

Printing Shelf Edge Labels (SELs)

The quickest and easiest method of printing replacement, missing or damaged SELs is to use the Handheld Terminal (HHT) to scan all the items requiring a label and transfer the scan file back to evoBackOffice

The HHT contains a copy of the store's stock file, which should be updated regularly to include any recent changes and new items.

From the Menu Bar, Select -> Stock ->  Sync HHT

1

On the HHT select 'shelf edge labels' and scan each product that requires a new label – once scanning is complete, return the HHT to its cradle.

From the Menu Bar -> Stock -> SEL and POS Updates

2

- Select **Import HHT** 
- **Sync HHT** 

Once the file from the HHT displays

- Select **Import**

Filename	Imported	Lines	
_20210414161116.TXT	14/04/2021 16:11	12	

Tip



Click on the bin icon to remove any duplicate items not required (e.g. items with multiple barcodes)

3

- Select **Prepare Label Batch**

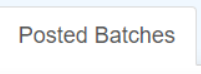


The screen displays all labels

- Select **Print**
- Select **Post POS Stock Update**



All batches of labels are stored for 7 days in the *Posted Batches* tab, to enable reprints for any batches of SELs that are lost or damaged.







Remember to delete the scan file from the HHT once the items have been imported.

- On the HHT screen **Select Utilities / Delete Result.**
- Select the SEL file to delete from the list.

Outstanding Updates 12 **Batched Labels** Posted Batches Promotion Labels

Price Changes: All Changes | Sales Department: All Sales Departments | Delisted Items: All

 Showing: 12 / 12

PLU Code	Barcode	Description	Sales Department	Price
<input checked="" type="checkbox"/> 120035	5000159393928	GALAXY CHOC.BAR KINGSIZE 75G	12 - Confectionery	£1.19 
<input checked="" type="checkbox"/> 120035	5000159530774	GALAXY COUNTERS POUCH 122g	12 - Confectionery	£2.40 
<input checked="" type="checkbox"/> 120154	3664346304979	TERRYS CHOC.ORG.BAR MILK 35G	12 - Confectionery	£0.99 
<input checked="" type="checkbox"/> 120159	7310511803001	DAIM CHOCOLATE BAR 28G	12 - Confectionery	£0.99 