

Author	Status	Effective Date
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1.0 Purpose

To ensure that all personnel understand the function of printing stickers/bar codes correctly, consistently, and safely to achieve a quality outcome through uniform performance. Any deviations from the procedures can cause multiple issues for Gemini and their customers.

2.0 Scope

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

3.0 Safety

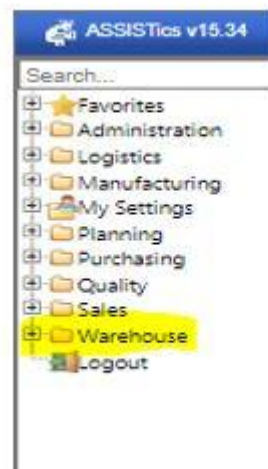


4.0 Printing Stickers/Bar Codes for Packaging

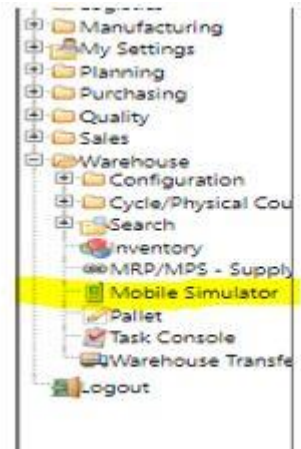
4.1 Login to Assistics using your login and password.



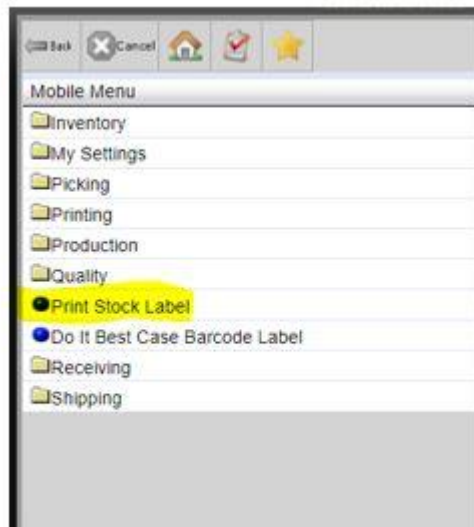
4.2 Once logged in click the "warehouse" folder on the left-hand side.



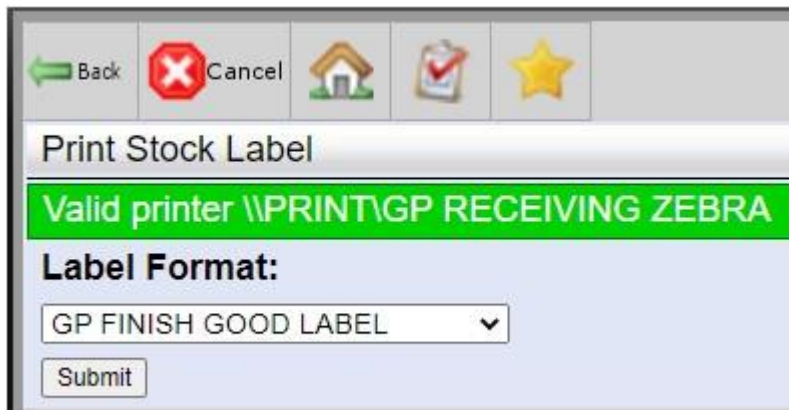
4.3 From the "warehouse" folder select "mobile simulator".



4.4 From the mobile simulator select "print stock label".



4.5 Select the correct printer to use.



4.6 Select the correct label format **NOTE: for most finished goods it will be "GP 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 "Confirm"

5.0 References

Reference	Title
1	None