

08 - Products

installation guide V1.3



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



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 O R



Unit 23, Romsey Industrial Estate, Romsey, Hampshire, SO51 0HR



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

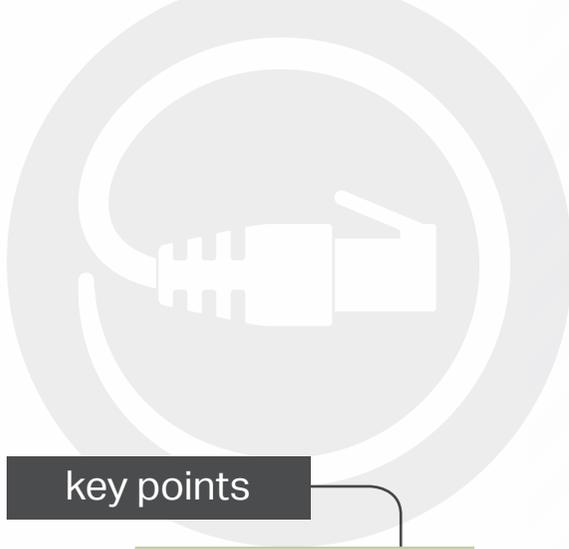
If you are experiencing difficulties with your Tolarus software or printer/s (Only Printers purchased from Wessex Labels are covered), please email your issue and one of our technical team will respond within the hour. Email enquires are Monday to Friday, from 9am to 5pm.



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

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PRODUCTS

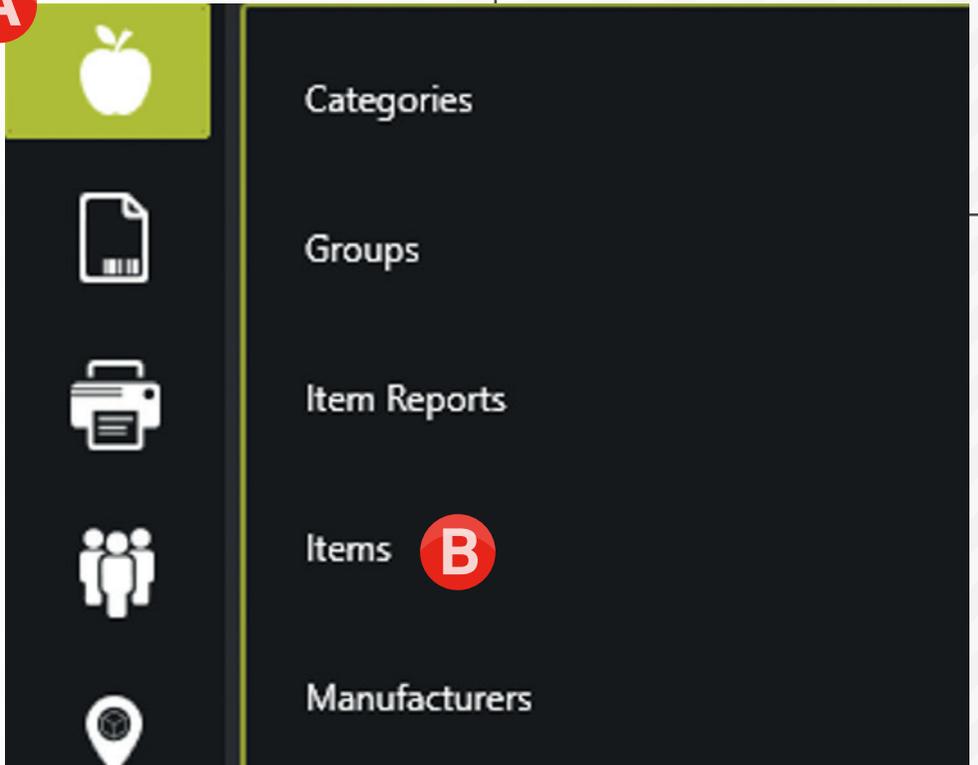
key points



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



PRODUCTS: To add, edit and delete products, click the **apple icon A** in the top left of the software, this will give you a list of options to choose from. Click on the **'Items' B** option.



This takes you to the Items menu. If you want to search for products, simply make sure that you have the products option selected. When selected, it should show as green.



When this button is highlighted, it means that whatever you type into the above search bar will return products that have been entered into the system.

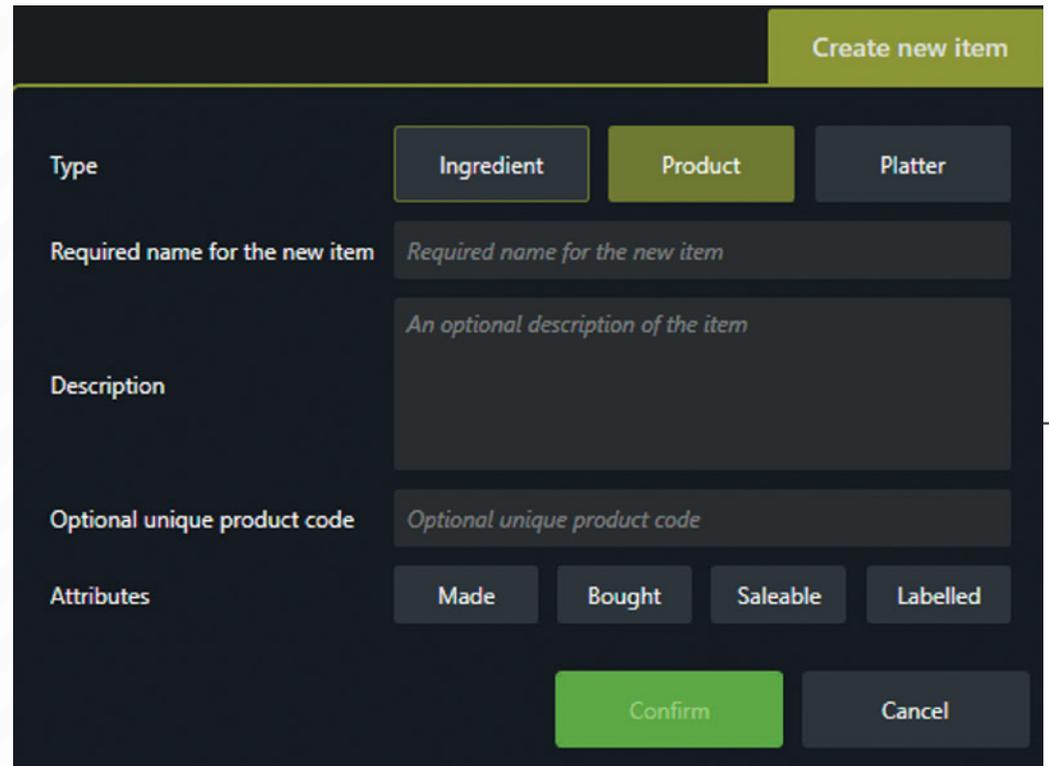
To **Add** a new product to the software, click on the **add Item** button **C** on the bottom left.



Once this has been clicked, you should now see a pop-up window that looks like the window below.

To create a product, make sure that the Product option is green as shown, this is important as it defines the added item into either a **Ingredient**, **Product** or **Platter**.

From here, **Add a name to the product**, a **description** if you want one, and also a **product code**, which you can also use to search for the product in the Items screen.



Create new item	
Type	<input type="radio"/> Ingredient <input checked="" type="radio"/> Product <input type="radio"/> Platter
Required name for the new item	<input type="text" value="Required name for the new item"/>
Description	<input type="text" value="An optional description of the item"/>
Optional unique product code	<input type="text" value="Optional unique product code"/>
Attributes	<input type="checkbox"/> Made <input type="checkbox"/> Bought <input type="checkbox"/> Saleable <input type="checkbox"/> Labelled
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	



You will also want to select 'Made', 'Saleable' and 'Labelled', these options ensure that you can add as much detail as you want to the product. Once you are happy with the information you have input, click the **confirm button** **D** to go to the details page of your product.

Create new item

Type: Ingredient Product Platter

Required name for the new item: Ham Sandwich

Description: Tasty ham on buttered white bread

Optional unique product code: SAN001

Attributes: Made Bought Saleable Labelled

D

THE DETAILS PAGE

THE DETAILS PAGE: The details page is where you can input the majority of your written information about the product.

Items - Ham Sandwich

Detail Additional Ingredients Nutrients Allergens Pricing Claims Free From Labels Barcodes Images Files Customers

Detail

Type Ingredient Product Platter

Name Ham Sandwich

Display Name Ham Sandwich T

Short Name Short Name

Description Tasty ham on buttered white bread T

Product Code SAN001

Group (None) v

Category (None) v

Purchase Nominal Code (None) v

Sales Nominal Code (None) v

Manufacturer (None) v

Supplier (None) v

Attributes Made Bought Saleable Labelled

The primary image has not been set

ABV % 0.00 v

Country of Origin Country Of Origin

Spoilage Type Use By v

Spoilage (days) 0 v

Pack Quantity 1 v

Storage Type Ambient v

Actions

Save Save & Close Cancel Delete Scan for Allergens Spec Sheet

Name: This is the name of the product which you will use to search for the product.

Display Name: This is the name that will appear if you were to print it onto a Label.

Short Name: This is just a name for in house if you wanted to have a shorter name.

Description: This is the same description that you had previously entered, it is used for adding a descriptor to the product which you can see when you are searching for the product.

Product code: This is the same product code which you could have added before, you can use this to search for your products.

Group: *Covered in the next training booklets.*

Category: *Covered in the next training booklets.*

Purchase nominal code: *Covered in the next training booklets.*

Sales Nominal code: *Covered in the next training booklets.*

Manufacturer: *Covered in the next training booklets.*

Supplier: *Covered in the next training booklets.*

Attributes: These are the same attributes that you could have added previously, these will determine which areas you can see/ add information to in the Items screen itself, for products, you should always have made, saleable and labelled highlighted.

ABV%: This is the alcoholic percentage of the product if it needed one.

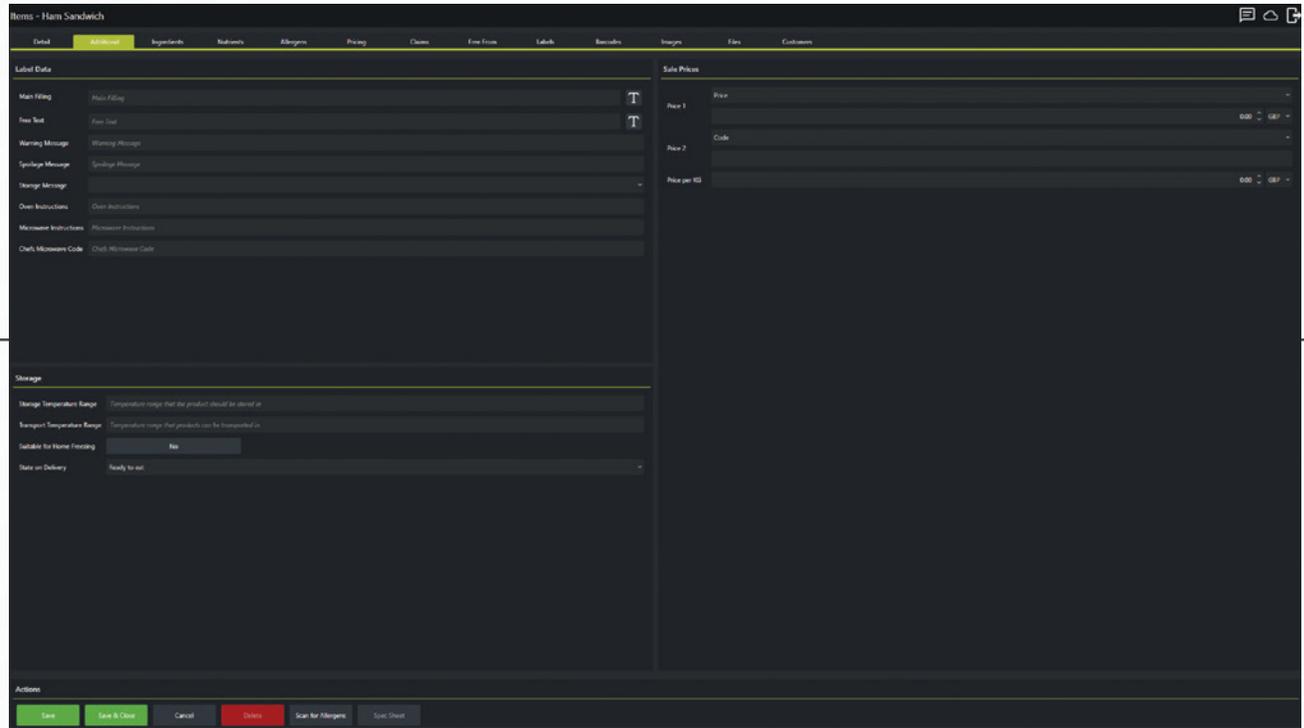
Country of Origin: This is more for in-house use so you can collect all information in one place, can be included on the label designs.

Spoilage Type: Here you have a drop down which can either be use by or best before, this will show up on your label, this can be displayed on your product label.

Spoilage (days): If you enter a number of days here for the spoilage time, when you come to print, the software will add on the amount of days entered to the current date that is present within the PC.

Pack Quantity: This is how many of the item are in a product, useful for Sandwiches etc.

Storage Type: More for in-house to keep track of how long ingredients can be stored, useful to give to resellers.



Clicking the **'Additional'** tab is the next step, once you click on it you should see the screen shown above.

Label Data: Each of the boxes here can have information entered which can then be pulled through into the label designer in the separate zones.

Storage Temperature range: In-house information.

Transport Temperature range: In-house information

Suitable for home freezing: If you click this it will turn green and instead say yes, in house information if customers need.

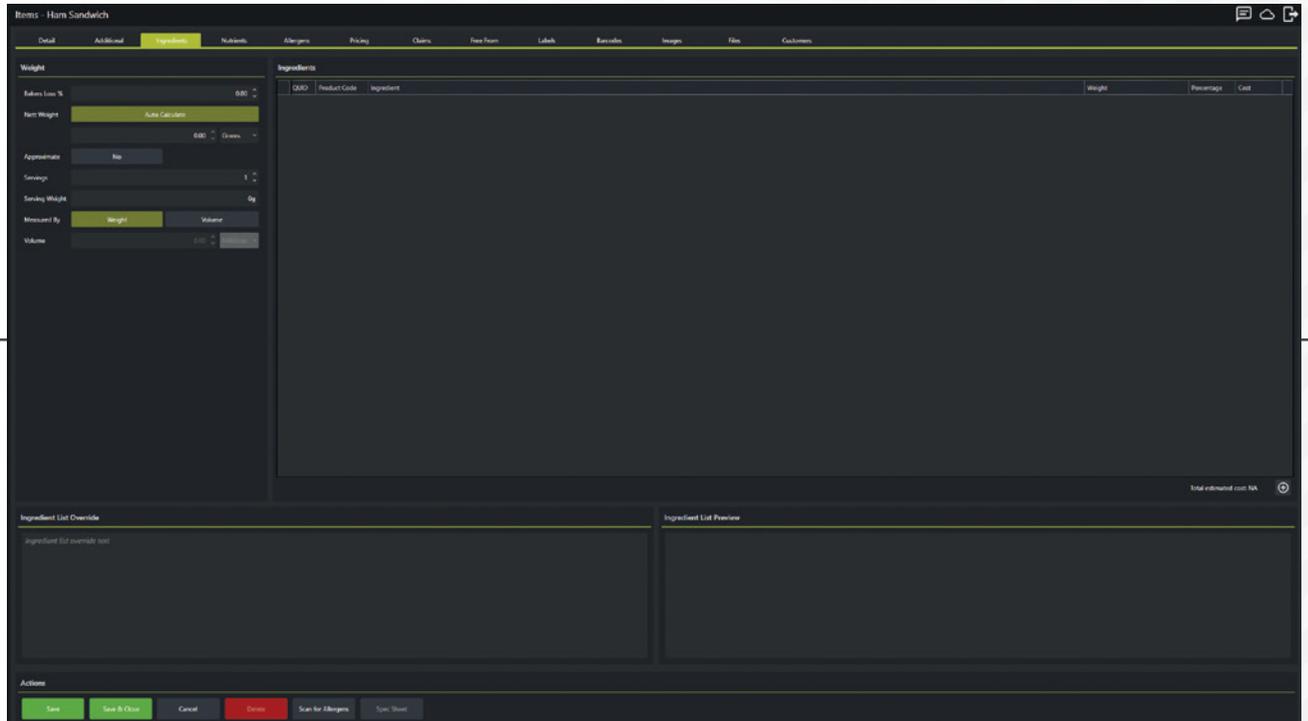
State on Delivery: In house information with a drop

down, select the relevant one.

Sale Prices: Price 1: Within the label designer there are two zones for pricing, one is price 1 and the other is price 2, this is so that one could be a monetary value, and the other could be a price code.

If you click the dropdown next to price 1, you should see the options for **price** and **code**, though the software defaults to price 1 being a monetary value, and price 2 being a code, you can then put in your price underneath, this is what will appear on your label.

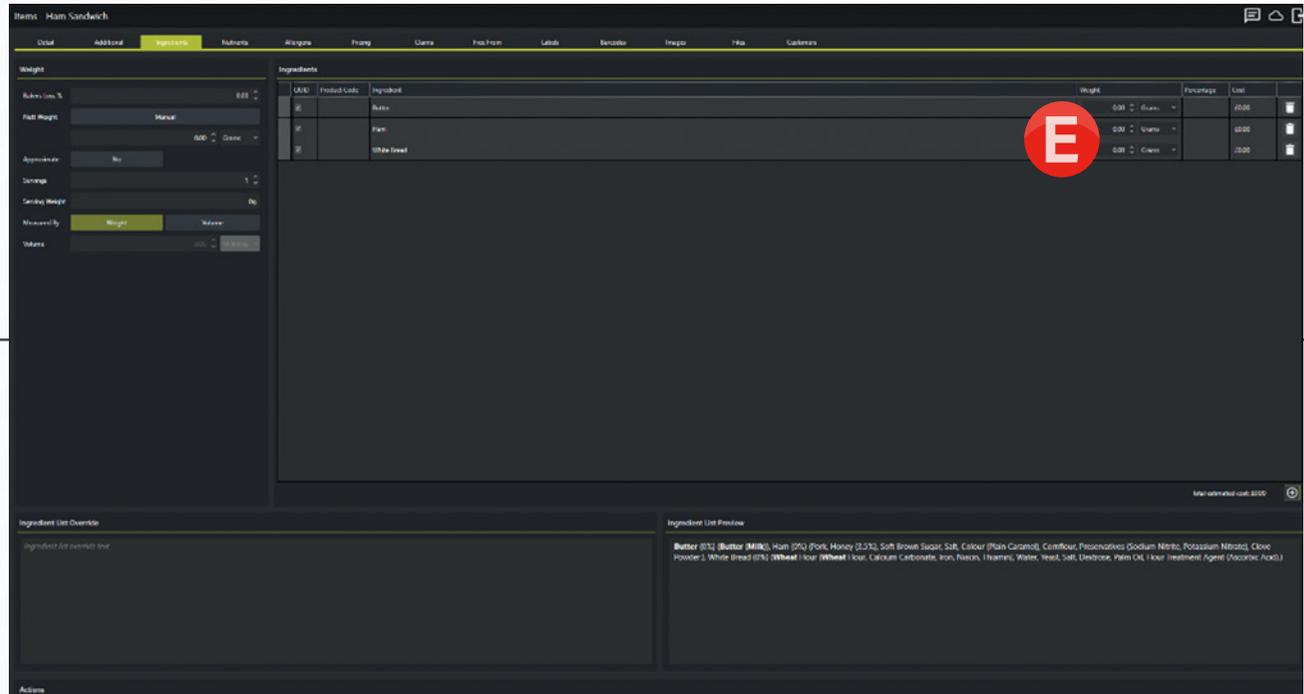




The next tab is the **Ingredient tab**, it is probably the most important part of the product process. With Ingredients, we manually enter the supplement information, but we can forgo this in the product screen because we can simply select the ingredients that we want and it will build the supplement information for us.

To add an ingredient to your product, click the **add button** This will pop-up a new screen in which we can see a list of currently in-put ingredients. The list will be in alphabetical order, however, you can search for certain product by entering their name in the top search bar.

To add an ingredient, **click the tick box** next to the ingredient, and it will select it, then, when you have the ingredients that you want in the product, click the confirm button. In this case, we have selected the ingredients for a Ham Sandwich.



As you can see, the ingredient list has auto generated based on the information that we have previously entered at the ingredients level.

The next step is to add weights to your product. To do this, simply **click in the weight box E** to the right of the input ingredients.



As you can see, when weights are input, the software will calculate the percentages of ingredients for your product, and will then reorder the Supplement information to reflect this following the law of QUID. Ingredients are then separated by their name followed by the individual supplements.

You will also notice that the Net weight of the product has been automatically calculated on the left-hand side of the product, here you can also select the serving size, which will reflect later in the label designs section should you choose to show your values by serving size.

The Nutrients Tab should have automatically calculated the nutrients for your Product per 100g already, this has been done using the nutritional information from your ingredients. If you click on the analyse button, you can see a pie chart breakdown of each of the nutrition values.

QUID	Product Code	Ingredient	Weight	Percentage	Cost
		Butter	25.00	11.96%	83.00
		Flax	60.00	27.27%	83.00
		White Bread	90.00	40.77%	83.00

Total estimated cost: 249.00

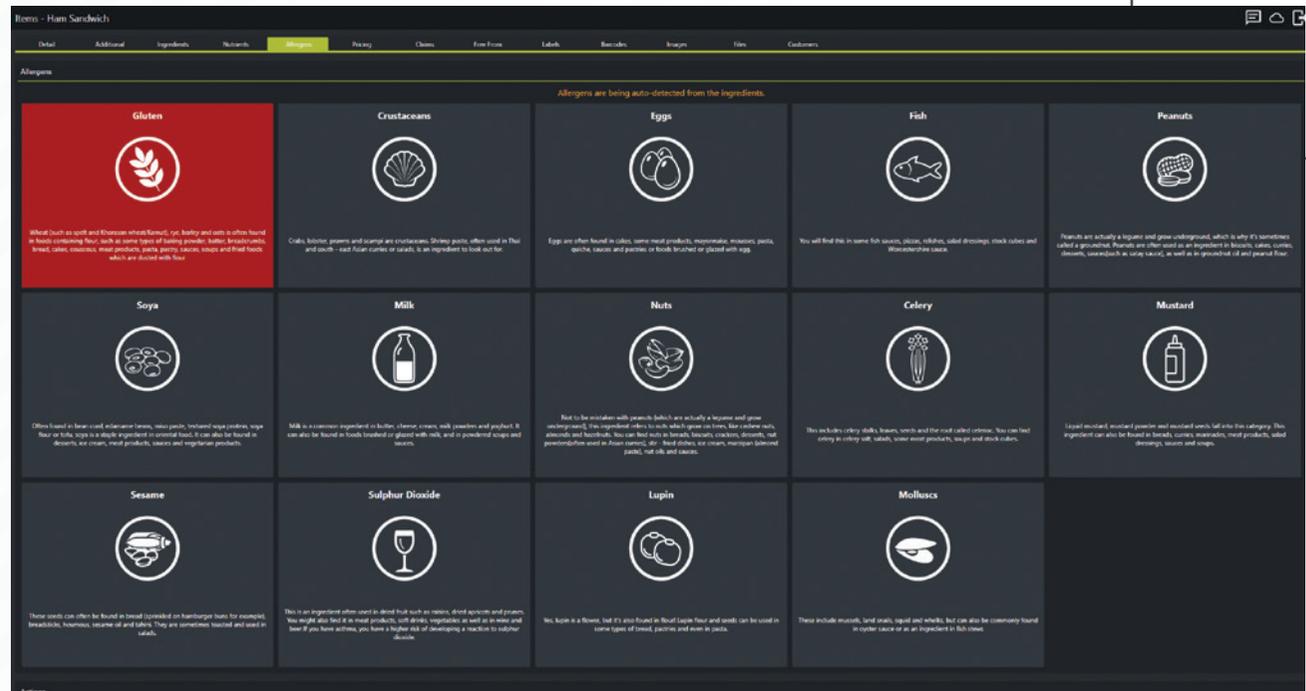
Ingredient List Preview

White Bread (57%) (Wheat Flour (Wheat Flour, Calcium Carbonate, Iron, Nicotin, Thiamin), Water, Yeast, Salt, Dextrose, Palm Oil, Flour Treatment Agent (Ascorbic Acid)), Flax (25%) (Pork, Honey (3.5%), Soft Brown Sugar, Salt, Colour (Plain Carotene), Conifer, Preservatives: Sodium Nitrite, Potassium Nitrate), Clove Powder, Butter (24.6%)

Name	Nutrients Per 100g	Nutrients Total
Energy (kJ)	1,141.00	1001.50
Energy (kcal)	272.00	243.00
Fat (g)	13.57	104.7g
of which saturated (g)	6.00	47.0g
Carbohydrate (g)	27.00	214.2g
of which sugars (g)	2.17	17.0g
Protein (g)	14.75	118.0g
Salt (g)	0.25	1.9g
Sodium (mg)	49.67	397.0mg
Ser (g)	1.04	8.3g

SCANNING FOR ALLERGENS

SCANNING FOR ALLERGENS: If you scanned for allergens on each of your ingredients, you should see that the product has automatically applied the relevant allergen information, this can't be manually done at this stage, though you can go back and manually change this in ingredients.



CLAIMS TAB

CLAIMS TAB: The next tab is the Claims tab, here you can manually select claims, (these are things that can be added to a spec sheet if a customer needed it), this could also be useful for customers looking for products with certain dietary needs. If you hover over an icon, it will give you a bit more information about what each one means.



FREE FROM

FREE FROM: The Next tab is called '**Free From**', this is essentially the same as the claims tab, but instead focuses on what the product definitely does not contain. This is again useful for customers who are looking for specific products and can be added to Spec Sheets.

Product Free From

Wheat 	Oats 	Barley 	Rye 	Genetically Modified Organisms (GMOs) 	Derivatives of GMOs 	Other Seeds 
Butter 	Cheese 	Artificial Colours 	Nature-Identical Colours 	Artificial Flavours 	Artificial Sweeteners 	Aspartame 
Artificial Preservatives 	Benzoate 	Monosodium Glutamate 	Maize 	Yeast & Yeast Derivatives 	Meat 	Poultry 
Rennet 	Lecithin 	Hydrogenated Vegetable Oil 	Trans-fatty Acids  <small>Food does not contain trans-fatty acids or trans-unsaturated fatty acids.</small>	Food does not contain trans-fatty acids or trans-unsaturated fatty acids. 		

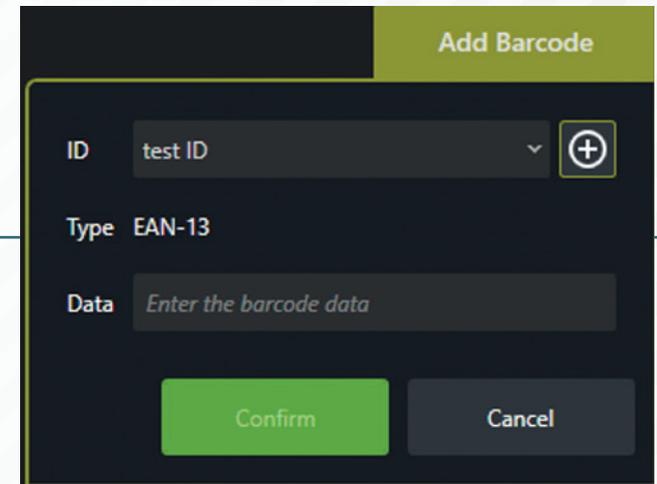
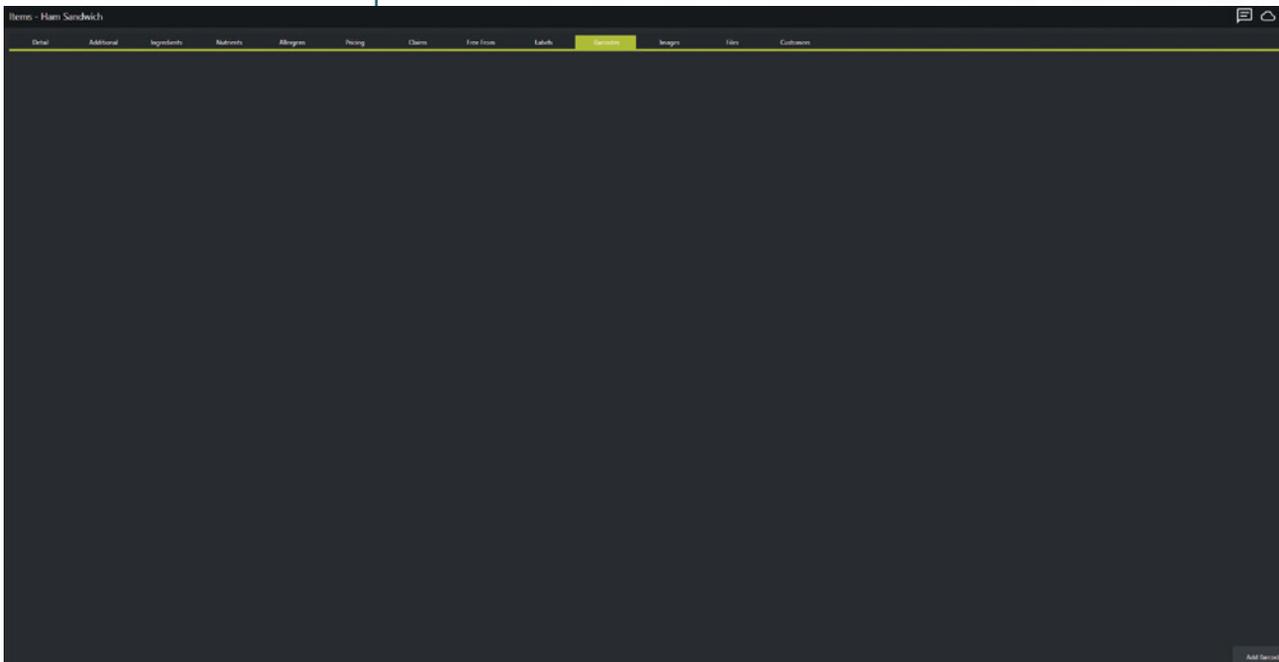


BAR CODES

BAR CODES: To Add a barcode to your product, click the **add barcode** button in the bottom right-hand corner, this will give you a new pop-up. Barcodes are created in ID's for ease of use when it comes to the labelling stage, so simply click the plus icon,  and give your Barcode ID a name, and then select the barcode type that you require.

Once this is done, you will need to enter the number of the barcode. Please note that when it comes to the labelling stage, if you use a label design with the Barcode ID you just

created, all products using that ID will print a barcode provided it has been added. When you are happy with this, click confirm and the software will save the barcode to the Product.

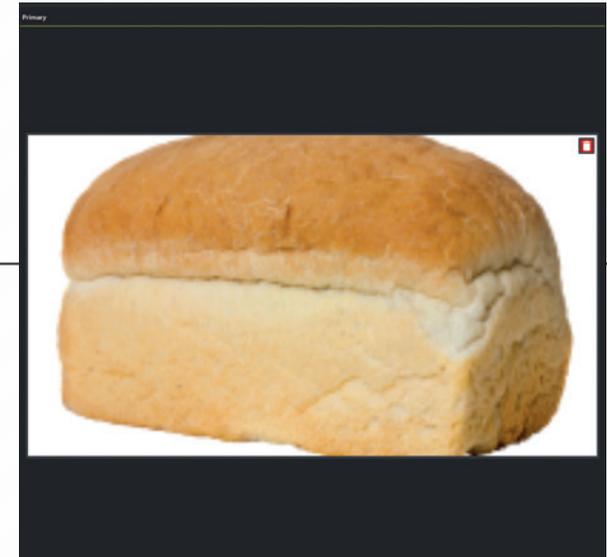
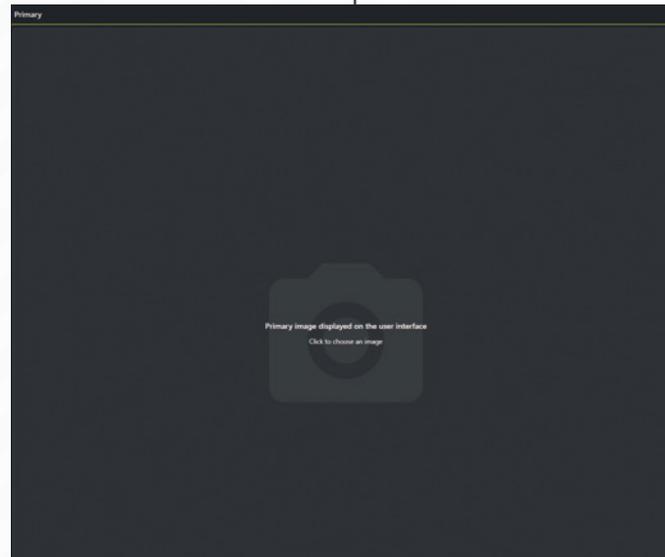


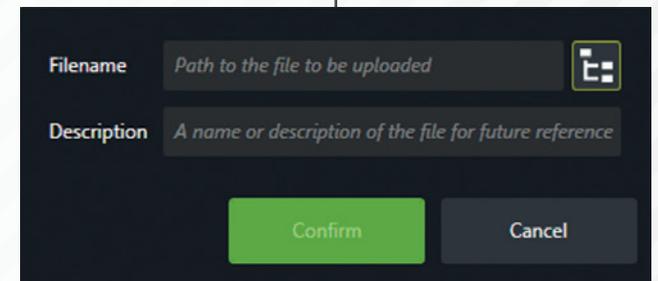
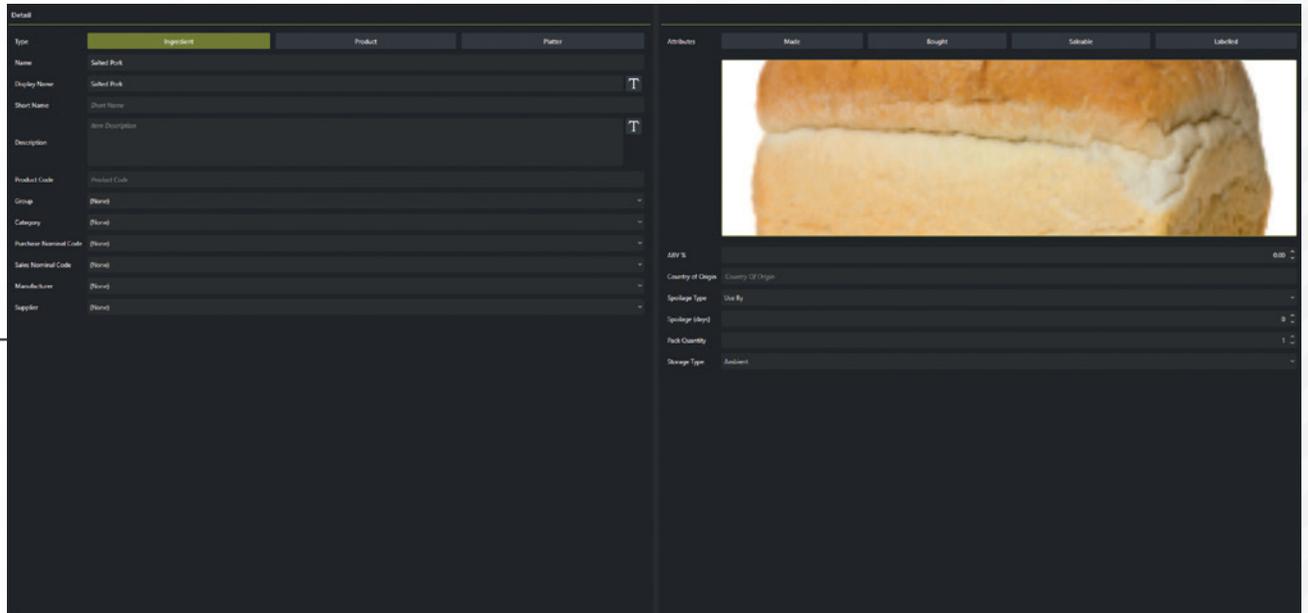
IMAGES

IMAGES: The next tab is images, for now you should only see the primary image, if you want to add an image to the ingredient you can do so here, on first setup you should only see the Primary ID, once more have been added you will also see those too.

For now, in relation to ingredients, the Images only really are important if you wanted to have an image save to the ingredient. However, in later stages for Products, they are more important as you can assign whole label images to products which you can then print. Once an image has been

assigned to the 'Primary' Image ID, it will show up on the main details tab, please see below. When it comes to Labelling, if you elect to print just images, please bear in mind that the Software will print only products that have this image ID assigned to it.





The Files tab allows you to add Files themselves to the product, which allows you then download these files on any other PC connected to the same Tolarus Server, this is very useful if you wanted to save the Specs of a Product, and therefore allows you to keep everything in one place. To do this, click on the plus icon,  this will pop up a small menu,  simply click on the icon, and you can

then find the file you want, and open it, then click confirm, this will add the file to the ingredient.



Tolarus Labelling Software

(UK Distributor Wessex Labels)

Unit 23 | Romsey Industrial Estate | Romsey | Hampshire | SO51 0HR

WWW.TOLARUS.CO.UK

