RekordPOS | Quick guide

Print your own barcode labels.

Choose the products, choose what to show, and print.

A barcode on every product makes selling faster and counting stock easier. If your products do not come with one, RekordPOS prints a label for each, with your shop name, the product name, the price and the code.

IN THIS GUIDE

1. **Choose the products**
   Search and add them to the list
2. **Say how many labels**
   One for each item you have, or any number
3. **Choose what the label shows**
   Name, price, code and packing date
4. **Preview and print**
   Check it first, then print on a roll or a sheet

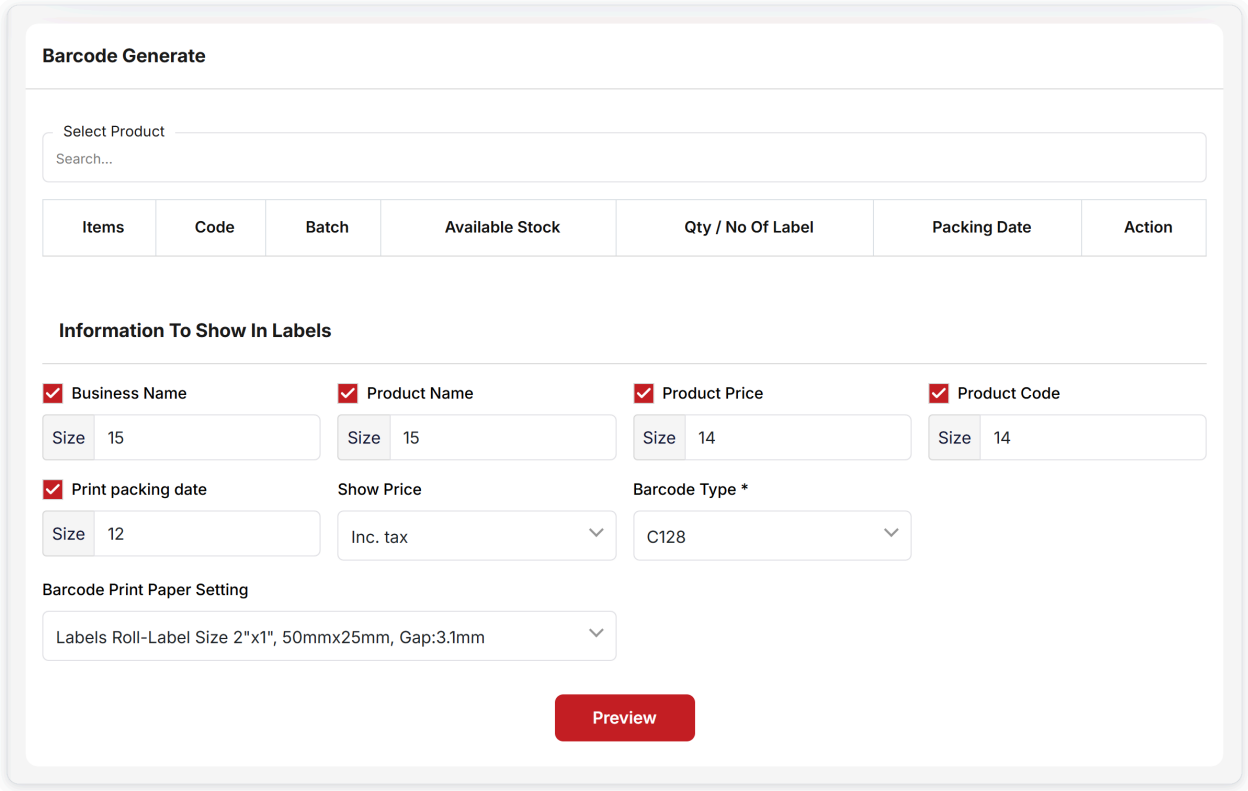
WHERE
Products, then Print Labels

YOU NEED
A label printer or a sheet of labels

TIME
Two minutes

1 Choose the products

Open **Products** and choose **Print Labels**. Click the **Select Product** box and type a name or a code. Each product you pick is added to the table below with its code, its batch and how many you hold. Change the **Qty / No Of Label** to print more or fewer labels for it.



The Barcode Generate page

2 Choose what each label shows

Under **Information To Show In Labels**, tick what to print: **Business Name**, **Product Name**, **Product Price**, **Product Code** and the **packing date**. Each has a size box, so you can make the price larger than the name. **Show Price** chooses whether the price includes tax.

3 Barcode type and paper

Barcode Type is the style of the stripes. C128 reads on nearly every scanner, so leave it unless your scanner needs another. **Barcode Print Paper Setting** is the size of your labels, such as a roll of 50 mm by 25 mm. Pick the one that matches your printer.

> **Always press Preview first.** Check that the words fit and the stripes are clear, then print one label and scan it before you print a hundred.

4 Scanning at the till

When a product has a barcode in its record, the till finds it the moment you scan. Click the **Scan or search by code or name** box on the POS screen, then scan. The product is added to the bill with no typing.

5 If it does not work

The scanner types the number but nothing is added

The number scanned is not saved on any product. Open the product and put the same number in its Barcode box.

Labels print too small or run off

Choose the paper size that matches your labels, then use Preview. Lower the size boxes if text is cut off.

A product is missing from the search

Search by code if the name is long, and check the product is saved and active.