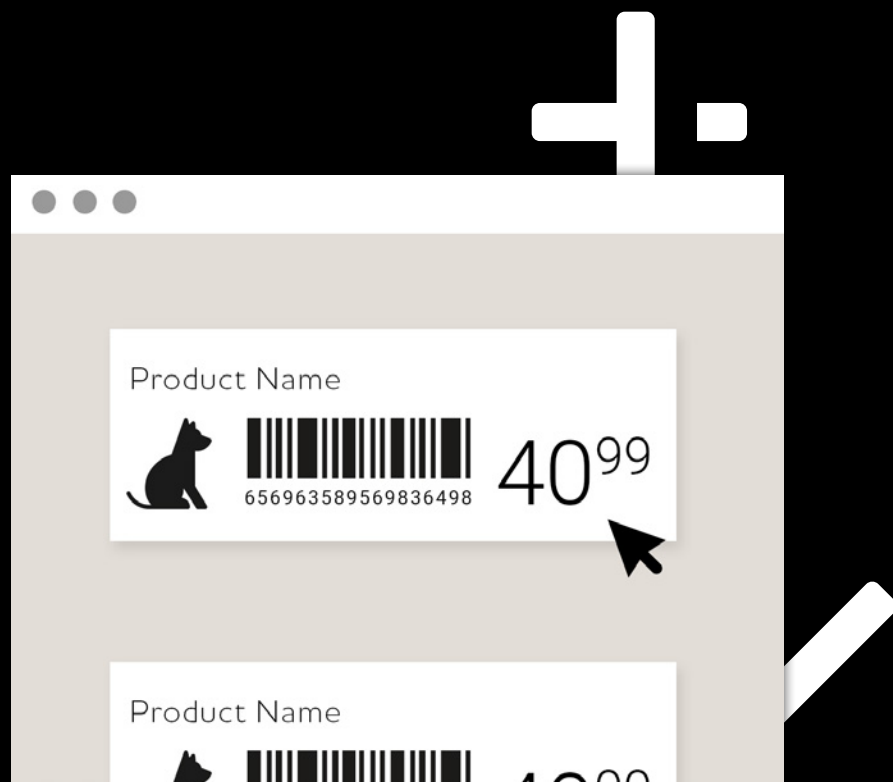


# My Online Labelling

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## User Guide



more for veterinarians™

[cdmv.com](http://cdmv.com)



# My Online Labelling

## ✚ INTRODUCTION

Create and print your labels yourself, when you need it. Print only the quantity you really need, no more waste!

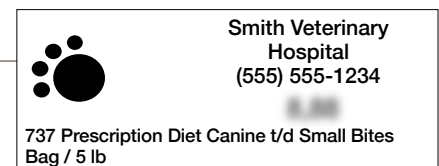
In addition to clearly identifying and showcasing products on your shelves, the labels and shelf cards will tie together the look of your retail space.

The concept is simple and practical: you order the material (product labels or shelf cards), then use our platform to print them.

### PF1 – Product label

These adhesive labels show your practice name and logo, and the product name and format.

Size: 2 5/8 in x 1 in



### T3 – Shelf card

These cards show the name / format of product, price, bar code and "species" pictogram. Use them with shelf card holders available at CDMV (# 103302 à 103305, 116949, 116950, 116951, 116952, 117142).

Size: 2 1/2 in x 1 1/4 in



### You need blank labels or shelf cards to print on?

Purchase them at CDMV! Click on Shelf Cards or Product Labels in the left menu to automatically add them to your shopping cart.



## ➤ ACCESS THE LABELLING TOOL

To access the labelling tool, logon to [cdmv.com](http://cdmv.com) and hit eServices, sub-menu Labels.



### You have more than one business address?

You can manage your retail prices and create labels for each address. The tool is designed to allow for a personalized price policy for each address, in keeping with the local market.

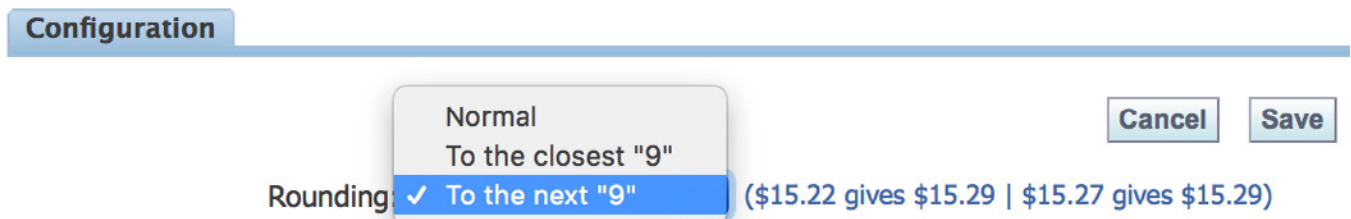
Please choose the address:

1234, Animal Blvd., Halifax (NS)

## ➤ CONFIGURATION

### Rounding

Our system allows you to automatically round off your retail prices. You can choose to round off to the closest 9 or the next 9, or choose not to round off at all.



## Personalization

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Customize your labels with your logo and the name of your practice and contact information. Choose your logo and enter up to three lines of personalized text.

### Product label personalization

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Current logo:



Dimensions: 49 pixels (width) x 53 pixels (height)  
Resolution: 96 dpi

[logo\\_75649\\_p14680.png](#)

Choose logo file (.jpg .png):  aucun fichier sél.

Customize the first 3 lines:  (The lines must not exceed 21 characters.)

## Printer Adjustment - How to reposition your labels

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If the printed results are not aligned, it may be necessary to calibrate your labels for a specific printer. You can shift the label alignment slightly by following the steps below. These settings will apply to your current business address.

### Printer adjustment

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#### Direction

☒ Left ☐ Right

Shift by   Millimeter(s)

1. Review your labels to determine which direction (Left or Right) they need to shift in order to align correctly.
2. Make and apply changes from the Printer Adjustment section of the Configuration page.
3. Test print on plain paper first. Return to the Printer Adjustment section to make additional adjustments, if needed.

**Important:** Always print your PDF using the Actual Size option.

## MARKUP

### By invoicing category

Choose the product category from the drop-down menu and enter the markup. Hit Save to add the markup to the list.


To modify a markup for a product category, select the category and enter the new markup, then Save. The new markup will replace the old one in the list.

To delete a product category and its markup, click on the corresponding trash icon.

#### Markup by invoicing category

Invoicing category:  Markup %

### Markup rate

Invoicing category	Markup %	Remove
Biologicals	23.00	
Instruments	25.00	

### By supplier

Choose the supplier in the drop-down menu and enter the markup. Hit Save to add the markup to the list.

To modify a markup for a supplier, select it and enter the markup, then hit Save. The new markup will replace the old one in the list.

To delete a supplier and its markup, click on the corresponding trash icon.

Note: The markup by supplier takes priority over the **markup by category**.

#### Markup by supplier

The markup by supplier takes priority over the markup by invoicing category.

Supplier:  Markup %

## Markup rate

Supplier	Markup %	Remove
Royal Canin	30.00	
Zoetis	30.00	

## Exception by product

Click on Add Product use the search boxes to find the product you want to add.

### Standard Search

Once you found the product, check the box under Select, and click on Add.


### Results

					<input type="button" value="Add"/>	<input type="button" value="Cancel"/>
Select	CDMV Code	Description	Invoicing category	Supplier		
<input checked="" type="checkbox"/>	105341	Syringue BD LL 1cc	Medical supplies	Becton Dickinson Canada In	<input type="button" value="Add"/>	<input type="button" value="Cancel"/>

To modify a markup or to enter a fixed price for a specific product, enter it in the blank fields on the Markup rate list and hit Save.

To delete a product, click on the corresponding trash icon.

## Markup rate


CDMV Code	Description	Size	Regular Price \$	+/-	Markup source	Supplier	Markup %	Fixed price \$	Markup price \$	Remove
105341	Syringe BD LL 1cc	<b>100</b>	<del>55.00</del>		Category	Becton Dickinson Canada In	35.00	<input type="text"/>	<del>55.00</del>	

Note: The **markup by product** takes priority over the markup by supplier and by category.

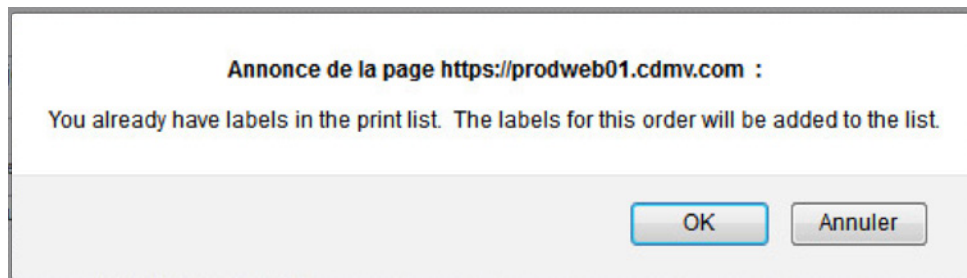
## ✚ LABEL PRODUCTION

### From one of your orders

From the Orders sub-menu, choose an order by clicking on the Order Number. Then click on the corresponding Labels icon.

Order Number	Order Type	Reference Number	Order Date	Booked Date	Order Status	PO Number	Shipment Details	Labels
<a href="#">4663992</a>	Regular	2872855	2018-11-24	2018-11-24	Booked			
<a href="#">4663992</a>	Regular	2872855	2018-11-24	2018-11-24	Booked			

If you already have an ongoing label list, you will see this message pop-up.



If you click OK, the labels from the order will be added to the ongoing list. To create a new label list, go to Label Production and hit Delete list.

### Manually add labels

To manually add labels to your list, enter the CDMV code and hit Add.

#### Add Label

CDMV Code:

Add

You can modify the quantity of labels to print, the markup (if you do modify the markup at this stage, it will automatically be saved in the Exception by Product section) or the fixed price.

<a href="#">Select All</a>   <a href="#">Select None</a>										
Generate	CDMV Code	Description	Size	Quantity	Regular Price \$	+/-	Markup source	Markup %	Fixed Price \$	Markup price \$
<input checked="" type="checkbox"/>	115952	Feliway Wipe Box/5 Pouches	UN	4	00.00		Category	100.00		00.00
<input type="checkbox"/>	7114	Emla Cream Tube/30 g	UN	1	00.00					00.00
<input checked="" type="checkbox"/>	114834	Prescription Diet Feline Metabolic Bag / 17.6 lb	UN	1	00.00		Supplier	30.00		00.00
<input checked="" type="checkbox"/>	114833	Prescription Diet Feline Metabolic	UN	3	00.00		Supplier	30.00		00.00

When your list is complete, click on Generate labels. Make sure you checked the Generate box for all the products for which you would like to create a label.

## Choose the label type

Choose the desired label type (product label or shelf card).

### Label production

#### Choose the label type:

☒ Product Labels (PF1)
 ☐ Shelf cards (T3)
 Start printing at position:  [?](#)

For your product labels, you can reuse a page of labels by specifying the position of the first label in the page. Printing will begin at this point on the page.

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

## Divide products in packs and create labels for single units

You can create single labels for products purchased in a multipack format.

Click on the format.

<a href="#">Select All</a>   <a href="#">Select None</a>										
Generate	CDMV Code	Description	Size	Quantity	Regular Price \$	+/-	Markup source	Markup %	Fixed Price \$	Markup price \$
<input checked="" type="checkbox"/>	108714	PVD Formula OM Overweight Management Feline Can/156 g	P24	1	00.00		Category			00.00



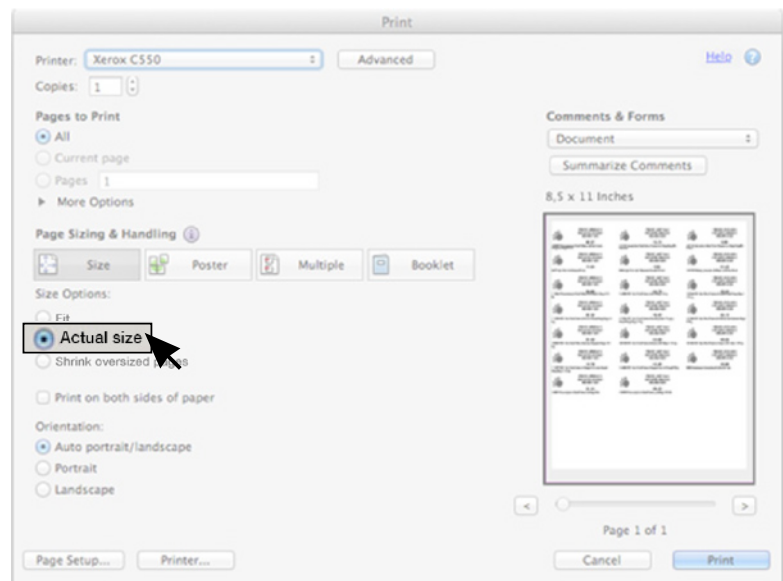
A line will be added to the list with the quantity of single labels with their unit price. You may choose a different markup for items sold individually.

<a href="#">Select All</a>   <a href="#">Select None</a>										
Generate	CDMV Code	Description	Size	Quantity	Regular Price \$	+/-	Markup source	Markup %	Fixed Price \$	Markup price \$
<input checked="" type="checkbox"/>	108714	PVD Formula OM Overweight Management Feline Can/156 g	<a href="#">P24</a>	1	00.00		Category			00.00
<input checked="" type="checkbox"/>	108714	PVD Formula OM Overweight Management Feline Can/156 g	UN	24	00.00		Category			00.00

## ✚ TROUBLESHOOTING

The text on your label is shifted and it prints out the labels area?

Make sure you use Adobe Reader to open the label file. When in the Print sizing and handling section, select Actual Size.



You can shift the label alignment slightly to the left or right in the Printer adjustment section in the Configuration menu.

### Printer adjustment?

#### Direction

☒ Left ☐ Right

Shift by  Millimeter(s)

Cancel

Save

1. Review your labels to determine which direction (Left or Right) they need to shift in order to align correctly.
2. Make and apply changes from the Printer Adjustment section of the Configuration page.
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Need Help?

Contact our Customer Service team at 1-800-668-2368.