

# Configuration

## How to Enable Hybrid Tags

### Where is Hybrid Tag Located?

- **Production > Start a Task > New Hybrid Tag**

### Why & When are Hybrid Tags Used?

Hybrid Tag is a PTI (Produce Traceability Initiative) term. A Hybrid Tag is a pallet tag that combines product tags from two or more other pallet tags onto one physical pallet. Hybrid tags are used when several incomplete pallets of the same product are put onto one physical pallet. No one wants to deal with shipping multiple partial pallets of the same product when they can simply be restacked onto one physical pallet.

### How to Enable Hybrid Tags

1. Log into Envio as the admin user
2. **Configuration > Manage Process Numbers**
3. Select Process Type **General**
4. Click **New**. A row will appear in the grid.
5. Below **Number Bank**, type **HybridNumber**
  - If a row called HybridNumber already exists, Continue on. If you also want an SSCC Tag number bank, Do Step 4 and 5 and call the bank SSCCNumber
6. Adjust the Start Number (the first tag number) and the increment (how each consecutive number will increase) or leave the supplied defaults.
7. **Save**.
8. **Company > Find > "Your Company Name" > General Policies Tab > Process Type: General > Group: Hybrid Tag - SSCC**
9. Review the charge options. Set the Hybrid Tag Number Bank to

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Group: Hybrid Tag - SSCC		
<input type="checkbox"/>	All Hybrid/SSCC Tag Items Must Ship When Pallet Tag is Shipped	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Allow Hybrid Tag / Item Location Mismatch	<input type="checkbox"/> Bypass
<input type="checkbox"/>	Auto Print the Hybrid Tag When Pallet Tag is Printed in a Run	<input type="checkbox"/> Never
<input type="checkbox"/>	Auto Print the SSCC Tag	<input type="checkbox"/> Never
<input checked="" type="checkbox"/>	Copies of Hybrid Tag To Print	<input checked="" type="checkbox"/> 1
<input checked="" type="checkbox"/>	Copies of SSCC Tag To Print	<input checked="" type="checkbox"/> 1
<input type="checkbox"/>	Default Hybrid/SSCC Tag Location in Dock Operation > New Hybrid Tag	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Hybrid Tag Number Bank	<input checked="" type="checkbox"/> HybridNumber
<input type="checkbox"/>	Hybrid Tag Prefix	<input type="checkbox"/> HT
<input type="checkbox"/>	Hybrid Tag Printer	<input type="checkbox"/>
<input type="checkbox"/>	Hybrid Tag Suffix	<input type="checkbox"/>
<input type="checkbox"/>	Show Hybrid Tag Design Selection Dialog	<input type="checkbox"/>
<input type="checkbox"/>	Show Hybrid Tag Printer Dialog	<input type="checkbox"/>
<input type="checkbox"/>	Show SSCC Tag Design Selection Dialog	<input type="checkbox"/>
<input type="checkbox"/>	Show SSCC Tag Printer Dialog	<input type="checkbox"/>
<input checked="" type="checkbox"/>	SSCC Tag Number Bank	<input checked="" type="checkbox"/> SSCCNumber
<input type="checkbox"/>	SSCC Tag Printer	<input type="checkbox"/>

This policy is required.

10. Review the policies and assign those you feel are needed.
11. **Save and Close.**

For this policy to be active to users, they must log out of Envio and log back in.

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Author: Melanie Jones

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HybridNumber.