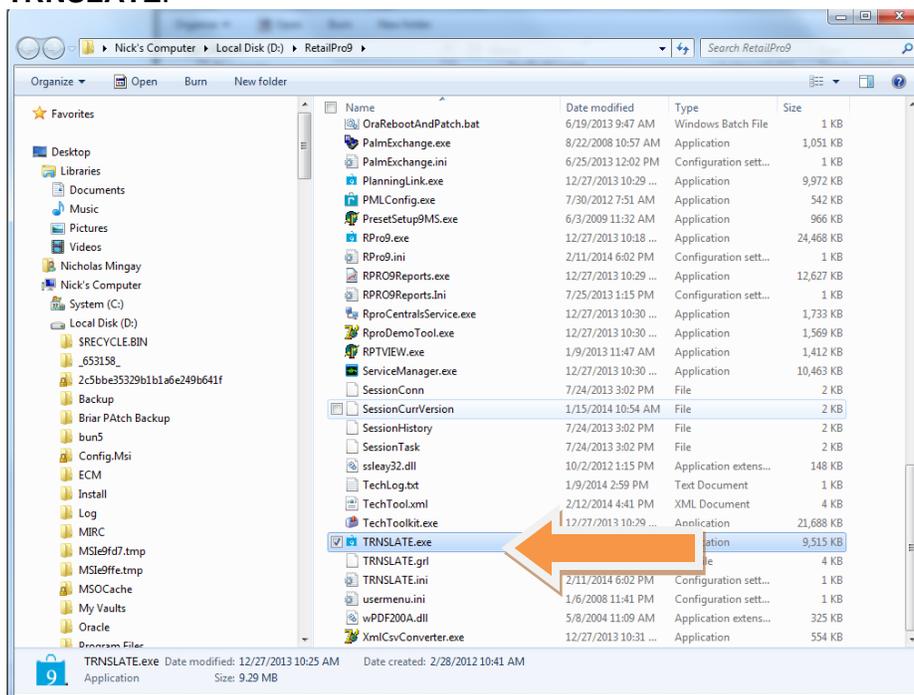




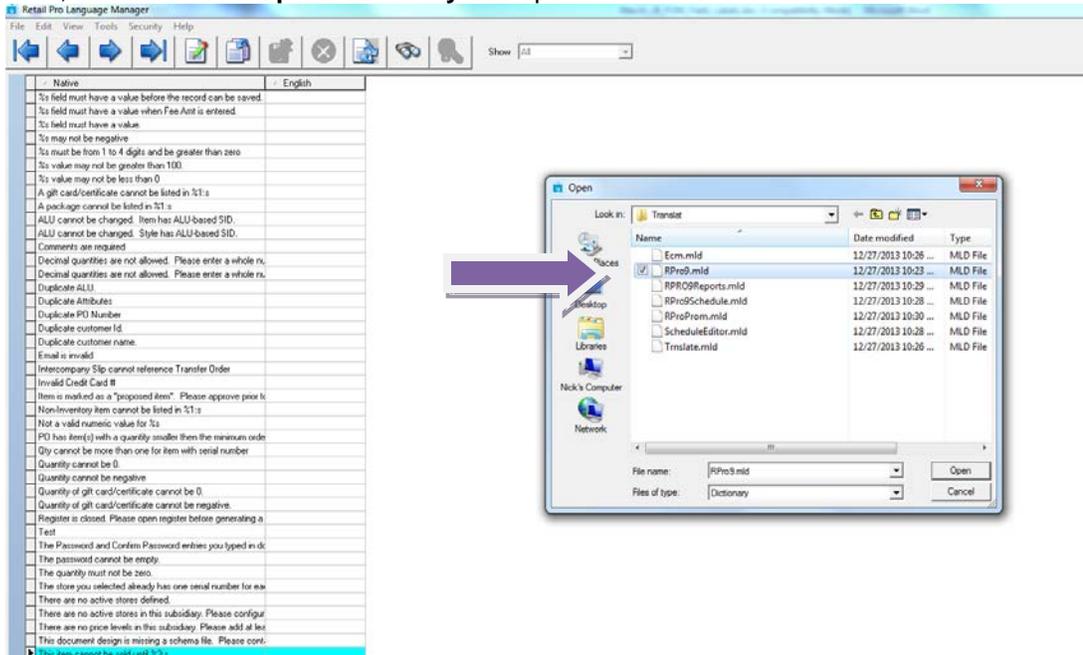
## Changing Field Labels March, 2014 Retail Pro v9

Field labels in version 9 can be changed and applied to individual workstations 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 9.

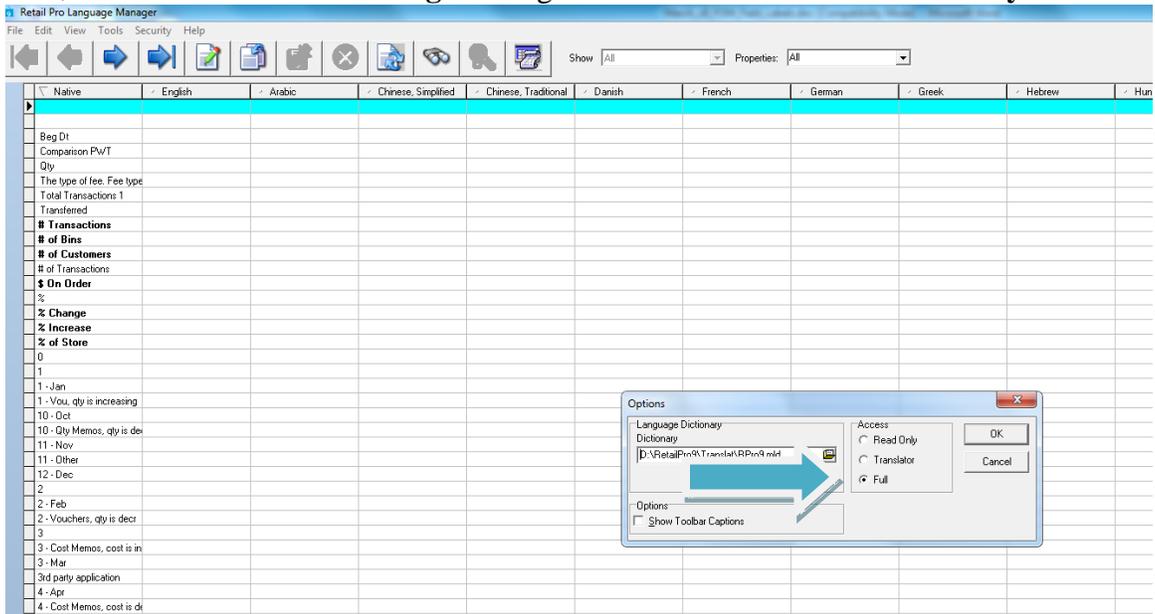
1. First, we need to open up the Translate tool to define the custom field labels. To find the tool, go to the RetailPro9 folder and look for **TRNSLATE.exe** or just **TRNSLATE**.



- Next, select **File** and **Open Dictionary** and open the **RPro9.mld**.



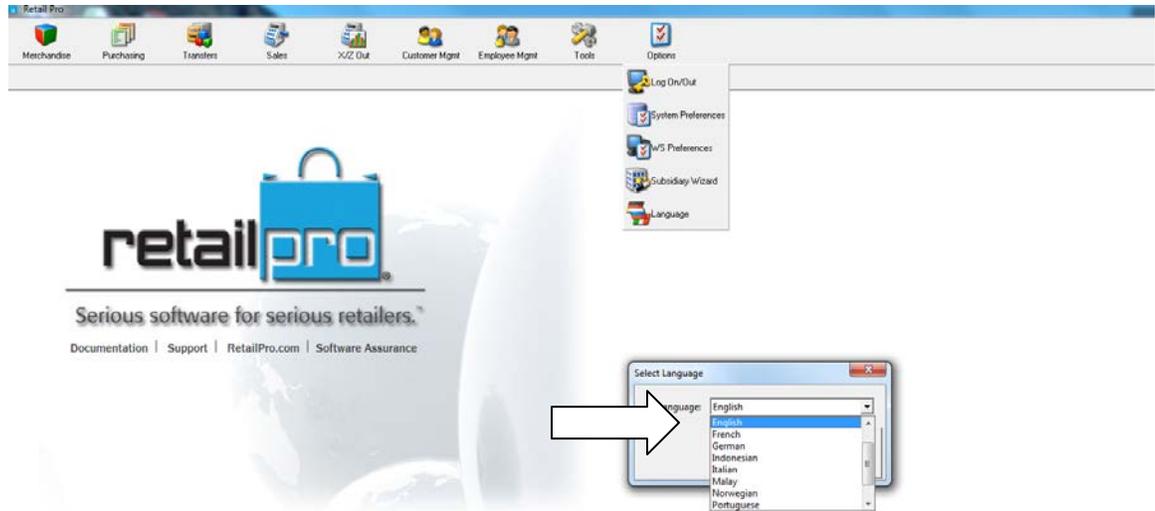
- Then, select **View** on the top and then select **Application Labels**.
- Next, select **Tools** and then **Settings**. Change the access to **Full** from **Read Only**.



- Next, sort by the **Native** column and find the field label you would like to make a custom label for. In this example we will find the **Address 3** label.

Native	English	Arabic
Actv Prc Lvl		
Actvt Dt		
<b>Add Value</b>		
Additional comments		
<b>Additional field for dis</b>		
Additional notes about the		
Addr Name		
<b>Addr Type</b>		
Addr Type		
<b>Addr1</b>		
<b>Addr2</b>		
<b>Addr3</b>	City, State	
<b>Addr4</b>		
<b>Addr5</b>		
<b>Addr6</b>		
<b>Address 1</b>		
<b>Address 2</b>		
<b>Address 3</b>	City, State	
<b>Address 4</b>		
<b>Address 5</b>		
<b>Address 6</b>		
<b>Address Name</b>		
<b>Address Type</b>		
<b>Address6</b>		
<b>Addresses</b>		
<b>Adj Cost</b>		
Adj Ext Cost		
<b>Adj Item</b>		
Adj Item Insert Serial Num		

6. Once you find the label, define the custom label in the **English** column. Make sure to define all corresponding fields as well. In the picture above we can see **Address 3** also has a corresponding field **Addr3**.
7. The custom field labels will save automatically once you have typed them in. Next, if you are using multi store and want these labels at each store we will need to **Export** them.
8. Select **File**, then **Export**. Then choose the destination to save the exported **Language File**. This file will need to be imported at each remote store for the custom labels to show.
9. The next and final step is to set the language in Retail Pro 9. So, open up the program, select **Options** from the main menu and then **Language**.
10. Scroll down until you find the **English** option and select it. It will take a few moments to switch to the new language with custom fields.



11. The language must be changed to on each workstation that will be using custom labels.
12. Finally, go check and make sure the custom labels have taken effect.

**\*Multi-Store** – Simply take the exported language file and use the **Import** in the Translate tool to import the file at each remote store. Then go change the language on the workstations to see the custom labels.