Label Printing via NRS Merchant Portal Online

Brother QL-800 Label Printer

Overview

Pricebook items can be exported from the POS to Excel for printing barcode scannable price labels with the Brother QL-800 Label Printer. This document provides guidance for printing 1.5" labels that can be applied to shelves or affixed to a master price sheet for quicker checkout via scanning. **NRS provides the ability to download your Pricebook <u>via the online merchant portal only.</u>** Once the Pricebook is downloaded, merchant should follow the instructions from the Brother QL-800 Label Printer software, for guidelines to create the desired labels for printing. **Note**: Labels for PLU items will contain the price but not a scannable barcode.

Specifics

Installation

Connect the Brother GL-800 to your PC with the included USB cable. Download and run the brother software installer from www.*brother.install*. The installer will detect the printer and install the drivers and P-touch Editor software for creating labels.

Export Pricebook

On your pc go into the pricebook on the Merchant Portal and click the Excel Download button:

NOTE: NRS cannot provide support on label printer software. As a courtesy, for your convenience, **below is a generic guide** for how to print item labels with the Brother QL-800 Label Printer (with which the NRS POS has tested compatibility). Merchant can use any layout they choose - We are just providing an example (below) of how this can work. We cannot claim compatibility with any other label printer.

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Open the file and add two additional columns at the end, for example **printprice**, **each** (M1, N1). **Note**: In this example columns M and N were added. The actual pricebook download file may contain more columns.

- Click in cell M2 and type or paste the following formula: **=D2/100**

Grab the fill handle at the bottom right corner of cell M2 and drag it down to the bottom of the column to fill all the cells in the column with the formula.

M	N
printprice	each
4.39	
4.95	
4.05	

6	
4.99	

Change the formatting of the printprice column to Currency (right click on the column header > Format Cells… > Number > Currency)

M	N
printprice	each
$4.39	
$4.95	
$4.95	

$7.00	
$6.00	
$4.99	

- Click in cell N2 and type or paste the following formula:
  =IF(C2=1,"Each",CONCAT(C2," For"))

SUM	▼	:	×	✓	f_x	=IF(C2=1,"Each",CONCAT(C2," For"))											
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Upc	Departme	qty	cents	incltaxes	inclfees	Name	size	ebt	byweight	Fee Multi	Stock	printprice	each			
2	327977765	Chocolate	1	439	n	n	Chocolate Buns			n	1		$4.39	=IF(C2=1,"Each",CONCAT(C2," For"))			
3	014353103	Dairy	1	495	n	n	Mehadrin Vanilla Low Fat Yogu	n			1		$4.95				

Grab the fill handle at the bottom right corner of cell N2 and drag it down to the bottom of the column to fill all the cells in the column with the formula.

M	N
printprice	each
$4.39	Each
$4.95	2 For
$4.95	Each

$7.00	Each
$6.00	Each
$4.99	Each

- save the file as a .xlsx and close it

Create a New Layout

Open P-touch. On the New tab select New Layout and check the Connect Database checkbox. Click the forward arrow.
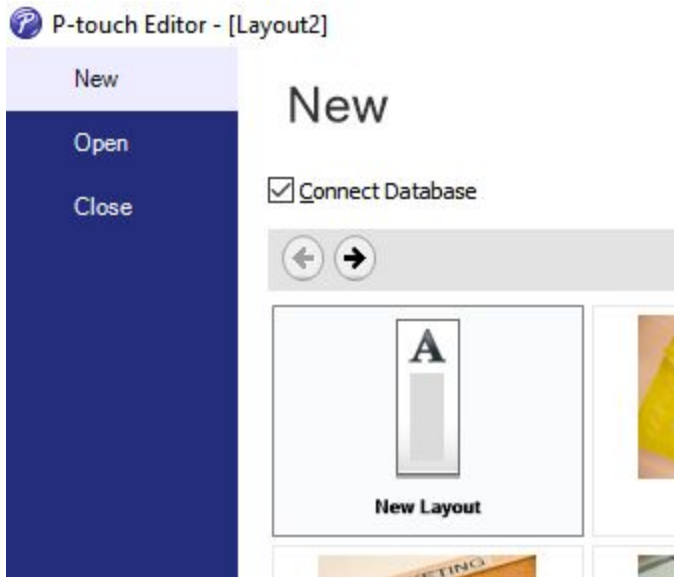
To open an existing layout select Open and browse to the layout file.

Import Pricebook into P-touch

Import the pricebook as a database file to provide the description, price and barcode information for the labels.

- In the popup select "Connect Database File:" radio and browse to the saved pricebook. "Header Row Contains Field Names" should be checked.

● Click Next. The pricebook database import will appear below the label layout workspace in P-touch.

Label Layout

Highlight the Paper tab on the top menu and set the following settings on the left margin:
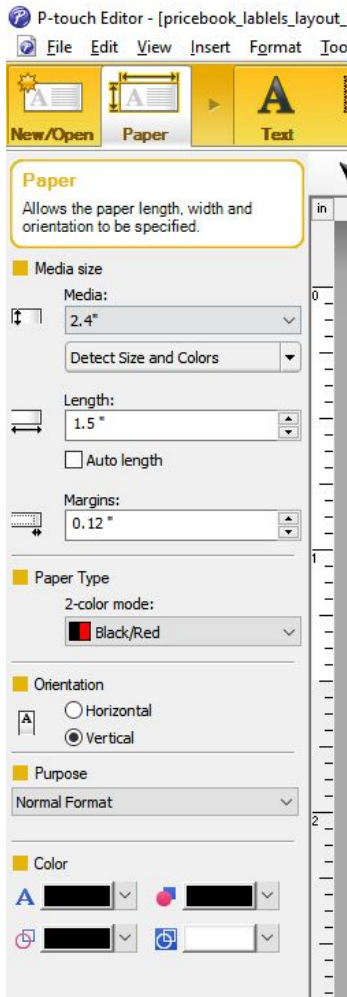
Media Size:

      Media: 2.4"

      Detect Size and Colors

      Length: 1.5"

      Margins: 0.12"

Paper Type: for 2-color mode select Black/Red or Monochrome to match the paper installed with the printer.

**Orientation**: Vertical

Purpose: Normal Format

Color: Leave defaults.

Populate the Label

What follows is a general guideline how to design the item labels. It illustrates how to create a basic label with the item description, price and barcode which can be used all or in part. The concepts should be clear enough for you to understand how to create a label that meets your specifications.

Pictured is the label layout area. This is where you will layout the components of your label such as the description, barcode and price.
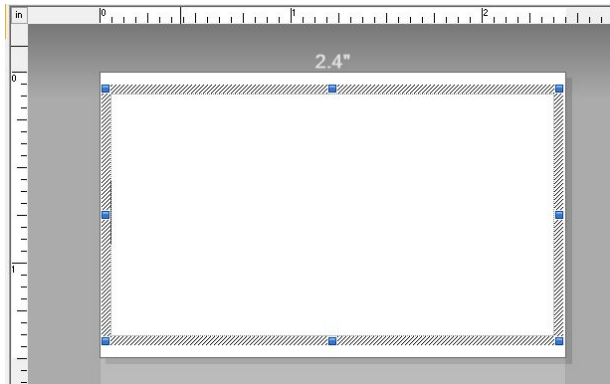
The label margins appear towards the outside of the label as a grey box. Anything that falls outside the margin in the layout will be cut off during printing.

You can add standard text that will appear on every label (such as the store name or icon) or dynamic fields from the pricebook which will change with each label.

To add standard text click on the label where the text should appear and select Include > Text from the top menu. The text can be resized and formatted using the properties.

To add dynamic fields from the pricebook to the label layout:
- **Description**
  Select Include > Database Field > Text from the top menu. Select Description from the "Database Fields That Can Be Merged:" list.
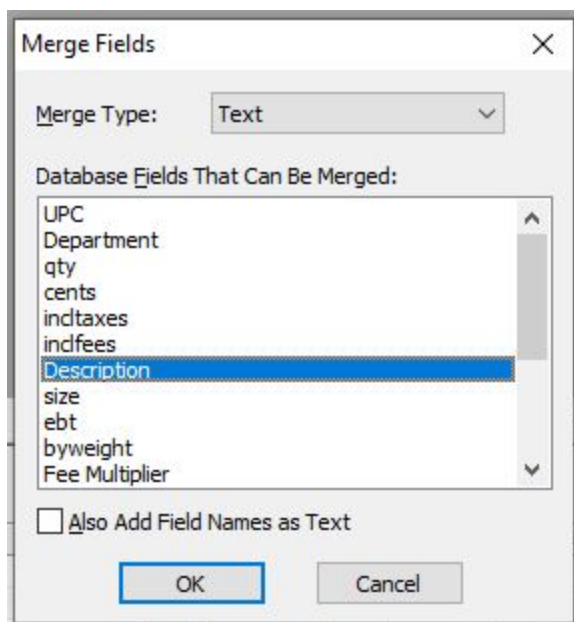
The description of the first item in the pricebook database import will appear on the label layout. Double click the highlighted description (or right click > Properties) to open the Text properties and set accordingly:
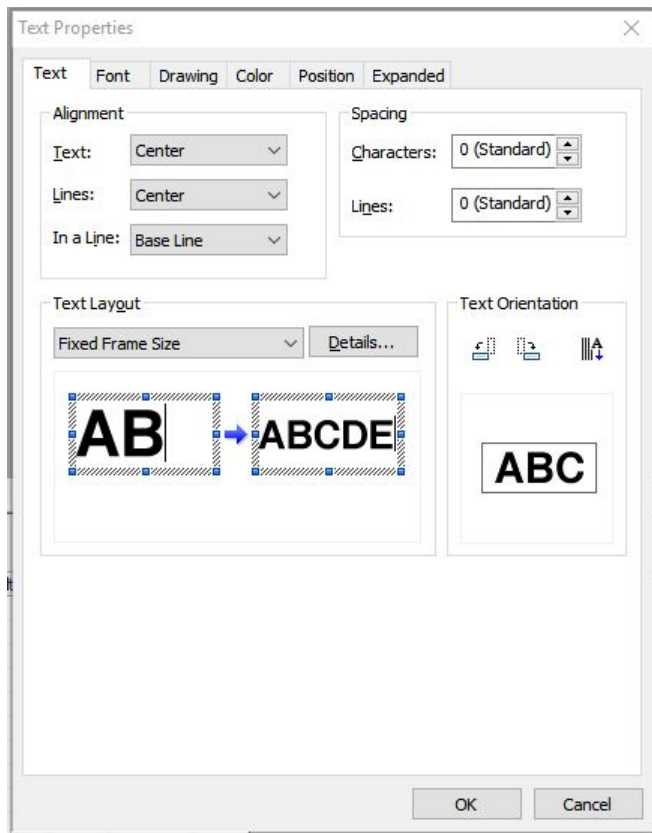
Text tab:

Alignment:

      Text: Center

      Lines: Center

      In a line: Baseline:

Text Layout
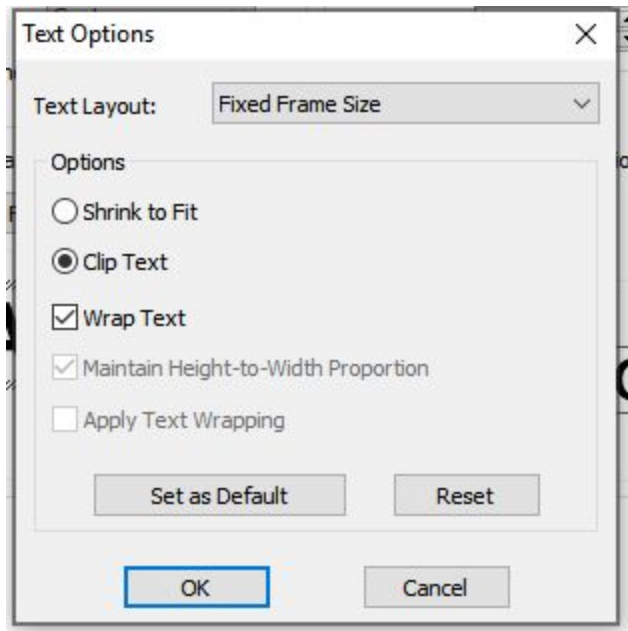
      Fixed Frame Size

      Details.. > Open the Text Options dialog and select the following:

            Clip Text: Selected
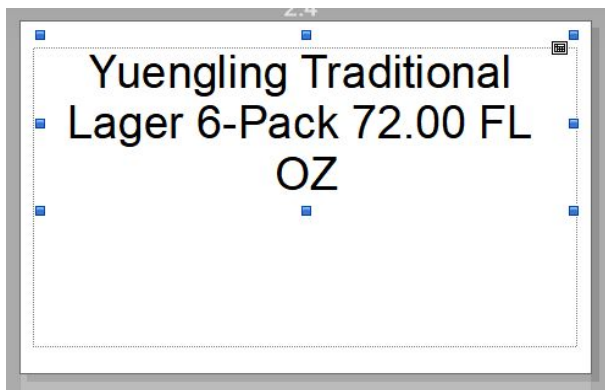
            Wrap Text: Checked

   Maintain Height-to-Width Proportion:Checked

Font tab:

The font should be large enough so three lines of text appear on the label (14 pictured). The size of the description should be expanded to fill approximately ½ the label layout from top to bottom

- **Barcode**

Select Include > Database Field from the top menu. Select "Bar Code" as the Merge Type. Select Upc from the "Database Fields That Can Be Merged:" list.
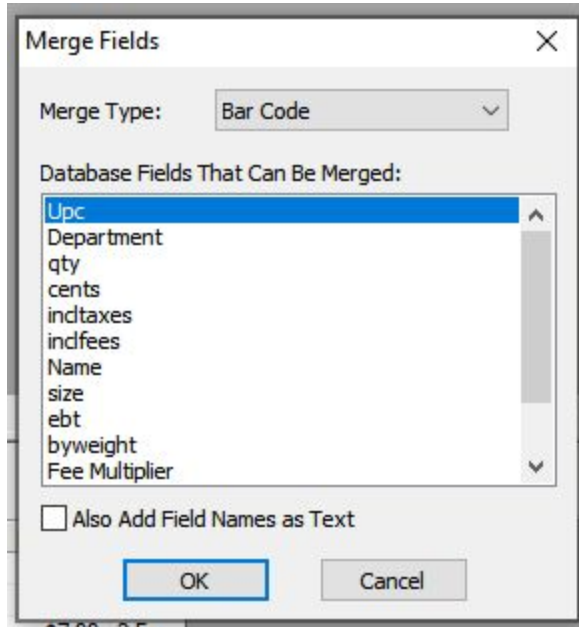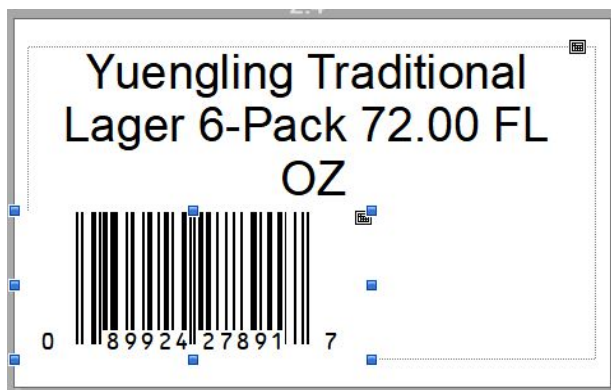

Double click the barcode (right click > Properties..) on the label layout and set the following configurations:

Protocol Tab: Select UPC-A

Setup: Width: Small

Position the barcode so that the leftmost digit and bottom of the digits fall just within the margin. Make sure to print a sample to verify that it scans.

- **Each**

Select Include > Database Field from the top menu. Select "Text" as the Merge Type.Select each from the "Database Fields That Can Be Merged:" list.

Position it just below the name with an appropriate text size.
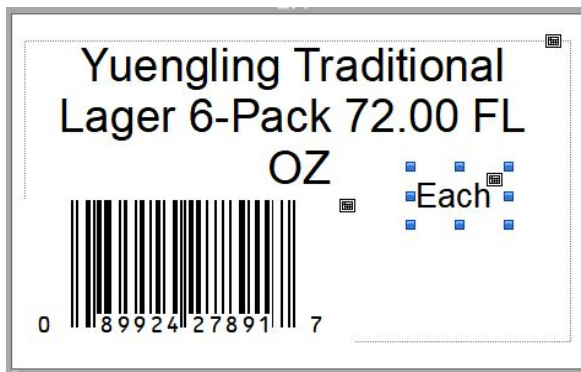
- **Price**

  Select Include > Database Field from the top menu. Select "Text" as the Merge Type.Select **printprice** from the "Database Fields That Can Be Merged:" list.

  Set the text properties the same as for the name. Set the font to bold and adjust the font size so the price fills the space between the barcode and the rightmost margin.
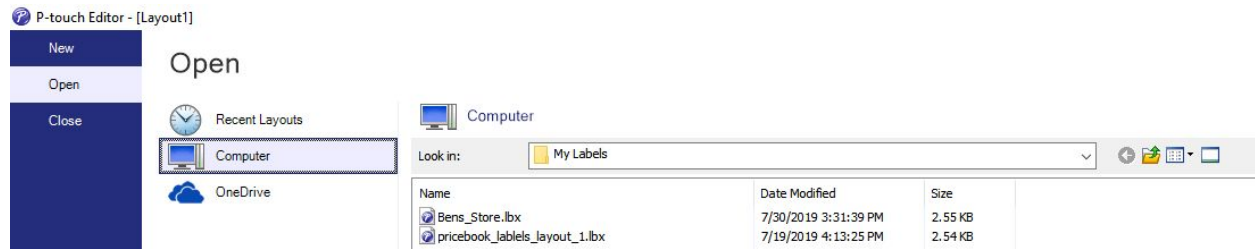

To change the properties of any item on the layout at any time double click it, right click > Properties…. There is an edit icon in the upper right hand corner to assist with its selection:
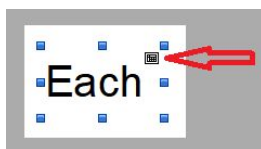

Save

Click the Save icon on the top ribbon or select File > Save As… from the menu. Provide a file name for your layout and save as type Layout File (*.lbx). You can return to your layout at any time when the program opens by selecting Open > Computer > Selecting the previously saved layout file.

P-touch Editor - [Layout1]

New	Open
Open	
Close	

Recent Layouts

Computer

OneDrive

Computer

Look in: My Labels

Name	Date Modified	Size
Bens_Store.lbx	7/30/2019 3:31:39 PM	2.55 KB
pricebook_lablels_layout_1.lbx	7/19/2019 4:13:25 PM	2.54 KB

Print

Labels can be printed individually, partially or all at once. To print the current label from the label layout click the print icon on the ribbon. The "Print Range" "Current Record" indicates that the label pictured on the layout will be printed.
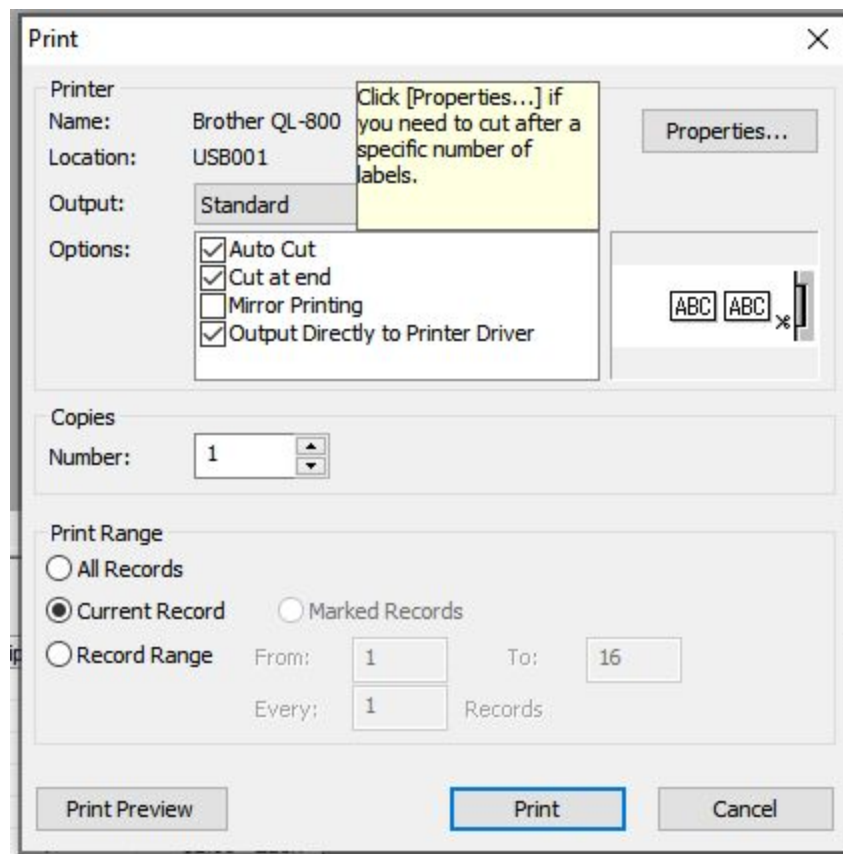
To select one or more different labels, check the boxes at the beginning of the item row in the database import and click the print icon on the ribbon. The "Print Range" will indicate that "Marked Records" will be printed. The "Record Range" can be used to select a range of labels from the database import and "All Records" will print all the labels in the import. The "Print Preview" can be used to view the label prior to printing. When ready, click the Print button on the print dialog.