

07 - Ingredients

installation guide V1.3



TRAINING TOLARUS™ TOLARUS TRAINING TOLARUS™
and labelling solutions Labels on demand
Software Guide Software Guide
watering food labelling solutions
Software Guide Labels on demand



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



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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

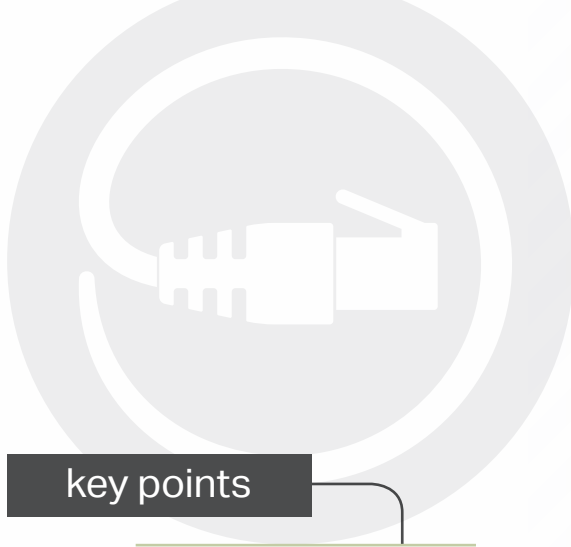
If you are experiencing difficulties with your Tolarus software or printer/s (Only Printers purchased from Wessex Labels are covered), please email your issue and one of our technical team will respond within the hour. Email enquires are Monday to Friday, from 9am to 5pm.



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

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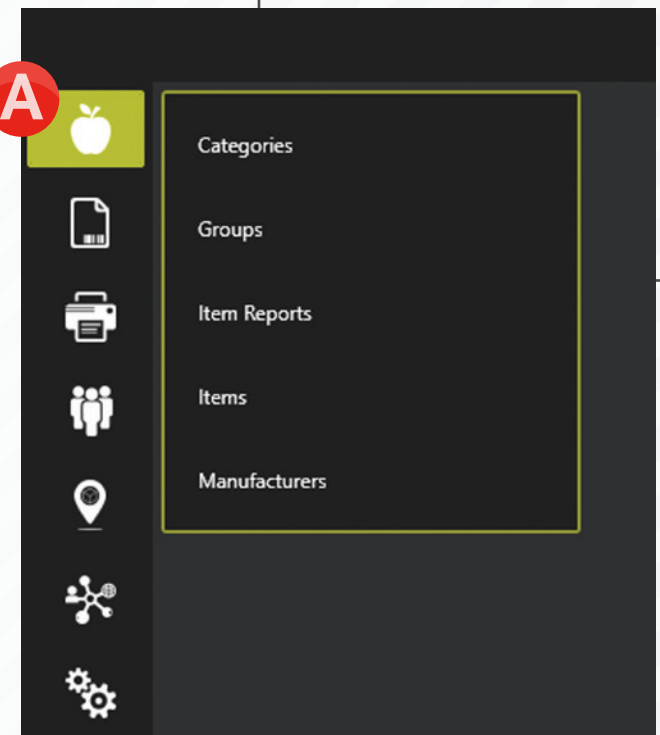
INGREDIENTS


key points



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

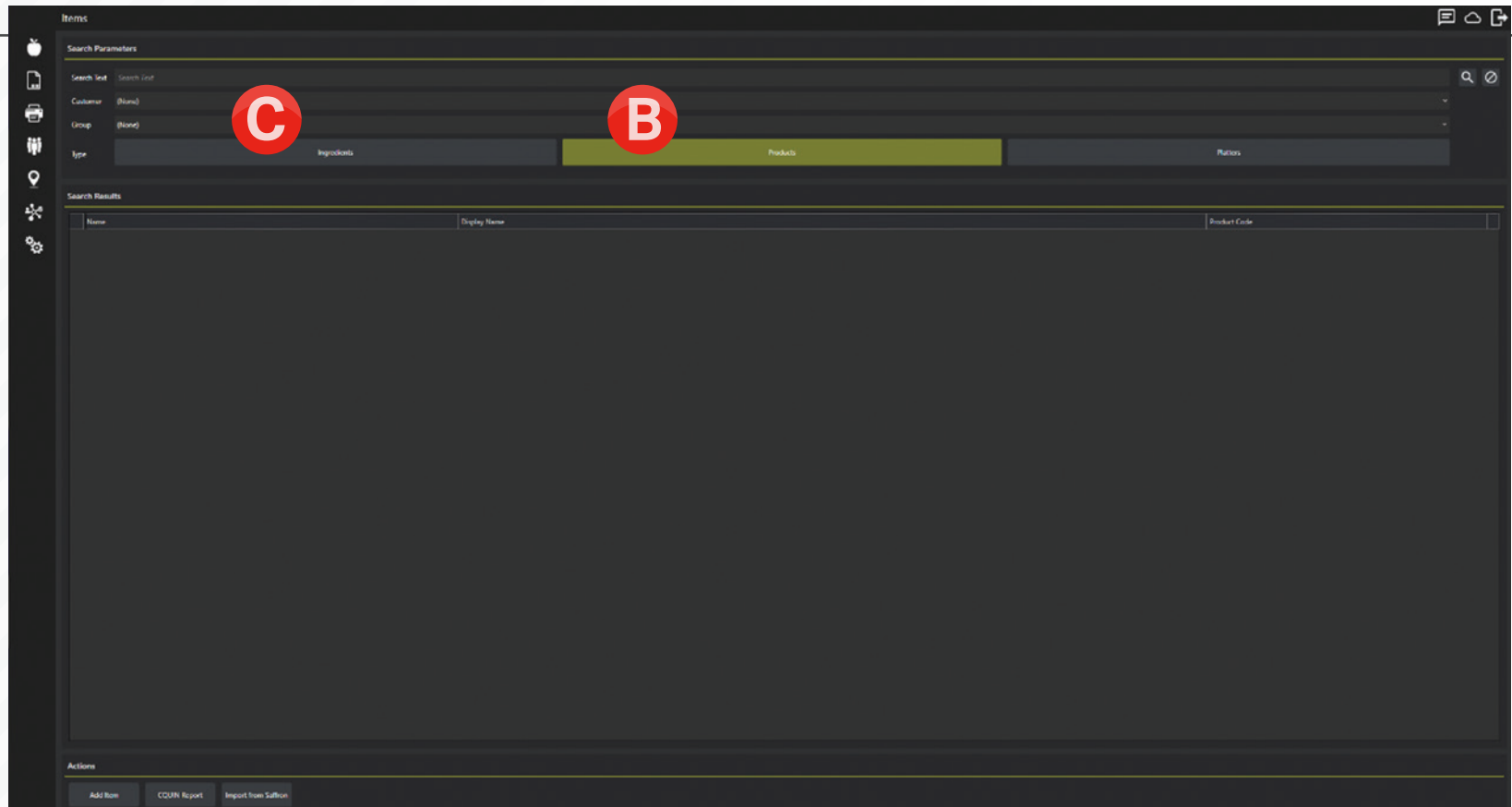
INGREDIENTS: To begin adding ingredients to the Tolarus Software, first click on the Apple Icon, **A** then click '**Items**'. This will take you into a new screen which contains everything to do with adding, searching for, and changing ingredients.



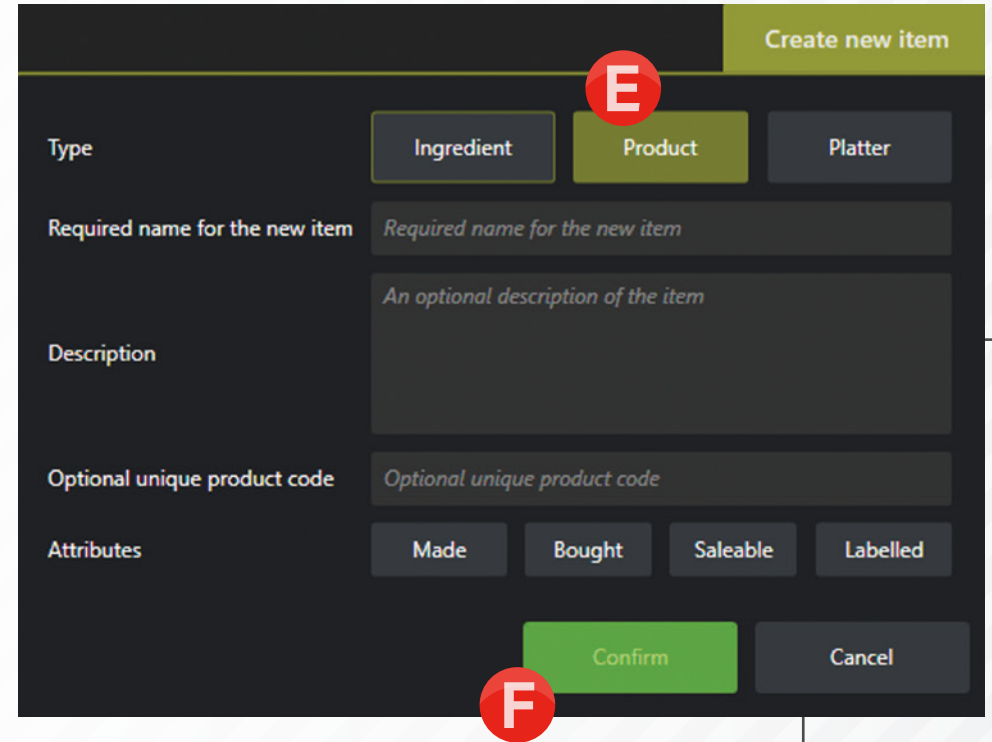
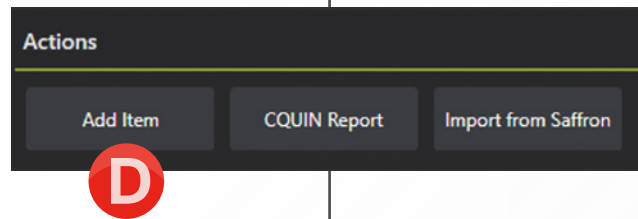
Having Selected the 'Items' option, you will be presented with the screen shown below. The search bar at the top of the screen will allow you to enter text, when the search icon to the right is selected. 

To search for Ingredients, simply click on the highlighted 'Products' **B** button, to deselect it and click the 'Ingredients' **C** button to select it. When you hit the search button, you will be returned a list of your ingredients only.

The software will perform a search of your database, and will give you a list of everything that matches this text.



To add ingredients, you will want to click the **D Add Item** button, this will pop-up a new box.



The new screen allows you to add an ingredient if you deselect the **'Product' button, E** and instead select the **'Ingredient Button F** so that it is highlighted instead, this will mean it can be searched for through the previously mentioned screen.

NAMING INGREDIENTS

NAMING INGREDIENTS: You will then need to enter a name for your ingredient, and optionally you can add a description and a product code, with which you can use to search for the ingredient itself. You can leave the attributes unselected for now. When you are happy with your choice, select confirm, this will open a new User Interface where you can add more details, called the **details tab**.

Type: Ingredient Product Platter

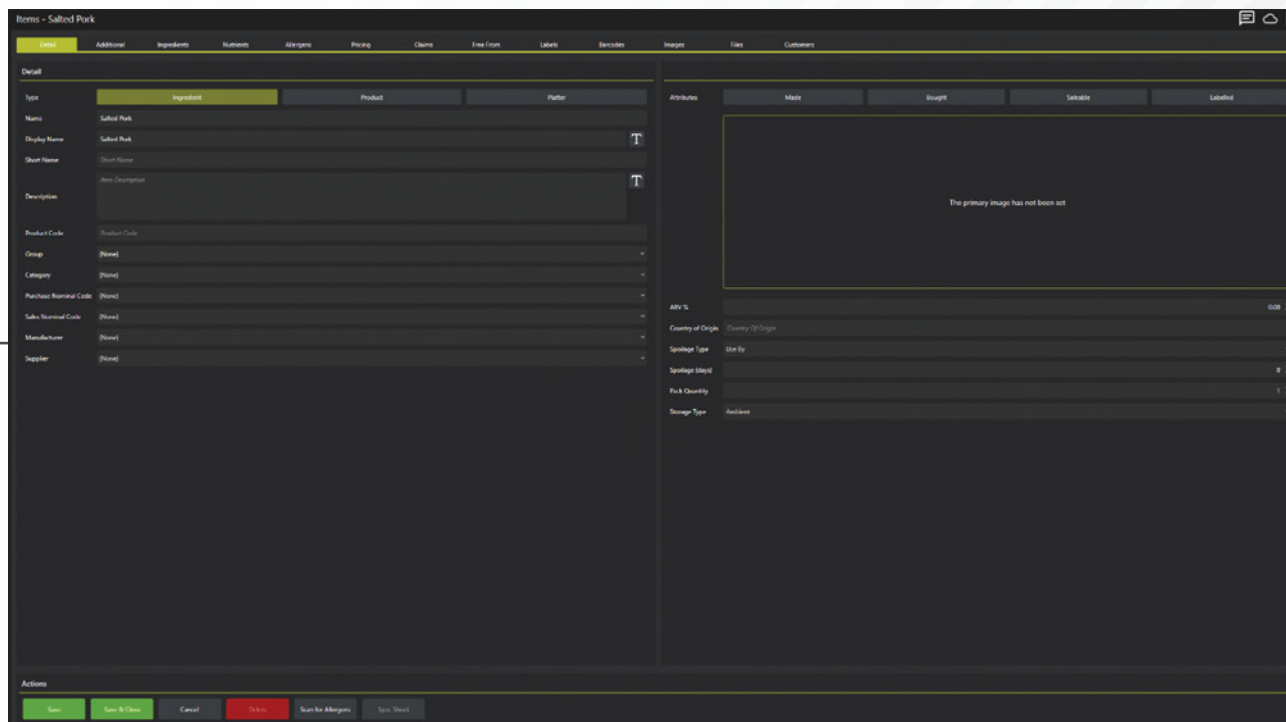
Required name for the new item:

Description:

Optional unique product code:

Attributes: Made Bought Saleable Labelled





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 your 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 ingredient.

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

GROUP: TBA in other document.

CATEGORY: TBA in other document.

PURCHASE NOMINAL CODE: TBA.

SALES NOMINAL CODE: TBA.

MANUFACTURER: TBA.

SUPPLIER: TBA

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.

ABV%: This is the Alcoholic percentage of the ingredient if it needed one.

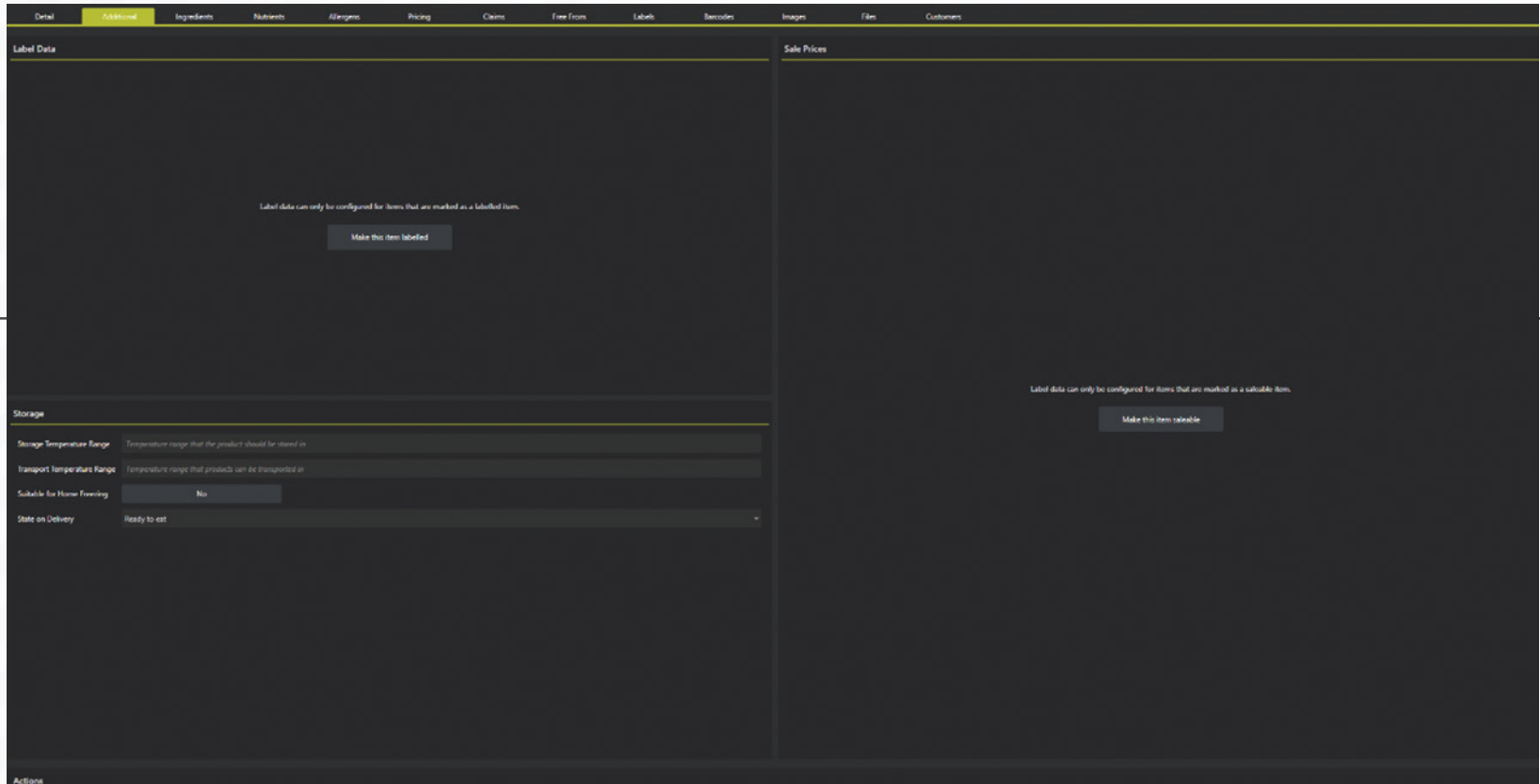
COUNTRY OF ORIGIN: This is more for in-house use so you can collect all information in one place

SPOILAGE TYPE: Here you have a drop down which can either be use by or best before, this will show up on your 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 on the PC.

PACK QUANTITY: This is how many of the item are in an ingredient

STORAGE TYPE: More for in house to keep track of how long ingredients can be stored.



LABEL DATA: This will be discussed in a different guide.

STORAGE TEMPERATURE RANGE: In house information.

TRANSPORT TEMPERATURE RANGE: In house information.

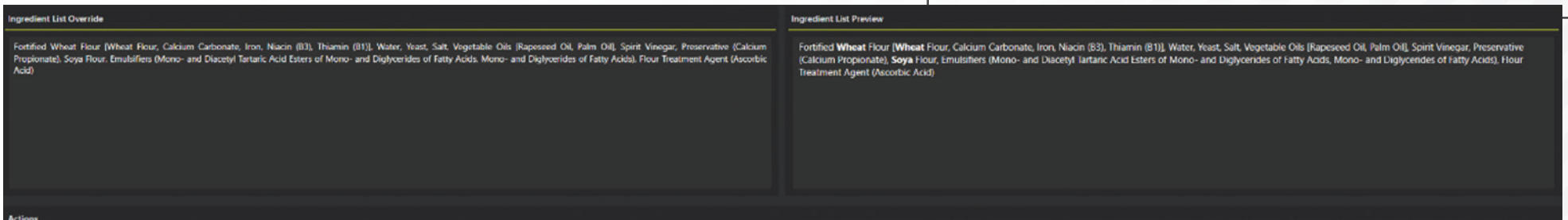
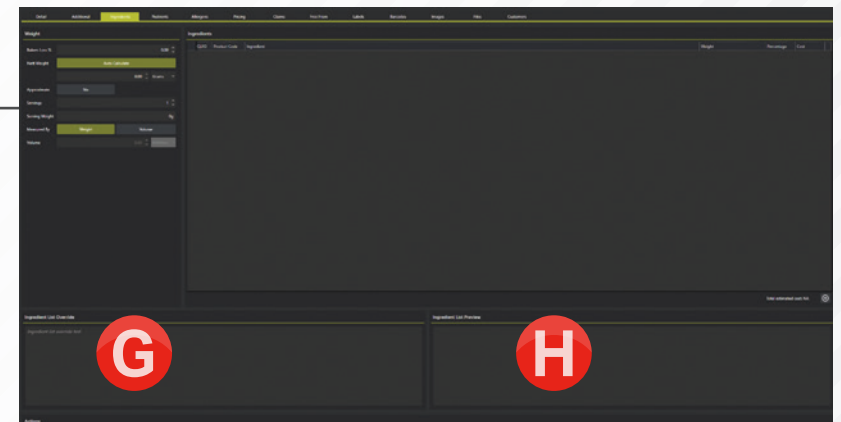
SUITABLE FOR HOME FREEZING: If you click this it will turn green and instead say yes, in house information if customers need.

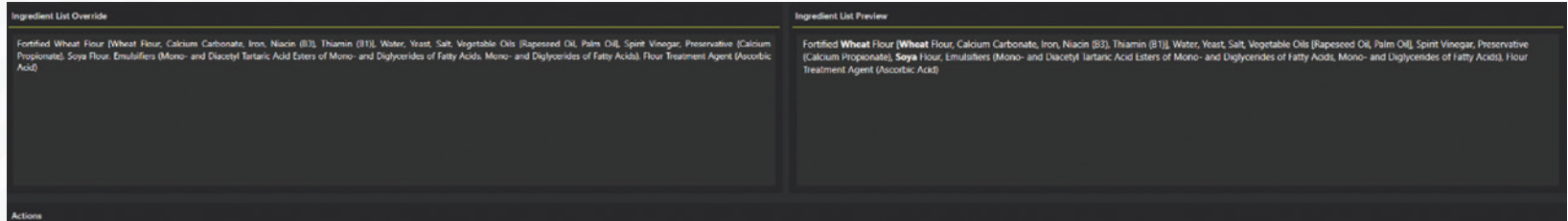
STATE ON DELIVERY: In house information with a drop down, select the relevant one Sale Prices: Different Guide.


INGREDIENT LIST OVERRIDE

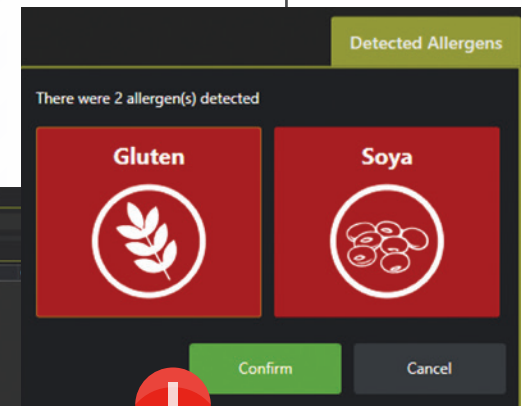
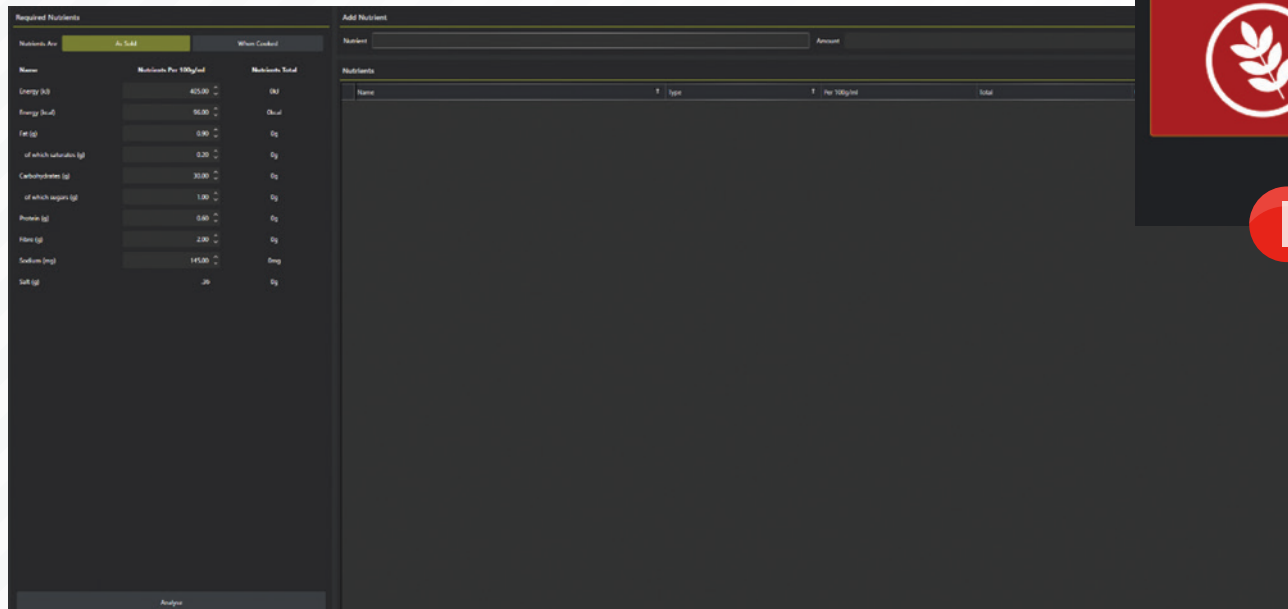
INGREDIENT LIST OVERRIDE: The only thing you need to worry about on this page in relation to ingredients is the '**Ingredient List Override**', **G** this is where you would input the supplements of your Ingredient, which later will be added to your products. The below picture is an example of how it should be laid out.

The **left box** is where you input your Supplements, while the **right-hand box** **H** shows how the supplement information will show when you print it on a label. It is important to understand that the information you add here will automatically be added when you select ingredients to go into your products.





The above window, is an example of White Bread, as you can see, the information on the right has white bolded text. These are the allergens, which is why it is very important to have as much information on the supplements input here. Once this information has been added, you should click the button, Scan for Allergens this will add a new pop-up to the screen. The software should read the right-hand box for allergens and show them in the new pop-up. Clicking the **confirm button**  will add the allergens to the Ingredient.

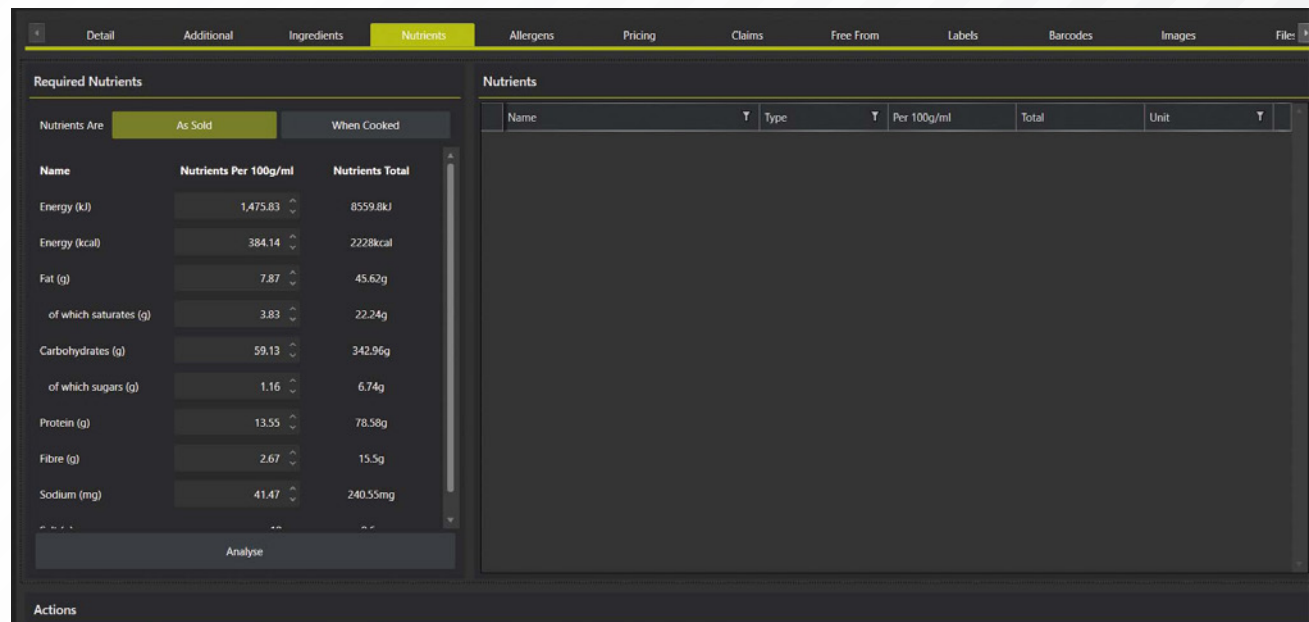


THE NUTRIENTS TAB

THE NUTRIENTS TAB: The nutrients tab is also important, in the example below, the nutrients have been input for White Bread. You will be able to get this information from your suppliers. You will need to input the nutrients per 100g of your ingredient, this is important, as when it comes to adding products, the software will use this information to calculate the Nutritional information for your product per 100g.















ANALYSE: This is useful at the product stage, it will suggest ways the product could be healthier. tell the user how it relates to GDA amounts and

ADD NUTRIENTS: This part of the software will allow you to add nutrients and their weights should you desire, simply start typing what you are searching for and the software will suggest the nutrient. These are not particularly needed and are more for in-house if you want to have every bit of information you can about the ingredient.



THE ALLERGENS TAB:

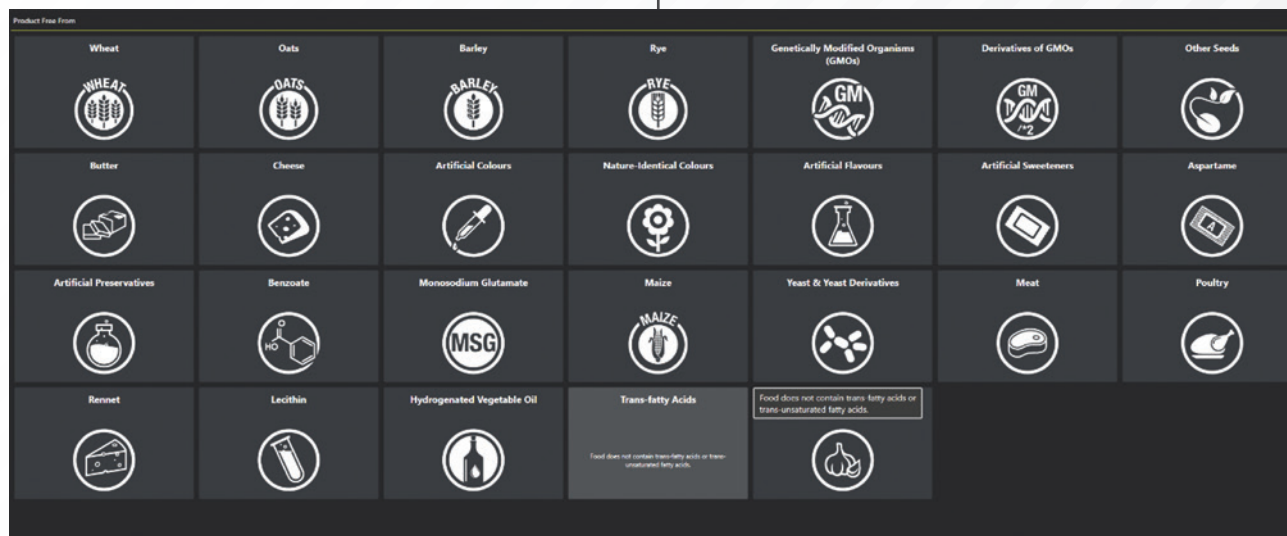
THE ALLERGENS TAB: This will show you each of the allergens that are present within the ingredient. If you didn't click scan for allergens in the previous screen, you can manually select allergens here. This is important to have correct as Product allergens are created using the Ingredient Allergens.

Allergens				
<p>Gluten</p>  <p>Wheat (also as spelt and Triticum spheer/Karelis), rye, barley and oats, is often found in bread-containing flour, such as some types of flaking powder. Further, bread crumbs, bread, cakes, crackers, meat products, pasta, poultry, cereals, soups and food products which are cooked with flour.</p>	<p>Crustaceans</p>  <p>Crabs, lobsters, prawns and shrimp are crustaceans. Shrimp powder often used in flour and soups. Also Asian soups or salads, it is important to look out for.</p>	<p>Eggs</p>  <p>Eggs are often found in cakes, some meat products, mayonnaise, mousses, pastries, soups, sauces and pastas or breads, breaded or glazed with egg.</p>	<p>Fish</p>  <p>You will find this in some fish soups, pizzas, salads, salad dressings, steak cakes 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, cereals, desserts, macarons in coffee soups, as well as in groundnut oil and peanut flour.</p>
<p>Soya</p>  <p>Often found in bread crumbs, vitamins, beans, meat products, textured soya protein, soya flour or tofu, soya is a staple ingredient in oriental food. It can also be found in desserts, ice cream, meat products, soups and vegetable products.</p>	<p>Milk</p>  <p>Milk is a common ingredient in butter, cheese, cream, milk products and yogurt. It can also be found in breads, breaded or glazed with milk, and in processed 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, hot powder/batter used in Asian soups, etc. Food dyes, hot cream, macarons (almond shells), hot oils and soups.</p>	<p>Celery</p>  <p>This includes celery stalks, leaves, seeds and the root (celery root). You can find celery in celery soup, soups, some meat products, soups and meat cakes.</p>	<p>Mustard</p>  <p>Liquid mustard, mustard powder and mustard seeds fall into this category. The ingredient can also be found in biscuits, cakes, macarons, meat products, salad dressings, soups and soups.</p>
<p>Sesame</p>  <p>These seeds can often be found in bread (sprinkled on hamburger buns for example), breadsticks, biscuits, soups or hot sauce. They are sometimes toasted and used in salads.</p>	<p>Sulphur Dioxide</p>  <p>This is an ingredient often used to clean food such as cereals, 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>No, 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 even in pasta.</p>	<p>Molluscs</p>  <p>These include mussels, land snails, squid and whelks, but can also be commonly found in oyster sauce or as an ingredient in fish dishes.</p>	



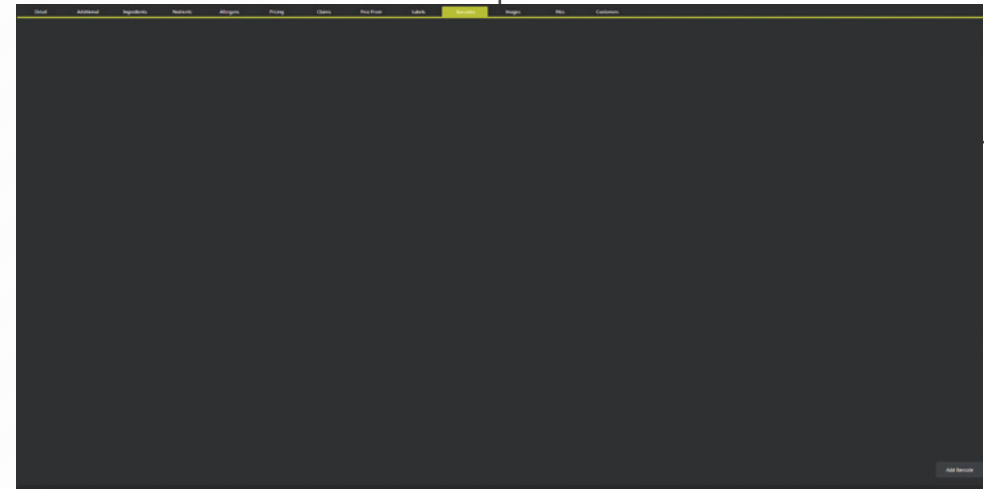
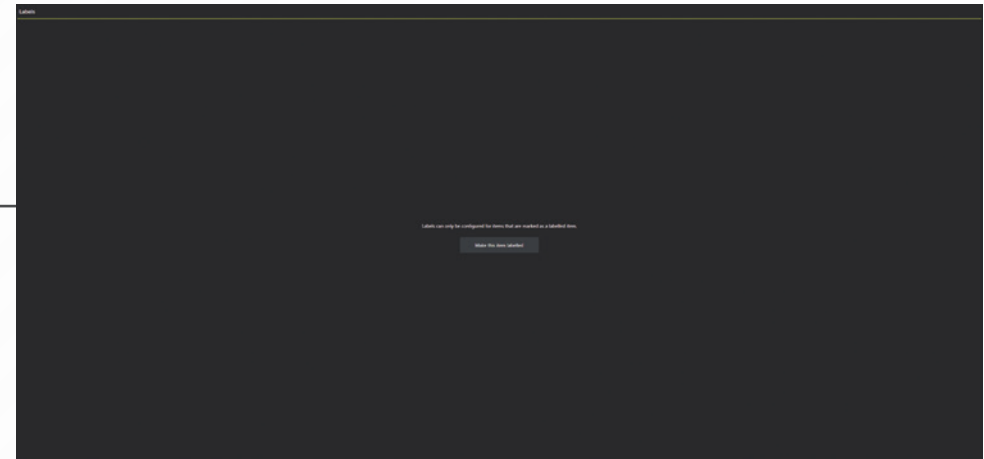
The next tab is the **Claims tab**, here you can manually select claims. If you hover over an icon, it will give you a bit more information about what each one means.

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.



We will come back to the **Labels Tab** in a later guide, and is related more to products than to Ingredients. It can be ignored for now

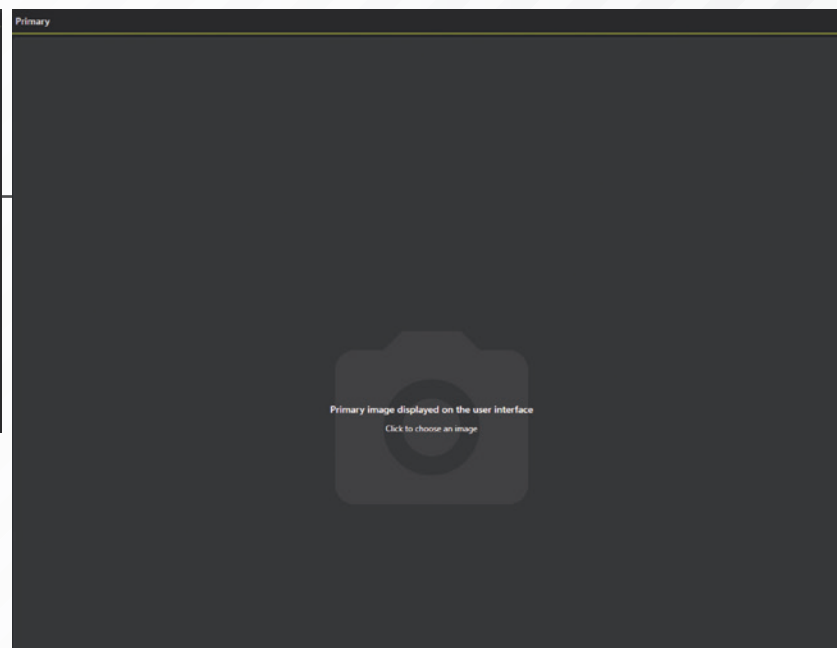
The **Bar codes tab** is the same as the Labels Tab, it is related to Products so we will come back to this in the Products Guide.

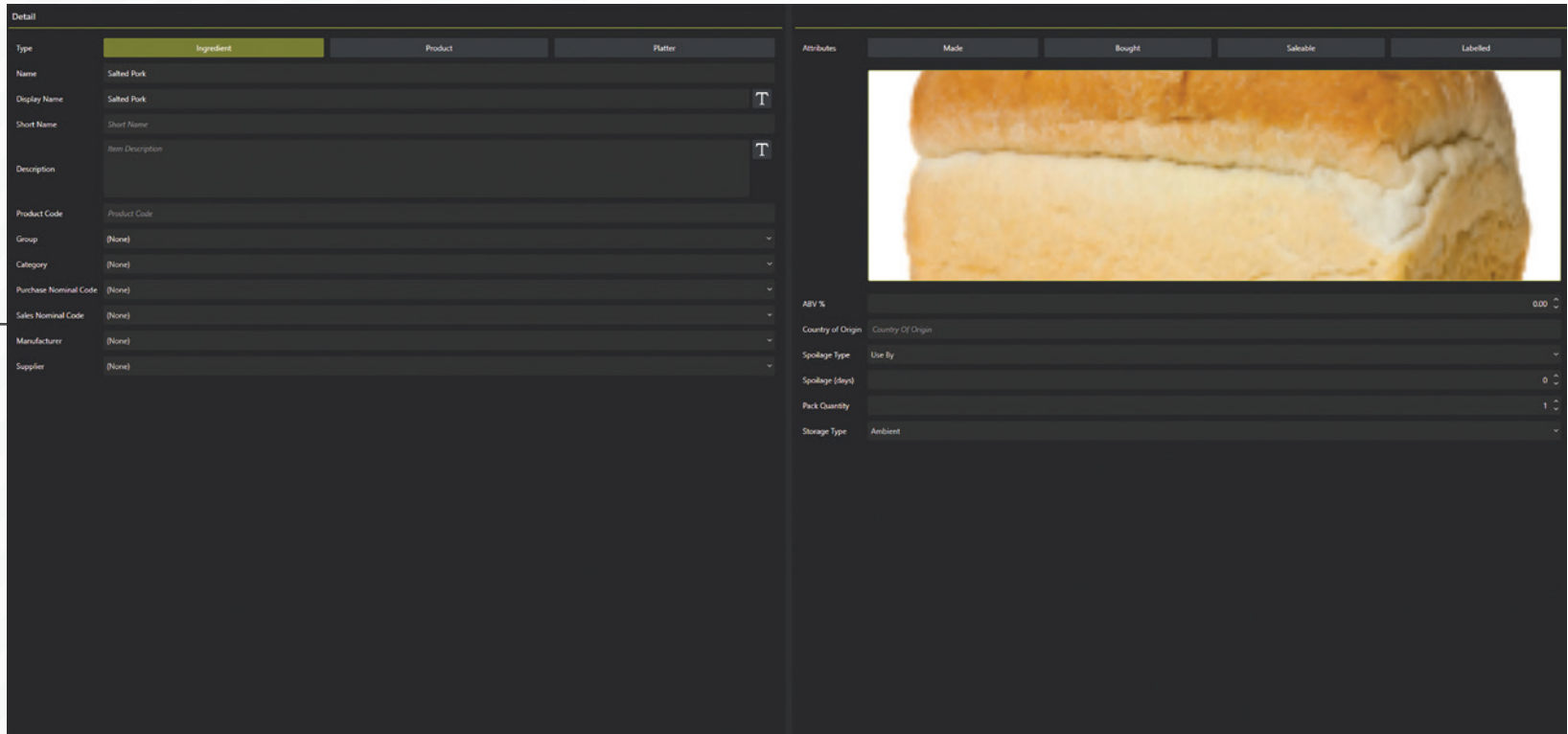


IMAGES




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, once you click it you should see a pop-up where you can select an image and add it to the ingredient.

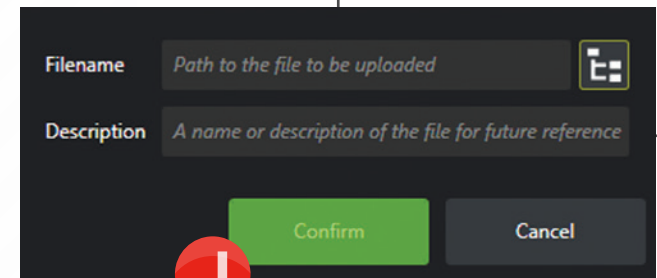
For now, in relation to ingredients, the images only really are important if you wanted to have an image assigned and saved to the ingredient. However in later stages for Products, they are more important as you can assign whole label images to products which you can then print. Once an image has been assigned to the 'Primary' Image ID, it will show up on the main details tab, please see image left.





The Files tab allows you to add Files themselves to the product, which allows you then to 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 certain ingredient against the ingredient itself, 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.



The customers Tab isn't relevant for ingredients with this training guide chapter, so please ignore this for now. We will revisit in the Products guide.

A0Rtc2hn_its0gd_4mw.jpg

26 KB



Customers	
Code	Name



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