

LabelLogic®

USER GUIDE



www.prs-online.com

800 285 8165



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What is LabelLogic® ?

& how to use this guide

LabelLogic® is market leading software for overprinting labels, menus and other point of sale items. It is a simple but effective program that enables you to label products quickly, efficiently with style, whilst complying with legislation. LabelLogic® comes free on loan and is supported by a technical helpline for all customers.

This LabelLogic® user guide is intended as a brief introduction to the program features, not an instruction manual. LabelLogic® comes with an extensive in-built help guide and easy to use walkthroughs. We recommend that you use these features as an aid to learning the program.

With this guide you will be able to:

- Choose a label
- Input your sandwich data
- Print out labels
- Make a data backup



Getting Started

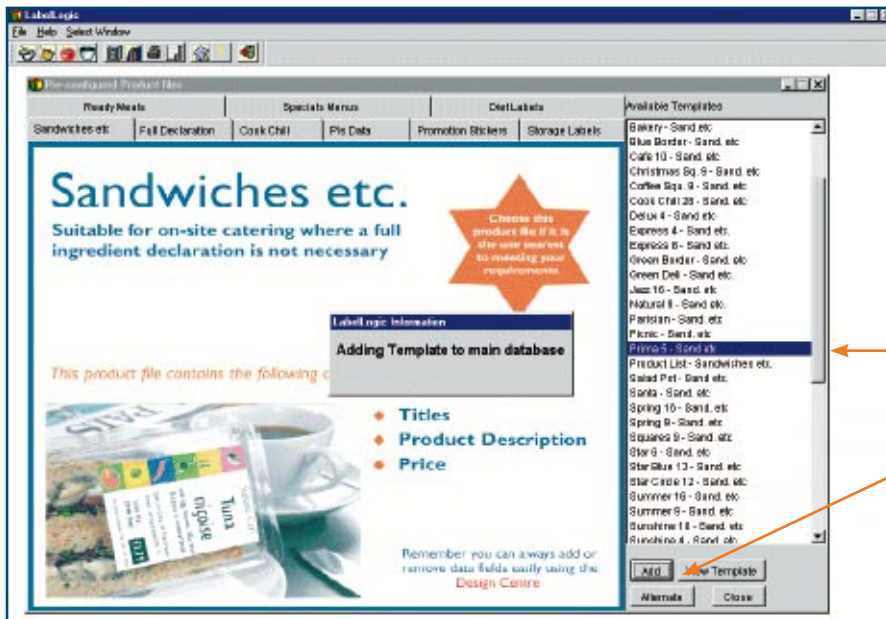
If you are a new user, here are some tips to get you started. If you are an existing user, you may find it easier to skip straight to the relevant section you are looking for.

- To enter LabelLogic®, double click on the cube icon that is situated on your desktop, this will launch the programme. You will need to agree to the license statement before entering the main window.
- At all times you can return to the main window by closing the current window you are in, such as 'print centre'.
- It's best to set up your label template and product file before making changes to the appearance of your label such as changing the fonts.
- **Always take a backup after entering your sandwich data or making alterations to your label, otherwise you may lose your changes and will have to re-enter the information.**

1.



2.



Choose your label template and click "Add" at the bottom

How to add your labels and products

1. First click on the "Label Choices" tab and then the yellow button with the arrow pointing at it.
2. Next click on the relevant product file, then select the required label and click "add," this will add your label design into labellogic, plus your product information with your titles, descriptions, price and barcode.
3. Close the Label Choices window to return to the main screen.

You have now added your label!

1.



TIP

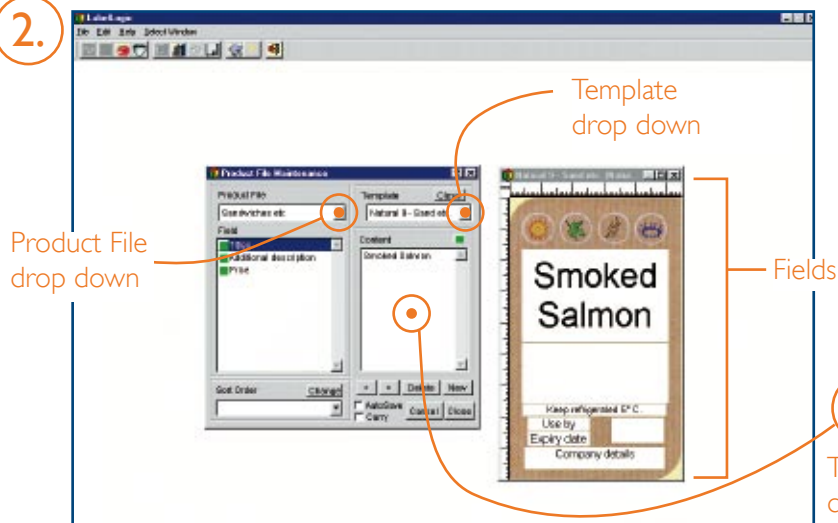
You will already have all your label information in LabelLogic, but if you need to add new products please follow this

How to add your sandwich info

1. Click on **Data Library** and then **Products**.
2. The **Product File Maintenance** window will appear in front of you. At the top of the window you need to select the **Product File** and **Template** you are using, by clicking on the drop down arrows.
3. Once you have selected your label you need to add your sandwich data i.e. cheese and tomato. Click on the **New** button and you will see that the **Content** box is blank. In the **Content** box you need to type the title, description or price, depending on which **Field** you have highlighted.
4. Once you have typed in all your sandwich data, you can create another sandwich by clicking on the **New** button again and saving the changes when prompted. If you do not want to add another sandwich just click on **Close** and save your changes.

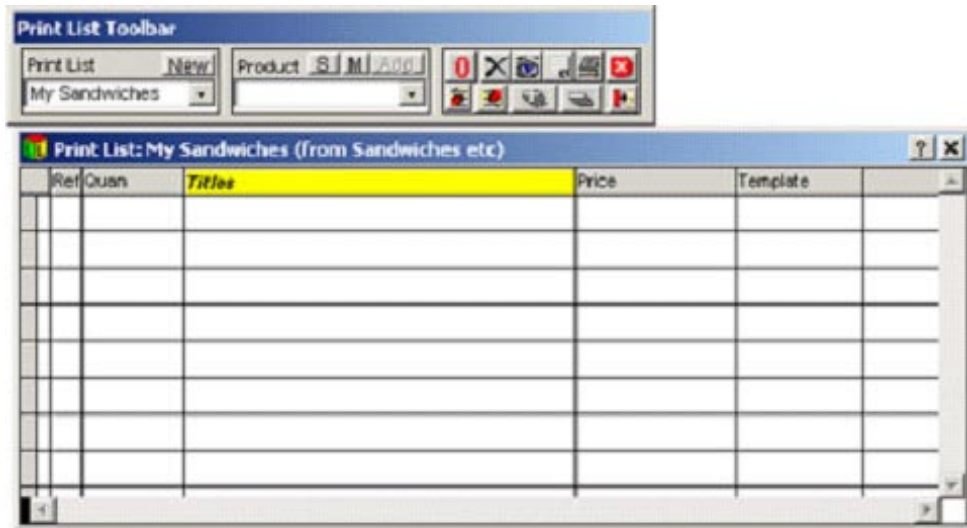
Product File Maintenance window

2.



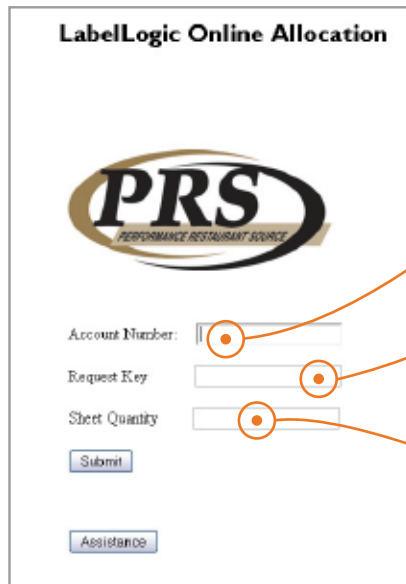
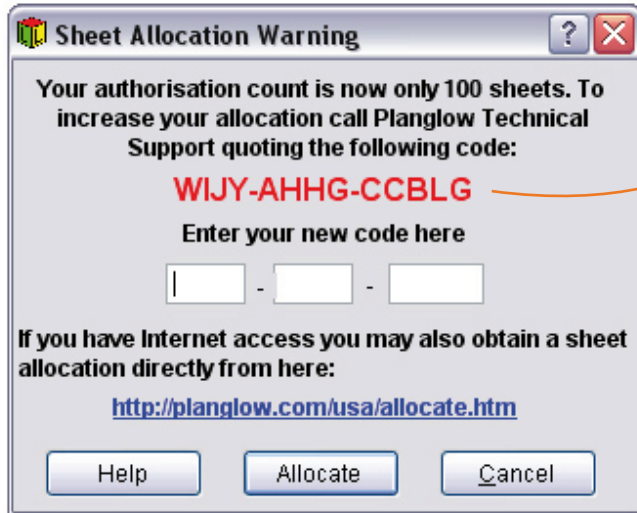
3.

Type your sandwich description in content box



How to print your labels

1. First click on the **Print Centre** tab and then click on the yellow button with the arrow pointing at it.
2. The **Print lists** have already been setup for you, **just click** on the drop down arrow on the **Print list tool bar** and select the list you would like to print from.
3. Type in the number of labels you require in the **Quantity (Quan)** field on the print list and then click on the **Print** button in the menu bar (shown by an icon of a printer).
4. Check that you have the correct printer selected and that you are printing the correct amount of labels. Then click on the **Print** button and your PC should start to print your labels.



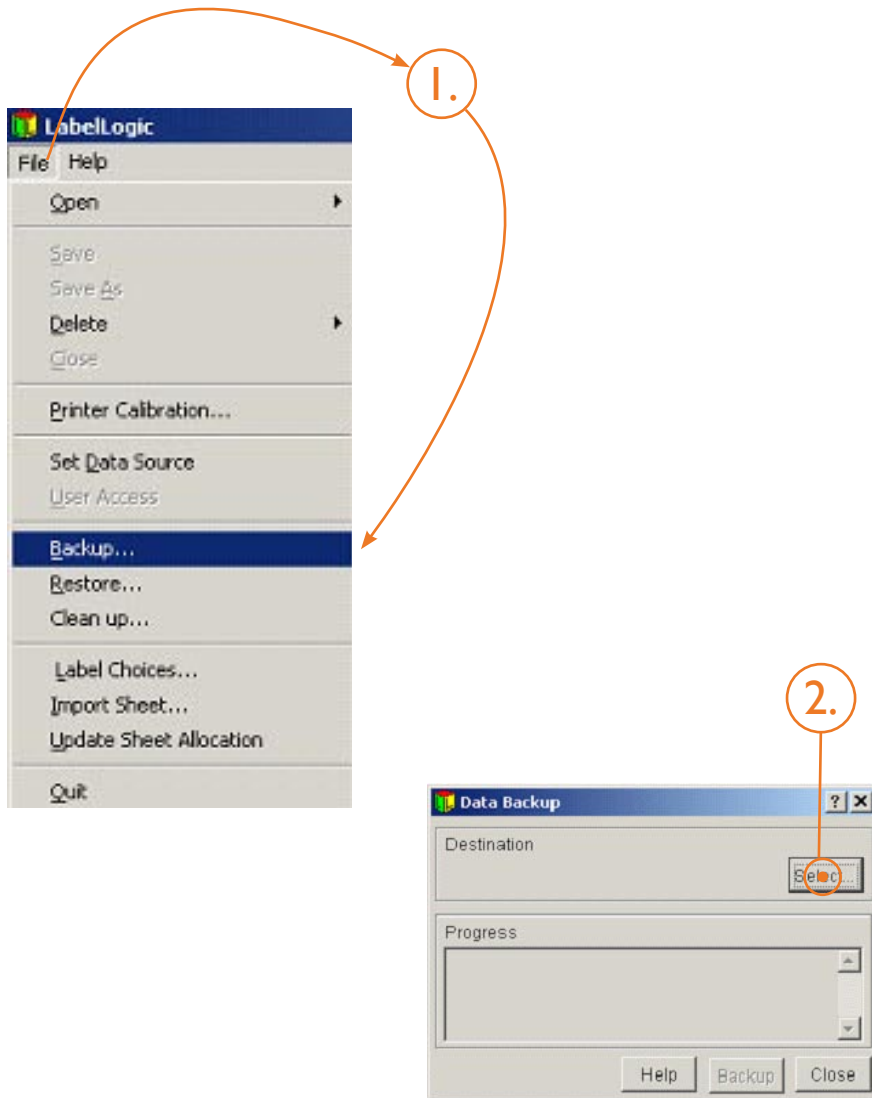
Sheet Allocation

To get your new code you can either use the internet link or contact PRS via phone or e-mail. You will need your account number, the code quoted in red on the screen and how many boxes of labels you have in stock. If you contact PRS by phone it is advisable to do so when you are in front of the computer screen.

Contact PRS on:
Toll free phone: 800 285 8165
Toll free fax: 800 285 8175

To access the online allocation page please visit:
<http://www.prs-online.com/sodexo/>

1. Type in your 8 digit account number here.
2. Type the red code that LabelLogic shows on the warning screen into the 'Request Key' box.
3. Type in the amount of sheets you have ordered, there are 500 sheets in a box of labels.



Taking a backup

1. To take a **Backup** go up to **File** top left. Then come down to **Backup**, Click on **Backup**.
2. Then click on select button.
3. Find a place on your local drive to save to, by selecting the drop down menu in the **Look In** window. To make it easy you can save to the Desktop, then move the file later.
4. Give your backup a recognisable name, by typing in **File Name**. Then click **OK**.
5. Now click on the **Backup**. This will backup all LabelLogic® data, which should fit on a floppy disk.
6. We recommend you take a backup ever time you make a major change to your data.

WARNING!

PRS stresses the importance of taking a backup to ensure you save all information in the event of a computer failure. All information will be lost if you fail to take a backup.

Contact PRS on:
Toll free phone: 800 285 8165
Toll free fax: 800 285 8175