

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:

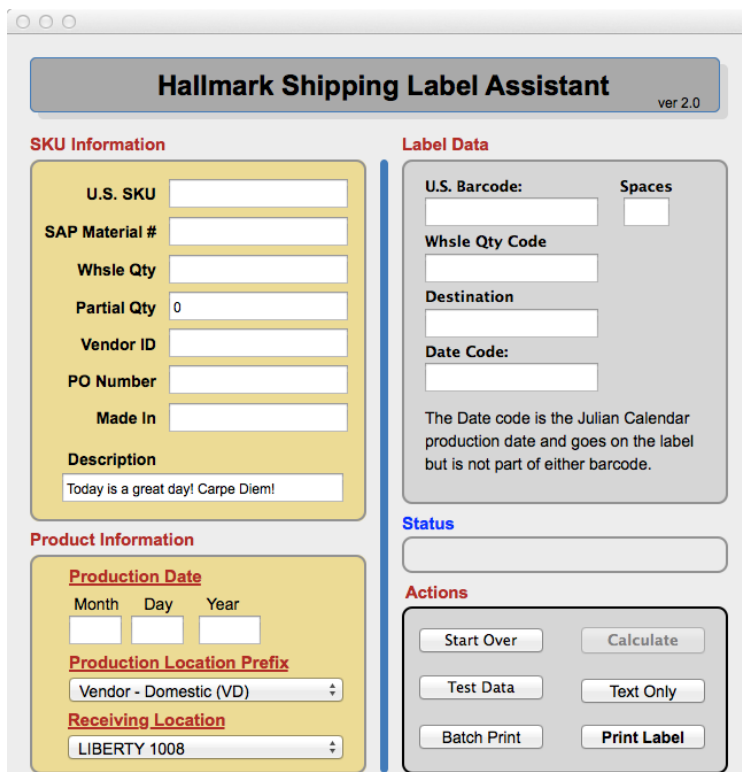
1. Unzip the file “Doc512 Labels.zip” to Desktop.
2. Drag and drop the “Doc512 Labels.app” onto your Programs folder.
3. Find the app named “Doc512 Labels.app” and double click on it.

To start the program, double click on the icon.



Operation

Once the program loads you will see this main page.



The screenshot shows the main window of the Hallmark Shipping Label Assistant (ver 2.0). The interface is divided into several sections:

- SKU Information:** Includes input fields for U.S. SKU, SAP Material #, Whsle Qty, Partial Qty (set to 0), Vendor ID, PO Number, and Made In. A Description field contains the text "Today is a great day! Carpe Diem!".
- Label Data:** Includes input fields for U.S. Barcode, Spaces, Whsle Qty Code, Destination, and Date Code. A note states: "The Date code is the Julian Calendar production date and goes on the label but is not part of either barcode."
- Product Information:** Includes a Production Date section with Month, Day, and Year fields. Below it is a Production Location Prefix dropdown menu (set to "Vendor - Domestic (VD)") and a Receiving Location dropdown menu (set to "LIBERTY 1008").
- Status:** A single empty input field.
- Actions:** A grid of buttons including "Start Over", "Calculate", "Test Data", "Text Only", "Batch Print", and "Print Label".

Main Screen – Detail

Enter Label Information

Product Info

Computed Info for Label

Calculation Status

★ = Mandatory Field

Action Buttons

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 data. 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.

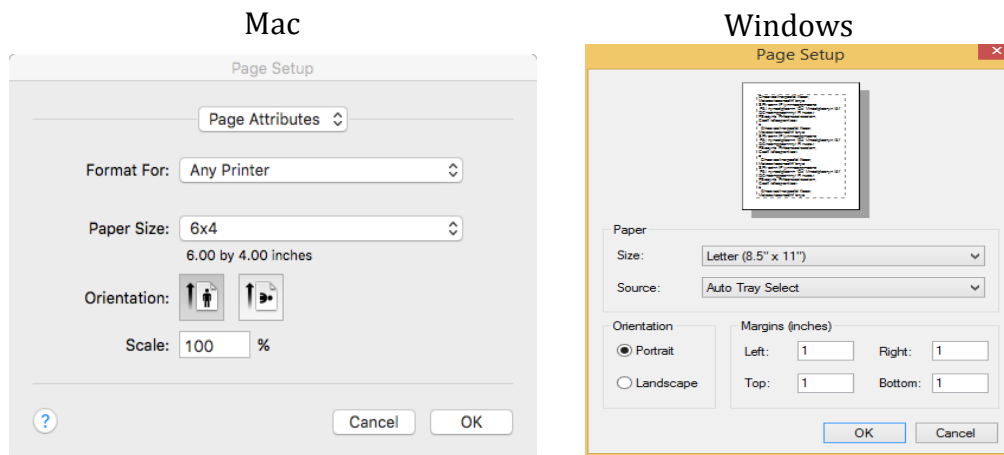
Note: *This button becomes active (Blue) once all the Mandatory fields have data entered in to them.*

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

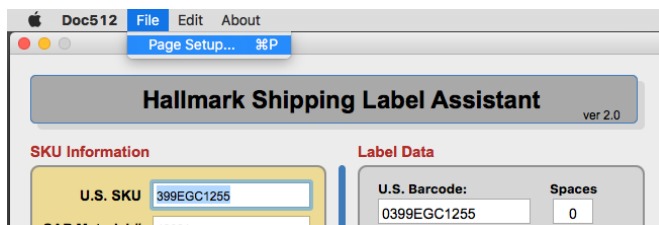
Step 1 – Under the File Menu, select Page Setup to set the label size, should be 6”x4” and Orientation, should be Portrait. Then press OK.



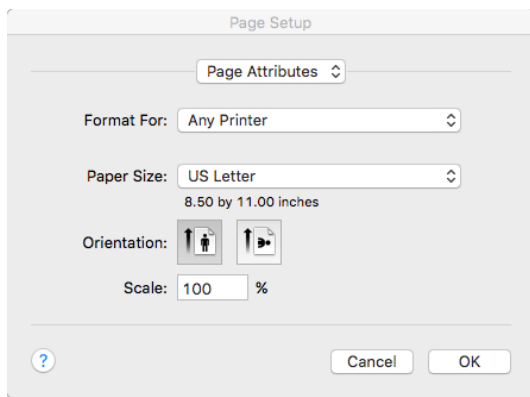
If you do not see a 6x4 option, then you need to create one. Follow the instructions below to create one. If you have already done this, skip to step 2.

Create Custom Print Size:

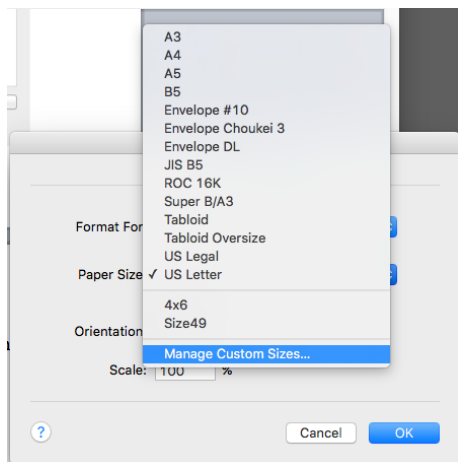
Using the Doc512 app, choose File then Page Setup from the menu at the top.



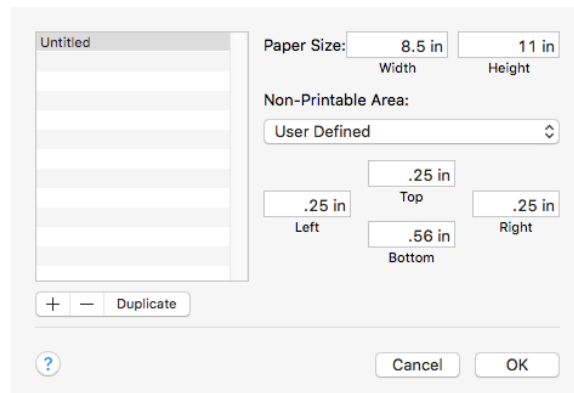
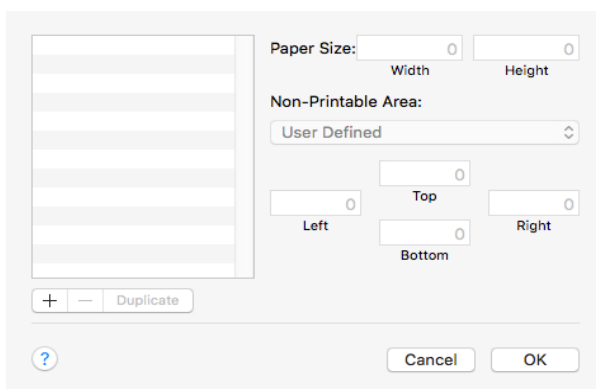
Then, you will see the page setup dialog.



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

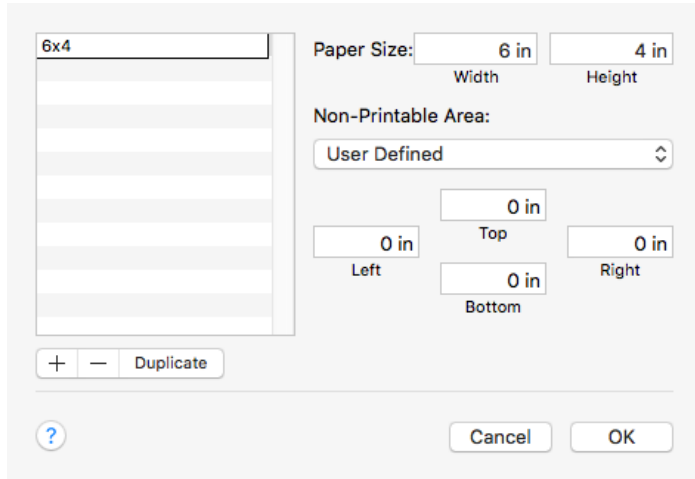


This will bring up the Custom Size Dialog box. When you press the Plus sign at the bottom of the dialog box, you will see a new Custom Paper size is created and named "Untitled".

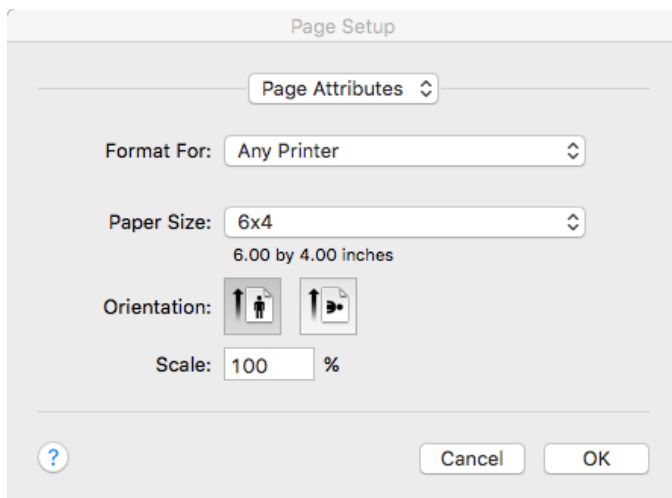


Now, change the width to 6", the Height to 4" and set all the Margins to 0. Then, rename to the your new Custom Paper Size to "6x4" or what ever you want. Note: you might have to double-click on the word "untitled" to rename it.

When you are done, it should look like the box below.



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.

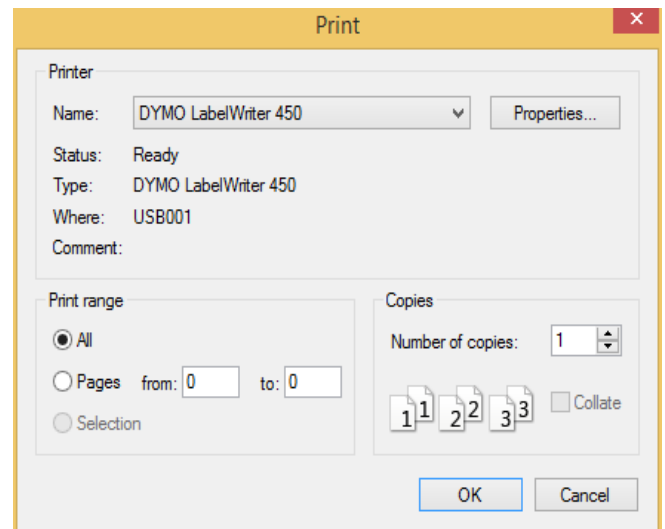
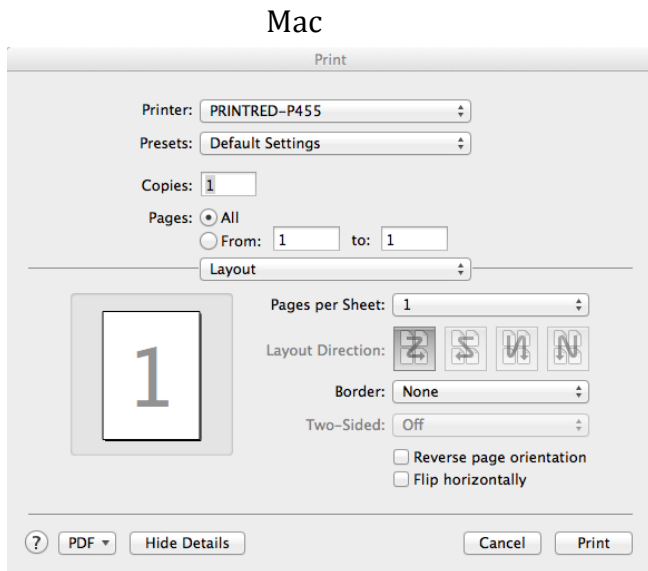


Now you can continue with Step 2.

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.



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)

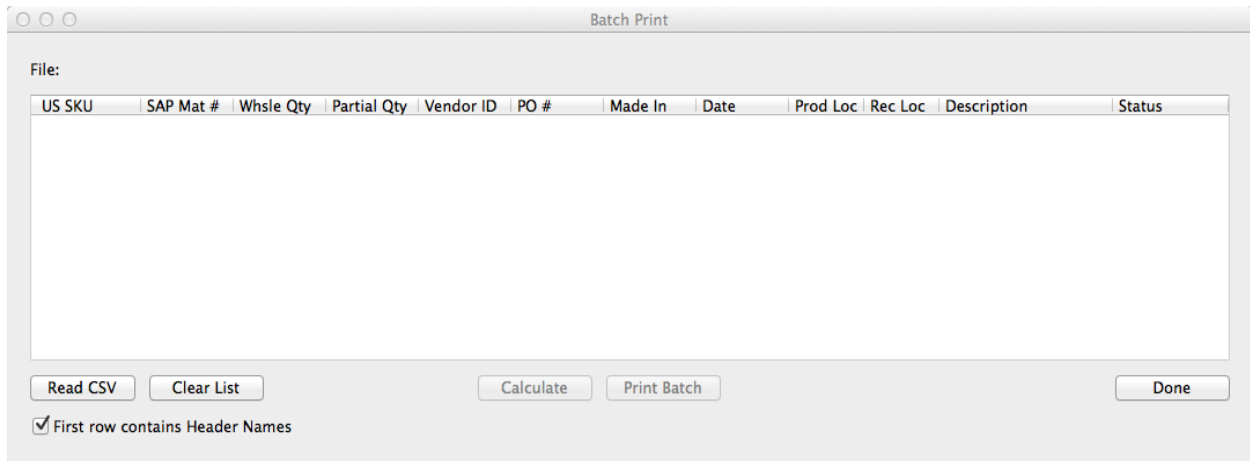
Use the Batch Print feature when importing and printing labels from Excel. Export your Excel document as a comma delimited csv file with the following headers.

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.

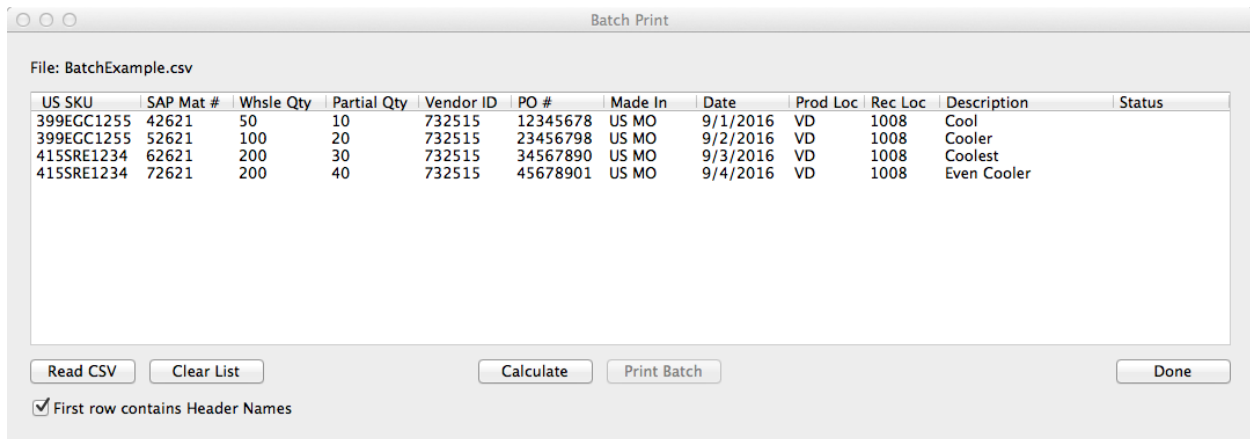
To get started printing a batch job; click the ‘Batch Print’ button, from the main menu. The following display window will be shown.

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.

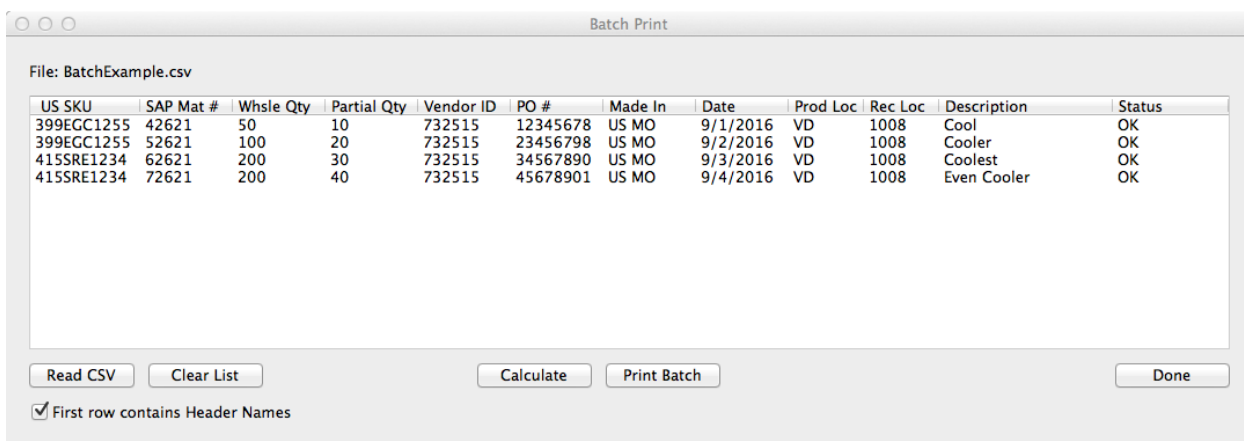


press 'Open'.

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.



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.



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.

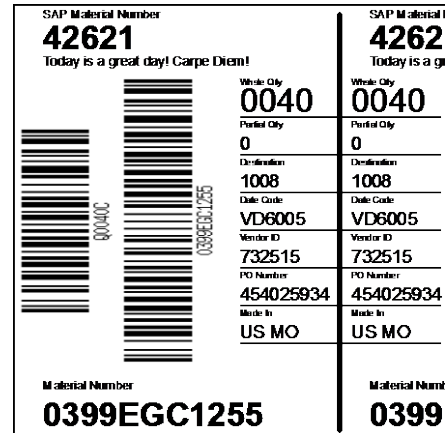
Troubleshooting

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.

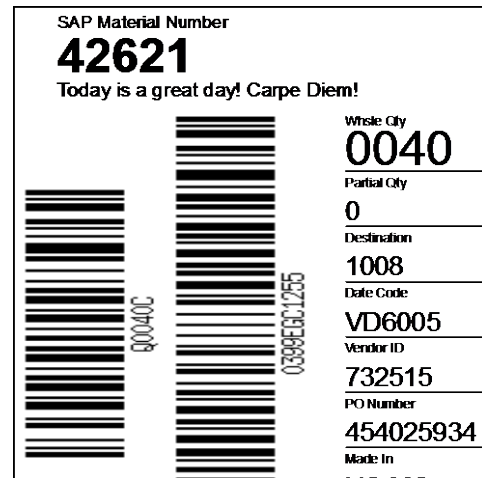


Problem: Image is clipped on the both sides of Label.

Fix:

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.

Batch Print

File: BatchExample2.csv

US SKU	SAP Mat #	Whse Qty	Partial Qty	Vendor ID	PO #	Made In	Date	Prod Loc	Rec Loc	Description	Status
42621	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	Err--US SKU
399EGC1255	52621	20	20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	Err--WS Qty
415SRE1234	62621	200	30	732515	34567890	US MO		VD	1008	Coollest	Err--Date Yr
1234	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	OK
399EGC1255	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
399EGC1255	52621	20	20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	Err--WS Qty
415SRE1234	62621	200	30	732515	34567890	US MO	9/3/2016	VD	1008	Coollest	OK
4	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	Err--US SKU
399EGC1255	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
399EGC1255	52621	20	20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	Err--WS Qty
415SRE1234	62621	200	30	732515	34567890	US MO	9/3/2016	VD	1008	Coollest	OK
415SRE1234	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	OK
399EGC1255	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
399EGC1255	52621	10000	20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	Err--WS Qty
415SRE1234	62621	200	30	732515	34567890	US MO	9/3/2016	VD	1008	Coollest	Err--Dest
415SRE1234	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	OK

Read CSV Clear List Calculate Print Batch Done

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.

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

File: BatchExample2.csv

US SKU	SAP Mat #	Whsle Qty	Partial Qty	Vendor ID	PO #	Made In	Date	Prod Loc	Rec Loc	Description	Status
699AGT1289	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
399EGC1255	52621		20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	Err-WS Qty
415SRE1234	62621	200	30	732515	34567890	US MO		VD	1008	Coollest	Err-Date Yr
1234	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	OK
399EGC1255	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
399EGC1255	52621		20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	Err-WS Qty
415SRE1234	62621	200	30	732515	34567890	US MO	9/3/2016	VD	1008	Coollest	OK
4	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	Err-US SKU
399EGC1255	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
399EGC1255	52621		20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	Err-WS Qty
415SRE1234	62621	200	30	732515	34567890	US MO	9/3/2016	VD	1008	Coollest	OK
415SRE1234	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	OK
399EGC1255	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
399EGC1255	52621	10000	20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	Err-WS Qty
415SRE1234	62621	200	30	732515	34567890	US MO	9/3/2016	VD	1008	Coollest	Err-Dest
415SRE1234	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	OK

Buttons: Read CSV, Clear List, Calculate, Print Batch, Done

First row contains Header Names

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.

File: BatchExample2.csv

US SKU	SAP Mat #	Whsle Qty	Partial Qty	Vendor ID	PO #	Made In	Date	Prod Loc	Rec Loc	Description	Status
699AGT1289	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
399EGC1255	52621	50	20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	OK
415SRE1234	62621	200	30	732515	34567890	US MO	9/4/2016	VD	1008	Coollest	OK
415SRE1234	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	OK
399EGC1255	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
399EGC1255	52621	50	20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	OK
415SRE1234	62621	200	30	732515	34567890	US MO	9/3/2016	VD	1008	Coollest	OK
415SRE1234	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	OK
399EGC1255	42621	50	10	732515	12345678	US MO	9/1/2016	VD	1008	Cool	OK
399EGC1255	52621	50	20	732515	23456798	US MO	9/2/2016	VD	1008	Cooler	OK
415SRE1234	62621	200	30	732515	34567890	US MO	9/3/2016	VD	1008	Coollest	OK
415SRE1234	72621	200	40	732515	45678901	US MO	9/4/2016	VD	1008	Even Cooler	OK

Buttons: Read CSV, Clear List, Calculate, Print Batch, Done

First row contains Header Names