Print Planogram Price Labels
Quick Reference Guide
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About this Guide

- Provides an overview of the steps involved to generate, print, and delete planogram price labels.
- This guide does not provide a detailed overview of planograms.

Who Should Read It?

- All store personnel who use RPM to process planograms and print price labels.

About the Planogram Label Process

As new and updated planograms are processed, price labels need to be generated and printed. Planogram price labels are distinct from the routine price change labels received daily and applied during the Start of Day (SOD) process. A planogram replenishment order must be processed before labels are generated and printed. This order is automatically received through Manager Tools on RPM Central.

Once the planogram replenishment order is finalized, generate planogram labels from Store Operations and print the labels from RPM Central's reporting area.

1. Generate and Print Planogram Price Labels

Use the following steps to generate and print price labels for a planogram.

Generate Labels for Planogram by Location ID

Steps

1. From **RPM Central**, open **Store Operations**, ensure the correct site is displayed in the **Site #** field. If not, press F9 for a list of sites and select the site.

2. To generate planogram price labels, go to **Inventory** > **Generate and Print Labels**.

   The **Generate Labels** screen displays.

3. Specify the following label generation parameters in the **Generate Labels** screen.

   On the **Control Options** tab.

   - **Only Authorized Items** Select to ensure labels are created for authorized items only.

   - **Only generate changed labels** Clear to generate all labels for printing. Select to only generate labels for items where the price has changed since last printed.

   On the **Item Selection** tab.

   - **Location ID** Enter the planogram number or press F9 and choose from a list of planogram locations.
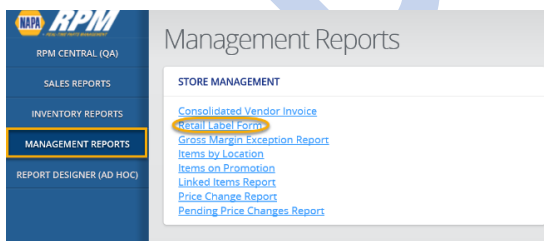
4. Click the **Process** button.

   Planogram labels are generated for the Location ID.
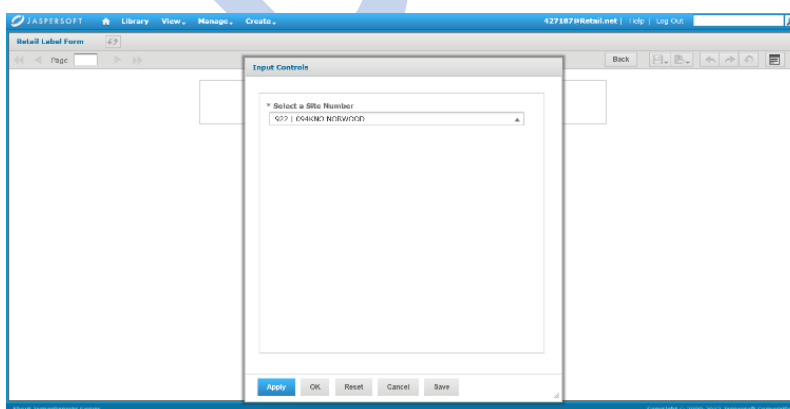
Print Planogram Labels

Use the following steps to print the generated planogram labels in RPM Central's reporting area.

Steps

1. To print planogram labels, go to **Management Reports**, and under **Store Management** select **Retail Label Form**.
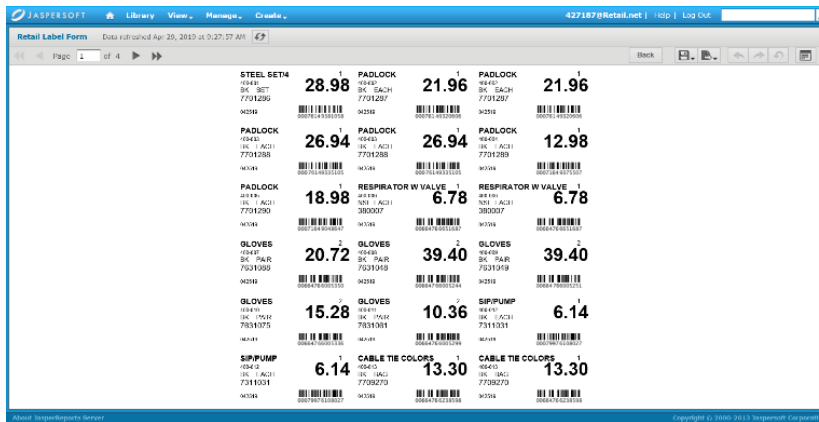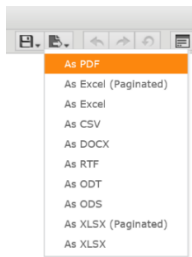

   Jaspersoft launches.

2. In the **Input Controls** screen, use the drop-down list to select your **Site Number**. Click the **Apply** button and then **OK**.
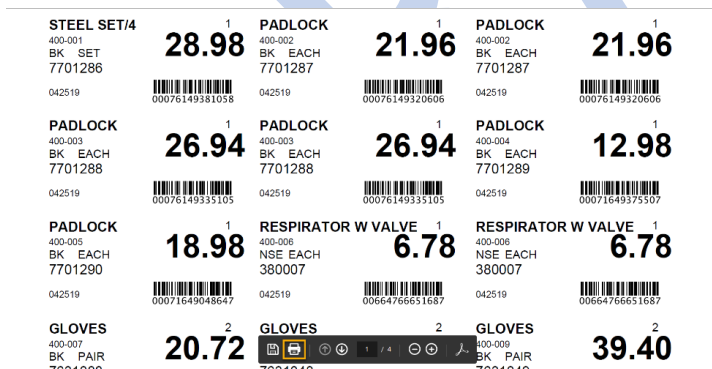
Planogram price labels show on the screen.

3. To export the labels to PDF, hover over the **Export** icon and select "**As PDF**"

4. A new window displays the planogram price labels as a PDF. Click the **Print** icon on the bottom tool bar to print.

5. Select print options and then click the **Print** button.

Planogram price labels are printed.

Delete Planogram Labels

Use the following steps to delete planogram labels after generating and printing them. This ensures that the labels are not included the next time you print labels.

Steps

1. To delete planogram labels, go to **RPM Central** and open **Store Operations**. Go to **Inventory > Generate Print Labels**, then click on the **Print Labels** tab.

2. Under **Label Types** select the labels you want to delete and click the **Delete** button.

3. A message displays prompting you to confirm before deleting, click **Yes**.

The labels are deleted.

 Labels that are not deleted will continue to be included in label printing until they are deleted.