CCRQLABEL OVERVIEW

This is an **overview** (summary) of the CCRQLabel 4.x label printing product. Full documentation is under development

INSTALLING CCRQLABEL

This document provides a quick review of how to install CCRSoftware products with QuickBooks. This is a *summary* of the steps needed.

OPERATING REQUIREMENTS

CCRSoftware products have the following general requirements – you should check the documentation or our web site for specifics on the particular product you are working with. In some cases there may be limitations of features on older versions of QuickBooks. Non-US support also varies from product to product.

- QuickBooks Edition/Version:
  - **US Edition:** Our products will support the US edition of QuickBooks Pro and Premier, 2006 version or later, and the US edition of QuickBooks Enterprise, version 6 or later.
  - **Canadian Edition:** Our products will usually support the Canadian edition of QuickBooks Premier 2009 and later. Some of our products might not support Canadian tax features.
  - **UK Edition:** Our products will usually support the UK edition of QuickBooks Premier 2008 and later. Some of our products might not support the UK tax features.
  - **Australian Edition:** Our products will usually support the Australian version of QuickBooks Premier 2008/2009 and later.
  - Other Non-US versions are not supported.
- **Microsoft Windows:** This application will be compatible with Microsoft Windows XP Pro, Vista and Windows 7. **If you are using Windows Vista or Windows 7 you must have UAC enabled** (this is a requirement from QuickBooks). It will work on 32 bit and 64 bit systems, with the exception of 64 bit Windows XP.
- **Microsoft .NET Framework 4.0**:
- **Computer Display Resolution:** Your computer should have a display resolution of at least 800 X 600.

INSTALLATION OVERVIEW

Installing the application involves several steps. Note that you must install QuickBooks® on your computer prior to installing this application.

- **Application Installation:** Run the CCRSoftware **Setup** program to install the application on your computer. Please install the application in a local directory on your workstation. **Do not** install this on a "network share" drive. You should be logged in with a Windows admin account, and select the option to install for "all users".
- Start QuickBooks® and open your company file as the <u>administrator</u> in <u>single user mode</u>. Run the application (found in the *CCRSoftware* folder of the Windows Program menu).
- **Program Setup:** If this is the first time you have run a CCRSoftware application on this computer you will be asked for a location to save a parameter file – **we recommend that you choose the location where your data file resides**. This is

very important – you must choose a location that all users have read/write/create permissions, and you must select the same location on each workstation that you install this software onto.

- **Company Setup:** QuickBooks® will ask you if it is OK for this application to access your data – say "Yes, whenever this QuickBooks company file is open".
- **Registration:** When you first install the application it will run in a trial mode, which will allow you to use the application at no charge for up to 30 days. You can select "Don't Register" to start with (you can register the application later).
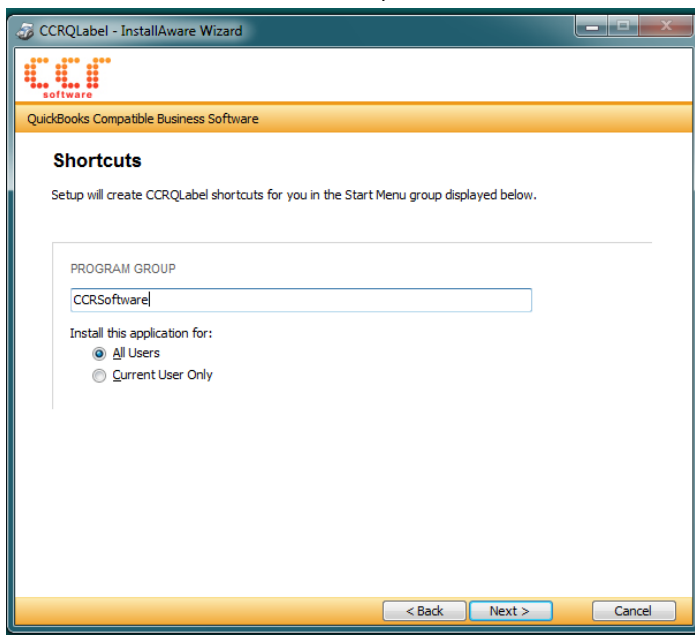
APPLICATION INSTALLATION

Prior to installing this application you must install QuickBooks on the computer workstation that you wish to use.

Run the **Setup** program that you have been provided. Note that there are two installers; one for 32 bit systems and one for 64 bit systems. It is important that you use the correct installer for your computer system. Installation and operation of both versions is the same.

The setup program will lead you through the simple steps necessary. Please note the following:

- You should install the application while logged in as the **administrative user** of your computer system.
- **The Microsoft .NET Framework version 4.0 must be installed on your computer**. This may already be installed on your system, but if the correct version is not then the installation program will install this for you.
- Choose to install the CCRSoftware product for **all users**.

- **Please install this application in its own subdirectory –** it is best to not install multiple CCRSoftware products to the same folder as other products. Use the default location that it recommends.
- **Install the application on your local disk drive –** don't install this to a shared network drive, or a *mapped drive*. The application should be run from a local drive to avoid security warnings.

When the setup program is complete the CCRSoftware application is installed on your computer. Detailed instructions on setup (including specific instructions for features unique to this application) can be found in your Windows program menu, in the *CCRSoftware* folder (you will see a PDF documentation file). You can also find detailed instructions for most CCRSoftware applications on our web page (www.ccrsoftware.com).
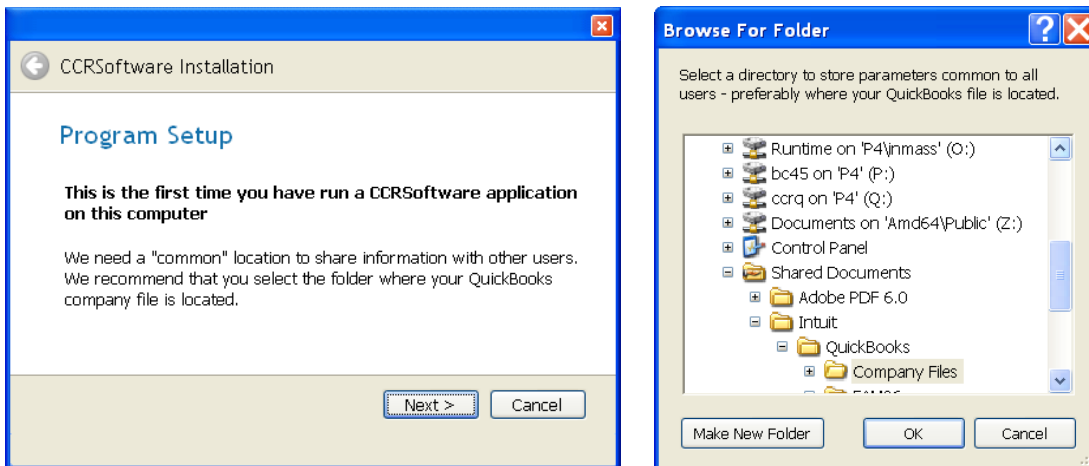
PROGRAM SETUP

After the program is installed, you must set it up to work with your QuickBooks company file.

Start QuickBooks® and log in to the company file as the Administrative User: You must have QuickBooks® running, with the company file open, and you must be logged in as the "administrative user" **in single user mode**.

Start the CCR Software application: The application can be found in the Windows program menu, usually in the CCRSoftware folder.

The first time that you run any CCRSoftware application on a computer you will see the *Program Setup* wizard. This will only be done one time per computer, AND if you are running in a multi user situation it will occur on <u>each</u> computer you use.

The *program setup* step asks you for a place to store some "common" information. **It is important that you select a location that is accessible to all QuickBooks® users** if you are running in a multi-user environment, and that **all users have full read/write/create permissions** at this location. The location where your QuickBooks® data files are stored is often a good choice. The default that is shown is where your version of QuickBooks® would store the data files in a local folder on your workstation, which isn't always the best place if you have a multi user installation. It is important that all users have read/write/create permission in this location.

Note that you will see this each time you install the application on a new computer workstation. It is important that you specify the <u>same location</u> from each workstation, so that they all have access to the same folder.

COMPANY SETUP

The first time that you use a CCRSoftware application with a particular QuickBooks ® company file you will be asked to "authorize" access to your data. This is why you must have the company file open as the "admin" user – only the admin user can authorize this.
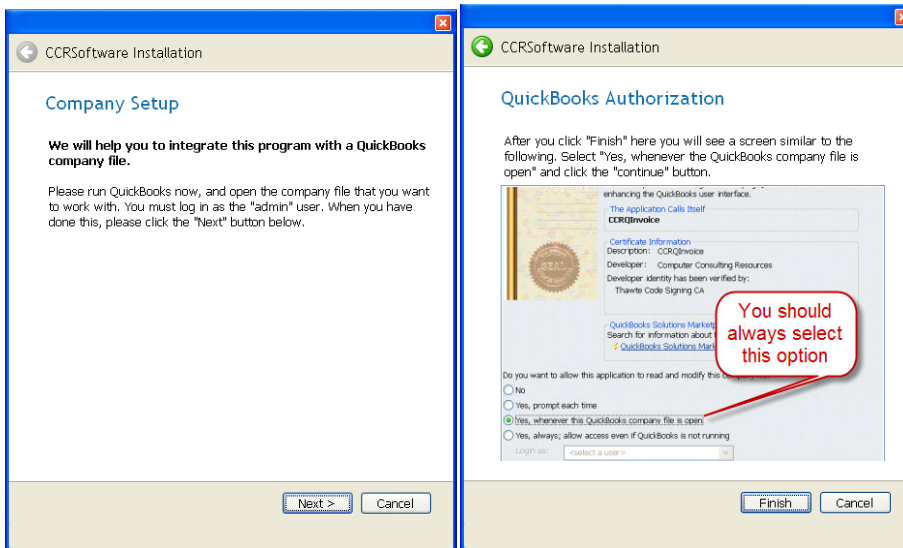
Click the *finish* button in the wizard.

QuickBooks® won't allow an outside application to access your company data without you giving explicit approval, as a security measure. <u>This is a good thing</u>! Applications cannot get to your information without you knowing what is going on.
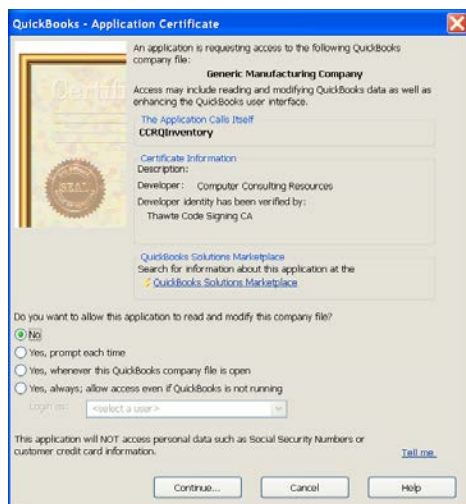
When the application first accesses your QuickBooks company data (as a part of the installation process), QuickBooks will open an authorization screen similar to what is shown here. You must give the program permission to access your company data.

Select **Yes, whenever this QuickBooks company file is open.**

This is usually the most appropriate setting. There are other variations but this generally works the best. You can change these settings later in your QuickBooks *preference* settings.

REGISTRATION

When you install this application on a computer for the first time, it will be set up with a "trial period". You will have access to all features for a period of 30 days from the time that you install the application. This allows you to evaluate the application to determine if it fits your needs.

The very first time that you run the application on a computer you will see a Registration screen similar to the following:
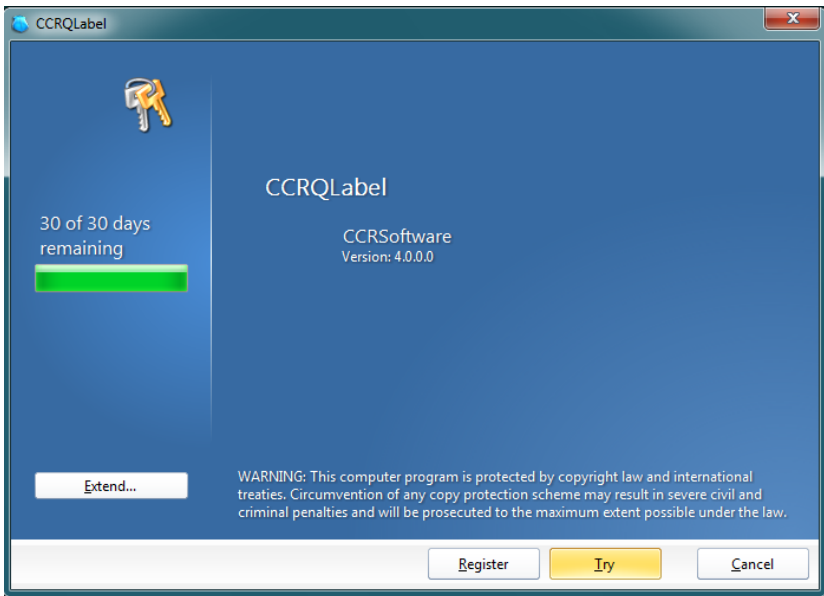
If you have been provided with a serial number please click *Register* and enter your name, company name, and serial number in the appropriate locations. Then press the *Register* key. This will unlock the application for use on this computer.

Click the *Try* button to continue as a trial application. Each time that you start the application this screen will appear, until you enter a serial number.

INSTALLING REPORT DEFINITIONS

In some cases you may be provided with a custom *report definition* file. This will be a file with a file type of "repx". Usually this is only provided if we are working with you on a custom report or form layout.

To install a custom report definition:

- Save the "repx" file to your computer at a location that you can easily find, such as your *desktop* or *documents* folder.

- Run the CCRSoftware application.

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- Select the **Forms** menu option. Note that the name of this option may differ in some applications. In some cases there may be multiple options under the *Forms* menu option. You may see something like *Edit Forms*…

- This option will open the *form* window
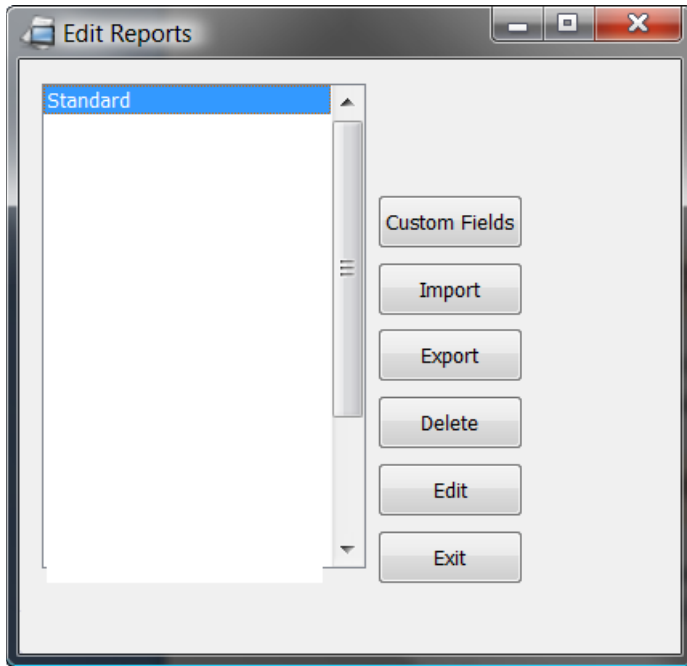
- Click the *Import* button, and a *file open* dialog will appear. Go to the folder where you saved the report file and "open" it.
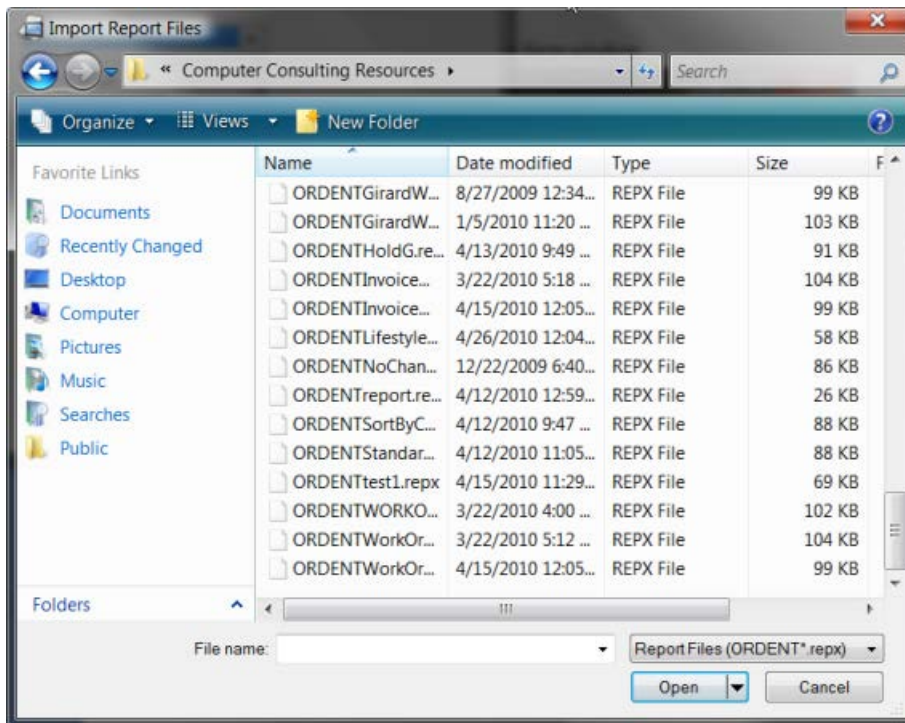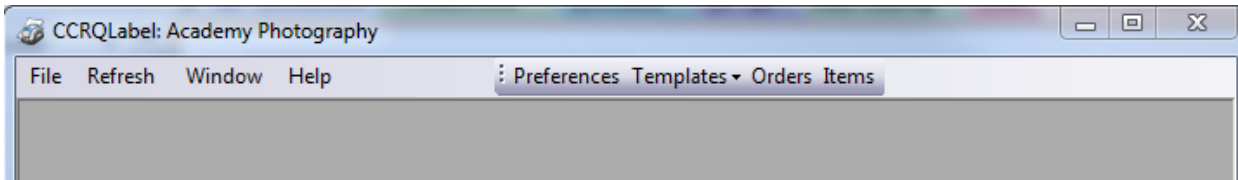

- This will transfer the report definition file to the proper place, and it should be available to <u>all</u> users.

WORKING WITH CCRQLABEL

After installing CCRQLabel you will start the program by:

1. Starting QuickBooks and opening your company file.
2. Running CCRQLabel from your Windows program menu (in the CCRSoftware folder).

The main menu will display:

- **File:** Generally you won't use this often – the two key options here are:
  - *Back Up Preferences/Reports*: You should use this periodically to save a backup copy of your "preference" settings and any customized label templates that you create.
  - *Restore Backup* to restore a backup that you have created.
- **Refresh:** If you make changes to your Item List in QuickBooks and you want to see those changes in CCRQLabel (such as adding a new item to the list), select this option. Note that the list is also refreshed whenever you start CCRQLabel, so you usually don't need this option.
- **Window:** You can reconfigure how windows display, although it is usually best to not change this.
- **Help:** Access to status information as well as technical support options.
- **Preferences:** Use this to set various CCRQLabel configuration options (preferences).
- **Templates:** You can create your own label formats (templates) here.
- **Orders:** Print labels based on various sales and purchase order transactions from QuickBooks.
- **Items:** Print labels based on the QuickBooks item list.

PREFERENCES

There are several options here that can be used to control features in CCRQLabel.
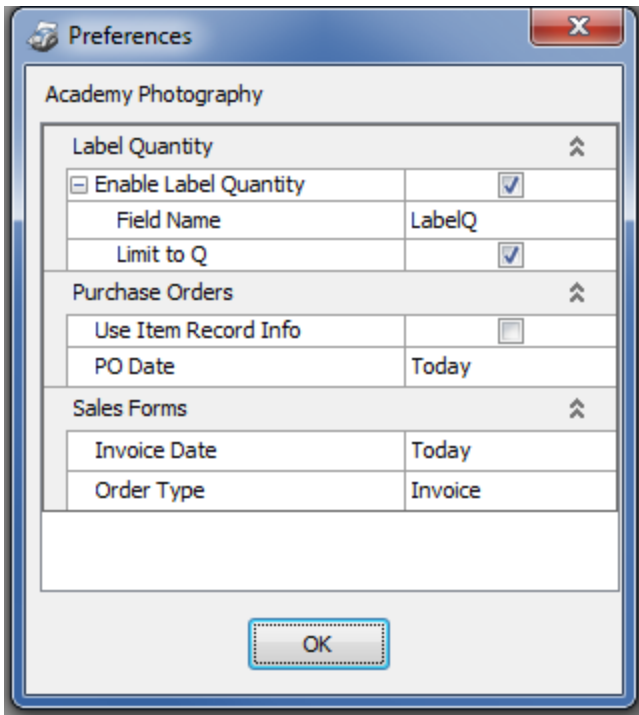
LABEL QUANTITY

This allows you to use a custom field in QuickBooks to control the number of labels to print for a line in a sales or purchase order. Normally you will print one label for each item in each detail line. If you order 10 of part "ABC", the program will print 10 labels. The *Label Quantity* preference provides you with a way to control the number of labels that print. This establishes a custom field that can be used to specify the number of labels to print on a line-by-line basis

To enable this feature you must place a check mark next to *Enable Label Quantity*.

You must establish a place in the order to hold the quantity. This will be a custom field established in the item list. The *Field Name* preference has a dropdown list of custom fields from QuickBooks that you can use.

Once you have established a custom field for this feature, you need to add the custom field to your QuickBooks form template (estimate, sales order, invoice, or purchase order as you wish). By adding it to the template the field is available for you to use.

You can control the number of labels to print by the value that you enter into this field in the order, as well as the setting of the *Limit to Q* preference.

If the Limit to Q preference is checked, then:

- **Enter a quantity to print:** The program will print the number of labels that you specify in this field. You can enter zero to suppress labels.
- **Enter a "Q":** If there is a "Q" in the field, the program will print a label for each item in the order detail line.
- **Any other value:** If you don't have a number or a "Q", then the program will not print any labels for this detail line.

If the *Limit to Q* parameter is not checked, then:

- **Enter a quantity to print:** The program will print the number of labels that you specify in this field. You can enter zero to suppress labels.
- **Any other value:** If you don't have a number then the program will not print any labels for this detail line.

PURCHASE ORDERS

Use Item Record Info: When you print labels for purchase orders the fields that are normally available come from the purchase order itself. There are times when you may wish to include some information from the inventory item on the label that is not found in the purchase order records. For example:

- Item Price
- Item Description

To enable these fields check the *Use Item Record Info* preference. Note that if you are processing large numbers of purchase orders this may slow the program, as it must perform extra work to access the inventory information. If you aren't going to use the price information, you should not enable this feature.

PO Date: When you print labels for purchase orders you have the option to select orders by a date range. This preference allows you to set the default value for this question. If you usually select "This Month", for example, set this preference to that value and the program will start off with that selection.

SALES FORMS

Invoice Date: When you print labels for invoices, estimates, credit memos or sales orders you have the option to select orders by a date range. This preference allows you to set the default value for this question. If you usually select "This Month", for example, set this preference to that value and the program will start off with that selection.

Order Type: This preference lets you select the default value for the order type selection. In the *Orders* function.

TEMPLATES

This is where you will edit label templates to add the fields that you need. Unfortunately, this portion of the documentation has not been completed.

Some generic information on the form editor can be found if you select *Help* in the CCRQLabel menu, then *Contents* to open the help file. **This is the help file for an older version** and many things are different, but the *Report Designer* section of this manual has information that may be useful. Again, there are differences between the actual program and this help file.

When you select *Templates* there are two options: **Orders** to edit templates for QuickBooks order transactions, **Items** to edit templates for the QuickBooks item list.

When you select one of these options the *Edit Reports* window opens, showing the templates for the template type that you have chosen. Some are predefined, any that you create (by opening a predefined template and then using "save as" to give it a new name) will also be listed.
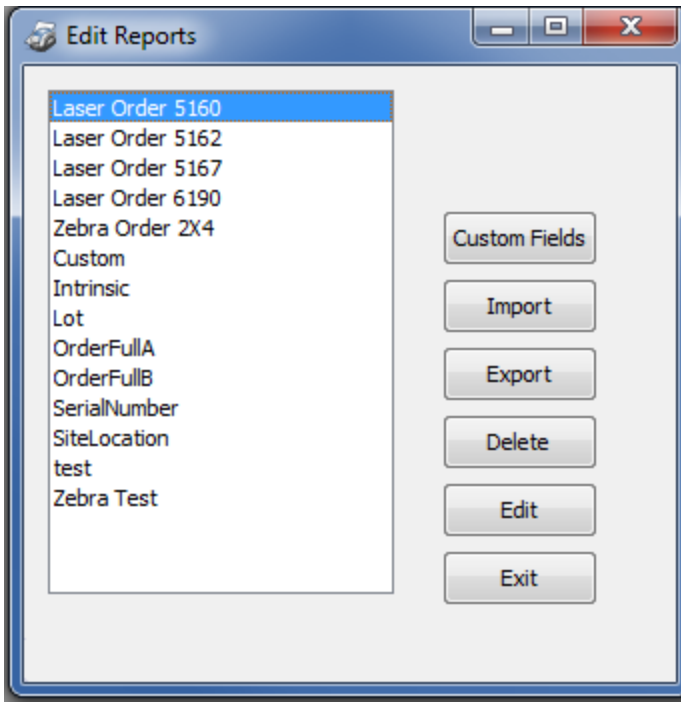
- **Custom Fields:** Use this to map any custom fields from QuickBooks to the designators used in CCRQLabel. Matching a custom field in the item list with the "001" option would, for example, put the custom field value in the "DetailOption001" and "DetailOptionNum001" (for numbers) fields in the order label.
- **Import:** Used to import a template (an "repx" file) from an outside source into CCRQLabel.
- **Export:** Used to export templates from CCRQLabel to an outside folder.
- **Delete:** Delete a template (you cannot delete the predefined templates).
- **Edit:** Use this to edit a template. If you edit a predefined template you can only save it by using *File/Save As* in the editor.
- **Exit:** Closes this window.

If you create templates we HIGHLY RECOMMEND that you use the backup option in the *File* menu to save your templates.

There are two kinds of predefined templates:

- **Laser:** Designed for laser labels, multiple columns. The numbers correspond with Avery label products.
- **Zebra:** Designed for one-up continuous form label printers.

The label editor is described in more detail in the in-product help file (but, remember, that documentation is for an older version of the product so there are differences).
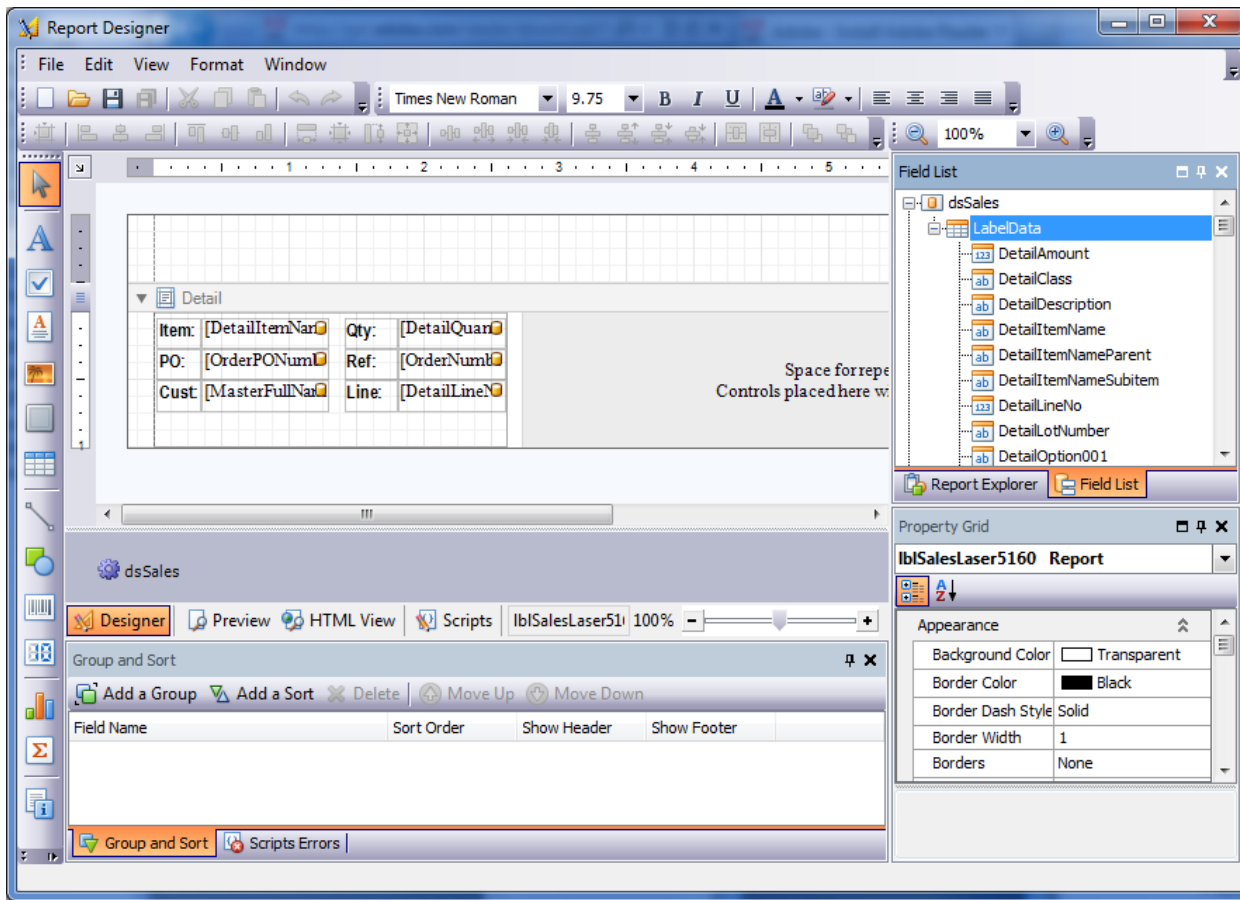
Some sections to note:

- The *Toolbar* on the left. Drag a tool type to the printable area of the template. There are separate tools for text fields, pictures and bar codes, amongst others.
- The *Field List* on the right, which lists the available fields. You can drag a field from the list and drop it on the template to add it.
- The *Property Grid* which shows you the properties of the field when you click on it (or on the report itself, such as label dimensions).

FIELD LIST

These are organized as a "flat file" to make label design simple. You essentially have one record per line in an order, or item in the item list.

For *order* labels, the field names have a prefix that tells you something about it:

- *Detail* is information from a detail line in the order.
- *Item* is information from the item list record for the item in that detail line.
- *Master* is information from the list record that matches the order type – either "Customer" or "Vendor".
- *Order* would be information from the order header record.

For *item* labels all fields relate to the item record.

BAR CODES


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Drag a *bar code* object from the toolbar (these screen shots are from the older product, so there are some differences, our apologies) and drop it on the label.

Drag a *field* from the field list and drop it on that bar code object to assign the field to the object.

Click the field to select it, click ">" that is in the upper right corner to open the "Task List".
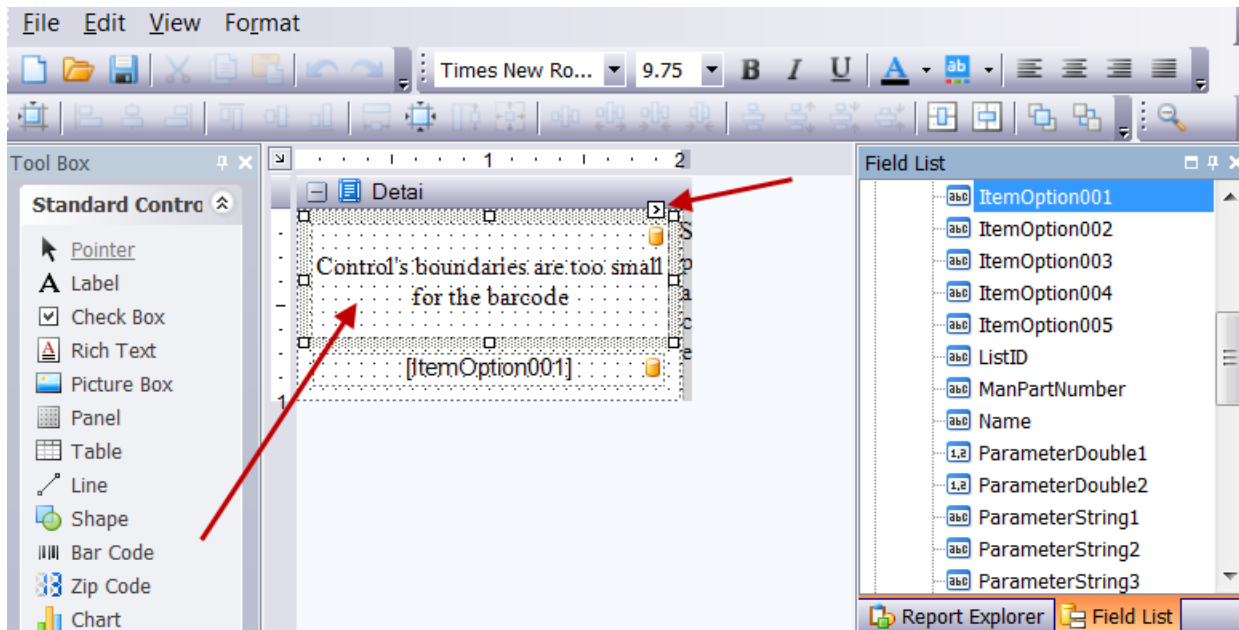
Here you can select the "symbology" and other options to control the barcode.
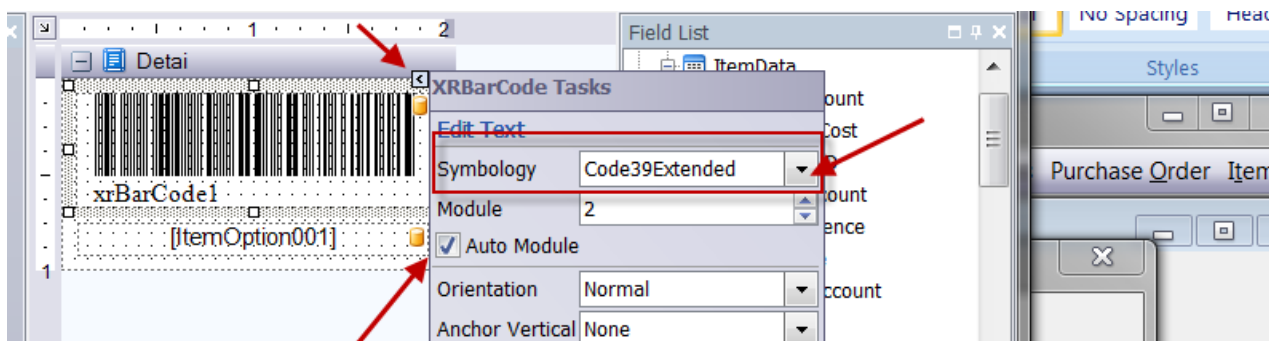
- Change the "bar code symbology" to **Code39Extended**.
- Check the "auto module" box.

Remember, when done editing, click *File* then *Save As* to give this label template a unique name.

ORDERS

To print labels for Invoices, Sales Orders, Credit Memos, Estimates or Purchase Orders, select **Orders** from the main menu. You will see a screen similar to the following:

In general, you will load the orders from your QuickBooks® data file to display them in the grid at the bottom of the screen. From there you can select the orders that you wish to print labels for by clicking the Print All or Print Selected buttons.

First, select the *Order Type* that you want to work with.

Next, we recommend that you make a *Date Selection*. Most companies maintain several years of records in their QuickBooks company files. We don't recommend that you set this to All as the program will load all orders in the company file, and that can take a very long time. You will improve performance if you can limit the orders to a smaller range of dates. You can select "Custom" and then enter a range of dates in the date selectors.

Label Count can be used to control how many labels are printed. If you select *Order Quantity* then the program will print one label for the quantity specified in the order detail. If you have set the *Label Quantity* preference then the program will look to the custom field that you have specified in the Preferences function for the quantity to print. *One Per Line* will print just one label per order detail line.

The next step is to click the *Load Orders* button. This will load the selected orders into the grid at the bottom of the screen.

At this point you can click on the *Print All* button to print labels for all orders that are listed in the grid.

Alternately, you can select certain orders in the grid and click the *Print Selected* button to just print the ones you have selected:

- Click on any order to select it (order 2018-108 is selected in the sample above).

- Click on one order, hold the Shift key down, and click on another order. This will select all orders from the first one clicked to the last one clicked, inclusive.

- Click on one order, hold he Ctrl key down, and click on another order. You can continue clicking on more orders. This will select each order that you click on.

When you click on one of the *Print* buttons you will be taken to the Pri*nt* La*bel*s screen, as described at "Printing Labels" later in this document.

You can also double-click on any order to open the *Order Details* window. This allows you to select individual lines to print (same as described above for orders). You can also change the number of labels to print by changing the value in the *Qty to Print* column.
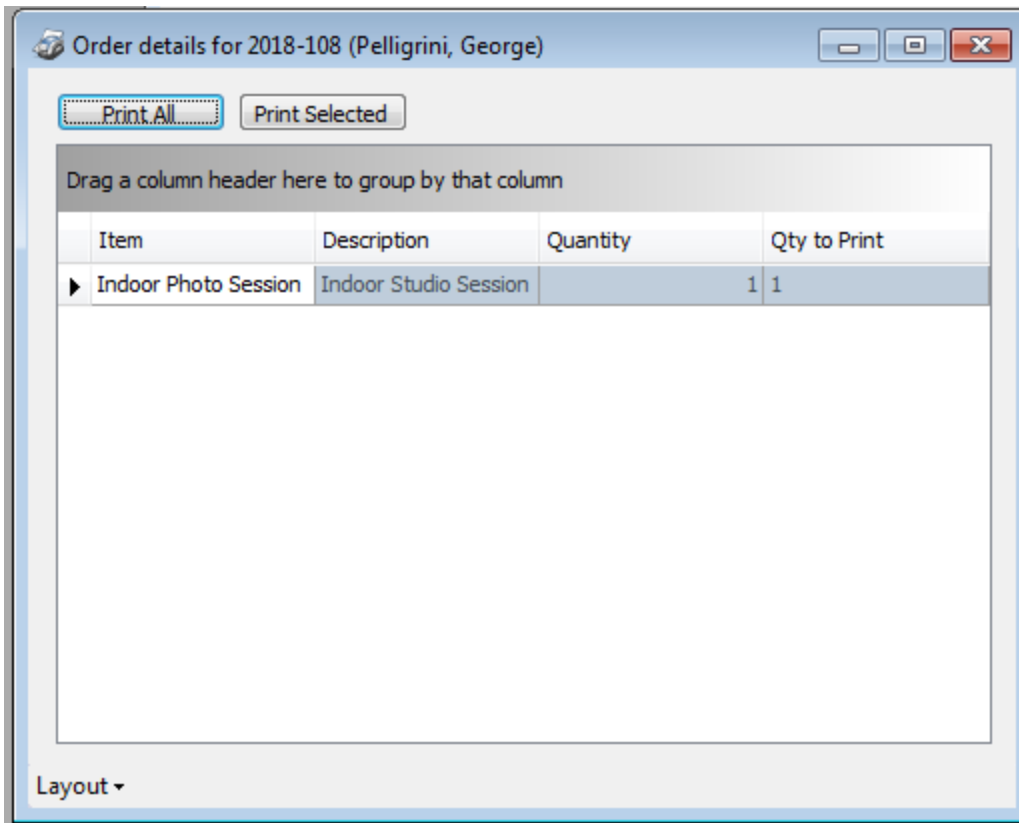
If the program finds an order line that will print more than 100 labels it will ask you if you really want to print this quantity, just as a check.


MODIFYING THE DISPLAY

There are a number of ways that you can modify the appearance of the grid, as well as which orders are displayed. For more details see the Working With Grids chapter in the help file. You can change the size of the window by dragging the lower right corner, you can select the columns to include in the grid, you can sort by various fields, and more.

If you modify the display and then exit the program, the next time that you enter the program the display will revert to the standard appearance. If you wish to save the changes, click on the Layout button in the lower left, and select Save Layout. Your changes will then be saved for the next time that you run the program from this workstation. If you wish to revert to the standard appearance, choose Reset from the Layout button menu, and the next time you open this window it will display the standard appearance.

ITEMS

This provides you with the ability to print labels from the QuickBooks item list. The list will be displayed immediately.
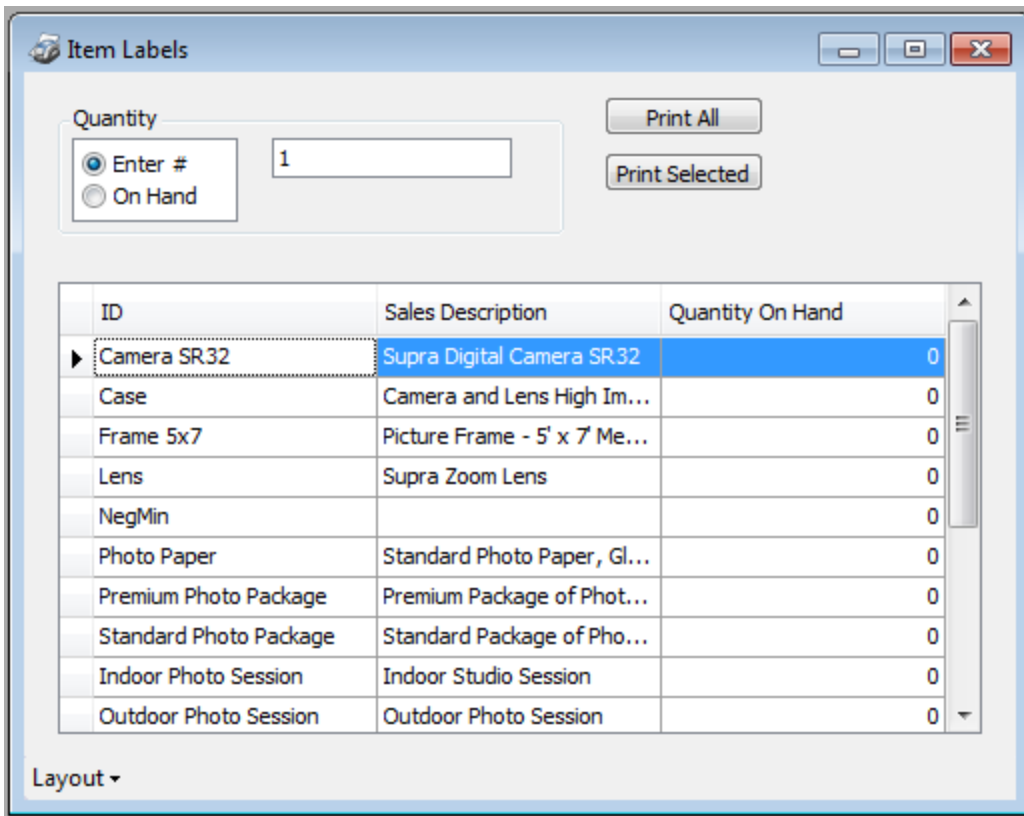
Quantity: If you select *On Hand* then one label will print for each item on hand (as shown in the grid). If you select *Enter #* then the number of labels that print is entered in the box to the right.

At this point you can click on the *Print All* button to print labels for all items that are listed in the grid.

Alternately, you can select certain items in the grid and click the *Print Selected* button to just print the ones you have selected:

- Click on any item to select it (item "Camera SR32" is selected in the sample above).

- Click on one item, hold the Shift key down, and click on another item. This will select all items from the first one clicked to the last one clicked, inclusive.

- Click on one item, hold he Ctrl key down, and click on another item. You can continue clicking on more items. This will select each item that you click on.

When you click on one of the *Print* buttons you will be taken to the Pr*int* L*ab*els screen, as described at "Printing Labels" later in this document

If the program finds an item that will print more than 100 labels it will ask you if you really want to print this quantity, just as a check.


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If you modify the display and then exit the program, the next time that you enter the program the display will revert to the standard appearance. If you wish to save the changes, click on the Layout button in the lower left, and select Save Layout. Your changes will then be saved for the next time that you run the program from this workstation. If you wish to revert to the standard appearance, choose Reset from the Layout button menu, and the next time you open this window it will display the standard appearance.

PRINTING LABELS

When you click a Print button on one of the selection functions the *Print Reports* screen opens. The list of labels will vary depending on the kind of labels that you are printing.
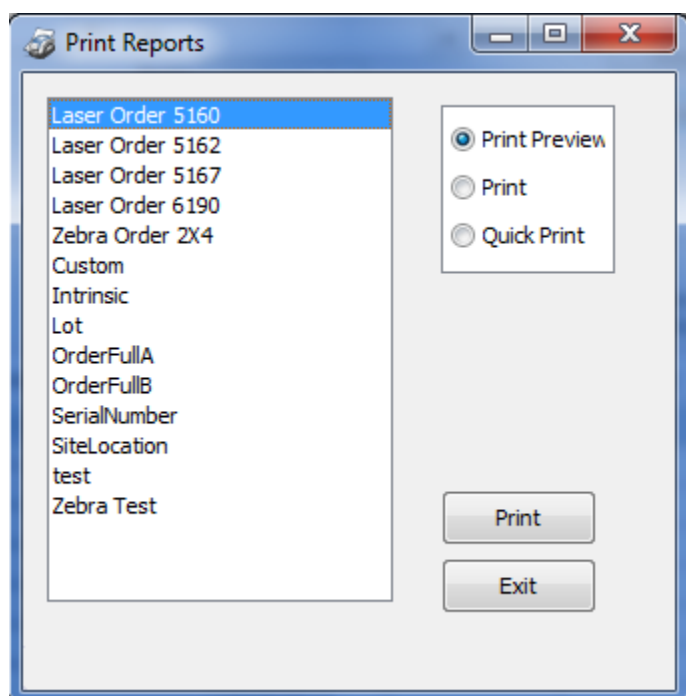
Quick Print will print the labels immediately to your default Windows printer.

Print will open a printer selection dialog.

Print Preview will show the labels in a preview screen that has multiple options for printing and exporting the labels.