# Purpose

The purpose of this document is to detail the use of the bespoke Printing App for duplicate tags

# Scope

This SOP is applicable to jobs which require duplicate tags.

*While the program is tested regularly please report any bugs or errors you discover to your team leader.*

# Responsibilities

The CDW UK Automation and Training team are responsible for the maintenance of this SOP.

# Restrictions/Risks/Constraints

This SOP may only be followed at the CDW Rugby NDC.

# Prerequisites

* *None*

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| **Revisions** | | | | |
| **Rev** | **Updater** | **Requester** | **Description** | **Date** |
| 1.0 | D.Williams |  | First Draft | 23/08/2022 |
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# Detailed Procedure:

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| **# Description Image/Detail** | | |
|  | This app can produce barcodes, QR codes, customer labels and plain text labels.  It can print then as either **Asset Tags** or **Serial Number** labels. Please make sure you are selecting the correct one for your label. |  |
|  | To print barcodes, use the appropriate tab from  **Singles, Groups, Range, Range (Auto)** | Each tab has a modified way of printing one or more labels as you require them. |
|  | To print a single label or a few labels quickly, use the **Singles** tab. |  |
|  | Scan or type the label you require and you can either press enter or click the print button. Your label will be printed immediately and the app will be ready for your next one too. |  |
|  | If you have a list or large number of tags to print it may be best to use the **Groups** tab. |  |

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|  | This tab allows you to print any number of labels. You can enter them via scanning or entering into either the entry box or directly into the large text box. You can also copy and paste if you have the list on the computer, alternately you can load plain text files directly into the program. |  |
|  | A range of labels, i.e. 0001, 0002, 0003 etc  Can be easily printed via one of the range tabs. |  |
|  | **Range** has you enter the details of the range. Enter your prefix, and suffix (if the label has them) into the labelled boxes and then the first and last number into the start and ending number boxes.  When you click print it will confirm how many labels you wish to print before it will proceed. |  |
|  | **Range (Auto)** is a little simpler to use. Put the entire first tag into the labelled box and the last tag into that labelled box. Then click print.  The program will confirm the number of labels it will print from this before printing. |  |

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|  | If the label you need to print is for a specific customer the app can also handle those. **Customer Labels** will have a list of labels for customers. You need only select the quantity you want and click the button for the label you require.  As with the barcodes it will confirm the number of labels you are printing before proceeding. |  |
|  | If you need to print a plain text label you can use **Custom Labels**. This tab Can do one off QR codes and plain text labels, a combination of both or just the one of them.  The top section of the tab lets you configure the QR code you want to print. The position and size lets you adjust the QR on the label. Leave the code entry blank to not print a QR code.  To print plain text labels you simply type it into the large box below. It will try to adapt the text size to keep it within the label margin but you may need to alter your formatting manually.  The ‘Print one’ button will only ever print one label to check your formatting / QR code settings.  ‘Print many’ will print the quantity you select, confirming with you before sending them to print. |  |

# Quality Control:

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| **#** | **Description** | **QC Engineer** |
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# Known Issues:

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| **# Description Images** | | |
|  | The “?” button in the top right corner can provide some additional help for the page you are looking at. It may be of assistance if you find yourself unsure how something works. |  |
|  | **Trying to print a range but the tab is not clickable.**  The labels have been set to Serial Numbers. Ranges are only usable for Asset tags. If you need to print a range of serial numbers then please use the groups tab. |  |
|  | This cog button will display a history of the last 1000 labels that have been printed in case you need to check what you have printed recently. |  |