02 - Enterprise Tab

installation guide V1.3

TOLARUS SOFTWARE

TECHNICAL SUPPORT

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

UK DISTRIBUTER

WESSEX LABELS

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

You Tube

Why not watch how to do it on our YouTube Channel?

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.
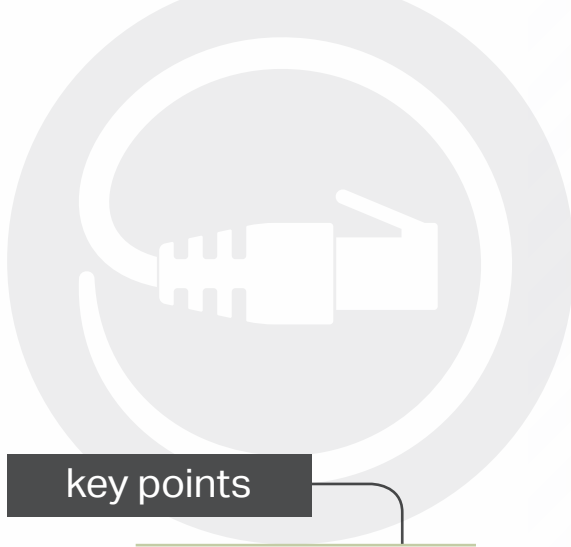
INTRODUCTION

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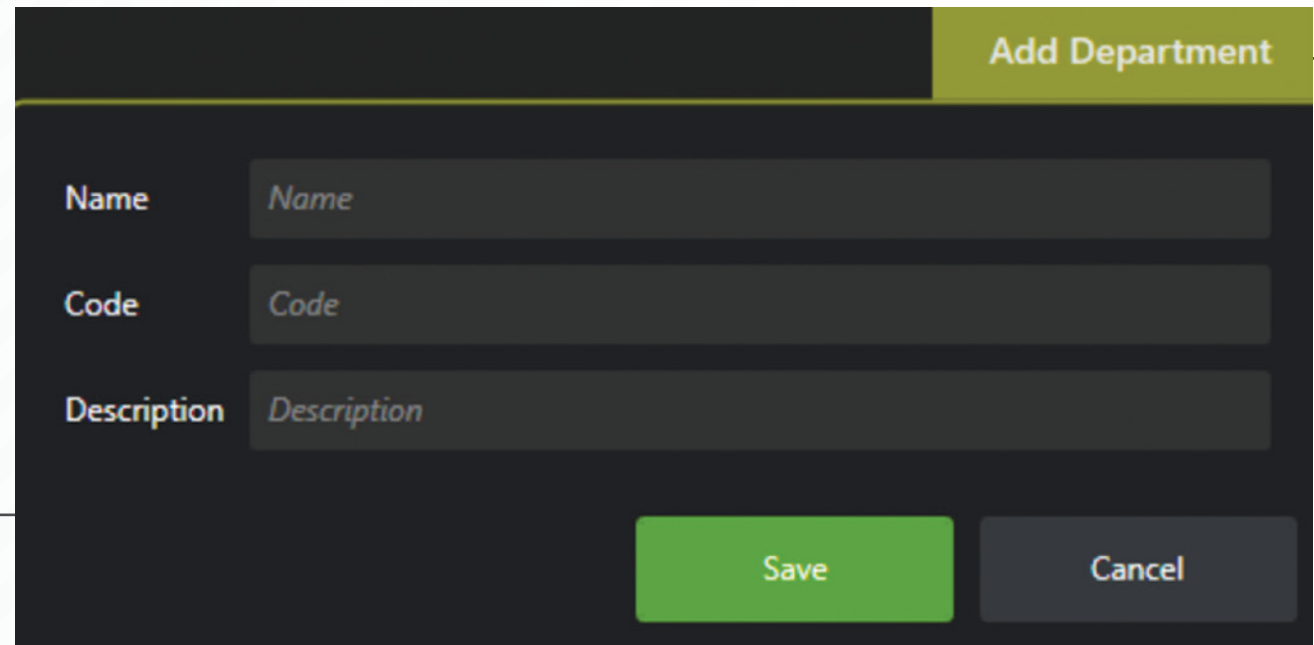
ENTERPRISE TAB: To view the tabs to do with enterprise, click on the 6th icon down on the main screen of Tolarus, you should see 6 different options to choose from. To begin, click departments to load the departments screen

Departments

Enterprise

Site Allergens

Sites

User Groups

Users
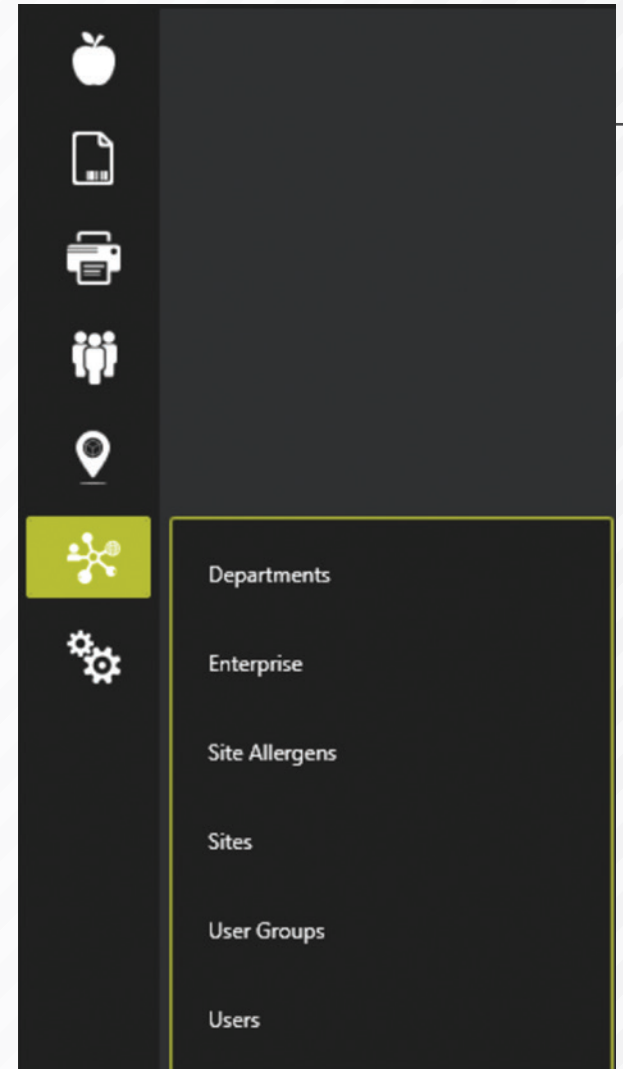
DEPARTMENTS

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.
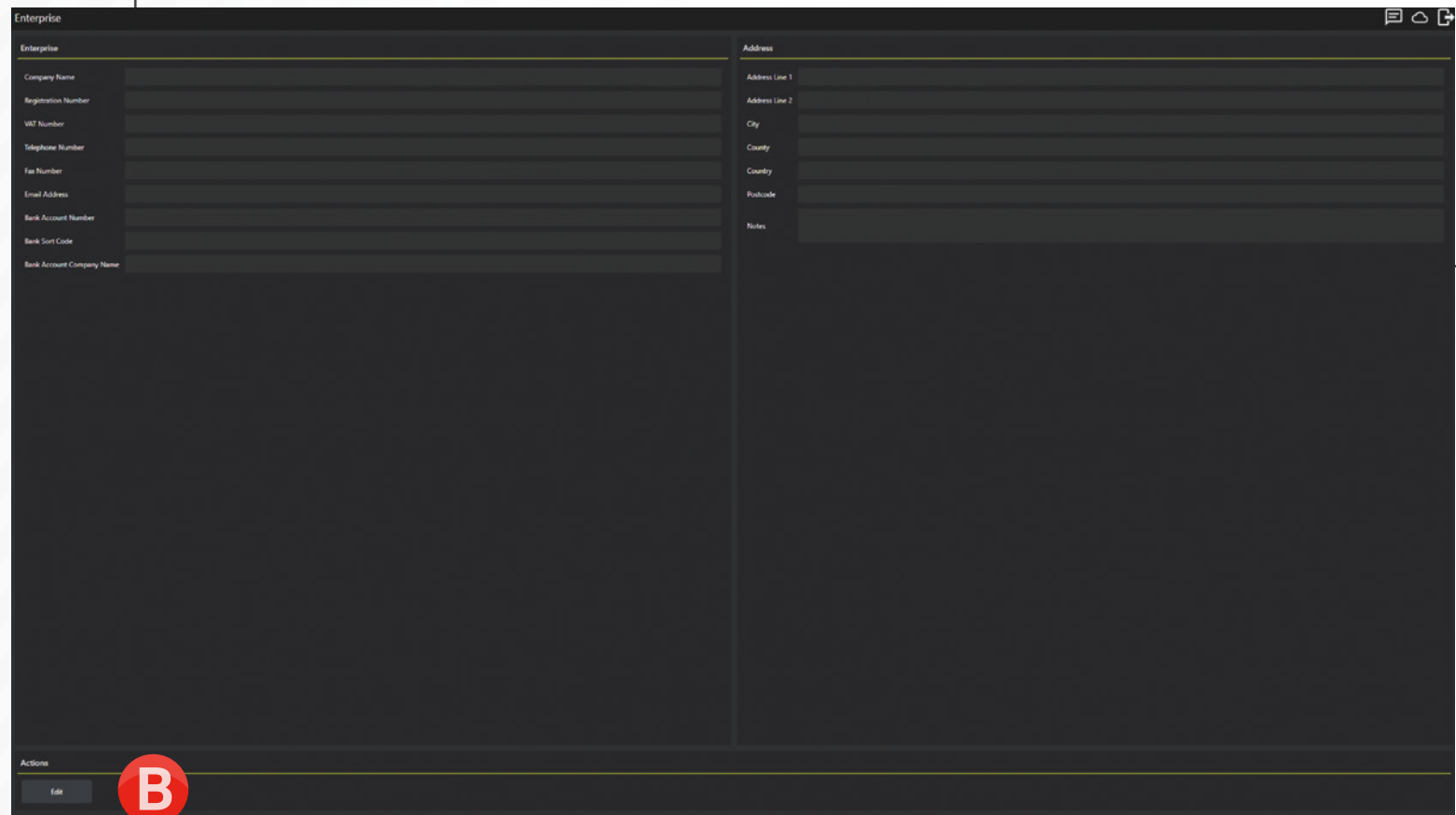

You can add information to each of these data fields to specify your deparment infomration, once you are happy with this click Save, and these department will appear in your Department List. Ⓐ

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
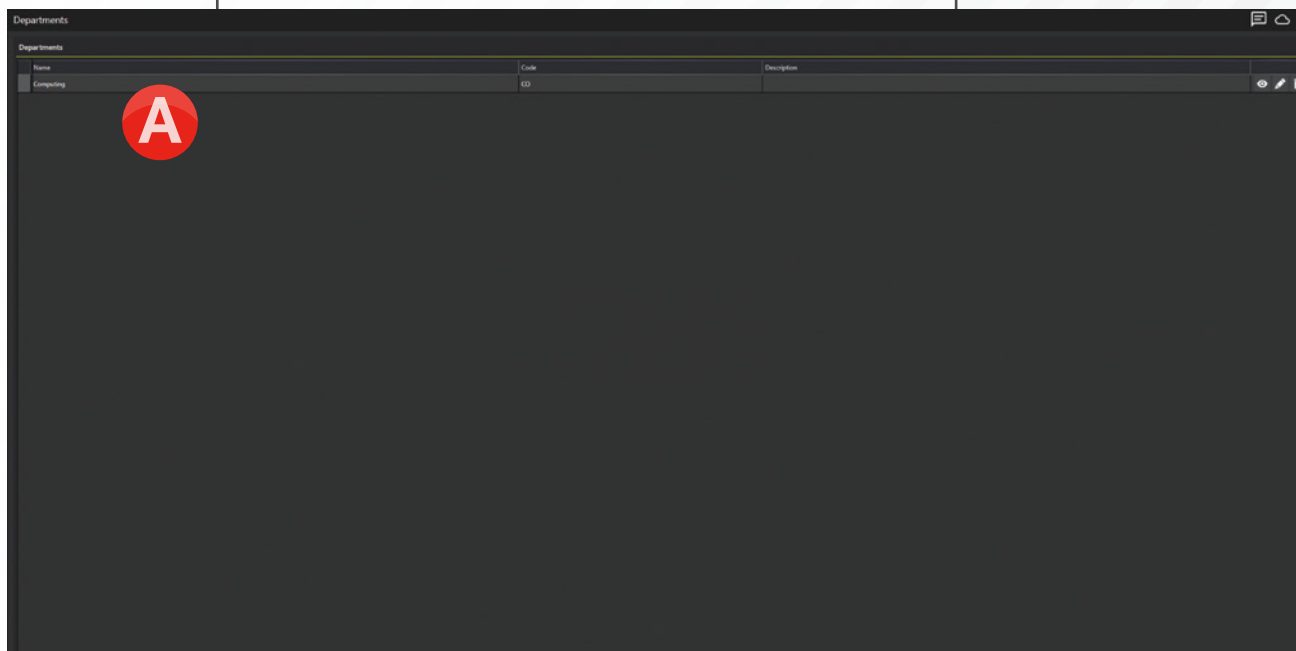
ENTERPRISE TAB

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.

To Add information to these fields, click on the **edit button** Ⓑ 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** Ⓒ 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.
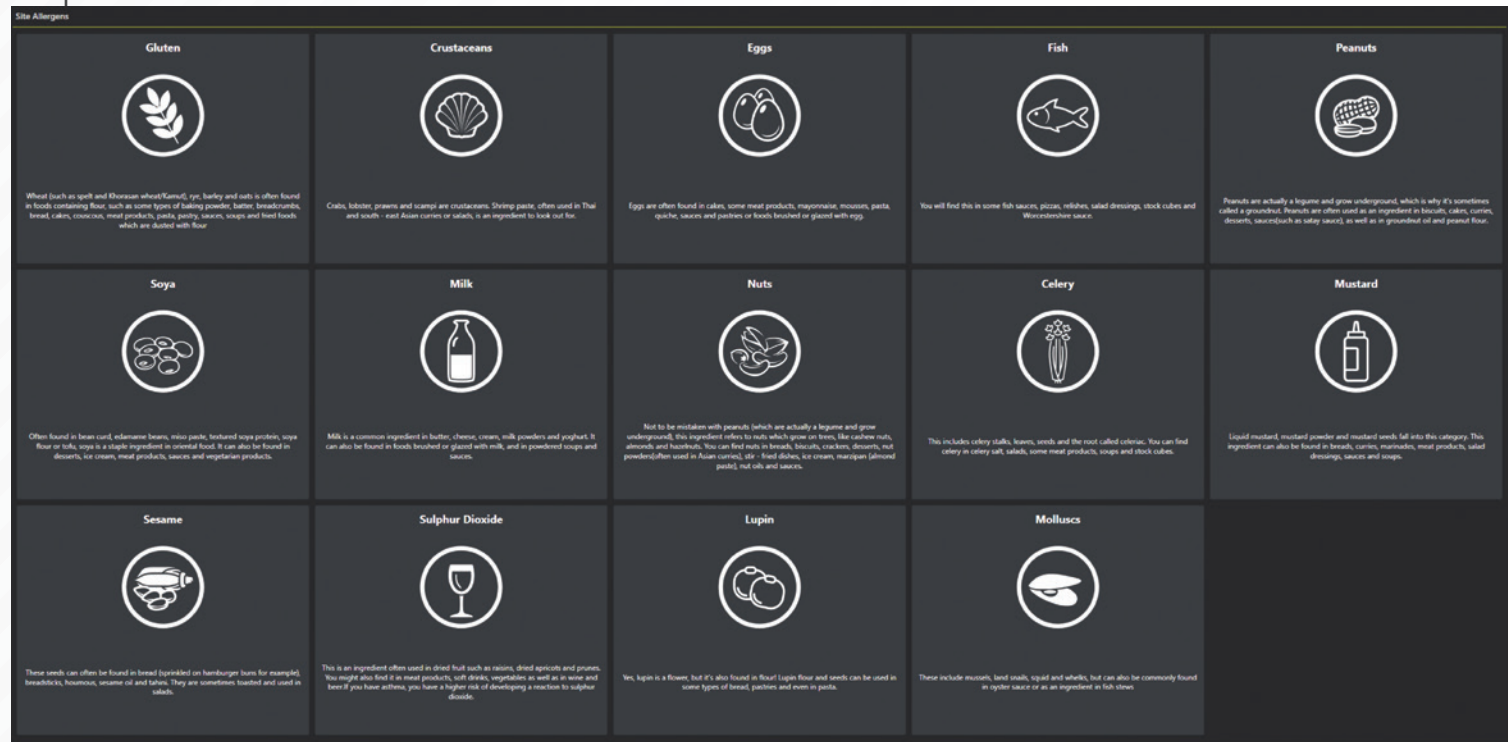
SITES

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 allergencs so be sure to select the right one.
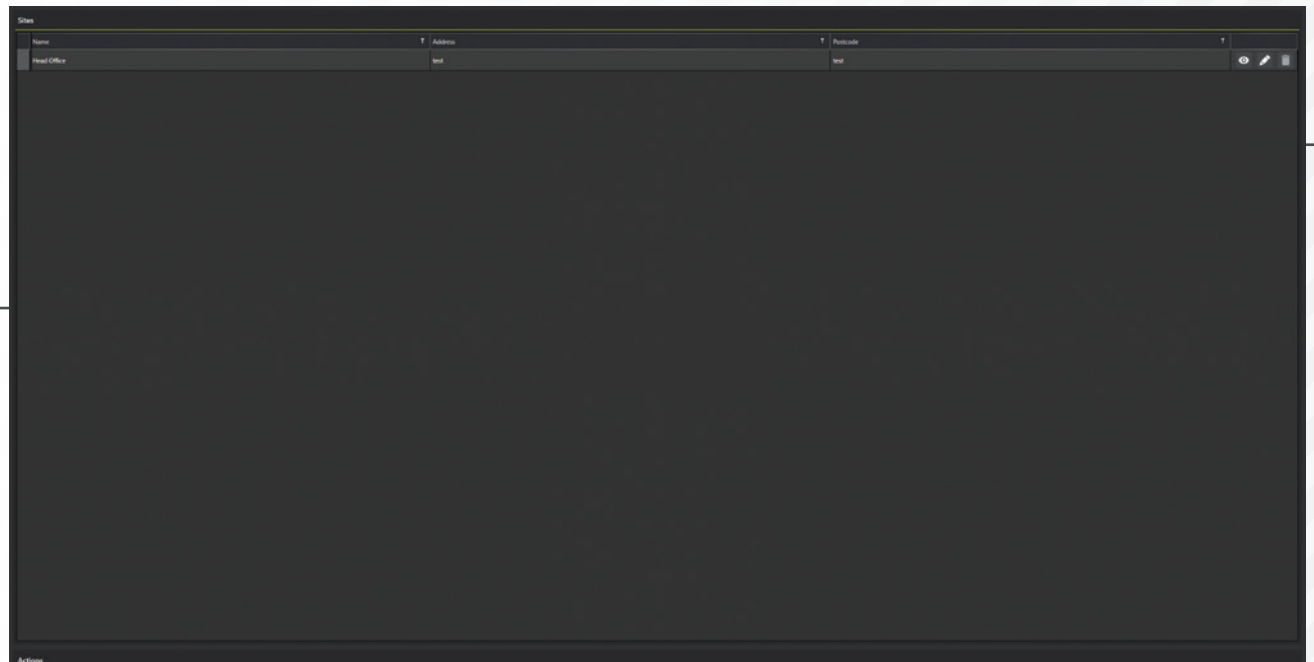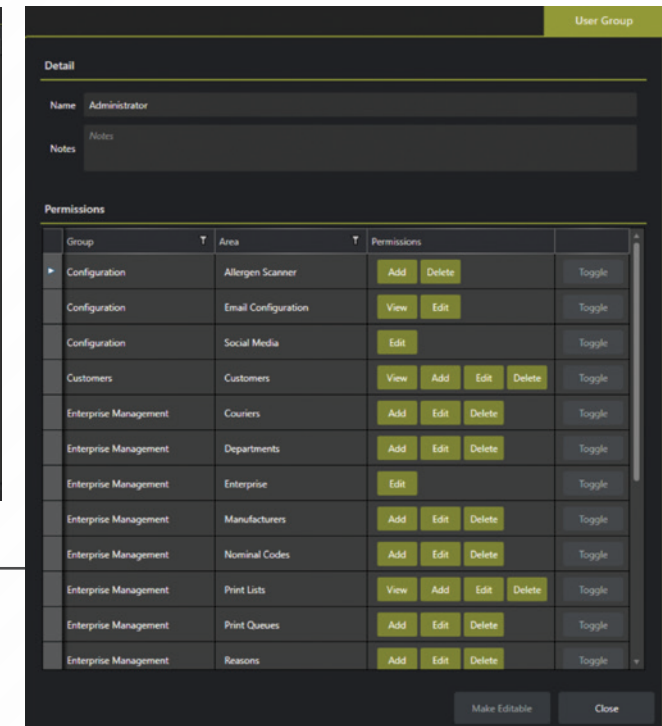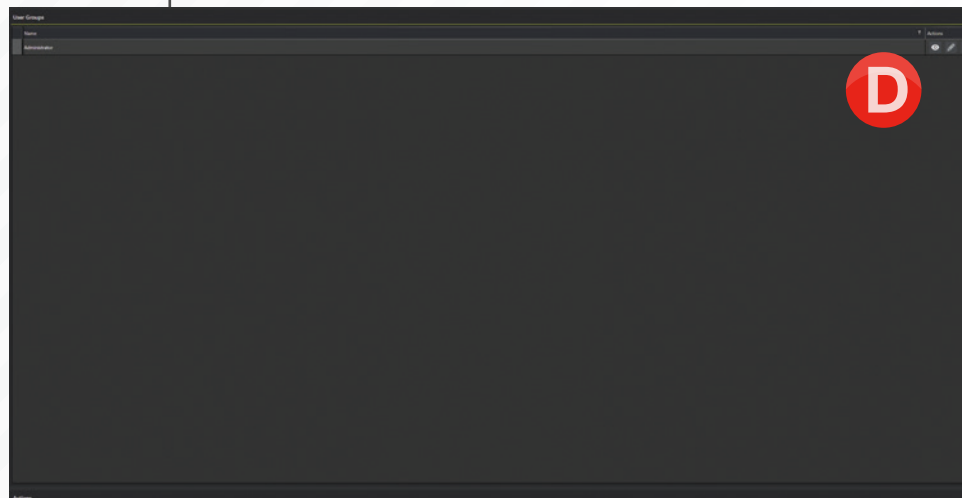
USER GROUPS

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 **D**

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.

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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.
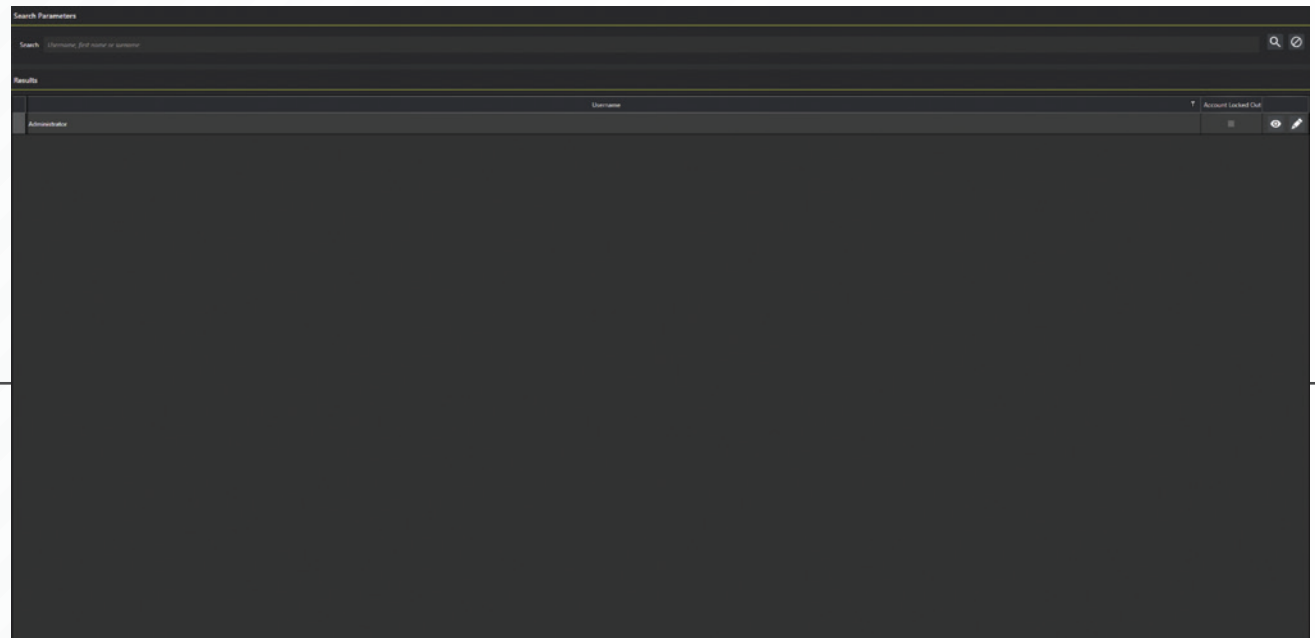
USERS

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.

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