



# Parker Tracking System

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## How To Replace A Label

Fast. Easy. Accurate.

Release 7.16 | Version 1

**Parker Hannifin Corporation**

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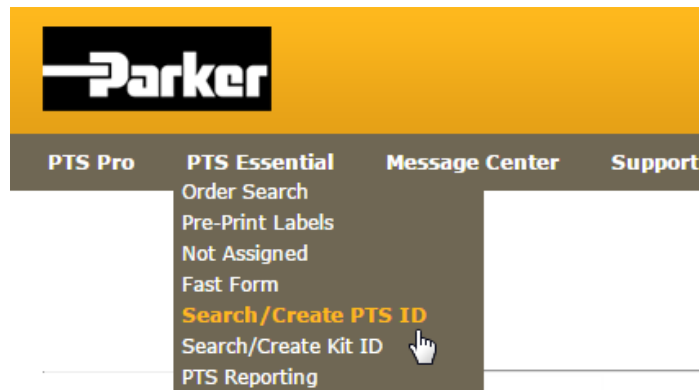
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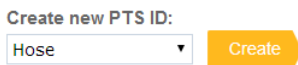
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## How to Replace a Label

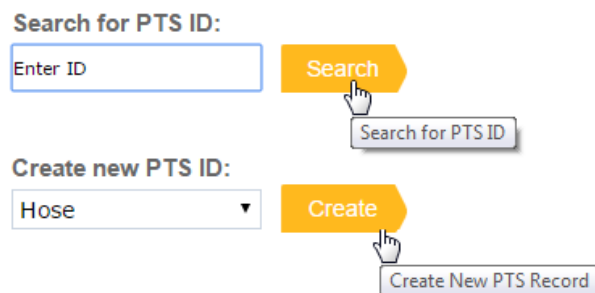
### 1: Search/Create PTS ID

Navigate to 'PTS Essential' and click Search/Create PTS ID from the menu



To create a new PTS tag, *click* on  and the following screen is displayed.

#### SEARCH/CREATE PTS ID





## 2: Search ID

To search/replace a PTS tag; *click* in the field shown below, search or scan your 8 character PTS ID, and *click* the yellow search banner.

### SEARCH/CREATE PTS ID

Search for PTS ID:



In the example below, reference the area on the label circled in red to find the PTS ID.

New PTS Label Breakdown	
PTS ID: 8 Digit "Unique" Code	→
PTS ID: Barcode	→
Assembly Creation Date	→
Customer Part Number	→
Customer Part Number: Barcode	→
Freeform Text Field: 25 Characters	→
Freeform Text Field: 25 Characters	→
Freeform Text Field: 25 Characters	→

2.0" Wide

**TRACKING SYSTEM**  
Parker.com/PTS | 1-800-6-Parker

**PTS ID: SRKHC2KT**

Assembly Date: 3/23/2010  
Part: Customer Part # Here

For Service or Replacement  
Call XYZ Distribution Inc.  
1-800-666-1212 - 24 Hour Hotline



## 3: Replace

Click the 'Replace' button to create a new record with a new PTS ID that links with the old assembly. This allows users to track replacement details

### SEARCH/CREATE PTS ID

PTS ID

Done Update **Replace** Duplicate Reprint Cancel

Originator: Parker Hannifin - Hose Products Division ⓘ  
 Product Type: Hose Assembly Asset Type: Parent Item  
 Asset Status: Exists  
 Private  Override Edits

Customer Info Originators Order Info **Bill of Materials** Alt Bill of Material Application Data Replacement Details

Mfg Part

Base Part Number  5/8"-18752 AC-3000 PSI

OAL  in ▾

Offset Angle  degrees

**Label**

Customer Part

Custom Data 1  Default

Custom Data 2  Browse...

Custom Data 3  Memorize

Component Part (partial for search)	Quantity	Length	Angle	U/M	QC Code	
387-10 Hose	1	60.000		in ▾		✘
10143-12-10 Fitting	2			▾		✘
<input type="text"/>				▾		
<input type="text"/>				▾		
<input type="text"/>				▾		
<input type="text"/>				▾		
<input type="text"/>				▾		
<input type="text"/>				▾		
						Apply

**Comment**

TEST 2 ✘

+



## Other Features

### Duplicate

Copies record information to a new record (new PTS ID) that is not linked to the original asset.

### Reprint

Creates an identical tag without changing the record. Used most commonly when a label is lost or damaged during production.




## 4: Replacement Details

Enter 'Replacement Details'

Click on the drop down arrow next to 'Reason' and select a replacement option.

Type additional 'Replacement Notes' in the field provided.

Once details are complete, click  to continue.

### SEARCH/CREATE PTS ID

PTS ID  Cancel

Originator: Parker Hannifin - Wickliffe  
(440)516-3211 parker@parker.com  
Product Type: Hose Assembly  
Asset Status: Exists  
Asset Type: Parent Item  
 Private

Replace ID...  
 OK

**Replacement Details**

Reason:  ▼

Other Reason:

Replacement Notes:

Linked File:  No file chosen Upload

PTS ID	Creation Date	Replacement Date	Replacement Reason
SRKHC2KT	3/23/2010 7:40:36 AM		

**i** Replacement information entered on this screen will appear in the yellow table when future replacements are made. This information can be used to make design changes, product substitutions, and/or generate quality data.

## 5: Update BOM

Make changes to the replacement record that may differ from the original. For example, if a product substitution is necessary, make changes to the 'Bill of Materials' before continuing.

Once complete, *click*  to continue.





## 6: Print Screen

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 long overall length. Each tag will have identical PTS ID's and no additional online records will be created.

Verify the '**Label**' information is correct before printing; this text will appear on your label.

**Asset Management** functionality is available for users that have access to PTS Pro. To learn more about the functionality of Pro, or to enroll, please contact your Parker PTS representative.

**Criticality:** Using the drop down menu select the criticality which will automatically load the default inspection and replacement schedules that have been set in the 'Account Info' section


**Inspection & Replacement Cycle:** Cycles will automatically populate with details from the criticality levels and schedules that have been set in the 'Account Info' section. Users may also select **Manual Date** using the drop down menu to add custom dates for cycles.

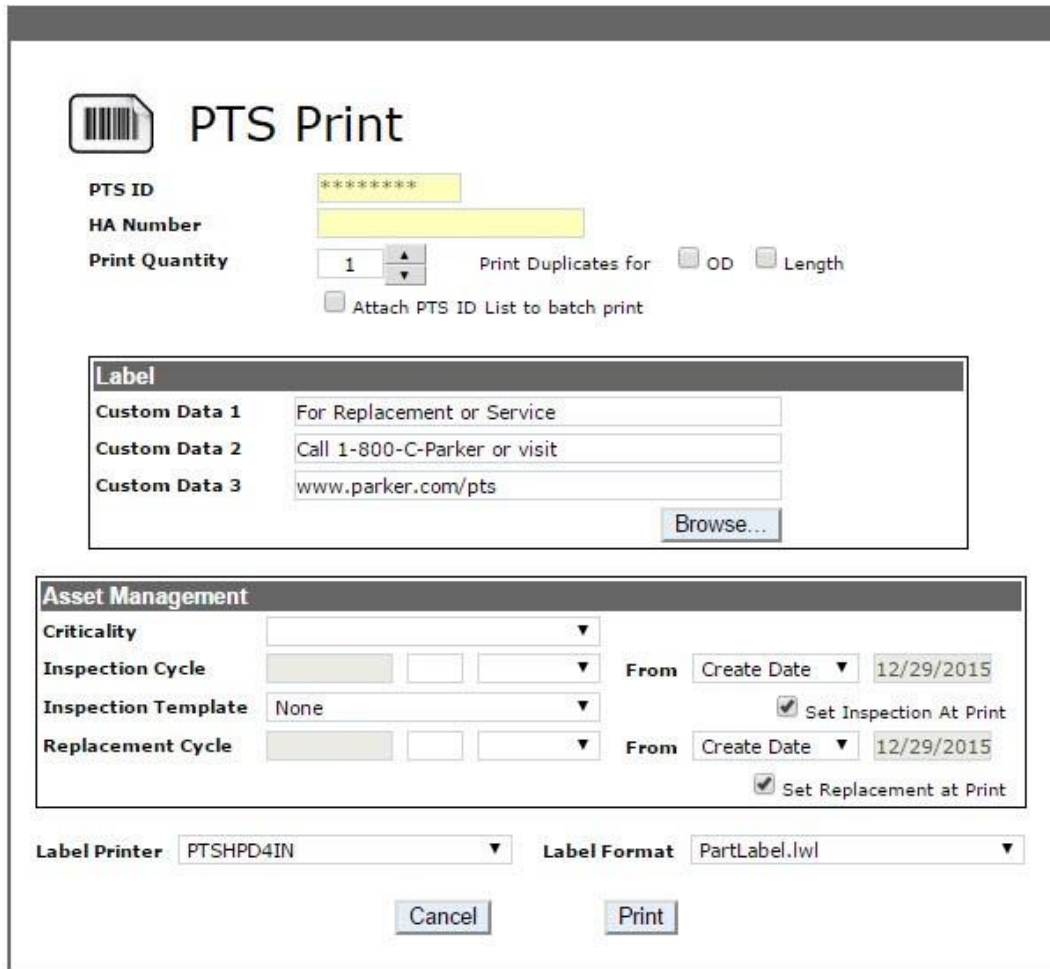
**Inspection Template:** Inspection templates can be created for system users to use during inspection cycles.



'Label Printer' shows the designated printer. Use the drop down menu to choose between printers.

'Label Format' shows the name of the label format that will be used. New accounts will list the default format. Custom labels can be created for accounts, please contact PTS Support for additional information.

Once complete, click  to create the PTS tag(s) and return to the main menu.



The screenshot shows the 'PTS Print' form. At the top left is a barcode icon and the title 'PTS Print'. Below this are input fields for 'PTS ID' (containing '\*\*\*\*\*'), 'HA Number', and 'Print Quantity' (set to '1'). There are checkboxes for 'Print Duplicates for' (with 'OD' and 'Length' options) and 'Attach PTS ID List to batch print'. A 'Label' section contains three 'Custom Data' fields with text: 'For Replacement or Service', 'Call 1-800-C-Parker or visit', and 'www.parker.com/pts', followed by a 'Browse...' button. An 'Asset Management' section includes dropdowns for 'Criticality', 'Inspection Cycle', and 'Replacement Cycle', along with 'From' date pickers set to '12/29/2015' and checkboxes for 'Set Inspection At Print' and 'Set Replacement at Print'. At the bottom, there are dropdowns for 'Label Printer' (set to 'PTSHPD4IN') and 'Label Format' (set to 'PartLabel.lwl'), and 'Cancel' and 'Print' buttons.