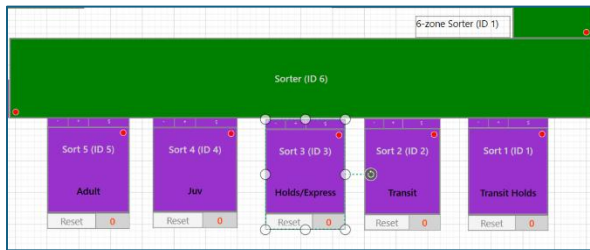


RLS EZ Sort

Rule Changes Quick Reference Guide

1. Start by logging in as 'Technician' (File > Login, or Ctrl+F9)
2. To view associated rules for any bin, double click on the sort zone on the main diagram.



3. Here you can see the sort **group name**, with a list of rules and exception rules for that group. If you wish to reassign an entire group (e.g. moving Media from bin 1 to bin 4), you can do this from the dropdown labeled **Active Sort Group**. Please take care not to modify any of the settings on the left pane of the sort zone dialog box.
4. While simple changes (additions or removals of existing rules) can be made from this dialog box, we recommend making note of the associated **group name**, and using that in the next step. Close the sort zone dialog box.
5. Open the *Rules* window (Windows > Rules, or Ctrl+R)
6. To add a new rule, click **Add New Rule** (bottom left). This will open a small dialog box. Give the rule a descriptive name, select which **SIP field** you want to use, set a **condition** (typically 'Equal To (=)'), and assign its **value**. **The value is case-sensitive**. Under normal circumstances, you will leave 'Is Item Process Rule' unchecked. If you plan to use conditions other than *Equal To*, please consult an RLS technician beforehand.

7. Once the rule is added to the list of available rules, select the sort **group name** (from step 2) at the top of the window under *All Sort Groups* and click 'Add to Current Sort Rules'.
8. Remember to click **Save and Exit**, otherwise your changes will be discarded!
9. **Important:** When starting the PLC Service for the first time after a rule configuration change, you must press **RESET**, not the typical *Start* button. Pressing the **RESET** button clears the PLC controller and correlates the new sort zone logic. This startup will take longer than normal (up to 1-2 minutes), due to rewriting happening on the backend – please be patient!