Guide: Finishing Designations

This guide explains what the *finishing designations* option is used for in the GESVATEC system, and how to use it.

01. What is its purpose?

When we mark a designation as *finished*, we are indicating that **we do not want to print more labels from that designation**. Therefore, we can use this option when there is not going to be more produce from a plot or farm. Designations can be finished both in the **Gesvatec labelling software** and in the **Gesvatec website**.

What do we achieve by finishing a designation?

- The software prevents you from printing labels from a finished designation: we avoid printing by mistake.
- We are letting the control entity know that we are not going to print more labels from that farm or plot.

02. How to finish designations in the software

1. Log in to the software and go to the *Transactions* screen.
2. Click the "new transaction" button and select the *denomination* or *brand* in the drop-down list.
3. Select the *designation* you want to finish in the drop-down list.

Check the ☑ Finish designation checkbox.

Please note...

- The next time you go to the *Transactions* screen, the finished designation will be shown in blue text.
- If you want to resume a finished designation, before printing labels you need to uncheck the ☑ Finish designation checkbox.

03. How to finish designations in the website
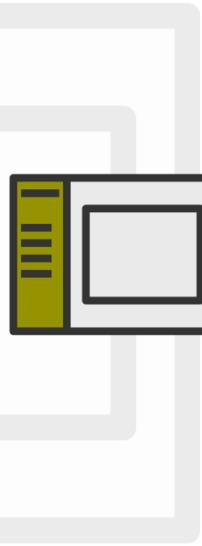
1. Log in to the private area of the website and go to *Management-->Designations*.
2. On the right of the designation you want to finish , click the ⏻ (finish designation) button.

Accept the confirmation message.

Please note...

- Finished designations will display a ⏻ icon.
- If you want to resume a finished designation, click the ↻ button on its right side and accept the confirmation message.

Gesvatec Support Team (GST)

If you have any problems os questions, please send your queries to **soporte@gesvatec.com**