

Product Specific Label Design Elements

12/05/2025 3:57 pm BST

Relates to version

Tags: 8.7

Approval Requirements

Approvals are only required for product specific labels. They are configured against a label type that is product specific.

After you have created a product label type, you can configure approval requirements. Approvals define the people/roles required to approve any product label version referencing a label design of this type before it can be approved for production.

This could be system permissions (by default the user is presented with system label permissions) or potentially custom permissions if customer specific skill sets / qualifications are approved for specific label types.

For label types that are not product related approvals are redundant so this button will not be visible.



Note

At least one of the approval requirements must cover the *Approve Product Label from Pending*.

To assign approval requirements to a label type:

1. Navigate to the **Label Printing Dashboard**, click the **Label Design** button and click the **Label Types** button.
2. Select a product specific label type and click the **Approval Requirements** button. If this button is not displayed, it means that the product type is for a standard label.
3. Click the **New** button in the **Approval Requirements** pop-up.
4. Complete the **New Label Type Approval Requirement** pop-up.

New Label Type Approval Requirement

The following properties can be defined for New Label Type Approval Requirement:

Blue fields in the form are required and are flagged with an asterisk () in this document.*

- **Name***: Name the approval requirement.
- **Approval Text**: Provide text that describes the approval.
- **Permission Category***: The permission category of the permission that will be allowed to approve labels of the this type.
- **Permission***: The filtered list of permissions based on the Permission Category from which to select the permission that is allowed to approve labels of this type.

Additional permissions can be added by repeating the steps from step 2 for each permission allowed to e-sign.

Product Label Data

This is only relevant for product specific labels. Once you have designed a label and added translations if required, you can make it functional by referencing it within a product label. The product label data serves as a direct connection between a specific product and a particular label design and version.

1. Navigate to the **Label Printing Dashboard**, click the **Product Labels** button. Use the search criteria on the **Product Labels** screen and click the **Refresh** button to list filtered product label data.
2. Click the **New** button.
3. Complete the **New Product Label Data** pop-up.

New Product Label Data

The following properties can be defined for *New Product Label Data*:

Blue fields in the form are required and are flagged with an asterisk () in this document.*

Product Label Details

- **Product Search***: The **Product** field will be filtered according to the term provided in this field.
- **Product***: Select the product to which the label will be applied to.
- **Comments**: Leave a comment related to this label for this product.

Product Label Version Details

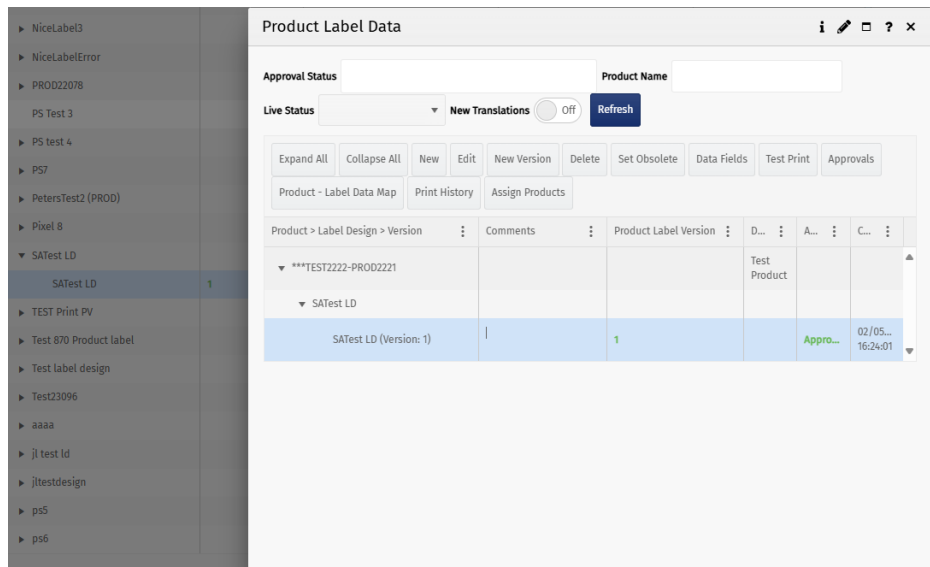
- **Label Design**: Select the label design version.
- **Auto-Generate Data Fields***: Where you have fields in the label design that were configured as *Product Label Data* you can auto-generate the corresponding fields against the product in one step by ticking the check box (recommend that this is always ticked).
- **Rounding**: You can't print a fraction of a label. If the formula for the calculated number of labels comes out as a fraction then you can specify whether to round up, down, or to the nearest integer. For example, if you are creating a large batch of sugar that is being divided into 1 kg bags, you cannot predict exactly how many bags, i.e. labels you might need.
- **Override**: The expected quantity of labels per item made will have been configured against the label design. You have the option at product level to override it. For example, if you have a product that requires more or less labels than the norm.
- **Reconcile**: It may be a requirement, especially in the medical industry, to account for every label printed including those that were scrapped or did not end up on finished goods. If you enable reconciliation, the system will enable a reconciliation of any labels printed.

Target quantity of labels = $x * [\text{Item Qty}] + y$, where:

- **x = Label Qty Factor**: Number of labels required per item/lot qty. Specifies the default quantity of labels expected per batch/item for this label design.
- **Item/Lot Qty**: The lot quantity for the lot which the label is printed for.
- **y = Label Qty Offset**: Specifies an additional number of labels expected per production run (e.g., for retained label prints).

For example, if you need to print two labels per item and to retain an additional label for record keeping then $x=2$ and $y=1$.

After saving the product label data, it will appear in a list in the **Product Label Data** page for a selected product label design version. The first column is displayed in a tree structure showing the product, the label design and the label design version. See image.



Product Label Approvals

The **Product Label Data** screen is where you linked a product label to a product label design version. The Product Label Approvals screen is where you assign the product to an approval request that you would have created.

1. Navigate to the **Product Labels Approvals** screen from the left hand navigation.
2. Click the **New** button to display the **New Approval Request** pop-up and enter a change reference reference.
3. Click **Save**. This displays the **Manage Approval Request (your change reference)** pop-up. Here you will link the product label data to an approval request.
4. Click the **Assign More** button. This opens the **Assign Product Label Data** pop-up.
5. Select a product and click the **Assign** button to assign it to the approval request.