

SORTING UTILITY USER GUIDE

Use these instructions to install and use the Monarch® FreshMarx® Sorting Utility.

You can use the Sorting Utility to sort your product buttons after menu items change or are added/removed.

Installing the Sort Utility

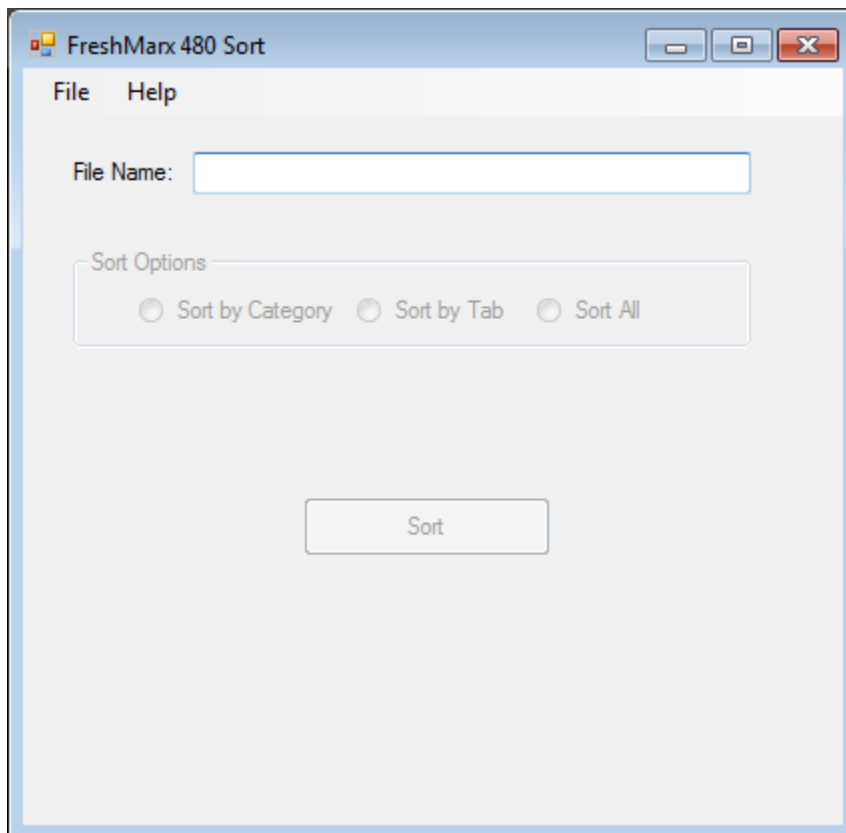
1. Download the Sort Utility from our Website (www.monarch.averydennison.com).
2. Save the file to your desktop.
3. Double click **Setup.exe**.
4. Follow the on-screen prompts.
5. When installation is complete, an icon is added to your desktop.



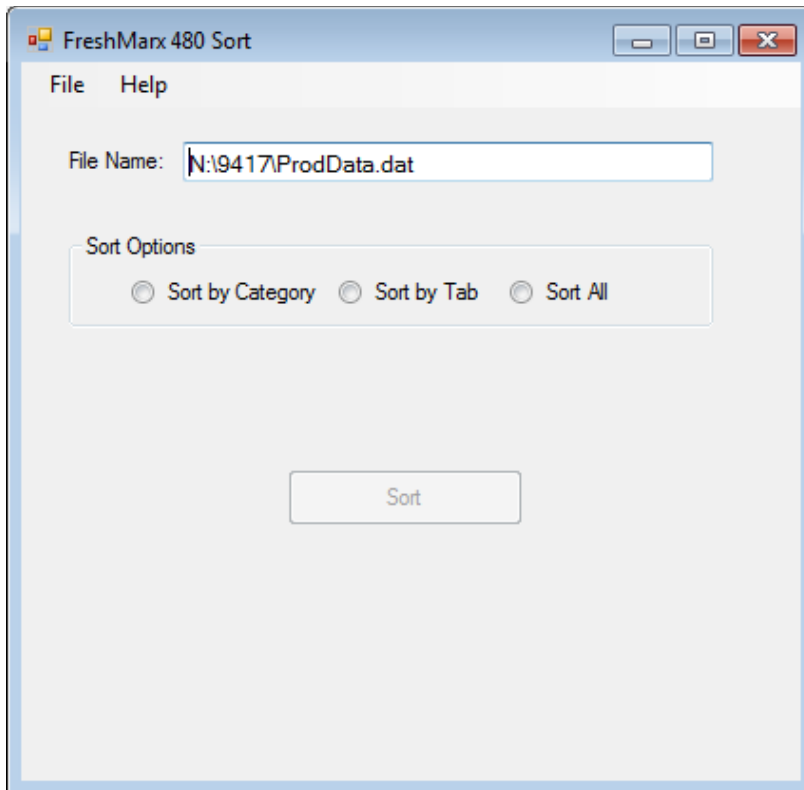
Note: The Sort Utility can only be installed on computers with Windows XP, or higher, Operating System.

Using the Sort Utility

1. Retrieve your Product Data File from your printer. Refer to the System Administrator guide on our web site for more information.
2. Double click the Sort Utility icon on your desktop to run the utility.



3. Select **Open** from the **File** menu.
4. Navigate to your Product Data file (.dat file type) then click **Open**.
5. Select one of the **Sort Options**.



Sort by Category - sorts all the product buttons in alphabetical order for each of the five categories (Home Buttons).

Sort by Tab - sorts the buttons in alphabetical order for each of the tabs within the categories.

Sort All - sorts all the product buttons in alphabetical order, independent of Category or Tab. Values for Home Buttons, Tabs, and Use First button are not sorted.

6. Click **Sort**. The Utility automatically sorts your data. "File Sort Complete" is displayed when the file is sorted.
 7. Select **Save** or **Save As** from the File menu to save the sorted file.
- Note:** We recommended saving it under a different name (select **Save As** from the **File** menu).
8. Enter the new file name and click **Save**.
 9. Transfer the sorted file to your printer. Refer to the System Administrator's guide on our web site for more information.

Alphabetizing Your Data

If your Product Data File contains a large number of items or is getting difficult to navigate, consider using the Sort Utility to alphabetize your entries.

For example, group all items starting with A - B, C - G, H - R, S - T, and V - Z as shown below.

Refer to the System Administrator's guide for more information on re-naming the Home Buttons and Tabs.

Grouping the items within your Product Data File allows them to be located quicker and is easier for your employees. Employees do not need to memorize each product's category.

