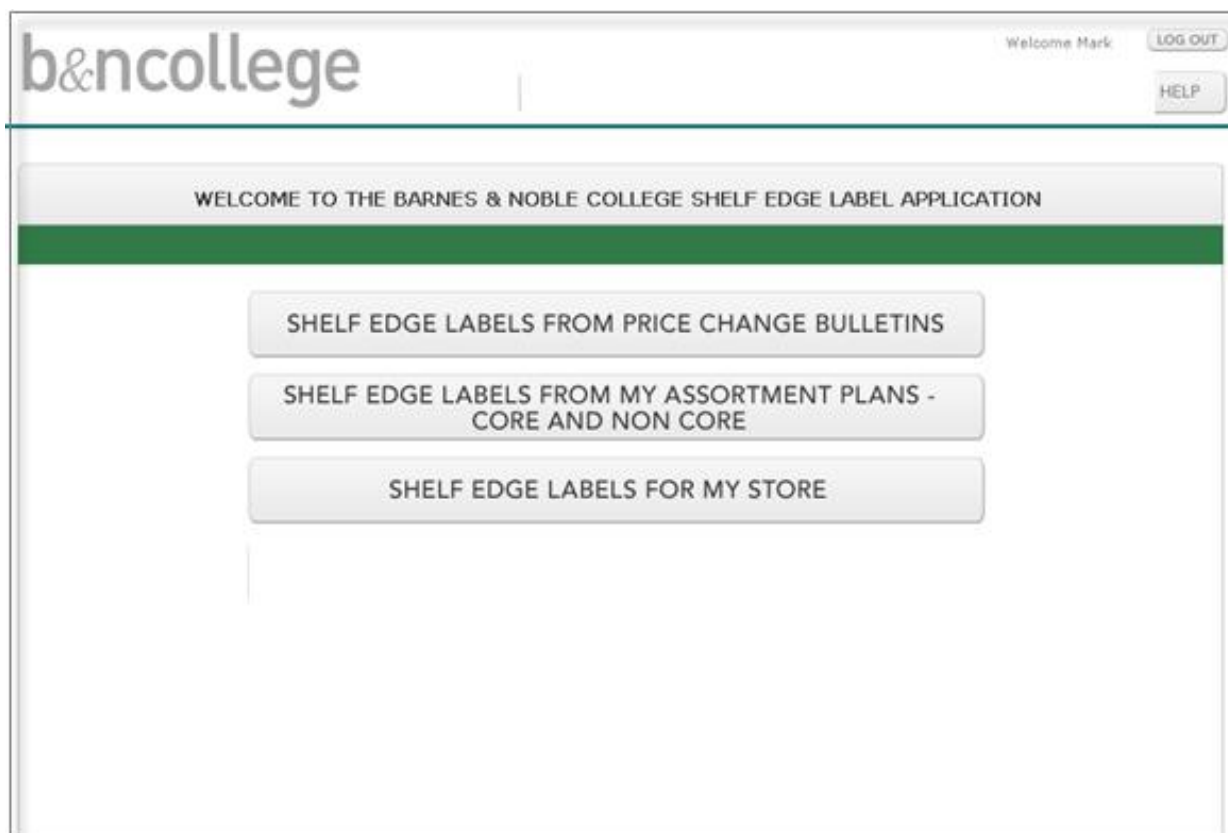# b&ncollege

Shelf Edge Label User Guide

Barnes & Noble College Shelf Edge Label User Guide Version 1.0

The following document has been developed to provide basic instructions on how to use the Shelf Edge Label web based tool for shelf label requirements. Have specific questions or need additional assistance? Please contact Support Services, 908-991-2100, supportservices@bncollege.com
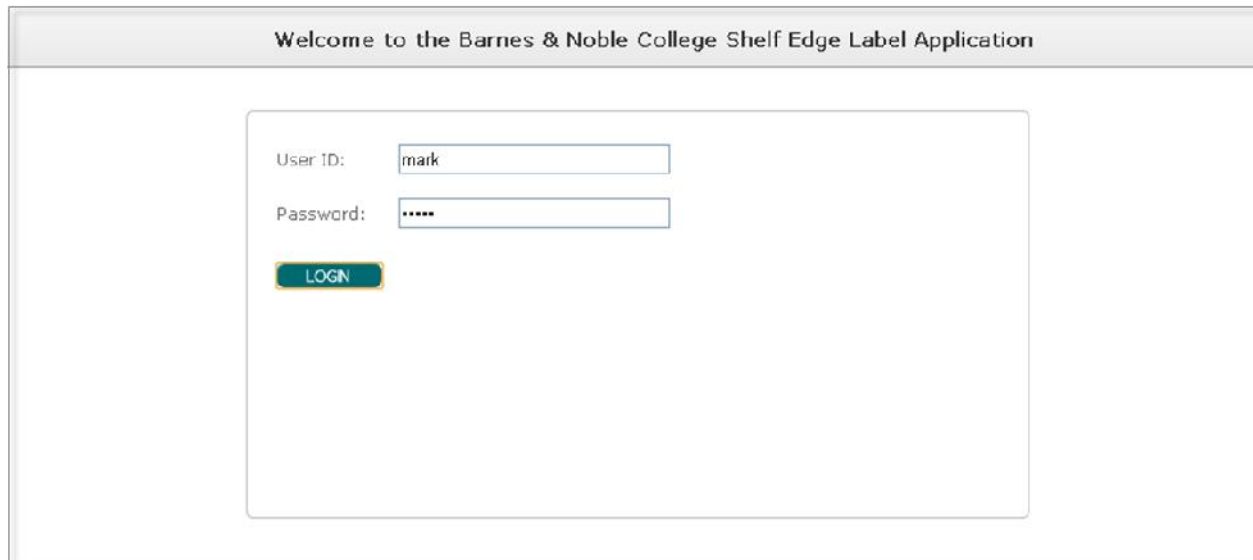
Table of Contents

Overview

The Shelf Edge Label Application is a web-based tool that has been designed to provide an easy to use interface to process monthly and store needed shelf label changes based on pricing changes and/or in-store promotions or offerings. The application is accessible via a web browser and will automatically format label requirements to print on pre-formatted label stock and sheets which are available on SAM (Item # BNM00903).

Accessing Shelf Edge Label Application

Access the Shelf Edge Label application from the Resources section on the BNC Inside Homepage or the PC's web browser at www.bncollegelabels.com. Enter your store log in information (as provided by Support Services) and select the Login button.

Log In

Welcome to the Barnes & Noble College Shelf Edge Label Application

User ID: mark

Password: •••••

LOGIN

Home Page

After log in the home page for the application is visible. The home page is designed to quickly access and process store label requirements via 3 potential scenarios:

1. **Shelf Edge Labels from Price Change Bulletin:** Ability to run a query for any price changes between specific dates.

2. **Shelf Edge Labels From My Assortment Plans-Core And Non Core:** Ability to search all label changes regardless of date range.

3. **Shelf Edge Labels for My Store***:* Ability to create a label for a product specific to your store and/or create a label for a product that is not in the label master file.
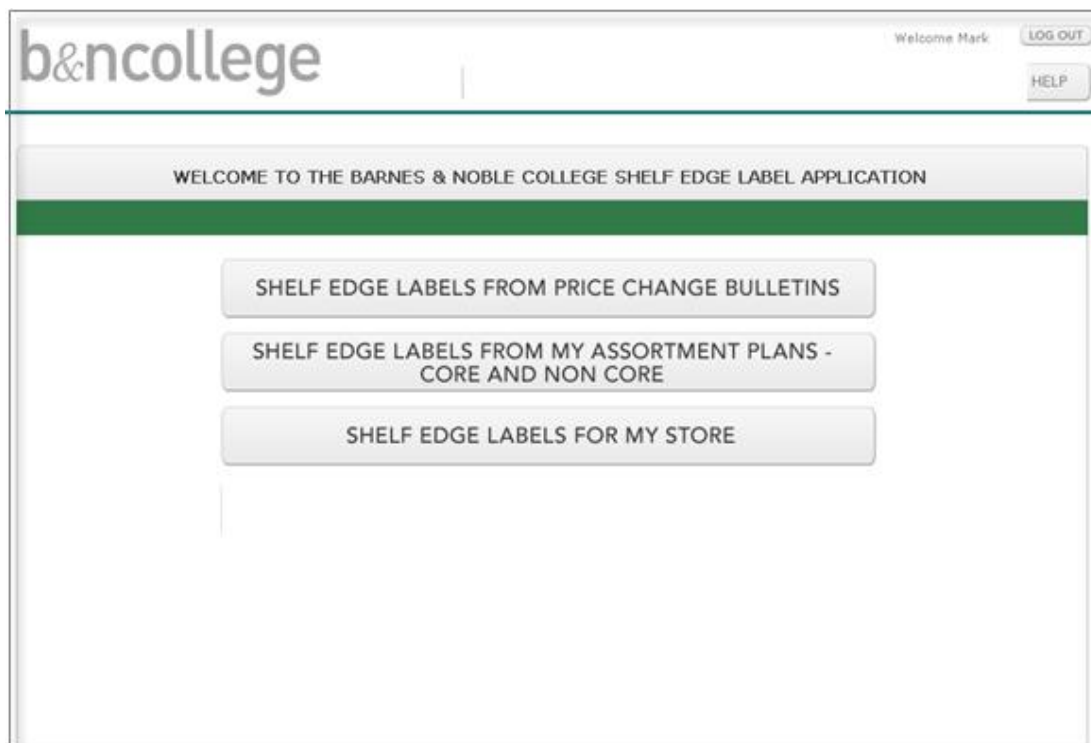
Shelf Edge Labels from Price Change Bulletin

Step 1: Select the desired date range to check for any price changes. Enter dates based on the format of MM(Month)/DD(Date)/YYYY(Year) or use the calendar tool, then click the **Set Data Range** button.

Step2: Next screen:

Step 3: Select the Department using the Drop Down Box.

While selecting the department the screen will update to show available labels.

In order to refine the data view, select Class or Vendor information from the drop down menus. If Class or Vendor information is not specified, scroll through the available labels and select one or all as needed.

Step 4: Use the pointer to select a label and then hit the **Add** Button to add it to the selected label batch. Add all by selecting the **Add All** Button.

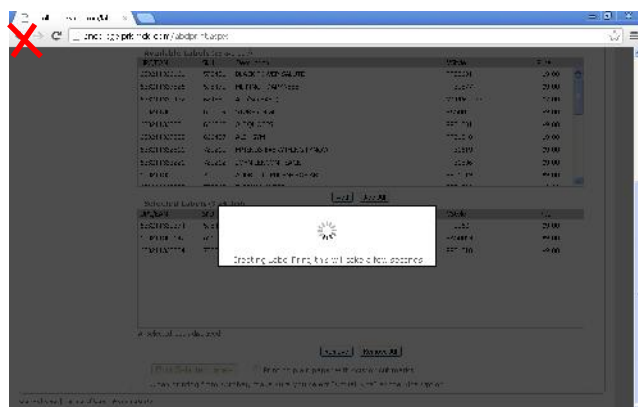To remove a label, highlight it with the pointer and select **Remove.** Or to remove all labels select **Remove All**.

Step 5: Once all corresponding labels are selected proceed to print by clicking the **Print Selected Labels** box.

Please note, if you are **NOT** going to print on the pre-perforated label sheets when selecting **Print Selected Labels** you can check off the box next to Print Selected Labels. The labels will be generated in a PDF document.

After clicking Print Selected Labels, the application will begin to process and format the labels. **It could take up to a minute to process. DO NOT HIT THE BACK BUTTON** as it will remove the records and the process will need to be restarted.

When printing, select "Actual Size" as the Size Option.

The format will print 3 labels across the sheet.

Step 6: Ensure the proper label stock is in the tray for the selected printer. Select OK from the print window.
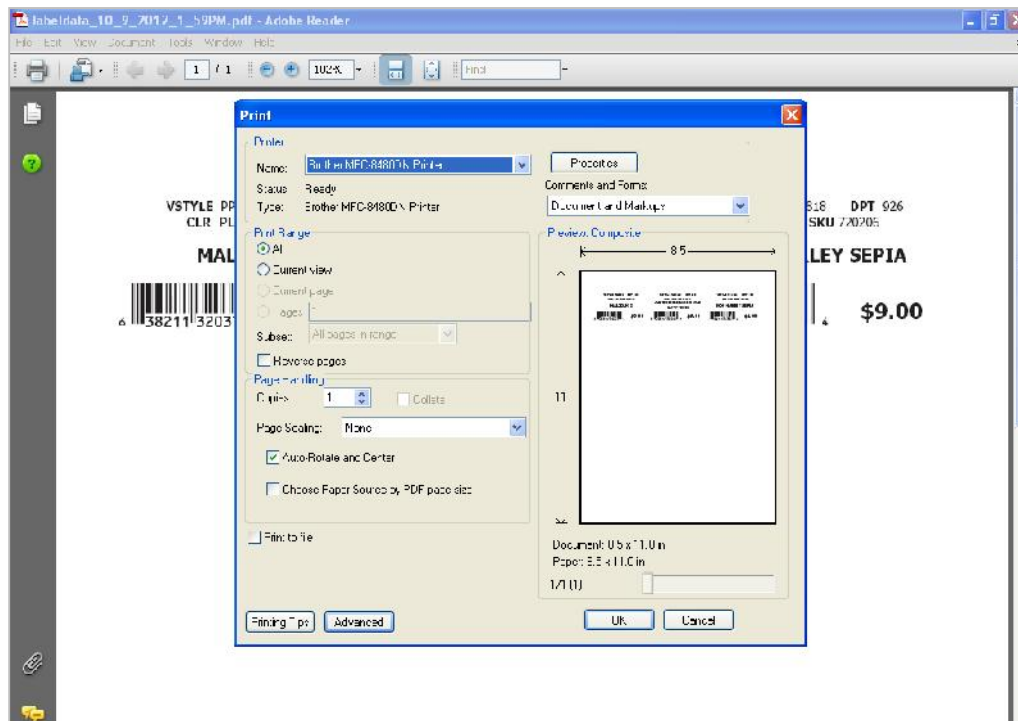
Upon completion of the label printing, return to the home page by clicking the B&N College logo at the top of the page or the Home link in the bottom left corner. Select any other label option.

Shelf Edge Labels from My Assortment Plan-Core and Non Core

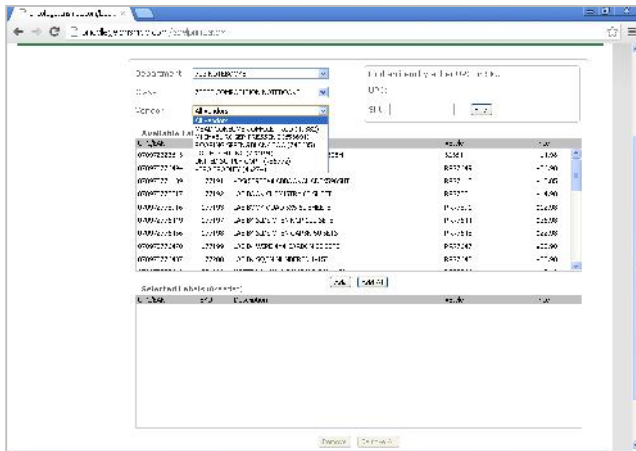**Step 1:** Query for labels by selecting Department, Class and Vendor via the drop downs or enter either the UPC or SKU number as offered on the right side of the page.

Select Department

Select Class

All label/product information is viewable by Department Selection. To further refine the results, select Class or Vendor information.
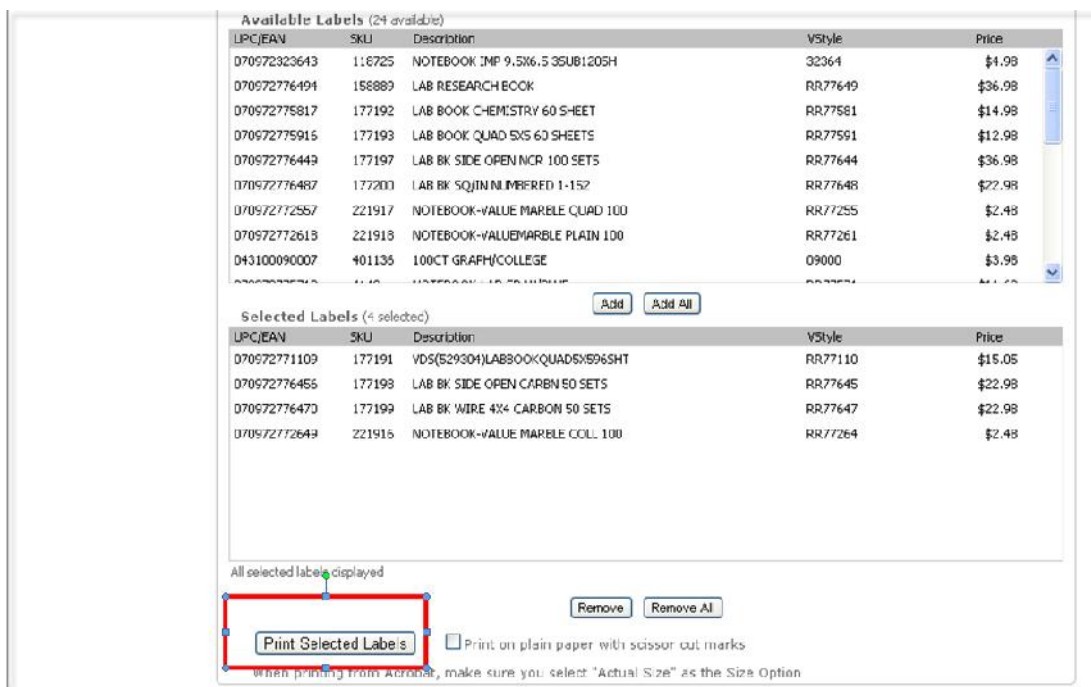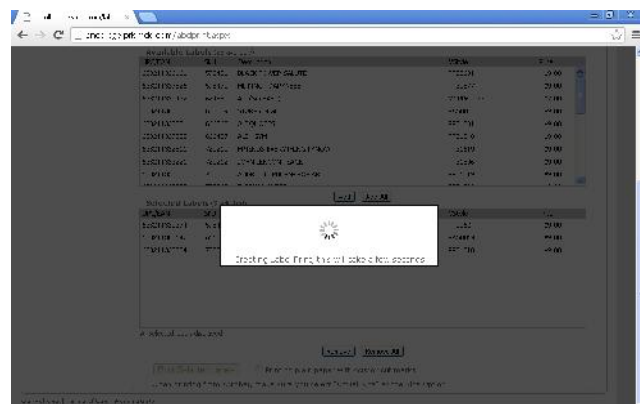
Select Vendor

Step 2: Select **Add** to move the labels to the Selected Labels area. Click **Add All** to move an entire section to Selected Labels. If needed remove one or all labels by utilizing the **Remove** or **Remove All** buttons.
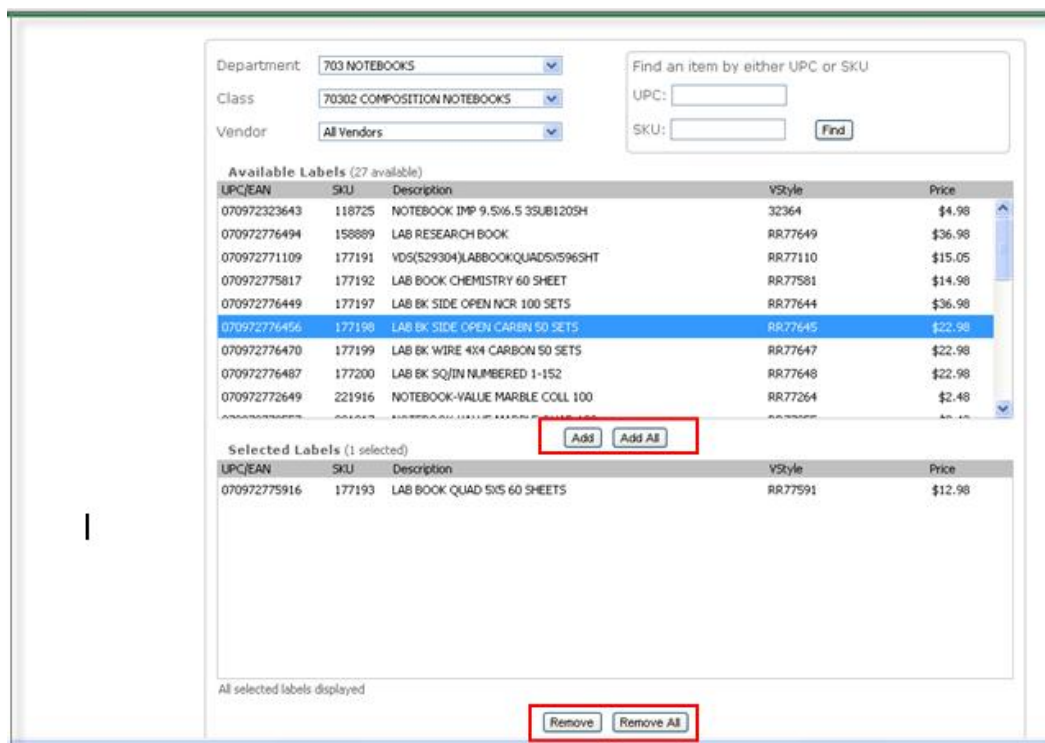
Step 3: Once complete, click the **Print Selected Labels** button.

Please note, if you are **NOT** going to print on the pre-perforated label sheets when selecting **Print Selected Labels** you can check off the box next to Print Selected Labels. The labels will be generated in a PDF document.


After clicking Print Selected Labels, the application will begin to process and format the labels. **It could take up to a minute to process. DO NOT HIT THE BACK BUTTON** as it will remove the records and the process will need to be restarted.

When printing, select "Actual Size" as the Size Option.

The format will print 3 labels across the sheet

Step 4: Ensure the proper label stock is in the tray for the selected printer. Select OK from the print window.
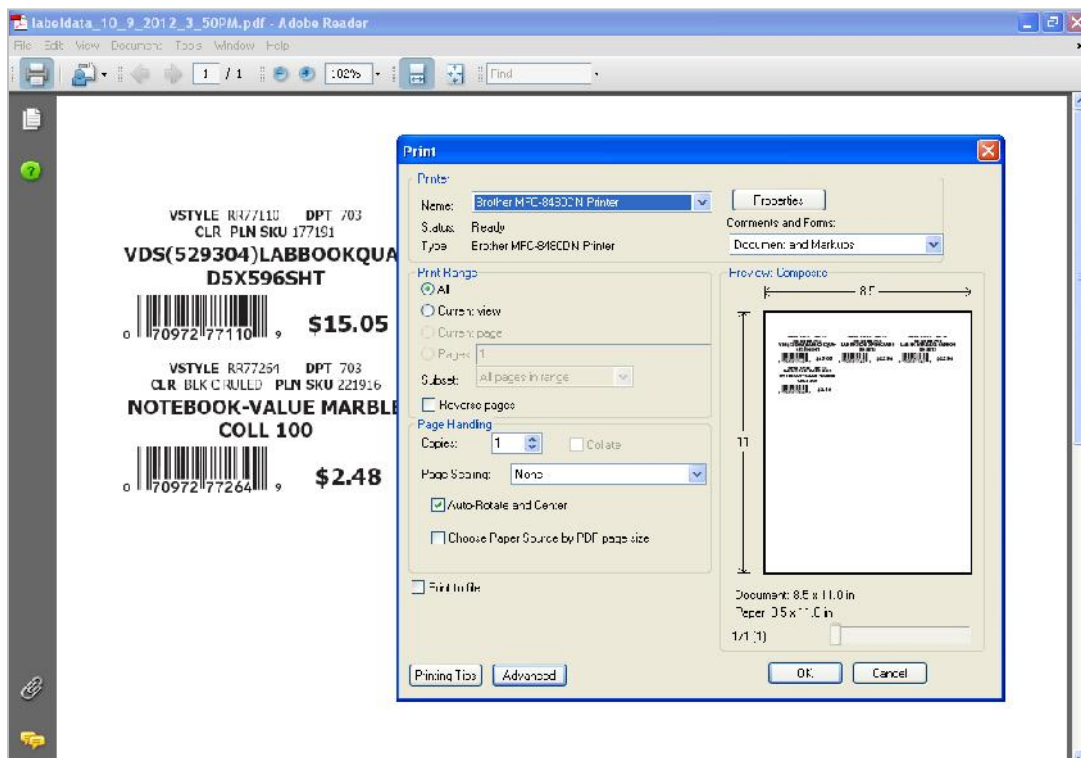
Upon completion, perform another query or return to the home page by clicking the B&N College logo at the top of the page or the Home link in the bottom left corner.

Shelf Edge Labels for My Store

The Shelf Edge Labels for My Store button provides the ability to create a unique label which has not been added to the Label Master.

Step 1: Click on the Add New Label button.

Step 2: Enter information in all the fields and click the Add New Label button.

If a UPC or SKU number exists already a red error message will be generated and a label will not be created.

Step 3: Select **Add** or **Add All** which will move the labels to the Select Labels area.

Please note, any label additions are available for a one-time only print and they will not be saved in the database for future use.

Step 4: Click the **Print Selected Labels.**

Please note, if you are **NOT** going to print on the pre-perforated label sheets when selecting **Print Selected Labels** you can check off the box next to Print Selected Labels. The labels will be generated in a PDF document.

After clicking Print Selected Labels, the application will begin to process and format the labels. **It could take up to a minute to process. DO NOT HIT THE BACK BUTTON** as it will remove the records and the process will need to be restarted.
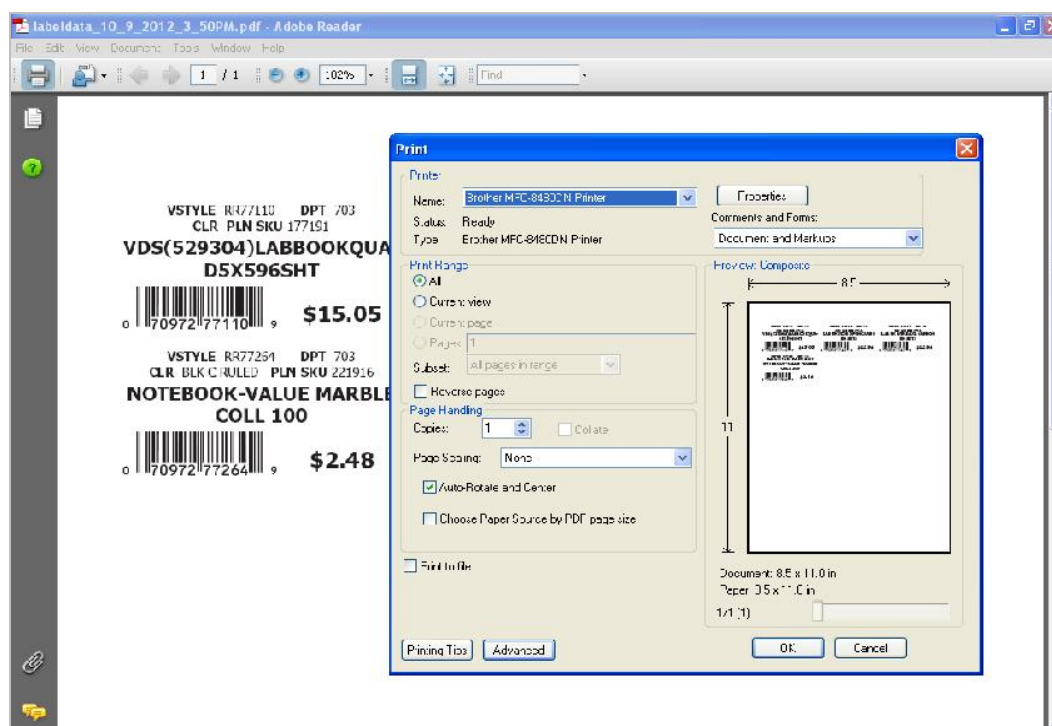
When printing, select "Actual Size" as the Size Option.

The format will print 3 labels across the sheet.

Step 5: Ensure the proper label stock is in the tray for the selected printer.   Select OK from the print window.

Upon completion, perform another query or return to the home page by clicking the B&N College logo at the top of the page or the Home link in the bottom left corner.

Have questions or need additional assistance? Please contact:

Support Services, 908-991-2100, supportservices@bncollege.com