**Scanco DashPrint**

**Label Printing, Configuration and Design**

**Table of Contents**

[Prerequisites 2](#_Toc61018161)

[Enabling Dashboard Label Printing 2](#_Toc61018162)

[Logging In 3](#_Toc61018163)

[Label Printing Process 4](#_Toc61018164)

[DashPrint Configurator Utility 8](#_Toc61018165)

[Keyboard Prompts 13](#_Toc61018166)

[Label Designer 14](#_Toc61018167)

[Designing Labels 16](#_Toc61018168)

[How to Create this Label in less than 2 Min 19](#_Toc61018169)

[GS1 Barcodes 20](#_Toc61018170)

[Prerequisites 20](#_Toc61018171)

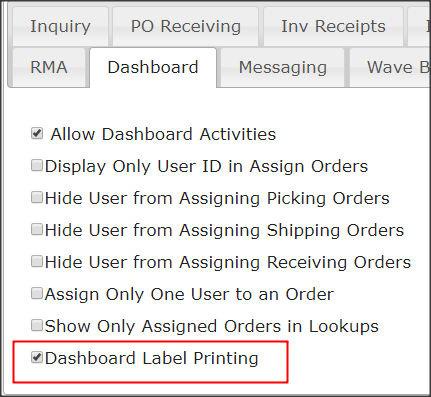
[Register your GS1 20](#_Toc61018172)

[Resources 25](#_Toc61018173)

# Prerequisites

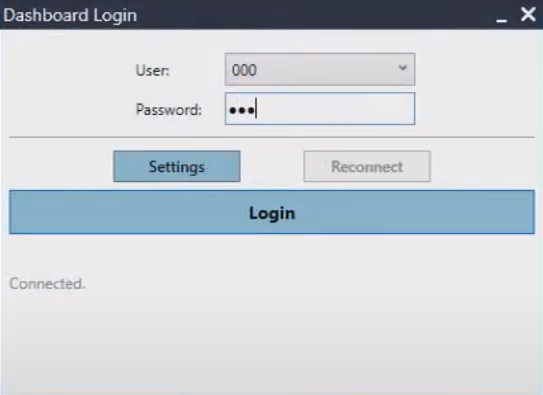
## Enabling Dashboard Label Printing

To enable this feature:

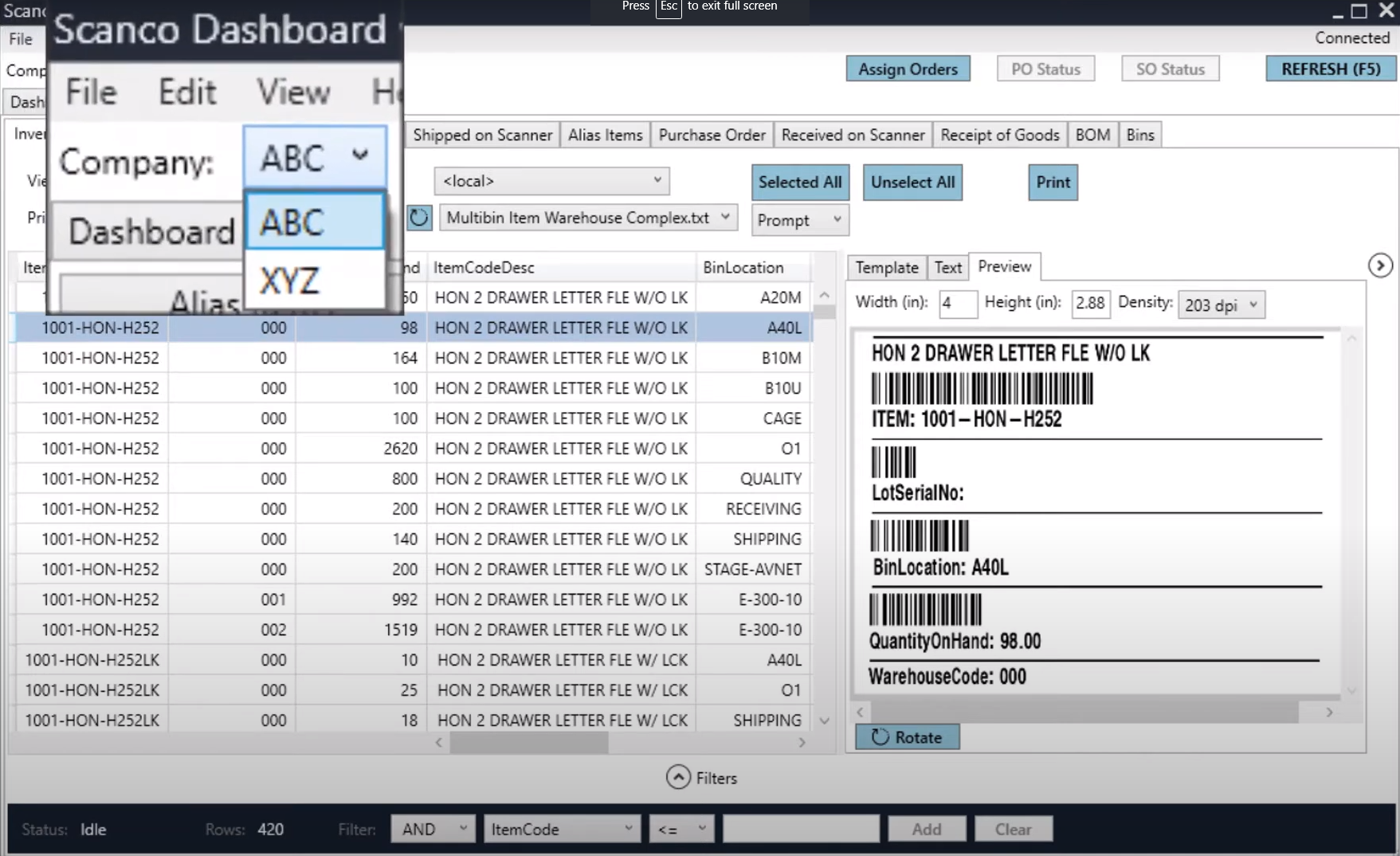
1. Navigate to [www.customers.scanco.com](http://www.customers.scanco.com)
2. Inside of **‘Warehouse Profiles’**
   1. Under the **‘Dashboard’** tab
   2. Click the checkbox for **‘Dashboard Label Printing’**
3. Update/Save and Exit

# Logging In

**Login Screen**



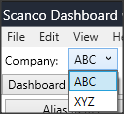
Use the **‘Company’** drop down (top-left) to select your company.

****

# Label Printing Process

**Menu Items**

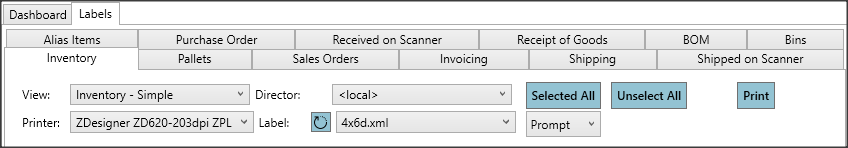
**Company Menu**

This drop-down menu allows you to change the company you wish to print, design, and manage labels for.

**Labels Tab**

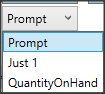
The two tabs shown in the image below allow you to alter what you see in the dashboard.

* **Dashboard** displays Warhouse statistics for various areas like Shipping, Wave Batch Picking, Transfers, Receiving, Purchase Orders, etc.
* **Labels** will display a list of Item Codes, Warehouse Codes, Quantitites, Descriptions and Bins.

**Elements Below Labels Tab**

**Print Label Quantity Menu**

The drop-down menu allows you to choose how you’d like Dashboard to handle printing



**Options:**

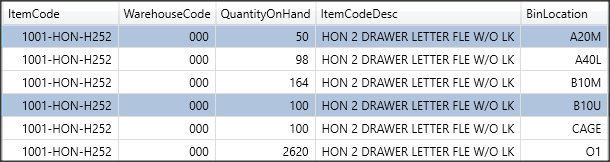
1. Prompt
   1. Will **always ask** the number you want each time you print.
      1. Better for more individualized labels and items that have varying quantities.
2. Just 1
   1. Will **only print 1** label for selected items
      1. Good for performing a quick or personalized print that does not need to carry to other labels.
3. QuantityOnHand
   1. Will **print amount equal to the number of quantity** on hand for selected items. This number appears in the grid.
      1. Good if you have an order that needs the entire inventory printed.

**The Grid**

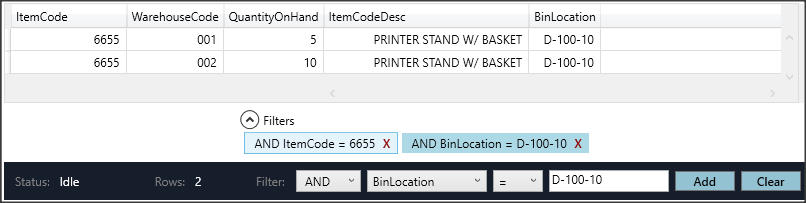
The grid is a display area for all of the retrieved data in your company.

You can hold **CTRL + mouse click** to select multiple rows

You can also hold **SHIFT + mouse click** to select a range of rows.

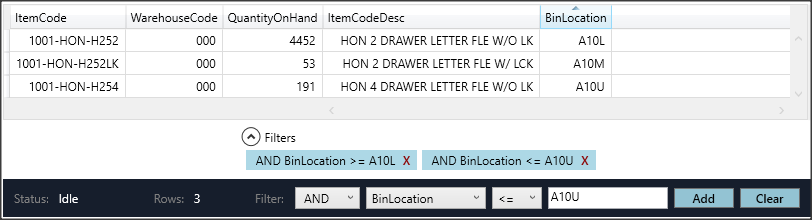
Rows highlighted in **blue** are what is currently selected.

**Filters**



At the bottom of the grid, you will see the Filers area. You can add several filters to remove and sort grid data.

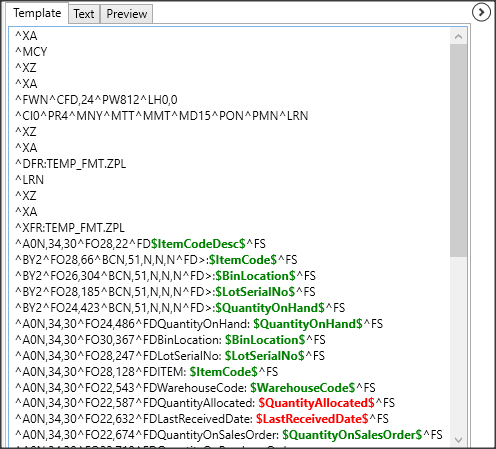
**Above** shows an example of sorting by **ItemCode** and **BinLocation**.



**Above** showsanother example of filtering a **range of bins**.

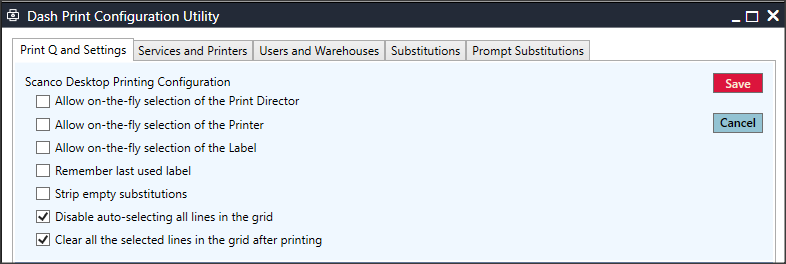
**Label Preview Section**

The label preview section can be opened by clicking the **arrow** found on the far-right of the grid. (See Image Right)

‘Template’, ‘Text’, ‘Preview’ tabs should appear after clicking the arrow.

# DashPrint Configurator Utility

**Print Q and Settings Tab**

The first four checkboxes are for Scanco Skyprint

**Strip Empty Substitutions** (Checkbox):

This option removes the entire line of text from the design file whenever there is no data to be printed.

*Example*:

**$LotSerialNo$** is a part of the design for a barcode.

If there is no LotSerialNo to display from the data, this option will **remove $LotSerialNo$** and the label wont result in a bad barcode when it is read by the scanner.

**Disable Auto-Selecting** (Checkbox):

When **disabled**, all rows in the grid will be white and the user can selectively choose each row using their SHIFT or CTRL + mouse clicks.

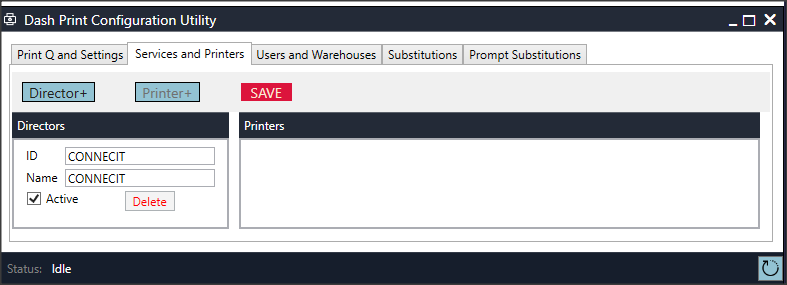
When **enabled**, all rows will be blue and highlighted.

**Clear All After Printing** (Checkbox):

This option, when **enabled**, will deselect all rows after printing completes.

**Services and Printers Tab**

On this tab, you will be able to enter the ConnectIt director in order to print from the server to any printer on your network by using **directors** and **printers**.



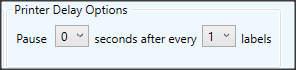
Press **‘Director +’** button to add a ConnectIt director to your services.

(This is how you will be retrieving data to print.)

Press **‘Printer +’** button to add a printer to your director.

(This can be one of many printers your director can reference from.)

**Printer Delay Options**



Printer delay allows for you to alter the time intermittence between each label.

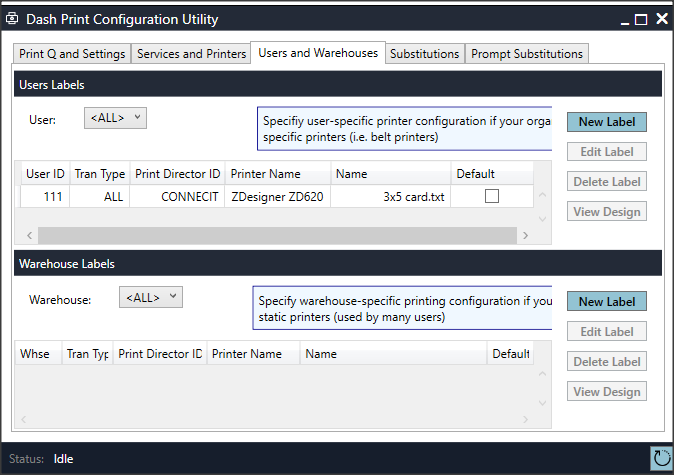
**X #** of seconds after ever **Y #** of labels

This can help facilitate lengthy printing processes.

**Users and Warehouses Tab**

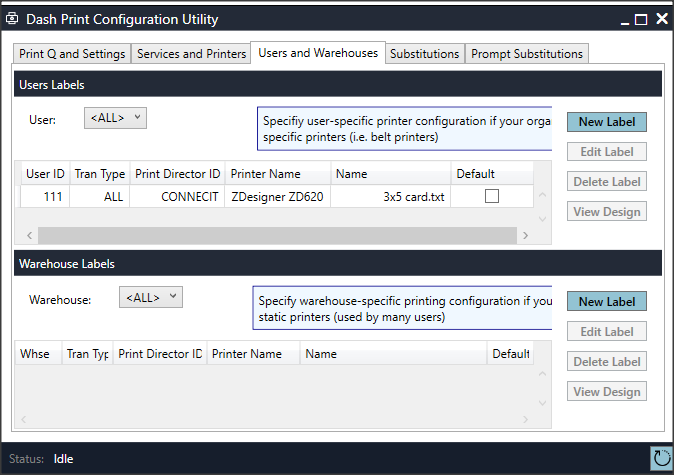
**Users Labels**

**Users labels** section is used to set up a printer on the network.



**Warehouse Labels**

**Warehouse labels** section is for Scano Skyprint printing from the hand-held scanners.



**‘New Label’ Button**

Pressing the **‘New Label’** button in either **User** or **Warehouse Labels** area, will bring up the window below.**Graphical user interface

Description automatically generated**

**User Id:** Determines which user(s) are able to use this label.

**Transaction Type:** Specifies what type of label.

* Purchase/Sales orders
* Inventory
* Pallet
* Manufacturing
* All

**Print Director:** Choose which ConnectIt customer becomes Director.

**Printer:** Receiving or Shipping.

**Label File:** Choose the label from a drop down list.

**Use as Default:** If checked, SkyPrint always uses this set up.

**‘Add’ Button:** Allows user to create new print director via their MAC address and Scanco customer code.

**Substitutions Tab (Printing Data Not in the Grid)**

**Prerequisites**

This is an **advanced setup process**!

Understanding of Sage Tables and SQL statements will benefit you greatly in this area. This program gets data from as many tables as needed if each table has at least **one** field that matches those in the grid.

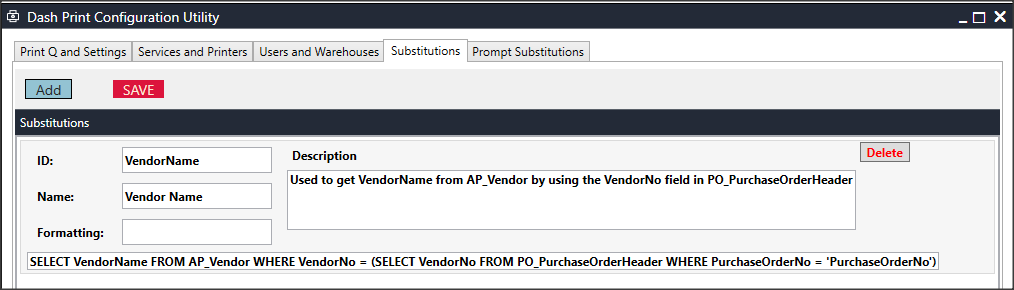
*Example:*

PO\_header has VenderNo, but does **not** have **VendorName**.

You need to print **VendorName** on the label, so you write an SQL statement into DashPrint Configurator to get the data. Here’s what that select statement would look like:

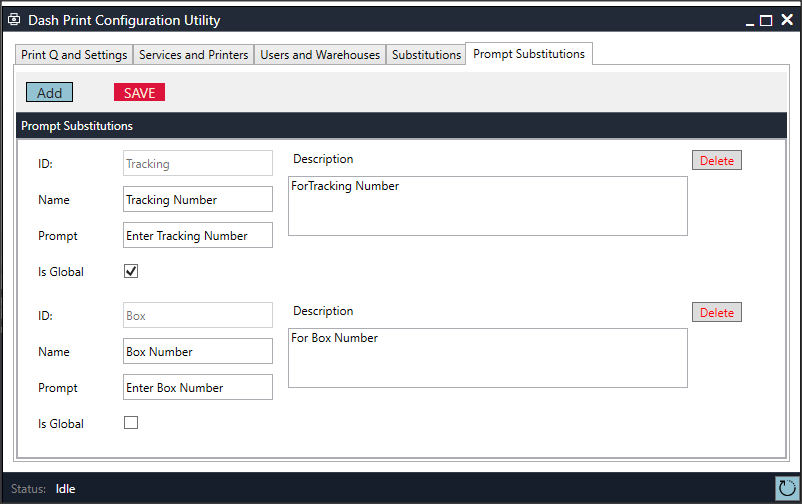
*SQL Statement to gather data from AP\_Vendor:*

SELECT VendorName FROM AP\_Vendor WHERE VendorNo = (SELECT DISTINCT VenderNo FROM PO\_PurchaseOrderHeader WHERE PurchaseOrderNo = '$PurchaseOrderNo$')



*SQL Statement to print* ***Julian Dates****:*

SELECT **TOP 1** ((({FN YEAR({FN CURDATE()})}-2000) \* 1000) + {FN DAYOFYEAR({FN CURDATE()})}) AS JULIANDATE FROM CI\_ITEM

Keyboard Prompts **Substitutions Tab**

**Global**

Above, you’ll see that the ID field “Tracking” has the **‘Is Global’** checkbox **enabled**.

This means whatever is entered into the prompt field, located just below the name, will be printed on every label during the printing process.

The label design sub for this example would be: **$Tracking$**

**Per Item**

Above, you’ll also see the ID field “Box” has the **‘Is Global’** checkbox **disabled**.

This means whatever is entered into the prompt field will print for every label for only the item that it is displayed for.

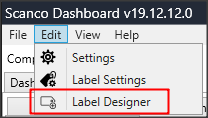
The label design sub for this example would be: **$Box$**

**Extended Description Sub**

$ITEM\_DESC\_EXTENDED$

# Label Designer

**Label Designer Location**

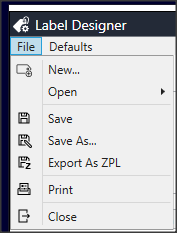
Label designer can be located under

Edit -> Label Designer at the top

and

**‘Label Designer’** button in the top-right corner.

**File Menu**

 **New**

Creates a **new label**.

(It will first ask for label name.)

**Open**

Search for and **open an existing** label file.

**Save/Save As…**

Save over **existing** design.

Save As a **new** design.

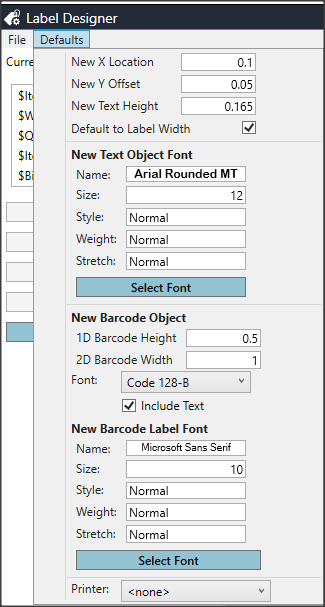
**Export as ZPL**

Converts XML file format to ZPL (Zebra Print Language) as a text file.

**Print**

Used to print or test your design on a printer.

**Defaults Menu**

 **New X Location**

Measurement from the left-edge.

**New Y Offset**

Measurement of spacing between elements as they are added.

**New Text Height**

Measurement of height for each element as they are added.

**Default to Label Width**

Should be enabled so data, such as, Item Description can print across the entire label.

**New Text Object Font**

Sets up defaults for all fonts.

**New Barcode Object**

Sets default height for 1D and 2D barcodes and chooses the default barcode type font.

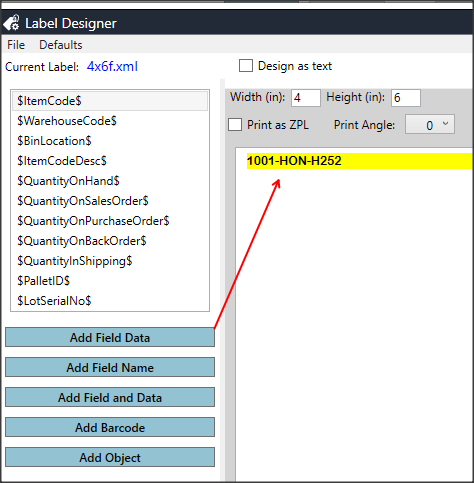
**New Barcode Label Font**

Pressing ‘Select Font’ sets up all defaults for the human readables that can be printed below barcodes.

**Printer**

What you enter here will be the printer that is used by the system when you are finished with your design. This can be changed after you save.

## Designing Labels

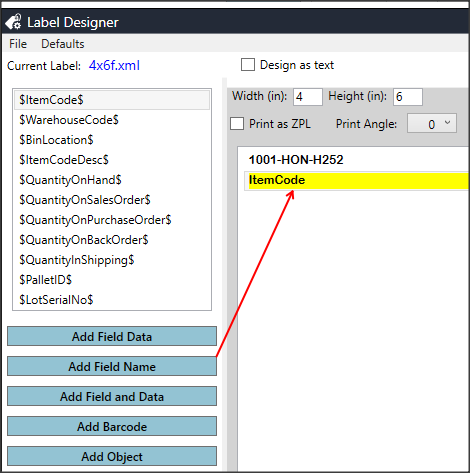
The **current label** is displayed at the top-left, just below **‘File’**.

**Design as text** checkboxis used to see the print language ZPL (Zebra Print Language) and design your label using their standard convention.

**Substitution Fields**

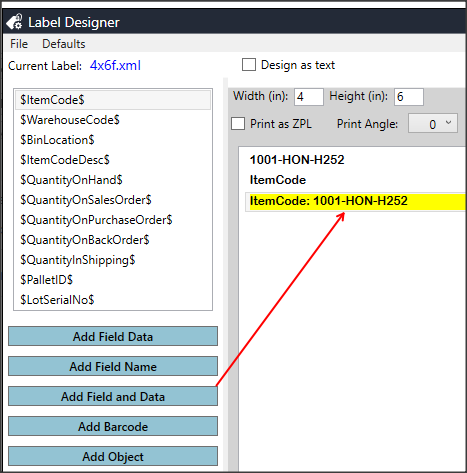
The **Substitution Fields** on the left-hand side of the design menu hosts the label substitution codes.

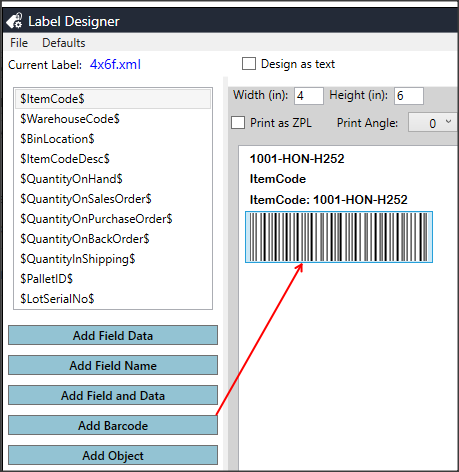
These sub codes are used when designing a label to allow for the system to gather and display the desired information.

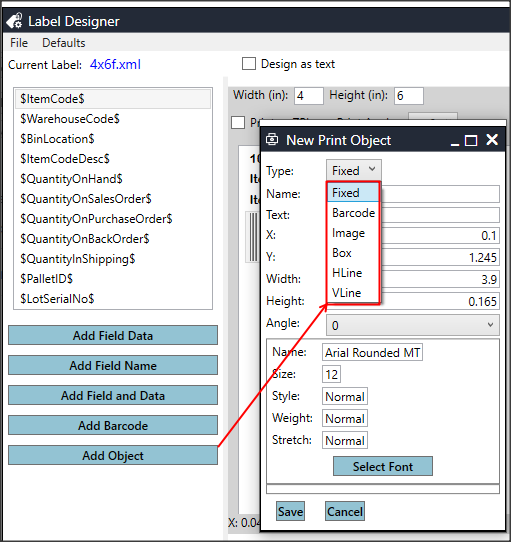
**Starting a New Label**

To **add a field** to your label, click on a desired field to display from the left-hand side menu area, and press the **‘Add Field Data’** button.

Click **‘Add Field Name’** to add the name of the field to the label.

Click **‘Add Field and Data’** to add the field name, as before, but to also add the item code along with it.



Adding a **barcode** to your label is as simple as clicking the **‘Add Barcode’** button.Click **‘Add Object’** to create a static item that will print on every label.

**Object Types:**

Fixed

Includes text that is static to your label

Barcode

Creates a fixed barcode that you can edit the dimensions for.

Image

Allows you to search your local computer to add an image to your label. Ex: company logo

Box

Creates a box with the dimensions of **Width** and **Height** at the **‘X’** and **‘Y’** coordinates.

HLine

Creates a horizontal line on your label

VLine

Creates a vertical line on your label

Incrementally edit and adjust your objects via the following fields:

* **Name** (strictly for the designer to help you locate various elements)
* **Text** (Visible text to display)
* **X** coordinate
* **Y** coordinate
* **Width**
* **Height**
* **Angle** (360\*)

## How to Create this Label in less than 2 Min

1. Choosing the **$ItemCodeDesc$** field and pressing the **‘Add Bound Column’**.
2. Choosing the **$ItemCode$** field and pressing the **‘Add Barcode from Bound’** and then **‘Add Fixed Text and Bound’**.
3. Pressing the **‘Add Object’** and choosing **‘Hline’**.
4. Choosing the **$WarehouseCode$** field and pressing the **‘Add Barcode from Bound’** and then **‘Add Fixed Text and Bound’**.
5. Pressing the **‘Add Object’** and choosing **‘Hline’**.
6. Choosing the **$BinLocation$** field and pressing the **‘Add Barcode from Bound’** and then **‘Add Fixed Text and Bound’**.
7. Pressing the **‘Add Object’** and choosing **‘Hline’**.
8. Choosing the **$QuantityOnHand$** field and pressing the **‘Add Barcode from Bound’** and then **‘Add Fixed Text and Bound’**.

# GS1 Barcodes

## Prerequisites

Creating GS1 barcodes can be done in DashPrint Label Designer.

GS1 Standard **requires** item code data being **14-characters long**.

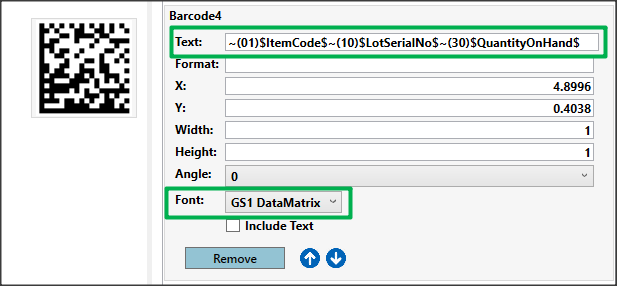
Register your GS1 product [here](https://www.gs1us.org/upcs-barcodes-prefixes/get-started-guide/power-in-your-marketplace) at US-Authentic Barcodes.

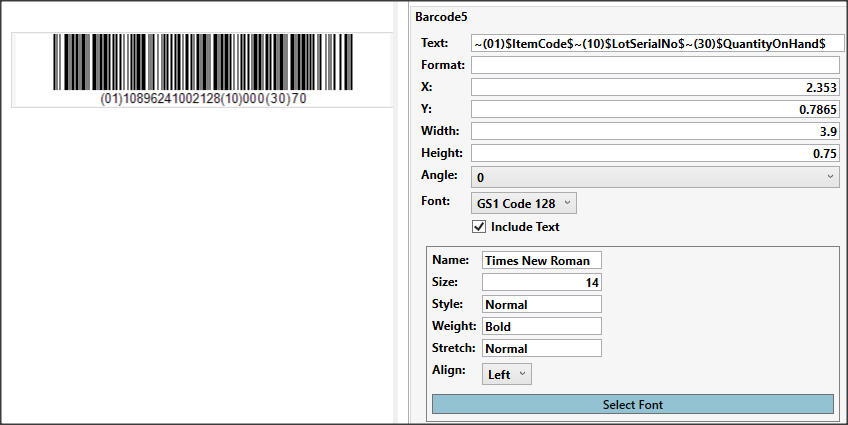
**Design Process**

Designing an XML file is the simplest process for designing a GS1 barcode in Dashprint’s Label Designer. Below are the prefixes that can be used during scanning.

1. – “Item Code”
2. – “Lot”
3. – “Expiration Date”
4. – “Serial”
5. – “Quantity”
6. – “Line Key”
7. – “Alias Item Code”
8. – “Weight in KG”
9. – “Netweight in LB”

The programming requires a tilde (~) to be added before each GS1 prefix in order for the GS1 to be scanned properly. Remove the tildeto create a human readable barcode.

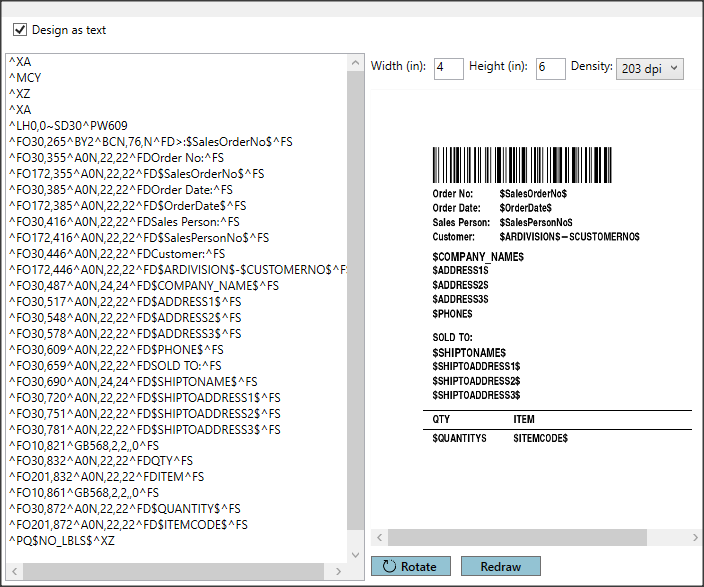
*Example 2D Barcode:*

*Example 1D Barcode:*

**Design as Text (Checkbox)**

Used to see proper print language ZPL (Zebra Print Language)

*Example:* This process requires another program that generates said print language and should only be attempted by users that are familiar and have experience with ZPL.



**Zebra GS1 Examples**

**2D GS1 Barcodes MUST Have \_1 BEFORE Each Prefix**

^FO300,750^BXN,9,200,20,20,,\_^FD\_101$ItemCode$10$LotSerialNo$\_130$QuantityOnHand$^FS

**1D GS1 Barcodes MUST Have >8 BEFORE Each Prefix**

^BY2^FO63,123^BCN,088,Y,Y,,D^FD>8(01)$ItemCode$>8(10)$LotSerialNo$>8(30)$QuantityOnHand$^FS

**Human Readable**

^AAN,27,12^FO55,245^FD(01)$ItemCode$(10)$LotSerialNo$(30)$QuantityOnHand$^FS

**Formatting**

**Currency:** Enter ‘C’ into the format prompt.

*Example:* If data = 1.23456, the program will print = $1.23

**Dates:**

* dd – day of the month (i.e 01 – 31)
* dddd – day spelled out (Wednesday)
* MM – month number (ie. 01 – 12)
* MMM – month name abbreviated (Mar)
* MMMM – month name spelled out (March)
* yy – year with two-digits (20)
* yyyy – year with four-digits(2020)
* hh – the hour of day (01 – 12)
* HH – the hour of day (00 – 23)
* mm – the minute of the hour (00 – 59)
* ss – second of the minite (00 – 59)
* tt – shows AM or PM
* d – MM/dd/yyyy

**Format Samples:**

|  |  |
| --- | --- |
| **Formatting** | **Output** |
| dd/MM/yyyy | 21/03/2018 |
| dd/MM/yyyy, hh:mm:ss | 21/03/2018, 11:36:14 |
| dddd, MMMM dd, yyyy | Wednesday, March 05, 2018 |
| MMM dd yyyy | Mar 21 2018 |
| MM.dd.yy | 03.21.18 |
| MM-dd-yy | 03-21-18 |
| hh:mm:ss:tt | 11:36:14 AM |
| d | 3/21/2018 |

# Resources

**Scanco KB**

[Dashboard/DashPrint Label Printing Config and Design Guide](https://knowledgebase.scanco.com/knowledge/scanco-dashboard-dashprint-label-printing-configuration-and-design-guide)

**Scanco YouTube Video**

[DashPrint Label Printing and Design Programming](https://youtu.be/eK2FZM00no0)