Parker Tracking System

How To Create A Label
Fast Form

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How to Create a Label (Fast Form)

1: Navigation

Click '**Fast Form**' from PTS Essential in the navigation toolbar.

FAST FORM

CUSTOMER/ORDER INFORMATION

Order Number	
Customer PO#	
Customer #	
Customer Name	

Label Options...
- ○ Print ○ Pre-Printed
- ☐ Private
- ☐ Override Edits

PTS ID ********

BILL OF MATERIAL - BOM

OAL	[ ] in ▼
Offset Angle	[ ] degrees
Part Number	

Component Part (partial for search)	Quantity	Length	Angle	U/M	QC Code	
<Enter Base Part Number>				▼		
				▼		
				▼		
				▼		
						Apply

Comment

Label

Customer Part		
Custom Data 1:		Default
Custom Data 2:		Browse...
Custom Data 3:		Memorize

PRINT SETTINGS

Print Quantity	1	Print Duplicates for ☐ OD ☐ Length
		☐ Attach PTS list to batch print

Printer 1 (4")	PTSHPD4IN ▼	Format 1 (4")	PartLabel.lwl ▼
Printer 2 (8")	NoPTSPrint ▼	Format 2 (8")	PartLabel.lwl ▼

Clear Fields   Print

2: Fast Form

Check to limit access to the 'Customer Info, Alt Bill of Material and Application Data' for this PTS ID to the originator's account and account group.

Click the check box the change 'Component Part' fields to free form text.

The privacy function will not limit access to view the 'Bill of Material /Order Details' or the 'Replacement Details'. The 'Customer Info' (end customer info) is always limited to the originators account & account group.

 Order Number, Customer PO#, and Customer # can all be used to filter reports in PTS Reporting and Asset Management. Be sure to complete <u>at least one</u> of these fields.

3: Asset Details

3.1 Customer Info and BOM

Customer Part	Free form text which <u>appears on the label</u> with a bar code
OAL	***Overall Length*** of hose assembly *(required)*
Offset Angel	Use only if two (2) elbow fittings are listed in BOM
Component Part	List part numbers included in the assembly. Type part numbers in manually or click the 🔲 button to search *(required)*
Quantity	List the correct quantity of each part number *(required)*
Length	List the ***cut length*** of the hose or fittings/components (optional). This field is required for selected accessories.
QC Code	Add quality information *(i.e., crimp specifications)*
Comment	Free form text that remains with the record being created. Type comment and click the ➕ icon to add comments to the record.

FAST FORM

CUSTOMER/ORDER INFORMATION

Order Number

Customer PO#

Customer #

Customer Name

Label Options...
- ◉ Print ○ Pre-Printed ☑ Private
- ☐ Override Edits

PTS ID ********

BILL OF MATERIAL - BOM

OAL [ ] in ▼

Offset Angle [ ] degrees

Part Number [ ]

Component Part (partial for search)	Quantity	Length	Angle	U/M	QC Code	
<Enter Base Part Number>				▼		
				▼		
				▼		
				▼		
				▼		
				▼		
						Apply

Comment	
	➕

3.2 Label Format

Customer Part Free form text which <u>appears on the label</u> with a bar code

Custom Data 1-3 Three lines of text <u>appearing on the label</u>. A system default for these fields can be set on the 'Account Info' page

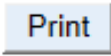| Label		
Customer Part		
Custom Data 1:		Default
Custom Data 2:		Browse...
Custom Data 3:		Memorize

3.3 Print Settings

Change the '**Print Quantity**' to increase or decrease the number of tags printed. Tags created using this function will be for a different assembly/asset with identical record information. Each tag will have a different PTS ID with its own record.

Check the boxes next to '**OD**' or '**Length**' to print identical tags for hoses with large diameters and/or especially long overall length. Each tag will have identical PTS ID's and no additional online records will be created.

'**Label Printer**' shows available printers designated printer. Use the drop down menu to choose between available printers from either the general printers selection or specified hose printers.

'**Label Format**' shows the name of the label format that will be used with respective printers, and can be changed using the dropdown menu. New accounts will list the default format. Custom labels can be created for accounts, please contact PTS Support for additional information.

Once complete, click ⬚Print⬚ to create the PTS tag(s) and return to a blank 'Fast Form' page.

PRINT SETTINGS

Print Quantity	1 ▲▼	Print Duplicates for ☐ OD ☐ Length		
Printer 1 (4")	Genera1 ▼		Format 1 (4")	GeneralLabel.lwl ▼
Printer 2 (8")	Genera1 ▼		Format 2 (8")	GeneralLabel.lwl ▼

Printer dropdown:
- Genera1
- General2
- PTS4IN
- PTS8IN

Format dropdown:
- GeneralLabel.lwl
- GeneralLabel2.lwl
- PartLabel.lwl

Clear Fields   Print