

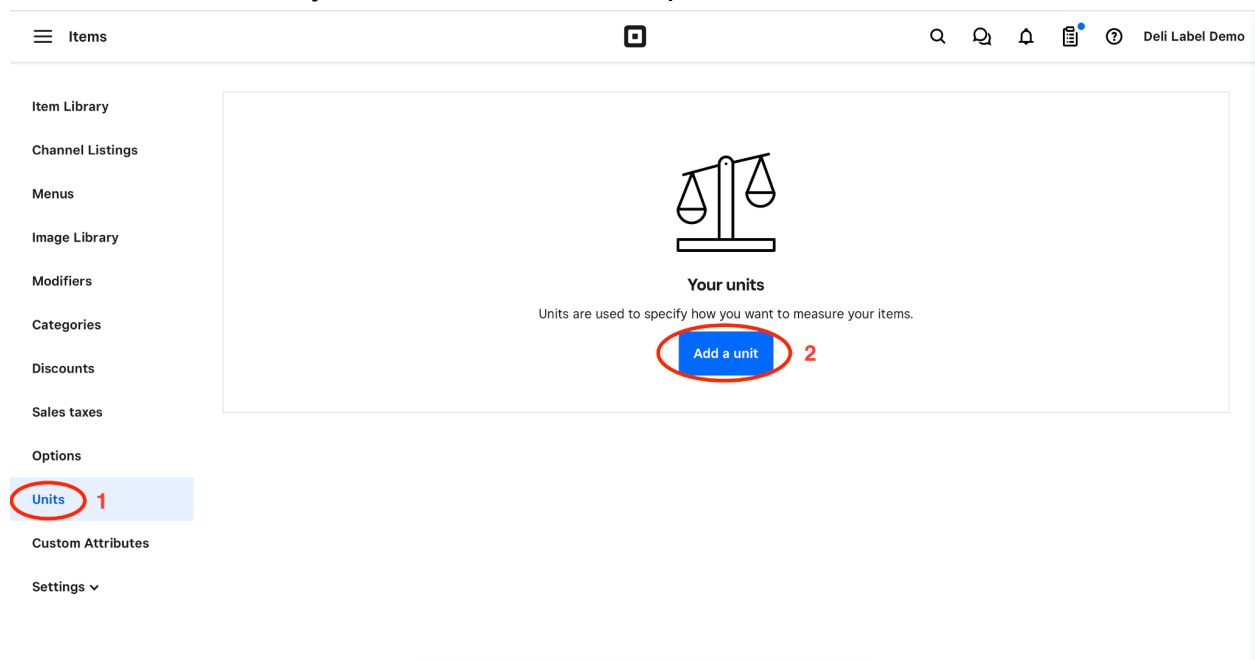


Square® Overview

This guide will cover features of Square® that you should be familiar with in order to use DeliLabel™. This includes setting up items to be sold per item or by weight and managing multiple store locations (if necessary).

Units

If you plan to sell items by weight, you must make sure that you have properly configured your units. Log into Square® and select Items on the left hand side, then select Units. If you have no units set up click Add Units.



Select the unit that you will be measuring with and set the precision to 2 decimal places (.00).

× **Add a Unit**

Unit	Pound (lb) ▼
Precision	.00 ▼

Precision is the number of decimal places that appear in checkout and reports.
Remove a unit or edit precision in Items > Units.

Save

If you've been using Square® for a while, it is possible that you will already have some custom units created, as shown below.

Unit Name	Precision	
lb (lb)	.00	Custom
Pound (lb)	.00	

Both of these measure in pounds, but note that the one on top is custom. You can tell which units are custom by looking on the far right side of the window. These custom units will not work with Delilabel™. When you select a unit for your item, you must use the standard units that Square® provides.

Item Setup

To access your Item Library, log into Square® and select Items on the left hand side.

Items Deli Label Demo

Item Library All Categories All Locations All inventory Actions Create an Item

Channel Listings

Image Library

Modifiers

Categories

Discounts








Sales taxes

Options

Units

Custom Attributes

Settings

Item	Category	Locations	Sold by	Stock	Price
 Angel Food Cake	Baked Goods	All Locations	ea	-	\$2.29 - \$9.99/ea
 Apple Cider Donuts, Glazed	Baked Goods	Deli Label Demo	ea	-	\$1.19 - \$3.99/ea
 Apple Cider Donuts, Sugar	Baked Goods	Deli Label Demo	ea	-	\$1.19 - \$3.99/ea
 Apple Cinnamon Crumb Bread	Baked Goods	Deli Label Demo	ea	-	\$5.49/ea
 Apple Pie	Baked Goods	Deli Label Demo	ea	-	\$5.99 - \$10.99/ea
 Artisan Carving Ham	Deli Meats	Deli Label Demo	lb	-	\$7.69/lb
 Bagels, Asiago	Baked Goods	Deli Label Demo	ea	-	\$3.99/ea

In the Sold by column above, items are sold either by the item (ea) or by weight (lb). Clicking on the name of an item will open the menu shown below.

× Actions Save

Edit Item


Details

Name
Angel Food Cake

Category
Baked Goods

Description
Ing: Egg whites, sugar, flour, 6x sugar, gelatin, cream of tartar, vanilla & salt.

Drag image here, [upload](#) or [browse image library](#).

 Primary

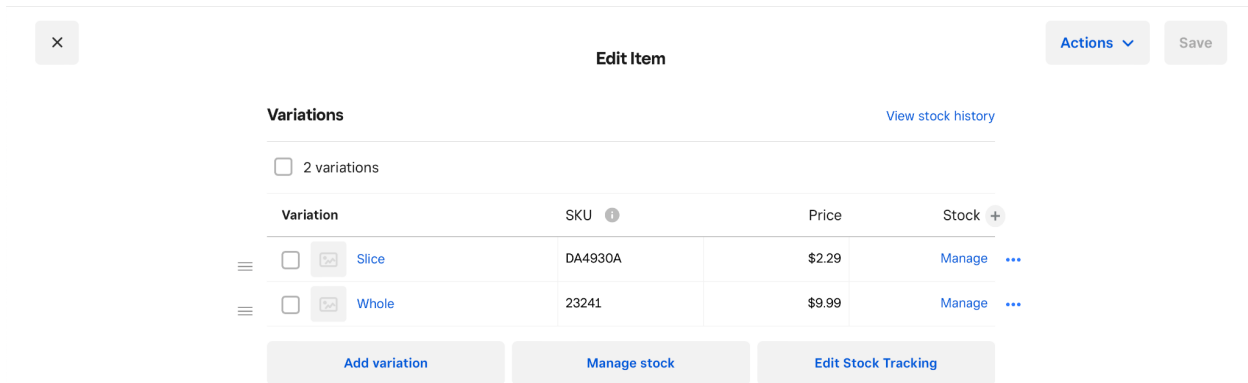
Locations
All Locations

Taxes
PA Sales Tax

DeliLabel™ will read the name, category, description, locations, and taxes fields and is able to print this information on labels. The Primary image will also be used to fill in the item tile on the DeliLabel™ app if one is uploaded.

To view pricing information, scroll down to the variations section. For items sold per item, variations should be different sizes or counts of the same item. We recommend keeping SKUs between 5 and 7 digits, especially if using smaller

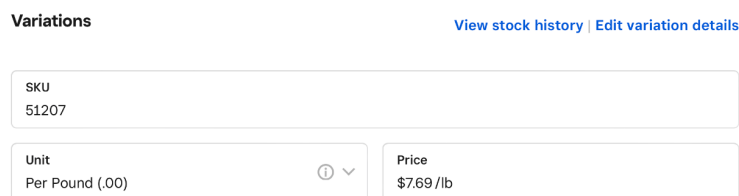
labels. Longer SKUs will generate longer barcodes that may not fit on some labels. We also recommend keeping the variation name concise so that it will fit on a label. An example is shown below.



The screenshot shows the 'Edit Item' interface. At the top, there is a close button (X), the title 'Edit Item', and buttons for 'Actions' and 'Save'. Below the title, there is a section for 'Variations' with a 'View stock history' link. A summary line indicates '2 variations'. Below this is a table with columns for 'Variation', 'SKU', 'Price', and 'Stock'. The table contains two rows: 'Slice' with SKU 'DA4930A' and price '\$2.29', and 'Whole' with SKU '23241' and price '\$9.99'. Each row has a 'Manage' link and a three-dot menu icon. At the bottom of the table are three buttons: 'Add variation', 'Manage stock', and 'Edit Stock Tracking'.

Variation	SKU	Price	Stock
<input type="checkbox"/> Slice	DA4930A	\$2.29	Manage ...
<input type="checkbox"/> Whole	23241	\$9.99	Manage ...

For items sold by weight, variations can be used for different units of measure, although typically only one is needed. **Important:** SKUs for weight items must be 5 digits long and can only be numbers. Square® will not be able to read barcodes for weight items if the SKU is not in this format. We recommend using the abbreviation for the selected unit of measure as the name of the variation for weight labels. Also, as discussed above, the unit for weight items must be one of the standard units that Square® offers. It cannot be a custom unit. The precision for the unit should also be set to 2 decimal places (.00). An example of a variation for a weight item is shown below.



The screenshot shows the 'Variations' interface for a weight item. It includes a 'View stock history' and 'Edit variation details' link. Below the links are two input fields: 'SKU' with the value '51207' and 'Unit' with the value 'Per Pound (.00)'. To the right of the 'Unit' field is a dropdown arrow. Below these fields is a 'Price' field with the value '\$7.69/lb'.

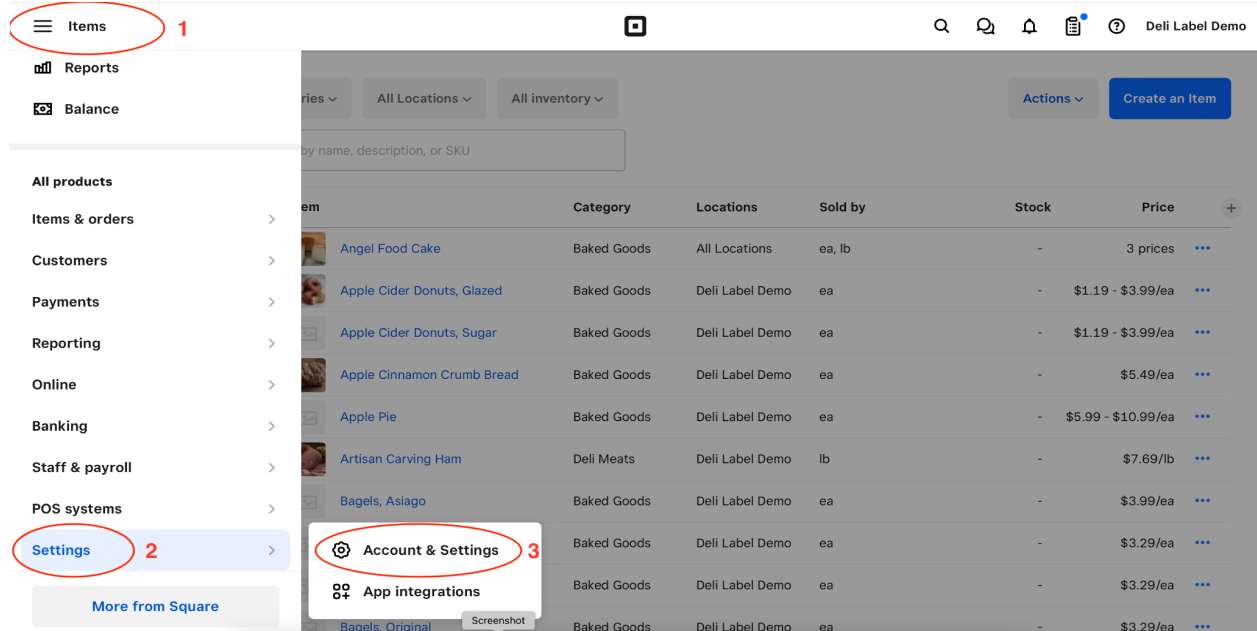
For more information on how barcodes are generated for weight items, click [here](#).

Locations

If you have multiple locations, you may want to set some items to only be available at one location. To change which location an item is available at, click

the item name in the Square® Item Library and change the location. Each DeliLabel™ App User is associated with a location. When logged into the DeliLabel™ App, the App User will only be able to see and print labels for items that are available at their location.

To create or edit locations, click the menu button in the upper left corner and then scroll down and click Settings, then Account & Settings.



On the next screen, click Business Information, then Locations.

Account & Settings Deli Label Demo

Account Next, Customize Receipts →

Personal Information ▾

Business information ▾ 1

About my business

Business security

Email notifications

Locations 2

Pricing & subscriptions

Bank accounts

Transfers

Receipts

Tax forms

Sales taxes

Service charges

Add your business to Google

Reach new and existing customers by letting them find your business on Google Maps and Google Search.

Get started
Learn more

Nickname ^	Location Type	Address	City, State	Phone	Email
Deli Label Demo	Physical	626 Plum Creek Rd	LEESPORT, PA		
Second Location	Physical	5030 Bernville Road	Bernville, PA		

Here you can view and edit the locations that DeliLabel™ will allow you to create stores for. Once you've created a store in DeliLabel™, you can assign App Users to it.

This concludes the Square® Overview. If this is your initial setup, please view our [DeliLabel™ Admin Dashboard tutorial](#) next.

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