



DeliLabel™ App Tutorial

This tutorial will explain how to use DeliLabel™, including customizing the Dashboard, configuring settings, and printing labels.

Dashboard:

Once set up, the Dashboard allows the user to quickly select items from the associated Square® item catalog. **Please note** that any customization done here is saved on the device and not under the App User login credentials. Deleting and reinstalling the app or switching to another iPad will require the user to redo any customization and reapply all settings even if logged in under the same credentials.



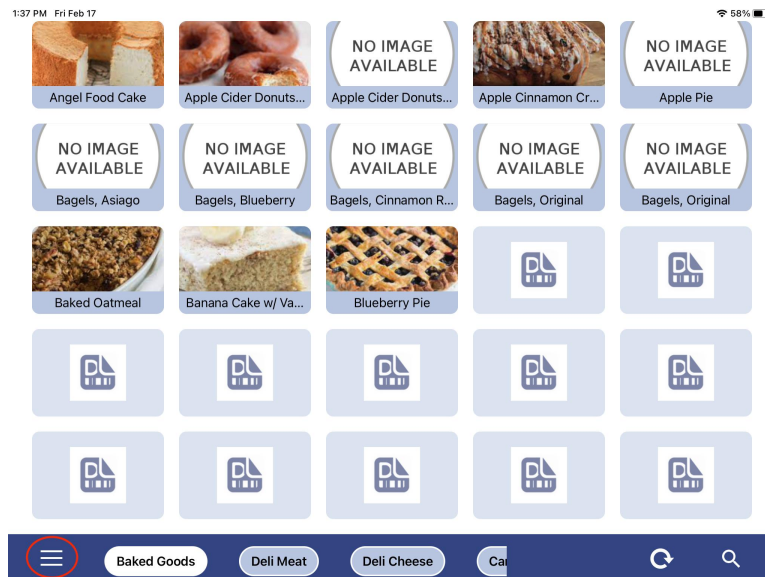
The pages along the bottom are useful for organizing items into categories. **Double tap** on one of the page names to edit the name or delete it. Add more pages using the plus icon. If you have many categories with long names, **swipe left or right** on the page names to navigate through them. The maximum number of pages is 15.

Tap and hold on any tile and then tap the plus icon on a specific tile to bring up the search menu. You can select an item from the list or search for one specifically. Tap Done in the lower right corner when you are finished adding items.

The **refresh** button on the bottom right should be used after updating the item catalog in either Square® or the DeliLabel™ Admin Dashboard. The **search** button next to it can be used to find an item in the catalog without having a tile associated with it.

Settings

To change the settings, tap the Menu button in the lower left corner and then tap Settings.



Printer Stations: Add or delete printer stations. Visit our printer setup tutorials for detailed instructions.

Scales: Connect to a Bluetooth scale. Visit our scale setup tutorial for detailed instructions.

Common Tare Weights: Add Tare Weights for commonly used containers. This is useful when the same containers are used frequently. The Tare Weight will automatically be deducted from the scale weight. Delete Tare Weights by sliding left and tapping Delete.

Barcode Format: By default, DeliLabel™ will print EAN13 Price Embedded barcodes for Weight Labels. When toggled on, DeliLabel™ will print UPC-A Price Embedded Barcodes instead. Square® registers will read both codes so either option can be used.

Sell By and Use By Dates: Toggle on to allow the user to change the dates when printing labels. By default, DeliLabel™ will use the dates that are set in the Admin Dashboard.

Packed Date: Toggle on to allow the user to change the packed date.

Label Formats: By default, the user will only be able to print labels using the formats that have been selected in the DeliLabel™ Admin Dashboard. Toggling this on will allow the user to select from all available formats.

Support: Opens a web browser to our support page.

Printing Labels

To print a label, tap an item on the Dashboard or use the search button and select it. The print menu shown below will appear. Descriptions of the fields and buttons are given below.

The screenshot shows a mobile application interface for 'Artisan Carving Ham'. A modal window is open, displaying various fields and buttons for printing a label. The fields include SKU (51207), UOM/VARIATION (LB - \$7.69), Description (Ing: WATER, SALT, CONTAINS LESS THAN 2% OF POTASSIUM LACTATE, SUGAR, SODIUM PHOSPHATE, BROWN SUGAR, DEXTROSE, SODIUM DIACETATE, SODIUM FRYTHORBATE, SODIUM NITRITE), Gross Weight (2), Packed On (02/20/2023), Used By, Sell By, Label Format (3" x 2" Weight), Label Quantity (1), and Tare Weight (0.5). The total price is \$11.54. Buttons for 'Total Price', 'Auto Print', 'Add Tare Weight', and 'Print' are visible at the bottom of the modal.

Fields

SKU: Displays the SKU field from Square®.

UOM/Variation: Select the correct unit of measure or variation for the item you are currently printing a label for.

Description: Displays the description field from Square®.

Gross Weight: When a Bluetooth scale is connected, displays the weight of the item on the scale. When a scale is not connected, the user may enter a weight manually.

Packed On: Defaults to current date. The user may change this date if necessary.

Use By: Will only display a date if the Use By Days field is filled in on the DeliLabel™ Admin Dashboard for the selected item. The user may only edit this field in the App if the Sell By and Use By Dates setting is toggled to on in the app settings menu.

Sell By: Same as Use By, but pulls from the Sell By Days field in the Admin Dashboard.

Label Format: Select the correct label for the item. If multiple printers are connected each having different size labels, DeliLabel™ will automatically print from the correct printer based on the label size that is selected here.

Label Quantity: The number of labels to be printed.

Tare Weight: Enter a tare weight.

Net Weight: Gross Weight minus Tare Weight.

Total Price: Gross Weight times price per unit.

Buttons

Total Price: Updates the total price field using the current weight on the scale.

Auto Print/Auto Print ON: When ON is shown, a label will be printed each time a new item is placed on the scale. This feature is helpful when labeling prepackaged foods, as it allows you to print multiple labels without pressing any buttons.

Add Tare Weight: Select from the list of Tare Weights saved in the settings menu.

Print: Print a label under the current settings.