# Product Specific Label Design Elements

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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. It is the required permission to eSign on product label approval.

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.

When you create **New Product Label Data**, it creates a header and the first version of the product label. You will need to edit the version to provide additional information required for the product label.

- 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: Select the product to which the label will be applied to.

#### **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 \* [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 an 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.

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The following fields are only available when you edit a product label version:

- Product Label Version : Version of the product label you are in. This field is not editable.
- Product Label Version Description : Input a meaningful description for this version.
- Approval State: Approval status of the product label version. This field is not editable.
- Approval Printer: Select the printer which was used to evaluate an approve this product label version.
- Reference Image: Operators can view this image in the workstation page and use it as a reference to compare to the actual printout.
- Approval Image: If you had set up an approval image you can view it here. To set up your approval image, see the Add an Approval Image section below.

## **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. Here you can provide the following search criteria:

- Approval Status: Status of the approval. Options: *Draft, Pending, Abandoned, Completed*.
- Change Reference: Provide the change reference assigned to the approval you wish to search.
- Reviewer Responses: Options: Approved, Awaiting, Rejected.
- Approval Since\*: Approvals from the date specified here.
- My Approvals toggle: Filters by approvals assigned to you.

### New/Edit Product Label Approval

- 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. Note that this screen can also be accessed by clicking the Manage button on the Product Label Approvals screen
- 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.
- 6. Repeat steps 4 and 5 to assign additional product label data versions.

### Add an Approval Image

- 1. In the Manage Approval Request screen, click the Manage Image button to open the Approval Image screen
- 2. Select and image and click **Upload**.
- 3. In the Manage Approval Request screen, select the product, click the View Reference Image to display the Approval Image next to the Reference Image.

### e-Signature Details

If an approval signature was obtained, then you can view the details by clicking the row that was signed and then clicking the **Esign Detail** button that is displayed. It displays information about the e-signature in the **Esignature Content** screen. An alternative method to view it is by clicking the History button and then the Detail button in the row that was e-signed.