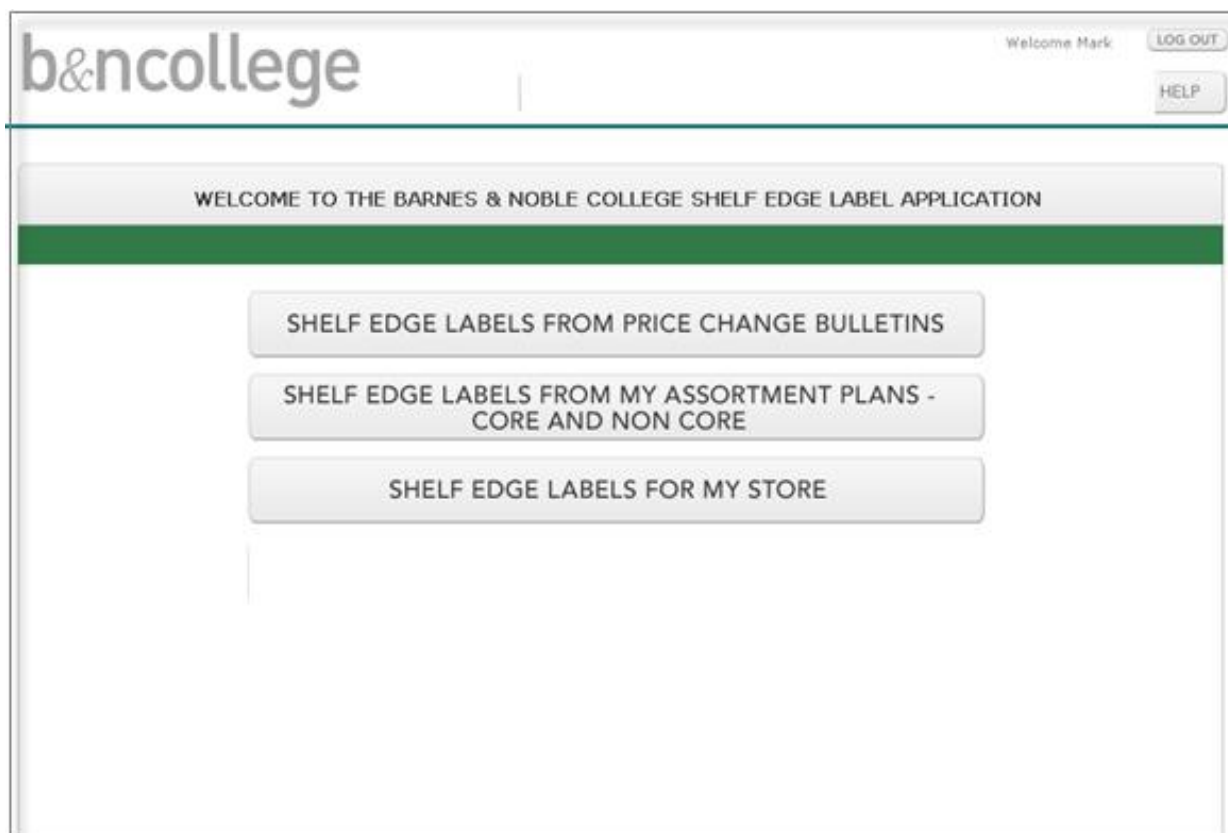




Shelf Edge Label User Guide



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

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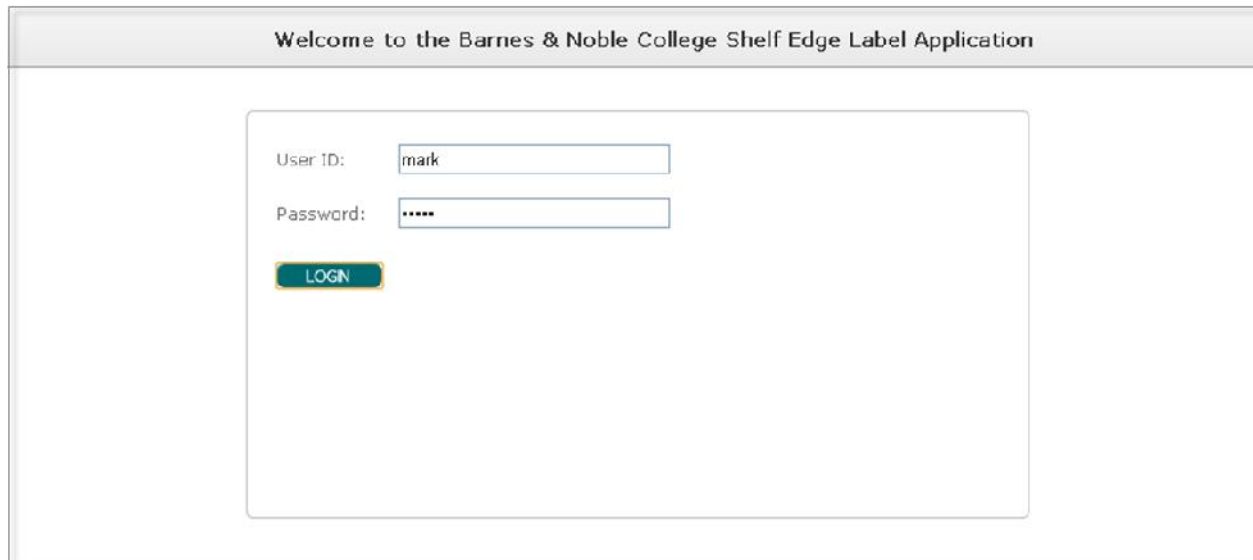
Overview

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.bnccollegelabels.com. Enter your store log in information (as provided by Support Services) and select the Login button.

Log In

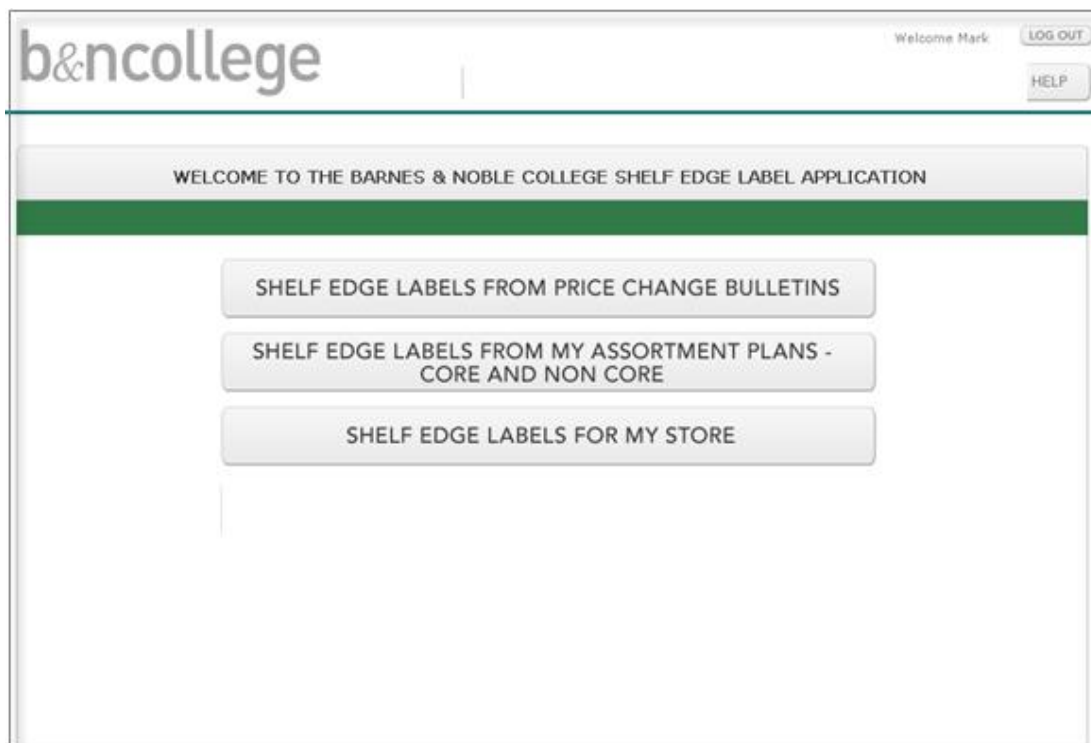


The screenshot shows a web browser window displaying the login interface for the Shelf Edge Label Application. At the top, a grey header bar contains the text "Welcome to the Barnes & Noble College Shelf Edge Label Application". Below this, a white rectangular box contains the login form. The form has two input fields: "User ID:" with the text "mark" entered, and "Password:" with five dots representing a masked password. Below these fields is a green button with the word "LOGIN" in white capital letters.

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.

The screenshot shows the Barnes & Noble College Shelf Edge Label Application interface. At the top, the logo "b&ncollege" is on the left, and "Welcome Mark" with "LOG OUT" and "HELP" buttons are on the right. Below the header, a green bar reads "WELCOME TO THE BARNES & NOBLE COLLEGE SHELF EDGE LABEL APPLICATION". Underneath, a green bar says "Shelf Edge Labels from Price Change Bulletins". The main content area has a "Price Change Effective Date" section with "Start Date: 07/18/2012" and "End Date: 07/18/2012", each with a calendar icon and a "Set Date Range" button. Below this is a table titled "Available Labels (0 available)" with columns: UPC/EAN, SKU, Description, VStyle, and Price. At the bottom, there is a "Selected Labels (0 selected)" section with "Add" and "Add All" buttons, and another table with the same columns as the available labels table.

Step2: Next screen:

The screenshot shows the next screen of the Barnes & Noble College Shelf Edge Label Application. It has the same header and green bars as the previous screen. The main content area has a "Department" dropdown menu with "Select Department" selected, and "Class" and "Vendor" dropdown menus. To the right is the "Price Change Effective Date" section with "Start Date: 07/18/2012" and "End Date: 07/30/2012", each with a calendar icon and a "Set Date Range" button. Below this is a table titled "Available Labels (0 available)" with columns: UPC/EAN, SKU, Description, VStyle, and Price. At the bottom, there is a "Selected Labels (none selected)" section with "Add" and "Add All" buttons, and another table with the same columns as the available labels table.

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

WELCOME TO THE BARNES & NOBLE COLLEGE SHELF EDGE LABEL APPLICATION

Shelf Edge Labels from Price Change Bulletins

Department: 926 POSTERS
 Class: 926 POSTERS
 Vendor:

Price Change Effective Date
 Start Date: 07/16/2012
 End Date: 09/30/2012 [Set Date Range](#)

Available Labels (25 available)

UPC/EAN	SKU	Description	VStyle	Price
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Selected Labels (none selected)

[Add](#) [Add All](#)

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

WELCOME TO THE BARNES & NOBLE COLLEGE SHELF EDGE LABEL APPLICATION

Shelf Edge Labels from Price Change Bulletins

Department: 926 POSTERS
 Class: All Classes
 Vendor: All Vendors

Price Change Effective Date
 Start Date: 07/18/2012
 End Date: 09/30/2012 [Set Date Range](#)

Available Labels (25 available)

UPC/EAN	SKU	Description	VStyle	Price
538211300147	666020	ALMOND BLOSSOM SAN RAMY 1390	PA50014	\$9.00
538211320531	666060	ALL QUOTES	PP31381	\$9.00
538211329353	666487	ALT - GYM	PP31040	\$9.00
538211323504	720206	BOB MARLEY SEPIA	PP31818	\$9.00
538211322011	720210	FRIENDS-EVERYTHING I KNOW	PP01519	\$9.00
538211323221	720212	JOHN LENNON PEACE	PP01906	\$9.00
538211322552	720235	AUDREY HEPBURN POP ART	PP01519	\$9.00
538211320527	720242	E-COW-NO-MICS	PP31326	\$9.00
538211330168	720305	ALL-LETS ON TRIPITYCH	MC-960073	\$7.00

Selected Labels (none selected)

[Add](#) [Add All](#)

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.

Department: 926 POSTERS
 Class: All Classes
 Vendor: All Vendors

Price Change Effective Date
 Start Date: 07/10/2012
 End Date: 09/30/2012
 Set Date Range

Available Labels (20 available)

UPC/EAN	SKU	Description	VStyle	Price
638211320374	595421	MALCOLM X	PP0062	\$9.00
638211326161	595451	BLACK POWER SALUTE	PP30691	\$9.00
638211327526	595470	ML KING - DARKNESS	PP30877	\$9.00
638211330472	624588	ALI (SO FAST)	MCP960073	\$7.00
638211300123	666019	STARRY NIGHT	PA50012	\$9.00
638211300147	666020	ALMOND BLOSSOM SAN RAMY 1890	PA50014	\$9.00
638211320631	666060	ALI QUOTES	PP31381	\$9.00
638211329353	666487	ALI - GYM	PP31040	\$9.00
638211323504	720206	BOB MARLEY SEPIA	PP31818	\$9.00

Selected Labels (none selected)

Add Add All

UPC/EAN	SKU	Description	VStyle	Price
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To remove a label, highlight it with the pointer and select **Remove**. Or to remove all labels select **Remove All**.

Department: 926 POSTERS
 Class: All Classes
 Vendor: All Vendors

Price Change Effective Date
 Start Date: 07/18/2012
 End Date: 08/20/2012
 Set Date Range

Available Labels (27 available)

UPC/EAN	SKU	Description	VStyle	Price
638211325161	595451	BLACK POWER SALUTE	PP30691	\$9.00
638211327526	595470	ML KING - DARKNESS	PP30877	\$9.00
638211330472	624588	ALI (SO FAST)	MCP960073	\$7.00
638211300123	666019	STARRY NIGHT	PA50012	\$9.00
638211300147	666020	ALMOND BLOSSOM SAN RAMY 1890	PA50014	\$9.00
638211320631	666060	ALI QUOTES	PP31381	\$9.00
638211329353	666487	ALI - GYM	PP31040	\$9.00
638211323504	720206	BOB MARLEY SEPIA	PP31818	\$9.00
638211322811	720210	FRIENDS-EVERYTHING I KNOW	PP31619	\$9.00

Selected Labels (1 selected)

Add Add All

UPC/EAN	SKU	Description	VStyle	Price
638211323374	595421	MALCOLM X	PP0062	\$9.00

All selected labels displayed

Remove Remove All

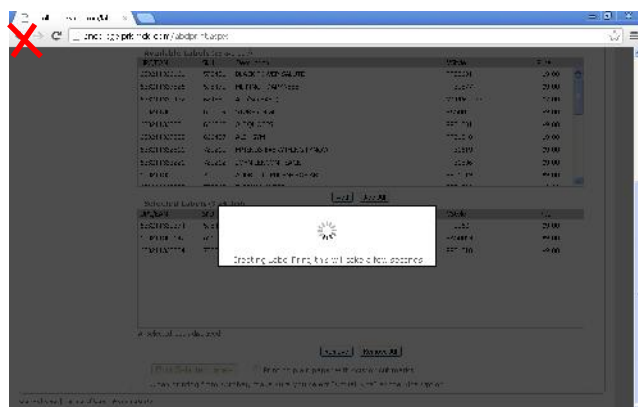
Step 5: Once all corresponding labels are selected proceed to print by clicking the **Print Selected Labels** box.

The screenshot shows the 'Available Labels' window in the Shelf Edge Label application. At the top, there are dropdown menus for 'Vendor' (set to 'All Vendors') and 'End Date' (set to '09/30/2012'). Below these are two tables. The first table, 'Available Labels (25 available)', lists various items with columns for UPC/EAN, SKU, Description, VStyle, and Price. The second table, 'Selected Labels (3 selected)', shows the items currently chosen for printing. At the bottom of the window, the 'Print Selected Labels' button is highlighted with a red rectangle. Other buttons include 'Add', 'Add All', 'Remove', and 'Remove All'. A checkbox for 'Print on plain paper with scissor cut marks' is also visible.

UPC/EAN	SKU	Description	VStyle	Price
638211326161	595451	BLACK POWER SALUTE	PP30691	\$9.00
638211327525	595470	MILKING - DARKNESS	PP30877	\$9.00
638211330472	624989	ALI (SO HAS I)	PP3080073	\$7.00
638211300123	666019	STARKEY NIGHT	PA50012	\$9.00
638211320831	666060	ALI QUOTES	PP31381	\$9.00
638211329353	666187	ALI - GYM	PP31010	\$9.00
638211322811	720210	FRIENDS EVERYTHING I KNOW	PP31610	\$9.00
638211323221	720212	JOHN LENNON TEACE	PP31805	\$9.00
638211322552	720235	AUDREY HEPBURN POP ART	PP31510	\$9.00

UPC/EAN	SKU	Description	VStyle	Price
630211320074	595421	MALCOLM X	PP0002	\$9.00
638211300147	666020	ALMOND BLOSSOM SAN RAMY 1650	PA50014	\$9.00
638211323504	720206	BOB MARLEY SEP'A	PP31818	\$9.00

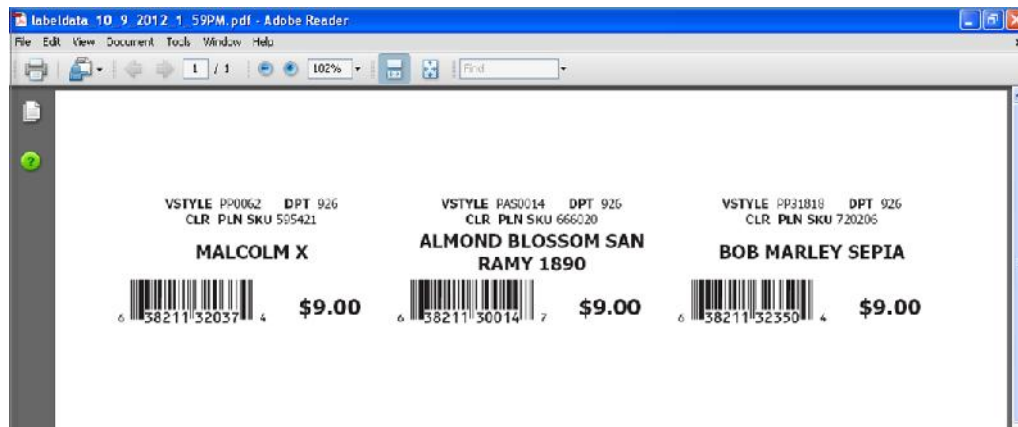
Please note, if you are **NOT** going to print on the pre-perforated label sheets when selecting **Print Selected Labels** you can check off the box next to Print Selected Labels. The labels will be generated in a PDF document.



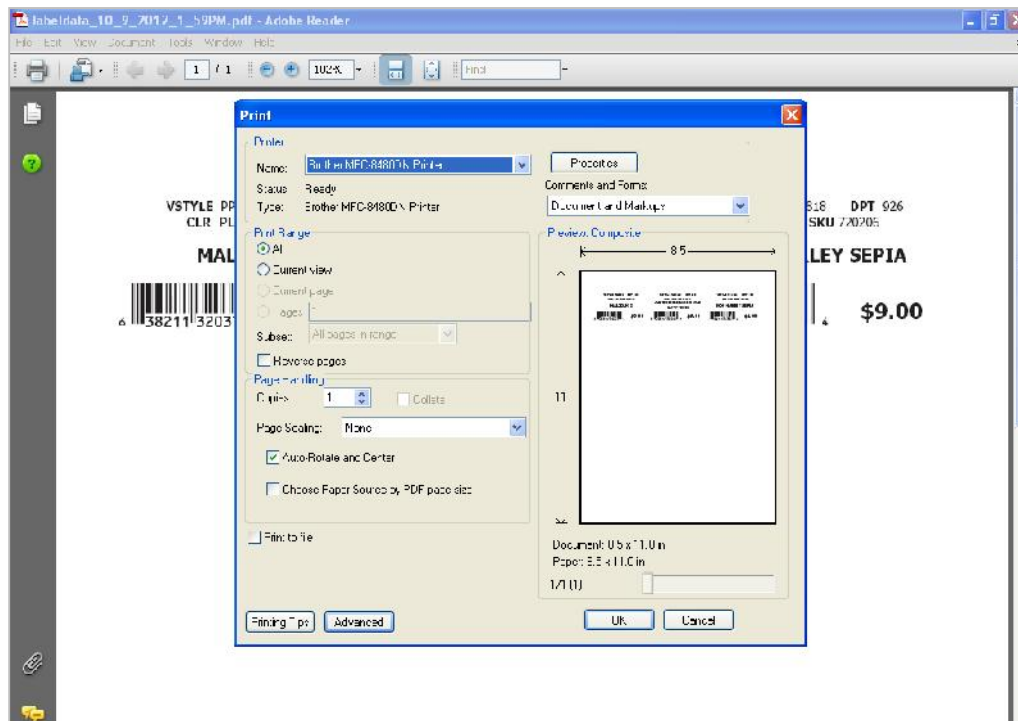
After clicking Print Selected Labels, the application will begin to process and format the labels. **It could take up to a minute to process. DO NOT HIT THE BACK BUTTON** as it will remove the records and the process will need to be restarted.

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

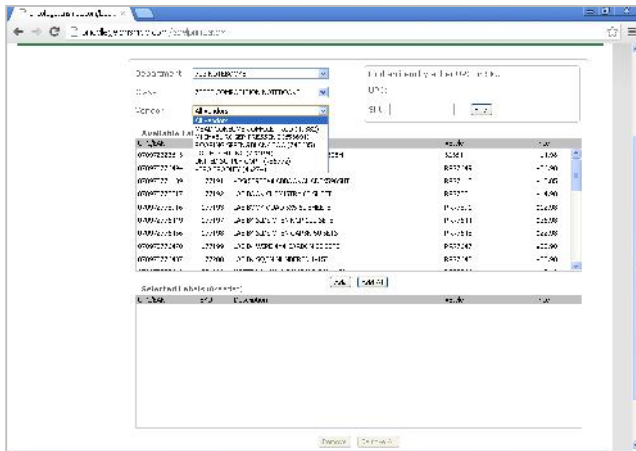
The format will print 3 labels across the sheet.



Step 6: Ensure the proper label stock is in the tray for the selected printer. Select OK from the print window.



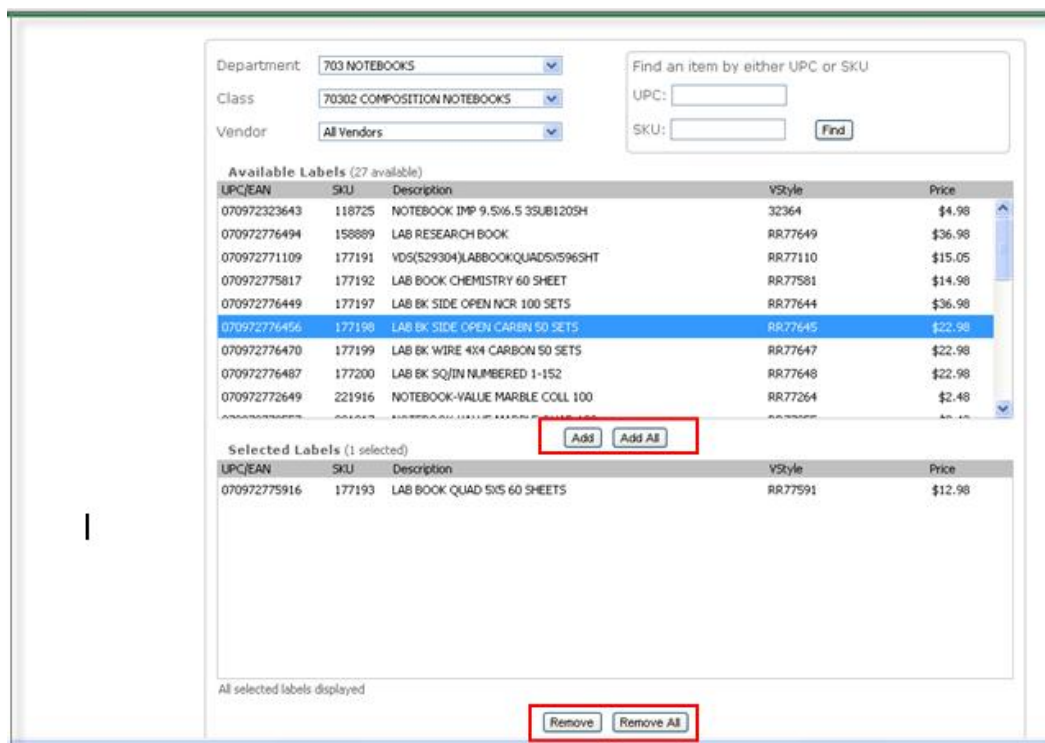
Upon completion of the label printing, return to the home page by clicking the B&N College logo at the top of the page or the Home link in the bottom left corner. Select any other label option.



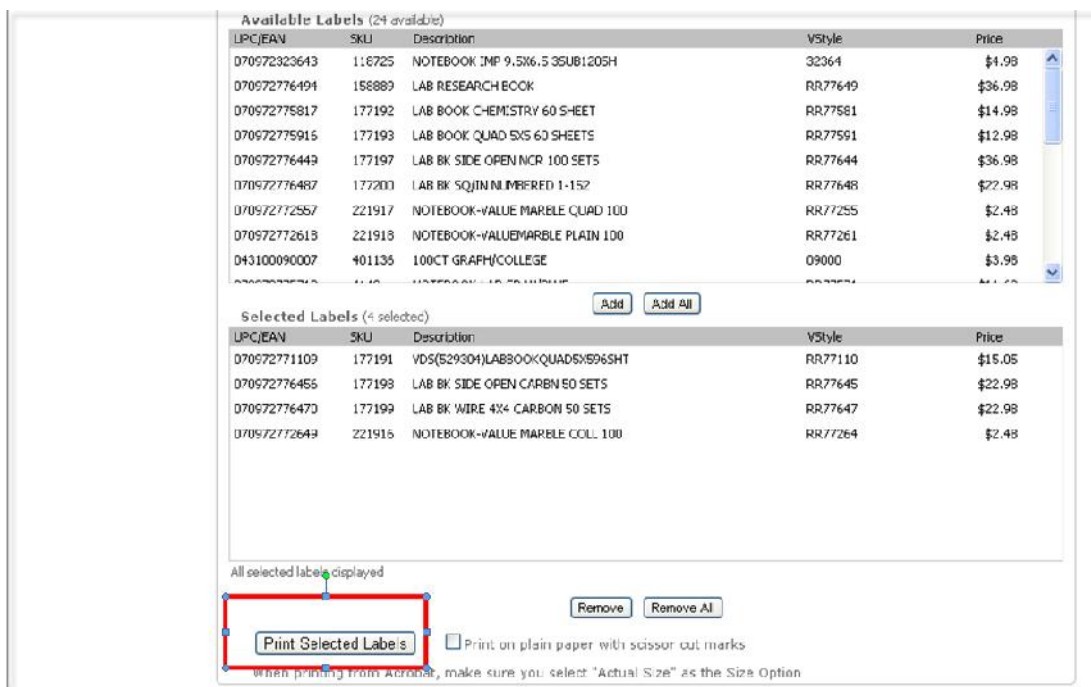
All label/product information is viewable by Department Selection. To further refine the results, select Class or Vendor information.

Select Vendor

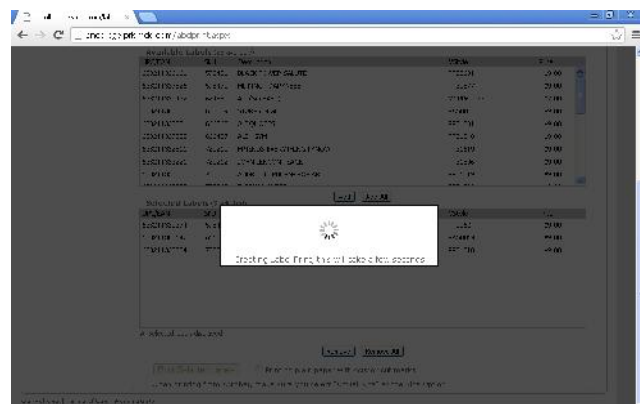
Step 2: Select **Add** to move the labels to the Selected Labels area. Click **Add All** to move an entire section to Selected Labels. If needed remove one or all labels by utilizing the **Remove** or **Remove All** buttons.



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.

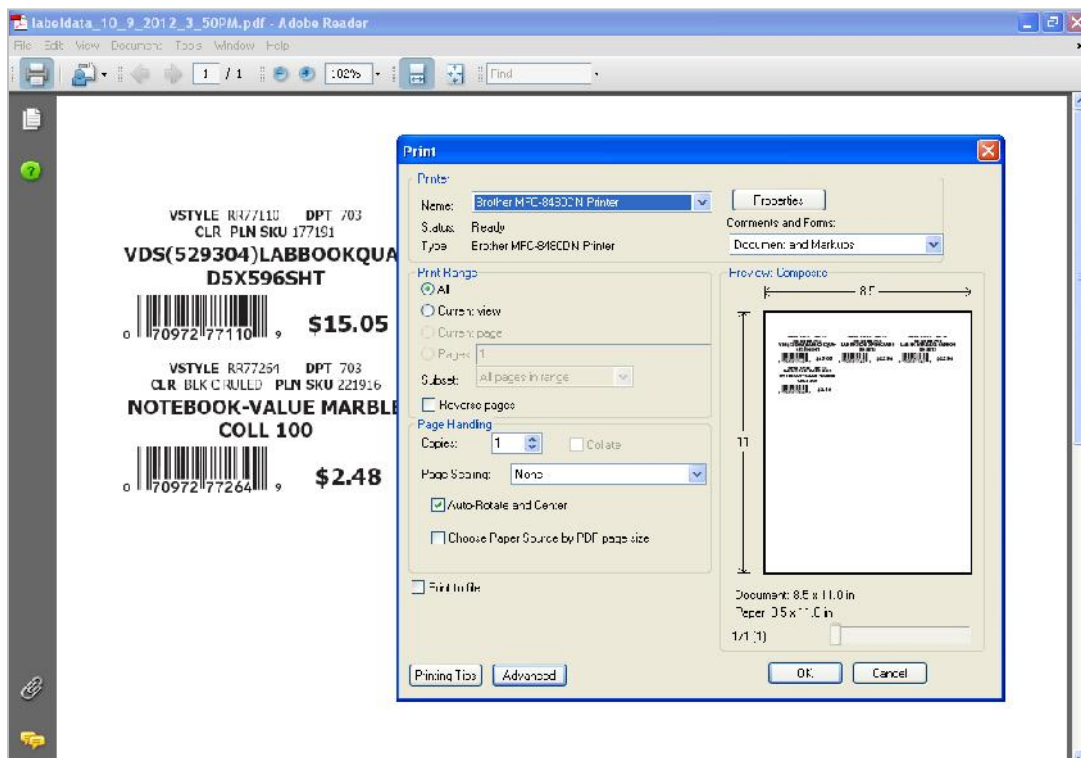


After clicking Print Selected Labels, the application will begin to process and format the labels. **It could take up to a minute to process. DO NOT HIT THE BACK BUTTON** as it will remove the records and the process will need to be restarted.

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.

The screenshot shows the 'b&ncollege' application interface. At the top, there is a navigation bar with links: ABOUT, MY REPORTS, MY LABELS, ADMIN, and HELP. A 'Welcome Mark' message and a 'LOG OUT' button are also present. Below the navigation bar, a green banner reads 'WELCOME TO THE BARNES & NOBLE COLLEGE SHELF EDGE LABEL APPLICATION'. The main section is titled 'Shelf Edge Labels for My Store'. It features a 'Department' dropdown menu set to 'Select: Department'. To the right, there is a search section titled 'Find an item by either UPC or SKU' with input fields for 'UPC:' and 'SKU:', and a 'Find' button. A red box highlights the 'Add New Label' button. Below this, there are two tables: 'Available Labels (0 available)' and 'Selected Labels (0 selected)'. Both tables have columns for 'UPC/EAN', 'SKU', 'Description', 'VStyle', and 'Price'. The 'Add' and 'Add All' buttons are located at the bottom right of the 'Selected Labels' table.

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

This screenshot shows the same application interface as the previous one, but with the 'Create a New Label' dialog box open. The dialog box contains the following fields: 'UPC:' (highlighted with a yellow border), 'SKU:', 'Description:', 'Department:' (a dropdown menu), 'Color:', 'Vendor Style:', and 'Price:'. At the bottom of the dialog box, there are two buttons: 'Add New Label' (highlighted with a red box) and 'Cancel'. The background application interface is dimmed, showing the same navigation bar, welcome message, and main section as before.

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

The screenshot shows the 'b&ncollege' Shelf Edge Label Application interface. A 'Create a New Label' dialog box is open, displaying the following fields:

- UPC: 120572776471
- SKU: 118726
- Description: School Logo Notepad
- Department: (dropdown menu)
- Color: Red
- Vendor Style: Regular
- Price: 9.99

 Below the fields are 'Add New Label' and 'Cancel' buttons. A red error message at the bottom of the dialog states: 'UPC or SKU already exists for your store'. The background shows the main application window with a 'Shelf Edge Labels for My Store' section and a table of available labels.

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

The screenshot shows the 'Available Labels' section of the application. It includes a search bar with fields for 'UPC' and 'SKU' and a 'Find' button. Below the search bar is a table of available labels with columns: UPC/EAN, SKU, Description, VStyle, and Price. The table lists 27 available labels. At the bottom of the table, there are 'Add' and 'Add All' buttons, which are highlighted with a red box. Below the table is a 'Selected Labels' section showing 1 selected label.

UPC/EAN	SKU	Description	VStyle	Price
070927523643	118726	NOTEBOOK IMP 9.5X6.5 35UB120SH	32364	\$1.98
07092776494	153808	LAB RESEARCH BOOK	RR77649	\$35.90
07092771109	177191	VDS(529304)LABBOOKQUAD5:5965HT	RR77110	\$15.05
07092775817	177192	LAB BOOK CHEMISTRY 60 SHEET	RR77581	\$14.98
07092776419	177193	LAB BK SIDE OPEN NCR 100 SETS	RR77611	\$35.98
07092776456	177190	LAB BK SIDE OPEN CARBON 50 SETS	RR77645	\$22.98
07092776470	177196	LAB BK WIRE 4X4 CARBON 50 SETS	RR77647	\$22.98
07092776487	177200	LAB BK SQ IN NUMBERED 1-152	RR77648	\$22.98
07092772649	221916	NOTEBOOK-VALUE MARBLE COLL 100	RR77264	\$2.48

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**.

Available Labels (24 available)

UPC/EAN	SKU	Description	YStyle	Price
070972323643	118725	NOTEBOOK IMP 5.5X8.5 35UB120SH	32364	\$4.98
070972776494	158889	LAB RESEARCH BOOK	RR77649	\$36.98
070972775817	177192	LAB BOOK CHEMISTRY 60 SHEET	RR77581	\$14.98
070972775916	177193	LAB BOOK QUAD 5X5 60 SHEETS	RR77591	\$12.98
070972776449	177197	LAB BK SIDE OPEN NCR 100 SETS	RR77644	\$36.98
070972776407	177200	LAB BK SQ/IN NUMBERED 1-152	RR77640	\$22.98
070972772557	221917	NOTEBOOK-VALUE MARBLE QUAD 100	RR77255	\$2.48
070972772518	221918	NOTEBOOK-VALUE MARBLE FLAIN 100	RR77251	\$2.48
043100090007	401136	100CT GRAPH/COLLEGE	09000	\$3.98

Selected Labels (4 selected)

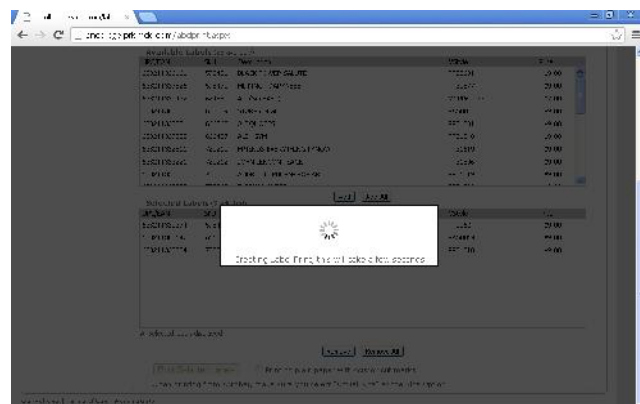
UPC/EAN	SKU	Description	YStyle	Price
070972771109	177191	VD5(529304)LABBOOKQUAD5X596SHT	RR77110	\$15.05
070972776456	177196	LAB BK SIDE OPEN CARBN 50 SETS	RR77645	\$22.98
070972776470	177199	LAB BK WIRE 4X4 CARBON 50 SETS	RR77647	\$22.98
070972772549	221916	NOTEBOOK-VALUE MARBLE COLL 100	RR77254	\$2.48

All selected labels displayed

Print Selected Labels ☐ Print on plain paper with scissor cut marks

When printing from this window, make sure you select "Actual Size" as the Size Option

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.

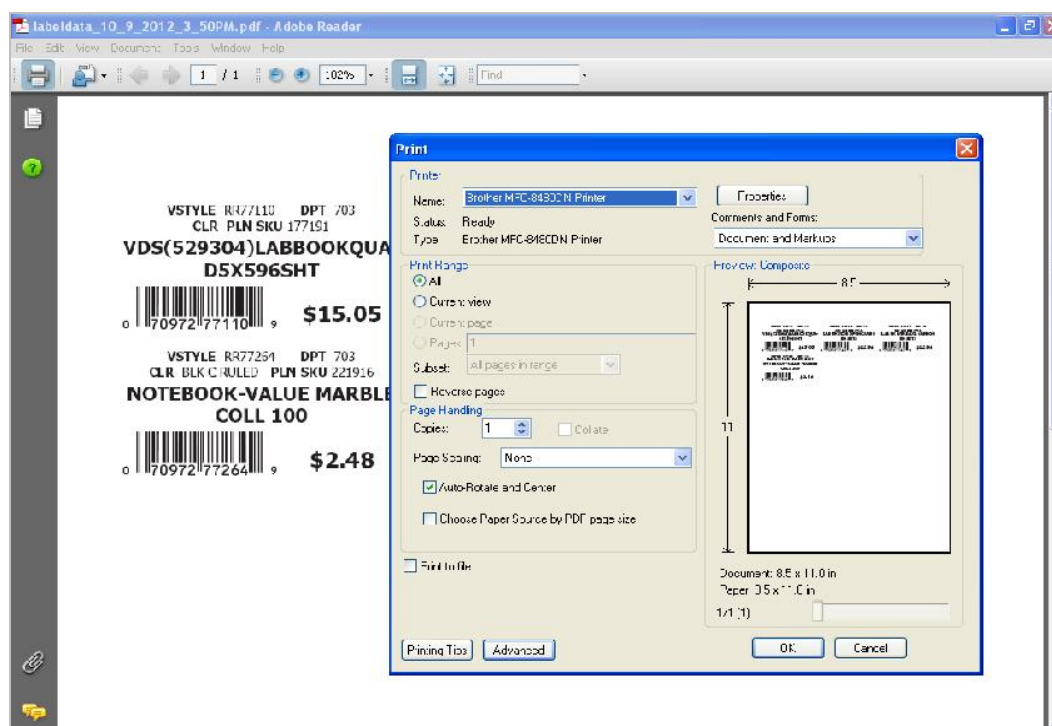


After clicking Print Selected Labels, the application will begin to process and format the labels. **It could take up to a minute to process. DO NOT HIT THE BACK BUTTON** as it will remove the records and the process will need to be restarted.

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