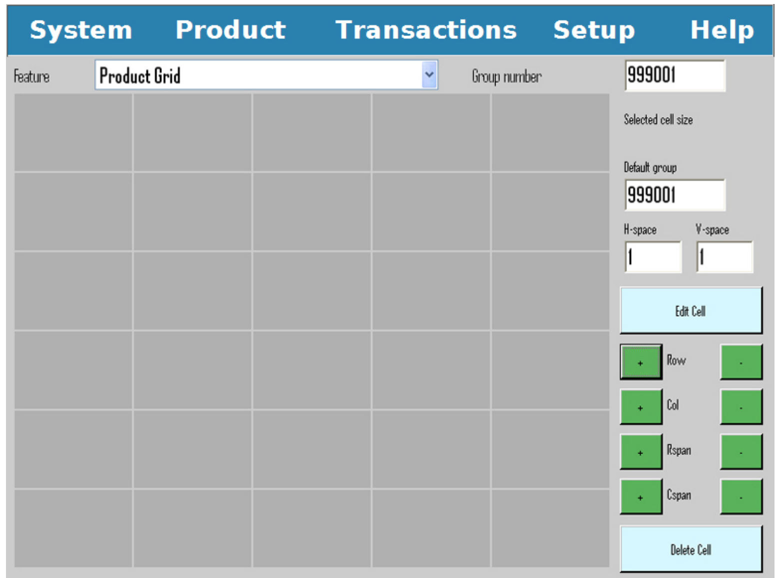
Flashkey Function Chart

Action		Results
None		Nothing.
Select Product	Specific PLU	This function will take the operator to the Run Label Screen of the PLU assigned to this flashkey.
Load Softkey Group		Takes the operator to another set of flashkeys.
Load Category		Takes the operator to another set of flashkeys containing sub-categories and items that have been assigned to the specified category.
Print Label		A label will print if a product is entered and weighed.
Platter Tare		Allows the operator to adjust the platter tare.
Cents Off Discount		Allows the operator to apply Cents Off Discounts.
Percent Off Discount		Allows the operator to apply Percent Off Discounts.
Reset Price		Allows the operator to reset the price of a product to its original value.
Change Screen	Start Screen	Takes the operator to the Main Startup Screen.
	Search	Takes the operator to Search Screen.
	Operator Login	This will logout the current operator and set the scale for the next operator to login.
	Label Data	Takes the operator to the Label Data Screen.
	Product & Shelf Life	Takes the operator to the Product and Shelf Life Screen.
	Wrapper Settings	Takes the operator to the Wrapper Settings Screen, if available.
	Printer Settings	Takes the operator to the Printer Settings Screen.
	Label Placement	Takes the operator to the Label Placement Screen, if available.
	Date & Time	Takes the operator to the Date and Time Screen.
	Total Types	Takes the operator to the Total Types Screen.
Browse Web		Takes the operator to the default internet web address, if available.
Operator login		This will logout the current operator and set the scale for the next operator to login.
Void Transaction		This will void the last transaction made by the operator.
Load Specials		Takes the operator to another set of flashkeys sorted by specials.

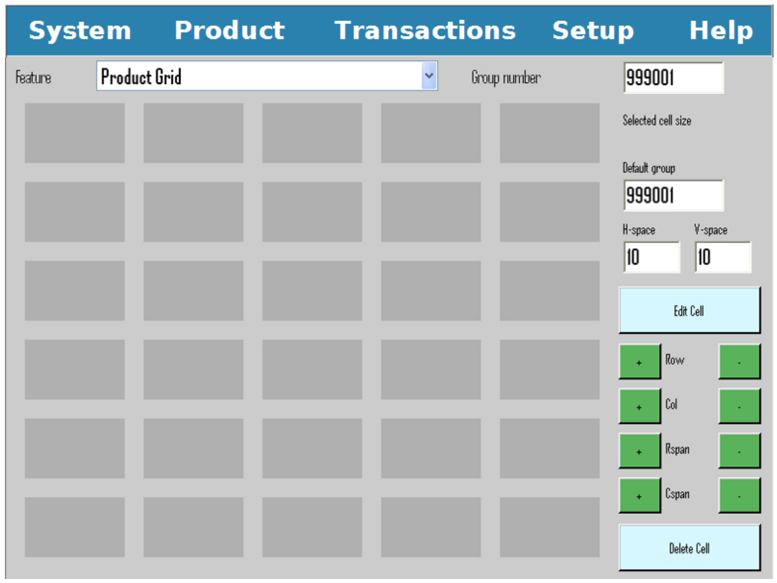
Adjusting the Flashkey Grid

To adjust the flashkey grid:

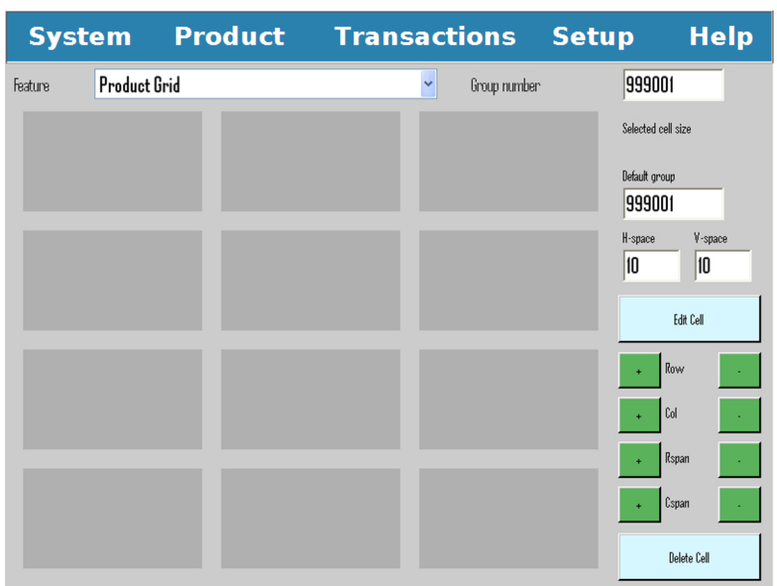
1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Other Records.
3. From the ***Other Records Menu***, TOUCH Flashkeys. You should now be on the ***Flashkeys Screen***.



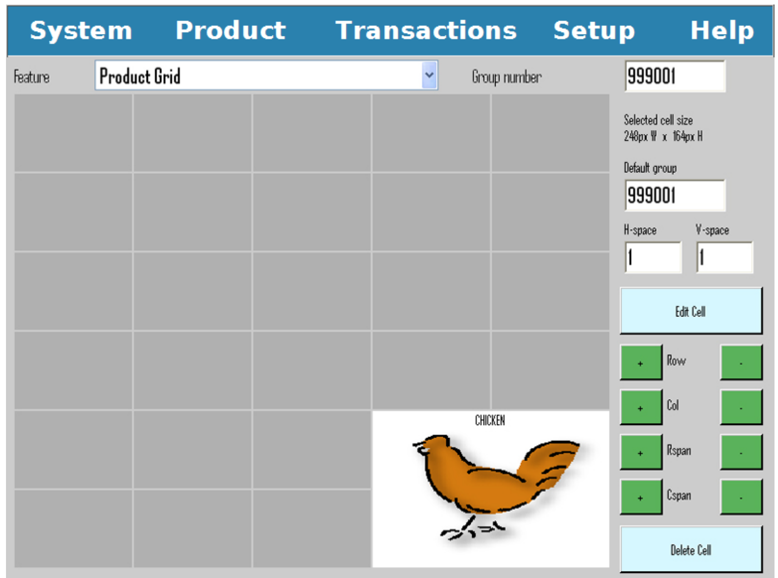
4. TOUCH the Feature field and SELECT the grid to adjust.
5. TOUCH the Group number field and TYPE the number to create or edit.
6. TOUCH the H-space field and TYPE the value for the horizontal spacing between flashkeys. The spacing has been changed to 10 in the example.
7. TOUCH the V-space field and TYPE the value for the vertical spacing between flashkeys. The spacing has been changed to 10 in the example.



8. TOUCH + or – to add or delete the number of flashkey rows or columns. In the example, two rows and columns have been removed. The maximum number of rows and columns is 16 x 16.



9. After a flashkey is set, you can extend it vertically or horizontally. See *Adding/Deleting Flashkeys* to set a flashkey.
10. TOUCH the flashkey to modify.
11. TOUCH + or - next to Rspan to expand a flashkey into the next row.
12. TOUCH + or - next to Cspan to expand a flashkey into the next column.



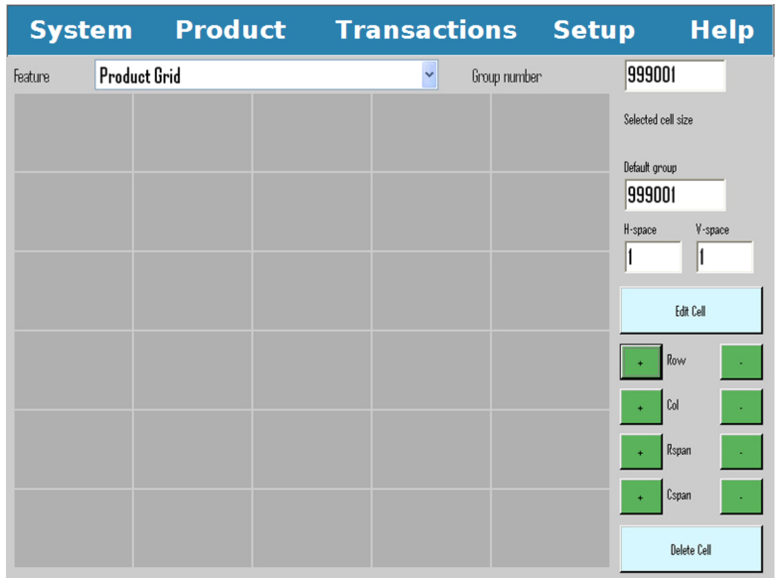
13. TOUCH the Default group field and TYPE the flashkey group number that you want to appear for this feature at operator startup.
14. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Adding/Deleting Flashkeys

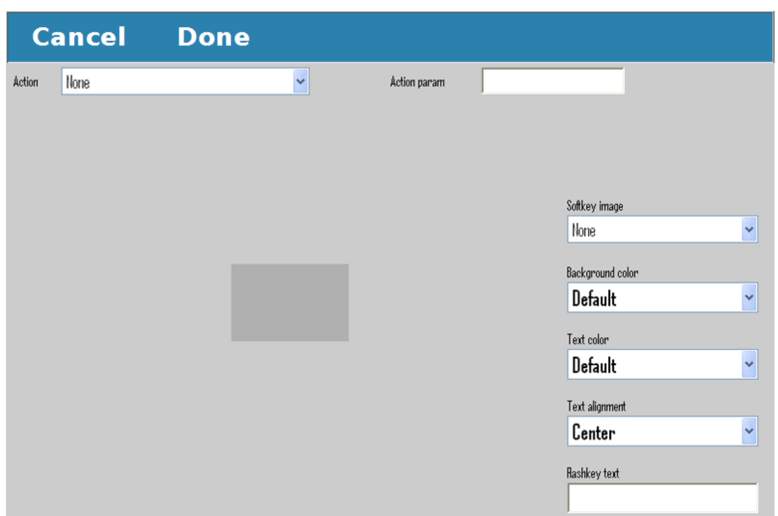
Since the possibilities for flashkey configurations are endless, this section will explain the basic concept of setting up one flashkey.

To add or delete a flashkey:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Other Records.
3. From the ***Other Records Menu***, TOUCH Flashkeys. You should now be on the ***Flashkeys Screen***.



4. TOUCH the area of the grid that you want to assign a flashkey function.
5. TOUCH Edit Cell. You should now be on the ***Flashkey Edit Screen***.



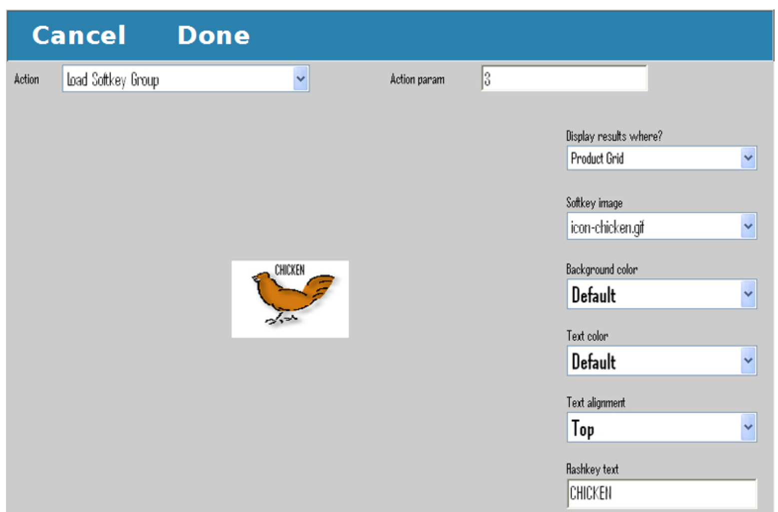
6. Use the Flashkey Function Chart to determine the function you would like to assign to this flashkey area.

Note
• As you modify the flashkey, the results will be displayed in the main area of the touch screen. • Some text colors display better with different background colors.

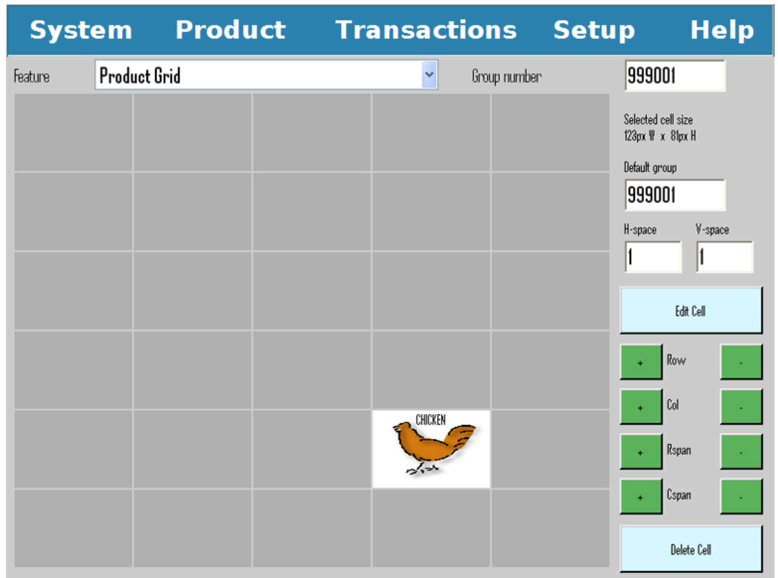
7. TOUCH the Softkey image field and SELECT the graphic you want displayed with this flashkey function.
8. TOUCH the Background color field and SELECT a color to assign to this flashkey function.
9. TOUCH the Text color field and SELECT a color to assign to the text of this flashkey function.
10. TOUCH Text alignment and SELECT the location of the text on the flashkey.

Note
• Aligning text to the top will allow for five lines of text. Alignment to the bottom or middle will allow for two lines of text. • Selecting a text alignment on ANY key in the product grid will make ALL keys in that grid display that way.

11. TOUCH text and TYPE the text you want displayed on the flashkey.



12. TOUCH Done on the ***Supervisor Menu***. You should now be back on the ***Flashkeys Screen***.



13. Verify the flashkey is in the location desired.
14. Adjust the size of the flashkey if necessary. See *Adjusting the Flashkey Grid*.

Look At This
It is recommended that you test the flashkey function in Operate mode. Verify that the flashkey performs the function it was assigned. Refer to the Access PrePack System Operator Manual.

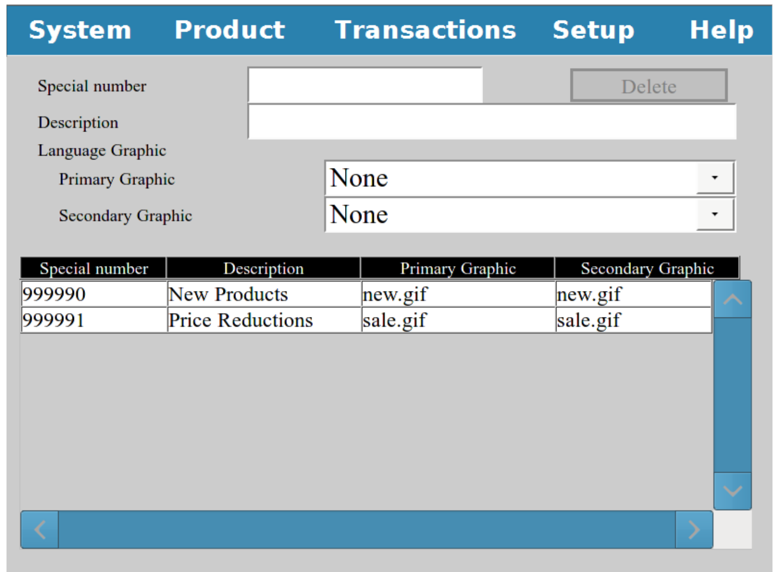
15. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Specials

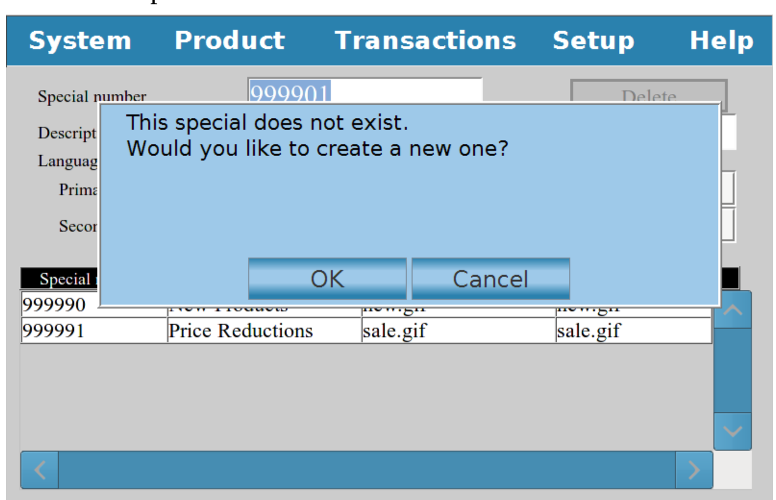
This option allows you to link specific PLU's to a type of special.

To set up the Specials:

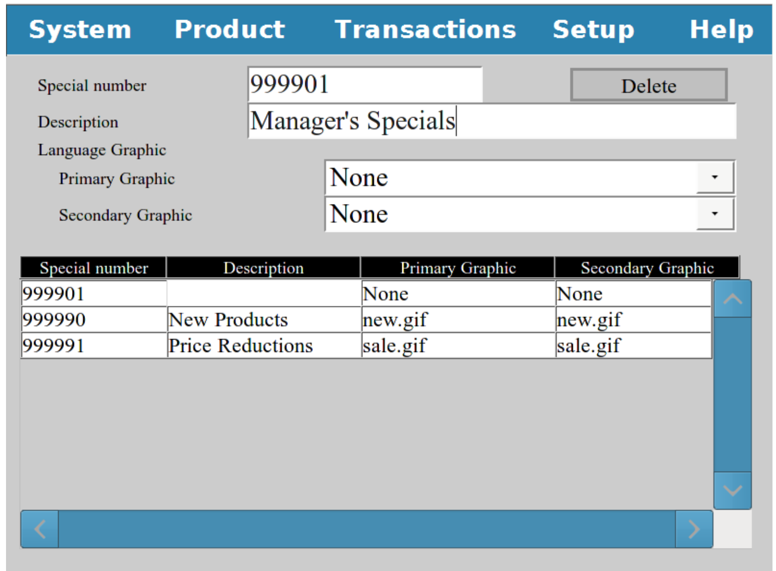
1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Other Records.
3. From the ***Other Records Menu***, TOUCH Specials. You should now be on the ***Specials Screen***.



4. TOUCH the Special number field and TYPE the special number.
5. If you are creating a new special number, you will see the following screen. TOUCH OK.
   –OR–
   If you are using an existing special number, proceed to the next step.



Note
Once you create your new special number, it will automatically display in the table at the lower half of the screen. As you fill in the Description field and the Graphic fields, this information will also display.



6. TOUCH the Description field and TYPE the description of the special.

Note
Custom graphics need to be loaded into the system before they can be used with specials. See *Using the Import Function*.

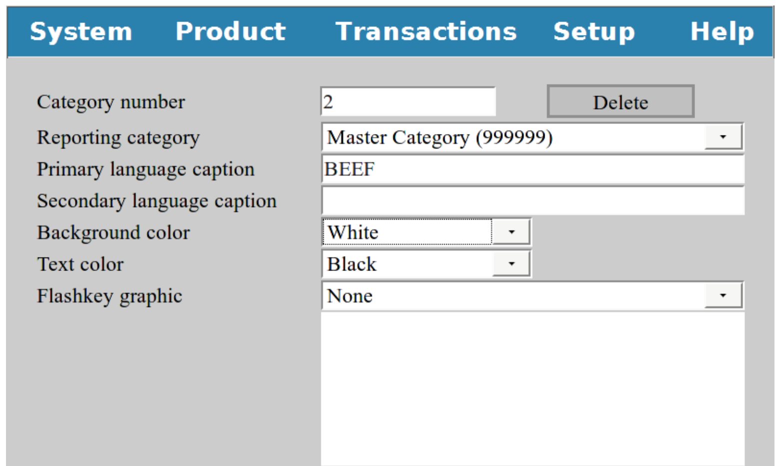
7. TOUCH the graphic drop-down menu and SELECT the graphic name for this special.
8. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Categories

This option is used to maintain category records in the scale. Categories are a way to group products together for the purpose of creating flashkeys to quickly look up products.

To set up the Categories:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Other Records.
3. From the ***Other Records Menu***, TOUCH Categories. You should now be on the ***Categories Screen***.



4. TOUCH the Category number field and TYPE the category number.
5. TOUCH the Reporting category drop-down menu and SELECT the reporting category. Master category (999999) is the default.
6. TOUCH the Caption field and TYPE the Caption for the category.

Note
The background and text colors will be used on any flashkeys created by this category.

7. TOUCH the Background color field and SELECT the color for the category.
8. TOUCH the Text color field and SELECT the color for the category text.

Note
• Custom graphics need to be loaded into the system before they can be used with categories. See *Using the Import Function*. • The graphic chosen here ONLY applies to a flashkey used to load this category NOT the items in the category (like the background and text colors).

9. TOUCH the Flashkey graphic field and SELECT appropriate graphic.
10. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Setting Up Label Types

The Access PrePack System gives you the flexibility to decide what label types you will use and what will print on each label.

The following topics are explained in this section:

- *Understanding Label Types and Label Terms*
- *Using the Labels Menu*
- *Using Custom Label Types*
- *Adding a Custom Label Type*
- *Deleting a Custom Label Type*

Additional information can be found in the Label Information section of *Appendix A*.

Tip
When entering numbers or text you may find it more convenient to use a USB mouse and/or keyboard rather than touching the screen. This is especially useful when entering large amounts of data or performing repetitive operations such as setting up labels or flashkeys.

Understanding Label Types and Label Terms

Hobart can supply you with various label types to fit your organization's needs. The label types that are supplied by Hobart are stored in the scale database and are referred to as Standard Label Types. You can use Standard Label Types just as they are, or you can change them to suit your needs (see *Using the Labels Menu*). You can also have custom label types designed (see *Using Custom Label Types*).

The following is important information to know about labels and label printing before you get started:

- The thermal printhead requires no ink or ribbon.
- Labels used for your transactions may be preprinted or blank.
- Preprinted labels may be ordered with a customer logo, store name, store address and/or other merchandising information (in black and white or colors).

There are some terms you will need to be familiar with when working with Hobart Standard Label Types. They are explained in the next few paragraphs.

- *Understanding Label Stock*
- *Understanding Label Sizes*
- *Understanding Label Types*
- *Understanding Label Families*

Understanding Label Stock

Label stock refers to the physical label paper. Labels come in a variety of sizes, and each has its own function and purpose. The Access PrePack System uses only Standard Die Cut Labels.

Die Cut Labels are cut so that each label is spaced for accuracy. Because these are all the same size, they can be preprinted to create a more attractive label.

Tip
Hobart-supplied labels are recommended because: • Single-source reliability for all scales • Less than 1/10 of 1% defect rate • Accurate labels on every roll • Highly resistant to heat and moisture • Excellent preprint quality

Understanding Label Sizes

Labels are available in the following sizes for the Access PrePack System. Some label lengths may require a Custom Label Type. See *Using Custom Labels* for more information.

Label Lengths	Widths		
	1.5" (38 mm)	**2.25" (57 mm)**	**3" (76 mm)**
1.5" (38 mm)	✓		
1.75" (44 mm)	✓	✓	
2.375" (60 mm)	✓	✓	
3.0" (76 mm)	✓	✓	✓
3.5" (89 mm)	✓	✓	✓
4.0" (102 mm)	✓	✓	✓

Understanding Label Types

The Label Type is the way the printing is laid out on the label.

Understanding Label Families

Label Families were designed to work with the default Label Type settings (Standard Labels). The Access PrePack System automatically knows to search within the same Family for the nearest label to what you are trying to print.

For example, you may have Label Type 14 selected (designed for 3.0" labels), but the label stock you are actually using is 1.75". The Access PrePack System automatically searches the database for the first 1.75" label in the Label Type 14 family. This feature allows the use of nonstandard label lengths.

For a complete listing and description of all the labels contact your local Hobart Representative.

Using the Labels Menu

The Labels Menu enables you to select and/or change your label to suit your needs. The following topics are explained:

- *Selecting Fields to Print on a Label*
- *Setting Up Label Text Names*
- *Viewing Label Types*
- *Using Label Graphics*
- *Using Security Labels*

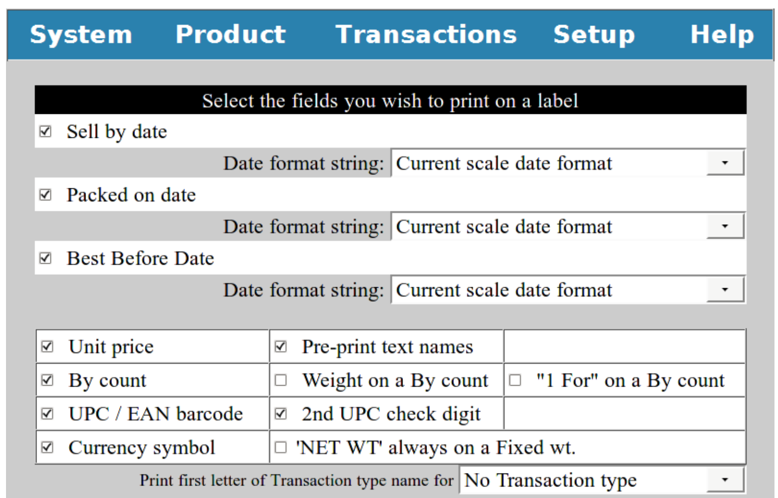
Selecting Fields to Print on a Label

You have the ability to print the following special fields on a label, providing the Label Type permits it:

- Sell By Date/Julian Sell By Date
- Packed-On Date/Julian Packed-On Date
- Product Life Date/Julian Product Life Date
- Unit Price
- By Count
- UPC/EAN Number and Barcode
- Currency Symbol
- Pre-Print Text Names
- Weight on a By Count
- 2nd UPC Check Digit

To change/edit the fields to print on a label:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Labels.
3. From the ***Labels Menu***, TOUCH Fields to Print. You should now be on the ***Fields To Print Screen***.



4. TOUCH the appropriate check box to choose the special fields that you want to print on the label. A checked box will print the field if the Label Type permits it.
5. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Note
If you check the Weight on a By count check box, the weight on a By count PLU will print in the Net Weight field when the By count value is one.

Setting Up Label Text Names

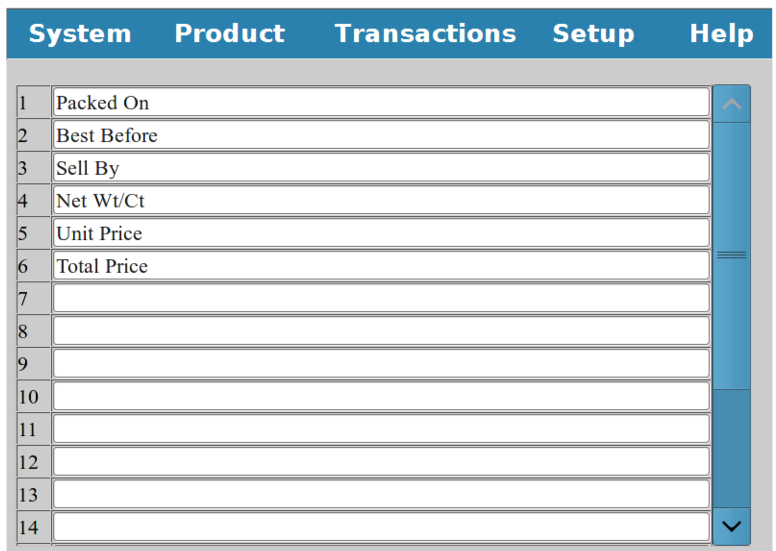
The Label Text Names option allows you to edit the Field Header Names that print on labels - if the Label Type and Setup permit. These include:

- Field 1: Packed On
- Field 2: Best Before
- Field 3: Sell By
- Field 4: Net Wt/Ct
- Field 5: Unit Price
- Field 6: Total Price

For complete list of all available fields that can print on a label, contact your local Hobart Representative.

To set up/edit Label Text Names:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Labels.
3. From the ***Labels Menu***, TOUCH Label Text Names. You should now be on the ***Label Text Names Screen***.



4. TOUCH the field you wish to edit and TYPE the text you wish to see on your label in the selected field.

Look At This
The new field name will not display on the Run screen. The operator will see the original field name displayed. For example, if you modify the text for Field 3 (Sell By) to say Freeze By, the Run screen will still display Sell By, but the label will be printed with the words Freeze By.

5. In order for changes to take effect, reboot the scale. See *Reset Switch*.

Viewing Label Types

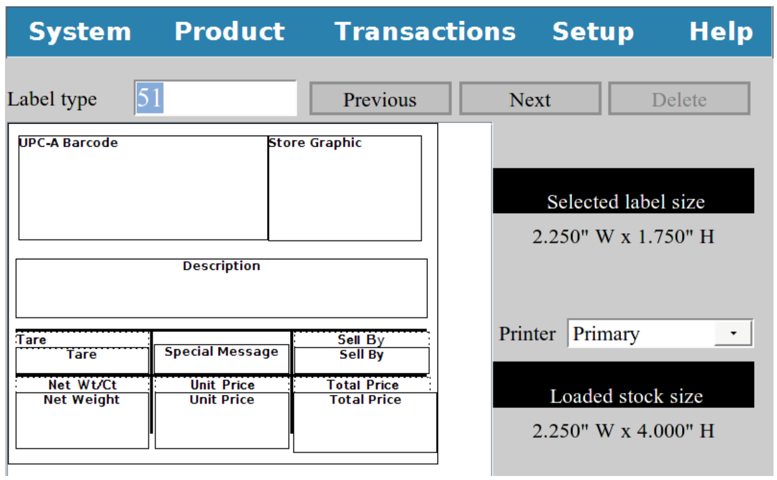
The Label Types option enables you to view available labels contained within your scale system. Remember, the Label Type is the setup (layout) of the label.

Note

If you do not find the Label type you want, you can contact your local Hobart Representative to order a Custom Label Type. See *Using Custom Label Types*.

To view Label Types:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Labels.
3. From the ***Labels Menu***, TOUCH Label Types. You should now be on the ***Label Types Screen***.



4. TOUCH the Label type field and TYPE the label type you wish to view.
5. To move through the available label types, TOUCH Previous, or TOUCH Next.
6. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Tip

The Label Type screen displays the label type number and the label stock size required to print the label shown. The loaded stock size is also displayed.

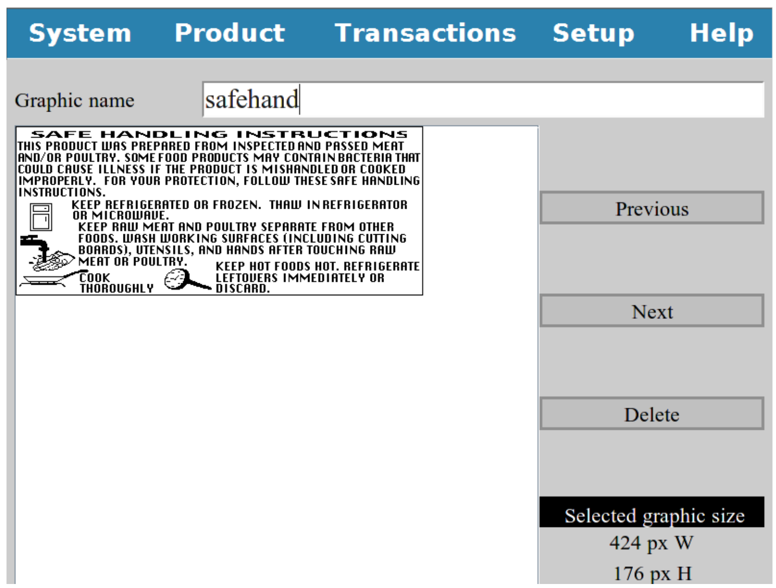
Using Label Graphics

The Label Graphics option allows you to view the available graphics that can be added to labels.

Note
• Hobart offers a variety of scale graphics. For additional graphics, contact your local Hobart Representative. • Graphics need to be added to the system before they can be used to add graphics, see *Using the Import Function*.

To use Label Graphics:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Labels.
3. From the ***Labels Menu***, TOUCH Label Graphics. You should now be on the ***Label Graphic Screen***.



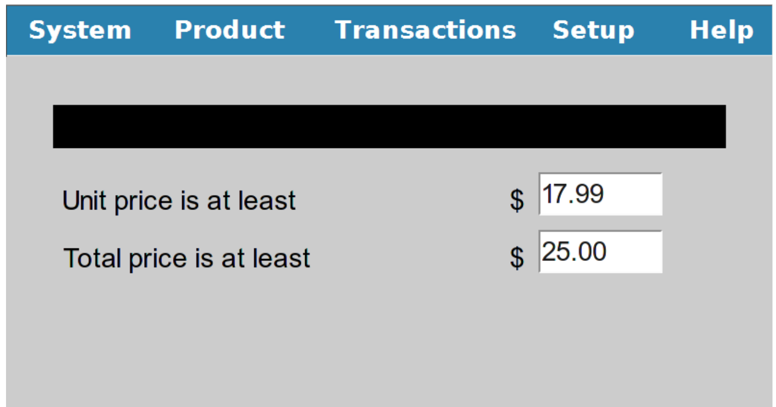
4. TOUCH the Graphic name field and TYPE the Graphic number or name you wish to view.
5. To move through the available Graphics, TOUCH Previous, or TOUCH Next.
6. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Using Security Labels

This option allows you to set the minimum amount in total price to print a security label.

To set Security Label price:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Labels.
3. From the ***Labels Menu***, TOUCH Security Labels. You should now be on the ***Security Labels Screen***.



4. TOUCH the Unit price is at least field and TYPE the price.
5. TOUCH the Total price is at least field and TYPE the price.
6. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

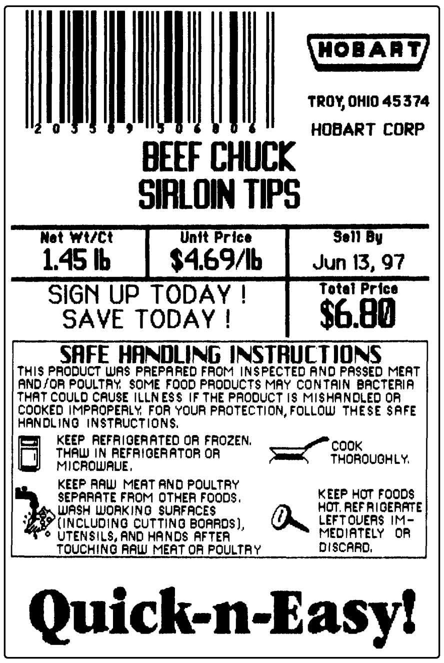
Using Custom Label Types

Custom Label Types are designed to fit your specific merchandising needs. You select the fields that print and the location of each field on the label.

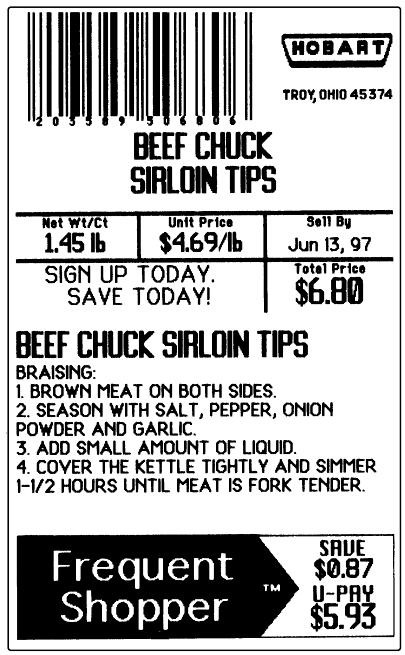
Hobart offers a wide variety of Custom Label Type options. Use the following example or create your own Custom Label Type according to your merchandising needs.

Review the following subtopics for more information:

- *Adding a Custom Label Type*
- *Deleting a Custom Label Type*



Regular Label



Custom Label

Adding a Custom Label Type

Custom Label Types are added through the Backup/Restore function.

Refer to *Chapter 8: Backup & Restore* for more information.

When following the directions in *Chapter 8: Backup & Restore*, be sure to select only Label data when adding a Custom Label Type.

Deleting a Custom Label Type

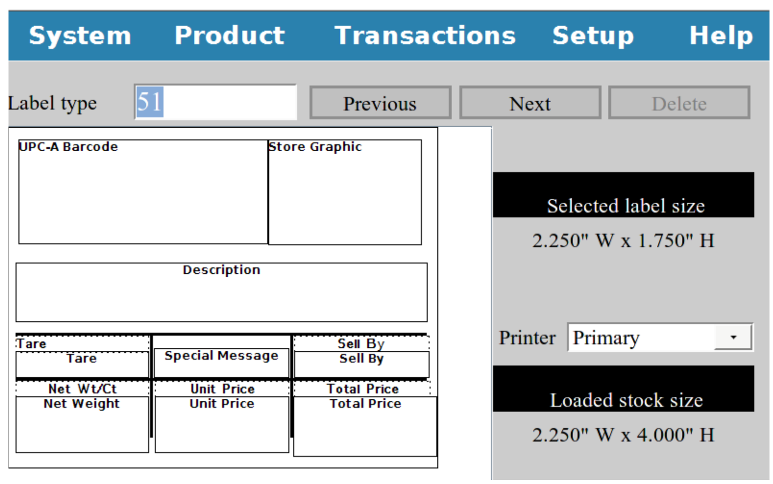
You can only delete a Label Type from the scale that you added to the database (i.e., Custom Label Type). Standard Label Types cannot be deleted.

Look At This

Using this delete feature **permanently** removes your Custom Label Type from the scale.

To delete a Custom Label Type:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Labels.
3. From the ***Labels Menu***, TOUCH Label Types. You should now be on the ***Label Types Screen***.



4. TOUCH the Label type field and TYPE the label type you wish to remove.
5. Verify this is the correct label and TOUCH the Delete button to remove the custom label type from the database. If the Delete field is not active (grayed), then the Label type is constant in the system and cannot be deleted.
6. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

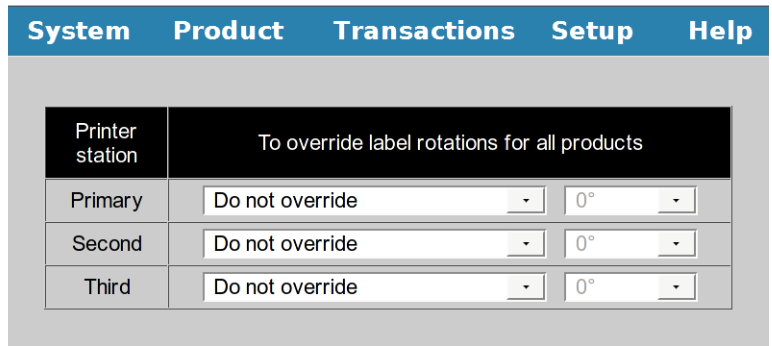
Label Rotation Overides

The label position can be modified on the Label Rotation Overide Screen

To adjust the label rotaion overide settings:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Scale Operations.

From the ***Scale Operations Menu***, TOUCH Rotation Overide.
You should now be on the ***Label Rotation Overide Screen***.



3. TOUCH the desired field and select the desired function. Use the following table to make your decisions.

Table of Label Rotation Overides		
Prompt	**Description**	**Values**
Printer Station	To overide label ratations for all products	Do not overide
		Set rotation to
		Rotate an additional
		0 to 315 degrees, 45 degree incraments

Setting Up Operator ID's

The Operator ID option enables you to assign a numeric code that identifies a specific operator. It allows you to change information about that operator. You may also delete an operator from the system. The following topics are covered in this section:

Understanding Access Levels

Within the Access PrePack System, a certain level of authority can be assigned as a required minimum in order to use a particular function. This is the Access Level. When setting up operators and their ID's, you will need to determine what Access Level they will be given.

Assigning an Access Level to an Operator ID gives you the ability to govern the amount of access your operators are allowed to have to the Supervisor functions. For example, you may want to allow your operators to make certain changes to PLU information that can only be made in Supervisor mode. You can also prevent an operator from accessing Supervisor mode completely. An Access Level of 1 means the operator has no access to Supervisor functions.

The following chart is grouped by Access Level and identifies the functions associated with each.

Note

- Remember, whatever Access Level you select for an operator, then that operator can access all lower level functions. For example, if you assign an operator to Access Level 7, then he/she also has access to levels 6, 5, 4, and so on.
- You must assign at least one person with Access Level 9, if Supervisor mode security is desired.

Access Level 1 (minimum) Function
No Access to Supervisor Functions

Access Level 2 Function
View/Modify Operator Note
View Scale Statistics
Change Printer Settings
Rezero Weigher
View Help Features

Access Level 3 Function
Backup/Restore from USB Drive
Record Scan

Access Level 4 Function
Change Unit Price

Access Level 5 Function
Change All Fields
Change a Reporting Class
Create/Edit a Class
Delete Product/Class
View Label Types
Edit Store Information
Edit Shelf Life/Product Life
Edit All Price Fields
View Label Graphics
Edit COOL Information
Edit Flashkeys, Specials, & Categories
Print Configuration Report
Edit Tare
Report Setup

Access Level 5 Function (Cont.)
Edit Rotation Override
Edit Security Labels
Edit Product Default Values
Clear/View Hourly Totals
Clear/View Product Totals

Access Level 7 Function
Set What the Operator Can Modify
Void Transactions
Set E-mail
Communication interface
Scale Management
Transaction Types

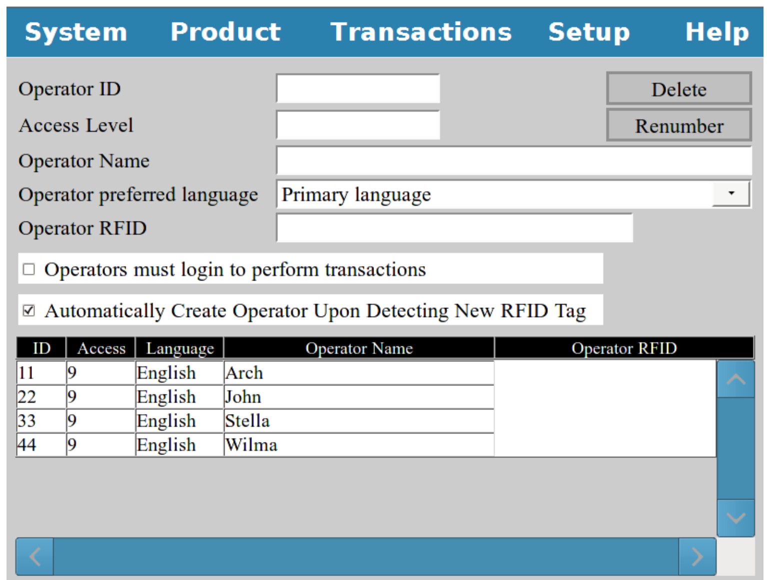
Access Level 9 (maximum) Function
Change Label Text Names
Set Fields to Print on a Label
Configure Operators
Set Up Normal Scale Operation
Upgrade Firmware
Delete All Files
View Operator Changes
Access Desktop

Assigning Operator ID’s

When you assign an Operator ID, you are providing a unique identification number to the Access PrePack System for each of your operators. Tied to this number is an Access Level code that specifies the Supervisor functions which that particular operator is authorized to perform in the scale. This is especially useful for tracking purposes, such as monitoring your operators, if necessary. Review *Understanding Access Levels* before assigning operator ID’s.

To assign Operator ID's:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Operators.
3. From the ***Operators Menu***, TOUCH Configure Operators. You should now be on the ***Configure Operators Screen***.



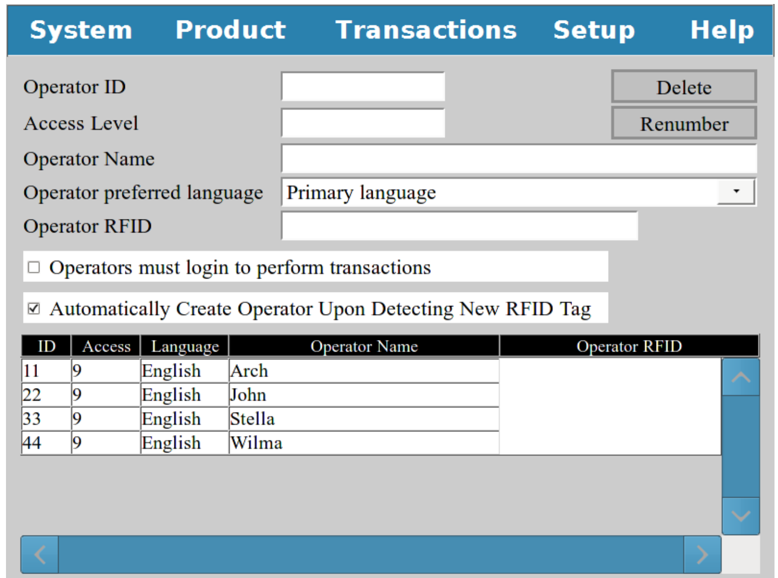
4. TOUCH the Operator ID field and TYPE the new Operator ID.
5. TOUCH the Access level field and TYPE the Access level you wish to assign to the operator.
6. TOUCH the Operator name field and TYPE the name you want assigned to this Operator ID.
7. TOUCH check box to enable Operators must login to run the scale if this function is needed.
8. TOUCH check box to enable Operator ID to be automatically created when detecting a new RFID Tag if required.
9. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Deleting Operator ID's

When you delete an Operator's ID, you will permanently remove the ID from the scales database.

To delete an Operator ID:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Operators.
3. From the ***Operators Menu***, TOUCH Configure operators. You should now be on the ***Configure Operators Screen***.



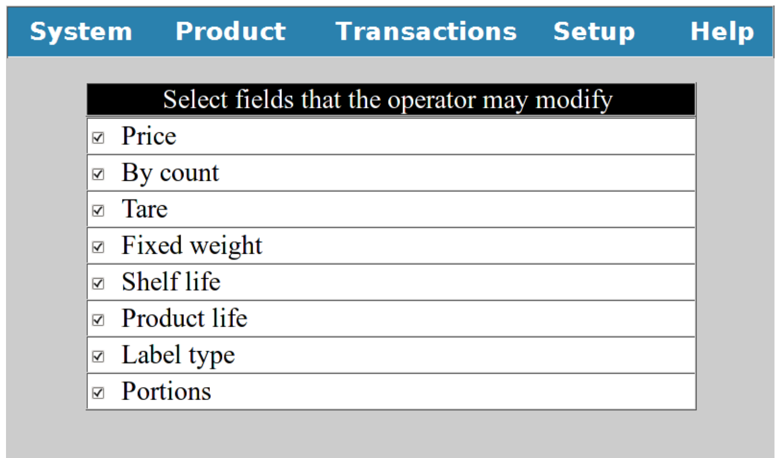
4. TOUCH the Operator ID field and TYPE the Operator ID you wish to delete –OR– TOUCH the Operator name in the list.
5. TOUCH the Delete button.
6. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Setting Operator Can Modify

Use this feature to allow operators to change and modify various functions of the Access PrePack System.

To set what Operators can modify:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Operators.
3. From the ***Operators Menu***, TOUCH Operators Can Modify. You should now be on the ***Operators Can Modify Screen***.



4. TOUCH the check box of the field you want to make active for operators to modify.
5. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Creating Operator Notes

An Operator Note provides a way to convey additional information to the operators that they need to know when operating the system.

Note
The Operator Note will appear on the Operator Screen when the Operator logs on if the Operator Note has not been viewed previously by the operator.

To create an Operator Note:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Operators.
3. From the ***Operators Menu***, TOUCH Operator Note. You should now be on the ***Text Editor Screen.*** Refer to *Using the Text Editor* in *Appendix A* for more information on how to use the text editor.

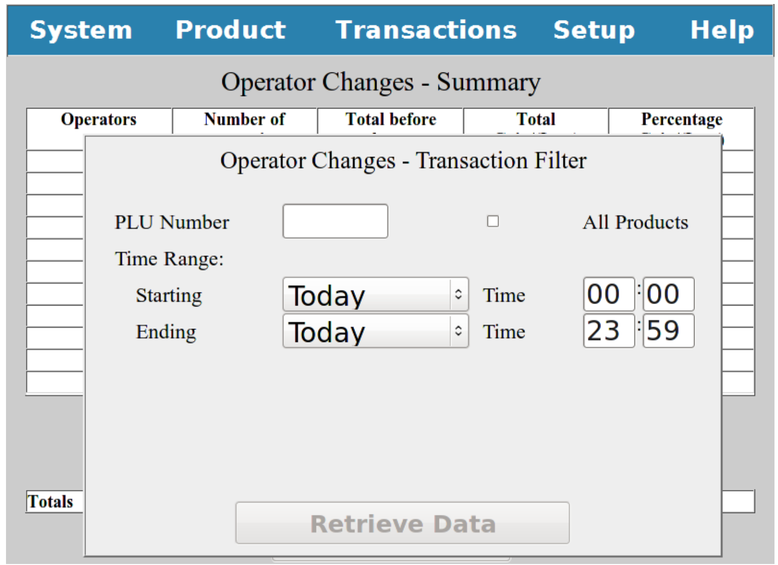
4. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Viewing Operator Changes

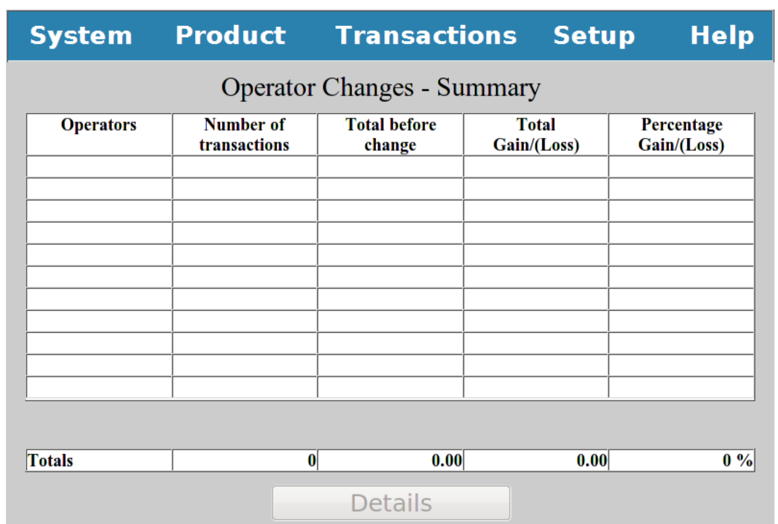
This function will allow you to view changes made by an operator, if permitted.

To view operator changes:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Operator.
3. From the ***Operator Menu***, TOUCH View Operator Changes.



4. TOUCH the PLU number field and TYPE the product number –OR– TOUCH the All Products check box.
5. Verify the number and TOUCH Retrieve Data. You should now be on the ***Operator Changes Screen***.



6. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Updating Firmware

The firmware is essentially the operating system for the scale. Updates to the scale firmware may be necessary from time to time. Contact your Hobart Sales representative for more information about updates to your scales firmware.

Look At This

- It is recommended that before you update your scales firmware manually that you make a complete back-up of your scales database. See *Chapter 8: Backup & Restore* for more information.
- If you access your scale remotely, you will need to do the following after each firmware upgrade. Failure to do so could cause some scale functions not to display correctly while using remote access. In conjunction with java and internet explorer, the scale will create special display files and store them on your local computer terminal. After each firmware upgrade, you will need to delete the files that have been created and stored on your local computer. The files are located at the following path. Show hidden files and folders must be enabled to see path as shown.

  C:\Documents and Settings\“username”\Application Data\Sun\Java\Deployment\cache\javapi\v1.0\jar

  The term “username” refers to the user name or log in name used to access this computer. This will be unique for each user. Each user will need to remove all files stored in the directories under their user name. Once you access the scale remotely, new files will be created in this location to display any new updates to the firmware correctly. If you have any questions about this function, contact your local network administrator.

This section addresses how to set up the scale to do an automatic or manual update to the firmware. Here you will learn how to update the scale firmware:

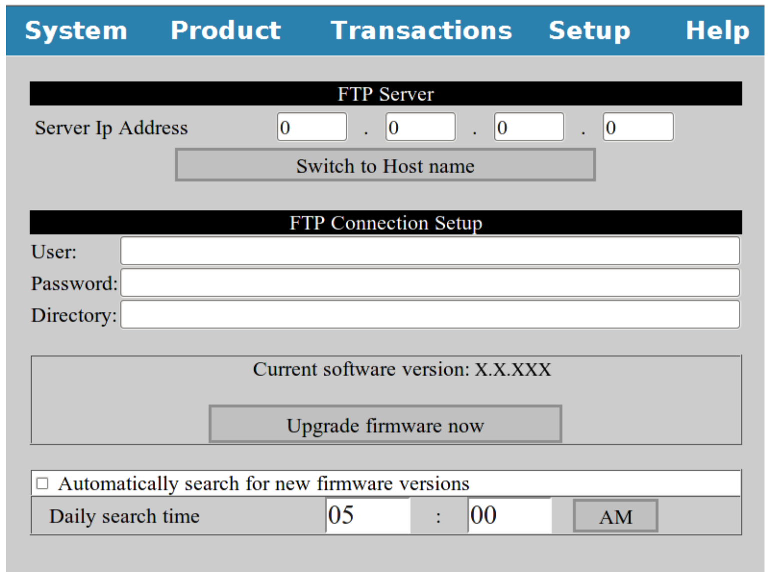
- *VIA FTP*
- *VIA USB Bulk Storage (USB Drive)*

VIA FTP

Updating firmware via FTP is updating your system using files from a server. This option allows your system to update the firmware automatically overnight. Contact your local network administrator if necessary.

To update firmware via FTP:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Upgrade Firmware.
3. From the ***Upgrade Firmware Menu***, TOUCH Via FTP. You should now be on the ***Update Via FTP Screen***.



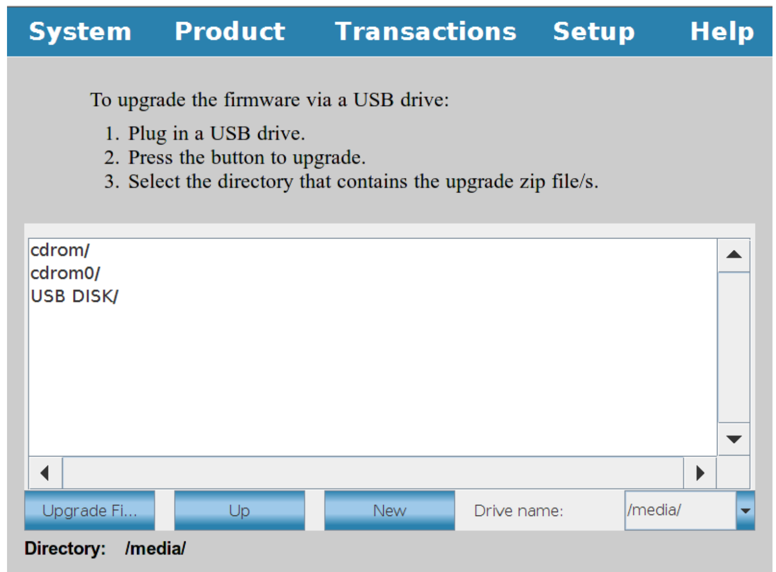
4. To upgrade scale application via FTP, TOUCH the Server Host Name Field and type in server host.
5. Or to upgrade scale application via IP address, TOUCH the Switch to IP address button field and TYPE the Server IP address.
6. For FTP Connection Setup, TOUCH the user field and TYPE in the user name.
7. TOUCH the Password field and TYPE in the password.
8. TOUCH the Directory field and TYPE in the directory.
9. If you would like the scale to automatically search for new firmware versions, TOUCH the check box.
10. Set the Daily search time.
11. If you do not wish to have an auto update with a set Daily search time, TOUCH the Upgrade firmware now button.
12. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

VIA USB Bulk Storage (USB Drive)

Updating firmware via USB bulk storage is upgrading your firmware using files from a USB drive.

To update firmware via USB bulk storage:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Upgrade firmware.
3. From the ***Upgrade Firmware Menu***, TOUCH Via USB bulk storage. You should now be on the ***Update Via USB Bulk Storage Screen***.



4. To upgrade the firmware via USB drive, follow the instructions provided on the screen.
5. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Setting Up Product Default Values

The entire set of Product Default Values information in the database is covered on three Product Default Value Screen pages. They are described in the topics:

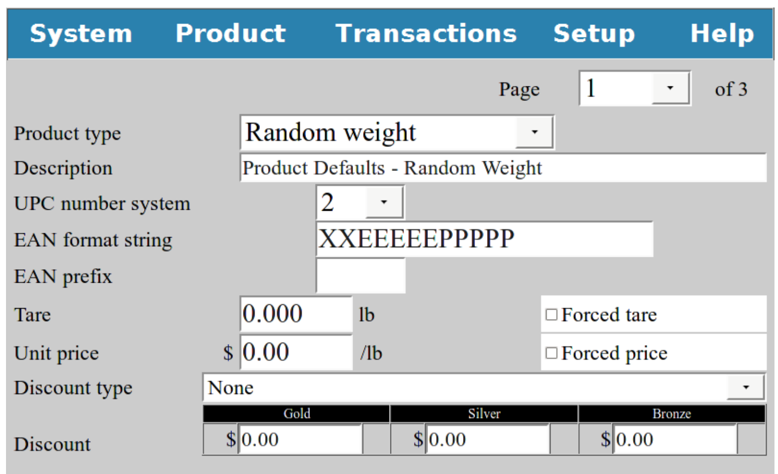
- *Product Default Values Screen Page 1*
- *Product Default Values Screen Page 2*
- *Product Default Values Screen Page 3*

Note

The fields that can be changed when you are working with Products vary depending on the Product type (i.e., Random weight, Fixed weight, Fluid ounces, or By count).

Product Default Values Screen Page 1

The information on page 1 is related to your product.

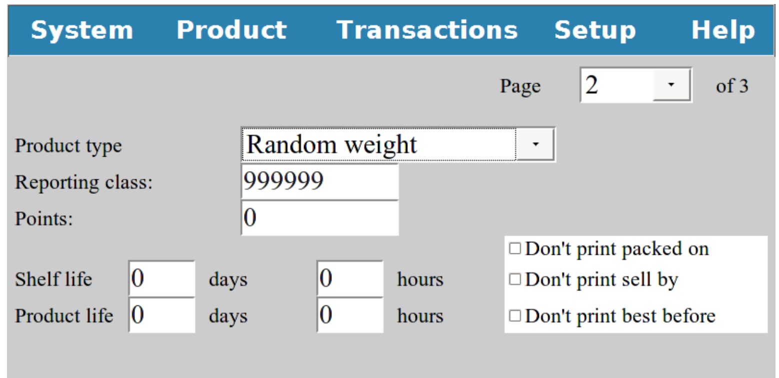


These fields must be present in the Label type assigned in order for them to print on the label.

In This Field On Page 1	Enter This Information
Product type	Random Wt. = An item that is weighed before it can be priced. Fixed Wt. = An item priced by a predetermined weight. By count = An item which is priced by the number of items per purchase, rather than by weight (i.e., 3 for $1.00). Fluid ounces = An item sold by a predetermined volume.
Description	The name or description of the Product. Remember that your Label type and font size impact the number of characters available. Always set Label type before filling description to ensure accurate character count.
UPC number system	The type of Universal Product Code used for this PLU. The type can be 01, 02, 04, 06, 07, 08 or 09. All are available for Fixed weight and 02 or 04 are available for Random weight.
EAN format string	The series of charactes that represent the data that will actually be in the barcode, if the label type allows.
EAN prefix	The default for 2-digit prefix for random weight, fixed weight by count or fluid ounce type product.
Tare	The Tare value, which is the weight of the packaging for which the customer does not pay (e.g., plastic wrap or a styrofoam tray). NOTE: Fixed weight PLU's do not have a tare value.
Unit price	This is the price per unit (Unit price) of a product. It can be 0.00 to 999.99. However, if the total price is greater than $99.99, the Barcode does not print on the label unless you are using an EAN barcode.
Discount type	Label will show discounted price, but the UPC displays regular price. • Cents off – The discount or amount off of the Unit price. • Discount price – The discounted unit price. • Percent off – The percentage discount off of the Total price. • Regular price – The normal unit price. • Percent added – The percentage added to the Total price. • Package discount – The amount discounted from the package total price.
Gold, Silver and Bronze Levels	This value is determined based on the Frequent Shoppers Program. It is based on the amount of money the customer spends in the store. Gold level shoppers will receive the highest discount. Gold level is the default.
Vendor # (Fixed weight Fluid ounces)	The number that identifies the vendor that supplied the product.
By count	The quantity of items that make up the package.
Exception price (By count)	The exception price of By count items, when the quantity purchased is less than the normal quantity. For example, if the price is 3 for $1.00, the exception price for 1 could be $0.39.
Fluid weight (Fluid ounces)	The Fluid amount that is fixed for each product.
Forced Price or Forced Tare	Check box to enable function, uncheck to disable.

Product Default Values Screen Page 2

The information on page 2 is related to your Product label. Refer to *Setting Up Label Types*.

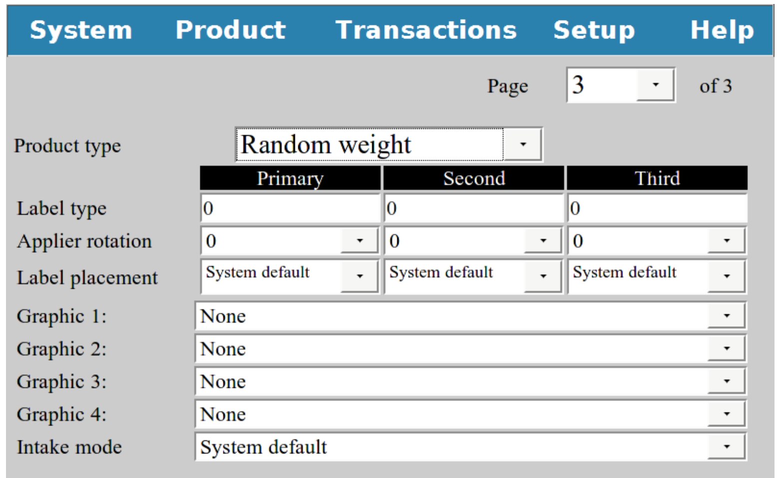


These fields must be present in the Label type assigned in order for them to print on the label.

In This Field On Page 2	Enter This Information
Product type	Random Wt. = An item that is weighed before it can be priced. Fixed Wt. = An item priced by a predetermined weight. By count = An item which is priced by the number of items per purchase, rather than by weight (i.e., 3 for $1.00). Fluid ounces = An item sold by a predetermined volume.
Reporting class	The Class to which another Class or Product reports its Totals information.
Points	An accumulation of points is obtained by being a part of the Frequent Shoppers Program. The more money spent by a shopper, the more points are accumulated.
Shelf life	The number of days that a perishable product may stay on the shelf.
Product life	The number of days before a perishable product should be consumed or frozen (i.e., Use by, Freeze by or Best before).
Don’t Print check boxes	Check box to not have packed on, sell by, or best before print on label.

Product Default Values Screen Page 3

The information on page 3 is related to your Product label. Refer to *Setting Up Your System* for detailed instructions.



These fields must be present in the Label type assigned in order for them to print on the label.

In This Field On Page 3	Enter This Information
Product type	Random Wt. = An item that is weighed before it can be priced. Fixed Wt. = An item priced by a predetermined weight. By count = An item which is priced by the number of items per purchase, rather than by weight (i.e., 3 for $1.00). Fluid ounces = An item sold by a predetermined volume.
Label type	The actual format of the label. It determines the size, orientation and fields to print on the label.
Applier rotation	This is the angle position that the applier will place a label on the package.
Label placement	This is the placement of the label on the leading or trailing end of the package. Not valid with UWS or CLA; use system default.
Graphic 1 thru 4	Select from the list the number or name of the graphic that is printed on the Product label. Up to four graphics can be used if available for the selected label type.
Intake mode	The speed that the package enters the wrapping area (automatic wrappers only).

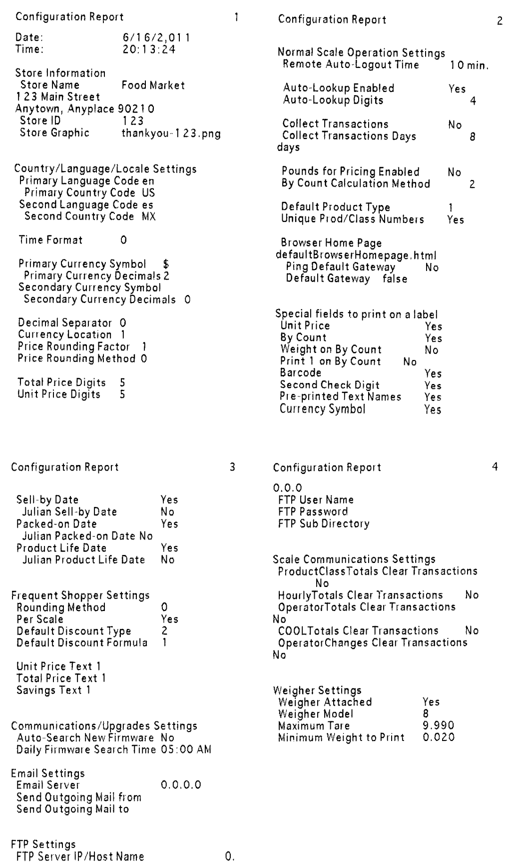
Running a Configuration Report

The Configuration Report provides a convenient listing of the current configuration set up in the scale system with regard to such features as the functions that are enabled/disabled, the current values set up in the system, store information in the system, and system network/communications settings.

> **Note**
>
> Running a Configuration Report cannot be done remotely, but must be run at the scale.

To run a Configuration Report:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Configuration Report. The Configuration Report will begin running and is printed out on the printer.
3. TOUCH Done.



Configuration Report 1

Date: 6/16/2,011
Time: 20:13:24

Store Information
Store Name Food Market
123 Main Street
Anytown, Anyplace 90210
Store ID 123
Store Graphic thankyou-123.png

Country/Language/Locale Settings
Primary Language Code en
Primary Country Code US
Second Language Code es
Second Country Code MX

Time Format 0

Primary Currency Symbol $
Primary Currency Decimals 2
Secondary Currency Symbol
Secondary Currency Decimals 0

Decimal Separator 0
Currency Location 1
Price Rounding Factor 1
Price Rounding Method 0

Total Price Digits 5
Unit Price Digits 5

Configuration Report 2

Normal Scale Operation Settings
Remote Auto-Logout Time 10 min.

Auto-Lookup Enabled Yes
Auto-Lookup Digits 4

Collect Transactions No
Collect Transactions Days 8
days

Pounds for Pricing Enabled No
By Count Calculation Method 2

Default Product Type 1
Unique Prod/Class Numbers Yes

Browser Home Page
defaultBrowserHomepage.html
Ping Default Gateway No
Default Gateway false

Special fields to print on a label
Unit Price Yes
By Count Yes
Weight on By Count No
Print 1 on By Count No
Barcode Yes
Second Check Digit Yes
Pre-printed Text Names Yes
Currency Symbol Yes

Configuration Report 3

Sell-by Date Yes
Julian Sell-by Date No
Packed-on Date Yes
Julian Packed-on Date No
Product Life Date Yes
Julian Product Life Date No

Frequent Shopper Settings
Rounding Method 0
Per Scale Yes
Default Discount Type 2
Default Discount Formula 1

Unit Price Text 1
Total Price Text 1
Savings Text 1

Communications/Upgrades Settings
Auto-Search New Firmware No
Daily Firmware Search Time 05:00 AM

Email Settings
Email Server 0.0.0.0
Send Outgoing Mail from
Send Outgoing Mail to

FTP Settings
FTP Server IP/Host Name 0.

Configuration Report 4

0.0.0
FTP User Name
FTP Password
FTP Sub Directory

Scale Communications Settings
ProductClassTotals Clear Transactions
No
HourlyTotals Clear Transactions No
OperatorTotals Clear Transactions
No
COOLTotals Clear Transactions No
OperatorChanges Clear Transactions
No

Weigher Settings
Weigher Attached Yes
Weigher Model 8
Maximum Tare 9.990
Minimum Weight to Print 0.020

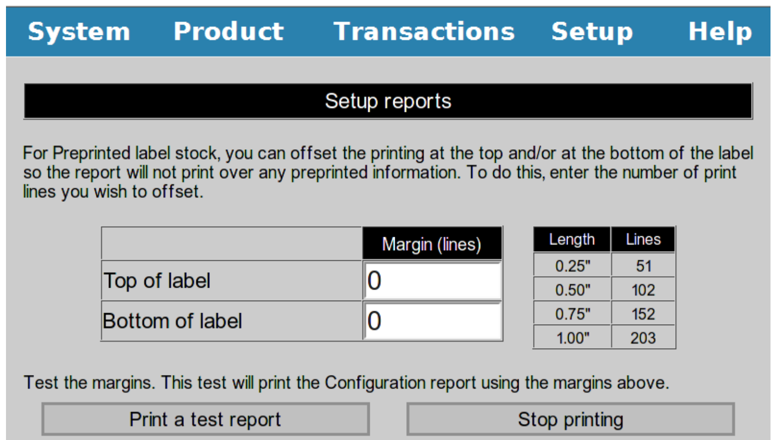
4. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Configuration Report Setup

For Preprinted label stock, you can offset the printing at the top and/or at the bottom of the label so the report will not print over any preprinted information. To do this, enter the number of print lines you wish to offset.

To setup report printing:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Reports.
3. From the ***Reports Menu***, TOUCH Setup. You should now be on the ***Configuration Report Setup Screen***.



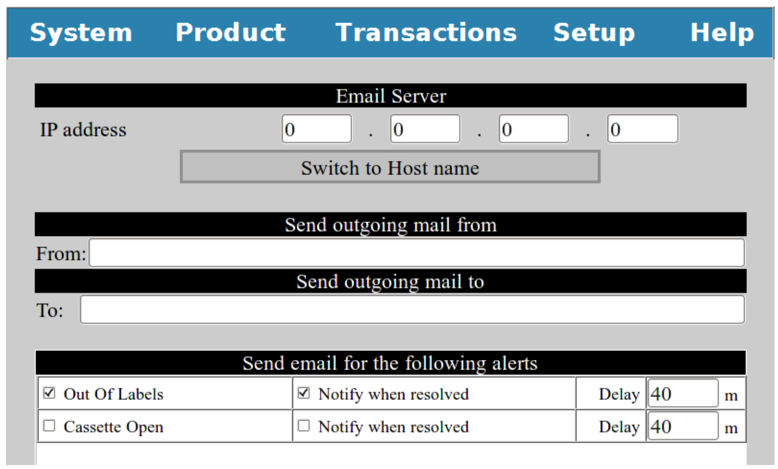
4. TOUCH the Margin (lines) field and TYPE the number of lines to offset.
5. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Email

If your scale experiences technical problems, it could send an Email to a designated individual regarding that problem. In order to set up your scale to send the messages to the proper SMTP Servers IP Address, do the following:

Note
Contact your Network Administrator to make sure this function is available with your network.

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Communications.
3. From the ***Communications Menu***, TOUCH Email. You should now be on the ***Email Screen***.



4. TOUCH the IP Address field and TYPE the SMTP Servers IP Address in the Email Server IP Address field.
5. TOUCH the To field and TYPE the email address to be notified of alerts.
6. TOUCH the check boxes for the alerts you want active.
7. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Chapter 4: Setting Up the Database

Setting Up the Database

Before you begin to use the Access PrePack System, you should consider how you want to set up the database to maximize the efficiency of your scale.The following topics explain how to set up your database:

- *Understanding the Database*
- *Setting Up Classes*
- *Setting Up Products*
- *Modifying Product Information*
- *Setting Up Support Files*

Understanding the Database

With the Access PrePack System's flexible database, you can organize your operation with Classes, Categories, and Products. Classes are groups of Products. Categories are a way to group products together for the purpose of creating flashkeys. Products are any commodities sold.

When you add, modify or delete a Class, Categories, or Product, the database is updated immediately. The database is designed so that you can quickly and easily change one specific field or all fields.

Before you begin working with Products, Categories, and Classes, you should consider how you want to set up your scale. Refer to *Chapter 3: Setting Up Your System* for information.

Please review the following topics:

- *Understanding the Product Changes Function*
- *Understanding the Product Changes Screens*

Understanding the Product Changes Function

Whether you are setting up or updating the database with Product-related information, you will use the Product changes menu. You may add, change or delete Classes, PLU information or Support Files.

The menus and screens of the Product changes function give you the flexibility to access the PLU information without having to go through every screen.

Understanding the Product Changes Screens

The entire set of PLU-related information in the database is covered on six Product Changes Screen pages. They are described in the topics:

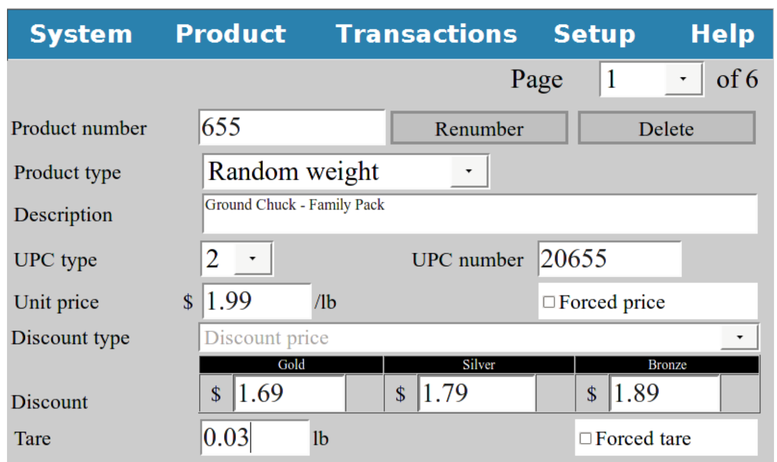
- *Product Changes Screen Page 1*
- *Product Changes Screen Page 2*
- *Product Changes Screen Page 3*
- *Product Changes Screen Page 4*
- *Product Changes Screen Page 5*
- *Product Changes Screen Page 6*

Note

The fields that can be changed when you are working with Products vary depending on the PLU type (i.e., Random weight, Fixed weight, or By count).

Product Changes Screen Page 1

The information on page 1 is related to your product.

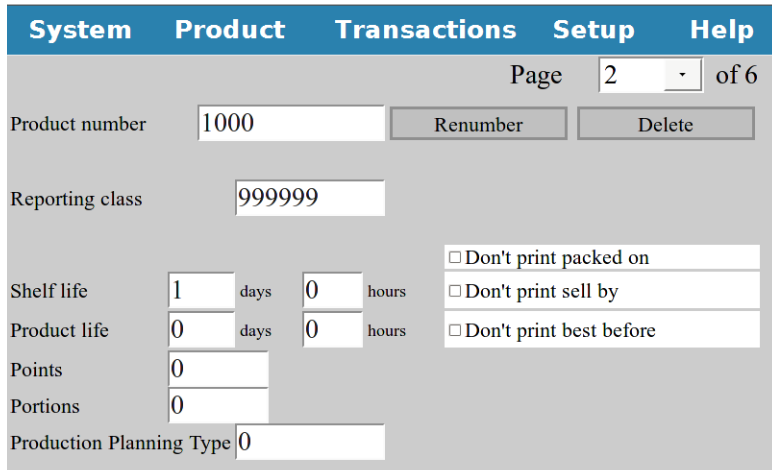


These fields must be present in the Label type assigned in order for them to print on the label.

In This Field On Page 1	Enter This Information
Product number	This is the PLU number used to represent a specific product.
Product type	Random Wt. = An item that is weighed before it can be priced. Fixed Wt. = An item priced by a predetermined weight. By count = An item which is priced by the number of items per purchase, rather than by weight (i.e., 3 for $1.00). Fluid ounces = An item sold by a predetermined volume.
Description	The name or description of the Product. Remember that your Label type and font size impact the number of characters available. Always set Label type before filling description to ensure accurate character count.
UPC type -OR- EAN Prefix	The type of Universal Product Code used for this PLU. The type can be 01, 02, 04, 06, 07, 08 or 09. All are available for Fixed weight and 02 or 04 are available for Random weight.
UPC number -OR- EAN Number	The UPC or vendor/product number that is used to identify the product. This must match your front-end system for scanning.
Unit price	This is the price per unit (Unit price) of a product. It can be 0.00 to 999.99. However, if the total price is greater than $99.99, the Barcode does not print on the label unless you are using an EAN bar code.
Discount type	Label will show discounted price, but the UPC displays regular price. • None – The normal unit price. • Cents off – The discount or amount off of the Unit price. • Discount price – The discounted unit price. • Percent off – The percentage discount off of the Total price. • Percent added – The percentage added to the Total price. • Package discount – The amount discounted from the package total price. • Advertised Price – The advertised unit price.
Gold, Silver and Bronze Levels	This value is determined based on the Frequent Shoppers Program. It is based on the amount of money the customer spends in the store. Gold level shoppers will receive the highest discount. Gold level is the default.
Tare	The Tare value, which is the weight of the packaging for which the customer does not pay (e.g., plastic wrap or a styrofoam tray). NOTE: Fixed weight PLU's do not have a tare value.
Vendor # (Fixed weight Fluid ounces)	The number that identifies the vendor that supplied the product.
By count	The quantity of items that make up the package.
Exception price (By count)	The exception price of By count items, when the quantity purchased is less than the normal quantity. For example, if the price is 3 for $1.00, the exception price for 1 could be $0.39.
Fluid weight (Fluid ounces)	The Fluid amount that is fixed for each product.
Forced Price or Tare check box	Check box to enable function, uncheck to disable.
Renumber	TOUCH this button to change the PLU number of the current product.
Delete	TOUCH this button to delete the current PLU from the database.

Product Changes Screen Page 2

The information on page 2 is related to your Product label. Refer to *Setting Up Labels*, for detailed instructions.

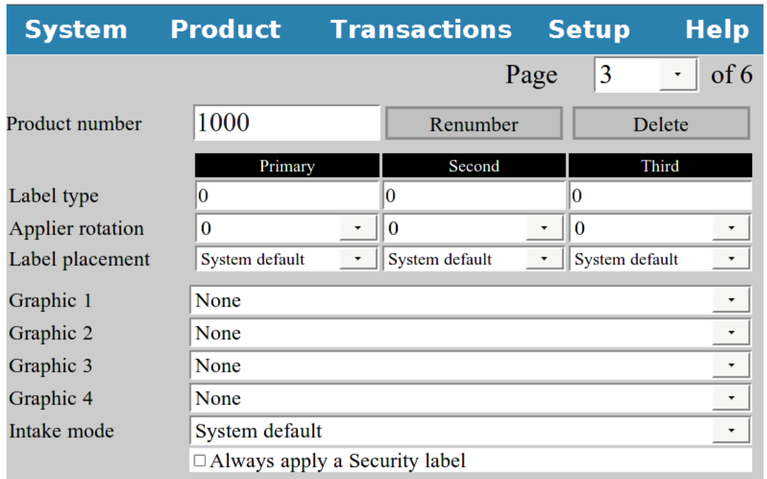


These fields must be present in the Label type assigned in order for them to print on the label.

In This Field On Page 2	Enter This Information
Product number	This is the PLU which is the number used to represent a specific product.
Reporting class	The Class to which another Class or Product reports its Totals information.
Shelf life	The number of days that a perishable product may stay on the shelf.
Product life	The number of days before a perishable product should be consumed or frozen (i.e., Use by, Freeze by or Best before).
Points	An accumulation of points is obtained by being a part of the Frequent Shoppers Program. The more money spent by a shopper, the more points are accumulated.
Portions	This is the number of portions per package.
Production Planning Types	This is the number used to identify the production planning type.
Don’t Print check boxes	Check box to not have packed on, sell by, or best before print on label.
Renumber	TOUCH this button to change the PLU number of the current product.
Delete	TOUCH this button to delete the current PLU from the database.

Product Changes Screen Page 3

The information on page 3 is related to your Product label. Refer to *Setting Up Labels* for detailed instructions.



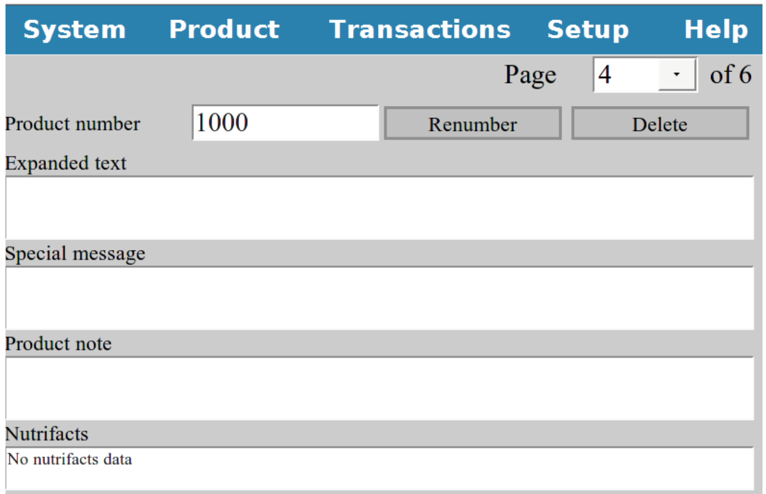
These fields must be present in the Label type assigned in order for them to print on the label.

In This Field On Page 3	Enter This Information
Product number	This is the PLU which is the number used to represent a specific product.
Label type	The actual format of the label. It determines the size, orientation and fields to print on the label.
Applier rotation	This is the angle position that the applier will place a label on the package.
Label placement	This is the placement of the label on the leading or trailing end of the package.
Graphic 1 thru 4	Select from the list the number or name of the graphic that is printed on the Product label. Up to four graphics can be used if available for the selected label type.
Intake mode	The speed that the package enters the wrapping area (automatic wrappers only).
Always apply a Security label	Check box if you want a security label to always be used. See *Using Security Labels*.
Renumber	TOUCH this button to change the PLU number of the current product.
Delete	TOUCH this button to delete the current PLU from the database.

Product Changes Screen Page 4

The information on page 4 is related to your Product label. You can link Special messages, Product notes, Nutrifacts, and Expanded text to one or more than one PLU.

See *Setting Up Support Files* for detailed procedures of how to add, edit, copy and delete Special messages Product notes, Nutrifacts, and Expanded text.

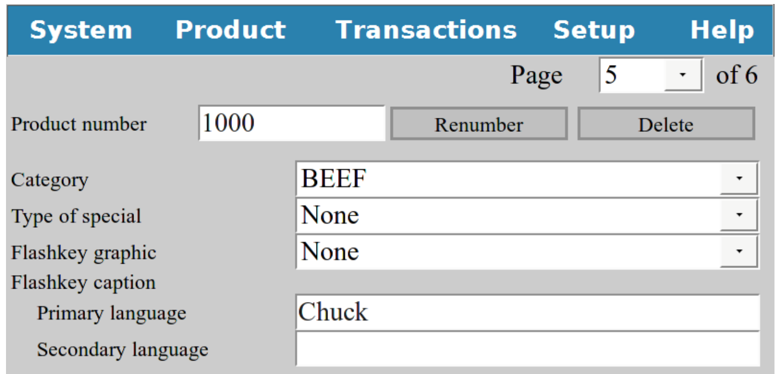


These fields must be present in the Label type you select in order for them to print on the label.

In This Field On Page 4	Enter This Information
Product number	This is the PLU which is the number used to represent a specific product.
Expanded text	Miscellaneous information, such as ingredients or cooking instructions.
Special message	Special information, such as Today’s Feature or Buy One, Get One Free.
Product note	Special information about the current product. This information is for the Operator only and will not print on the label.
Nutrifacts	Nutrition information, such as serving size, calories, total fat and vitamin content.
Renumber	TOUCH this button to change the PLU number of the current product.
Delete	TOUCH this button to delete the current PLU from the database.

Product Changes Screen Page 5

The information on page 5 is related to assigning a product to a category or special.

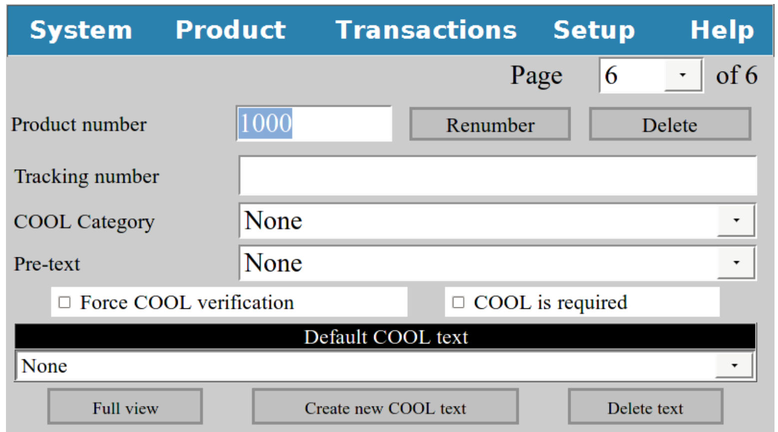


These fields must be present in the Label type you select in order for them to print on the label.

In This Field On Page 5	Enter This Information
Product number	This is the PLU which is the number used to represent a specific product.
Category	Choose from the pull-down menu the category you wish to relate your product to. See *Categories*.
Type of special	Choose from the pull-down menu which type of special you wish to relate your product to. See *Specials*.
Flashkey graphic	Choose from the pull-down menu which graphic you wish to relate your product to.
Flashkey caption (Primary & Secondary Language)	The words you wish to have shown over the Softkey graphic to identify this item. This can be set for the primary and secondary language.
Renumber	TOUCH this button to change the PLU number of the current product.
Delete	TOUCH this button to delete the current PLU from the database.

Product Changes Screen Page 6

The information on page 6 is related to assigning COOL information to a specific PLU. See *Chapter 9: Setting Up COOL* for more information.



These fields must be present in the Label type you select in order for them to print on the label.

In This Field On Page 6	Enter This Information
Product number	This is the PLU which is the number used to represent a specific product.
Tracking number	This is a number used to track a product run
COOL Category	This is a COOL category to assign a product to such as beef, pork, fish, or chicken.
Pre-text	This is text that will appear before a specific PLU such as farm raised, wild catch, or organic.
Force COOL verification check box	This will force the operator to the COOL screen.
COOL is required check box	This will require COOL to be used for this product.
Default COOL text	This will set default COOL text to assist the operator. If COOL is required, this text will be used unless the operator changes it.
Full view	TOUCH this button to view the default COOL text if it is longer than one line.
Create new COOL text	TOUCH this button if the default COOL text required is not available. The Create new COOL text screen will appear.
Delete text	TOUCH this button to delete selected default COOL text from the list.
Renumber	TOUCH this button to change the PLU number of the current product.
Delete	TOUCH this button to delete the current PLU from the database.

Setting Up Classes

The Access PrePack System enables you to organize your Products into Classes. Classes are groups of Products. You can create Classes by Product type (such as *ham*) or set up a Class to represent a department (such as *meat*). You should group Classes in the most appropriate way to suit your needs.

Using Classes with your Hobart scale enables:

- More accurate transaction reporting
- Simplified data tracking

The subtopics below explain the Hobart Class Structure.

- *Adding a Class*
- *Editing a Class*
- *Deleting a Class*

Whenever an item is weighed on a Hobart PLU Scale, the transaction information (i.e., the number of packages, pounds and dollars weighed) is stored in the memory of the scale. These transactions are stored by individual items, but they can also be stored by groups of items called Classes.

For example, in the meat department, the item file can be easily grouped into major commodities, such as BEEF, CHICKEN, PORK, VEAL, etc. The major commodities can then be grouped into their primal cuts, such as CHUCK, RIB, LOIN, GROUND, etc. This allows you to track major groups of items (Classes), instead of having to track each individual item.

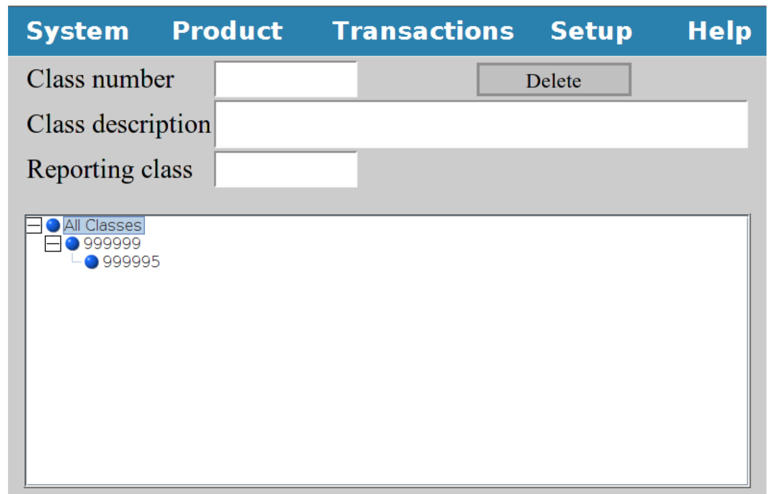
With a Class structure in place, it becomes easy to set up your Products so you can report transactions for each Class and sub Class.

Adding a Class

Your PLU information can be organized into Classes. To simplify the data tracking process, you can create the Class structure before you start adding product information into your data file. The following explanation details how to add a Class.

To add a new Class:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Class Changes. You should now be on the ***Class Changes Screen***.



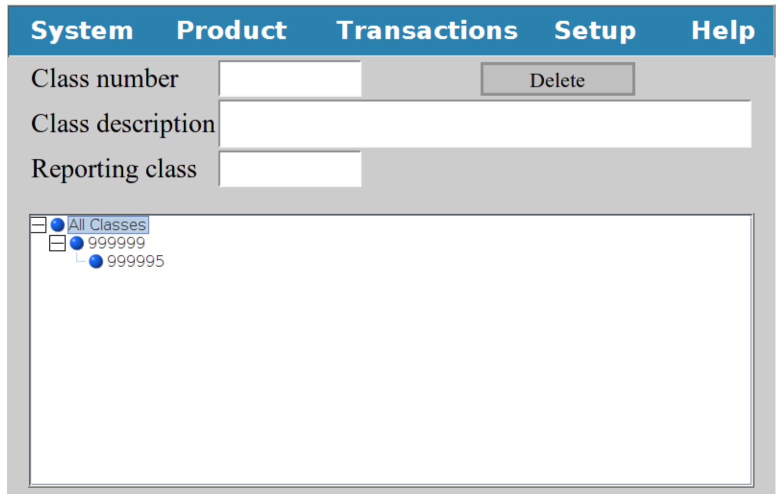
3. On the ***Class Changes Screen***, TOUCH the Class number field and TYPE the new Class number in the Class number field. A message will display saying the number does not exist. If the number already exists as a Class, the existing information will display.
4. TOUCH OK to add a new Class.
5. TOUCH the Class description field and TYPE the new Class description. TOUCH Enter.
6. TOUCH the Reporting class field and TYPE the Reporting class. This is the Class to which another Class, sub Class or Product is grouped. The default is Grand Totals, Class 999999. TOUCH Enter.
7. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Editing a Class

Use this option to change the Class description or Reporting class within an existing Class.

To edit a Class:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Class Changes. You should now be on the ***Class Changes Screen***.



3. TOUCH the Class number field and TYPE the Class number you wish to edit.
4. Edit the necessary information.
5. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Deleting a Class

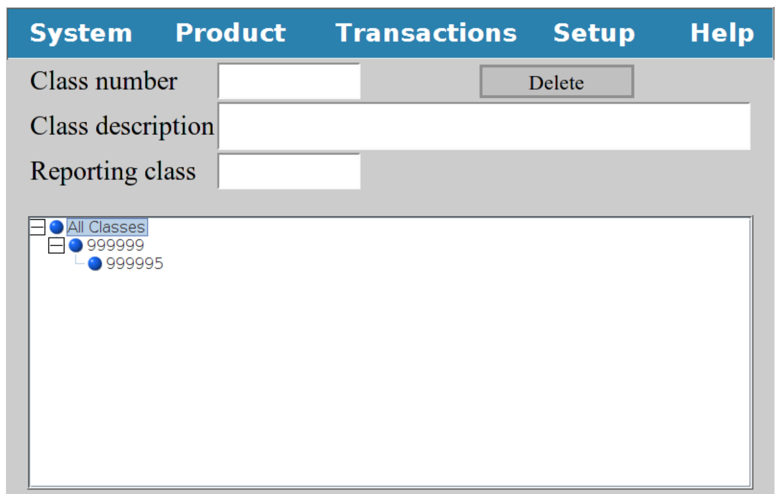
Delete a Class to permanently remove the Class from the system.

Look At This

- Be aware that when you delete a Class, the system does not warn you if PLU's and Classes are linked to it. A warning displays when you access the unlinked PLU through Product update. The transactions for any linked PLU's and Classes accumulate to the Lost Totals Class.
- Before you delete this Class, you should consider the PLU's that are linked to it.

To delete a Class:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Class Changes. You should now be on the ***Class Changes Screen***.



3. TOUCH the Class number field and TYPE the Class number you wish to delete. TOUCH Enter.
4. TOUCH Delete. The Class is permanently deleted from the database.

Note

- If you delete a Class that has PLU's linked to it, the next time you call up one of the linked PLU's from Product update, a message displays, "*Invalid reporting class for this product*".
- The following Class numbers should not be deleted or modified.
  999999 Grand Totals
  999995 Lost PLU Totals

5. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Setting Up Products

Products are any commodities you sell. Throughout this manual, products are often referred to as PLU (Product Look Up) numbers, or PLU's.

Before beginning to set up products in your database, be sure to review the topic, *Understanding the Product Changes Function*.

This section explains:

- *Adding a Product*
- *Deleting a Product*

For instructions on how to change a product's information, see *Modifying Product Information*.

Adding a Product

You can add products to the database at any time. There is no limit to the number of products that can be entered. It is contingent upon space/memory.

Note

Before you begin adding products:

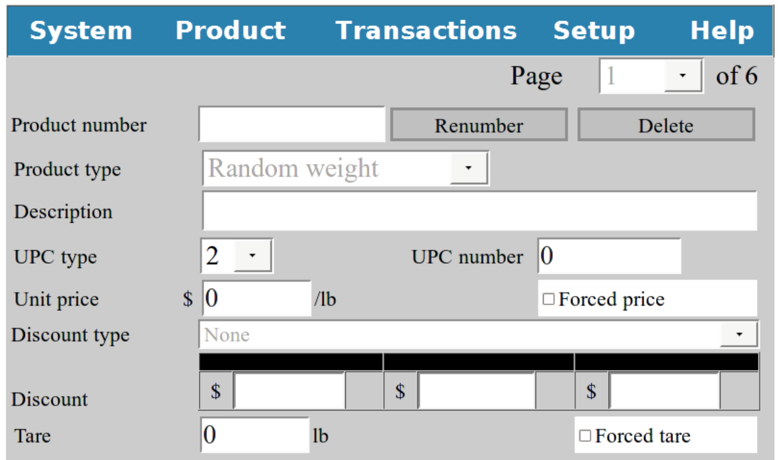
- Review the information discussed in the *Setting Up Product Default Values*.
- Review *Understanding the Product Changes Screens*. Refer to the table in this section to help determine what type of information is need in each field.
- You should consider what Label type you want to use. If you plan to use a Label type that is different than the default, enter the Label type number on Page 3 of the Product Changes Screens before you enter any text information. This will enable the correct number of lines and characters of text for the label.

Tip

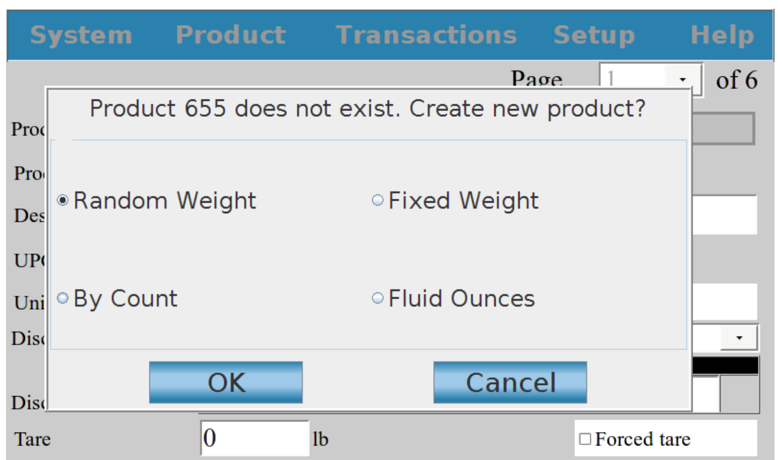
When entering numbers or text you may find it more convenient to use a USB mouse and/or keyboard rather than touching the screen. This is especially useful when entering large amounts of data or performing repetitive operations such as setting up labels or flashkeys.

To add a new product to your PLU database:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Changes.
3. From the ***Product Changes Menu***, TOUCH All Fields. You should now be on the ***Product Changes: All Fields Screen Page 1***.

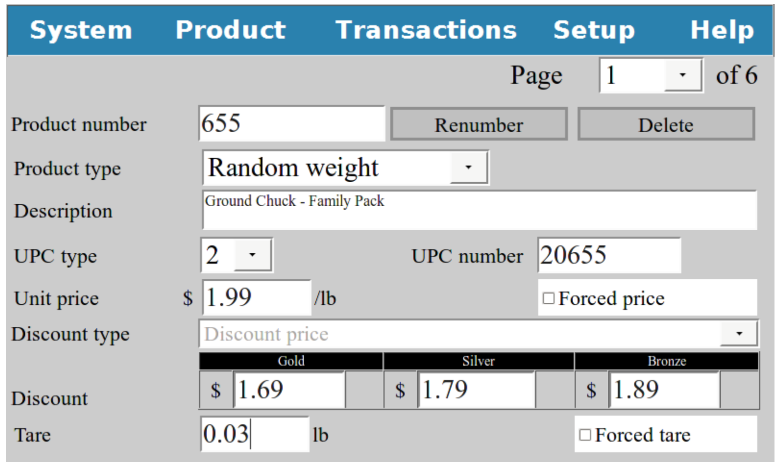


4. TOUCH the Product number field and TYPE the new Product number.



5. On the ***New Product Screen***, TOUCH one of the following choices:
   - Random Weight
   - Fixed Weight
   - By Count
   - Fluid Ounce
6. TOUCH OK.

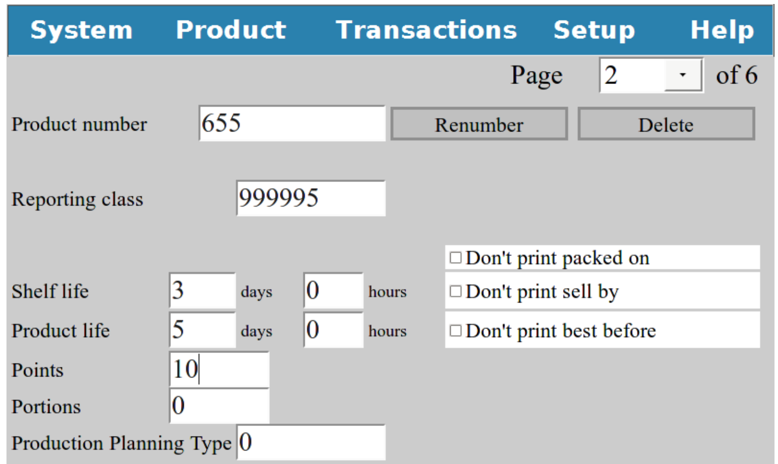
7. To edit the product's Description, TOUCH the Description field. This will open a Text Editor Screen. Refer to Using the Text Editor in *Appendix A* for more information on how to use the text editor.



Note
The example above is for a Random weight PLU. Fixed weight, By count, and Fluid ounce PLU's vary slightly.

8. TYPE the product Description. Use the Description field to provide a brief explanation of the product to the user. This is the description printed on the label.
9. TOUCH Done on the Text Editor Screen.
10. TOUCH the UPC type field and SELECT the desired UPC type. This is the first digit that will print on the barcode. It also determines the format of the UPC number.
11. TOUCH the UPC number field and TYPE the UPC number. This is the number that will be used to print the barcode.
12. TOUCH the Unit price field and TYPE the Unit price –OR– TOUCH the Forced price check box.
13. SELECT Discount type. This field is only active if the unit is setup for frequent shopper per PLU.
14. TOUCH Discount field needed and TYPE Discount unit price.
15. TOUCH Tare and TYPE Tare value –OR– TOUCH the Forced tare check box.

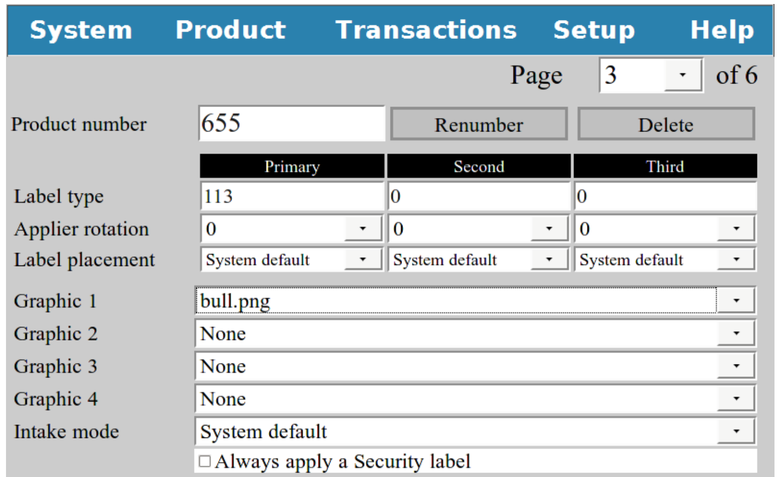
16. TOUCH the Page field and SELECT Page 2 of 6. You should now be on the ***Product Changes: All Fields Screen Page 2***.



Note
See *Product Changes Screen Page 2* to determine what changes, if any, need to be made to the new PLU.

17. TOUCH the Reporting class field and TYPE the reporting class. TOUCH Enter.
18. TOUCH the Shelf life days/hours field and TYPE the days/hours. TOUCH Enter.
19. TOUCH the Product life days/hours field and TYPE the days/hours. TOUCH Enter.
20. TOUCH the Points field and TYPE the points. TOUCH Enter.
21. TOUCH the Portions field and TYPE the portions. TOUCH Enter.
22. TOUCH the Production Planning Type field and TYPE the production planning type. TOUCH Enter.
23. TOUCH any of the Don’t print check boxes required to keep this information from pinting on the label.

24. TOUCH the Page field and SELECT Page 3 of 6. You should now be on the ***Product Changes: All Fields Screen Page 3***.

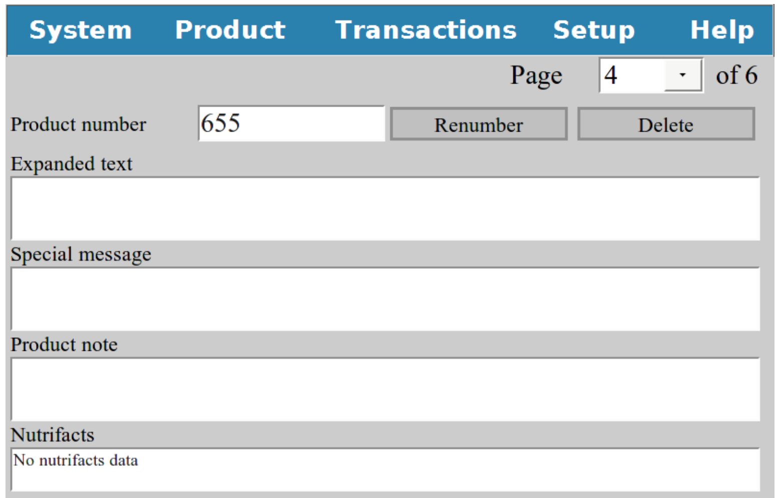


Note

See *Product Changes Screen Page 3* to determine what changes, if any, need to be made to the new PLU.

25. TOUCH the Primary Label type field and TYPE the label type. TOUCH Enter. Repeat this step for the Second and Third printer if required.
26. TOUCH the Primary Applier rotation field and Select the label rotation. Repeat this step for the Second and Third printer if required.
27. TOUCH the Primary Label placement field and Select the label placement. Repeat this step for the Second and Third printer if required.
28. TOUCH the Graphic 1 field and SELECT the graphic to be used. Repeat this step for Graphic 2 through 4 if required.
29. TOUCH the Intake mode field and SELECT the intake mode.
30. TOUCH the Always apply a Security label check box if this feature is required for this PLU.

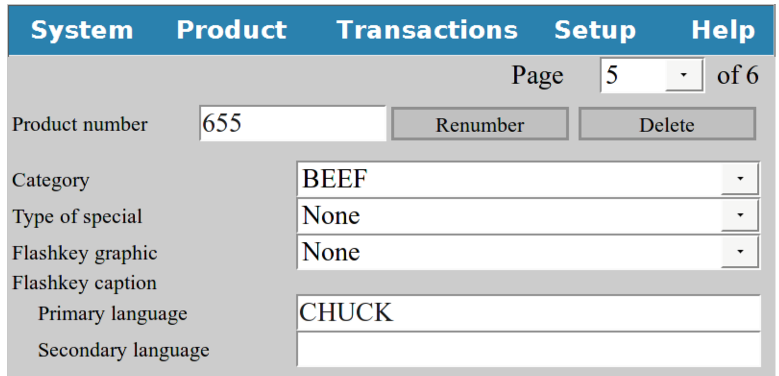
31. TOUCH the Page field and SELECT Page 4 of 6. You should now be on the ***Product Changes: All Fields Screen Page 4***.



Note
See *Product Changes Screen Page 4* to determine what changes, if any, need to be made to the new PLU.

32. TOUCH the Expanded text field. See *Setting Up Product Text* for detailed information about setting up expanded text.
33. TOUCH the Special message text field. See *Setting Up Product Text* for detailed information about setting up special messages.
34. TOUCH the Product note field. See *Setting Up Product Text* for detailed information about setting up product note.
35. TOUCH the Nutrifacts field. See *Setting Up Nutrifacts* for detailed information about setting up nutrifacts.

36. TOUCH the Page field and SELECT Page 5 of 6. You should now be on the ***Product Changes: All Fields Screen Page 5***.

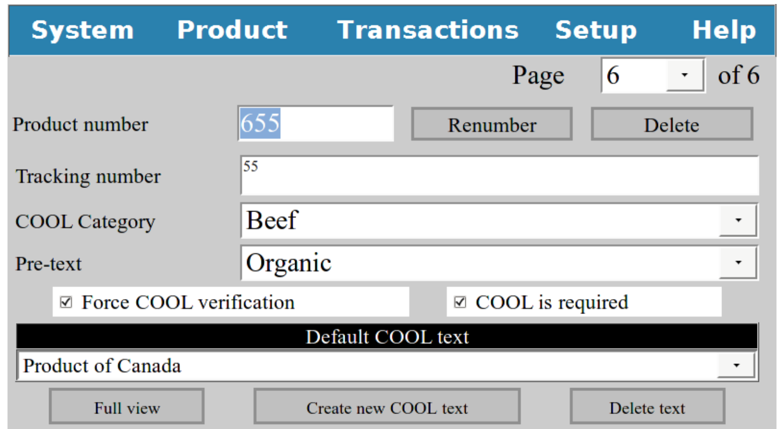


Note

See *Product Changes Screen Page 5* to determine what changes, if any, need to be made to the new PLU.

37. TOUCH the Category field and SELECT the category.
38. TOUCH the Type of special field and SELECT the special.
39. TOUCH the Flashkey graphic field and SELECT the flashkey graphic.
40. TOUCH the Flashkey caption Primary language field and TYPE the caption. Repeat this step for the secondary language if required.

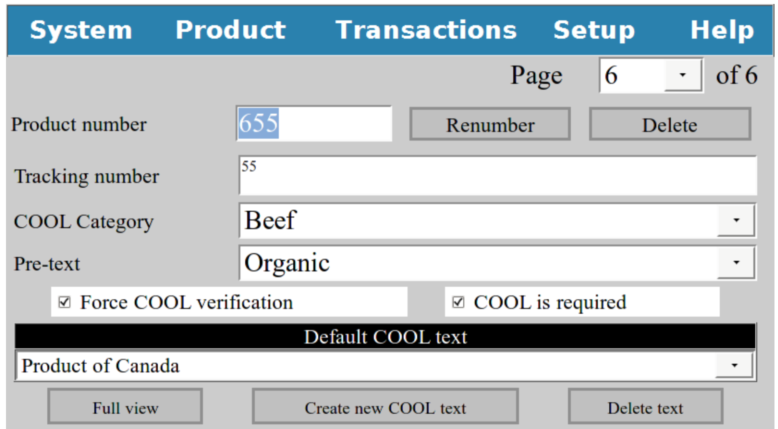
41. TOUCH the Page field and SELECT Page 6 of 6. You should now be on the ***Product Changes: All Fields Screen Page 6***.



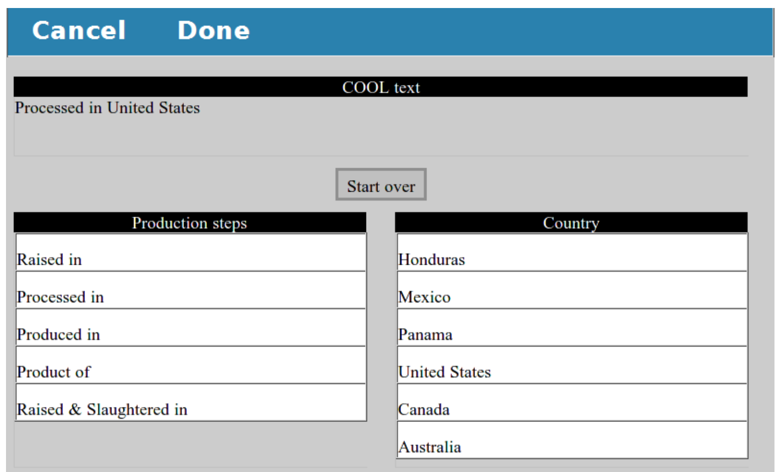
Note
See *Product Changes Screen Page 6* to determine what changes, if any, need to be made to the new PLU. This screen is used to setup information about COOL. See *Chapter 9: Setting Up COOL* for more information.

42. TOUCH the Tracking number field and TYPE the number. TOUCH Done on the keyboard.
43. TOUCH the COOL Category field and SELECT the COOL category.
44. TOUCH the Pre-text field and SELECT the pre-text to be used for this PLU.
45. TOUCH the Force COOL verification check box to force the operator to the COOL screen when this PLU is used.
46. TOUCH the COOL is required check box to require COOL text to be used for this PLU.

47. TOUCH the Default COOL text field and SELCT the default COOL text.

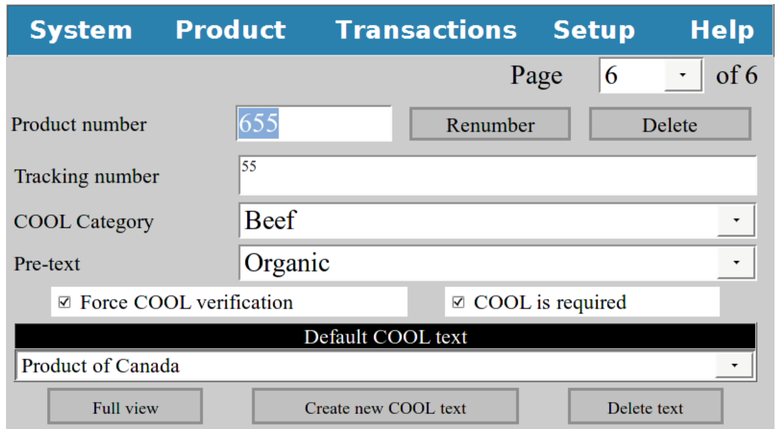


48. If the required text is not available, TOUCH the Create new COOL text button. You should now be on the ***Create new COOL text Screen***.



49. TOUCH the Production steps and Country fields to create new COOL text. The new text will be displayed.
50. TOUCH the Start over button if required.
51. TOUCH Done.

52. You should now be on the ***Product Changes: All Fields Screen Page 6***.



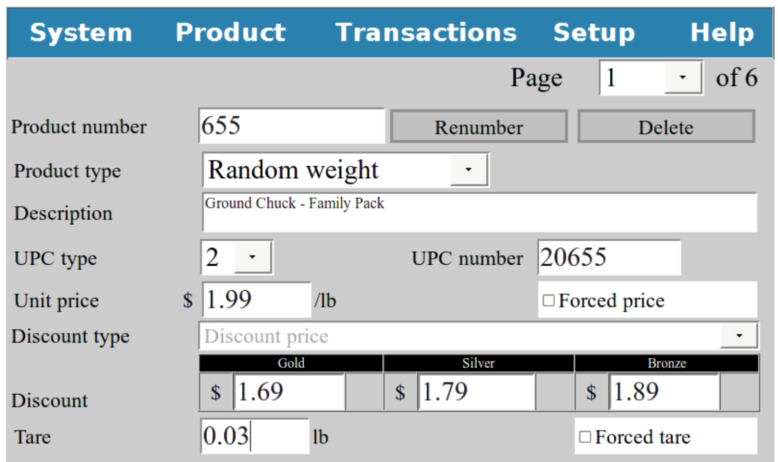
53. TOUCH the Default COOL text field and SELCT the default COOL text.
54. TOUCH the Full view button to display the full default COOL text if it is longer than one line. This button toggles to Exit view.
55. TOUCH the Delete text button to delete the selected Default COOL text.
56. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Deleting a Product

You can delete products from the database at any time. Be sure to review the topic *Understanding the Product Changes Function* in this chapter.

To delete a Product from the PLU database:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Changes.
3. From the ***Product Changes Menu***, TOUCH All Fields. You should now be on the ***Product Changes: All Fields Screen Page 1***.



4. TOUCH the Product number field and TYPE the Product number you wish to delete.
5. TOUCH the Delete box.
6. TOUCH OK to delete the Product number and permanently remove the PLU from memory.
7. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Modifying Product Information

This topic deals with modifying the information in your database. If you need a refresher on any part of the Product changes function, see *Understanding the Product Changes Function* in this chapter.

The types of actions you may perform are discussed in the following topics:

- *Modifying Prices*
- *Modifying Shelf/Product Life*
- *Modifying Tare*
- *Modifying Class*
- *Renumbering a Product*

Modifying Prices

You can change one price field or all price fields. There are several types of price change options. They are discussed in the next topics:

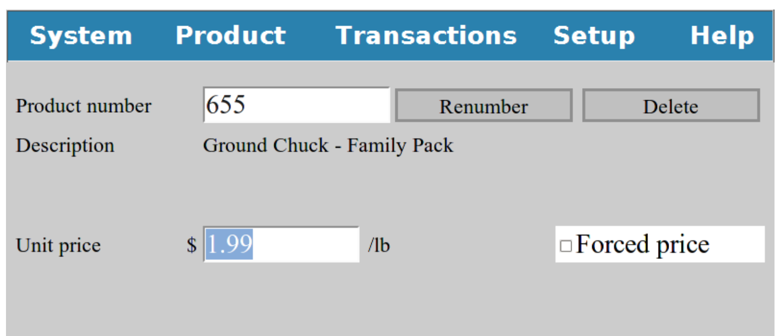
- *Changing the Unit Price*
- *Changing Price Fields*

Changing the Unit Price

The flexibility of the Access PrePack System provides you with several ways to change a Unit price

To change the Unit price:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Changes.
3. From the ***Product Changes Menu***, TOUCH Unit Price. You should now be on the ***Unit Price Screen***.



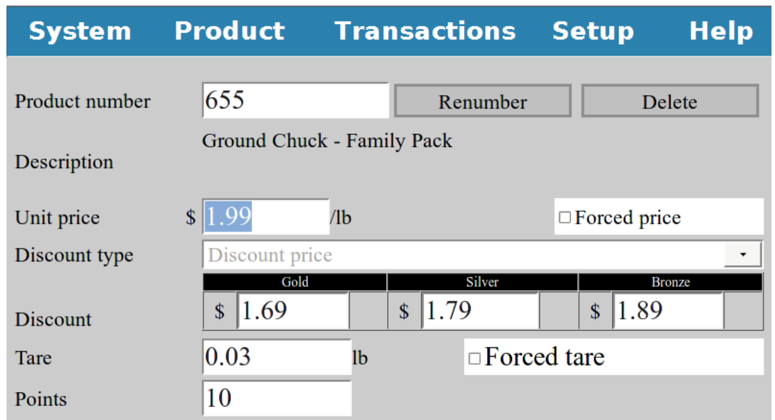
4. TOUCH the Product number field and TYPE the Product number to change. TOUCH Enter.
5. Verify the Description of the product you want to edit.
6. TOUCH the Unit price field and TYPE the new Unit price and TOUCH Enter
   –OR– TOUCH the Forced price check box.
7. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Changing Price Fields

You have the option in the Access PrePack System to change all price-related fields at once, either on the Price Fields Screen or the Product Changes: All Fields Screen.

To change all Price fields:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Changes.
3. From the ***Product Changes Menu***, TOUCH Price Fields. You should now be on the ***Price Fields Screen***.



4. TOUCH the Product number field and TYPE the Product number you wish to edit. TOUCH Enter.
5. Verify the Description of the product you want to edit.

Note
The screen that appears after entering the PLU number will vary depending on the Product type of the PLU that is being changed.

6. Use the chart to make the changes required.

To Change	Do This
Unit price	TOUCH the Unit price box and TYPE the Unit price value –OR– TOUCH the Forced price check box.
Discount (Gold, Silver, or Bronze)	TOUCH the Discount box and TYPE the discount value.
Points	TOUCH the Points box and TYPE the Points value.
Tare (Random Weight PLU’s)	TOUCH the Tare box and TYPE the Tare value –OR– TOUCH the Forced tare check box.

7. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Modifying Shelf/Product Life

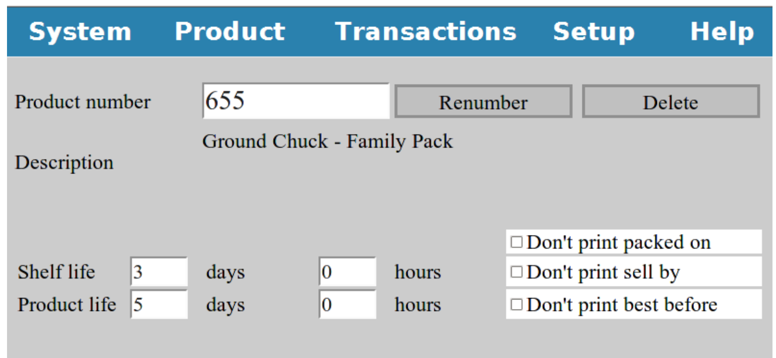
The following procedures show you how to change the Shelf and Product life of a product.

The Product life is the number of days before a perishable product should be consumed or frozen (i.e., Use By, Freeze By or Best Before).

The Shelf life is the number of days that a perishable product may stay on the shelf.

To modify Shelf life and/or Product life:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Changes.
3. From the ***Product Changes Menu***, TOUCH Shelf/Product Life. You should now be on the ***Shelf/Product Life Screen***.



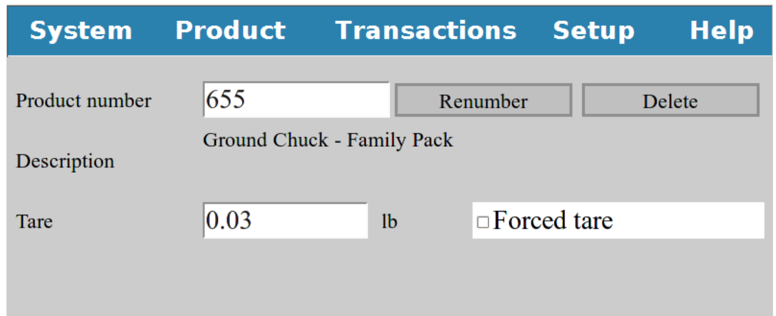
4. TOUCH the Product number field and TYPE the Product number you wish to edit. TOUCH Enter.
5. Verify the Description of the product you want to change.
6. TOUCH the Shelf life days or hours field. Use the Shelf life days and hours fields to set a length of time the product can safely remain on shelf. Hours may be used for short life products.
7. TYPE the Shelf life value in days or hours. TOUCH Enter.
8. TOUCH the Product life days or hours field. Use the Product life days and hours fields to set a length of time the product can safely remain on shelf. Hours may be used for short life products if the label type allows hours to be displayed.
9. TYPE the Product life value in days or hours. TOUCH Enter.
10. TOUCH the Don't print check boxes if these features are not to be printed on the label.
11. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Modifying Tare

The following procedures show you how to change the Tare value set to a product.

To modify Tare:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Changes.
3. From the ***Product Changes Menu***, TOUCH Tare. You should now be on the ***Tare Screen***.



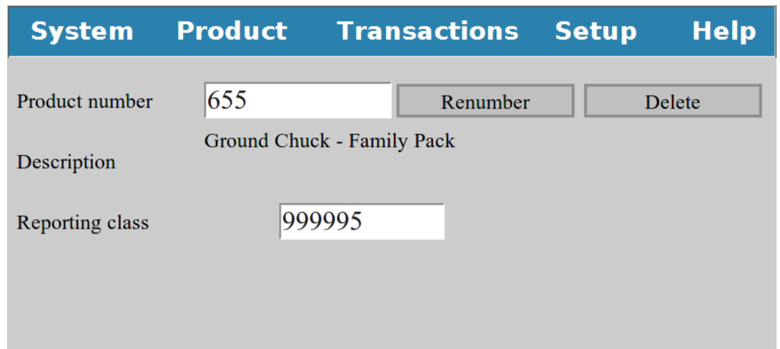
4. TOUCH the Product number field and TYPE the Product number you wish to edit. TOUCH Enter.
5. Verify the Description of the product you want to change.
6. TOUCH the Tare value box and TYPE the tare value and TOUCH Enter
   –OR– TOUCH the Forced tare check box.
7. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Modifying Class

The following procedures show you how to change the Class of a product.

To modify Class:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Changes.
3. From the ***Product Changes Menu***, TOUCH Class. You should now be on the ***Class Screen***.



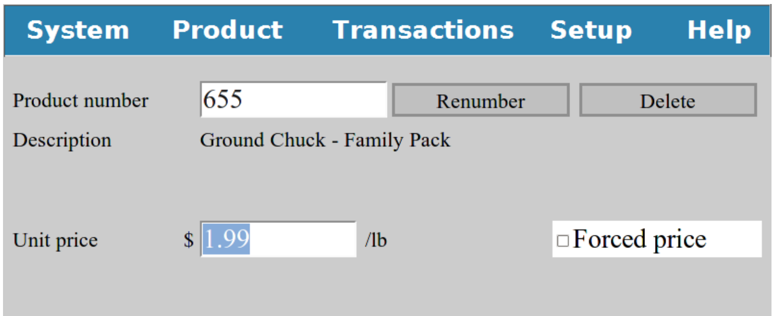
4. TOUCH the Product number field and TYPE the Product number you wish to edit. TOUCH Enter.
5. Verify the Description of the product you want to change.
6. TOUCH the Reporting class field and TYPE the class number. TOUCH Enter.
7. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Renumbering a Product

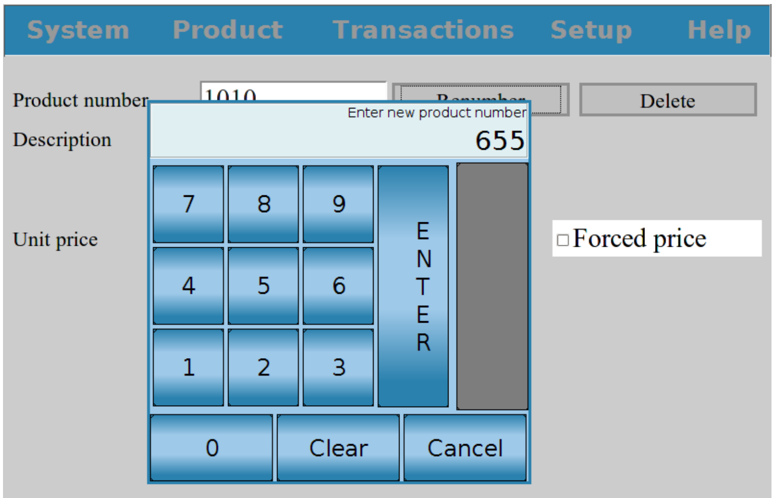
The following procedures show you how to change the number of a product. This can be done from any screen that has a renumber button. This example uses the Unit Price Screen.

To renumber a product:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Changes.
3. From the ***Product Changes Menu***, TOUCH Unit Price. You should now be on the ***Unit Price Screen***.



4. TOUCH the Product number field and TYPE the Product number you wish to edit. TOUCH Enter.
5. Verify the Description of the product you want to change.
6. TOUCH the Renumber button.



7. On the ***New Product Number Screen***, TOUCH the number field and TYPE the new number. TOUCH Enter.
8. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Setting Up Support Files

You will work with Support Files to create, copy, edit, use and delete Expanded text, Special messages, Product Notes, and Nutrifacts. The following topics explain:

- *Understanding Support Files*
- *Setting Up Product Text*
- *Setting Up Nutrifacts*

Understanding Support Files

Support Files are where the information is stored in the database for certain text fields that appear on your label. Support Files consist of Special messages, Product notes, Nutrifacts, and Expanded text.

Expanded text is an additional text field that can be used for recipes, ingredients, safe handling instructions, etc.

The Special message text field can be used for messages that are of special interest to your customer.

Product notes is used for product information for the Operator only and will not print on the label.

Nutrifacts contain nutritional information, such as serving size, calories, total fat and vitamin content.

Support File Functions

The following table explains the commands that are available when you are setting up Support Files.

Command Value	Function
New	Makes a new Expanded text and Special message.
Use	Allows you to use the same text for more than one PLU, thus reducing memory requirements.
Copy and Edit	Copies text and format from another PLU; allows you to make changes to it; and saves it as a separate file.
Delete	Permanently removes Expanded text and Special message from the database's memory for the current PLU.
Delete All	Permanently removes Expanded text and Special message from the database's memory for all PLU's linked to the current text.

Setting Up Product Text

Product text applies to Expanded text, Special messages, and Product notes. The same steps are used to create, use, copy, edit, and delete each of these. Expanded text is being used as the example for this procedure.

The fields for nutrifacts are covered in the section *Setting Up Nutrifacts*.

You may perform the following steps:

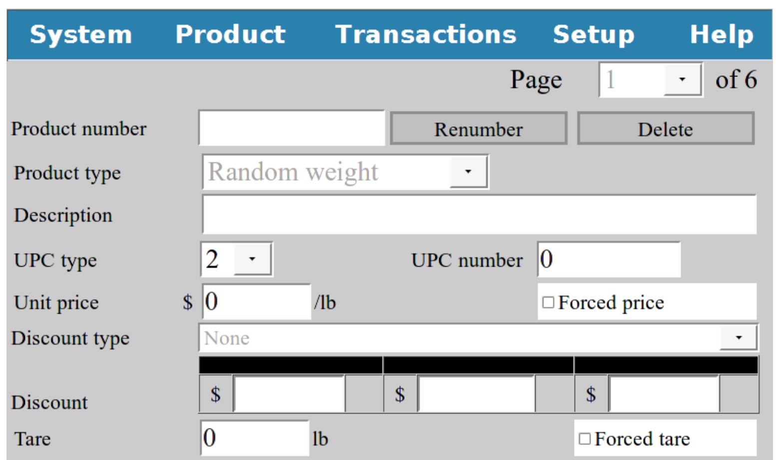
- *Creating Expanded Text*
- *Using Expanded Text*
- *Copying and Editing Expanded Text*
- *Deleting Expanded Text*

Creating Expanded Text

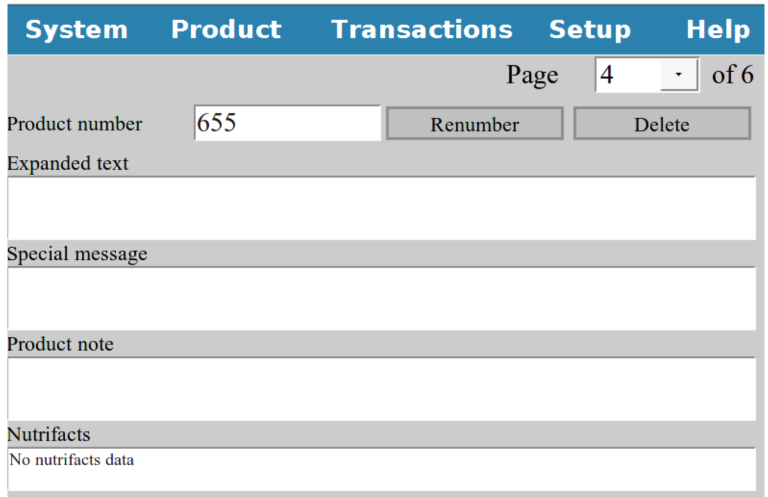
Expanded text can be created for any PLU.

To create Expanded text:

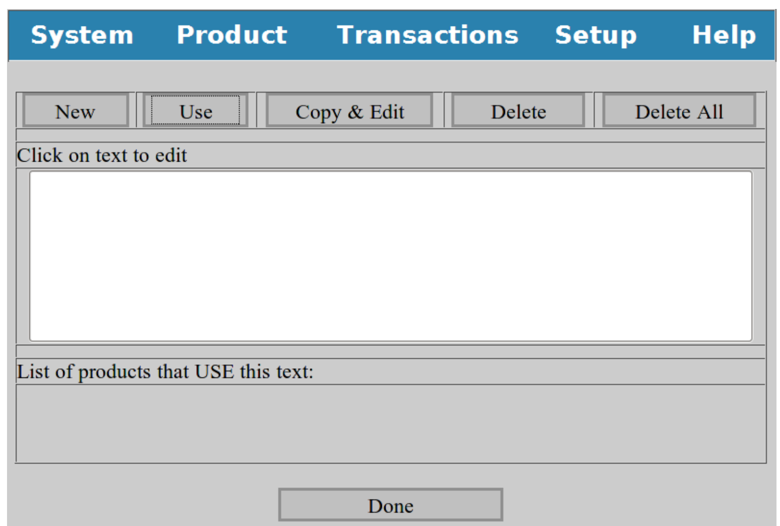
1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH the Product Changes.
3. From the ***Product Changes Menu***, TOUCH All Fields. You should now be on the ***Product Changes: All Fields Screen Page 1***.



4. TOUCH the Product number field and TYPE the Product number you wish to create expanded text for. TOUCH Enter.
5. TOUCH the Page field and SELECT Page 4. You should now be on the ***Product Changes: All Fields Screen Page 4***.



6. TOUCH the Expanded text field. You should now be on the ***Text Editor Selection Screen***. Refer to *Using the Text Editor* in *Appendix A* for more information on how to use the text editor.



Note
The Text Editor Selection Screen allows you to create new text, use existing text, copy and edit existing text, delete text for one or all linked PLU's and shows what other products, if any, use this expanded text.

Tip
When entering numbers or text you may find it more convenient to use a USB mouse and/or keyboard rather than touching the screen. This is especially useful when entering large amounts of data or performing repetitive operations such as setting up labels or flashkeys.

7. To create new text, TOUCH New. The ***Text Editor Screen*** will then appear. Refer to *Using the Text Editor* in *Appendix A* for more information on how to use the text editor.

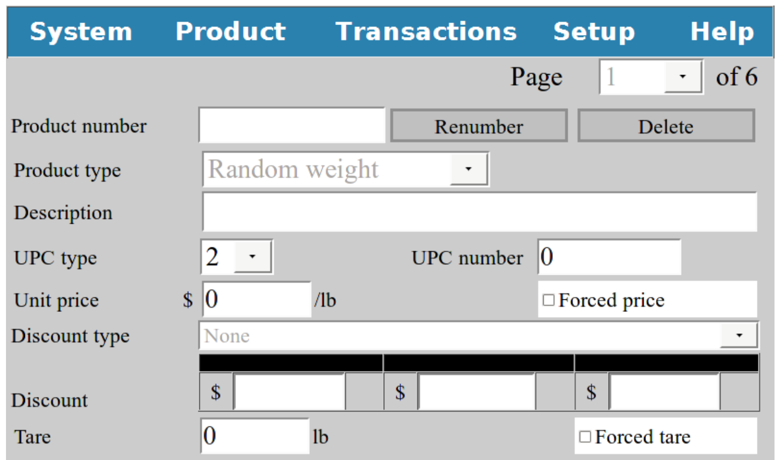
8. TYPE the new Expanded text.
9. TOUCH Done on the Text Editor Screen. You should now be on the ***Text Editor Selection Screen*** and the information that you entered should appear.
10. TOUCH Done. You should now be on the ***Product Changes: All Fields Screen Page 4*** and the information that you entered should appear in the Expanded text field.
11. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Using Expanded Text

This selection enables you to use the same Expanded text for numerous PLU's. This is especially helpful in reducing the amount of memory that is required to store the information.

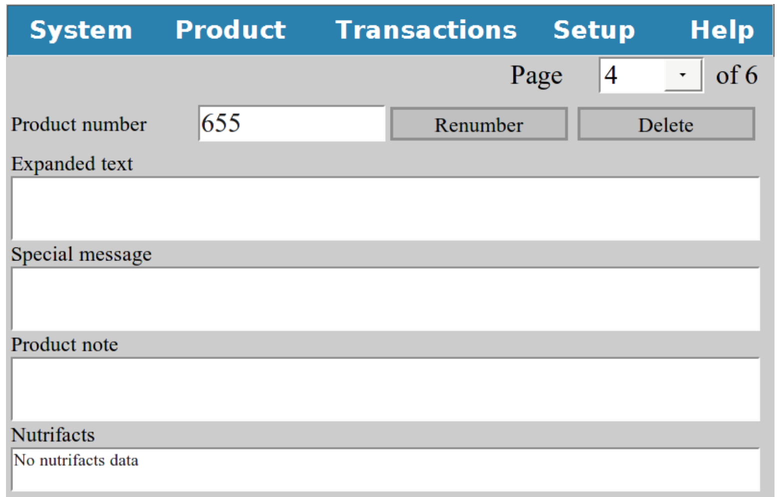
To use Expanded text:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Changes.
3. From the ***Product Changes Menu***, TOUCH All Fields. You should now be on the ***Product Changes: All Fields Screen Page 1***.

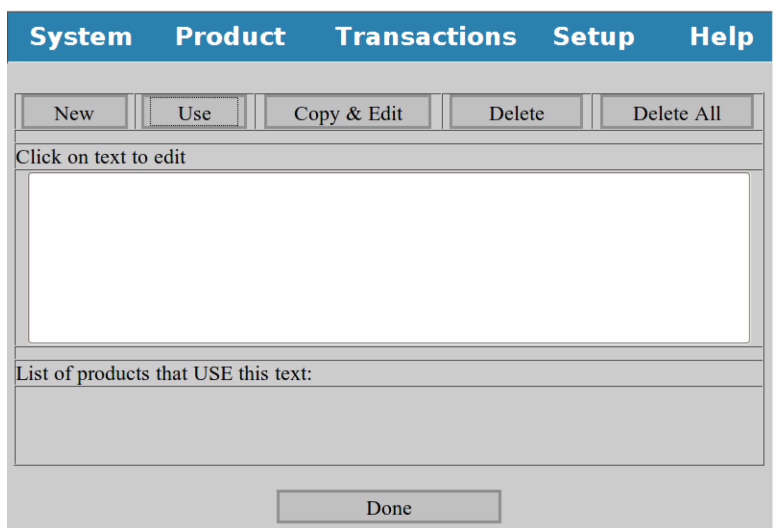


4. TOUCH The Product number field and TYPE the new Product number. TOUCH Enter.

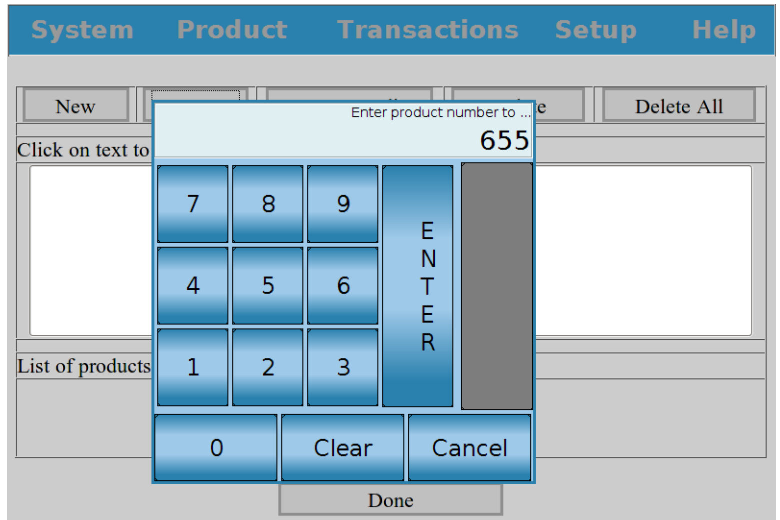
5. TOUCH the Page field and SELECT Page 4. You should now be on the ***Product Changes: All Fields Screen Page 4***.



6. TOUCH the Expanded text field. You should now be on the ***Text Editor Selection Screen***. Refer to *Using the Text Editor* in *Appendix A* for more information on how to use the text editor.



7. To use existing expanded text, TOUCH Use. A screen will appear and ask you for the Product number to use Expanded text from.
8. TYPE the product number that has the text you would like to use with this PLU.



9. TOUCH Enter. You should now be on the ***Text Editor Selection Screen***.

Note
A list of the PLU's that are linked with this Expanded text are listed at the bottom of the screen.

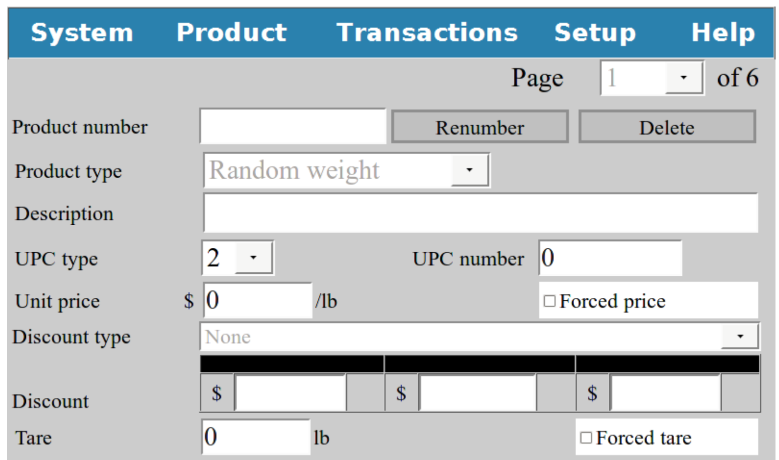
10. TOUCH Done to save the information to the database. You should now be on the ***Product Changes: All Fields Screen Page 4*** and the information that you entered should appear in the Expanded text field.
11. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Copying and Editing Expanded Text

This function enables you to copy and edit Expanded text from another PLU. You can make changes to it and save it as a separate Expanded text file.

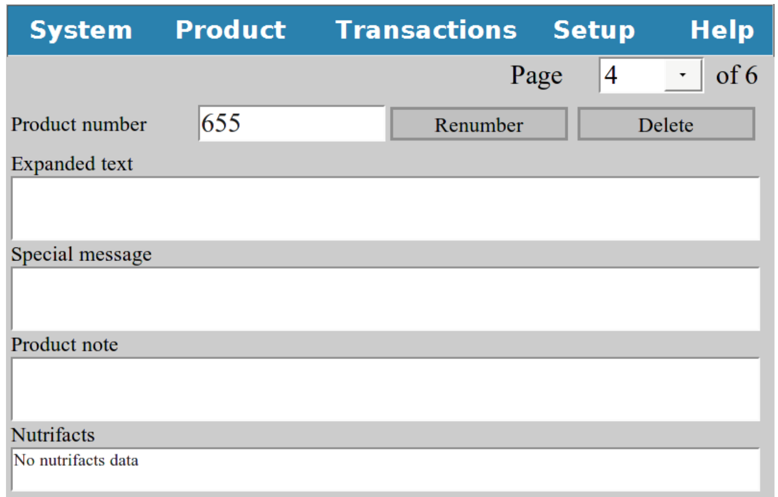
To copy and edit Expanded text:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Changes.
3. From the ***Product Changes Menu***, TOUCH All Fields. You should now be on the ***Product Changes: All Fields Screen Page 1***.

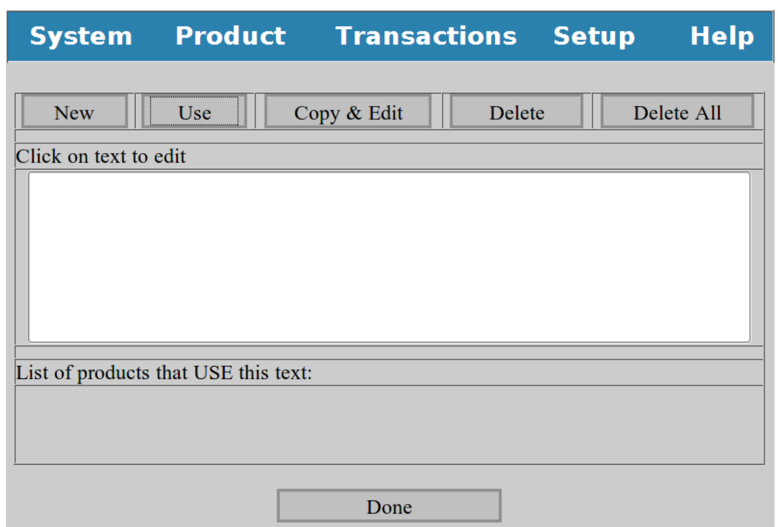


4. TOUCH the Product number field and TYPE the new Product number in the Product number field. TOUCH Enter.

5. TOUCH the Page field and SELECT Page 4. You should now be on the ***Product Changes: All Fields Screen Page 4***.

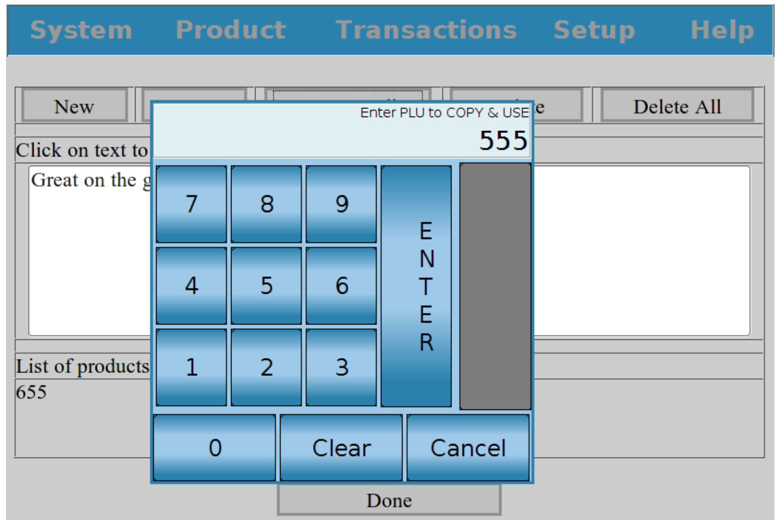


6. TOUCH the Expanded text field. You should now be on the ***Text Editor Selection Screen***. Refer to *Using the Text Editor* in *Appendix A* for more information on how to use the text editor.



Tip
If all of the Expanded text information is used on another PLU, TOUCH Use, instead of Copy & Edit as indicated in the step below, to reduce the database memory requirements.

7. To copy and edit existing text, TOUCH Copy & Edit. A screen will appear and ask you for the Product number to Copy & Edit Expanded text from.
8. TYPE the product number that has the text you wish to copy for use with this PLU.



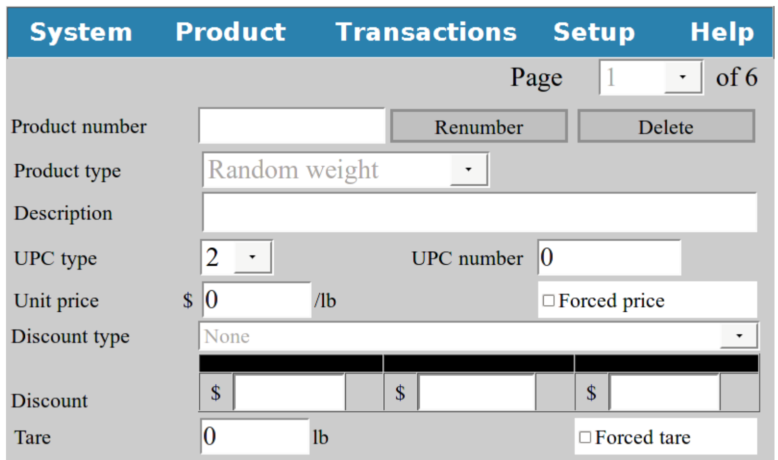
9. TOUCH Enter. You should now be on the ***Text Editor Screen***. Refer to *Using the Text Editor* in *Appendix A* for more information on how to use the text editor.
10. Edit the text as needed.
11. TOUCH Done on the Text Editor Screen. You should now be on the ***Text Editor Selection Screen*** and the information that you entered should appear.
12. TOUCH Done. You should now be on the ***Product Changes: All Fields Screen Page 4*** and the information that you entered should appear in the Expanded text field.
13. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Deleting Expanded Text

This selection permanently removes Expanded text from the database.

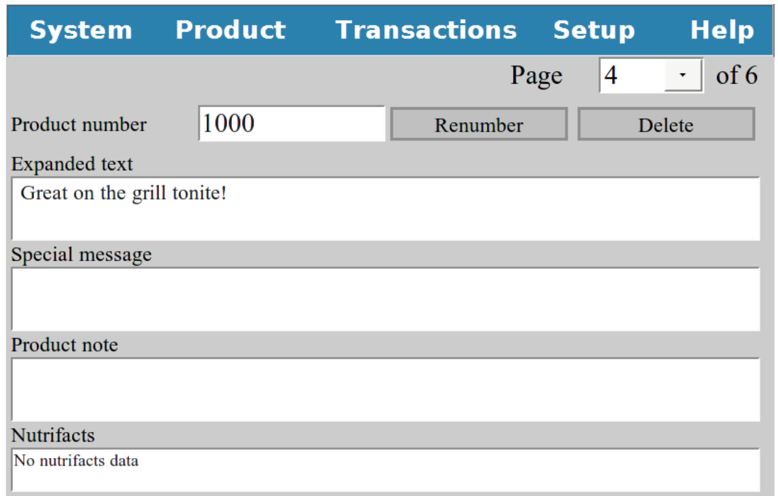
To delete Expanded text:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Changes.
3. From the ***Product Changes Menu***, TOUCH All Fields. You should now be on the ***Product Changes: All Fields Screen Page 1***.

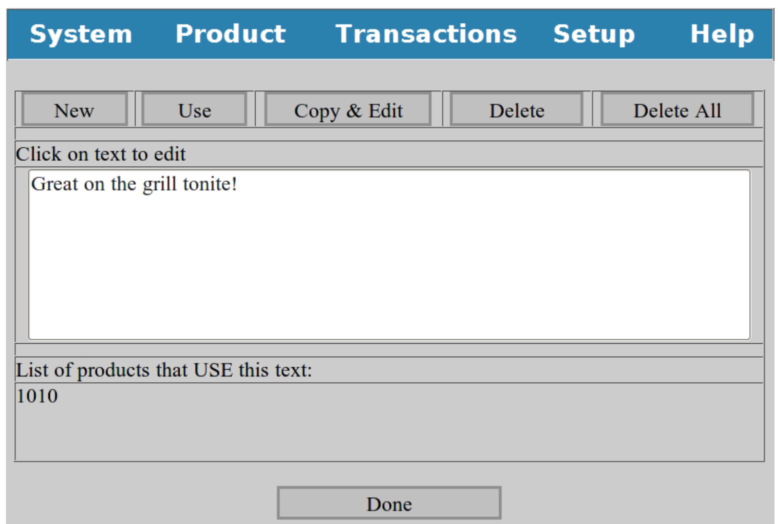


4. TOUCH the Product number field and TYPE the Product number in the Product number field. TOUCH Enter.

5. TOUCH the Page field and SELECT Page 4. You should now be on the ***Product Changes: All Fields Screen Page 4***.



6. TOUCH the Expanded text field. You should now be on the ***Text Editor Selection Screen***. Refer to *Using the Text Editor* in *Appendix A* for more information on how to use the text editor.



7. To delete the existing Expanded text from this PLU, TOUCH Delete.
   –OR–
   To delete the existing Expanded text from all PLU's linked to this text, TOUCH Delete All.
8. TOUCH Done. You should now be on the ***Product Changes: All Fields Screen Page 4*** and the Expanded text field should be empty.
9. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Setting Up Nutrifacts

You may perform the following steps:

- *Creating Nutrifacts*
- *Using Nutrifacts*
- *Copying and Editing Nutrifacts*
- *Deleting Nutrifacts*

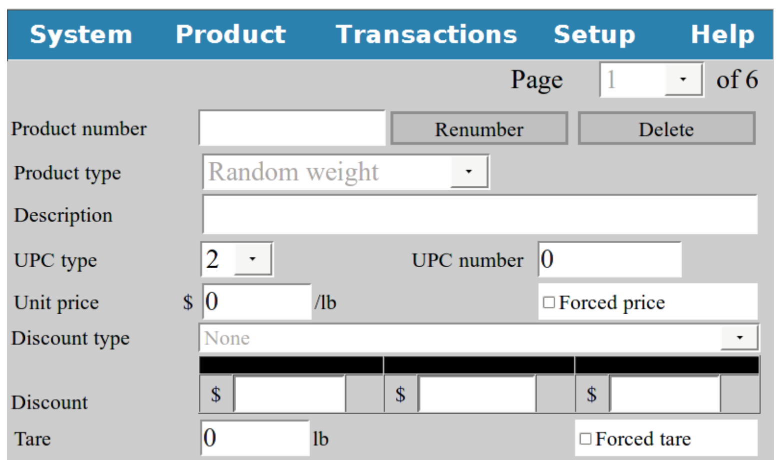
Note
The fields for nutrifacts will only be available if the label type allows Nutrifacts.

Creating Nutrifacts

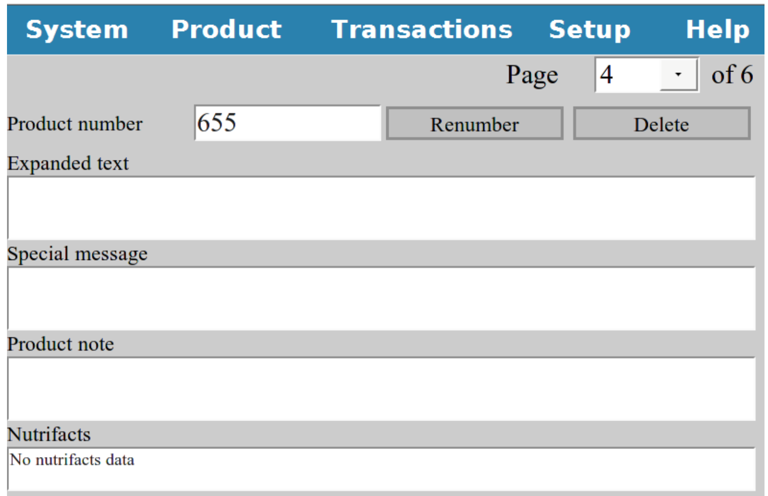
Nutrifacts can be created for any PLU.

To create Nutrifacts:

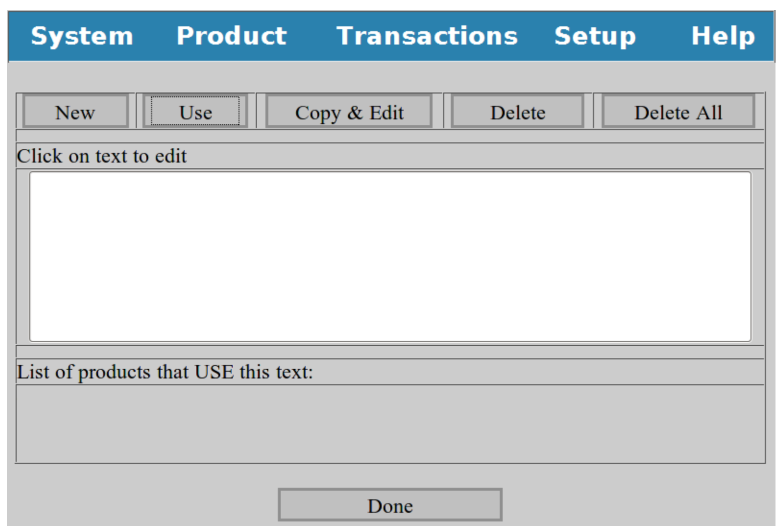
1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH the Product Changes.
3. From the ***Product Changes Menu***, TOUCH All Fields. You should now be on the ***Product Changes: All Fields Screen Page 1***.



4. TOUCH the Product number field and TYPE the Product number you wish to create nutrifacts for. TOUCH Enter.
5. TOUCH the Page field and SELECT Page 4. You should now be on the ***Product Changes: All Fields Screen Page 4***.



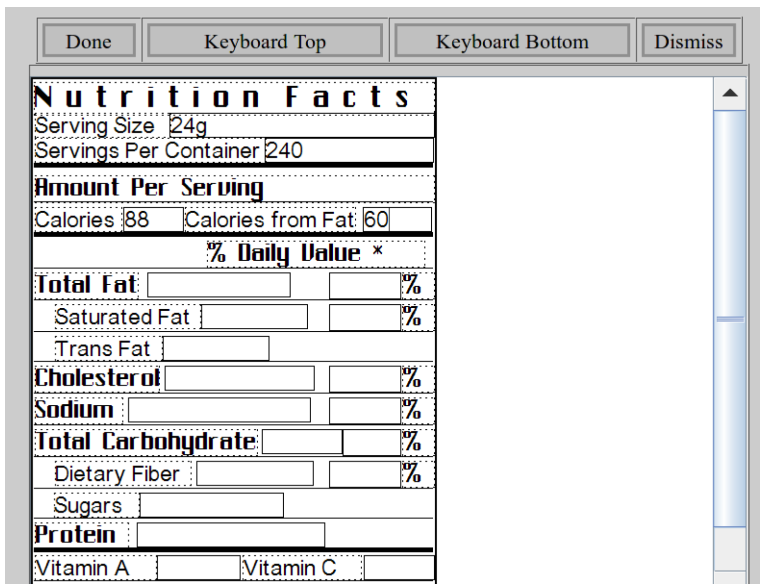
6. TOUCH the Nutrifacts field. You should now be on the ***Text Editor Selection Screen***. Refer to *Using the Text Editor* in *Appendix A* for more information on how to use the text editor.



Note
The Text Editor Selection Screen allows you to create new text, use existing text, copy and edit existing text, delete text for one or all linked PLU's and shows what other products, if any, use this expanded text.

Tip
When entering numbers or text you may find it more convenient to use a USB mouse and/or keyboard rather than touching the screen. This is especially useful when entering large amounts of data or performing repetitive operations such as setting up labels or flashkeys.

7. To create new text, TOUCH New. The ***Nutrifacts Editor Screen*** will then appear.



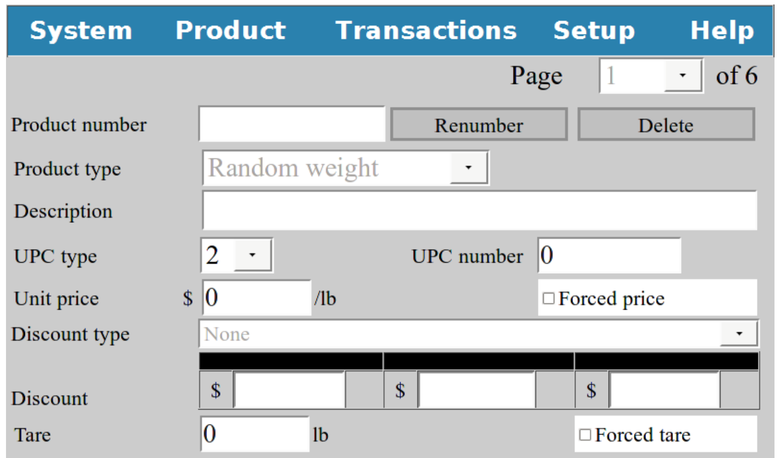
8. TOUCH the field that you want to edit.
9. Enter the data using a USB keyboard or TOUCH the Keyboard Top or Keyboard Bottom button to get an on-screen keyboard.
10. If required, TOUCH the Dismiss button to close the on-screen keyboard.
11. Repeat steps 8 and 9 for all Nutrifacts fields.
12. TOUCH Done on the keyboard to enter the data in the editor.
13. TOUCH Done in the upper left corner. You should now be on the ***Text Editor Selection Screen***.
14. TOUCH Done to save the information to the database. You should now be on the ***Product Changes: All Fields Screen Page 4*** and it will say "Nutrifacts Data Exists" in the nutrifacts field.
15. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Using Nutrifacts

This selection enables you to use the same Nutrifacts for numerous PLU's. This is especially helpful in reducing the amount of memory that is required to store the information.

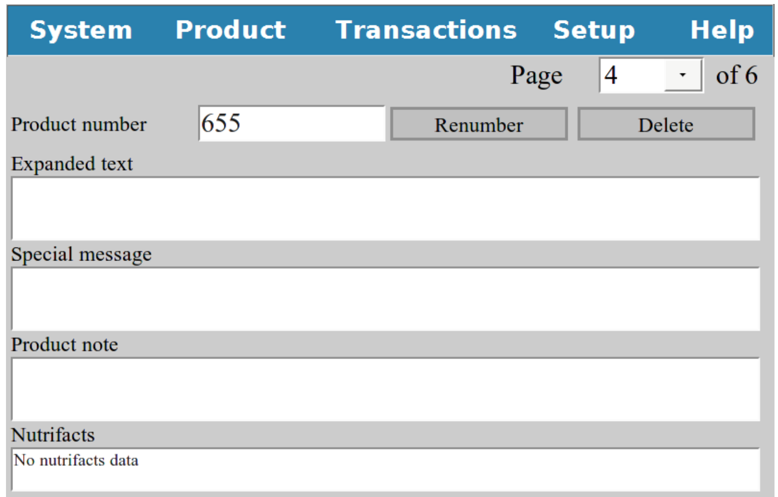
To use Nutrifacts:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Changes.
3. From the ***Product Changes Menu***, TOUCH All Fields. You should now be on the ***Product Changes: All Fields Screen Page 1***.

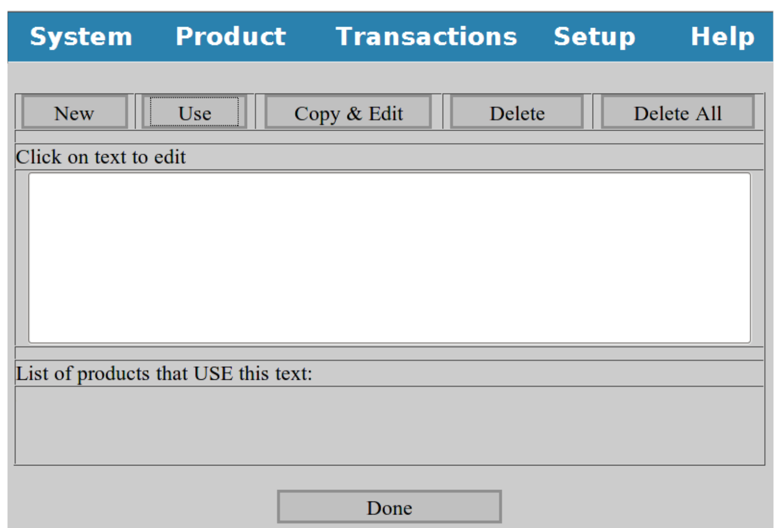


4. TOUCH The Product number field and TYPE the new Product number. TOUCH Enter.

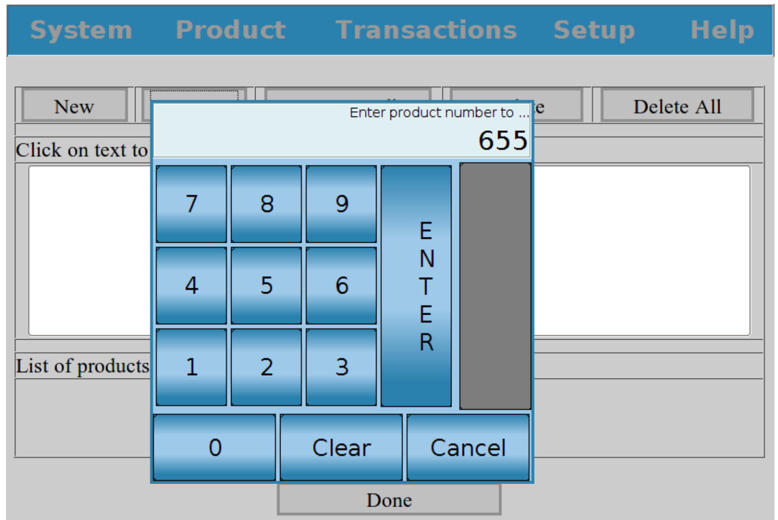
5. TOUCH the Page field and SELECT Page 4. You should now be on the ***Product Changes: All Fields Screen Page 4***.



6. TOUCH the Nutrifacts field. You should now be on the ***Text Editor Selection Screen***. Refer to *Using the Text Editor* in *Appendix A* for more information on how to use the text editor.



7. To use existing nutrifacts, TOUCH Use. A screen will appear and ask you for the Product number to use Nutrifacts from.
8. TYPE the product number that has the nutrifacts you would like to use with this PLU.



9. TOUCH Enter. You should now be on the ***Text Editor Selection Screen***.

Note
A list of the PLU's that are linked with this Nutrifact are listed at the bottom of the screen.

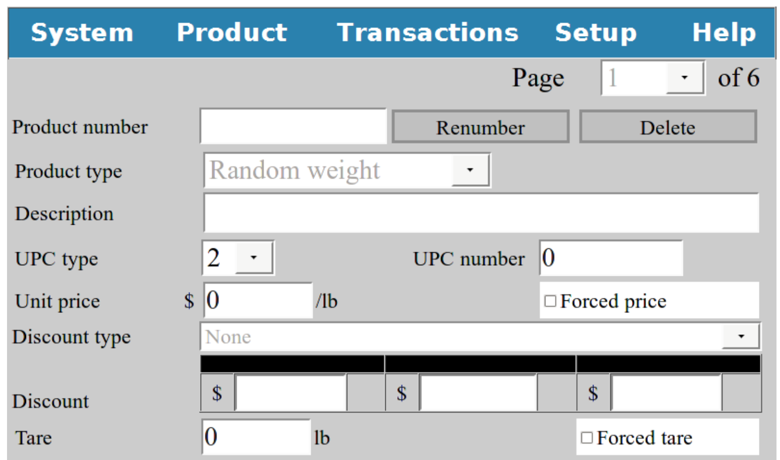
10. TOUCH Done to save the information to the database. You should now be on the ***Product Changes: All Fields Screen Page 4*** and the information that you entered should appear in the Nutrifacts field.
11. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Copying and Editing Nutrifacts

This function enables you to copy and edit Nutrifacts from another PLU. You can make changes to it and save it as a separate Nutrifacts file.

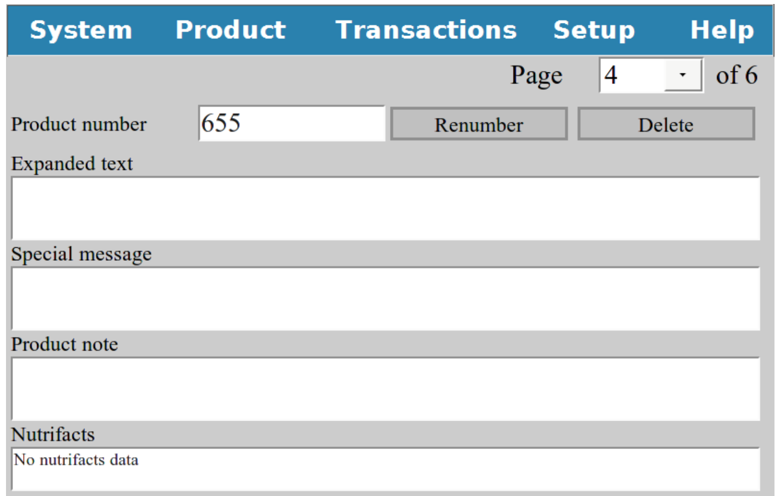
To copy and edit Nutrifacts:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Changes.
3. From the ***Product Changes Menu***, TOUCH All Fields. You should now be on the ***Product Changes: All Fields Screen Page 1***.

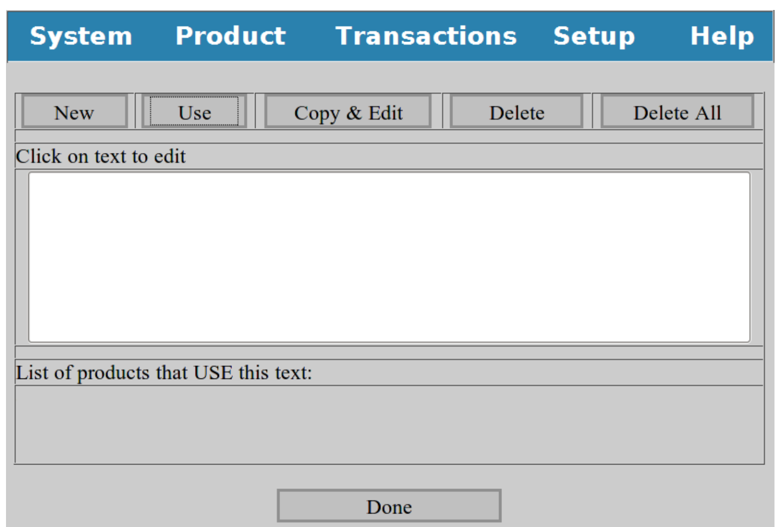


4. TOUCH the Product number field and TYPE the new Product number in the Product number field. TOUCH Enter.

5. TOUCH the Page field and SELECT Page 4. You should now be on the ***Product Changes: All Fields Screen Page 4***.

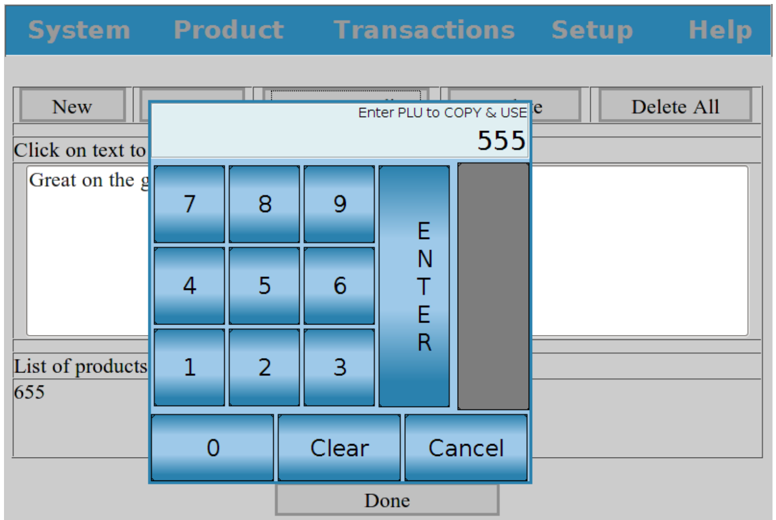


6. TOUCH the Nutrifacts field. You should now be on the ***Text Editor Selection Screen***. Refer to *Using the Text Editor* in *Appendix A* for more information on how to use the text editor.



Tip
If all of the Nutrifacts information is used on another PLU, TOUCH Use, instead of Copy & Edit as indicated in the step below, to reduce the database memory requirements.

7. To copy and edit existing nutrifacts, TOUCH Copy & Edit. A screen will appear and ask you for the Product number to Copy & Edit Nutrifacts from.
8. TYPE the product number that has the text you wish to copy for use with this PLU.



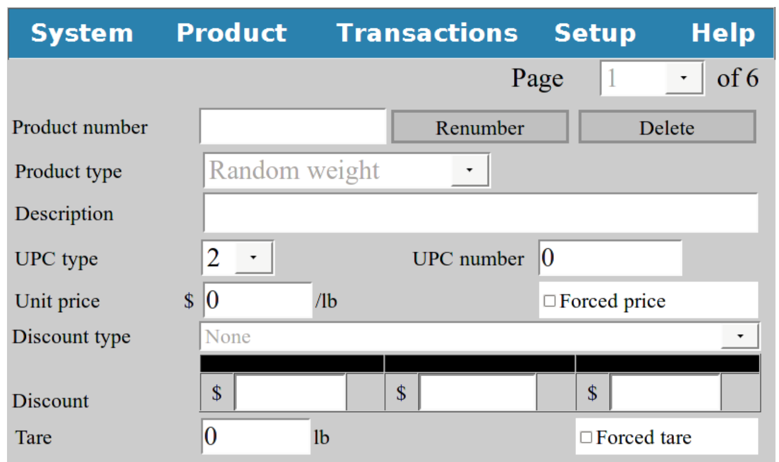
9. TOUCH Enter. You should now be on the ***Text Editor Screen***. Refer to *Using the Text Editor* in *Appendix A* for more information on how to use the text editor.
10. Edit the text as needed as described in *Creating Nutrifacts*.
11. TOUCH Done on the Text Editor Screen. You should now be on the ***Text Editor Selection Screen*** and the information that you entered should appear.
12. TOUCH Done. You should now be on the ***Product Changes: All Fields Screen Page 4*** and the information that you entered should appear in the Nutrifacts field.
13. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Deleting Nutrifacts

This selection permanently removes Nutrifacts from the database.

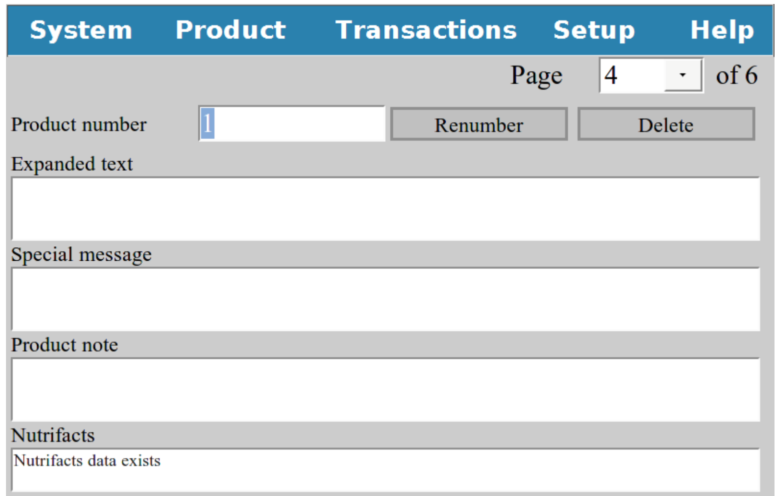
To delete Nutrifacts:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Changes.
3. From the ***Product Changes Menu***, TOUCH All Fields. You should now be on the ***Product Changes: All Fields Screen Page 1***.

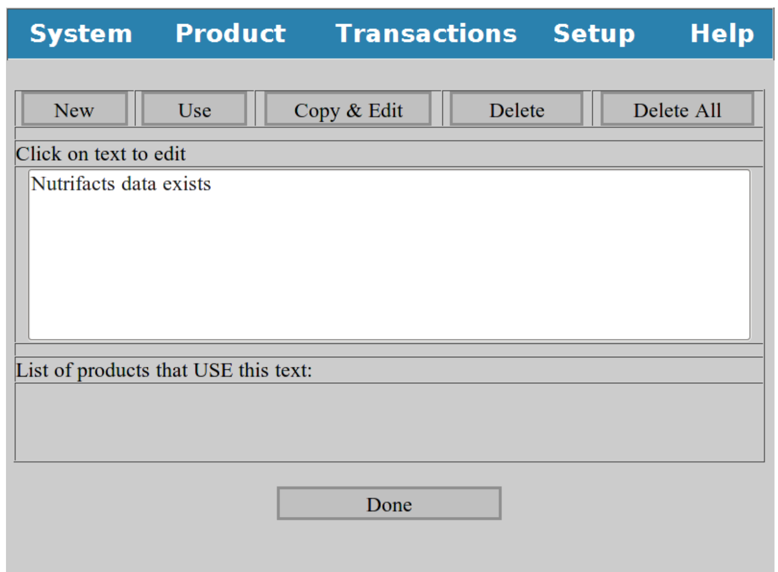


4. TOUCH the Product number field and TYPE the Product number in the Product number field. TOUCH Enter.

5. TOUCH the Page field and SELECT Page 4. You should now be on the ***Product Changes: All Fields Screen Page 4***.



6. TOUCH the Nutrifacts field. You should now be on the ***Text Editor Selection Screen***. Refer to *Using the Text Editor* in *Appendix A* for more information on how to use the text editor.



7. To delete the existing Nutrifacts from this PLU, TOUCH Delete.
   –OR–
   To delete the existing Nutrifacts from all PLU's linked to this text, TOUCH Delete All.
8. TOUCH Done. You should now be on the ***Product Changes: All Fields Screen Page 4*** and the Nutrifacts field should be empty.
9. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Chapter 5: Merchandising Programs

Merchandising Programs

A Merchandising Program, often referred to as a Frequent Shopper Program, is used to set up product discount pricing data in your Access PrePack System. You start at the Supervisor Menu and, select a specific PLU. You next select the Discount type and then type in the discount value.

The Discount type options are listed below:

Discount Type

- *Cents off*
- *Discount price*
- *Percent off*
- *Advertised price*
- *Percent added*
- *Package discount*

Merchandising Programs vary, some having more options than others. Your program may not have the 3-tier value field option (Gold/Silver/Bronze). Instructions are provided for entering discount pricing data for these different situations.

Note

Contact your local Hobart Representative to help set up these programs.

Setting Up Your Scale for Merchandising Program

Add a Custom Label Type to enable merchandising fields. Refer to *Custom Label Types* in *Chapter 3: Setting Up Your System* for more information. Use the following chart to determine what Discount type to use.

Discount Type	Description
Cents off	Use this option to take a specific amount off the Unit price.
Discount price	Use this option to set a discount price for a product.
Percent off	Use this option to take a set percentage off the Total price.
Advertised price	Use this option when a product is put on sale and all customers receive the discounted price.
Percent added	Use this option to add a set percentage to the Total price.
Package discount	Use this option to set a discount for the package Total price.

Note

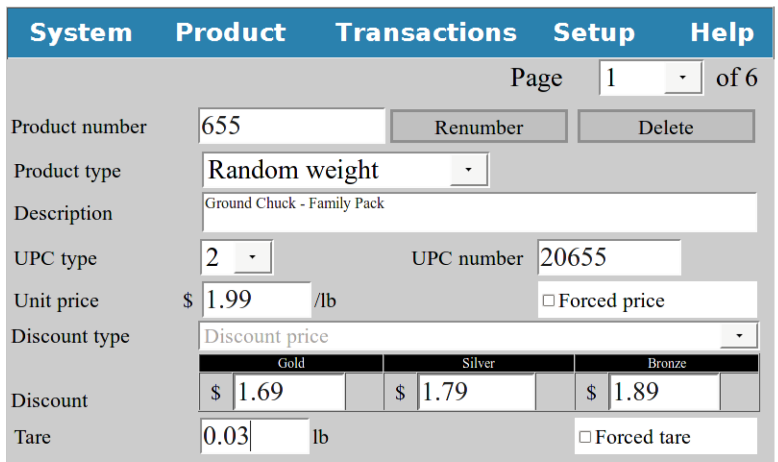
Label Types 125, 155, 345, & 355 are available as frequent shopper labels.

Setting Up For a Specific PLU

To enter discount pricing data for a specific PLU:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Changes.
3. From the ***Product Changes Menu***, TOUCH All Fields. You should now be on the ***Product Changes: All Fields Screen Page 1***.

Note
Discount type options are dependent on system configuration.



4. TOUCH the Product number field and TYPE the Product number.
5. TOUCH the Discount type drop-down menu and SELECT the Discount type.

Note

- A % or $ sign will appear next to the Value fields, depending on the Discount type selected.
- If you do not use the 3-tier Value field option (Gold/Silver/Bronze), use the Gold Value field to type in your discount value.

6. TOUCH the Value fields and TYPE the discount value.
7. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Chapter 6: Configuring a Barcode

Configuring a Barcode

This feature is controlled by the system configuration and the Custom Label Type you use. The information entered into the scale configuration is used to determine what fields display on the Product Default Values Screen.

The following topics are covered in this section:

- *Understanding EAN Configuration*
- *Setting Up Your System for EAN Barcodes*

Understanding EAN Configuration

The EAN barcode is based on the 12-digit UPC Code and is widely used in international markets. The extra character in an EAN barcode creates more flexibility in pricing (i.e., $999.99). EAN uses numeric data only in the barcode. The *EAN Format String* uses a series of characters to represent the data that will actually be in the barcode. It is this format string that you use to determine how your barcodes will be set up in your system.

A total of 12 digits is available for in-store use. The setup of these 12 digits is entirely at the discretion of the retailer. The 13th digit is the Check Digit, which is in the rightmost position on every EAN barcode. The EAN system is intended to give retailers maximum flexibility to include any non-standard codes which may be required.

Determining EAN For Your System

Each PLU product type in the system is configurable to an EAN barcode format:

- Random Weight
- Fixed Weight
- By Count
- Fluid Ounce

Discuss with your Hobart Representative how you want to set up Random Weight, Fixed Weight, By Count, and Fluid Ounce configurations.

Here is an example of an EAN barcode. The following subtopics, *EAN Format String* and *EAN Conditions*, explain how the EAN barcode is configured. Your Hobart Representative will assist you in determining how to set up your configuration.

[.X…….character symbols…C.]

EAN Format String

This table shows which type of data is represented by which character and the maximum number of positions available for that data.

Character Symbol	Barcode Position	Type of Data	Max. Digits
X	1 (required) - 2	Prefix	2
W	2-12	Weight	5
w	2-12	Weight Check Digit	1
P	2-12	Price	7
p	2-12	Price Check Digit	1
U	2-12	User defined	3
E	2-12	EAN Code	9
N	2-12	Product Number	6
V	2-12	Vendor Number	6
Q	2-12	By-Count Quantity	2

EAN Conditions

The first character in the EAN Format String is always an X for the number system or a fixed digit from 0 to 9. If the first character in the format string is X, you can set a default prefix number for a Custom Label Type.

The last character in the format string (13^{th} position) is always the check digit.

Any combination can be used for the remaining eleven characters (positions 2 through 12); however, they must comply with the following conditions:

- Any data field, with the exception of fixed numbers, must be continuous.
- The Price Check Digit ‘p’ is only allowed if there is a price field of 4 or 5 digits entered before or after the Price Check Digit.
- The Weight Check Digit ‘w’ will only be allowed if there is a weight field of 4 to 5 digits entered before or after the Weight Check Digit.
- If the value of the weight or total price for a transaction exceeds the number of digits configured, no EAN barcode is printed for the transaction.
- If the value of the EAN code is larger than the number of digits configured, then the right most digits are truncated.
- If the value of the EAN code is shorter than the number of digits configured, the EAN code is padded with leading zeros.
- No format string is allowed to incorporate both an EAN code ‘E’ field and either a Vendor Number ‘V’ field or Product Number ‘N’ field.
- If, during download of a database from an external scale communication software, the prefix is not sent and this is a new PLU, then the default EAN prefix is used based on the PLU type and the presence of prefix digits in the corresponding format string.

EAN13 Methods

The Barcode examples below show how the EAN13 Barcode is used for Weight, Price, Vendor/Product Number and By-Count.

WEIGHT

X X E E E E E W W W W W C
2 Prefix Digit
5 EAN Code
5 Weight
1 Check Digit

X X E E E E E E W W W W C
2 Prefix Digit
6 EAN Code
4 Weight
1 Check Digit

X E E E E E E W W W W W C
1 Prefix Digit
6 EAN Code
5 Weight
1 Check Digit

X X E E E E E w W W W W C
2 Prefix Digit
5 EAN Code
1 Weight Check Digit
4 Weight
1 Check Digit

PRICE

X X E E E E E P P P P P C
2 Prefix Digit
5 EAN Code
5 Price
1 Check Digit

X E E E E E E P P P P P C
1 Prefix Digit
6 EAN Code
5 Price
1 Check Digit

VENDOR/PRODUCT NUMBER

X V V V V V V N N N N N C
1 Prefix Digit
6 Vendor Number
5 Product Number
1 Check Digit

X X E E E E E E P P P P C
2 Prefix Digit
6 EAN Code
4 Price
1 Check Digit

X X E E E E E p P P P P C
2 Prefix Digit
5 EAN Code
1 Price Check Digit
4 Price
1 Check Digit

BY COUNT

X X E E E E Q Q P P P P C
2 Prefix Digit
4 EAN Code
2 By Count Quantity
4 Price
1 Check Digit

Setting Up Your System for EAN Barcodes

The following sections explain how to set up your EAN barcodes:

- *Setting the EAN Format String*
- *Setting the EAN Default Prefix*

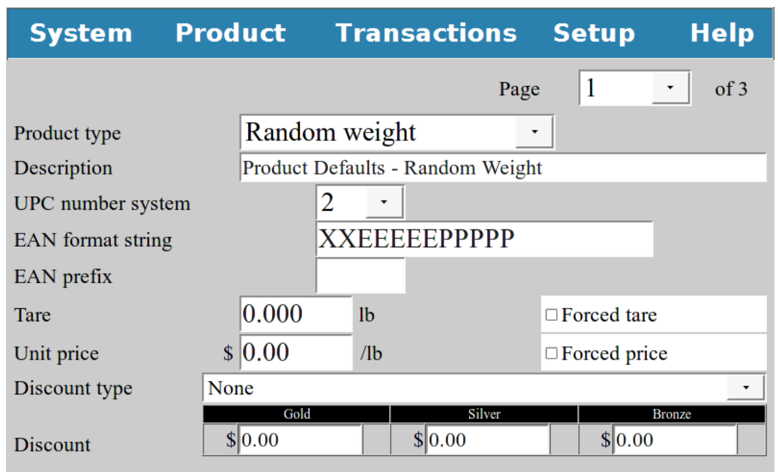
Note
Custom EAN label types must be ordered through Hobart Product Support. Contact your Hobart Representative for appropriate information.

Setting the EAN Format String

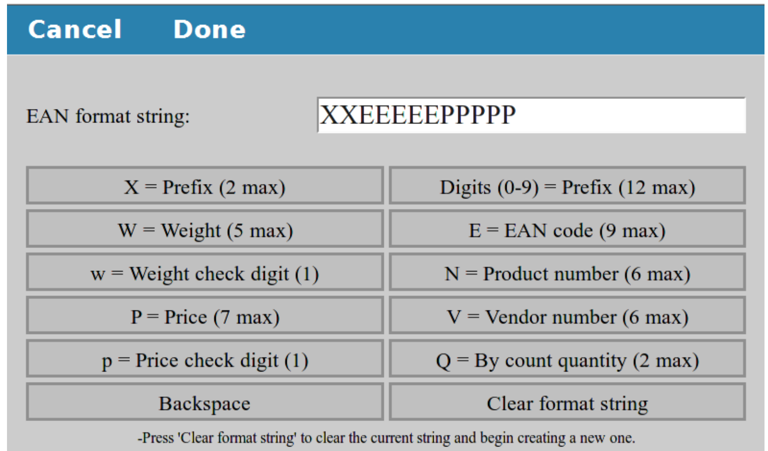
You can set an EAN Format String for all new products entered. You must have an EAN barcode Label Type selected as a Custom Label Type for a product to access an EAN barcode.

To set the EAN Format String

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Default Values. You should now be on the ***Product Default Values Screen***.



3. TOUCH the EAN format string field. You should now be on the ***EAN Format Screen***.



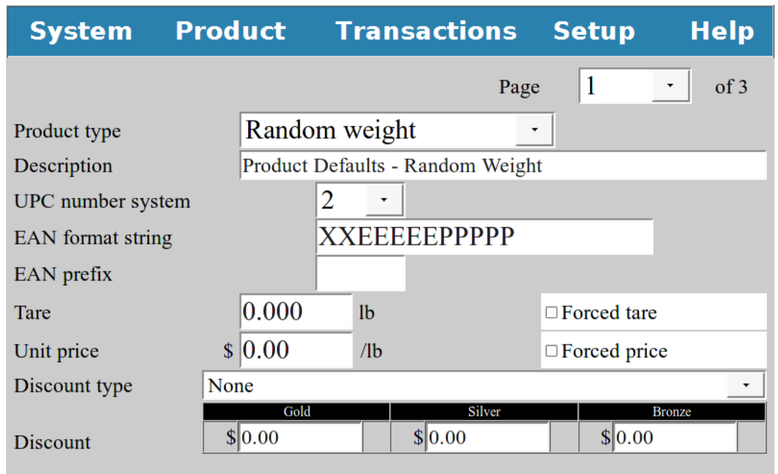
4. TOUCH the clear format string button and SELECT the format string desired, using the chart shown on page 6-3 for guidance on maximum character allowances.
5. TOUCH Done. You will then be returned to the ***Product Default Values Screen***.
6. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Setting the EAN Default Prefix

You can set a Random Weight, Fixed Weight, By Count, and Fluid Ounce default prefix for all new products entered. You must have an EAN barcode Label Type selected as a Custom Label Type for a product to access an EAN barcode.

To set the EAN Default Prefix:

1. From the ***Supervisor Menu***, TOUCH Product.
2. From the ***Product Menu***, TOUCH Product Default Values. You should now be on the ***Product Default Values Screen***.



Note

The number of X's set up in your EAN format string determines the number of digits that can be entered into the Default EAN Prefix. See *Understanding EAN Configuration* for more information.

3. TOUCH the EAN prefix field and TYPE the EAN Prefix for Random Weight, Fixed Weight, By Count, or Fluid Ounces.
4. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Chapter 7: Using Transactions

Using Transactions

The following topics give you an explanation of how the Transactions function works in the Access PrePack System.

- *Understanding Transactions*
- *Configuring Transaction Types*
- *Viewing Transactions*
- *Voiding Transactions*

Understanding Transactions

Transactions are calculated by type, weight, price (value), and items for a given PLU or Class.

These components of a Transaction are defined as follows:

Type	The type of Transactions such as production or rewraps.
Weight	The total amount of a product weighed for a given PLU or Class.
Price	The total value of product weighed for a given PLU or Class.
Items	The total count of products sold. For every Random Weight package, it adds one item; for every By Count package, it adds the By Count value.

Understanding Transaction Types

Transaction types are a means of grouping Transactions so that it is meaningful to your organization.

The Transaction type called Production is standard with the scale and cannot be removed. It can, however, be modified.

You may want to add another specific group to track certain Transactions. For example, you can set up a Transaction type for items that have been repackaged or rewrapped (for whatever reason). Or, you could keep track of items on sale this week. The list below provides you with some idea of Transaction types you may want to track.

- Repackaged Items
- Ad Items
- Manager's Specials
- Coupon Items

To set up your own Transaction types, see *Configuring Transaction Types*.

Configuring Transaction Types

Before you begin, be sure to review the topic, *Understanding Transactions*.

If you need a Transaction type other than Production (which comes with your system), this function allows you to create, edit or delete your own customized Transaction types.

Using this function, you can perform the following:

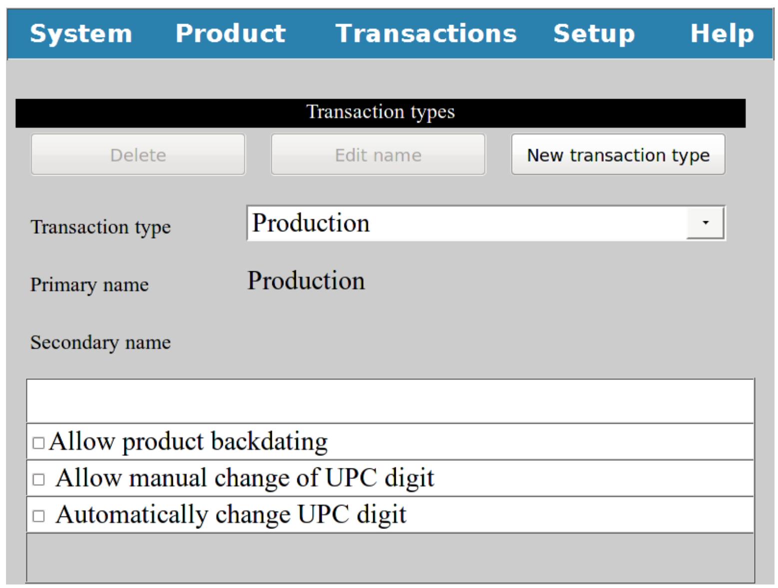
- *Creating/Editing Transaction Types*
- *Deleting Transaction Types*

Creating/Editing Transaction Types

This function allows you to create or edit up to seven Transaction Types for your merchandising needs.

To create/edit a Transaction Type:

1. From the ***Supervisor Menu***, TOUCH Transactions.
2. From the ***Transactions Menu***, TOUCH Transaction Types. You should now be on the ***Transaction Types Screen***.



3. TOUCH the New Transaction type box –OR– TOUCH the Transactions type field to display all transaction types and then SELECT the Transaction type you want to edit. The Edit name field will be enabled.
4. TYPE the name of the new transaction type you wish to add or edit to the database.
5. TOUCH any check box to enable a function for the Transaction Type.
6. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

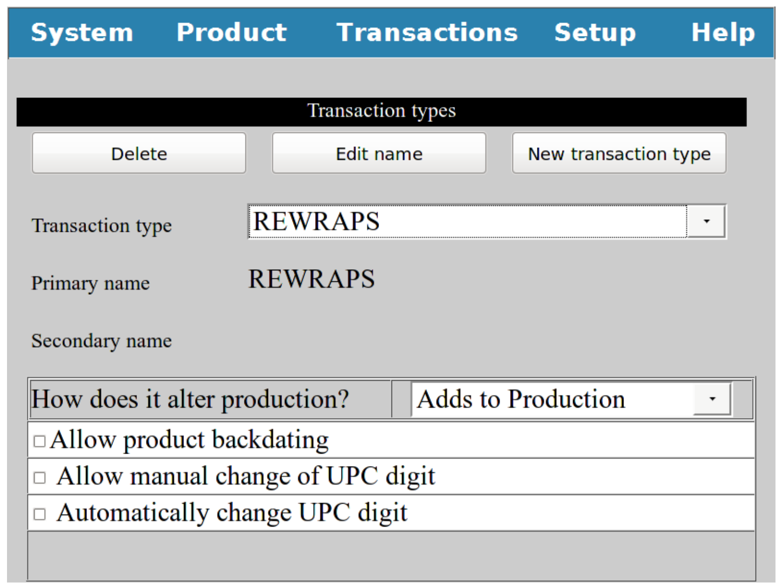
Deleting Transaction Types

This option allows you to delete the Transaction Types you have created.

Note
Production Transaction type cannot be deleted and the name cannot be changed. However, other properties of Transaction types can be edited.

To delete a Transaction Type:

1. From the ***Supervisor Menu***, TOUCH Transactions.
2. From the ***Transactions Menu***, TOUCH Transaction Types. You should now be on the ***Transaction Types Screen***.



3. TOUCH the Transaction type field to view all transaction types then, TOUCH the Transaction type you wish to delete.
4. TOUCH Delete to remove the current Transaction type from the database.
5. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Viewing Transactions

The Viewing Transaction function enables you to display Transactions.

Here are the definitions for each group:

Note
You must enable the collection of Transactions for each of these groups during Scale Setup. Refer to Setting Up Normal Scale Operation in *Chapter 3: Setting Up Your System*.

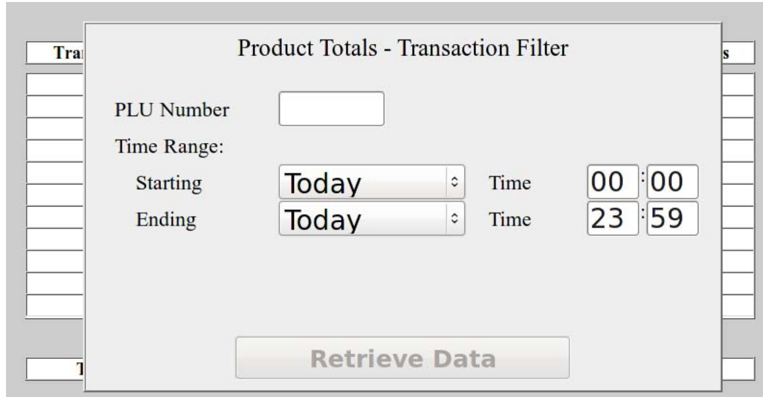
Hourly Transactions	Displays Transactions in a 24-hour breakdown. This applies to all Hourly Transactions that were accumulated since the last time they were cleared.
Product Transactions	Displays Transactions by Product number. This applies to all Product Transactions that were accumulated since the last time they were cleared.
Operator Transactions	Displays Transactions information by Operator. This applies to all Operator Transactions that were accumulated since the last time they were cleared.

Viewing Product Totals

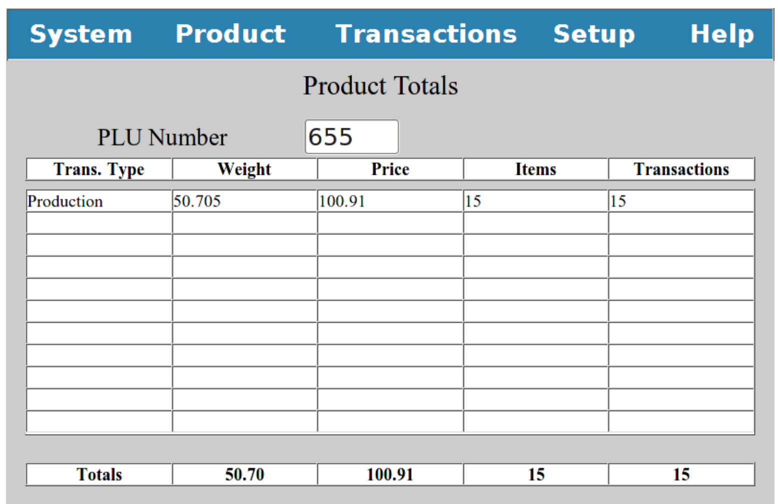
This option displays Transactions by Product number.

To view Product Totals:

1. From the ***Supervisor Menu***, TOUCH Transactions.
2. From the ***Transactions Menu,*** TOUCH Product Totals.



3. TOUCH the PLU number field and TYPE the product number in the Product number field and TOUCH Enter.
4. Verify the number and TOUCH Retrieve Data. You should now be on the ***Product Totals Screen***.



5. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Note

If the PLU is not a By Count PLU, each transaction counts as one item. By Count values are added to the item column.

Note

To clear Totals, refer to the *Voiding Transactions* section of this chapter.

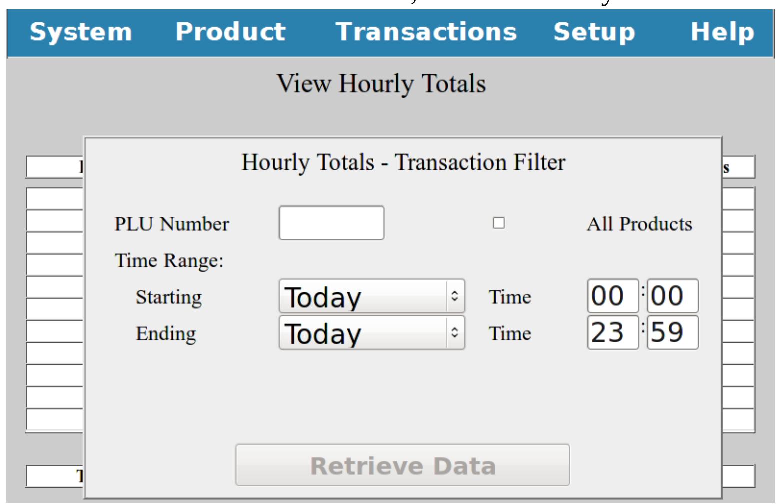
Viewing Hourly Totals

This option displays Transactions in a 24-hour breakdown.

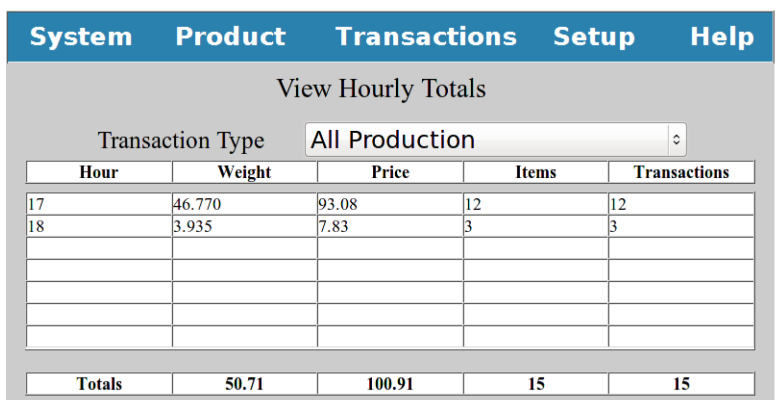
Note
Note the hours are in military time (0=12a.m., 1=1a.m., etc.).

To view Hourly Totals:

1. From the ***Supervisor Menu***, TOUCH Transactions.
2. From the ***Transactions Menu***, TOUCH Hourly Totals.



3. TOUCH the PLU number field and TYPE the product number–OR–TOUCH the All Products check box.
4. Verify the number and TOUCH Retrieve Data. You should now be on the ***Hourly Totals Screen***.



5. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

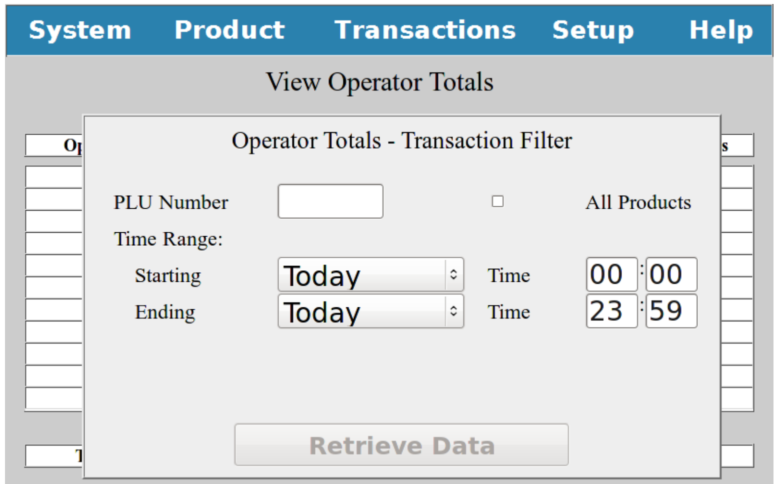
Note
To clear Totals, refer to the *Voiding Transactions* section of this chapter.

Viewing Operator Totals

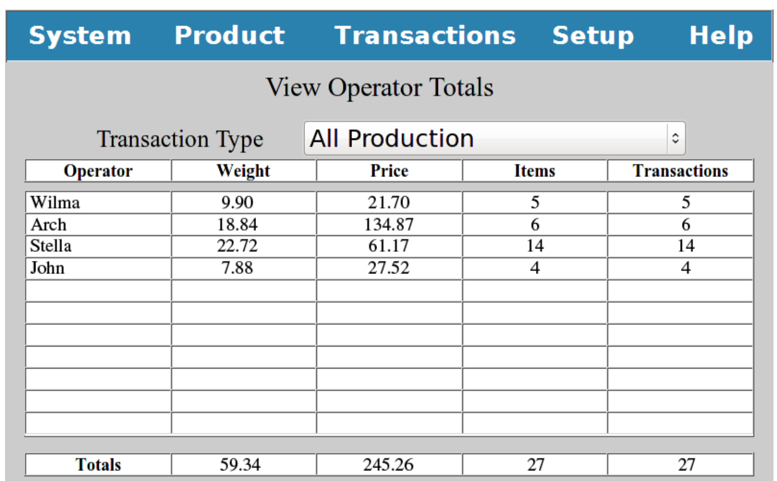
This option displays Transactions information by operator.

To view Operator Totals:

1. From the ***Supervisor Menu***, TOUCH Transactions.
2. From the ***Transactions Menu***, TOUCH Operator Totals.



3. TOUCH the PLU number field and TYPE the product number–OR–TOUCH the All Products check box.
4. Verify the number and TOUCH Retrieve Data. You should now be on the ***Operator Totals Screen***.



Operator	Weight	Price	Items	Transactions
Wilma	9.90	21.70	5	5
Arch	18.84	134.87	6	6
Stella	22.72	61.17	14	14
John	7.88	27.52	4	4
Totals	59.34	245.26	27	27

5. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Note

To clear Totals, refer to the *Voiding Transactions* section of this chapter.

Voiding Transactions

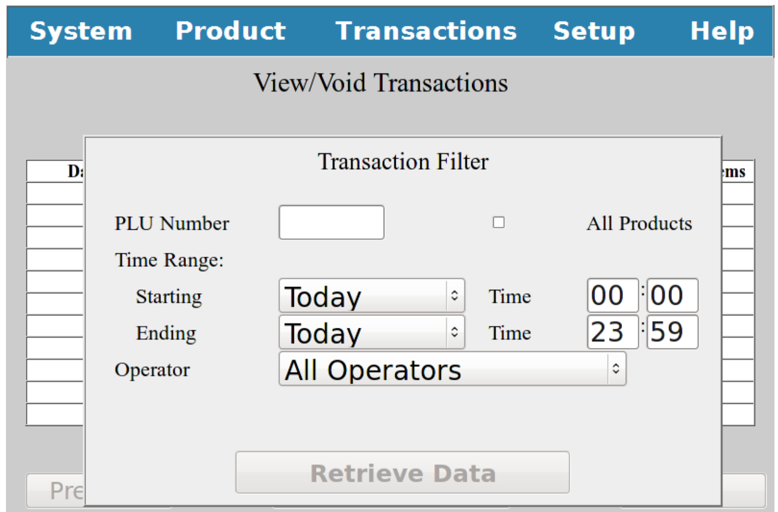
The Voiding Transactions function enables you to remove one or more transactions from the transaction totals.

Look At This

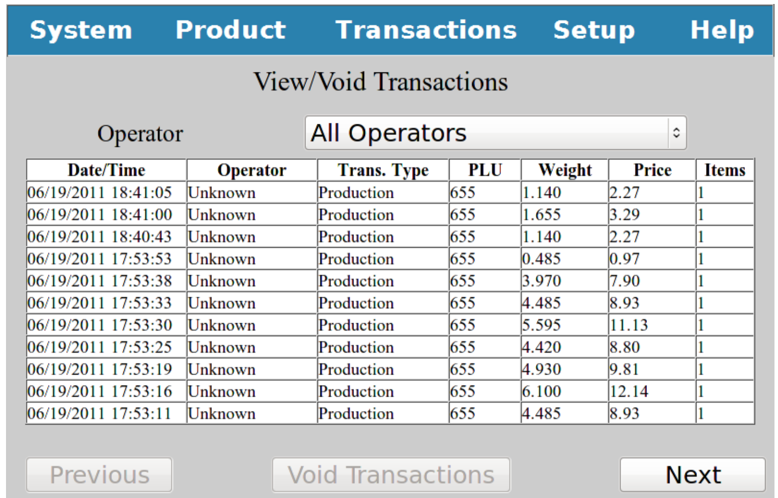
Once you void transactions, they will no longer be available to you.

To void a transaction:

1. From the ***Supervisor Menu***, TOUCH Transactions.
2. From the ***Transactions Menu***, TOUCH Void Transactions.



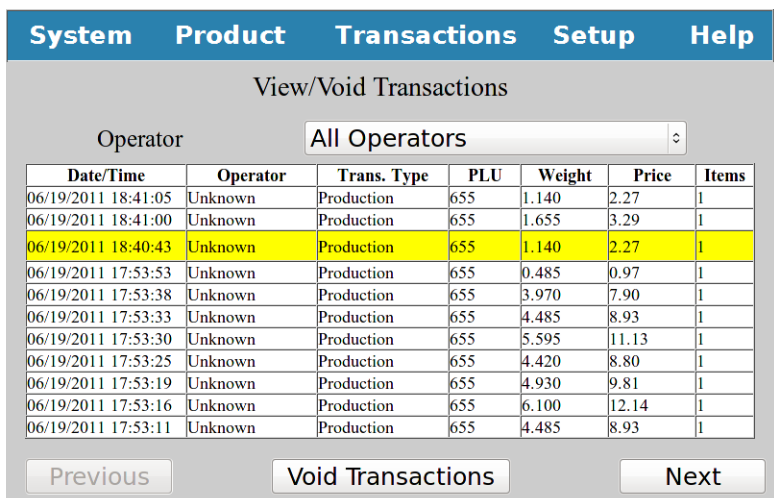
3. TOUCH the PLU number field and TYPE the Product number that you would like to void–OR– the All Products check box.
4. Verify the number and TOUCH Retrieve Data. You should now be on the ***Void Transactions Screen***.



Date/Time	Operator	Trans. Type	PLU	Weight	Price	Items
06/19/2011 18:41:05	Unknown	Production	655	1.140	2.27	1
06/19/2011 18:41:00	Unknown	Production	655	1.655	3.29	1
06/19/2011 18:40:43	Unknown	Production	655	1.140	2.27	1
06/19/2011 17:53:53	Unknown	Production	655	0.485	0.97	1
06/19/2011 17:53:38	Unknown	Production	655	3.970	7.90	1
06/19/2011 17:53:33	Unknown	Production	655	4.485	8.93	1
06/19/2011 17:53:30	Unknown	Production	655	5.595	11.13	1
06/19/2011 17:53:25	Unknown	Production	655	4.420	8.80	1
06/19/2011 17:53:19	Unknown	Production	655	4.930	9.81	1
06/19/2011 17:53:16	Unknown	Production	655	6.100	12.14	1
06/19/2011 17:53:11	Unknown	Production	655	4.485	8.93	1

5. TOUCH the transaction line or lines to be voided. The lines will highlight.

6. TOUCH the Next button if necessary.



Date/Time	Operator	Trans. Type	PLU	Weight	Price	Items
06/19/2011 18:41:05	Unknown	Production	655	1.140	2.27	1
06/19/2011 18:41:00	Unknown	Production	655	1.655	3.29	1
06/19/2011 18:40:43	Unknown	Production	655	1.140	2.27	1
06/19/2011 17:53:53	Unknown	Production	655	0.485	0.97	1
06/19/2011 17:53:38	Unknown	Production	655	3.970	7.90	1
06/19/2011 17:53:33	Unknown	Production	655	4.485	8.93	1
06/19/2011 17:53:30	Unknown	Production	655	5.595	11.13	1
06/19/2011 17:53:25	Unknown	Production	655	4.420	8.80	1
06/19/2011 17:53:19	Unknown	Production	655	4.930	9.81	1
06/19/2011 17:53:16	Unknown	Production	655	6.100	12.14	1
06/19/2011 17:53:11	Unknown	Production	655	4.485	8.93	1

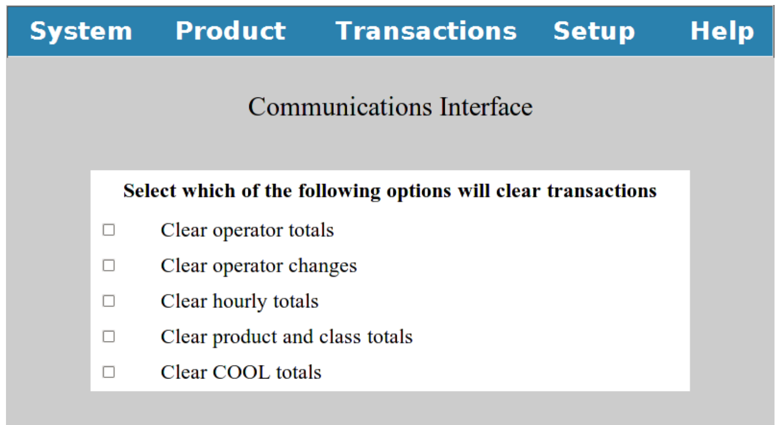
7. TOUCH Void Transaction. The transaction will be removed from the list
8. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

COMM Interface Settings

The following settings will allow you to clear all performed transactions when one of the following clear totals commands are sent through a communications package. Contact your local Hobart representative for more information.

To setup COMM Interface Settings:

1. From the ***Supervisor Menu,*** TOUCH Setup.
2. From the ***Setup Menu,*** TOUCH Communications.
3. From the ***Communications Menu***, TOUCH COMM Interface. You should now be on the ***COMM Interface Screen***.



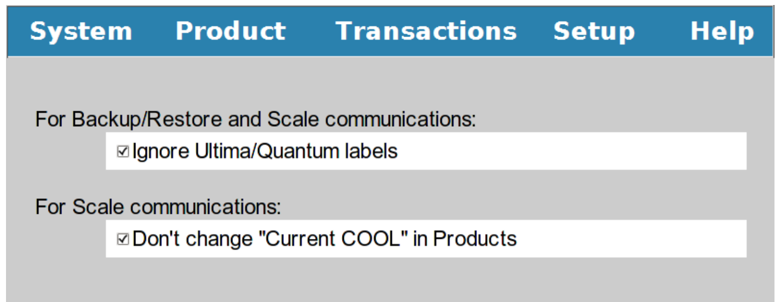
4. TOUCH the check boxes of the totals to be cleared when the command is sent.
5. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Scale Management Settings

The following are additional settings that can be configured. Contact your local Hobart representative for more information.

To setup Scale Management Settings:

1. From the ***Supervisor Menu,*** TOUCH Setup.
2. From the ***Setup Menu,*** TOUCH Communications.
3. From the ***Communications Menu***, TOUCH Scale Management. You should now be on the ***Scale Management Screen***.



4. TOUCH the check boxes of the totals to be cleared when the command is sent.
5. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Chapter 8: Backup & Restore

Backup & Restore

The following selections are available in this chapter:

Understanding the Backup & Restore Functions

Backup and Restore in the Access PrePack System works in a similar manner as loading or saving files to/from a computer using a USB Drive. The **Backup** function is used to save your files to a USB Drive so they can be reloaded. The **Restore** function places a new (or revised) copy of your files into the system. You can backup or restore a portion or all of your files as needed.

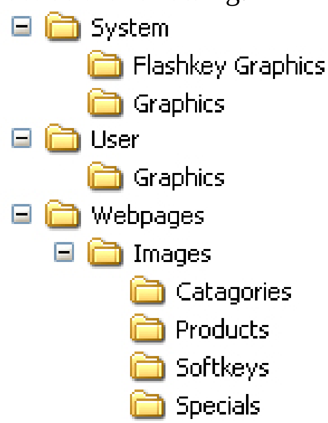
Understanding Types of Data for Backup/Restore

The following types of data can be backed up or restored:

Data Type	Information Transferred
PLU data	Products, Classes, Special Messages, Expanded Text, Nutrifacts, Product Notes, Total Types, Categories, Specials, COOL data, Product Graphics, Special Graphics, and Category Graphics.
Label data	Label Types, Fonts, Graphics, and Label Text Names.
Operator data	Operator ID's and Operator Notes.
Store name and number	Store Name, Number, and Graphic.
Scale configuration	Scale Configuration, Product Defaults, and E-mail Alerts.
Flashkey data	Flashkey Graphics, Flashkeys, Flashkey Features, and Flashkey Styles.
Wrap Timings	Wrapper Configuration and Tim-ings

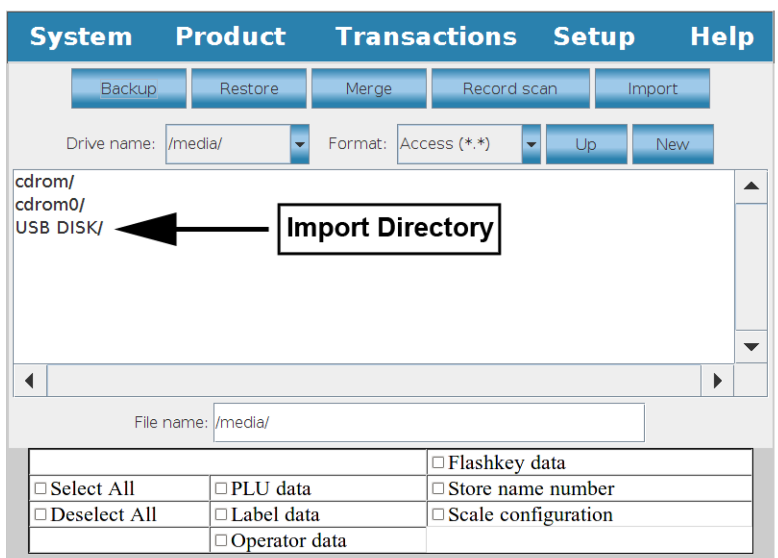
Using the Import Function

Import copies fonts and graphics from a USB Drive to the internal compact flash. No files are deleted on the internal compact flash. Files are overwritten on internal compact flash if they exist on the USB Drive as well. Any file on USB Drive that does not exist on internal compact flash will be added. The directory structure in the selected directory on the USB Drive must be the following:



To Import files:

1. Insert the USB Drive into a USB port on the Console.
2. From the ***Supervisor Menu***, TOUCH Setup.
3. From the ***Setup Menu***, TOUCH Backup & Restore. You should now be on the ***Backup & Restore Screen***.



4. SELECT the Import directory.
5. TOUCH Import.
6. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

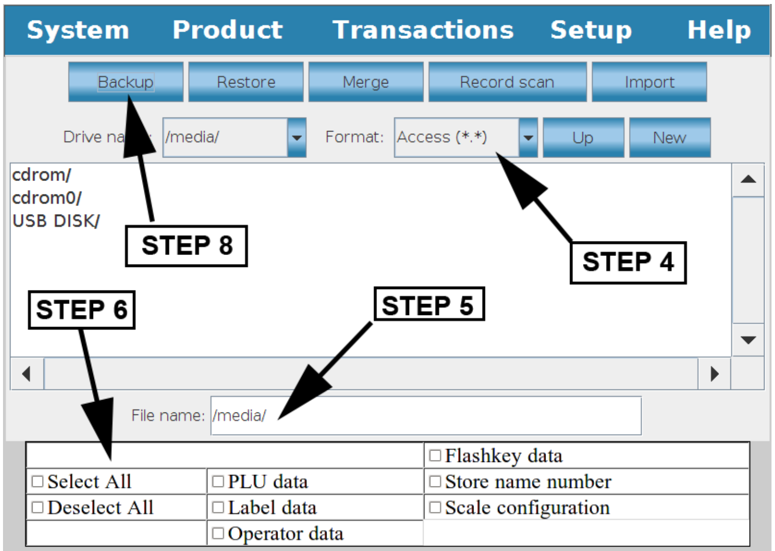
Using the Backup Function

For every data type selected, the Backup function enables you to save your data to a USB Drive.

Backup to USB Drive

To Backup all or selected data:

1. Insert the USB Drive into a USB port on the Console.
2. From the ***Supervisor Menu***, TOUCH Setup.
3. From the ***Setup Menu***, TOUCH Backup & Restore. You should now be on the ***Backup & Restore Screen***.



4. At the Format drop-down menu, SELECT Access or Ultima.

Note

- Use Ultima format if you want to backup a file for use with an Ultima or Quantum Scale (Hobart01.dat).
- Use the Up button to navigate up a level in the directory.
- Use the New button to create a directory.

5. TOUCH the file name field to enter the backup file name.
   –OR–
   Select an existing directory and/or file.
6. TOUCH the data-type check boxes to specify which data types you want to backup.
7. Verify that the correct data types have been checked.
8. TOUCH the Backup button.
9. Once the backup is complete, TOUCH the Done button to return to the previous menu.
10. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Using the Restore Function

For every type of data selected, the Restore function enables you to restore your data from a USB Drive to your scale.

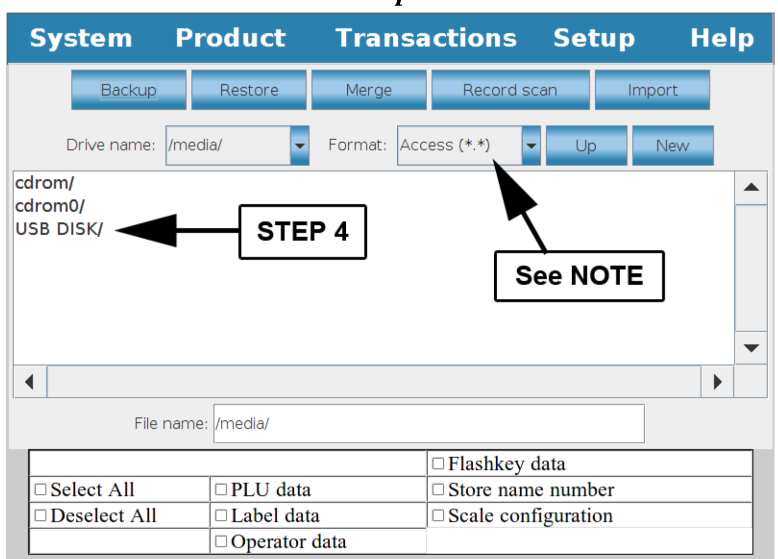
Restore from USB Drive

Look At This

When you select Restore from a USB Drive, the function will delete the database records in your scale for the data type(s) selected. It replaces all the specified data types with new information from the USB Drive. Make sure you have carefully selected the correct data types.

To Restore all or selected data:

1. Insert the USB Drive into a USB port on the Console.
2. From the ***Supervisor Menu***, TOUCH Setup.
3. From the ***Setup Menu***, TOUCH Backup & Restore. You should now be on the ***Backup & Restore Screen***.

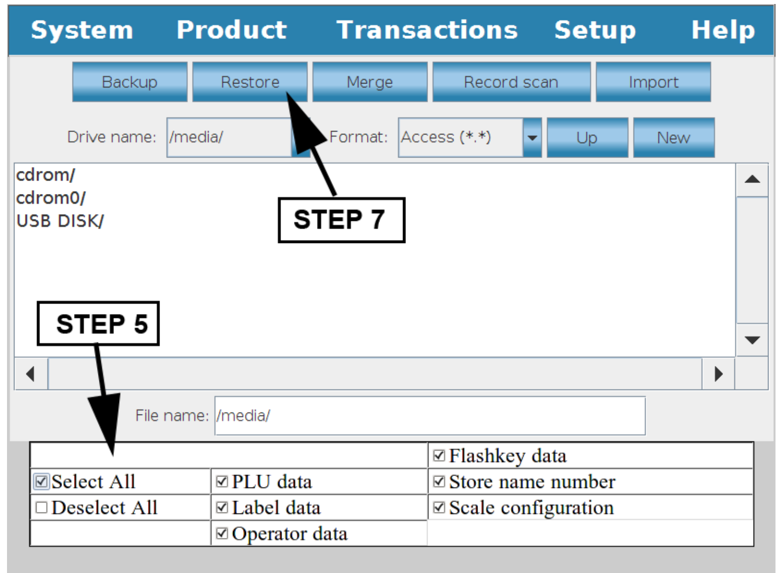


4. Navigate to the file that will be Restored.

Note

- Use Ultima format if you are restoring a file from an Ultima or Quantum Scale (Hobart01.dat).
- Use the Up button to navigate up a level in the directory.

5. TOUCH the data-type check boxes to specify which data types you want to Restore.



6. Verify that the correct data types have been checked.
7. TOUCH the Restore button.
8. Once the Restore is complete, TOUCH the Done button to return to the previous menu.
9. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

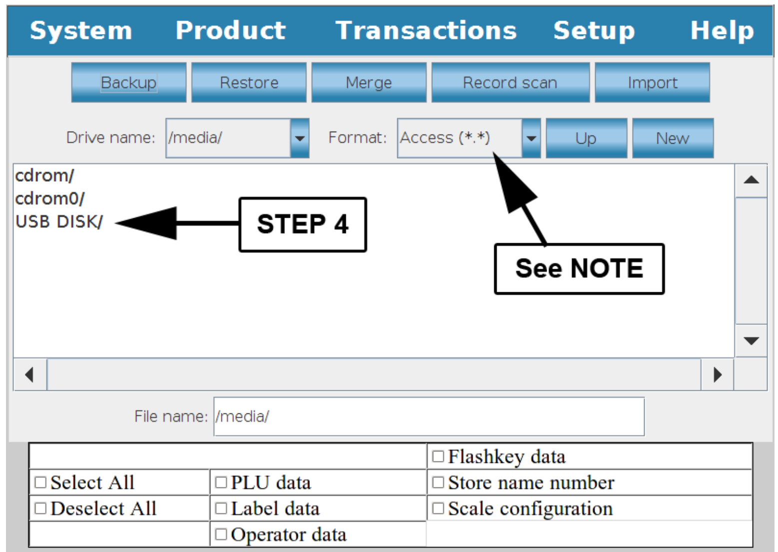
Using the Merge Function

For every type of data selected, the Merge function enables you to merge your data from a USB Drive to your scale. The merge feature will only add files. It will not replace or delete any files currenty in the scales database unless they have the same file name.

Merge from USB Drive

To Merge all or selected data:

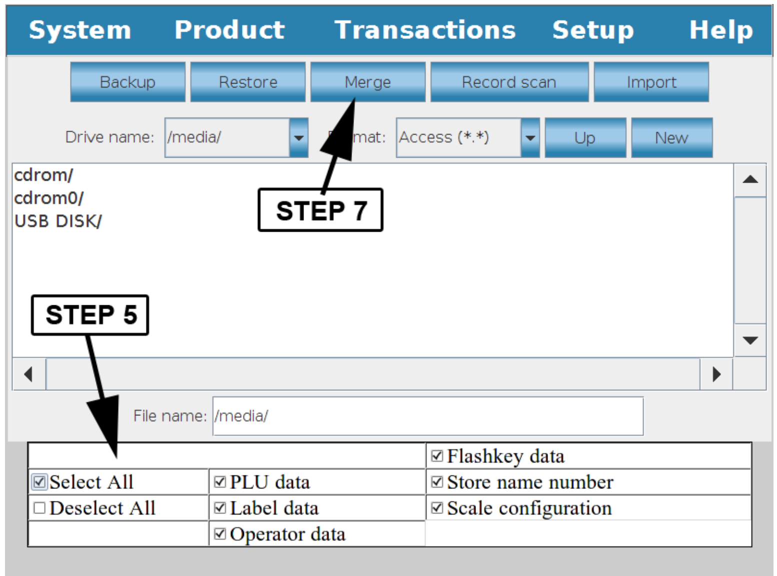
1. Insert the USB Drive into a USB port on the Console.
2. From the ***Supervisor Menu***, TOUCH Setup.
3. On the ***Setup Menu***, TOUCH Backup & Restore. You should now be on the ***Backup & Restore Screen***.



4. Navigate to the file that will be Merged.

Note
• Use Ultima format if you are merging a file from an Ultima or Quantum Scale (Hobart01.dat). • Use the Up button to navigate up a level in the directory.

5. TOUCH the data-type check boxes to specify which data types you want to Merge.



6. Verify that the correct data types have been checked.
7. TOUCH the Merge button.
8. Once the merge is complete, TOUCH the Done button to return to the previous menu.
9. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

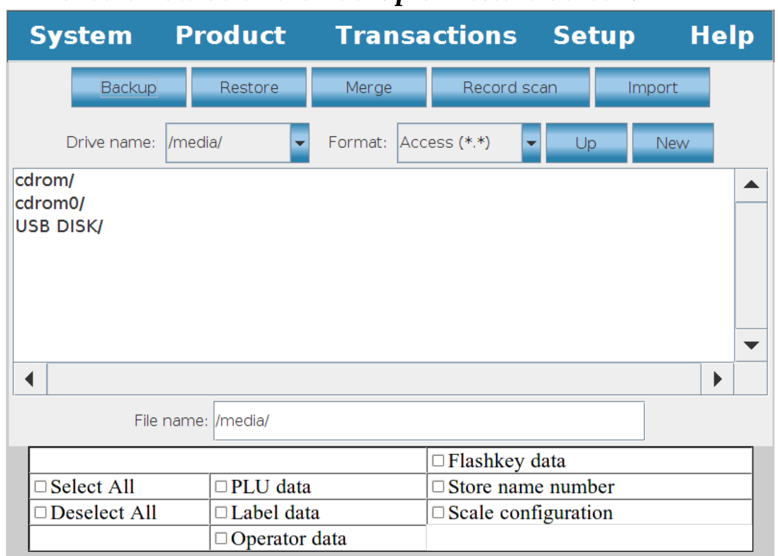
Running a Record Scan

The Record scan option is available after you restore data or any time you want to check the database. This function searches for bad records, noting any records that were not loaded correctly. It ensures that the database remains stable.

Any bad records found will be identified and displayed for action by the operator. If a bad record is detected, check the PLU information and correct it as necessary.

To run a Record Scan:

1. From the ***Supervisor Menu***, TOUCH Setup.
2. From the ***Setup Menu***, TOUCH Backup & Restore. You should now be on the ***Backup & Restore Screen***.



3. TOUCH the Record scan button. The scale will then scan its database and search for bad records.
4. TOUCH Done.
5. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Chapter 9: Setting Up COOL

Setting Up COOL

This chapter is intended to explain the basic guidelines of COOL. For more detail information, refer to www.countryoforiginlabel.org or www.ams.usda.gov/cool.

Understanding COOL

Country Of Origin Labeling (COOL) requirements were designed to help maintain customer confidence in the quality and safety of meat, produce, and seafood. The basic details are that any retailer of a covered commodity must inform the consumer of the country of origin of that commodity.

Notification may be provided to consumers by means of a label, stamp, mark, placard, or other clear and visible sign on the covered commodity or on the package, display, holding unit, or bin containing commodity at the final point of sale to consumers.

For more detailed information about implementation, refer to www.countryoforiginlabel.org or www.ams.usda.gov/cool..

Hobart has made changes to our systems that will enable COOL information to be printed on the scale label and managed at both Headquarters (Supervisor) and scale (Operator) level.

How Do I Know What Text To Put On The Label

The text options for the current COOL requirements include:

For creating COOL production steps:

- If all steps take place in the U.S. then the product can be labeled “Product of the United States”.
- If all steps take place outside of the U.S. then the product can be labeled “Product of (the country that the production step took place in)”.
- If the last 1 or more steps (including the processed step) took place in the United States then the product can be labeled “Imported from (the last country that the product came from before entering the United States), (The steps that occurred in the U.S.) in the United States”. Note that more information could be printed for each country if there was sufficient record keeping to track the product through each country, but it is not required.

For creating COOL pre-text:

- If the product is wild fish or shellfish the label can say “Wild fish or shellfish” followed by the country information.
- If the product is farm-raised fish or shellfish then the label can say “Farm-Raised fish or shellfish” followed by the country information.
- If the product is a mixed product then the labeling will follow the above guidelines with each product’s country of origin information being sorted alphabetically by the first country that appears in the country of origin statement.

Setting Up COOL For Operator Use

The COOL function enables you to include information regarding country of origin of a product, as well as additional information such as the country or countries in which the various product production steps took place, and details of product handling prior to the production phase.

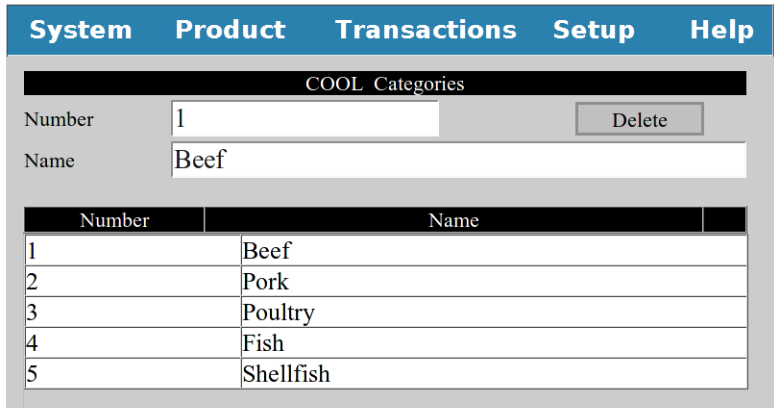
You can edit (add, delete and modify) COOL categories of products; edit the countries, production steps, and Pre-Text associated with the COOL categories; and once these COOL categories, countries, production steps, and pre-text are in the system, you can edit the data to create COOL Text for a particular COOL Category.

Creating/Editing COOL Categories

This feature will be used to create or edit a category (group) for COOL text. This will be the COOL text available for products in a certain category.

From the ***Supervisor Menu***, TOUCH Setup

1. From the ***Setup Menu***, TOUCH COOL.
2. From the ***COOL Menu***, SELECT COOL Categories. You should now be on the ***COOL Categories Screen.***

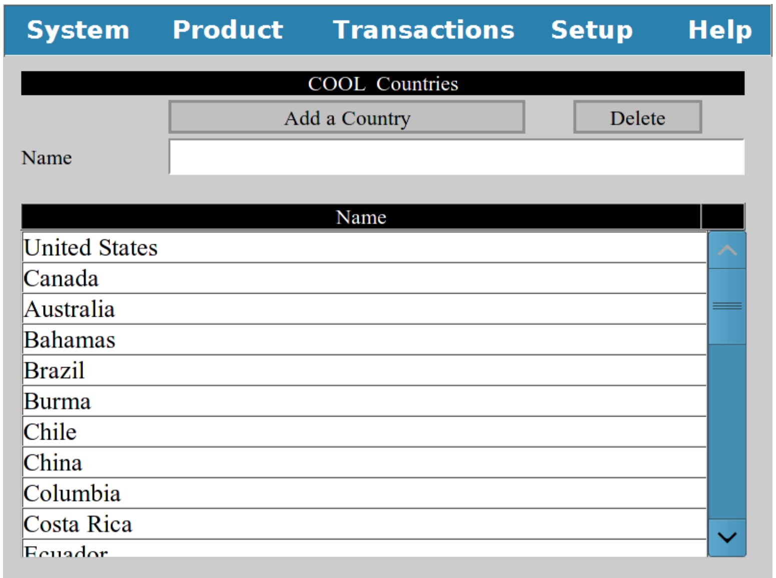


3. TOUCH the Number field and TYPE the new category number. TOUCH Enter.
4. A pop-up screen will state that the category does not exist. TOUCH OK to create a new category.
5. TOUCH the Name field and TYPE the new category name. TOUCH Enter.
6. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Creating/Editing COOL Countries

This feature will be used to create or edit a new country available for COOL text. A country must be in this list to be used in COOL text.

1. From the ***Supervisor Menu***, TOUCH Setup
2. From the ***Setup Menu***, TOUCH COOL.
3. From the ***COOL Menu***, SELECT COOL Countries. You should now be on the ***COOL Countries Screen.***

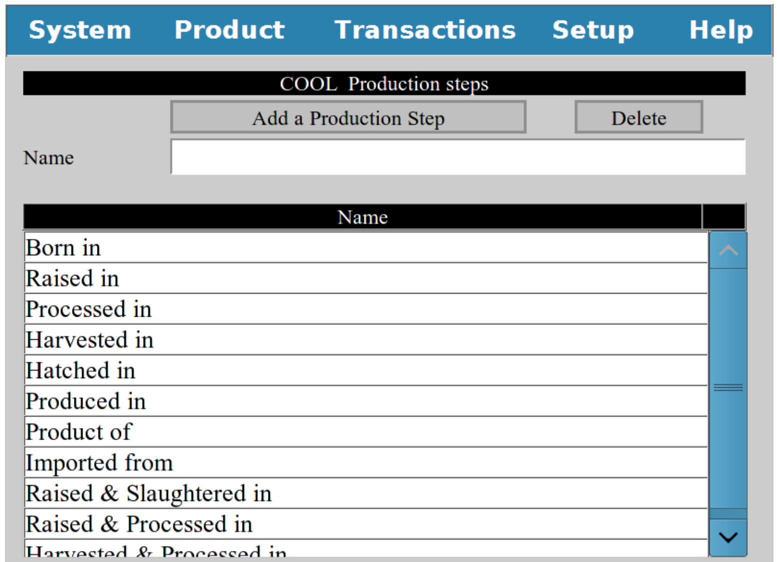


4. TOUCH the Name field and TYPE the new country name.
5. TOUCH Enter.
6. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Creating/Editing COOL Production Steps

This feature will be used to create or edit a new production step for COOL text. A production step must be in this list to be used in COOL text.

1. From the ***Supervisor Menu***, TOUCH Setup
2. From the ***Setup Menu***, TOUCH COOL.
3. From the ***COOL Menu***, SELECT COOL Production Steps. You should now be on the ***COOL Production Steps Screen.***

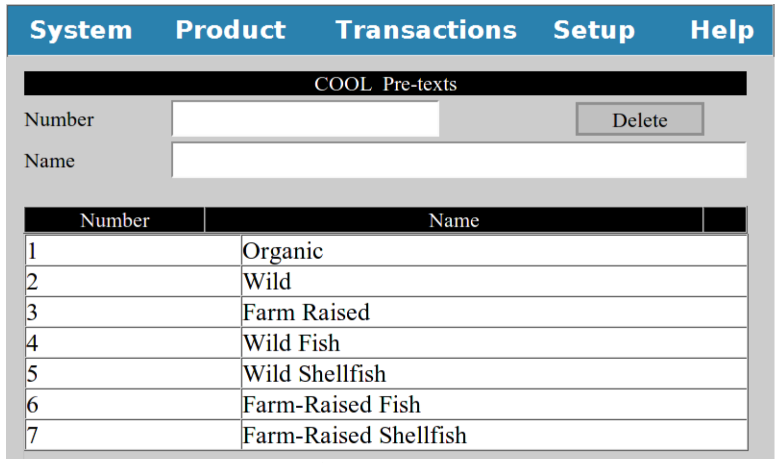


4. TOUCH the Name field and TYPE the new Production Step.
5. TOUCH Enter.
6. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Creating/Editing COOL Pre-Text

This feature will be used to create or edit a new pre-text for COOL text. A pre-text must be in this list to be used in COOL text.

1. From the ***Supervisor Menu***, TOUCH Setup
2. From the ***Setup Menu***, TOUCH COOL.
3. From the ***COOL Menu***, SELECT COOL Pre-Text. You should now be on the ***COOL Pre-Text Screen.***

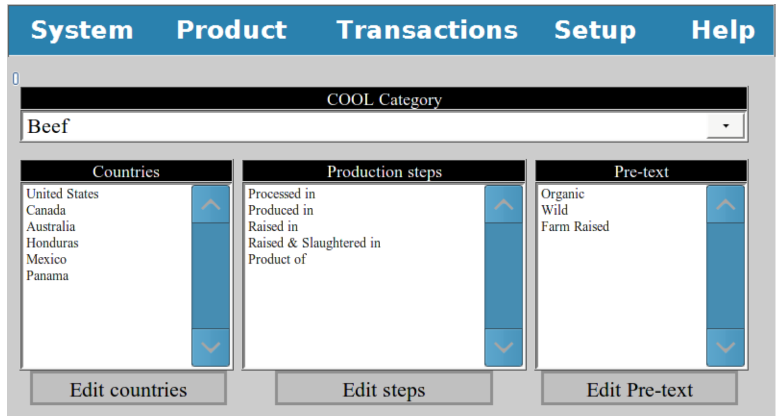


4. TOUCH the Number field and TYPE the new Pre-Text number. TOUCH Enter.
5. TOUCH the Name field and TYPE the new Pre-Text name. TOUCH Enter.
6. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

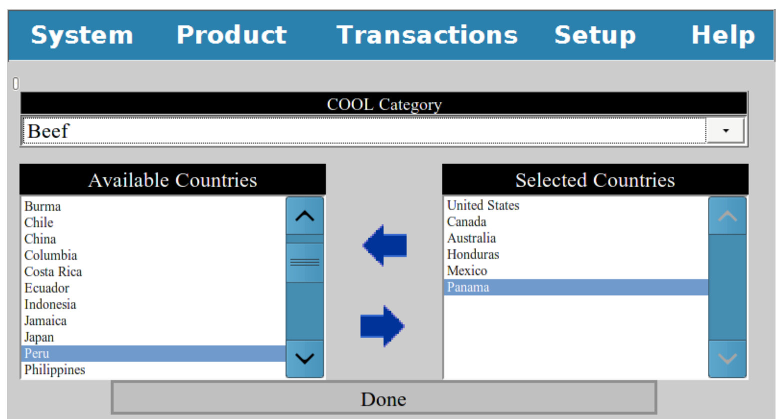
Creating/Editing COOL Text

This feature will be used to create or edit a specific list of COOL text available for a specific category (group) of products.

1. From the ***Supervisor Menu***, TOUCH Setup
2. From the ***Setup Menu***, TOUCH COOL.
3. From the ***COOL Menu***, SELECT COOL Text. You should now be on the ***COOL Text Screen.***

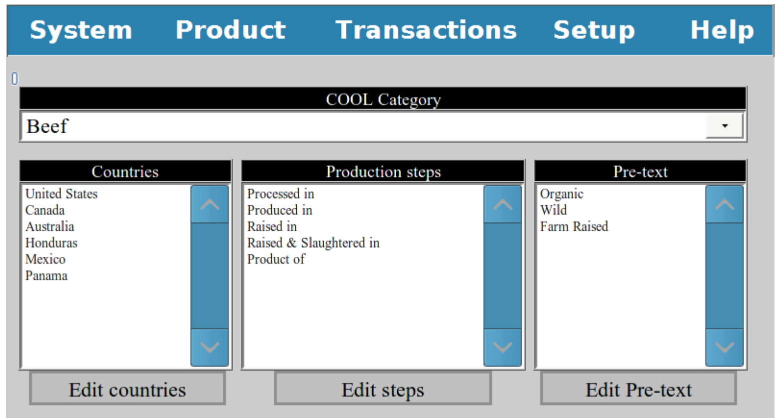


4. TOUCH the COOL Category field and SELECT the COOL category.
5. TOUCH Edit Countries. You should now be on the ***Edit Countries Screen***.

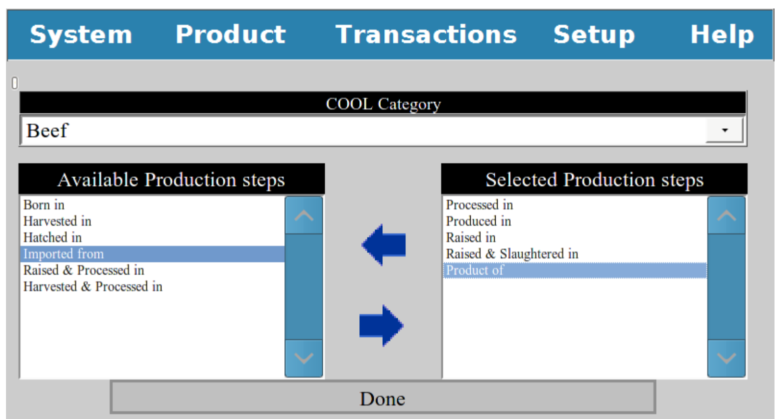


6. SELECT a country from the Available Countries field.
7. TOUCH the arrow to move the country name to the Selected Countries field.

8. TOUCH Done. You should now be on the ***COOL Text Screen***.

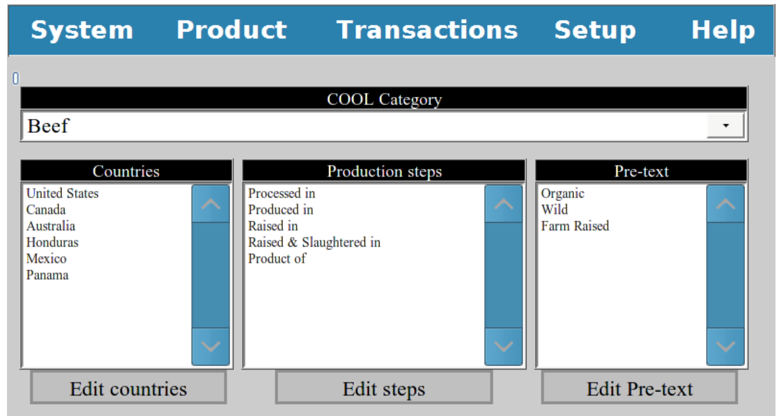


9. TOUCH Edit Steps. You should now be on the ***Edit Steps Screen***.

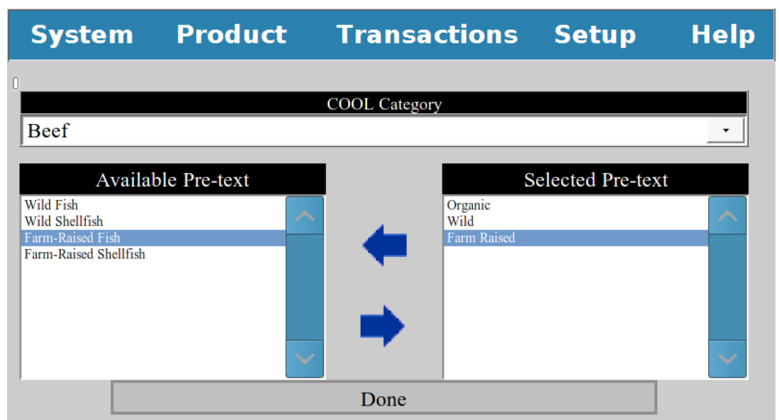


10. SELECT a Production Step from the Available Production Steps field.
11. TOUCH the arrow to move the Production Step name to the Selected Production Steps field.

12. TOUCH Done. You should now be on the ***COOL Text Screen***.



13. TOUCH Edit Pre-Text. You should now be on the ***Edit Pre-Text Screen***.



14. SELECT an Available Pretext from the Available Pre-Text field.
15. TOUCH the arrow to move the Pre-Text name to the Selected Pre-Text field.
16. TOUCH Done.
17. Refer to the Table of Contents to perform your next procedure, or return the scale to Operate mode.

Appendix A

Using the Text Editor

Within some scale functions, you have the ability to change the text field. You will know when the text editor function is available because the ***Text Editor Screen*** will display.

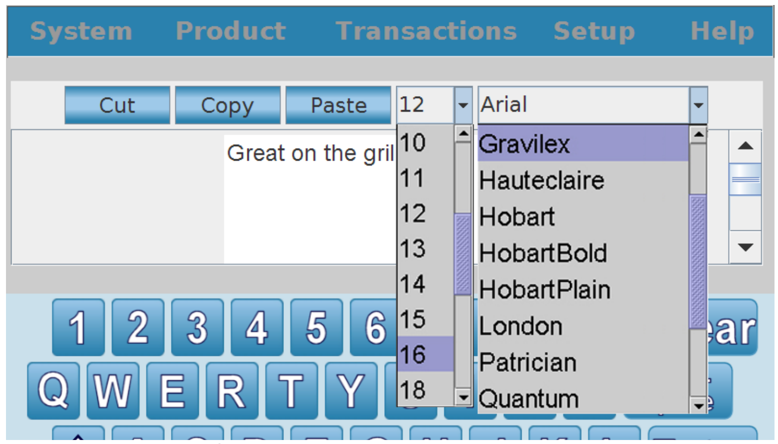
Tip
When entering numbers or text you may find it more convenient to use a USB mouse and/or keyboard rather than touching the screen. This is especially useful when entering large amounts of data or performing repetitive operations such as setting up labels or flashkeys.

Selecting a Font

The select font option allows you to change the font and size of the text field.

To use Select Font and change the font and/or size of the text field:

1. From the ***Text Editor Screen***, Double TOUCH or TOUCH and drag the word(s) you wish to change. Selected word(s) will be hightlighted.
2. To change the font size, TOUCH the font size drop-down box.



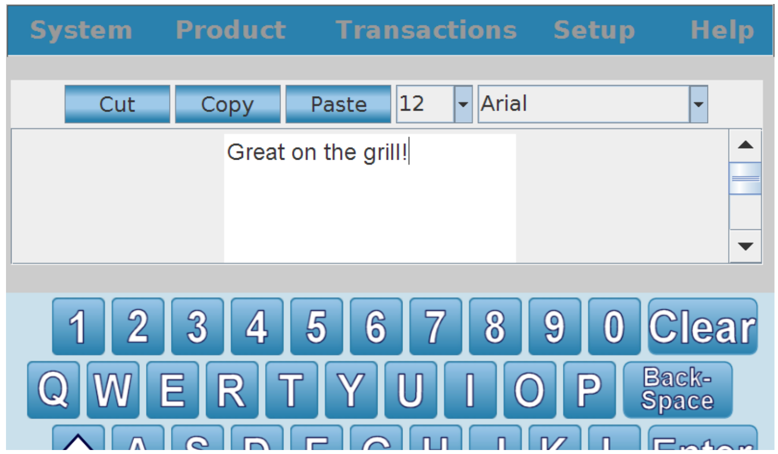
3. TOUCH the font size you wish to select.
4. To change the font name, TOUCH the font name drop-down box.
5. TOUCH the font name you wish to select.
6. TOUCH Done to save changes.

Cutting Text

The Cut text function allows you to remove text from the position it is in, usually to delete it. Once you cut the text, it can be placed in another position (see *Pasting Text*).

To use the Cut Text function:

1. From the ***Text Editor Screen***, Double TOUCH or TOUCH and drag the word(s) you wish to change. Selected word(s) will be hightlighted.



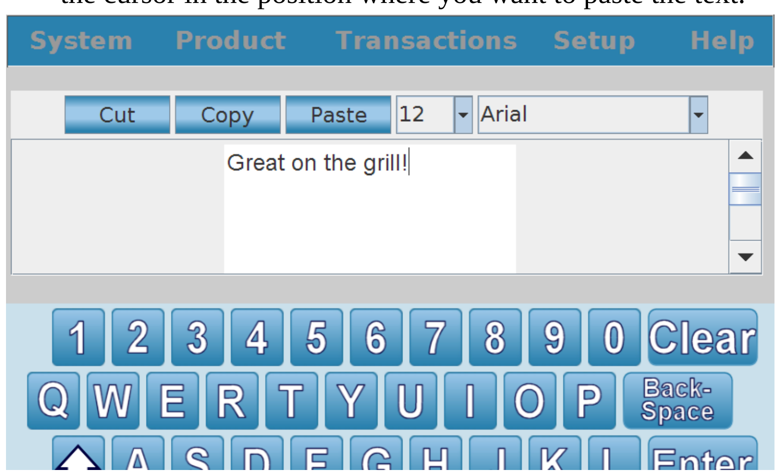
2. TOUCH the Cut button to remove the text you have selected.
3. TOUCH Done to save changes.

Pasting Text

The Paste text function allows you to move or copy a block of text from one position to another.

To use Paste Text:

1. From the ***Text Editor Screen***, TOUCH the screen to place the cursor in the position where you want to paste the text.



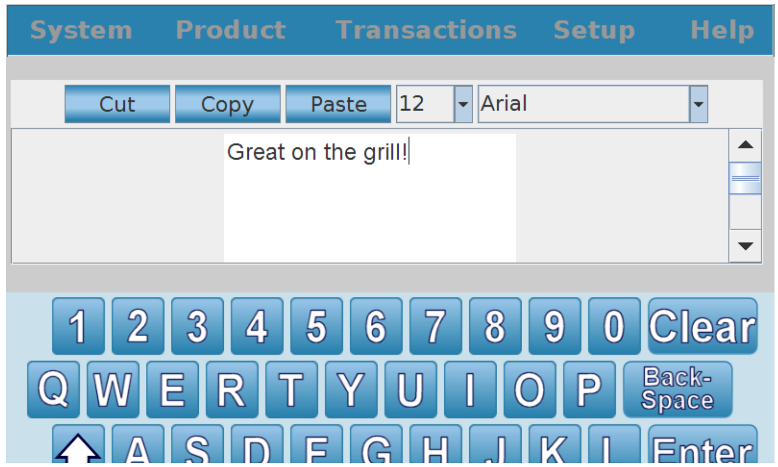
2. TOUCH the Paste button.
3. TOUCH Done to save changes.

Copying Text

The Copy text function allows you to copy a block of text from one position to another.

To use Copy Text:

1. From the ***Text Editor Screen***, Double TOUCH or TOUCH and drag the word(s) you wish to change. Selected word(s) will be hightlighted.



2. TOUCH the Copy button.
3. TOUCH the screen to place the cursor in the position where you want to paste the text.
4. TOUCH the Paste button.
5. TOUCH Done save changes.

Label Information

This information is a supplement to *Setting Up Label Types* in *Chapter 3: Setting Up Your System*. For more information about labels, contact your local Hobart Representative.

The following topics are covered:

- *Available Label Fields*
- *Available Default Fonts*

Available Label Fields

The following table lists all fields that are available on Primary and Secondary Labels. Although each Label type is formatted for specific fields, any field can be added to Standard Labels for Custom Labels.

Primary Label Secondary Label
Barcodes, UPC & EAN13
Best Before
Freeze By
Coupon Expiration Date
Use By
Sell By
Sell Thru
Packed On
By Count
Date
Description
Expanded Text Ingredients Recipes Cooking Instructions Health Tips
Net Weight Statement
Fixed Weight Net Wt Statement 1/4" Numbers & Letters
Special Message Product Number (PLU) Merchandising Message
Store ID Number

Primary Label Secondary Label (Cont.)
Store Logo
Store Name Store Address Web Site Address
Tare
Time
Total Price
Total Type
Unit Price
UPC Number/EAN13 Number
Graphic Art User Definable Embedded
Safe Handling Graphic User Definable Embedded
Weight
COOL
COOL tracking number
Nutrifacts
Frequent Shopper
Transaction type first letter
Currency Symbol
Preprinted text names

Available Default Fonts

Each Label Type is set up with default fonts. Changing the font may add/delete characters per line of text. Depending on the operating system, there may be more fonts listed in the menus than are currently functional and supported within the Access PrePack system.

The following fonts are supported:

Abalone
Centurion
Everest
Gravilex
Hauteclaire
Hobart
Hobart Bold
Hobart Plain
London
Patrician
QUANTUM
Sp
SpLarge
Tancred
Ultima

Contact your local Hobart Representative for more information.

Glossary of Common Terms

Auto Look-Up – This feature automatically looks up the product after a set number of digits has been entered. This feature is configured in *Setting Up Normal Scale Operation*.

By Count – An item which is priced by the number of items per package rather than by weight (i.e., 3 for $1.00).

Categories – Categories are a way to group products together for the purpose of creating flashkeys.

Class – A way of grouping similar items. See *Setting Up Classes*.

COOL – Country Of Origin Labeling.

Database – The information stored on the scale, (i.e., PLU's, Label Types, Flashkey Data, etc.).

Display Console – The Display Console is a touch screen that enables you to enter information and move through the display screens.

EAN 13 Barcode – The EAN13 code is based on the 12 digit UPC code and is widely used in international markets. EAN13 uses numeric data only.

Firmware – The firmware is essentially the operating system for the scale.

Fixed Weight – An item priced by a pre-determined weight (i.e., bread is always 16 oz.).

Flashkeys – Flashkeys are designed to provide the operator quick and easy access to various scale functions and frequently used PLU's.

Fluid Ounce – An item sold by a predetermined volume (i.e., Fresh-squeezed orange juice from a Juice Bar is always 16 ounces).

Graphic Picture – Pictures, icons, art or phrases used to add merchandising to the label.

Label Type – The Label Type determines the size, orientation and fields to print on the label.

Operator ID – Identification number assigned to scale operators so that you can track various totals information by operator.

Primary Printer – The printer that is built-in to the scale system.

Product Life – The number of days before a perishable product should be consumed or frozen (i.e., Use By, Freeze By or Best Before).

Products (PLU) – Products are any commodities you sell. Throughout this manual, products are often referred to as PLU (Product Look Up) numbers, or PLU's.

Random Weight – An item that needs to be weighed before it can be priced.

Rezero – Defines zero weight on weigher as the current weight on the platter. Used after Power-up when weight was accidentally left on the platter.

Secondary Printer – A printer attached to the scale to print secondary labels or NutriFacts.

Sell By Date – This number is the date that the store must sell the item. It is calculated by taking today's date and adding it to the Shelf Life (from the item record).

Shelf Life – The number of days that a perishable product may stay on the shelf.

Specials – Specials are a way to group products together for the purpose of creating flashkeys.

Tare (Fixed Tare) – The weight of the packing material for which the customer does not pay.

Totals Type – As means of grouping totals information by specific types. As an example, there can be a Totals Type for items that have been prepackaged or rewrapped (for whatever reason).

Unit Price – The price per unit measure.

UPC Numbering System – The UPC Number System identifies the type of Bar Code used by the item. Random Weight items use number system 02 or 04. Fluid Ounce and Fixed Weight items uses UPC number system 00, 04, 06 or 07.

Number System	UPC Bar Code
02	2XXXXXB$$$$C
04	4XXXXXB$$$$C
00	0VVVVVPPPPPC
06	6VVVVVPPPPPC
07	7VVVVVPPPPPC

XXXXX = UPC Number (Product Identifying)
$$$$ = Price (99.99)
B = 2nd Check Digit (Price Check Sum Digit; used for error detection)
C = Check Digit (Check Sum Digit; used for error detection)
VVVVV = Vendor Number or Manufacturer Number
PPPPP = Product Number

USB Drive – A portable storage device used to transfer and backup scale data.

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