



Parker Tracking System

Using Pre-Printed Labels

Fast. Easy. Accurate.

Release 7.16 | Version 1

Parker Hannifin Corporation

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Using Pre-Printed Labels

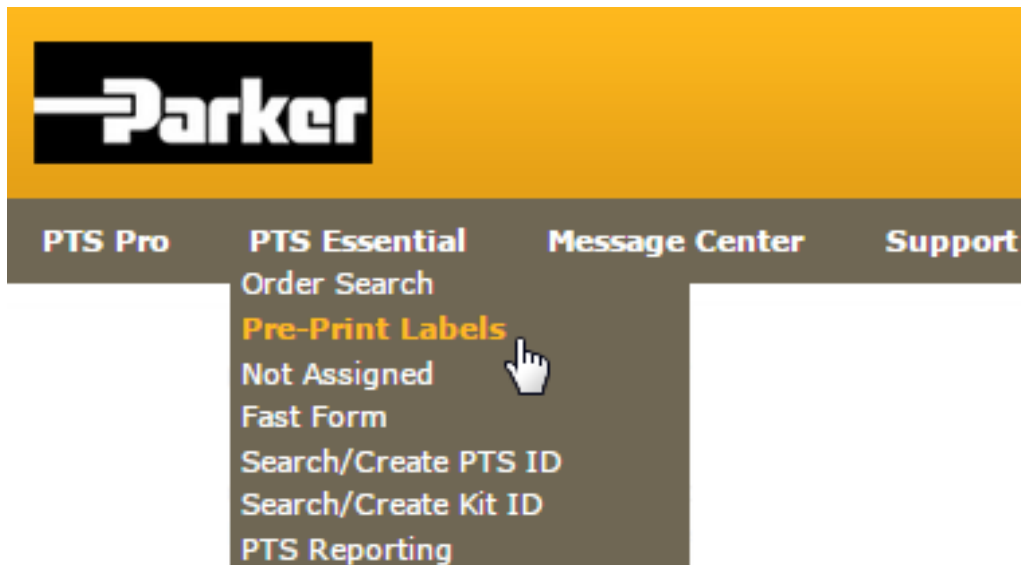
Options

- Pre-Print Labels
- Not Assigned

1. Pre-Print Labels

1.1: Pre-Print Labels Navigation

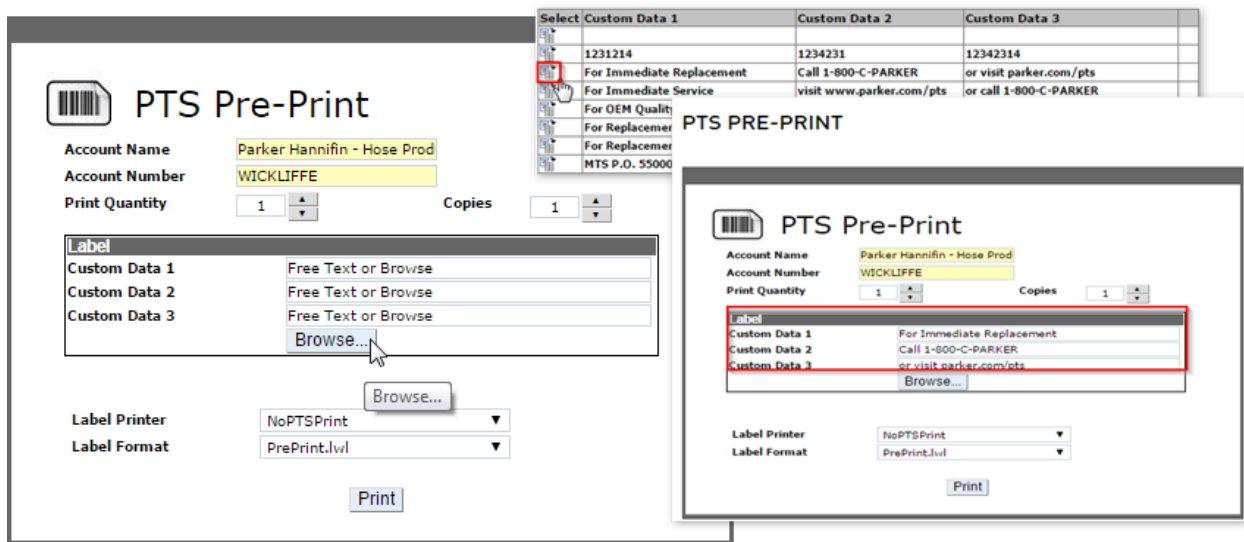
Navigate to 'PTS Essential' and click **pre-print Labels** from the menu



1.2: Pre-Print Labels

Change the print quantity to specify the number of tags to print. Double check the 'Custom Data' lines and **select** the 'Print' button at the bottom of the screen.

PTS PRE-PRINT



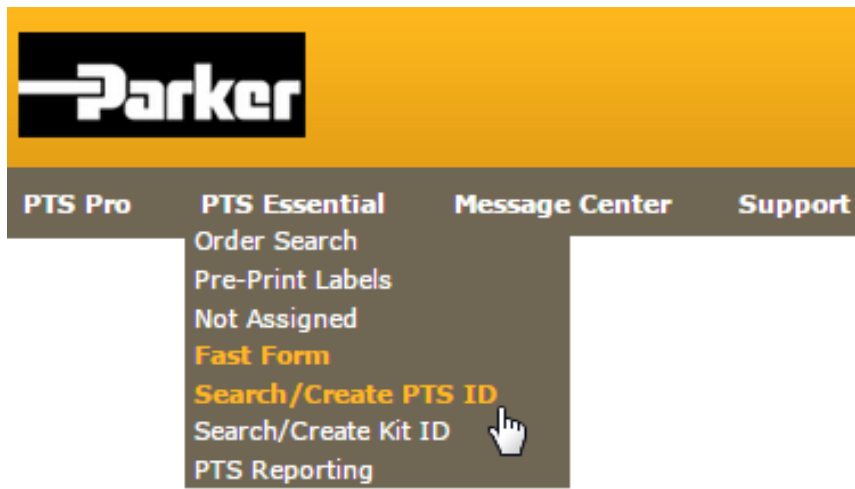
The screenshot shows the 'PTS Pre-Print' software interface. It includes fields for Account Name (Parker Hannifin - Hose Prod), Account Number (WICKLIFFE), Print Quantity (1), and Copies (1). There are three 'Custom Data' fields, each with a 'Free Text or Browse' option. A 'Print' button is located at the bottom. A table above the interface shows the selected custom data values.

Select	Custom Data 1	Custom Data 2	Custom Data 3
	1231214	1234231	12342314
	For Immediate Replacement	Call 1-800-C-PARKER	or visit parker.com/pts
	For OEM Quality	visit www.parker.com/pts	or call 1-800-C-PARKER
	For Replaceme		
	For Replaceme		
	MTS P.O. 55000		

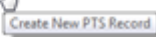
The pre-printed tags created during this process will be assigned a PTS ID but will NOT contain an assembly data until the next step is completed: "Using pre-printed Labels."

1.3: Add Asset Details

To add assembly information to a pre-printed tag; *click* 'Search/Create PTS ID' or 'FastForm' in the PTS Essential navigation toolbar.

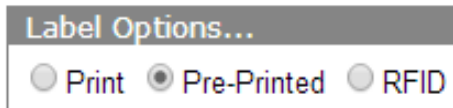


Create new PTS ID:

Click the  icon if 'FastForm' is **not** being used.

1.4: Label Options

Select the **pre-print** option from the label options.



Label Options...


Print Pre-Printed RFID

Enter the PTS ID of the pre-printed tag to update.

PTS ID

Select 'New' to creating a new record or 'Duplicate' to begin with data from an existing PTS record.

* Search for the PTS ID that is being replaced.

Create Options...	Replacing PTS?	Replace ID...
<input type="radio"/> New <input checked="" type="radio"/> Duplicate	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/> 

If the 'Duplicate' option is selected, *click* 'Yes' to replace an assembly or 'No' to create an independent record.

Type the PTS ID in the 'Replace ID' field and click the icon to continue.

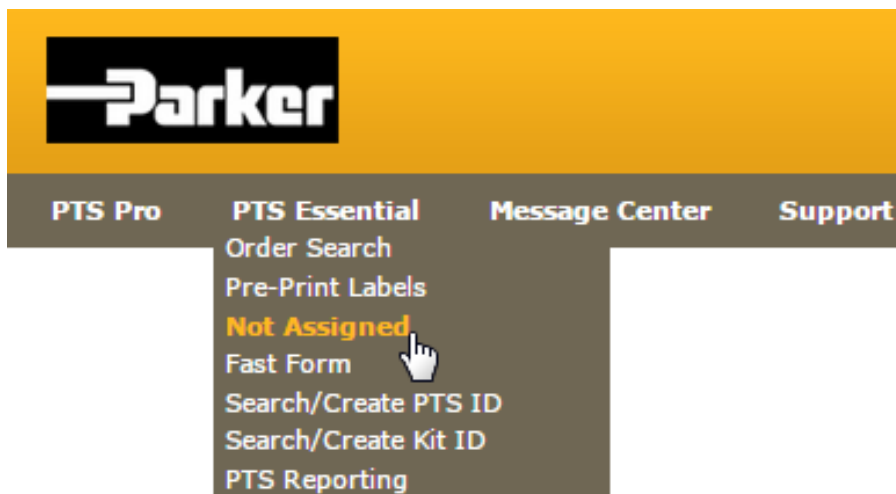
1.5: Create or Update

Add data to the record and then *select* or to complete the update.

2. Not Assigned

2.1: Navigation

Another option for adding assembly information to a pre-printed tag is using the 'Not Assigned' feature. To begin, *click* the link titled 'Not Assigned' In the PTS Essential navigation toolbar.



2.2: Search Pre-Print IDs

Enter a pre-printed PTS ID in the 'Search' field shown below or *click* the check box to the right of a pre-printed ID listed below:

PTS LIST NOT ASSIGNED

From To

Search

April, 2015

29 30 31 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 1 2
3 4 5 6 7 8 9

Today: April 21, 2015

Assign Reprint Search Clear Selections Export

PTS ID	Creation Date		
32OHG31A	12/17/2010 4:19:33 PM	<input checked="" type="checkbox"/>	
7MQN6QXM	12/17/2010 4:19:32 PM	<input type="checkbox"/>	
N9VZ1YJF	12/17/2010 4:19:31 PM	<input type="checkbox"/>	
MHYVMNS7	12/17/2010 4:19:30 PM	<input type="checkbox"/>	
ECFA21Z7	12/17/2010 4:19:29 PM	<input type="checkbox"/>	

1 2 3 4 5

Details

A


B

Once you have selected the ID, *click* 'Assign' to continue.


2.3: Record Options

Select 'New' to create a new record or 'Duplicate' to begin with data from an existing PTS record.

* Search for the PTS ID that is being replaced.

Create Options...	Replacing PTS?	Replace ID...
<input type="radio"/> New <input checked="" type="radio"/> Duplicate	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/> 

If the 'Duplicate' option is selected, *click 'Yes'* to replace an assembly or '**No**' to create an independent record.

Type in the PTS ID in the 'Replace ID' field and click the  icon to continue.

2.4: Create Record

Add or change data in the record and then *select*  to complete the update.