Doc 512 - Shipping Label Program Manual

The DOC 512 shipping label program is a Mac or PC based program that can be used to help assist vendors in producing Hallmark compliant shipping labels when shipping cartons to any of Hallmark's distribution centers. If the vendor's system does not allow them to utilize this label assistant software, it is the vendor's responsibility to use their own barcode generating system to provide barcode labels that are compliant with the Hallmark Warehouse Carton Label Specification Document #512.

Installation - Mac

To install the program on a Mac, follow these steps:

- 1. Unzip the file "Doc512 Labels.zip" to Desktop.
- 2. Drag and drop the "Doc512 Labels.app" onto your Applications folder.
- 3. Find the app named "Doc512 Labels.app" and double click on it.

Installation - Windows

To install the program on a Windows PC, follow these steps:

- 1. Unzip the file "Doc512 Labels.zip" to Desktop.
- 2. Drag and drop the "Doc512 Labels.app" onto your Programs folder.
- 3. Find the app named "Doc512 Labels.app" and double click on it.

To start the program, double click on the icon.

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Operation

Once the program loads you will see this main page.

00		
Н	allmark Shippir	ng Label Assistant
KU Information		Label Data
U.S. SKU		U.S. Barcode: Spaces
SAP Material #		Whsle Qty Code
Whsle Qty		
Partial Qty)	Destination
Vendor ID		Date Code:
PO Number		
Made In		The Date code is the Julian Calendar production date and goes on the label
Description		but is not part of either barcode.
Today is a great d	ay! Carpe Diem!	
roduct Informatio	on	Status
Production D	ate	Actions
Month Day	Year	Actions
		Start Over Calculate
-	estic (VD)	Test Data Text Only
Vendor - Dom Receiving Log		Test Data Text Only
LIBERTY 100		Batch Print Print Label

<u> Main Screen – Detail</u>



Action Buttons

Start Over – This will clear out all the fields so you can start a new label.

Test Data – This button will populate the SKU Information and Product Information fields with example date. You can then click the Calculate button to see the results.

Batch Print – This will take you to the batch-printing menu where you can upload a .csv file with label information to print multiple labels at once.

Action Buttons - (Continued)

Calculate – Click the button to analyze the entered information and compute the corresponding Label information, which will be displayed in Label Data section. *Note: This button becomes active (Blue) once all the Mandatory fields have data entered in to them.*

Text Only – This button will print only the text portion of the calculated Label.

Print Labels – This will print a single label to your printer.

Printing Labels

Step 1 – Under the File Menu, select Page Setup to set the label size, should be 6"x4" and Orientation, should be Portrait. Then press OK.

Mac	Windows
Page Setup	Page Setup ×
Page Attributes 🗘	
Paper Size: 6x4 6.00 by 4.00 inches	Paper Size: Letter (8.5" x 11")
Orientation:	Source: Auto Tray Select Orientation Margins (inches)
? Cancel OK	Clandscape Top: 1 Bottom: 1

If you do not see a 6x4 option, then you need to create one. Follow the instructions below to create one. If you have already done this, skip to step 2.

Create Custom Print Size:

Using the Doc512 app, choose File then Page Setup from the menu at the top.

🗯 Doc512	File Edit	About		
	Page Set	up %P		
	Hallm	ark Ship	ping Label Assis	tant ver 2.0
SKU Informa	tion		Label Data	
U.S. S		1255	U.S. Barcode: 0399EGC1255	Spaces 0

Then, you will see the page setup dialog.

r	Page Setup		
	Page Attributes	\$	
Format For:	Any Printer		٥
Paper Size:	US Letter		٥
Orientation:	8.50 by 11.00 inches		
Scale:	100 %		
Scale.	100 //		
?		Cancel	ОК

Click on Paper Size drop down box, and select Manage Custom Sizes...

	A3		
	A4		
	A5		
	B5		
	Envelope #10)	
	Envelope Cho	oukei 3	
	Envelope DL		
	JIS B5		
	ROC 16K		
	Super B/A3		
Form	at For Tabloid		
	Tabloid Overs	size	•
	US Legal		
Pape	er Size ✓ US Letter		
	4x6		
	4x6 Size49		
Orien	tation 512049		
-	Manage Cust	om Sizes	
	Scale: 100 %		_
?		Cancel	ОК

This will bring up the Custom Size Dialog box. When you press the Plus sign at the bottom of the dialog box, you will see a new Custom Paper size is created and named "Untitled".

	Paper Size: 0 0 Width Height Non-Printable Area:	Untitled Paper Size: 8.5 in 11 in Width Height Non-Printable Area:
+ - Duplicate	User Defined User Defined Top Left Bottom	User Defined (2) .25 in .25 in Left .56 in Bottom
?	Cancel OK	? Cancel OK

Now, change the width to 6", the Height to 4" and set all the Margins to 0. Then, rename to the your new Custom Paper Size to "6x4" or what ever you want. Note: you might have to double-click on the word "untitled" to rename it. When you are done, it should look like the box below.

6x4	Paper Size:	6 in Width	4 in Height
	Non-Printable		Height
	User Define	d	\$
+ – Duplicate	0 in Left	O in Top O in Bottom	0 in Right
?)		Cancel	ОК

Now, Click OK. The Page Setup dialog box will return, make sure your new Paper Size 6x4 is selected and Portrait mode is selected, then press OK again.

с	Page Setup)
	Page Attributes	\$	
Format For:	Any Printer	\$	
Paper Size:	6x4 6.00 by 4.00 inches	\$	
Orientation:	1 i		
Scale:	100 %		
?		Cancel OK	

Now you can continue with Step 2.

Step 2 – Enter all the Label information and press Calculate, check the Status to make sure is says OK. If it is OK, then press the Print Label Button.

If you do not get an OK status, you will need to fix the data as some portion of the data is invalid.

Step 3 – The Printer specific Display Dialog will be presented for you to choose your target printer and number of labels to print.

Mac	Windows
Printer: PRINTRED-P455 Presets: Default Settings Copies: 1 Pages: • All From: 1 to: 1 Layout Pages per Sheet: 1 Layout Direction: i Border: None Two-Sided: Off Reverse page orientation Flip horizontally	Print × Printer Name: DYMO LabelWriter 450 > Properties Status: Ready Type: DYMO LabelWriter 450 Where: USB001 Comment: Copies Print range All Number of copies: 1 Pages from: 0 to: 0 Selection OK Contel
? PDF • Hide Details Cancel Print	OK Cancel

After pressing "OK" the labels will be printed and you will return to the main screen.

If vendors experience problems with printing labels to their print device

Use the Text Only button on the Shipping Label Assistant program. This will print a document (See below) that can be printed out and used in compliance with the Doc 512 for vendors to create labels with their own barcode label-making program. The Text Only print out gives the correct number of digits for U. S Barcodes, Whsle Qty/Canadian Price, Destination Code, and Date Code.

Hallmark Cards, Inc. Shipper Label Assistant

U.S. Barcode: 0399EGC1255 Whsle Qty/ Canadian Price: Q0040C Destination Code: 1008 Date Code: VD6005

Batch Printing (Excel Import)

Use the Batch Print feature when importing and printing labels from Excel. Export your Excel document as a comma delimited csv file with the following headers.

US SKU SAP Mat # Whsle Qty Partial Qty Vendor ID PO # Made In Date Prod Loc Rec Loc Description

Note: the headers are not required.

To get started printing a batch job; click the 'Batch Print' button, from the main menu. The following display window will be shown.

Note: the Calculate and Print Batch buttons are not active. They will become Active once a csv file has been imported and no errors in the data are detected.

File:					Batch Print			
US SKU	SAP Mat #	Whsle Qty	Partial Qty	Vendor ID PO #	Made In Date	Prod Loc Rec Loc	Description	Status
Read CSV	Clear Li	st		Calculate	Print Batch			Done
First row	contains Heade	er Names						

press 'Open'.

Note: if the .csv file has header names, you must click the 'File row contains Header Names' checkbox, otherwise, the first headers will be imported as arrow to print.

JS SKU	SAP Mat #	Whsle Qty	Partial Qty	Vendor ID	PO #	Made In	Date	Prod Loc	Rec Loc	Description	Status
99EGC1255 99EGC1255 15SRE1234 15SRE1234	42621 52621 62621 72621	50 100 200 200	10 20 30 40	732515 732515 732515 732515	12345678 23456798 34567890 45678901	US MO US MO US MO US MO	9/1/2016 9/2/2016 9/3/2016 9/4/2016	VD VD VD VD	1008 1008 1008 1008	Cooler Coolest Even Cooler	

In this example, you can see 4 labels have been imported and the 'Calculate' button is now active. Click on the 'Calculate' button to scan each label to check the data for errors. You can see below after the labels are checked that the status on the right of each line is "OK", i.e. No errors were found. The 'Print Batch' button is now active.

US SKU	SAP Mat #	Whsle Qty	Partial Qty	Vendor ID	PO #	Made In	Date	Prod Loc	Rec Loc	Description	Status
99EGC1255 99EGC1255 155RE1234 155RE1234	42621 52621 62621 72621	50 100 200 200	10 20 30 40	732515 732515 732515 732515 732515	12345678 23456798 34567890 45678901	US MO US MO US MO US MO	9/1/2016 9/2/2016 9/3/2016 9/4/2016	VD VD VD VD	1008 1008 1008 1008	Cooler Coolest Even Cooler	ок ок ок ок
Read CSV	Clear Li	st			Calculate	Print Bate	:h				Done

To print all the labels in the list, press the 'Print Batch' to print all the labels.

Now, you can press 'Read CSV' to choose another .csv file, or clear the list by pressing the 'Clear List' button or press 'Done' to go back to the main screen. To detect and correct problems with Batch Printing, see the Troubleshooting section below.

Troubleshooting

Problem: Image is clipped on the Label.

Fix:

Incorrect Orientation

Go to Page Setup and make sure the correct printer is chosen and the correct Orientation, in this case; changing the Orientation to Landscape solved the problem.



Problem: Image is clipped on the both sides of Label.

<u>Fix:</u>

Incorrect Label size chosen

Go to Page Setup and make sure the correct printer is chosen and the correct Label size, in this case; changing the Label size to 6x4 solved the problem.



Problem: There are errors in the imported excel data.

ile: BatchExan	ple2.csv										
US SKU	SAP Mat #	Whsle Qty	Partial Qty	Vendor ID	PO #	Made In	Date	Prod Loc	Rec Loc	Description	Status
	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	Err-US SKU
99EGC1255	52621		20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	Err-WS Qty
15SRE1234	62621	200	30	732515	34567890	US MO		VD	1008	Coolest	Err-Date Yr
.234	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	OK
99EGC1255	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
99EGC1255	52621		20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	Err-WS Qty
15SRE1234	62621	200	30	732515	34567890	US MO	9/3/2016	VD	1008	Coolest	OK
	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	Err-US SKU
99EGC1255	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
99EGC1255	52621		20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	Err-WS Qtv
15SRE1234	62621	200	30	732515	34567890	US MO	9/3/2016	VD	1008	Coolest	OK
15SRE1234	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	OK
99EGC1255	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
99EGC1255	52621	10000	20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	Err-WS Qty
15SRE1234	62621	200	30	732515	34567890	US MO	9/3/2016	VD		Coolest	Err-Dest
15SRE1234	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	OK

For example, the first line's Status say "Err-US SKU", which means there is an error in the US SKU field for this label. If you check that field you see that no US SKU was entered for this Label. Now, you can go back and fix the excel file and re-import or you can fix each error directly in this window.

99AGT1289 42621 50 10 732515 12345678 US MO 9/1/2016 VD 1008 Cool 99EGC1255 52621 20 732515 23456788 US MO 9/2/2016 VD 1008 Cooler 15SRE1234 62621 200 30 732515 3456789 US MO 9/2/2016 VD 1008 Cooler 234 72621 200 40 732515 4567890 US MO 9/4/2016 VD 1008 Even Cooler 99EGC1255 42621 50 10 732515 12345678 US MO 9/4/2016 VD 1008 Cooler 15SRE1234 62621 200 30 732515 34567890 US MO 9/3/2016 VD 1008 Cooler 15SRE1234 62621 200 30 732515 34567890 US MO 9/3/2016 VD 1008 Cooler 99EGC1255 42621 50 10 732515 4567890	OK Err-WS Qty Err-Date Yr OK OK	Cooler		VD	0/1/2010			Vendor ID	Partial Qty	Whsle Qty	SAP Mat #	
15SRE1234 62621 200 30 732515 34567890 US MO VD 1008 Coolest 234 72621 200 40 732515 4567890 US MO 9/4/2016 VD 1008 Even Cooler 99EGC1255 24261 50 10 732515 12345678 US MO 9/1/2016 VD 1008 Cooler 99EGC1255 52621 20 732515 23456789 US MO 9/2/2016 VD 1008 Cooler 15SRE1234 62621 200 30 732515 4567890 US MO 9/3/2016 VD 1008 Cooler 15SRE1234 62621 200 40 732515 4567890 US MO 9/4/2016 VD 1008 Cooler 99EGC1255 52621 50 10 732515 12345678 US MO 9/1/2016 VD 1008 Cooler 99EGC1255 52621 20 732515 23456789 US MO 9/1/201	Err-Date Yr OK		1000		9/1/2016	US MO	12345678	732515	10	50	42621	99AGT1289
234 72621 200 40 732515 45678901 US MO 9/4/2016 VD 1008 Even Cooler 99EGC1255 42621 50 10 732515 12345678 US MO 9/1/2016 VD 1008 Even Cooler 99EGC1255 52621 20 30 732515 2345678 US MO 9/1/2016 VD 1008 Cooler 15SRE1234 62621 200 30 732515 34567890 US MO 9/3/2016 VD 1008 Cooler 99EGC1255 24261 50 10 732515 12345678 US MO 9/3/2016 VD 1008 Cooler 99EGC1255 24261 50 10 732515 12345678 US MO 9/4/2016 VD 1008 Even Cooler 99EGC1255 52621 20 732515 12345678 US MO 9/1/2016 VD 1008 Cooler 15SRE1234 62621 200 30 732515	OK	Coolest	1008	VD	9/2/2016	US MO	23456798	732515	20		52621	99EGC1255
Operation Operation <t< td=""><td></td><td></td><td>1008</td><td>VD</td><td></td><td>US MO</td><td>34567890</td><td>732515</td><td>30</td><td>200</td><td>62621</td><td>15SRE1234</td></t<>			1008	VD		US MO	34567890	732515	30	200	62621	15SRE1234
99EGC1255 52621 20 732515 23456798 US MO 9/2/2016 VD 1008 Cooler 15SRE1234 62621 200 30 732515 34567890 US MO 9/3/2016 VD 1008 Coolest 72621 200 40 732515 4567890 US MO 9/4/2016 VD 1008 Even Cooler 99EGC1255 42621 50 10 732515 12345678 US MO 9/1/2016 VD 1008 Cooler 99EGC1255 52621 20 732515 12345678 US MO 9/2/2016 VD 1008 Cooler 15SRE1234 62621 200 30 732515 34567890 US MO 9/2/2016 VD 1008 Cooler 15SRE1234 62621 200 30 732515 34567890 US MO 9/3/2016 VD 1008 Cooler 15SRE1234 62621 200 40 732515 45678901 US MO <td< td=""><td>OK</td><td>Even Cooler</td><td>1008</td><td>VD</td><td>9/4/2016</td><td>US MO</td><td>45678901</td><td>732515</td><td>40</td><td>200</td><td>72621</td><td>234</td></td<>	OK	Even Cooler	1008	VD	9/4/2016	US MO	45678901	732515	40	200	72621	234
15SRE1234 62621 200 30 732515 34567890 US MO 9/3/2016 VD 1008 Coolest 72621 200 40 732515 45678901 US MO 9/4/2016 VD 1008 Even Cooler 99EGC1255 42621 50 10 732515 12345678 US MO 9/1/2016 VD 1008 Coolest 99EGC1255 52621 20 732515 23456788 US MO 9/2/2016 VD 1008 Coolest 15SRE1234 62621 200 30 732515 23456789 US MO 9/2/2016 VD 1008 Coolest 15SRE1234 62621 200 30 732515 34567890 US MO 9/3/2016 VD 1008 Coolest 15SRE1234 62621 200 30 732515 45678901 US MO 9/3/2016 VD 1008 Even Cooler		Cool	1008	VD	9/1/2016	US MO	12345678	732515	10	50	42621	99EGC1255
72621 200 40 732515 45678901 US MO 9/4/2016 VD 1008 Even Cooler 99EGC1255 42621 50 10 732515 12345678 US MO 9/1/2016 VD 1008 Cool 99EGC1255 52621 20 732515 2345678 US MO 9/2/2016 VD 1008 Cooler 15SRE1234 62621 200 30 732515 34567890 US MO 9/3/2016 VD 1008 Coolest 15SRE1234 72621 200 40 732515 45678901 US MO 9/3/2016 VD 1008 Coolest 15SRE1234 72621 200 40 732515 45678901 US MO 9/4/2016 VD 1008 Even Cooler	Err-WS Qty	Cooler	1008	VD	9/2/2016	US MO	23456798	732515	20		52621	99EGC1255
99EGC1255 42621 50 10 732515 12345678 US MO 9/1/2016 VD 1008 Cool 99EGC1255 52621 20 732515 23456788 US MO 9/2/2016 VD 1008 Cooler 15SRE1234 62621 200 30 732515 34567890 US MO 9/3/2016 VD 1008 Cooler 15SRE1234 62621 200 30 732515 4567890 US MO 9/3/2016 VD 1008 Coolest 15SRE1234 72621 200 40 732515 45678901 US MO 9/4/2016 VD 1008 Even Cooler	OK	Coolest	1008	VD	9/3/2016	US MO	34567890	732515	30	200	62621	15SRE1234
995CC1255 52621 20 732515 23456798 US MO 9/2/2016 VD 1008 Cooler 15SRE1234 62621 200 30 732515 34567890 US MO 9/3/2016 VD 1008 Coolest 15SRE1234 72621 200 40 732515 45678901 US MO 9/4/2016 VD 1008 Even Cooler	Err-US SKU	Even Cooler	1008	VD	9/4/2016	US MO	45678901	732515	40	200	72621	
15SRE1234 62621 200 30 732515 34567890 US MO 9/3/2016 VD 1008 Coolest 15SRE1234 72621 200 40 732515 45678901 US MO 9/4/2016 VD 1008 Even Cooler	OK	Cool	1008	VD	9/1/2016	US MO	12345678	732515	10	50	42621	99EGC1255
15SRE1234 72621 200 40 732515 45678901 US MO 9/4/2016 VD 1008 Even Cooler	Err-WS Qty	Cooler	1008	VD	9/2/2016	US MO	23456798	732515	20		52621	99EGC1255
	OK	Coolest	1008	VD	9/3/2016	US MO	34567890	732515	30	200	62621	15SRE1234
	OK	Even Cooler	1008	VD	9/4/2016	US MO	45678901	732515	40	200	72621	15SRE1234
99EGC1255 42621 50 10 732515 12345678 US MO 9/1/2016 VD 1008 Cool	OK	Cool	1008	VD	9/1/2016	US MO	12345678	732515	10	50	42621	99EGC1255
99EGC1255 52621 10000 20 732515 23456798 US MO 9/2/2016 VD 1008 Cooler	Err-WS Qty	Cooler	1008	VD	9/2/2016	US MO	23456798	732515	20	10000	52621	99EGC1255
15SRE1234 62621 200 30 732515 34567890 US MO 9/3/2016 VD Coolest	Err-Dest	Coolest		VD	9/3/2016	US MO	34567890	732515	30	200	62621	15SRE1234
15SRE1234 72621 200 40 732515 45678901 US MO 9/4/2016 VD 1008 Even Cooler	OK	Even Cooler	1008	VD	9/4/2016	US MO	45678901	732515	40	200	72621	15SRE1234

To fix an error (i.e. edit the data) click on the cell you want to fix and manually edit the data.

You can see that after fixing the US SKU field and pressing 'Calculate' again, the error is gone. Continue fixing each error this way until all the errors are fixed and the Status reads OK for all labels.

As you can see below all errors have been fixed and the 'Batch Print" button is active.

JS SKU	SAP Mat #	Whsle Qty	Partial Qty	Vendor ID	PO #	Made In	Date	Prod Loc	Rec Loc	Description	Status
99AGT1289	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
99EGC1255	52621	50	20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	OK
15SRE1234	62621	200	30	732515	34567890	US MO	9/4/2016	VD	1008	Coolest	OK
15SRE1234	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	OK
99EGC1255	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
99EGC1255	52621	50	20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	OK
15SRE1234	62621	200	30	732515	34567890	US MO	9/3/2016	VD	1008	Coolest	OK
15SRE1234	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	OK
99EGC1255	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
99EGC1255	52621	50	20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	OK
15SRE1234	62621	200	30	732515	34567890	US MO	9/3/2016	VD	1008	Coolest	OK
15SRE1234	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	OK
99EGC1255	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
99EGC1255	52621	900	20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	OK
15SRE1234	62621	200	30	732515	34567890	US MO	9/3/2016	VD	1008	Coolest	OK
15SRE1234	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	OK