



Mike Fairley Founder Label Academy



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Session 1 .

Managing information and workflow in the label and package printing industry

- The evolution and growth of MIS
- Defining a management information system
- Key elements in today's MIS and workflow automation
- The automated label production plant of tomorrow



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MIS and Workflow Automation

Evolution and growth of MIS

- Software to better manage a label, carton or package printing plant was emerging in the late 1970s/early 1980s
- Dedicated software for costing and estimating in label plants appeared in the early 1980s
- This became integrated with software for invoicing, shipping data and label generation
- Dedicated label and carton software development companies were evolving in the mid- to late 1980s and in to the 1990s
- Many of the pioneering early software companies now absorbed into large organizations and groups during the 2000s
- Today, MIS is a sophisticated tool to collect, assemble and accumulate information, facts and figures covering all the important business process and steps, then record, process and route that data to where in the business it is needed.

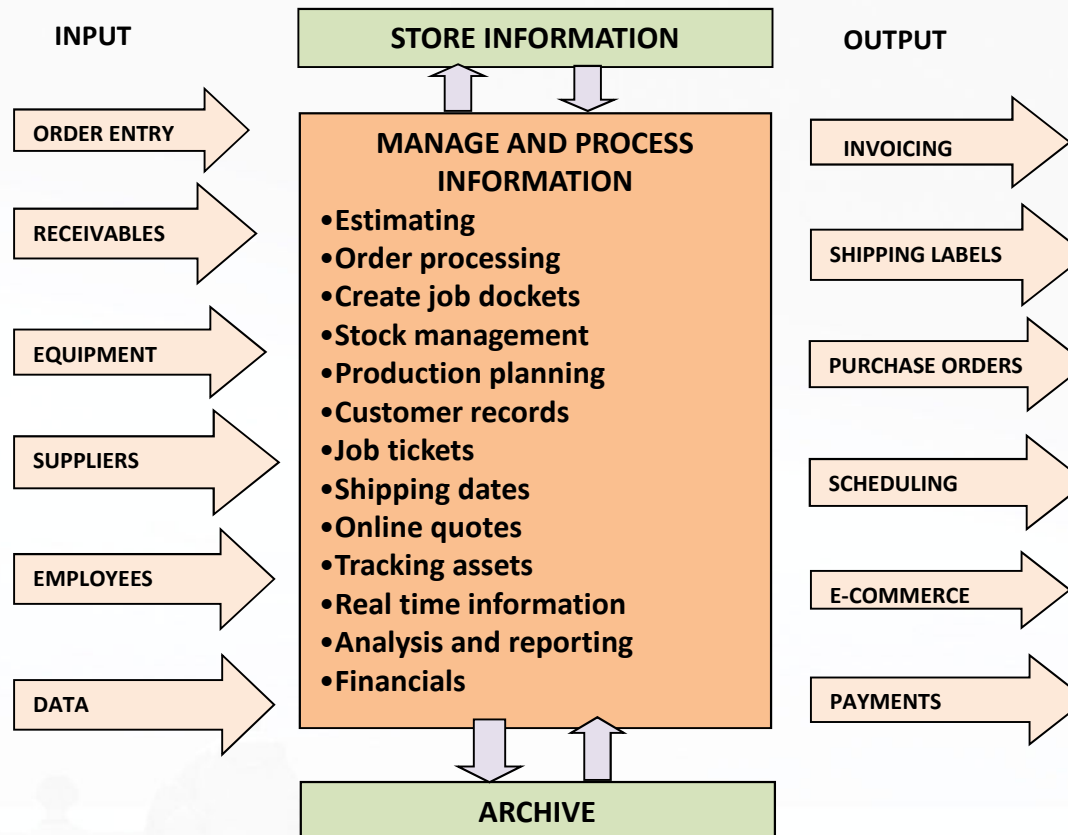


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What information does an MIS need to capture (input data), store and/or archive, and what needs to be delivered (output)?



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The range of input, processing and output steps can be expanded to perform an ever increasing range of operations related to the management of the business

INPUT	PROCESSING	OUTPUT
<p>Customer information Supplier information Request for quote Product description Sales Order Order changes Materials information Purchase order Confirmation Receivables Purchases invoices Employees/equipment Imports from accounts Data</p>	<p>Estimating Management of product information and approval cycle Order processing Production job creation Production scheduling Stock/inventory movements/changes Shop floor data Tools management Manage/organize packing and shipping Costing/Invoicing Month or job end closing</p>	<p>Quotes and contracts Sales order Confirmations Works instructions: -Per job -Per function -Per production Purchase orders Scheduling Identification labels Shipping notes Invoice Analysis and reporting E-information Export to accounts</p>



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Categories of a Management Information System operation

A good management information system can be divided into a number of categories

Transaction processing.

Handle all routine and recurring transactions (invoicing, payments, payroll, inventory, etc.)

Operational information processing

Gather information, organize information and present information in a format useful for managing the business

Decision supporting information

Provide and support information necessary to make informed management decisions

Problem solving

Use information to recognize, formulate and solve problems



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Why invest in a Management Information System?

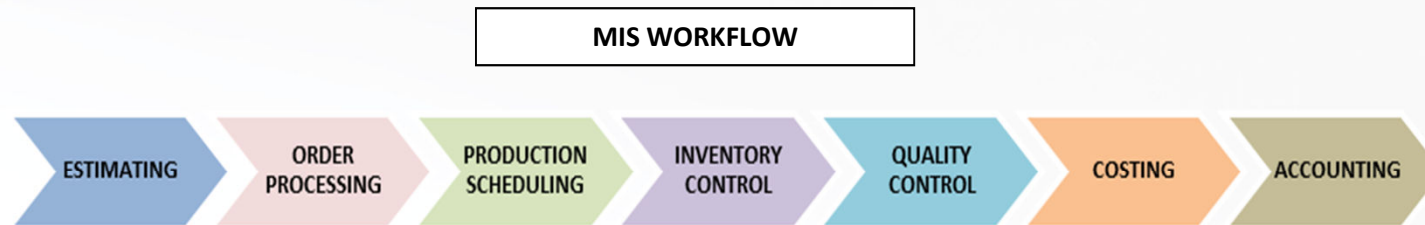
The overall aim with a good management information system should be:

- To** end up with a single system that is able to manage the entire business
- To** streamline the administration process and reduce costs
- To** eliminate errors from the re-entry of data
- To** minimize personnel.



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A good MIS will provide a streamlined and seamless administration process of jobs through a label or package printing plant



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Can significant benefits be obtained with an Management Information System?

Key benefits that can be achieved with a good MIS include:

- The ability to identify the company's strengths and weaknesses through reports, sales and production records, etc., and so enable the company to make improvements
- The ability to provide an overall picture of the company and the way it operates
- The opportunity to improve decision making and speed up actions
- The capability to better manage customer information and target sales, marketing and promotional activities
- The ability to gain a competitive advantage when compared with other label or package printing businesses.



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What are the most common operations and functions used in a modern MIS and workflow automation system?

**MANAGE AND PROCESS
INFORMATION**

- Estimating
- Order processing
- Create job docket
- Stock management
- Production planning
- Customer records
- Job tickets
- Shipping dates
- Online quotes
- Tracking assets
- Real time information
- Analysis and reporting
- Financials



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Accurate and fast estimating is an essential element of any business management system

General Stock, User Defined Colours, plates & changes Finishing & Notes Post Press Production Margins Price Tuning Foreign Currency

Estimate No. 5341 12/04/2016 Customer No. 1040 Customer Chicken Legs Ltd

Product Group Digital new Contact Sales No. 1 Password = Demo

Product No. Enduser No. End User

Tape	Quantity 1	Quantity 2	Quantity 3	Quantity 4	Quantity 5	Quantity 6
	20,000	50,000	100,000	0	0	0
Price 1000	£77.45	£67.94	£64.45	£0.00	£0.00	£0.00
Total	£1,974.00	£3,822.00	£6,870.00	£0.00	£0.00	£0.00

Application Tesco Chipotle Drumsticks x 6

Max up Addl. Desc.

Shape Rectangle

Use inches No Across 3

Size Across 100 Col. Space 3

Row Perf. 0 Radius 0

Size Around 100 Row Space 3

Rotate Label Repeat 103

Column Perf. 0 Gear Teeth, Rem. 130 .1875

Press WS6800 HP Indigo WS6800 .125 CP

Equipment Fin Finisher for Digital .125 CP

Equip 3 Equip 4

Out / Top 1 Out / Bottom 2 Out / Right 3 Out / Left 4 Out / Blank

In / Top 5 In / Bottom 6 In / Right 7 In / Left 8 In / Blank

Amortize

Total £0

Print Cylinders 0 Override £0

Won/Lost Info. and Status

Status Open Grouped with Estimate # 5322 Explanation

FN: 16776



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Order processing software should accurately convert the estimate into the production order, creating a job bag or job ticket

The screenshot displays a software interface for creating a job ticket. On the left, a 'Job Details and Description - Job 105920' panel shows job information such as 'Job Number: 105920', 'Job Title: Bottle Labels', and 'Quantity: 250000'. A 'Job Bag' icon is circled in red. The main area shows a 'Job Ticket for: 105920' with customer and contact details. Below this is a table of product specifications:

Type	Product	Description 1	Ordered quantity
100098	3.150 x 3.346	Seigneur de Lauris - VACQUEYRAS 2009	7,000
100099	3.150 x 3.346	Seigneur de Lauris - GIGONDAS 2006	7,000
100100	3.150 x 3.346	Seigneur de Lauris - VENTOUX 2007	7,000
			21,000

Below the table, there is a section for 'determine signatures' with a dropdown menu set to 'After finishing'. At the bottom, a summary shows '5906 HPI 6000 Still to be allocated' and 'Job 1' with three columns of '7,000 pcs.'.



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Production scheduling needs to provide full visibility of machine capacity and offer detailed scheduling of each production step

Label Traxx
Celestial Labels, Inc. Visual Scheduler

Ticket Tasks Schedule Events Equipment

Query inside Selection All 15 Records in Schedule Events

Event ID	Customer	Equipment	Status	Ship by	Date	Start	End	Ticket Description	Duration	Main T	S. W...	Main St...	L. Wl...	Laminate	Length
10783-3	Fred's Dairy	D6000	New	2/18/2014	6/30/2014	11:15:00	13:15:00	Many Ice Cream Labels	02:00:00	19	12.875	119	0		9737
10785-3	LetterHead Graphics	Fin	Run		7/1/2014	10:00:00	10:45:00	hjkt	00:45:00	7-116	13	166	0		856
10766-2	Fred's Dairy	D2	New	2/12/2014	7/1/2014	12:00:00	16:34:12	new il	04:34:12	1	4.75	105	0		26230
10812-1	G&P Smells good	D6000	Done	3/11/2014	7/1/2014	09:00:00	09:45:00	Old Spice Promo	00:45:00	D1	11.621	166	0		2964
10820-1	LetterHead Graphics	3300	Done	6/23/2014	7/1/2014	09:00:00	09:30:00	hjkt	00:30:00	7-116	13	166	0		856
10818-1	Smart Labels	3300	Run	5/15/2014	7/1/2014	09:30:00	11:15:00	Can labels	01:45:00	7-1843	5.125	311	0		4385
10821-1	Maple Leaf Foods	D2	New	7/5/2014	7/1/2014	09:00:00	11:55:48	Sap labels	02:55:48	7-1521	6.875	104	0		9140
10804-1	G&P Smells good	D6000	Run	3/12/2014	7/1/2014	09:39:36	10:19:48	Old Spice Labels for Olymp	00:40:12	D1	13	166	0		3011
10803-2	G&P Smells good	Fin	Done	3/12/2014	7/1/2014	08:53:24	10:00:00	Swagger Labels	01:06:36	D1	13	166	0		2259
10811-3	G&P Smells good	Fin	New	3/10/2014	7/1/2014	10:45:00	12:00:00	Spring Fashion Promo	01:15:00	D1	11.621	166	0		2964
Maintenance		D6000	Downtime		7/1/2014	12:15:00	13:30:00		01:15:00				0		0
10820-1	LetterHead Graphics	D6000	New	6/22/2014	7/1/2014	10:15:00	11:00:00	hjkt	00:45:00	7-116	13	166	0		856

View Area Options

From 06/30/2014 Until 07/04/2014 Week View Day View Today 30 minutes Digital

Preferences Print

July 1, 2014

	00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15				
3300													10820-1 7:116 Letter Head	10818-1 7:1843 "Smart Labels" * May 15, 2014 * 311 * 4385 * 5.125												10606-1 8" Labels, Labels, Label * * Jan 16, 2013 * 114 * 8880 * 4.75			
D2													10821-1 7:1521 "Maple Leaf Foods" * Jul 5, 2014 * 104 * 9140 * 6.875													10766-2 1" Fred's Dairy * * Feb 12, 2014 * 105 * 26230 * 4.75			
D6000													10812-1 D1 "G&P Smells good" * Mar 11, 2014 * 119 * 2964 * 11.621	10804-1 D11 "G&P Smells good" * Mar 11, 2014 * 119 * 2964 * 11.621	10820-2 D1 "G&P Smells good" * Mar 11, 2014 * 119 * 2964 * 11.621														10812-2 D1 "G&P Smells good" * Mar 11, 2014 * 119 * 2964 * 11.621
Fin													10803-2 D1 "G&P Smells good" * Mar 12, 2014 * 119 * 2964 * 11.621	10785-3 7:116 LetterHead Graphics * * Mar 10, 2014 * 166 * 2964 * 11.621														10811-3 D1 "G&P Smells good" * Mar 10, 2014 * 166 * 2964 * 11.621	



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Efficient raw materials inventory and stock management ensures materials are always available to fulfill orders, to show stock held and know where it is

The screenshot displays a software interface with a 'Produce Job' window. The background table lists production jobs with columns for Date, Job No, Customer, Description, Ordered, To Date, and Produced. A 'Choose Stock Locations [THR_LAB_003]' dialog box is open in the foreground. This dialog includes options for 'Assign Locations' (Normal, Quarantine, Picking, Packing, Transit), 'Not empty', 'Includes this product', and 'Same product group'. It also features 'Location Levels' dropdowns for Level 7, Level 6, Level 5, Warehouse, Aisle, Shelf, and Bin. A table within the dialog lists various stock locations with columns for Location, Group, Priority, Max Qty, Available, and Quar. A summary table at the bottom of the dialog shows a total of 250,000 units, all of which are unallocated.

Date	Job No	Customer	Description	Ordered	To Date	Produced
14/10/16	105920	Accolade Print Managem	Bottle Labels	250,000	0	250,000
14/10/16				0	0	0

Location	Group	Priority	Max Qty	Available	Quar	
W1-A1-S1-B1		0	Unknown	Unknown		
W1-A1-S1-B10		0	Unknown	Unknown		
W1-A1-S1-B2		0	Unknown	Unknown		
W1-A1-S1-B3		0	Unknown	Unknown		
W1-A1-S1-B4		0	Unknown	Unknown		
W1-A1-S1-B5		0	Unknown	Unknown		
W1-A1-S1-B6		0	Unknown	Unknown		
W1-A1-S1-B7		0	Unknown	Unknown		
W1-A1-S1-B8		0	Unknown	Unknown		
W1-A1-S1-B9		0	Unknown	Unknown		
W1-A1-S2-B1		0	Unknown	Unknown		
W1-A1-S2-B10		0	Unknown	Unknown		
W1-A1-S2-B2		0	Unknown	Unknown		
W1-A1-S2-B3		0	Unknown	Unknown		
				Total	Unallocated	Allocat
				250,000	250,000	



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Quality performance, accreditation, or compliance control - including complaints procedures - has become an important element in the management of label or package printing production information

- IS 9000
- Good Manufacturing Practice (GMP)
- Certificate of Compliance (CoC)
- BRC Global Standards
- Statistical Process Control (SPC)
- Total Quality Management (TQM)

Work description		Quantity	Messages				
Technical data			Type	Date	Hour	Keyword	Subject
200x55 Bath - Marseille - 22s		180 000 ex.		22/09/2016	16:21	SOAPRAH	Paper change
Order confirmation							
Job ticket							
Versions		6					
Products		6					
Compositions							
Prepress							
<input checked="" type="checkbox"/> Printing: labels							
Printing: sheets/web							
Finishing							
<input checked="" type="checkbox"/> Packing							
Check list							
<input checked="" type="checkbox"/> Customer transport							
Transport Outside Services							
Latest change date 14:10:46		7/08/2015					
Costs and sales price							
Calculation (without prepress)		2 855,15 EUR					
Sales price calculation (without prepress)		6 908,40 EUR					
<input checked="" type="checkbox"/> Invoice line items							
Job costing		1 431,52 EUR					
Latecoming bookings							
Sales volume		0,00 EUR					
Comparison of estimate and job costing							
Profitability							
Data							
Comment							
<input checked="" type="checkbox"/> Messages		2					



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The importance of cost allocation, shop floor data collection, accurate job costing, job cost reports, and monitoring of additional costs

Estimate graduated prices

Estimate: 010424 73x70 Funky Juice Basic quantity 100.000
Customer: 100931 SOAPRAH

Graduated prices

Quantity	Cost	Sales price	Cost/unit	Price/unit	Unit	Calculation manner	Margin	Margin / print hour	History
Calculation : 101997 Basic									
100.000	724,59 EUR	833,28 EUR	7,24589 EUR	8,33280 EUR	/1.000	Markup % (cost)	108,69 EUR	41,54 EUR	16/06/2016 17:06 Geert V
200.000	1.311,22 EUR	1.507,90 EUR	6,55609 EUR	7,53950 EUR	/1.000	Markup % (cost)	196,68 EUR	47,20 EUR	
300.000	1.897,70 EUR	2.182,36 EUR	6,32567 EUR	7,27453 EUR	/1.000	Markup % (cost)	284,66 EUR	49,79 EUR	

Change the price 100.000 Basic

Change the sales price
Change the unit price /1.000
Change sales price (excl. commissions)

Calculation manner

- Fixed unit price /1.000
- Markup % (cost) **15%**
- Margin % (Sales volume)
- % on costs
- AV / (WAGES + MACH.)
- AV / WAGES
- AV coverage ratio
- AV / SP
- External costs / SP
- SP / Paper
- (AV-W)/SP
- AV / press hour

Behaviour on cost change
Keep calculation manner

New status
Status 1300 Sales prices determined

<< Back (F12) Next (F9) >> Cancel



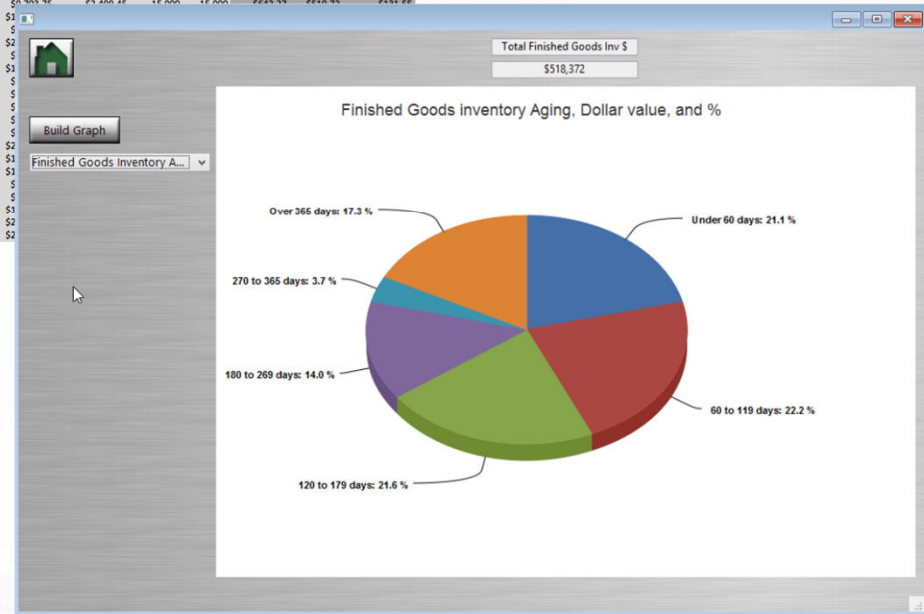
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Accounting is at the heart of an MIS, producing financial reports, profit and loss data, finished goods inventory, critical business data and key business performance indicators – including dashboards

Customer			Billing		Total Cost			Margins		Material Cost				Labor Cost			
Ticket Num	Cust Num	Customer Name	Ship Date	Actual Billing	Stand Cost	Actual Cost	Stand To Actual Diff	Stand Mar %	Actual Mar %	Stand Cost	Actual Cost	Stand to Act Diff	Tic Qty	Act Qty	Stand Cost	Actual Cost	Stand To Actual Diff
10656	1016	Letterhead Graphics Company	11/16/15	\$29,681.28	\$20,776.90	\$17,511.96	\$3,264.94	30.00%	41.00%	\$19,738.05	\$16,636.36	-\$3,101.69	5,000,000	5,000,000	\$1,038.84	\$875.60	\$163.25
10699	1001	Inland Press	7/8/15	\$9,843.84	\$6,890.69	\$8,268.83	-\$1,378.14	30.00%	16.00%	\$6,546.15	\$7,855.38	-\$1,309.23	100,000	100,000	\$344.53	\$413.44	-\$68.91
10804	1001	Inland Press	1/19/15	\$29,457.28	\$16,496.08	\$22,976.68	-\$6,480.60	44.00%	22.00%	\$15,671.27	\$21,827.84	-\$6,156.57	10,000	10,000	\$824.80	\$1,148.83	-\$324.03
10527	1008	Johnson Controls	2/19/15	\$11,766.40	\$8,824.80	\$7,059.84	\$1,764.96	25.00%	40.00%	\$8,383.56	\$6,706.85	\$1,676.71	1,500	1,000	\$441.24	\$352.99	\$88.25
10526	1008	Johnson Controls	2/19/15	\$22,819.84	\$20,537.86	\$20,765.05	-\$228.19	10.00%	9.00%	\$19,510.96	\$19,727.75	-\$216.79	700	700	\$1,026.89	\$1,038.30	-\$11.41
10525	1008	Johnson Controls	2/19/15	\$3,603.84	\$2,919.11	\$3,171.38	-\$252.27	19.00%	12.00%	\$2,773.15	\$3,012.81	-\$239.66	3,500	1,600	\$145.96	\$158.57	-\$12.61
10524	1009	Labels, Labels, Labels!	2/19/15	\$18,236.16	\$10,029.89	\$10,212.25	-\$182.36	45.00%	44.00%	\$9,528.39	\$9,701.64	-\$173.24	50,000	6,000	\$501.49	\$510.61	-\$9.12
10647	1016	Letterhead Graphics Company	11/16/15	\$27,632.00	\$24,868.80	\$23,763.52	\$1,105.28	10.00%	14.00%	\$23,625.36	\$22,575.34	\$1,050.02	50,000	50,000	\$1,243.44	\$1,188.18	\$55.26
10480	1016	Letterhead Graphics Company	2/11/15	\$4,137.60	\$3,310.08	\$3,765.22	-\$455.14	20.00%	9.00%	\$3,144.58	\$3,576.96	-\$432.38	10,000	9,500	\$165.50	\$188.26	-\$22.76
10724	1016	Letterhead Graphics Company	9/15/15	\$15,017.60	\$13,515.84	\$12,915.14	\$600.70	10.00%	14.00%	\$12,840.05	\$12,269.38	\$570.67	5,000	1,000	\$675.79	\$645.76	\$30.04
10552	1009	Labels, Labels, Labels!	2/22/15	\$15,476.48	\$12,845.48	\$10,214.48	\$2,631.00	17.00%	34.00%	\$12,203.20	\$9,705.76	\$2,497.44	10,000	10,000	\$444.97	\$444.97	\$0.00
10551	1009	Labels, Labels, Labels!	2/22/15	\$13,454.72	\$8,611.02	\$11,032.87	-\$2,421.85	36.00%	18.00%	\$8,180.47	\$11,032.87	-\$2,852.40	10,000	10,000	\$444.97	\$444.97	\$0.00
10021	1016	Letterhead Graphics	9/9/15	\$10,051.20	\$7,035.84	\$7,940.45	-\$904.61	30.00%	21.00%	\$6,684.05	\$7,940.45	-\$1,256.40	10,000	10,000	\$444.97	\$444.97	\$0.00
10559	1016	Letterhead Graphics	3/31/15	\$30,345.60	\$15,476.26	\$23,366.11	-\$7,889.89	49.00%	23.00%	\$14,702.44	\$23,366.11	-\$8,663.67	10,000	10,000	\$444.97	\$444.97	\$0.00
10971	1009	Labels, Labels, Labels!	5/15/15	\$14,931.20	\$12,542.21	\$7,913.54	\$4,628.67	16.00%	47.00%	\$11,915.10	\$7,913.54	\$4,001.56	10,000	10,000	\$444.97	\$444.97	\$0.00
10946	1016	Letterhead Graphics	2/22/15	\$26,693.60	\$15,980.16	\$18,643.52	-\$2,663.36	40.00%	30.00%	\$15,181.15	\$18,643.52	-\$3,462.37	10,000	10,000	\$444.97	\$444.97	\$0.00
10548	1016	Letterhead Graphics	2/22/15	\$16,240.64	\$9,581.98	\$8,445.13	\$1,136.84	41.00%	48.00%	\$9,102.88	\$8,445.13	\$657.75	10,000	10,000	\$444.97	\$444.97	\$0.00
10650	1028	Diversified Companies	1/17/15	\$7,419.52	\$6,677.57	\$6,677.57	\$0.00	10.00%	10.00%	\$6,343.69	\$6,677.57	-\$333.88	10,000	10,000	\$444.97	\$444.97	\$0.00
10523	1016	Letterhead Graphics	2/19/15	\$12,908.80	\$11,617.92	\$8,390.72	\$3,227.20	10.00%	35.00%	\$11,037.02	\$8,390.72	\$2,646.30	10,000	10,000	\$444.97	\$444.97	\$0.00
10778	1006	ABC Block Co.	6/9/15	\$9,767.04	\$6,250.91	\$5,469.54	\$781.36	36.00%	44.00%	\$5,938.36	\$5,469.54	\$468.82	10,000	10,000	\$444.97	\$444.97	\$0.00
10566	1006	ABC Block Co.	5/9/15	\$17,708.80	\$12,886.27	\$8,499.46	\$4,386.82	6.00%	38.00%	\$12,241.96	\$8,499.46	\$3,742.50	10,000	10,000	\$444.97	\$444.97	\$0.00
10531	1016	Letterhead Graphics	2/19/15	\$26,600.32	\$22,876.28	\$23,674.28	-\$798.01	14.00%	11.00%	\$21,732.46	\$23,674.28	-\$1,941.82	10,000	10,000	\$444.97	\$444.97	\$0.00
10010	1009	Labels, Labels, Labels!	1/30/15	\$29,629.44	\$23,407.26	\$16,888.78	\$6,518.48	21.00%	43.00%	\$22,236.89	\$16,888.78	\$5,348.11	10,000	10,000	\$444.97	\$444.97	\$0.00
10603	1006	ABC Block Co.	8/27/15	\$23,489.92	\$21,375.83	\$11,979.86	\$9,395.97	9.00%	49.00%	\$20,307.04	\$11,979.86	\$8,327.18	10,000	10,000	\$444.97	\$444.97	\$0.00
10791	1009	Labels, Labels, Labels!	11/4/15	\$5,201.92	\$4,785.77	\$2,809.04	\$1,976.73	8.00%	46.00%	\$4,546.48	\$2,809.04	\$1,737.44	10,000	10,000	\$444.97	\$444.97	\$0.00
10792	1009	Labels, Labels, Labels!	1/4/15	\$14,267.52	\$13,411.47	\$8,275.16	\$5,136.31	6.00%	42.00%	\$12,740.90	\$8,275.16	\$4,465.74	10,000	10,000	\$444.97	\$444.97	\$0.00
10786	1009	Labels, Labels, Labels!	1/4/15	\$24,508.16	\$22,417.34	\$17,435.71	\$4,981.63	10.00%	30.00%	\$21,296.48	\$17,435.71	\$3,860.77	10,000	10,000	\$444.97	\$444.97	\$0.00
10621	1001	Inland Press	5/15/15	\$30,485.12	\$27,741.46	\$24,083.24	\$3,658.21	9.00%	21.00%	\$26,354.39	\$24,083.24	\$2,271.15	10,000	10,000	\$444.97	\$444.97	\$0.00
10599	1001	Inland Press	7/24/15	\$26,412.80	\$16,904.19	\$25,092.16	-\$8,187.97	36.00%	5.00%	\$16,058.98	\$25,092.16	-\$9,033.18	10,000	10,000	\$444.97	\$444.97	\$0.00



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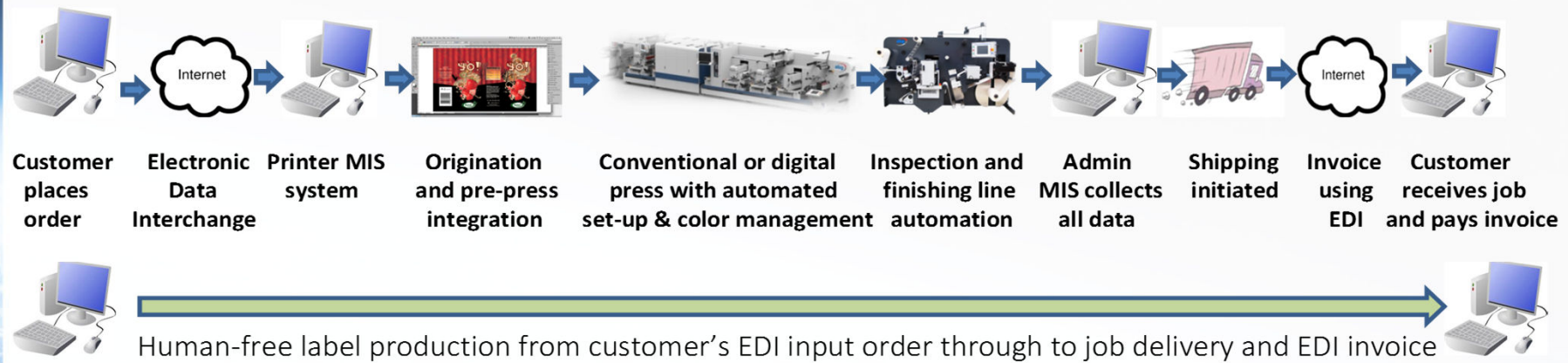


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The automated label production plant of tomorrow

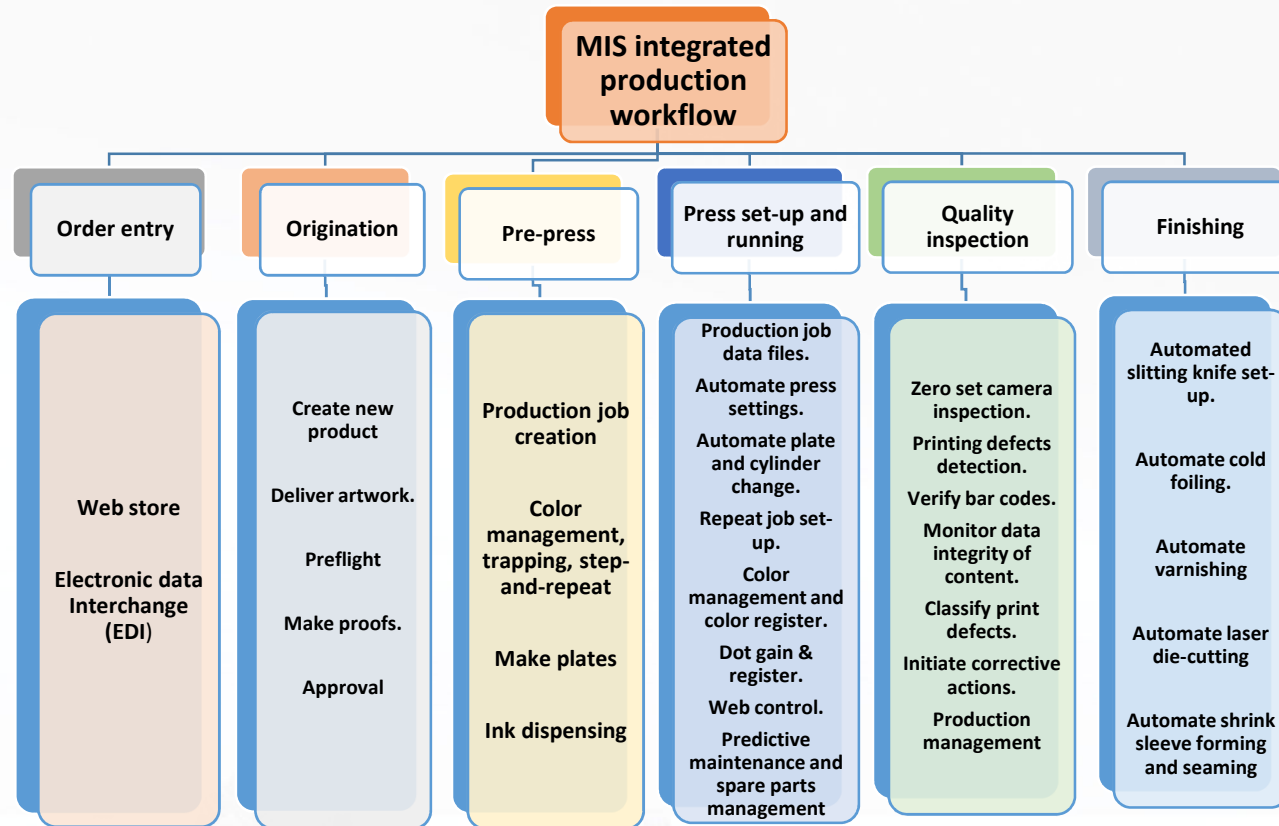


Automate the production process wherever possible and integrate prepress and production, including integrated die-cutting and 100% vision inspection, with business and administration systems to cope with lots of short to medium run orders and to streamline operations and enhance profitability



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Looking to the future – automated MIS integrated production workflow

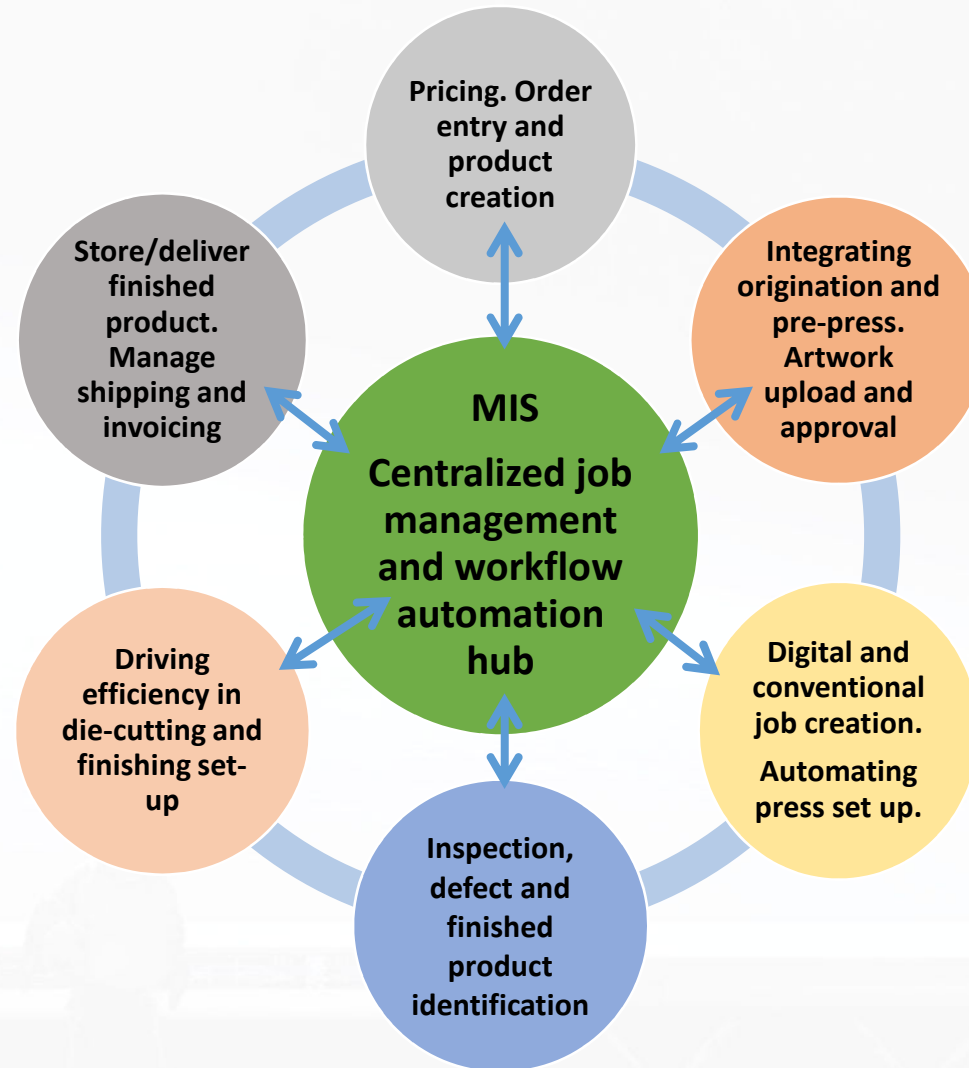


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Job management and workflow automation of tomorrow in the Automation Arena



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