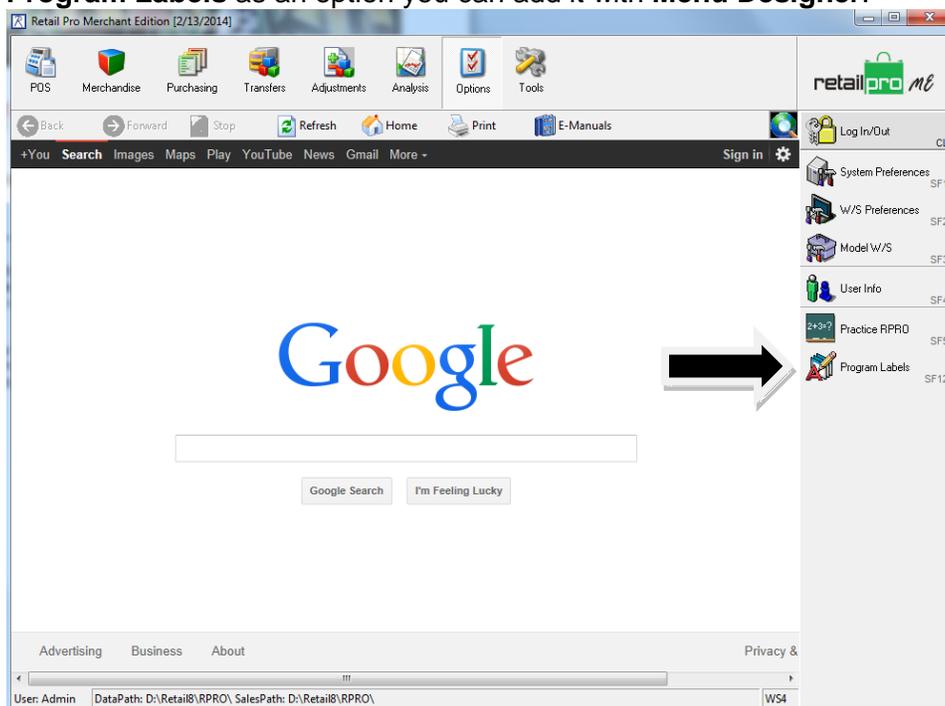




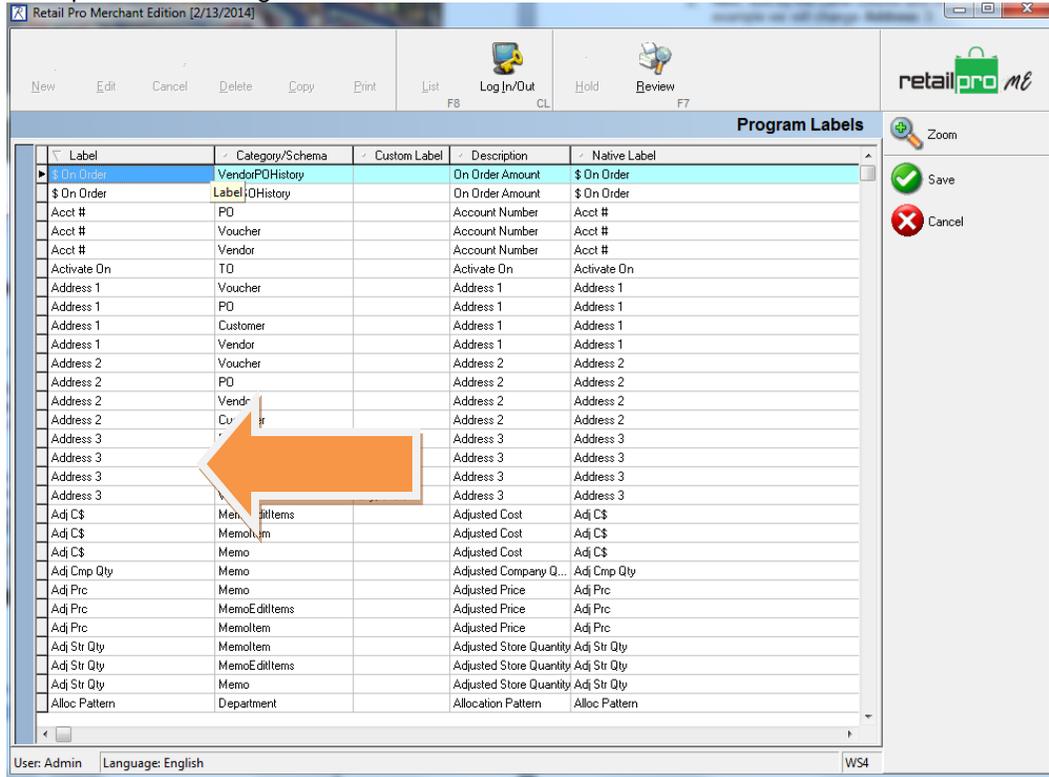
## Changing Field Labels March, 2014 Retail Pro v8

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.

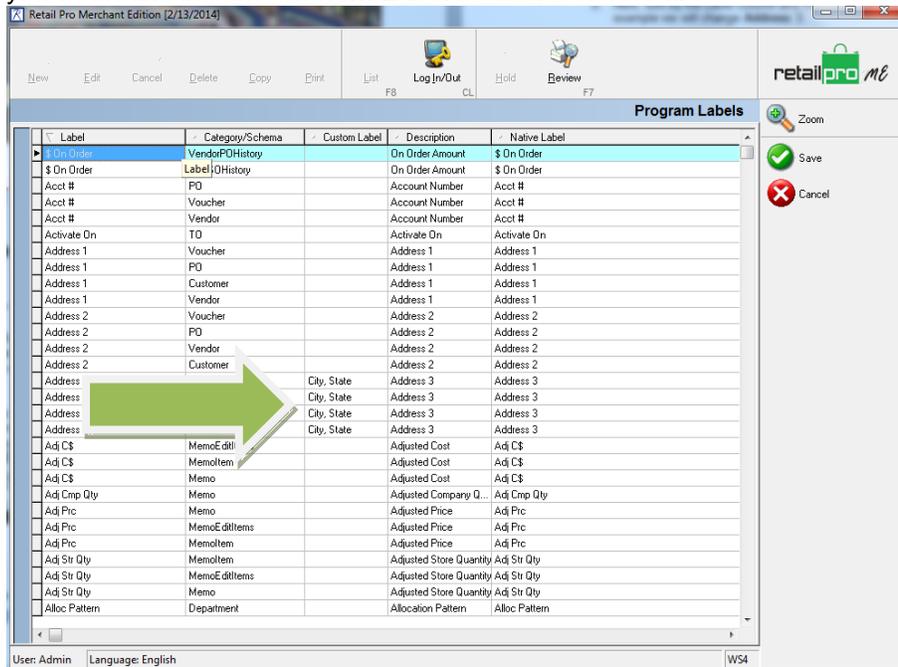
1. First we need to input our custom labels. To do that, open Retail Pro and go to **Options** from the main menu. Next, click on **Program Labels**. If you do not have **Program Labels** as an option you can add it with **Menu Designer**.



- Next, sort by the Label column and find the fields you would like to change. In this example we will change **Address 3**.

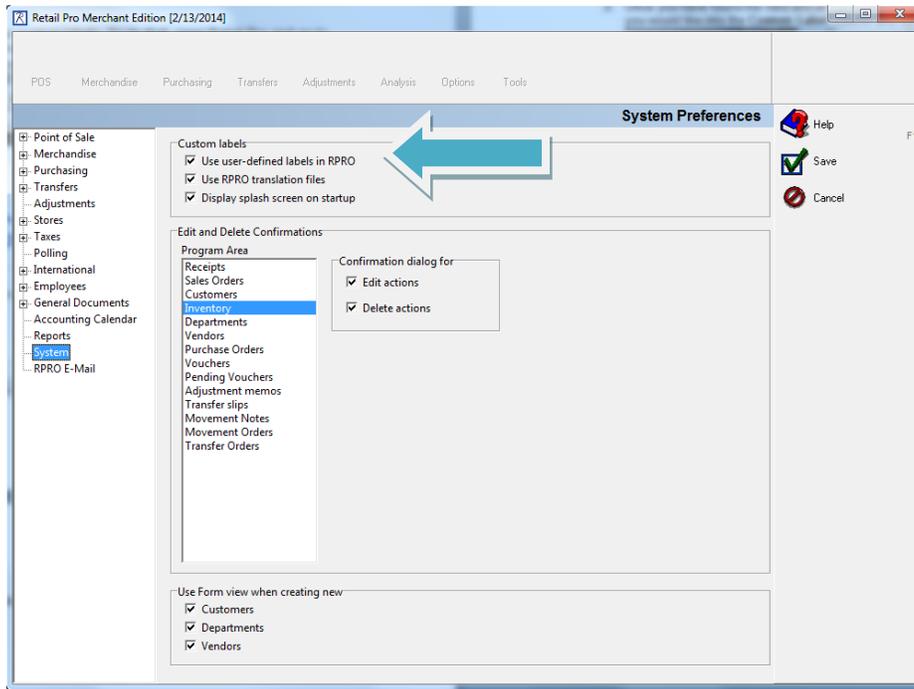


- Once you have found the field and all corresponding fields, simply type the custom label you would like into the **Custom Label** column and save it.

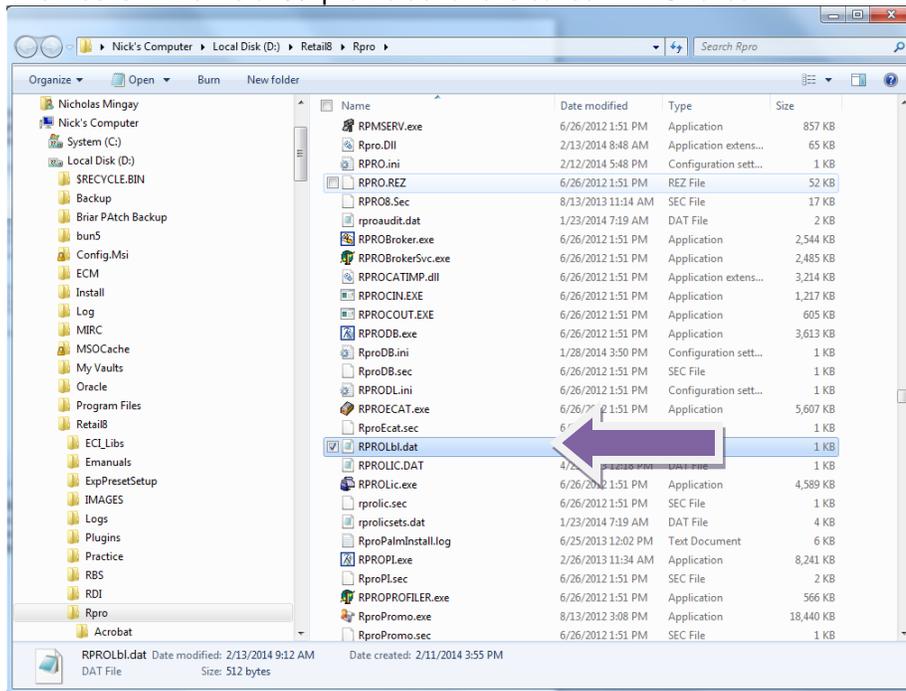


- After saving the custom labels we need to make sure we have the **System Preference** turned on for Retail Pro to recognize the custom labels.

5. 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**. Just save and then go check to see your new custom labels!



**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 file is in the Retail8\Rpro Folder and is called RPROLbl.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!