

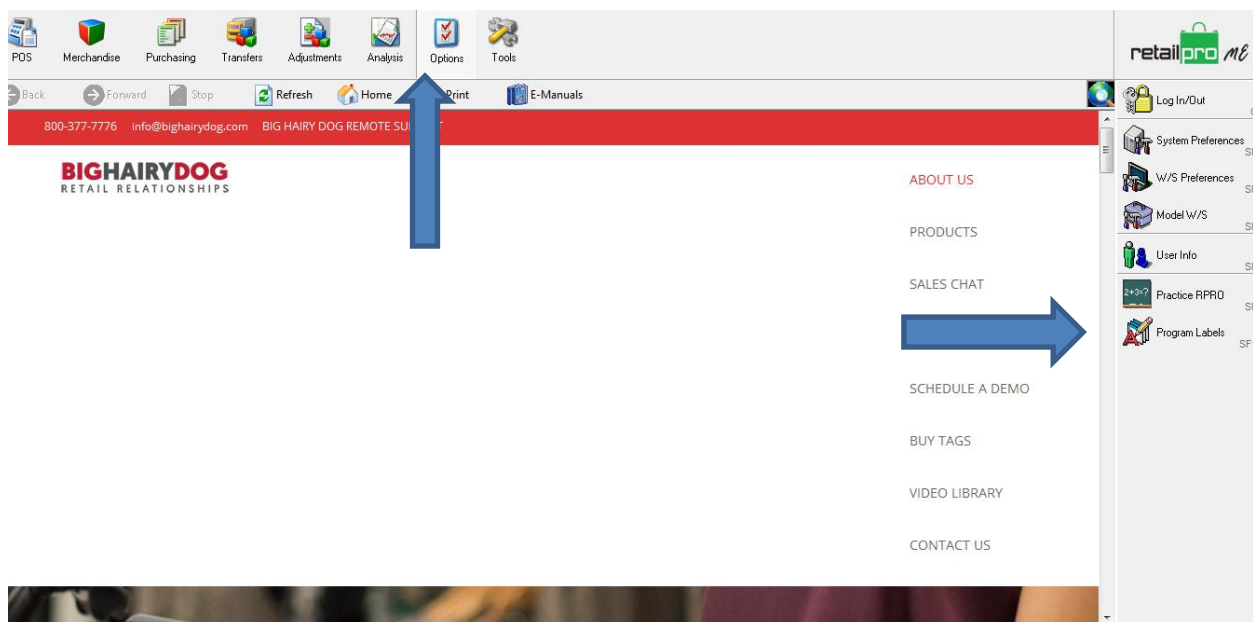


Changing Field Labels

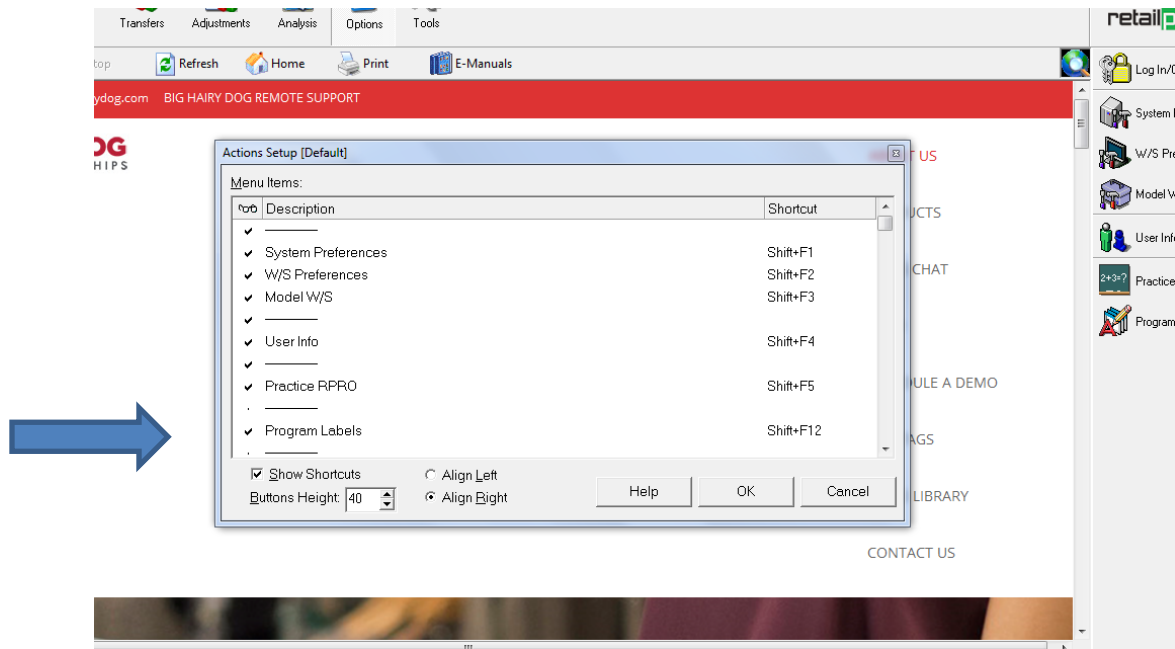
Version 8

Field Labels in Version 8 of Retail Pro can be quickly and easily customized for each individual workstation. They can be adjusted in Inventory, Vendors, Customers, or any other listing that uses Field Labels. In the following steps, we will walk through step-by-step how to customize field labels in Retail Pro V8.

1. The first step will be to log into your Retail Pro 8. Click on **Options**, and find the tab that says **Program Labels**. Click on this.



Hint: If you do not have Program Labels as one of your tabs in **Options**, it can easily be added using the **Menu Designer**. You can right click anywhere in the side menu to access **Menu Designer**. Then, find **Program Labels** in the field of available menu items and make sure it is checked. Then press **OK**.



2. When you click on **Program Labels**, it will bring up the Program Labels list. This shows all the program labels that Retail Pro 8 uses, as well as the type of form in which it is used (PO, Customer List, Inventory, etc.)

Label	Category/Schema	Custom Label	Description	Native Label	Native Category/Schema	Label ID
Dept	Department		Department	Dept	Department	50
Class	Department		Class	Class	Department	51
Subclass	Department		Subclass	Subclass	Department	52
DCS Name	Department		Full Department Name	DCS Name	Department	3
Dept Name	Department		Department Name	Dept Name	Department	28
Class Name	Department		Class Name	Class Name	Department	30
Sub-class Name	Department		Sub-class Name	Sub-class Name	Department	31
DCS	Department		Full Department Code	DCS	Department	2
Tax	Department		Tax Code	Tax	Department	48
Mig%	Department		Default Margin %	Mig%	Department	13
MkUp%	Department		Default Mark Up %	MkUp%	Department	104
Coeff	Department		Coefficient	Coeff	Department	115
Qty Decimals	Department		Quantity Decimals	Qty Decimals	Department	200
Internal DCS code	Department		Internal unformatted DCS code	Internal DCS code	Department	7222
Department Image	Department		Department Image	Department Image	Department	209
Alloc Pattern	Department		Allocation Pattern	Alloc Pattern	Department	201
Tax Area 2	Customer		Tax Area 2	Tax Area 2	Customer	7005
Cust ID	Customer		Customer ID	Cust ID	Customer	236
Company	Customer		Company Name	Company	Customer	210
Title	Customer		Title	Title	Customer	211
First	Customer		First Name	First	Customer	212
Last	Customer		Last Name	Last	Customer	213
Full Name	Customer		Full Name	Full Name	Customer	235
Address 1	Customer		Address 1	Address 1	Customer	214
Address 2	Customer		Address 2	Address 2	Customer	215
Address 3	Customer		Address 3	Address 3	Customer	216
Phone	Customer		Telephone	Phone	Customer	220
ZIP	Customer		ZIP Code	ZIP	Customer	217
Phone 1	Customer		Telephone 1	Phone 1	Customer	218
Phone 2	Customer		Telephone 2	Phone 2	Customer	219



- To help find the **Program Label** you are looking for, the list can be sorted by clicking on the different column headers. Here, we will sort by **Label**.

Label	Description	Native Label	Native Category/Schema	Label ID
\$ On Order	VendorPOHistory	On Order Amount	VendorPOHistory	261
\$ On Order	CustSOHistory	On Order Amount	CustSOHistory	261
Acct #	PO	Account Number	PO	233
Acct #	Vendor	Account Number	Vendor	233
Acct #	Voucher	Account Number	Voucher	233
Activate On	T0	Activate On	T0	958
Address 1	PO	Address 1	PO	214
Address 1	Customer	Address 1	Customer	214
Address 1	Voucher	Address 1	Voucher	214
Address 1	Vendor	Address 1	Vendor	214
Address 2	Vendor	Address 2	Vendor	215
Address 2	Voucher	Address 2	Voucher	215
Address 2	PO	Address 2	PO	215
Address 2	Customer	Address 2	Customer	215
Address 3	PO	Address 3	PO	216
Address 3	Vendor	Address 3	Vendor	216
Address 3	Customer	Address 3	Customer	216
Address 3	Voucher	Address 3	Voucher	216
Adj C\$	Memo	Adjusted Cost	Memo	816
Adj C\$	Memoltem	Adjusted Cost	Memoltem	816
Adj C\$	MemoEditItems	Adjusted Cost	MemoEditItems	816
Adj Cmp Qty	Memo	Adjusted Company Quantity	Memo	810
Adj Prc	MemoEditItems	Adjusted Price	MemoEditItems	813
Adj Prc	Memoltem	Adjusted Price	Memoltem	813
Adj Prc	Memo	Adjusted Price	Memo	813
Adj Str Qty	Memoltem	Adjusted Store Quantity	Memoltem	809
Adj Str Qty	MemoEditItems	Adjusted Store Quantity	MemoEditItems	809
Adj Str Qty	Memo	Adjusted Store Quantity	Memo	809
Alloc Pattern	Department	Allocation Pattern	Department	201
ALU	SlipEditItems	Alternate Look Up	SlipEditItems	166

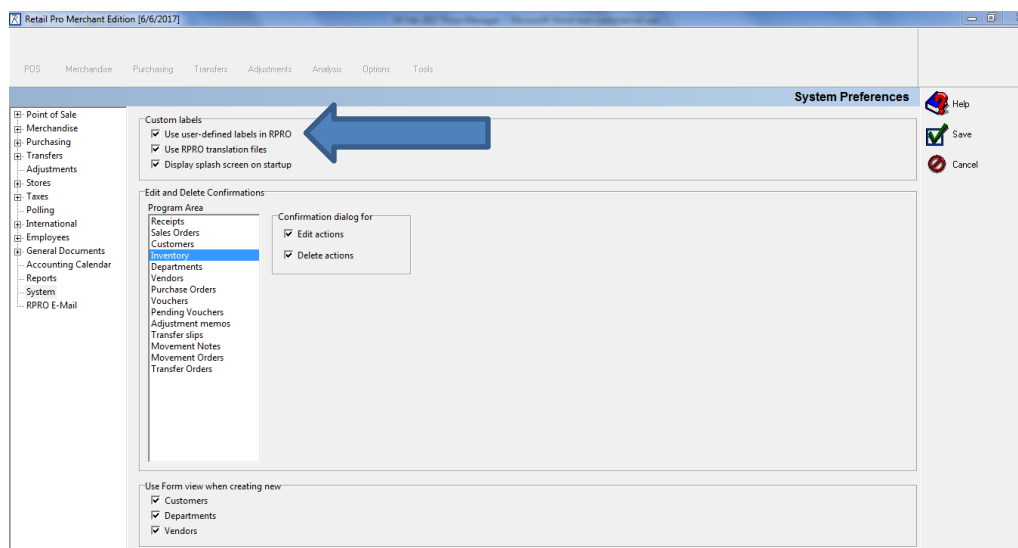
- Scroll down to find the field you would like to change. In this demonstration, we will change the field for **Address 3**. Please note that there may be multiple fields for one label. For **Address 3**, you can see here that there are four entries; one each for PO, Vendor, Voucher, and Customer

Address 1	Voucher	Address 1
Address 1	Vendor	Address 1
Address 2	Vendor	Address 2
Address 2	Voucher	Address 2
Address 2	PO	Address 2
Address 2	Customer	Address 2
Address 3	PO	Address 3
Address 3	Vendor	Address 3
Address 3	Customer	Address 3
Address 3	Voucher	Address 3
Adj C\$	Memo	Adjusted Cos
Adj C\$	Memoltem	Adjusted Cos
Adj C\$	MemoEditItems	Adjusted Cos
Adj Cmp Qty	Memo	Adjusted Cos

- Once you have found the field(s) you would like to change, type the change you would like to make into the **Custom Label** column entry that corresponds with that field, then click **Save**. In this demonstration, we will be changing all **Address 3** fields to say “**City, State**”.

Label	Custom Label	Description	Native Label	Native Category/Schema	Label ID
\$ On Order	VendorPOHistory	On Order Amount	\$ On Order	VendorPOHistory	261
\$ On Order	CustSOHistory	On Order Amount	\$ On Order	CustSOHistory	261
Acct #	PO	Account Number	Acct #	PO	233
Acct #	Vendor	Account Number	Acct #	Vendor	233
Acct #	Voucher	Account Number	Acct #	Voucher	233
Activate On	TO	Activate On	Activate On	TO	958
Address 1	PO	Address 1	Address 1	PO	214
Address 1	Customer	Address 1	Address 1	Customer	214
Address 1	Voucher	Address 1	Address 1	Voucher	214
Address 1	Vendor	Address 1	Address 1	Vendor	214
Address 2	Vendor	Address 2	Address 2	Vendor	215
Address 2	Voucher	Address 2	Address 2	Voucher	215
Address 2	PO	Address 2	Address 2	PO	215
Address 2	Customer	Address 2	Address 2	Customer	215
Address 3	PO	Address 3	Address 3	PO	216
Address 3	Vendor	Address 3	Address 3	Vendor	216
Address 3	Customer	Address 3	Address 3	Customer	216
Address 3	Voucher	Address 3	Address 3	Voucher	216
Adj C\$	Memo	Adjusted Cost	Adj C\$	Memo	816
Adj C\$	Memoltem	Adjusted Cost	Adj C\$	Memoltem	816
Adj C\$	MemEditItems	Adjusted Cost	Adj C\$	MemEditItems	816
Adj Cmp Qty	Memo	Adjusted Company Quantity	Adj Cmp Qty	Memo	810
Adj Prc	MemEditItems	Adjusted Price	Adj Prc	MemEditItems	813
Adj Prc	Memoltem	Adjusted Price	Adj Prc	Memoltem	813
Adj Prc	Memo	Adjusted Price	Adj Prc	Memo	813
Adj Str Qty	Memoltem	Adjusted Store Quantity	Adj Str Qty	Memoltem	809
Adj Str Qty	MemEditItems	Adjusted Store Quantity	Adj Str Qty	MemEditItems	809
Adj Str Qty	Memo	Adjusted Store Quantity	Adj Str Qty	Memo	809
Alloc Pattern	Department	Allocation Pattern	Alloc Pattern	Department	201
ALU	SlpEditItems	Alternate Look Up	ALU	SlpEditItems	166

- Once the new custom labels are saved, we need to make sure Retail Pro is set up to recognize these new labels. Go to **Options** and then **System Preferences**.
- In **System Preferences**, go down to the **General Documents** entry and click on **System**.
- Under **Customer Labels**, make sure that the box that says “**User-Defined labels in RPRO**” is checked, then press **Save**.



9. Now, when you go into a list in your Retail Pro 8 (Here, Vendors), the field that in the past would say **Address 3** will now say **City, State**.

