

02 - Enterprise Tab

installation guide V1.3



TOLARUS™
SOFTWARE
Labels on demand
Software Guide
TOLARUS TRAINING SOLUTIONS
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TECHNICAL SUPPORT

These training guides will cover installing, and setting up your new Tolarus NutriLabel software onto your computer, it will guide you through the installation process and finally assist with connecting the client application to the NutriLabel Server*.

U K D I S T R I B U T E R



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TELEPHONE

00 (44) **000 111 888**

NB: Please quote your service agreement at the start of the call. Calls are charged at £1.50 per minute outside of a pre-arranged service agreement. All service agreements are subject to prior agreement and invoiced in advance.



EMAIL

SUPPORT@tolarus.com

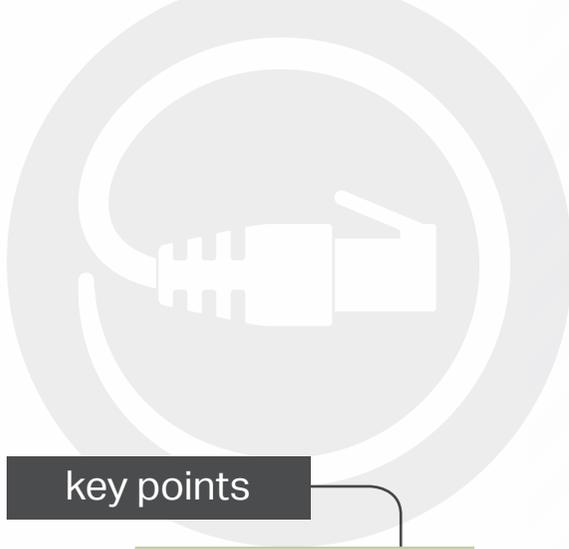
If you are experiencing difficulties with your Tolarus software or printer/s (Only Printers purchased from Wessex Labels are covered), please email your issue and one of our technical team will respond within the hour. Email enquires are Monday to Friday, from 9am to 5pm.



ONLINE

www.tolarus.co.uk

There is nothing like watching how its done right? At Tolarus we have produced 15 'How To Videos', that are optimised to play on mobile phones or on your tablet/pc, so you can stop and start the video step by step. Just go to the website above a choose Tolarus Training, and discover our 15 videos to get you up and running and printing those labels.



key points

* Please confirm with your I.T. department (where appropriate) that the server software has been installed, and ideally, have the server ready for the end of the Client installation process.

Whilst these are the minimum specifications required to run Nutrilabel, Tolarus® recommend investing in the best technology you can, in order to get the very best from our software.

Please check that your systems can implement and support Microsoft .Net Frameworks. If in doubt, please contact your Distributor for Technical Advice.

INTRODUCTION

SYSTEM REQUIREMENTS: Shown here are the minimum and recommended system requirements needed to run Nutrilabel Client efficiently. Please don't install the software onto any computer that is not equipped with the minimum specifications. Please note Tolarus does not run on MacOS

Minimum System Requirements:

Operating System	Microsoft Windows 8, 8.1, 10, Server 2012 or newer. Operating System must be 64 Bit.
Processor	Intel Core i3 3.0 Ghz Dual Core
Memory	4GB RAM
Storage	5GB Available Hard Drive space

Recommended System Requirements:

Operating System	Microsoft Windows 8, 8.1, 10, Server 2012 or newer. Operating System must be 64 Bit.
Processor	Intel Core i5 3.0 Ghz Dual Core
Memory	8GB RAM
Storage	5GB Available Hard Drive space on a Solid-State Drive.

Essential System Prerequisites:

	Microsoft .Net Framework 3.
	Microsoft .Net Framework 4.7

TABLE OF CONTENTS



Technical Support.....	02
Getting Started with the Enterprise Tab.....	05
Departments.....	06
Enterprise Tab.....	08
Site Allergens.....	10
Sites.....	11
User Groups.....	12
Users.....	14





GETTING STARTED WITH THE ENTERPRISE TAB

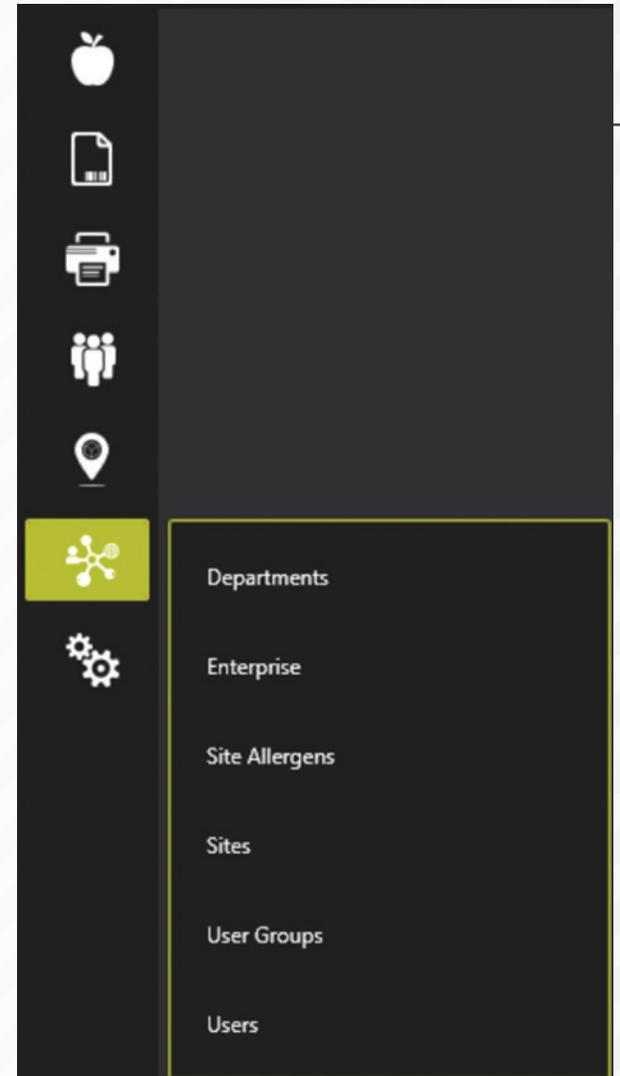
key points



This handy page progress indicator, will let you know how far off from completion of this booklet you are.

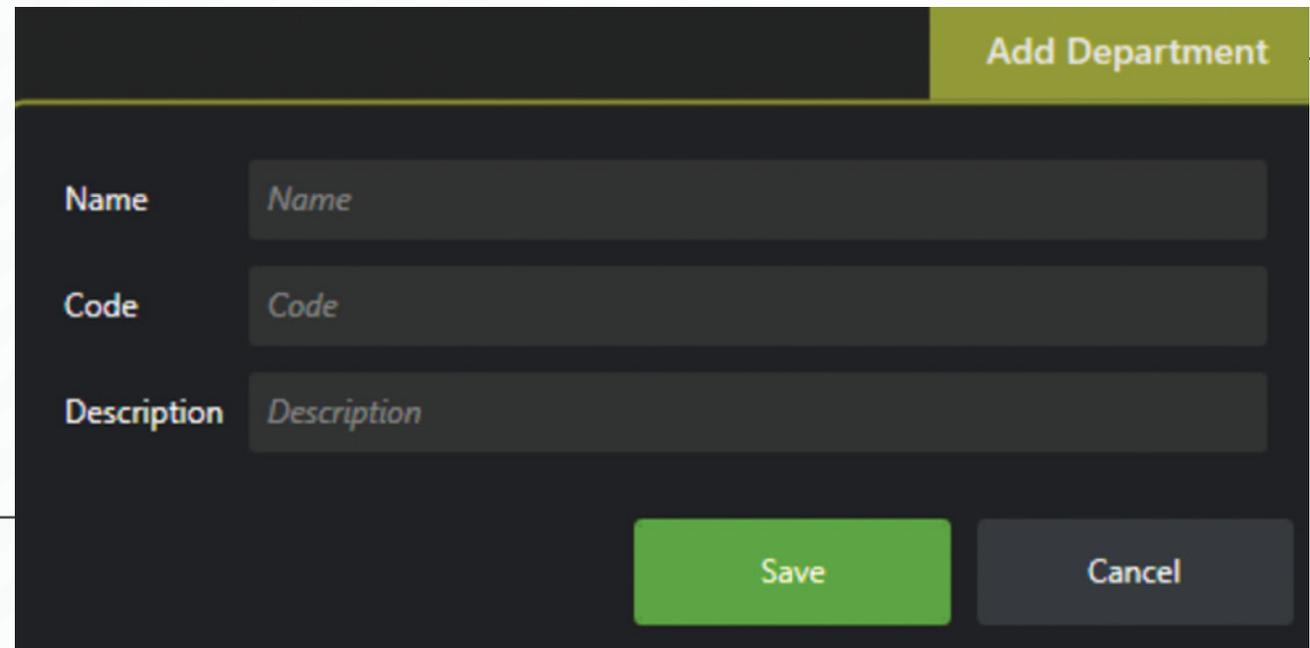


ENTERPRISE TAB: To view the tabs to do with enterprise, click on the 6th icon down on the main screen of Tolarus, you should see 6 different options to choose from. To begin, click departments to load the departments screen



DEPARTMENTS

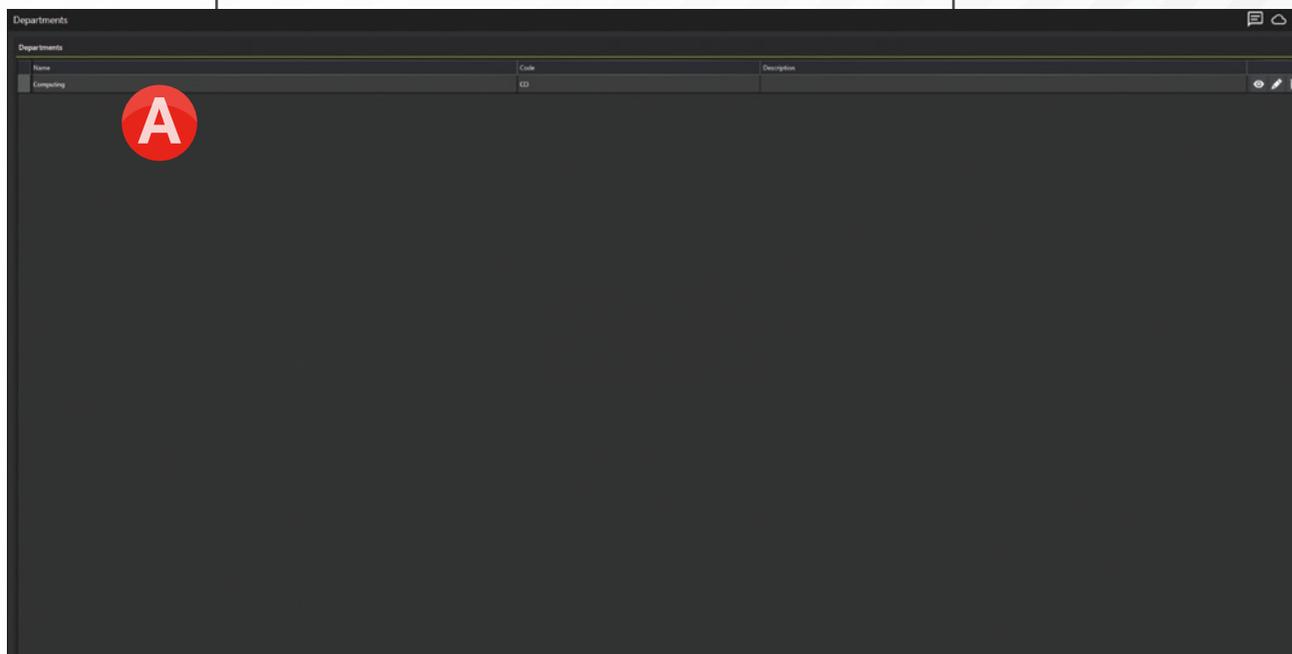
DEPARTMENTS: You should see a screen which will hold your information on the various departments that a user can be assigned, to add a new Department, click on the **'Add'** button on the bottom left, you should get a new pop-up that looks like the image below.



The image shows a dark-themed pop-up window titled "Add Department". It contains three input fields: "Name" with a placeholder "Name", "Code" with a placeholder "Code", and "Description" with a placeholder "Description". At the bottom right, there are two buttons: a green "Save" button and a grey "Cancel" button. A green line from the text above points to the "Add Department" title bar.

You can add information to each of these data fields to specify your department information, once you are happy with this click Save, and these department will appear in your Department List. **A**

These Departments can then be applied to a User in the users menu, so that an admin can see which user is assigned to which area of the business



ENTERPRISE TAB

THE ENTERPRISE TAB: Clicking on the enterprise tab will load the enterprise screen, this is where you can input all of the information about your company.

The screenshot displays the 'Enterprise' tab interface, which is divided into two main sections: 'Enterprise' and 'Address'. The 'Enterprise' section contains the following fields: Company Name, Registration Number, VAT Number, Telephone Number, Fax Number, Email Address, Bank Account Number, Bank Sort Code, and Bank Account Company Name. The 'Address' section contains: Address Line 1, Address Line 2, City, Country, Postcode, and Notes. At the bottom of the interface, there is an 'Actions' bar with an 'Edit' button. A red circle with the letter 'B' is overlaid on the 'Edit' button. To the left of the screenshot, there is a vertical progress indicator consisting of six red circles, with the third circle from the top being filled and having a red triangle pointing to it from the left. Below the progress indicator is a small icon of a finish line banner.

Enterprise	
Company Name	Tolarus LTD
Registration Number	1234566
VAT Number	648254
Telephone Number	734734
Fax Number	623476
Email Address	Tolarus@Tolarus.co.uk
Bank Account Number	723647604
Bank Sort Code	348234
Bank Account Company Name	Bank

Address	
Address Line 1	1 Address Line
Address Line 2	2 Address Line
City	City
Country	Country
Country	Country
Postcode	Postcode
Notes	

Actions

Cancel Save **C**

To Add information to these fields, click on the **edit button B** in the bottom left of the screen, this will allow you to enter information, once you are happy with this, click on the **save button C** and it will look something like the screen above.

SITE ALLERGENS

SITE ALLERGENS: Clicking on the site allergens tab will take you to the site allergens screen, it should look like the below screen, on a fresh install.

To change the site allergens, click on the **edit button**, this will allow you to select allergens, once selected, they will turn red. Clicking on the save button will save this to your site. The site allergens label

zone (discussed in label section) will compare the allergens within the Site allergens screen and the allergens present within your Products, and will only show the difference between the two.



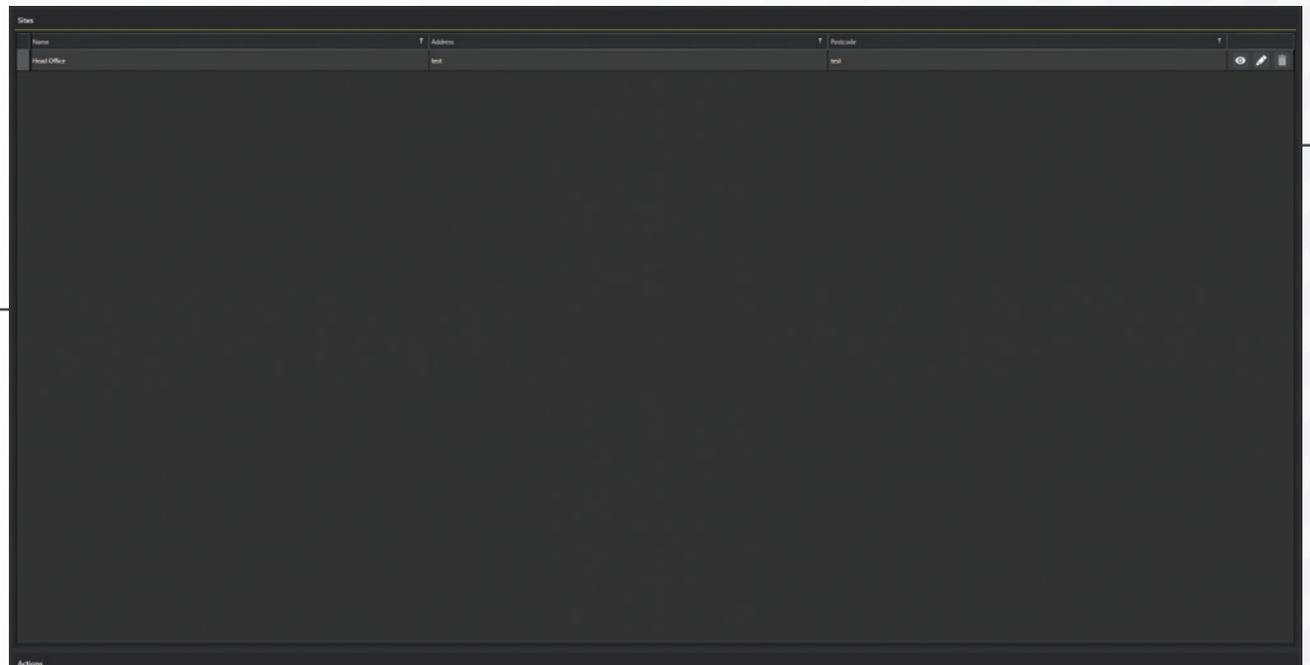
Site Allergens				
<p>Gluten</p>  <p>Wheat (such as spelt and Khazaran wheat/Kamut), rye, barley and oats is often found in foods containing flour, such as some types of baking powder, batter, bread/crumbs, bread, cakes, biscuits, meat products, pasta, poultry, sauces, soups and food foods which are dusted with flour.</p>	<p>Crustaceans</p>  <p>Crab, lobster, prawns and scampi are crustaceans. Shrimp paste, often used in Thai and south-east Asian curries or salads, is an ingredient to look out for.</p>	<p>Eggs</p>  <p>Eggs are often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and pastries or foods brushed or glazed with egg.</p>	<p>Fish</p>  <p>You will find this in some fish sauces, pizzas, nibbles, salad dressings, stock cubes and Worcestershire sauce.</p>	<p>Peanuts</p>  <p>Peanuts are actually a legume and grow underground, which is why it's sometimes called a groundnut. Peanuts are often used as an ingredient in biscuits, cakes, curries, desserts, sauces (such as satay sauce), as well as in groundnut oil and ground flour.</p>
<p>Soya</p>  <p>Often found in bean curd, miso paste, textured soya protein, soya flour or tofu, soya is a staple ingredient in oriental food. It can also be found in desserts, ice creams, meat products, sauces and vegetarian products.</p>	<p>Milk</p>  <p>Milk is a common ingredient in butter, cheese, cream, milk powders and yoghurt. It can also be found in foods brushed or glazed with milk, and in powdered soups and sauces.</p>	<p>Nuts</p>  <p>Not to be mistaken with peanuts (which are actually a legume and grow underground), this ingredient refers to nuts which grow on trees, like cashew nuts, almonds and hazelnuts. You can find nuts in breads, biscuits, crackers, desserts, nut powders (often used in Asian curries), stir-fried dishes, ice cream, margarine (almond paste), nut oils and sauces.</p>	<p>Celery</p>  <p>This includes celery stalks, leaves, seeds and the root called celeriac. You can find celery in celery salt, salads, some meat products, soups and stock cubes.</p>	<p>Mustard</p>  <p>Liquid mustard, mustard powder and mustard seeds fall into this category. This ingredient can also be found in breads, curries, marinades, meat products, salad dressings, sauces and soups.</p>
<p>Sesame</p>  <p>These seeds can often be found in bread (sprinkled on hamburger buns for example), breadsticks, hummus, sesame oil and tahini. They are sometimes toasted and used in salads.</p>	<p>Sulphur Dioxide</p>  <p>This is an ingredient often used in dried fruit such as raisins, dried apricots and prunes. You might also find it in meat products, soft drinks, vegetables as well as in wine and beer. If you have asthma, you have a higher risk of developing a reaction to sulphur dioxide.</p>	<p>Lupin</p>  <p>Yes, lupin is a flower, but it's also found in flour! Lupin flour and seeds can be used in some types of bread, pastries and room in pasta.</p>	<p>Molluscs</p>  <p>These include mussels, land snails, squid and oysters, but it can also be commonly found in hydrolysed casein or as an ingredient in fish bones.</p>	

SITES

SITES: When the sites button is clicked on, you will be taken to this screen.

By default, the software will always start you with a 'Head Office' site, which the previously mentioned Site Allergens will apply to. You can edit the information within the Head office site by clicking the **edit icon** to the right, this will bring up a new screen which will allow you to add information about your site, with information added, click **'save'** and your site will be added to the software.

You can also add new sites to the software by clicking the **'add'** icon, and adding information in here. With two or more sites in the software, upon login, you will be asked which site you want to log onto via a drop-down. Each site uses its own site allergens so be sure to select the right one.

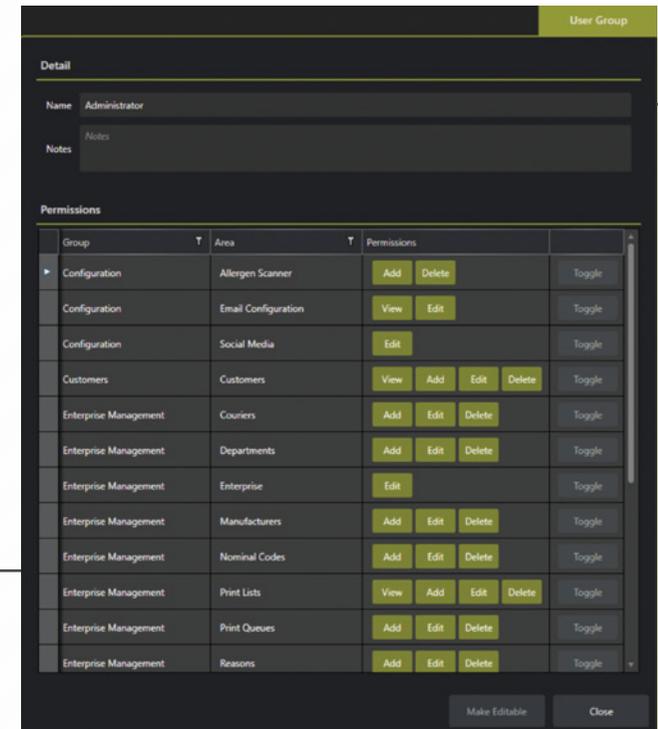
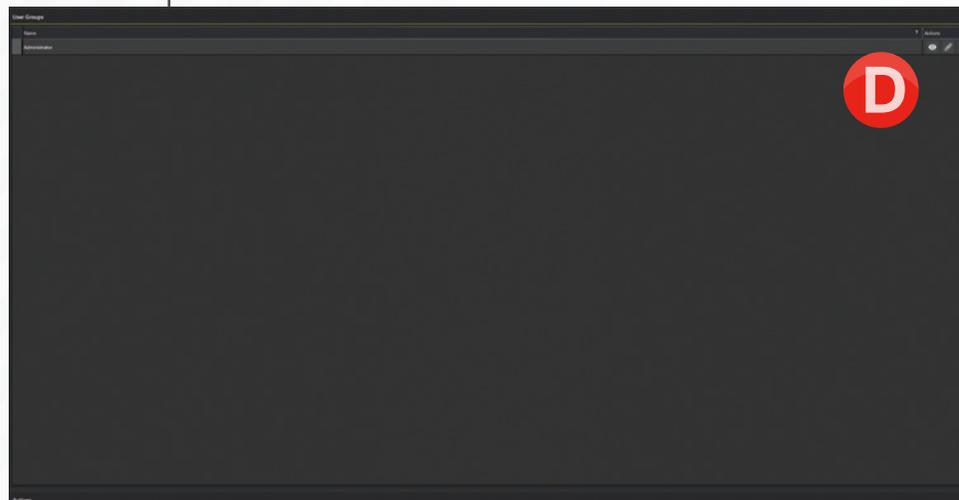


USER GROUPS

USER GROUPS: Clicking on the User Groups tab, will take you to the screen below.

Upon Fresh Install you should only see the administrator group, it should only allow you to view the permissions that the administrator user group has, to do so, click on the 'eye' icon 

to the right, it should give you a list of permissions that are you can toggle, however you will be unable to do so on the admin account group.



To Add a new user group, click the **E** 'add' button in the bottom left. Here you can give the new user group a name, for example printing, and you can also add a note about the group if you need. You can now add specific permissions to this user group, for printing, we have created the image to the right which may be similar to what your own would look like.

Once you have added the permissions you require, click on the **F** save button, and you will see your newly created group which will now appear in the list of user groups in the software. These can be selected in the next section for each individual user.

User Group

Detail

Name:

Notes:

Permissions

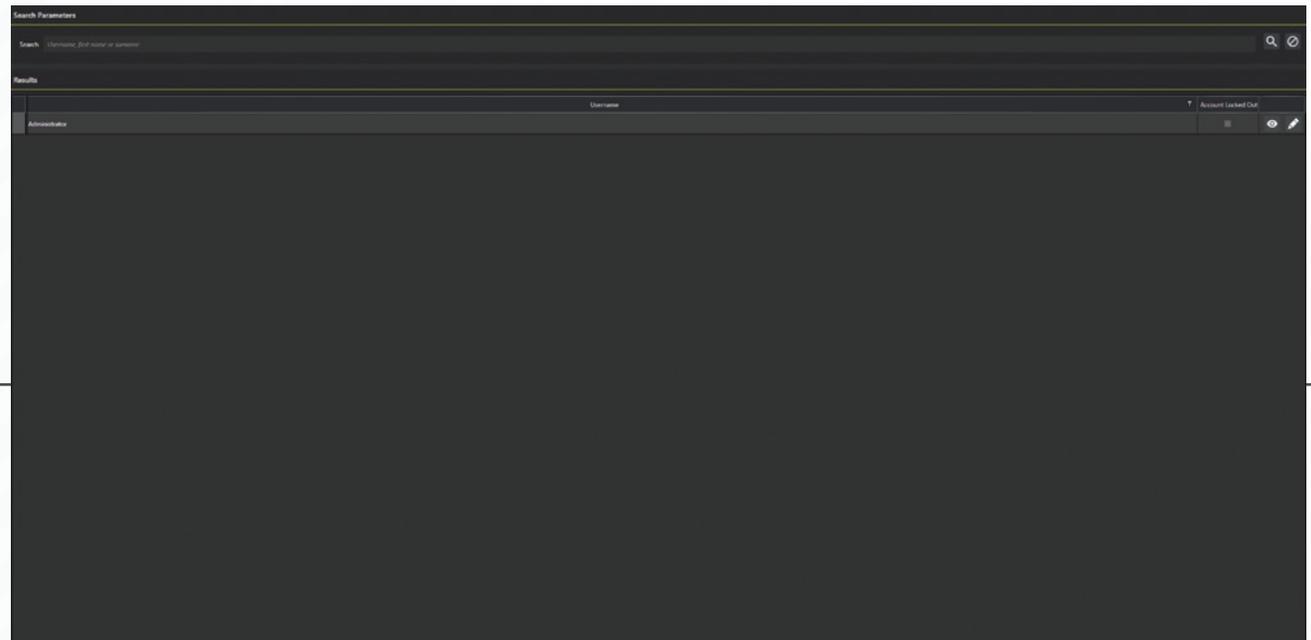
Group	Area	Permissions	
Customers	Customers	View Add Edit Delete	Toggle
Items	Items	View Add Edit Delete	Toggle
Items	Price Bands	Add Edit Delete	Toggle
Configuration	Social Media	Edit	Toggle
Configuration	Email Configuration	View Edit	Toggle
Labelling	Label Designs	View Edit Delete	Toggle
Labelling	Label Printing	E Add Edit Delete Print	Toggle
Configuration	Allergen Scanner	Add Delete	Toggle
Enterprise Management	Print Lists	View Add Edit Delete	Toggle
Enterprise Management	Site Allergens	Add Edit Delete	Toggle
Production	Production Area Types	Add Edit Delete	Toggle
Production	Site Production Areas	Add Edit Delete	Toggle

F Save Cancel

USERS

USERS: Clicking on the Users button will take you into the 'User's interface', where everyone's log in information can be added, and user groups can be applied.

Upon fresh install of the software, you should only see the administrator user.



To add a new user, click the **add button**, you should see a new user interface. You will then be asked to enter: **G First Name** - The first name of the employee, **Surname** - The Surname of the employee, **Password** - the Password that will be used to login.

Department- you should have a drop-down with previously created departments

User Groups- You should see previously created user groups here, clicking on them will turn them green and means that they are in use.

Licences- to Add a License to a user, **H click the cog icon** next to actions, this will bring up a new screen which will have all of the current licences assigned to the account, click the tick next to an unused license to apply It, it should look like this when applied **Click Save and Close**, and you will be able to log In as this new user.





Tolarus Labelling Software

(UK Distributer Wessex Labels)

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