

CONNECTING TO THE FIREWALL

- In quick launch bar by clock, **right click** on the NetScreen-Remote icon and go to Connect > And then our connection setting. Once it's connected click OK

CONNECTING TO THE DATABASE

- Open up the program Microsoft SQL Sever Management Studio Express
 - Click connect
 - Open the Databases folder
 - Open BAF_site folder
 - Open Views folder. When you open the views folder you'll see a bunch of queries. The ones I normally use are: QRY_Barcodes_Limited, or QRY_Barcodes_Regular

USING THE DATABASE TO SELECT THE LABELS YOU WANT

- Depending on what you are listing **right click** on the query and then go to > **Modify**
A screen will open where you can modify what barcodes print by ProductDetailID OR ProductID. So if you want to print certain ProductDetailID (by numbers on your bag) then in the FILTER column, in the ProductDetailID row you'll start with the #'s for example:

23456 or = 45689 or = 23567 or = 89765

So basically just keep typing the #'s into that field until you're done. I usually only put in 10 to 15 numbers at a time to make it easier.

If you want to print barcodes under a certain product then you'll modify the ProductID ROW under the filter column and just put the number in by itself like this:

4517

When doing these modifications make sure that ONLY the ProductDetailID or the ProductID have numbers... if you do both it probably won't pull up any barcodes to print because there will be conflicts.

- **SAVE THE QUERY AFTER MAKING YOUR CHANGES**

PRINTING BARCODES

- Open up the program NiceLabel in the quick launch bar.
- Open up the file you want to use. Limited or Regular are the most common ones I use.
- Select the printer > Zebra
- Once open press the Print button
- Press the Select Records... button
- Once that window opens it will show you all of the items that you can print. There is a button that looks like a box with a bunch of lines in it. That is the "select all" button. Press it to select all the records.
- Pressing this button will automatically set to print ONE of each label. If you need more, modify the # column next to the ProductID # with how many you need.
- Press > OK
- Hit > Print

Barcodes should print