

**GMC Pharmacy Standard Work:
Creating a Template with goHCLabels.com**

- ➔ Log into gohclabels.com
- ➔ On the left hand side bar select **TEMPLATES**
- ➔ What kind of template are you creating? The standard size? (6123- Class A Laser Labels for Condensed Blisters) Or a new size? Our standard size for most tablets and capsules will be the 6123 Condensed Blister because they fit in the OmniCell dispensers. If another size is needed you may need to test the blisters to find they size you need and use the template that matches the blister.
 - To create a new size template select **+CREATE**
 - Select the drop down menu and find the stock size; they should have corresponding numbers and names to the blister you have chosen for your label. And select **NEXT**.
 - Check the **MODIFY** box for everything *except* **FACILITY NAME**.
 - Check the **SHOW** box for everything *except* **FACILITY NAME**
 - Select **ADD CUSTOM FIELD**.
 - Add the fields: **CDM; Integer, GENERIC FOR; text, BRAND; text** (Generic or Brand depending on what you intend on packaging)
 - Check the **PREFIX** box for **EXPIRATION DATE, CONTROL NUMBER, GERERIC FOR** or **BRAND**.
 - Select **NEXT**.
 - Select **EDIT LAYOUT**.
 - Select – right click – delete the following:
 - **NDC NUMBER**
 - **LOT**
 - **PACKAGED BY**
 - **THE BARCODE**
 - On the left hand sidebar select the **BARCODE** picture – **CDM – CODE 128**, and then click on your label. The barcode should appear, resize. Doing this changes the barcode input to our CDM number and not the NDC Number.
 - On the left hand sidebar select **NCD**. Click on the items you want to appear on your label, clicking on your label and moving around after each selection.
 - Change the size by selecting the field you want to change (a blue box will appear around field). On the right hand sidebar select **FONT SIZE** using the mouse wheel to change size. The same can be done with rotation.
 - Select each field and choose your **TEXT ANCHOR**; middle, end, start. Most of our fields are centered but fields we want on the same line will need to be anchored to the end (left) and the start (right). This will help later so we don't have to move things around as much.
 - Get the layout as close to what you want the final label to look like. Doing this now saves time later.
 - Once your label looks satisfactory: **FINALIZE AND SAVE**. Name your template.

- ➔ If you're creating a template that already utilizes an already existing template but modifying it, creating a new template is much easier. From the already existing template select one that most resembles what you need. Click on it and select **COPY**.
 - The stock will already be chosen, modify and show fields as needed. You can even delete and add a custom field. Select **NEXT** and customize the layout for your needs. Once done select next. **BEFORE SAVING BE SURE TO CHANGE THE NAME OF YOUR TEMPLATE!!**