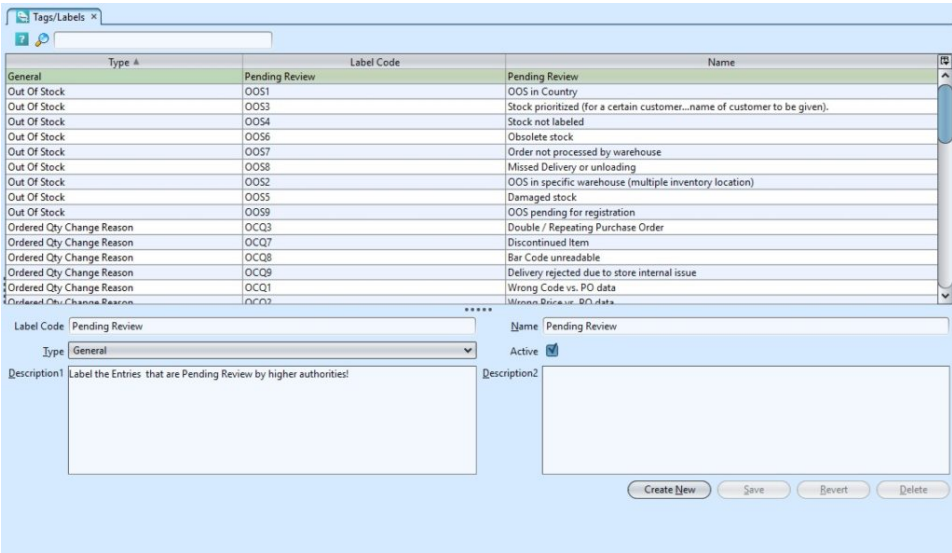


Tags/Labels

It allows user to define tags or labels to use within the application, for example additional reasons (tags) for customer returns or stock adjustment. Below actions are available under **“Tags/Labels”**:

 Create, modify, and delete



Field Name	Description	Mandatory Information
Label Code	Code for the tag / label	Y
Name	Name of tag / label	Y
Type	Type of document for the tag / label	Y
Description	Description	N

Create New Tags/Labels:

1. Click on **“Create New”** tab at the bottom of the screen
2. Fill up the information at bottom half of screen
3. Click on **“Save”** button at bottom of screen to

save the tags / labels

A screenshot of a software interface for creating new tags or labels. At the top, there is a dropdown menu labeled 'Type' with 'General' selected. Below it, a text area labeled 'Description1' contains the text 'Label the Entries that are Pending Review by higher authorities!'. To the right, there is another text area labeled 'Description2'. At the bottom right, there are four buttons: 'Create New' (highlighted with a red rectangle), 'Save', 'Revert', and 'Delete'.

Modify Tags/Labels:

1. Enter search parameter to filter the list of tags / labels, i.e. type in the type in the search textfield box at the top of the screen
2. Select the tag / label to modify from the list at top half of screen
3. Update the information required
4. Click on **“Save”** button at bottom of screen to save the tags / labels change(s)

A screenshot of the 'Tags/Labels' interface. At the top, there is a 'Search Engine' text field. Below it is a table with three columns: 'Type', 'Label Code', and 'Name'. The table contains several rows of data, including 'General', 'Out Of Stock', and 'Ordered Qty Change Reason'. The 'Out Of Stock' row with 'Label Code' OOS3 is highlighted. Below the table, there is a form for editing the selected tag. It includes a 'Label Code' field with 'OOS3', a 'Type' dropdown menu with 'Out Of Stock', and an 'Active' checkbox. There are also two text areas for 'Description1' and 'Description2'. At the bottom right, there are four buttons: 'Create New', 'Save' (highlighted with a red rectangle), 'Revert', and 'Delete'.

Type	Label Code	Name
General	Pending Review	Pending Review
Out Of Stock	OOS1	OOS in Country
Out Of Stock	OOS3	Stock prioritized (for a certain customer...name of customer to be given).
Out Of Stock	OOS4	Stock not labeled
Out Of Stock	OOS6	Obsolete stock
Out Of Stock	OOS7	Order not processed by warehouse
Out Of Stock	OOS8	Missed Delivery or unloading
Out Of Stock	OOS2	OOS in specific warehouse (multiple inventory location)
Out Of Stock	OOS5	Damaged stock
Out Of Stock	OOS9	OOS pending for registration
Ordered Qty Change Reason	OCQ3	Double / Repeating Purchase Order
Ordered Qty Change Reason	OCQ7	Discontinued Item
Ordered Qty Change Reason	OCQ8	Bar Code unreadable
Ordered Qty Change Reason	OCQ9	Delivery rejected due to store internal issue
Ordered Qty Change Reason	OCQ1	Wrong Code vs. PO data
Ordered Qty Change Reason	OCQ2	Wrong Price vs. PO data

Delete Tags/Labels:

1. Select the tag / label to delete from the list at top half of screen

2. Click on ***"Delete"*** button at the bottom of screen

3. Click on ***"Yes"*** button on the pop-up window to confirm tag / label deletion
