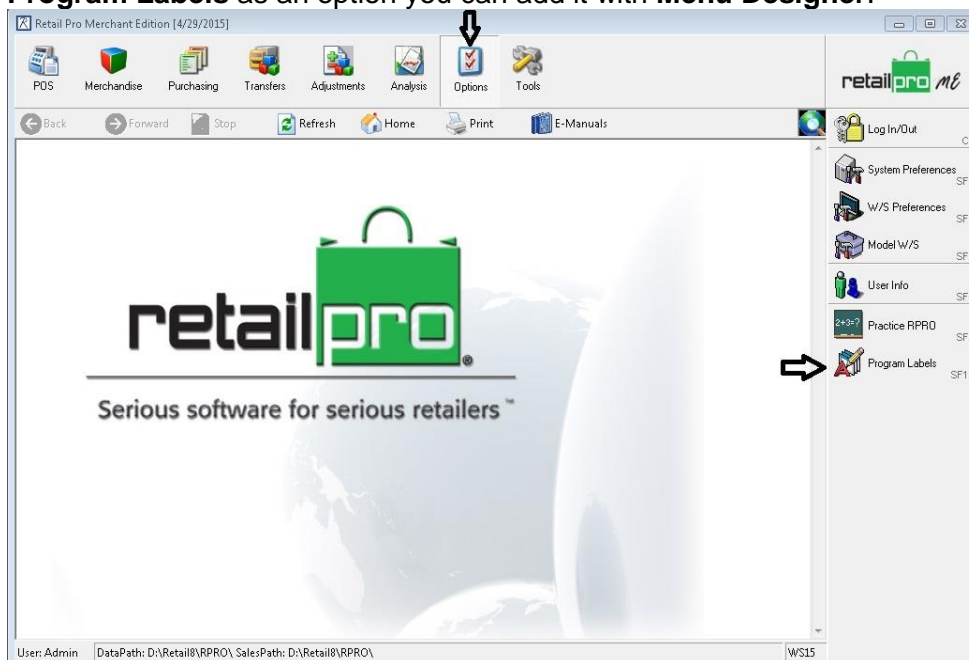




Changing Field Labels May, 2015 Retail Pro V8

Field labels in version 8 can be changed and applied to the system at a single location. They can also be applied to other stores, but do not poll. The files need to be transferred. The following steps will walk you through how to change the field labels in Retail Pro Version 8.6 R2.

1. First we need to input our custom labels. To do that, open Retail Pro and go to **Options** from the main menu. Next, click on **Program Labels**. If you do not have **Program Labels** as an option you can add it with **Menu Designer**.



- Next, sort by the Label column and find the fields you would like to change. In this example we will change Desc 1 (Description 1) to Style #.

Sort here

New label below

| Label | Category/Schema | Custom Label | Description | Native Label |
|-----------|-----------------|--------------|-----------------|--------------|
| Dept | InventoryItem | | Department | Dept |
| Dept Name | Department | | Department Name | Dept Name |
| Desc 1 | InvnEdItItems | | Description 1 | Desc 1 |
| Desc 1 | SOItem | | Description 1 | Desc 1 |
| Desc 1 | VoucherItem | | Description 1 | Desc 1 |
| Desc 1 | POSEdItItems | | Description 1 | Desc 1 |
| Desc 1 | ReceiptItem | | Description 1 | Desc 1 |
| Desc 1 | VouEdItItems | | Description 1 | Desc 1 |
| Desc 1 | InventoryItem | | Description 1 | Desc 1 |
| Desc 1 | TOEdItItems | | Description 1 | Desc 1 |
| Desc 1 | Memoltem | | Description 1 | Desc 1 |
| Desc 1 | POItem | | Description 1 | Desc 1 |
| Desc 1 | SlipEdItItems | | Description 1 | Desc 1 |
| Desc 1 | SlipItem | | Description 1 | Desc 1 |
| Desc 1 | MemoEdItItems | | Description 1 | Desc 1 |
| Desc 1 | TOItem | | Description 1 | Desc 1 |
| Desc 1 | POEdItItems | | Description 1 | Desc 1 |
| Desc 1 | SOEdItItems | | Description 1 | Desc 1 |
| Desc 2 | MemoEdItItems | | Description 2 | Desc 2 |
| Desc 2 | Memoltem | | Description 2 | Desc 2 |
| Desc 2 | POItem | | Description 2 | Desc 2 |
| Desc 2 | ReceiptItem | | Description 2 | Desc 2 |
| Desc 2 | InvnEdItItems | | Description 2 | Desc 2 |

User: Admin Language: English WWS15

- Once you have found the field and all corresponding fields, simply type the custom label you would like into the **Custom Label** column and save it.

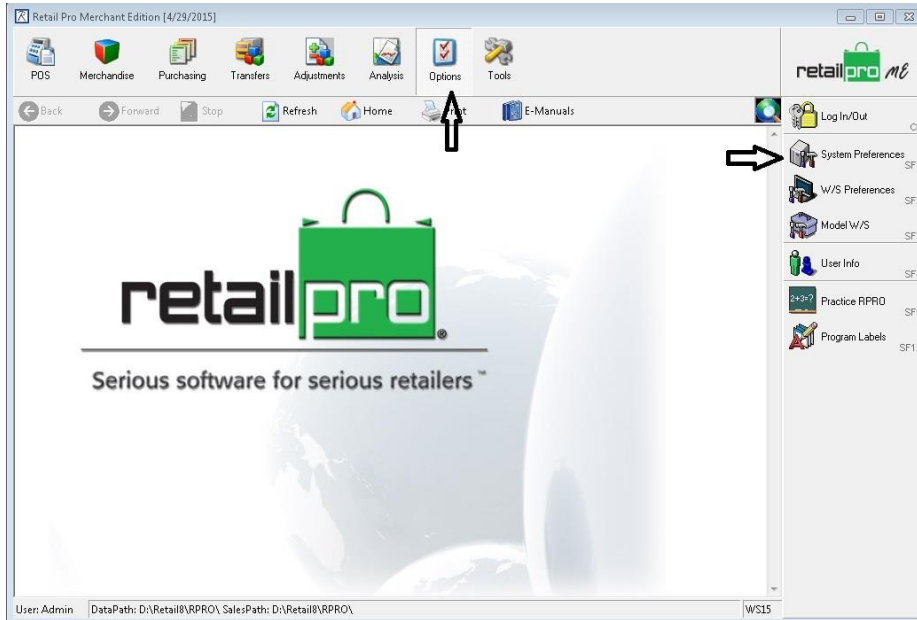
Program Labels

| Label | Category/Schema | Custom Label | Description | Native Label |
|-----------|-----------------|--------------|-----------------|--------------|
| Dept | InventoryItem | | Department | Dept |
| Dept Name | Department | | Department Name | Dept Name |
| Desc 1 | InvnEdItItems | Style # | Description 1 | Desc 1 |
| Desc 1 | SOItem | Style # | Description 1 | Desc 1 |
| Desc 1 | VoucherItem | Style # | Description 1 | Desc 1 |
| Desc 1 | POSEdItItems | Style # | Description 1 | Desc 1 |
| Desc 1 | ReceiptItem | Style # | Description 1 | Desc 1 |
| Desc 1 | VouEdItItems | Style # | Description 1 | Desc 1 |
| Desc 1 | InventoryItem | Style # | Description 1 | Desc 1 |
| Desc 1 | TOEdItItems | Style # | Description 1 | Desc 1 |
| Desc 1 | Memoltem | Style # | Description 1 | Desc 1 |
| Desc 1 | POItem | Style # | Description 1 | Desc 1 |
| Desc 1 | SlipEdItItems | Style # | Description 1 | Desc 1 |
| Desc 1 | SlipItem | Style # | Description 1 | Desc 1 |
| Desc 1 | MemoEdItItems | Style # | Description 1 | Desc 1 |
| Desc 1 | TOItem | Style # | Description 1 | Desc 1 |
| Desc 1 | POEdItItems | Style # | Description 1 | Desc 1 |
| Desc 1 | SOEdItItems | Style # | Description 1 | Desc 1 |
| Desc 2 | MemoEdItItems | | Description 2 | Desc 2 |
| Desc 2 | Memoltem | | Description 2 | Desc 2 |
| Desc 2 | POItem | | Description 2 | Desc 2 |
| Desc 2 | ReceiptItem | | Description 2 | Desc 2 |
| Desc 2 | InvnEdItItems | | Description 2 | Desc 2 |

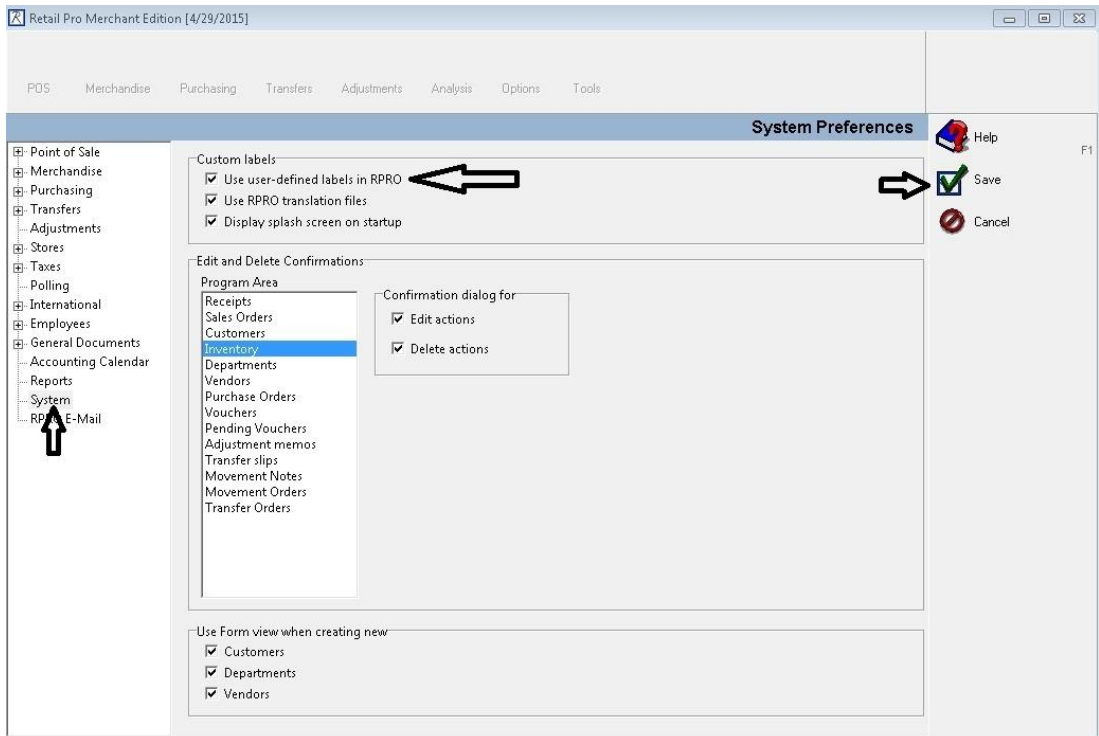
Type new label for Desc 1 in all areas

User: Admin Language: English WWS15

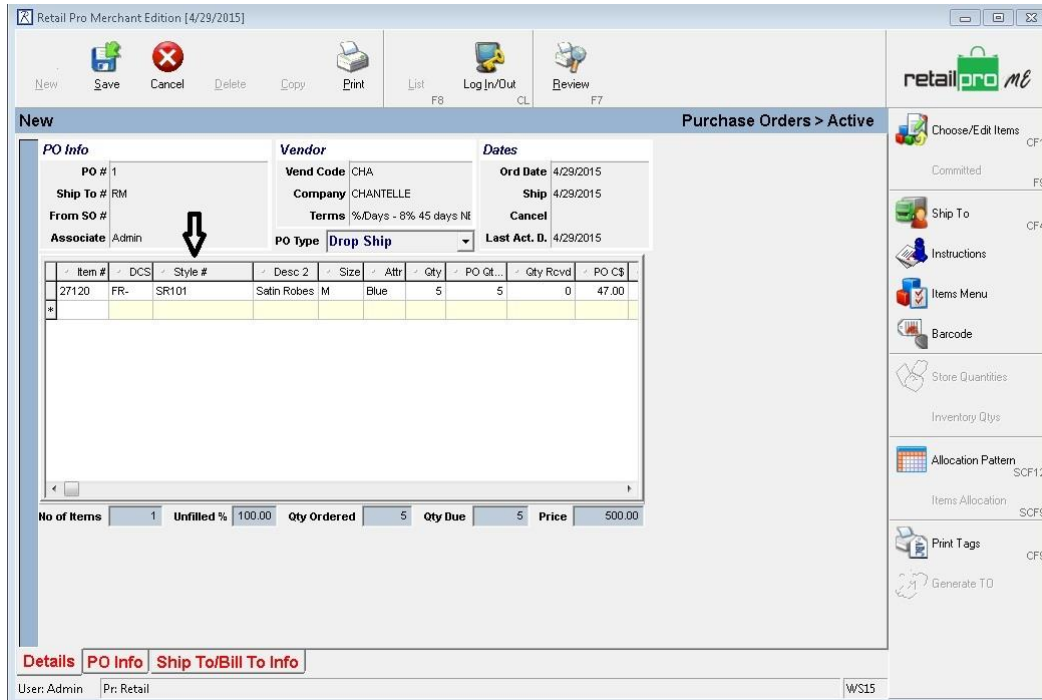
- After saving the custom labels we need to make sure we have the **System Preference** turned on for Retail Pro to recognize the custom labels.
- From the main menu of Retail Pro, go to **Options** and then **System Preferences**



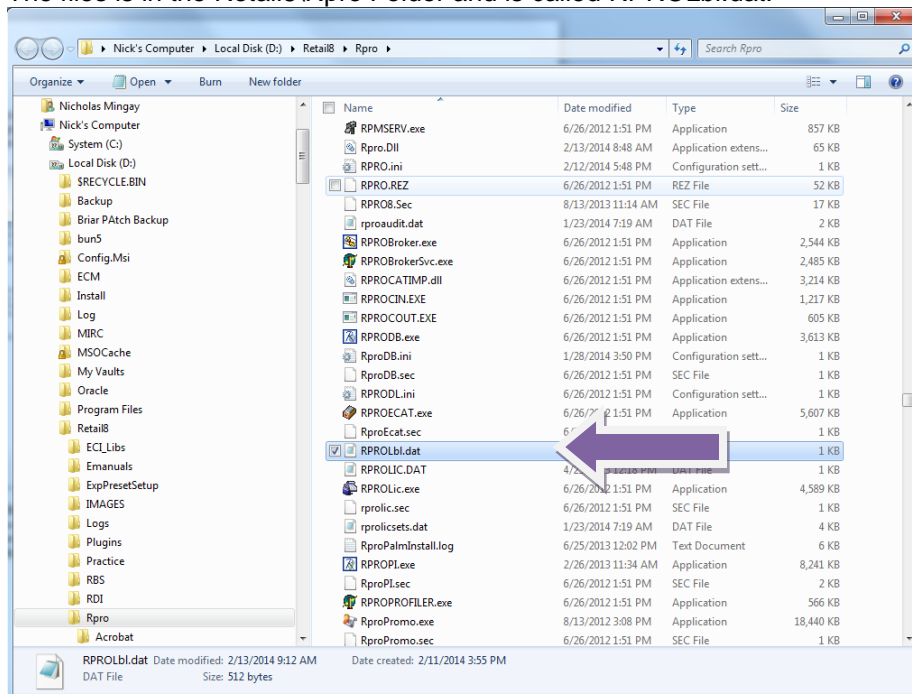
- Next, highlight **System** and check the box next to **Use user-defined labels in RPRO**. Make sure to save this change.



- Then go check to see your new custom label. For example, this is what it would now look like in a purchase order. The label that used to be Desc 1 is now Style #.



Multi-Store: If you need the labels at your remote locations, they do not poll. It is simple to move them down though. Just one file that needs to be copied from the main and dropped in to the remote store. The files is in the Retail8\Rpro Folder and is called RPROLBI.dat.



Simply copy that file to the Retail8\Rpro folder at the remote store and then check the **System Preference** to **Use user-defined labels in RPRO** and they will show up!