

	Creating Pallet Placards for Finished Goods	
Author: A. Schwade Date: [REDACTED]	[REDACTED]	[REDACTED]

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Revision	Modifications / Explanations	Author	Date
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED] Standard form of pallet placard for finished goods. This form may be used for other purposes.

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1. Purpose

The purpose of this work instruction is to provide step-by-step directions for creating pallet placards for finished goods.

2. Scope

This instruction applies to help desk and change control members.

3. Responsibilities

Placard creators are responsible for ensuring pallet placards are ready for printing before each run.

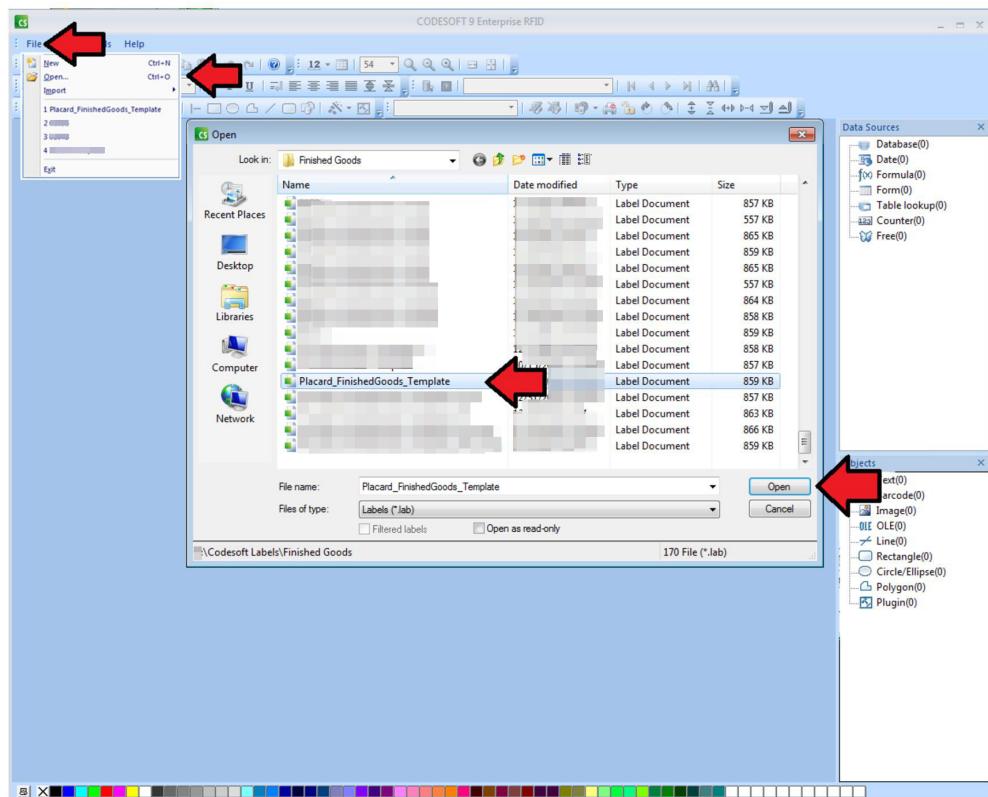
4. Frequency

This instruction applies anytime a new finished good requires a pallet placard.

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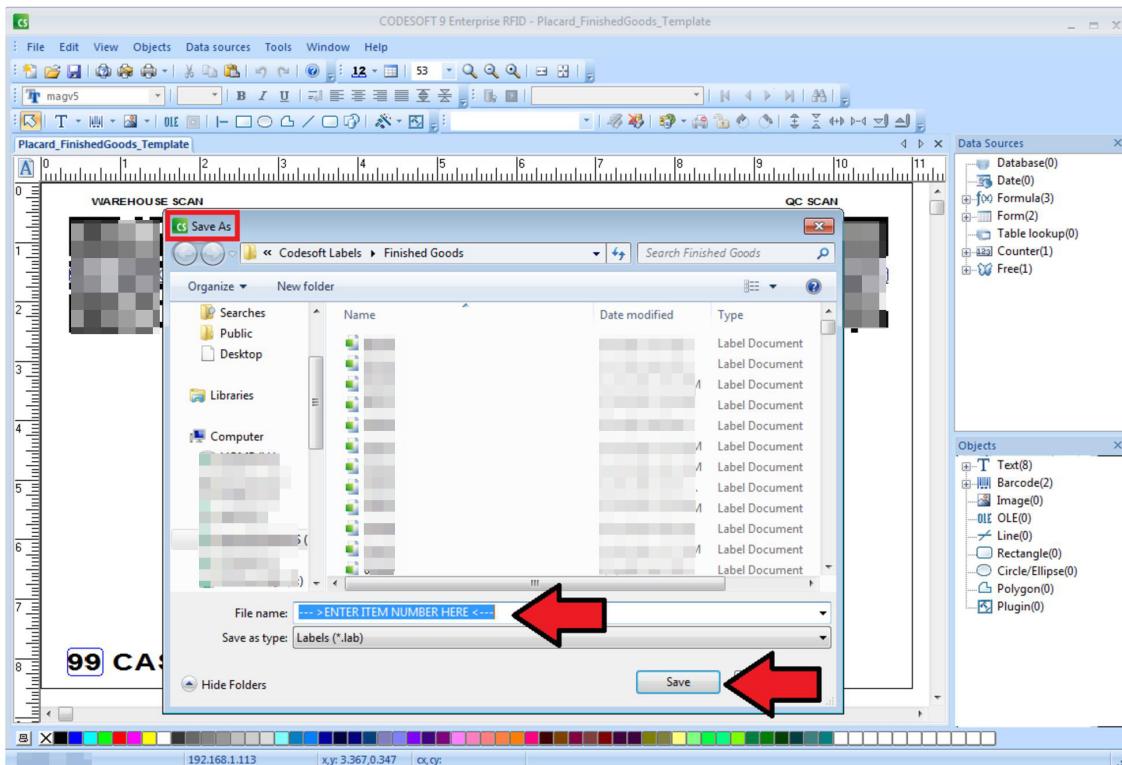
5. Procedure

- 5.1. Open CODESOFT.
- 5.2. Click 'File' then 'Open'. Navigate to the folder containing the pallet placards, which can be found in the **□** drive in the 'Codesoft Label' folder under 'Finished Goods' (**□:\Codesoft Labels\Finished Goods**). Open the file named 'Placard_FinishedGoods_Template'. Note: A few brands have their own unique template, check with the item's BPR or account manager for details regarding customizations.



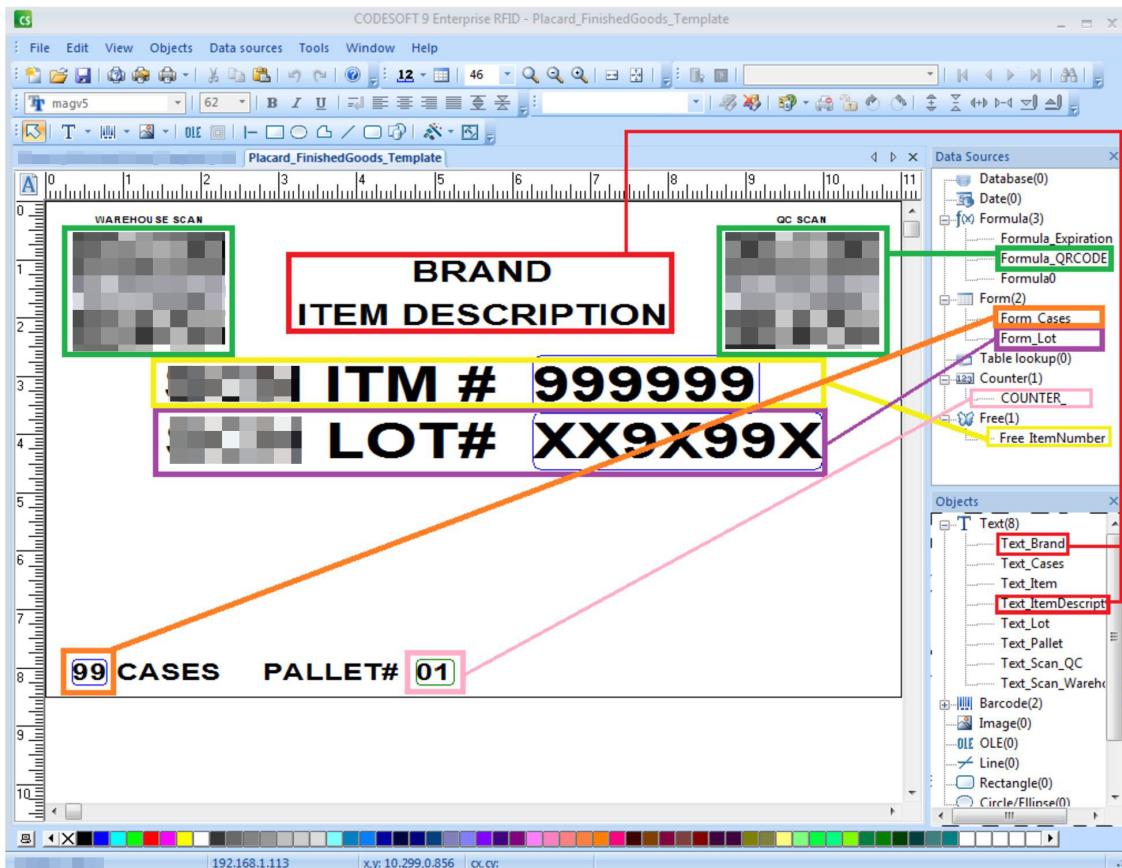
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5.3. To start, click 'File' > 'Save As...'. In the 'File Name' field, type in the new item number.
Click 'Save'.



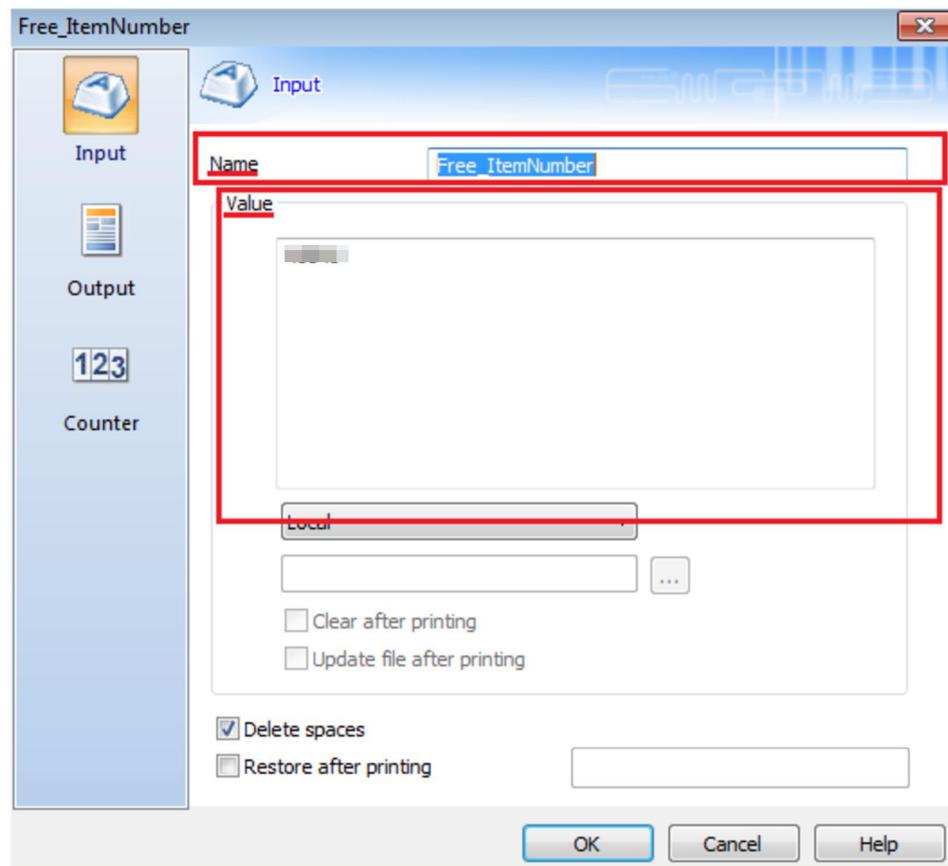
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5.4. There are four main components to change in the placard: the item number, the number of cases, the counter variable's name, and the brand & item description.



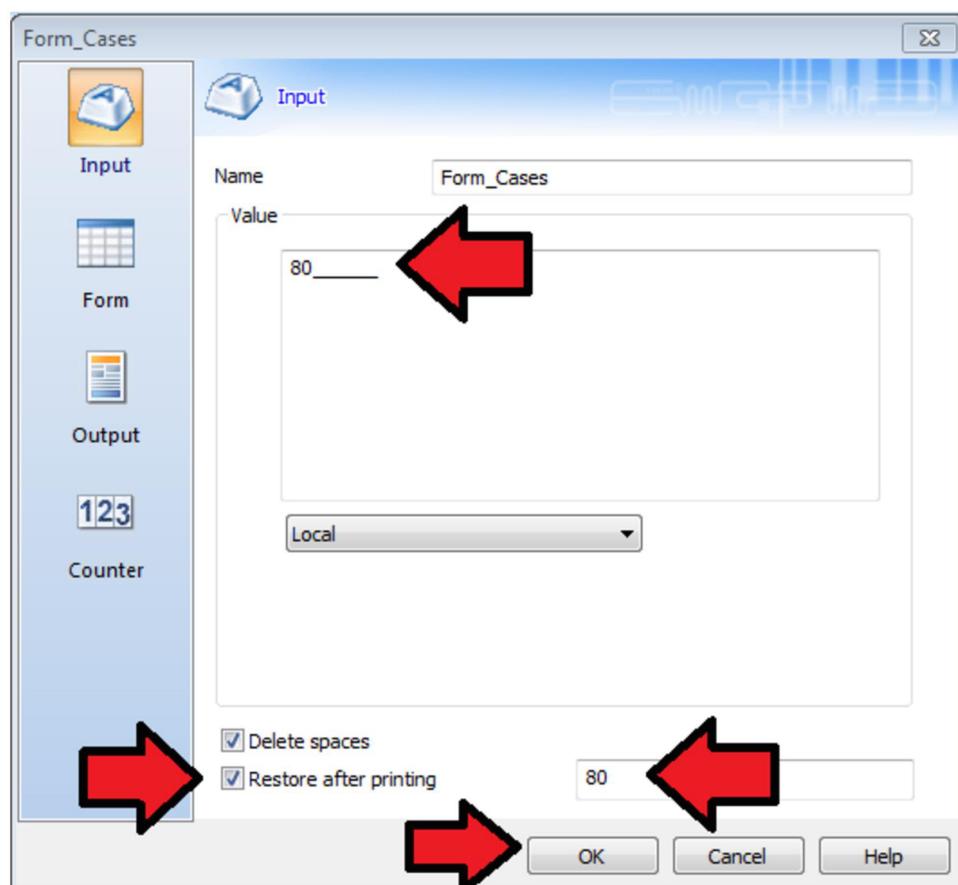
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5.4.1. The item number: To change the item number, under the 'Data Sources' window on the right side of the screen, expand 'Free' (i.e. click the plus sign node next to the word). Double click the entry labeled 'Free_ItemNumber' (alternatively, right click the entry and select properties). In the 'Input' tab of the object's properties window, find the 'Value' field and enter the item number. Click 'OK' to save the change.



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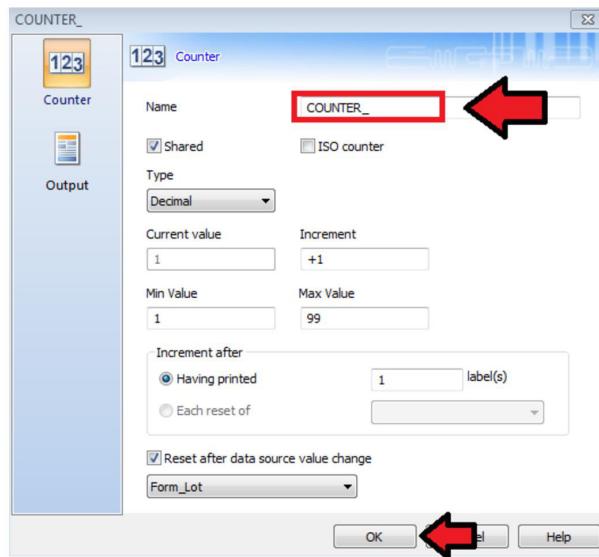
5.4.2. The number of cases per pallet: To set the number of cases per pallet, under the 'Data Sources' window, expand 'Form' and double-click on 'Form_Cases'. In the 'Value' field enter the number of cases per pallet. At the bottom of the same window, make sure that the 'Restore after printing' option is selected and that you re-enter the number of cases in the empty field next to the option. Click 'OK'. The number of cases for a finished pallet can be found in the 'Packaging Specification' of the item's BPR. Click 'OK' to save the change.



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5.4.3. The counter name: The counter keeps track of the pallet count automatically.

The counter files are created and stored automatically by Codesoft in the **drive** in the folder named 'Codesoft Counters'. Since all counter files are stored in the same folder, counter objects with the same name in Codesoft will share the same value. For this reason, all items require counters with unique names. The naming convention for keeping counters unique is 'COUNTER_+ Item Number'. To change the name of the counter, under the 'Data Sources' window, expand the 'Counters' label to find the object named 'COUNTER_' and double click it. In the properties window that appears, change the 'Name' value to 'COUNTER_+ Item Number' (e.g. COUNTER_123, COUNTER_456, etc.). Click 'OK' to save the change.



5.4.4. The brand and item description: To set the brand, double click the word 'BRAND' on the placard. You should be able to edit the text. To set the item description, double click the word 'ITEM DESCRIPTION' and enter the item description. If the item description is too long and runs into other elements, like the QR Code, resize the text window and/or change the font size as needed. The brand & item descriptions should match AMAPS Item Master.

5.4.5. Go to 'File', then 'Save'.