

Procedure for making store reset labels

Prior to a reset you will receive a file from the reset team to be used for generating labels. This file will list each planogram with bar codes next to the UPC. This will enable you to scan vs hand-key every UPC code to get labels for your reset.

After receiving the list with bar codes from the Reset Division:

1. Separate commodity codes and place them in folders
(Note that labels marked Small/Large need to remain with the intended pages)

Note: If needed, refer to the **4.14 Batches** section in the CARTS In-Store Training Manual Back Room Procedures section (version 9.0).

This can be found online at:

http://www.commissaries.com/employees/resource_center/documents/store_toolbox/carts/traning_sec_7.pdf

Creating a Batch

2. From the **SUREPOS ACE** main menu, press **B** for **Batch Data Maintenance**
3. At the **Batch Data Maintenance** screen, Press **ALT/B** to **Create Batch**
4. Input a unique 6-digit Batch ID number This number should start with 000001 for the first category, adult incontinence and be in sequence (000001, 000002, 000003, 000004, etc) with each category as it is scanned.
5. Press **Enter** to accept the Batch ID
6. On the Control Record Editor screen verify "Operator Modify" is selected under Batch Type. If it is not selected, press the **Down Arrow** key to select.
7. Press **Enter** to create the batch
8. A window opens, reading, "The operation was completed successful." Press **Enter** to confirm
9. Press **ALT/I** to edit
10. With the cursor in the **Item Code** field, scan the item barcode from the list and press **Tab**
11. Ensure the Cmd field is Type **R** (default value)
12. Press **ALT/A** to add the item record to the batch
13. Press **Tab** twice
14. Repeat Steps 10-13 for each item on the list to go into the batch by scanning one item at a time until the end of the page, section, or commodity.

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15. Press **ALT/S** to save. A window opens, reading, "This operation was successful." Press **Enter** to confirm
16. Press **F3** to return to the **Batch Control Screen**

Executing the Batch

17. From the Batch Control Screen, press the **Down Arrow** key to select the batch to execute
18. In the **Act** column, type **X** for **Execute**
19. Press **ALT/S** for **Start Action**
20. A window opens, reading, "Are you sure you want to start processing the marked actions?" Press **Enter** to confirm
21. Press **ALT/F** to refresh the screen and verify the batch executed with a completed status
22. After a few minutes switch screens and open AccessVia. The new batch will usually show up in AccessVia within a few minutes although this can take more than ten minutes depending on system performance. This new batch can be printed now or after any time a new section is scanned into a batch and the batch is executed.

Note: If the default label type/size needed for a batch is different than the default, then change the batch to the correct label type/size before printing.

23. After a batch is printed, delete that batch in AccessVia.
24. Repeat steps 2-23 with the next section on the reset list until all items are scanned and labels are printed.
25. Exit out of ACE and AccessVia.