

Author	Status	Effective Date
Michael Boblit	Final	01/31/24

1.0 Purpose

This procedure is put in place to ensure the employee is putting the right labels on the product being packaged. Not labeling products correctly can cause multiple issues for Gemini and the customers.

2.0 Scope

This document covers the standard procedures to be followed for employees in the shipping department when printing labels/stickers/bar codes for packaging. By following the instructions, the workload will be completed accurately and consistently.

3.0 Safety

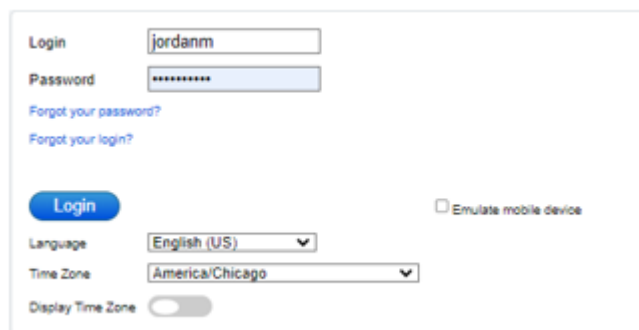


***Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**

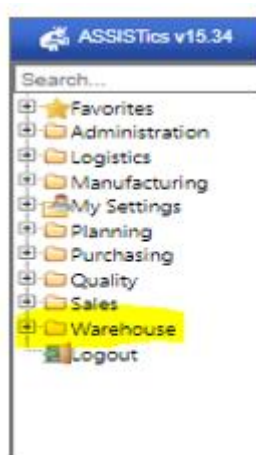
***Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

4.0 Printing Labels/Stickers/Bar Codes for Packaging

4.1 Login to Assistic using your name



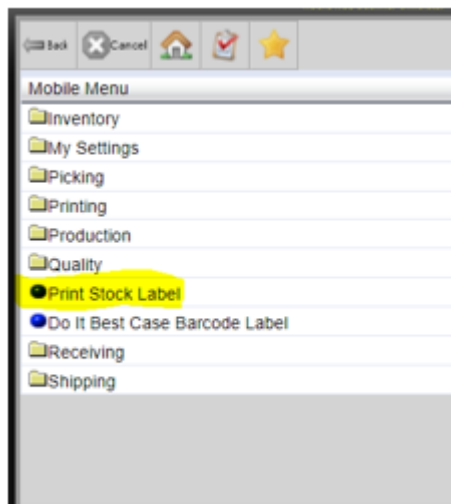
4.2 Once Logged in on the left hand side click the "warehouse" folder.



4.3 From the "warehouse" folder select "mobile simulator".

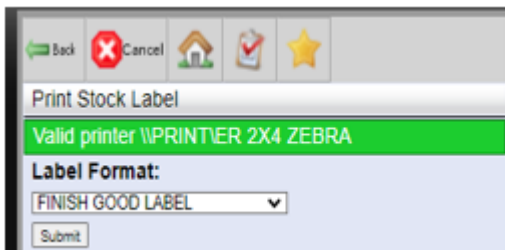


4.4 From the mobile simulator select "print stock label"



4.5 Select the correct printer you are using

4.6 **Select the correct label format ***note*** for most finished goods it will be "finished good label" format**



4.7 **Enter number of labels needed**

4.8 **Enter your lot number found on your "repack" ticket. ***NOTE*** If lot is incorrect, you will not be able to proceed.**

4.9 9. **"Confirm"**

5.0 References

Reference	Title
1	None