

FERGUSON®



ProVisions Label Printing Guide

A Step-By-Step Walkthrough

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Introduction

Hello, and welcome to ProVisions Label Creation!

Counter and field associates may opt to use either Portfolios or Essentials to create barcoded scan books for our small business customers and tradesman on-the-go. These custom scan books are incredibly useful to our customers who need a quick and simple reordering solution. These same scan books can be used to create custom bin labels for our customer stockrooms or trucks.

With ProVisions label generation Ferguson offers a quick and easy inventory management solution. Labels may be created in varying sizes (1" X 3", 1" X 4" and 2" X 4") within minutes.

We hope ProVisions can be a helpful tool to you and that you find many creative uses for its features.

-The ProVisions Team

Chapter 1: Selecting Label Type

1.1 Anatomy of a ProVisions Label

This page will show a few examples of ProVisions labels and the elements of each. Please use these images for reference.

1x2-5/8 Bin Label (Avery Template 5160 & 5260)

With Ferguson Branding



Without Ferguson Branding



1x4 Bin Label (Avery Template 5161 & 5961)

Includes Product Image

With Ferguson Branding



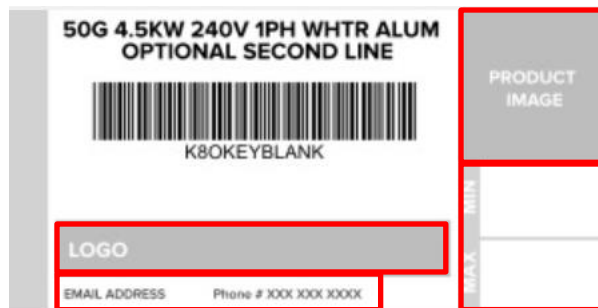
Without Ferguson Branding



2x4 Bin Label (Avery Template 5523, 8253 & 81163)

No Ferguson Branding

Includes Product Image, Logo, Contact Info & Min/Max Field



1.2 Label Types and Numbers

ProVisions offers 3 different sizes for labeling:

- 1" X 3": This label displays the product description, the barcode and the product code only. You have the option to print these labels with or without the Ferguson branding weld els. These labels utilize Avery label product codes 5160 & 5260 as well as any compatible collection within that series. **
- 1" X 4": This label displays the product description, the barcode, the product code and the product image. You also have the option to print these labels with or without the Ferguson branding weld els. These labels utilize Avery label product codes 5161 & 5961 as well as any compatible collection within that series. **
- 2" X 4": This label displays all the aforementioned information as well as 3 key additional features; a full-size logo, contact information and a section to write in a Min/Max quantity.
 - The Ferguson branded weld el is not available on this option. However, a full-size logo is offered for Ferguson Branding, Wolseley Industrial and any of their acquisitions we have on file.
 - Below the logo email address and phone contact information is included. This will auto populate based on the information keyed in during the portfolio creation.
 - Additionally, a section for writing in the MIN and MAX quantity is featured below the product image.

These labels utilize Avery label product codes 5523, 8253 and 81163, as well as any compatible collection within that series. **

**Avery label codes denote the label type and printer compatibility, meaning whether they are laser or inkjet. There are also various paper types, from waterproof to smudge proof, depending on user preference. Please check what type of printer you have and verify your labels before attempting to print. Using the incorrect type of label paper for your printer can result in defective labels.

Chapter 2: Label Creation

2.1 Selecting Size

To navigate to label options, navigate to the **Preview** page from the left column navigation pane. Under **Preview** select **Generate Bin Labels**. The **Preview and Print: Generate and Download Bin Labels** page is displayed.

Select the size of the label you wish to create. For the 1" X 3" and the 1" X 4" labels, you can choose whether or not to include the Ferguson branded weld els.

SELECT WHICH SIZE LABEL YOU WISH TO GENERATE AND DOWNLOAD. ▾

1 X 2-5/8 Bin Label (Avery template 5160 & 5260)

With Ferguson Branding

Without Ferguson Branding

1 X 4 Bin Label (Avery template 5161 & 5961)

With Ferguson Branding

Without Ferguson Branding

2 X 4 Bin Label (Avery template 5523, 8253 & 81163)

2.2 Bin Label Options

- In the **Bin Label Options** you will find 2 optional text fields, one for a web address/email address and one for a phone number. If you do not wish for this information to display on your label, leave these fields blank.
- You can choose between 2 ways of displaying product description on your bin label:
 - **Product Description** is the description listed on your summary page; it is either the enriched text in your ProVisions database or it has been imported from your Trilogie bid.
 - **User Product Description** is the “Additional Copy” field on your **Rooms** page. If you have entered any text in these text boxes, it will be displayed **User Product Description**. Please note that if you use this option you must have entered text in every box, otherwise it will print blank.

SELECT BIN LABEL OPTIONS ▼

Web Address / Email Address

Phone Number

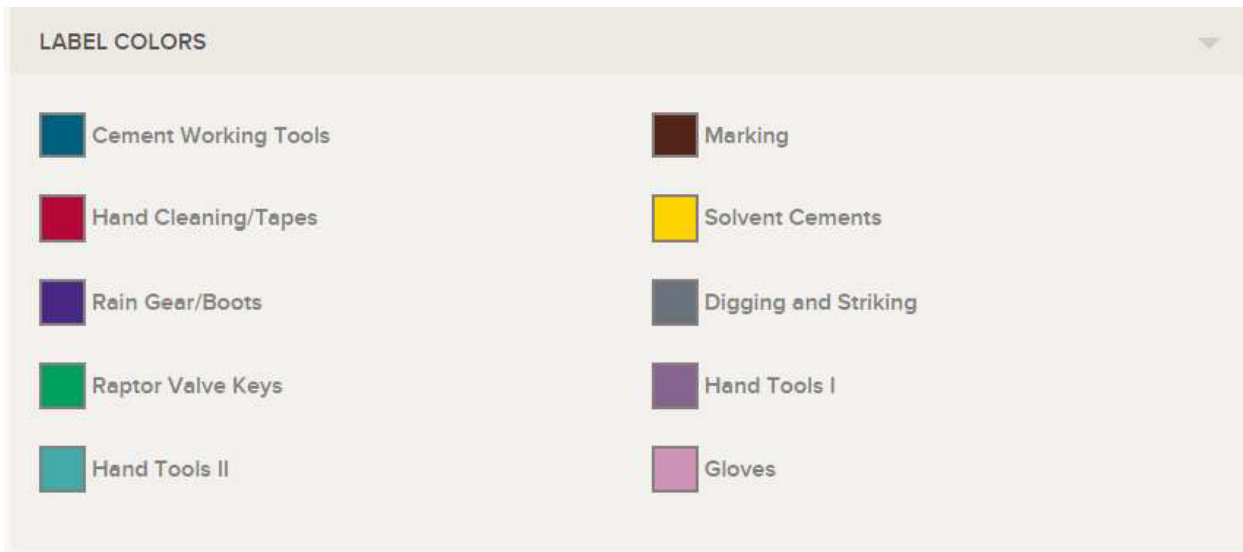
Display Product Description

Display User Product Description

2.3 Label Colors

Label colors allow you to pick the color of your printed labels based on the room/section names you have assigned in your book. The default color is Ferguson Blue. Other color options are provided so you can color code based on your customer's needs.

To change the color of the labels for a room/section, click on the color block and make your selection from the color options provided.



2.4 Change Logo Option

The logo displayed on your printed label is determined by the logo chosen during your cover selection.

Should you need to change your logo navigate to the **Preview** page and click on **Generate Bin Labels**. Here you will find the **Change Logo Option** section. Click the drop-down menu to display a list of all Ferguson and Wolseley branded logos as well as any acquisitions we have on file. Make your selection from this drop-down list.

CHANGE LOGO OPTION

The logo option chosen on the Portfolio Details page is the default logo for your labels.

If you need to change your logo, you may do so with this option.

Logo *

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Chapter 3: Automated Template

To prevent wasting sheets of labels and valuable time, please be sure to have your printer settings set appropriately for web-based printing or PDF printing, as instructed below:

3.1 Settings for Web-Based Printing

***For this example, we are using Explorer. Even for different browsers, the print settings dialog box should have the same options available.**

After you have made your selections on the **Preview and Print: Generate and Download Bin Labels** page, click the **Continue** button.

ProVisions will generate your labels into an online PDF. You can either download this online PDF to your computer or you can print directly from the online PDF.

To print, click on the printer icon in the lower center of the screen. A **Print** screen will appear.

The screenshot displays a web-based printing interface with two columns of product listings. Each listing includes a product name, a barcode, a numerical ID, and a product image. A central toolbar contains icons for file operations, with the printer icon highlighted in a red box. Below the listings, there are sections for 'Description' and 'FILE NOT FOUND'.

Product Name	Barcode	ID	Image
Single Handle Lavatory Faucet W/ Pop-Up	[Barcode]	5164966	[Image]
2 Handle Kitchen Faucet W/ Spray	[Barcode]	4737239	[Image]
Two Piece Floor Mounted Toilet	[Barcode]	4262641	[Image]
Delta 2-Porcelain Lever Handle Kit W/ White Accents	[Barcode]	2302583	[Image]
@ CCY LF 1.2 1HDL CC LAV FCT	[Barcode]	3986280	[Image]
Description	[Barcode]	H31275	[Image]

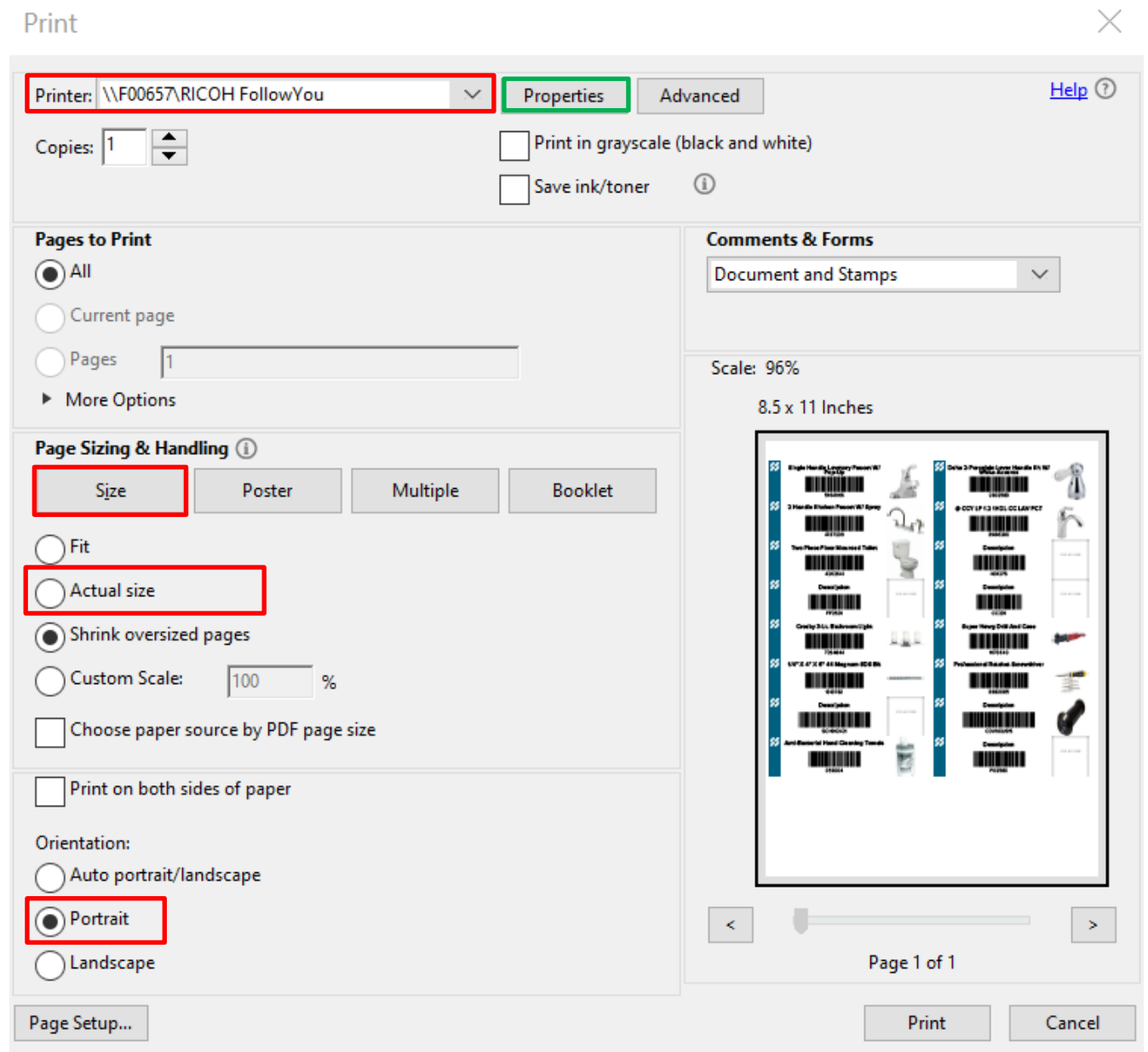
Toolbar: [Save] [Print] [Up] [Down] [Page 1 / 1] [Zoom In] [Zoom Out] [Hand]

Bottom Row: [Description] [FILE NOT FOUND] [Description] [FILE NOT FOUND]

In the Printer field, be sure you have selected the desired printer.

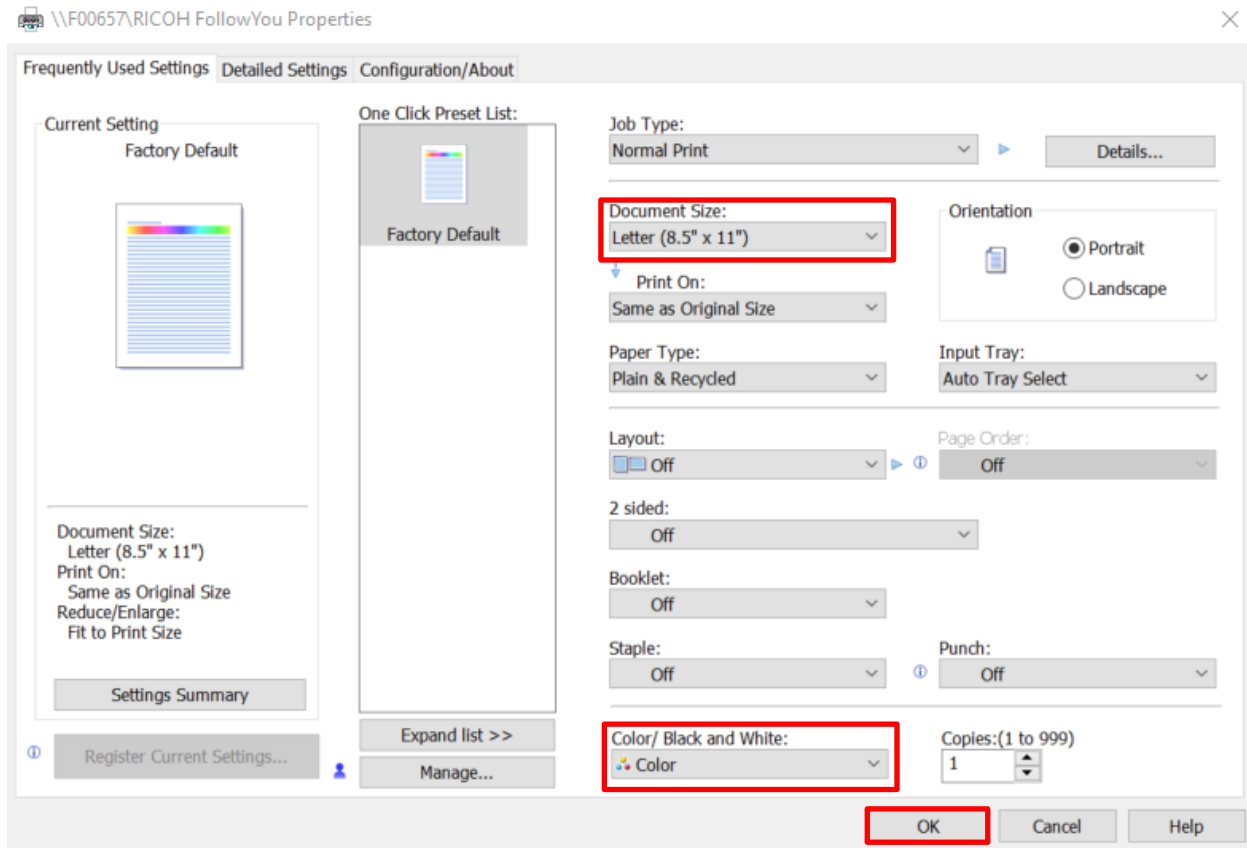
Then click on the **Size** button. Be sure that **Actual Size** and **Portrait** orientation are selected.

After you have made these selections, click on the **Properties** button (indicated in green).



In the **Properties** screen, be sure you have selected **Color** and **Letter (8.5" x 11")** under **Document Size**.

Click **OK**.



Once your settings are applied, click on the **Print** button. Your labels should print correctly.

3.2 Settings for PDF Based Printing

Going back to **Generate Bin Labels**, once you are finished making your selections and click **Continue**, ProVisions will generate a PDF of your labels to either save or print. In the previous section we walked through how to print the document. Here we will discuss how to save it to your computer.

To save the PDF, click in the disk icon.



A **Save As** dialog box appears. Navigate your computer files and save the document in the desired location, naming it whatever you please.

To print from your saved file, locate the document in your computer files and open it. It will open in Adobe Acrobat Reader. In the tool bar at the top of the page select the printer icon. Proceed with printer settings as laid out in the previous section.

