USING THE EDIT APPLICATION





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Welcome to Edit

The Edit application is available on a PC, tablet or Portal.

Use Edit to create

- product data files (<u>categories</u>, <u>tabs</u>, <u>buttons</u>)
- batches
- timers
- <u>quick labels</u>

Use Edit to manage media files and formats.

The application may use a weigh scale.

Edit is available in multiple languages. When a user logs in, he selects a language; then, the applications display in the selected language. For example, a restaurant employee speaks Spanish as his primary language. He logs in and selects Spanish as his language. The applications display in Spanish.

System Overview

As a manager or System Administrator, follow these steps to get up and running with the system.

1. Create a data file using **Edit** with the product buttons, batches, and timers you need. If you purchased the Donate & Waste application (log donated and wasted food), see <u>Creating</u> <u>Donate and Waste Buttons</u>.

If our standard formats do not fit your needs, use **Label Design** to create a custom format. Use **Edit** to add the custom format and define buttons using the custom format. See <u>Managing Formats</u>.

Do you...

- have an existing data file? Send it to the printer using Configure or save the file to a thumb drive (formatted as FAT32), then use Prep (Printer Settings, Printer Update) to load the data file onto the printer. Send it to the tablet using Configure or save the file to a USB Type-C thumb drive (formatted as FAT16/FAT32/exFAT), then use Edit (File, Copy from...) to load the data file onto the tablet.
- have product data in a spreadsheet? Use our template to enter data (or copy from an existing spreadsheet/.CSV file). The template (.XLSX) works with Microsoft® Office Standard 2007 or Office Standard 2010 versions of Microsoft® Excel®. Open Edit on your PC. Select Download Excel® Template from the File menu to save a copy to your PC. Enter your data into the template and save it. From the File menu, select Import Data From, then select Microsoft Excel®. Navigate to the file. Click Open. The file is imported and opened in Edit.
- Configure the system settings (including WiFi and LAN), define a store address/logo, create users and manage their permissions with **Configure**. For the tablet system, pair the printer using your tablet's Android[™] Bluetooth[®] settings.
- Send the configuration file and the data file to the printer/tablet (or group) using Configure. To transfer files to the tablet system, your tablet and PC must be on the same network. Use your tablet's Android[™] WiFi settings to establish the network connection.
- 4. Create reminders for your operators using **Prep**. The operators use **Prep** to print freshness labels.

See Also

Selecting the Printer's Type Sending Data File to Printer/Tablet Sorting Data Creating Buttons

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Logging On/Off

When you open the printer applications you see the Log On screen. The Log On screen is divided into four tabs; Operators, Managers, Administrators, All Users. These tabs organize users by role. Your system administrator may have created individual accounts for each user. If they did, you should see accounts for you and your co-workers.

Click your account to change your password, select your language, and to log on. Your system administrator may have chosen to use the default user accounts; there is one account for each user role:

- Operator
- Manager
- Admin

← Login	English 🗸	
D		
Defa	ult Operator	
Enter your password		
Password	Ø	
	LOG IN	

Select the user interface/software language. The UI language only changes the software messages, prompts, menu items; it does not impact the printed label language or the alternate button names. See Enabling Alternate Button Names or Printing Labels in Different Languages.

Changing Your Password



	Default Operator
	English 👻
ß	CHANGE PASSWORD
	LOG OUT

Cloud Portal Users

On initial login to the Cloud Portal, you must change your password. Follow the instructions on the screen and in the email sent to your account.

When you open **Edit** on the Cloud, you see a landing page: Create a new data file, Open a file from your local PC, Open a file from Storage, or use the File ($\overline{\bullet}$) menu for more actions.

Logging Off

To log off, click your name/user account in the top left corner of the screen then select Log Off. You return to the log on screen.

Switching Between Applications

Navigate between applications using the apps menu icon.



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Your System Administrator may have defined the Manager role to have limited/restricted access to applications.

To logout as a Manager or Administrator, use the apps menu icon, then press **Log Out**. Failure to logout creates a potential security issue.

Creating a New Data File

Before creating a new data file, consider the following

- how to organize/arrange your data into categories, tabs, and buttons. Product buttons are arranged in tabs with 20 buttons shown on the screen (5 across and 4 down) at a time; the user must swipe to see additional buttons.
- are you using pictures (images) on product buttons? See Managing Media Files or <u>Adding</u> <u>Images to Buttons</u>.
- will you link videos or documents to buttons? See Adding Videos to Buttons or Adding Documents to Buttons.
- do you want to create timers? See Creating Timers.
- do you donate or waste food? The Donate & Waste application (log donated and wasted food) must be purchased separately. See <u>Creating Donate and Waste Buttons</u>.

Select Create New Data File from the File ($\overline{\bullet}$) menu to start a new data file.

See Also

Opening an Existing Data File Creating Buttons

Opening an Existing Data File

The Edit application opens .DAT, .DAT18, .FRESHMARX, and .FRESHMARX18 data files.

The Donate & Waste application (log donated and wasted food) must be purchased separately. Donate & Waste buttons are included in the .DAT18 file. You are not able to open a data file containing donate and waste buttons if your version of **Edit** does not support it.

- 1. Select Open from the File ($\overline{\bullet}$) menu to open an existing file.
- 2. Navigate to the file. Click Open. The existing file opens.
- 3. Select Save As from the File () menu to update the data file to the new format (.DAT18 or .FRESHMARX18). The file is ready to be sent to a printer/tablet.

If opening a .DAT or .FRESHMARX file that included a store

name and address, you must use the **Configure** application to define the store name and address.

See Also

Creating a New Data File Sending Data File to Printer/Tablet

Selecting the Printer's Type

Before creating your product data file, specify the printer's type (near the upper right corner):

- Single. The default is the left printer. Use left for a single tablet printer.
- Dual. Use for printers with two printheads. Select either the left or the right printer for each product button.
- Custom. The tablet system may use up to six printers. Enter a unique name (less than 30 characters) for each tablet printer.

Creating Custom Printers for the Tablet System

After the printers are paired (See Configure's online help), they must be assigned names and then mapped within **Edit** and **Prep**.

Use **Edit** to assign friendly printer names (and specify which product buttons print on specific printers):

To use multiple printers with the tablet system:

1. Select Custom from the Printer Type drop-down list.



2. Click Settings (🍄).

Prin	nter Setup			
Custo	omize your pr	inter selection.		
	In use	Tablet System Printer Names*	For Single/Dual Pr	inters
	e	Printer 1	Left	·
		Printer 2	Right	·
	\checkmark	Prep Area	Left	•
	~	Receiving	Left	·
		Printer 5	Left	-
		Printer 6	Left	•
			CANCEL	DONE

- 3. Select how many printers are in use (up to six). Printer 1 and Printer 2 are always available. They cannot be disabled.
- 4. Enter a unique name (less than 30 characters) for each tablet printer. *When defining product buttons*, these names will appear in the drop-down printer list.

5. Click **Done**.

The printers must be paired to the tablet or the user receives



a "printer mapping error." See **Configure's** online help to pair the printers.

Disabling a Custom Printer

When a printer is used on a button, the linked icon (CD) appears in the Printer Setup screen. A custom printer cannot be disabled while in use.

Remove the custom printer from any product buttons. Then, remove the check mark to disable the printer.

See Also

Creating a New Data File Send a Data File to a Printer/Tablet Loading a Data File to a Tablet

Sorting Data

While creating a data file, three sorts are available to organize your product data:

- Sort Tab (sort current tab or all tabs)
- Sort Category (sort current category or all categories)
- Sort All (sorts entire data file. Buttons could change tabs and/or categories)

Sorting may be done:

- Left to Right
- Right to Left
- Top to Bottom

After performing a sort, you may UNDO the sort for five seconds. After that interval, the sort is permanent and cannot be undone.

Locked buttons do not move locations.

See Also

Locking Button Locations

Saving a Data File

Edit saves data files with a .DAT18 file extension.

When you are finished creating your data file, save it.

Select Save or Save As from the File ($\overline{\bullet}$) menu to save the file with a new name.



Cloud storage is available for the Avery Dennison® Cloud Portal applications.

File Naming Best Practices

File names must only contain Latin characters without accent marks.

Any file name cannot exceed 127 characters (including the extension).

Best practices for file naming recommends not using any of the following characters:

# pound	% percent	& ampersand	{ left curly bracket	<pre>} right curly bracket</pre>
\ back slash	/ forward slash	blank space(s)	< left angle bracket	> right angle bracket
* asterisk	? questions mark	\$ dollar sign	! exclamation point	: colon
@ at sign	' single quote	" double quotes	`back tick	~ tilde
+ plus sign	= equal sign	vertical bar/pipe		

Send Data File to Printer

When your data file is finished, save it, then send it to your printer/tablet or group.

- 1. From **Configure's** All Printers screen, select the printer/tablet or group to receive the data file.
- 2. Click Send.
- 3. Enter your User ID and password.
- 4. Navigate to the file to send and click **Open**. The file is transferred to the selected printer/ tablet or group. A message appears on the computer while sending the file. The printer/ tablet also shows a progress bar while the new data file loads.

See Also

Loading a Data File to a Tablet

Enabling Alternate Button Names

Alternate button names allows you to enter up to two alternate languages for the Category Name, Tab Name, and Button Name. This is useful if your employees are bilingual.

Before creating product data, enable Alternate Button Names from the File () icon. By default, alternate button names are disabled.



Your System Administrator may have defined the Manager role to have limited/restricted access within **Edit**.

Users may toggle between the primary and alternate button names using the globe icon. The language toggle (globe) only appears when alternate button names are defined.

For example, your business has English, Spanish, and French speaking employees. Enable alternate buttons names with English as the primary language, Español and Français as the alternate languages. When creating your data file, a Button Name for banana bread is entered as "Banana Bread" in English, "Pan de Banana" in Spanish and "Pain à la banane" in French. **Edit** does not translate button names, descriptions, etc. You must enter the translated button names.

Using alternate button names in your data file makes it easier for employees to find products.

When alternate button names are enabled, the Day of the

Week in Format 6 prints in the primary and first alternate language.

See Also Creating Categories Creating Tabs Creating Buttons

Printing Labels in Different Languages

To print labels with <u>fixed fields</u> in a different language, install the **Configure & Edit** PC application in the language you need. Create a data file and send it to the printer/tablet. Fixed fields in the formats print in the language selected *during installation*.

For example, **Configure & Edit** PC applications are installed in French. A data file (using format 23) is created on the PC and sent to a printer/tablet. In **Prep**, when the user presses a product button using format 23, the nutrition information prints in French (for example, the word "Iron" appears as "Fer").

Items such as Button Name, Description 1, Description 2, etc. are printed in the language they were entered in **Edit**. For example, a button name/description 1 is entered as "Green Beans" and prints as "Green Beans", regardless of the installation language. **Edit** does not translate button names, descriptions, etc. **Edit** prints the data that was entered.

What If Labels Print in an Unexpected Language?

- The system language set using **Configure** may not match the language selected during PC installation. Change the system language using **Configure**.
- If opening an existing data file after installing Configure & Edit in a different language, make any needed changes to the file, then resave the existing data file. Send the file to the printer. When operators print buttons, fixed fields print in the Configure & Edit installed language. For example, Configure & Edit is installed in French. An existing data file is opened, then resaved. In Prep, when the user presses a product button using format 23, the nutrition information prints in French (for example, the word "Iron" appears as "Fer").

About Freshness Labeling

The application's date coding system calculates expiration dates/times based on each item's entered Use By Duration. When you create a product button and enter the Use By Duration, the application calculates an expiration to print on the labels. The default mode prints the date and time on the label. The application includes options to customize the printed expiration information, such as:

"End of Day"	Use for products that expire at the end of each day or in a set
expiration	number of days. Only the date is printed, not the time. Enter
mode	the Use-by Duration values in days. For example, 0 days
	expires today; 1 day expires tomorrow, etc.

Sample

End of Day Expiration	0 Day Expiration	1 Day Expiration	2 Day Expiration
Current Date: 5/12/20	5/12/20	5/13/20	5/14/20

Print "End ofEnables or disables printing the words "End of Day" on theDay" on labellabel when using "End of Day" expiration mode.

Sample

Date & Time of	Use By	Default	End of Day	Print End of
Print	Duration	Expiration	Expiration	Day
5/12/20	2 Days	MUST USE BY	MUST USE BY	MUST USE BY
10:21 AM	1 Hour	11:36 AM		END OF DAY
	15 Minutes	5/14/20	5/14/20	5/14/20

Use By	Default text is MUST USE BY. This can be changed to print a
Description	custom description, such as BEST BEFORE.

Use By When a date field is set to be overridable and operator entered you may see a calendar or date slider to enter the information.Editing See Creating Editable Labels.

See Also

Recreating Labels Creating Editable Labels

About Descriptions

Some formats use up to three description fields (Description 1, Description 2, and Description 3).



If nothing is entered for Description 1, the text entered for Button Name is used and prints on the label.

About Button Functions

A button can have multiple functions:

Label	Create up to four	labels per button.	. See Creating Buttons.
-------	-------------------	--------------------	-------------------------

- **Timer** Create one timer per button. See Creating Timers.
- Video Attach one video per button in .MP4 or WEBM format. See Adding Videos to Buttons.
- **Document** Attach one document per button in .PDF format. See Adding Documents to Buttons.

Prompt Add employee instructions or messages to a button that also has one other

Message function above. See Adding Prompt Messages.

Each button must have at least one function!

When a button only has one function (timer, video, or document), an icon appears on the button indicating its function.

Product buttons with multiple functions display the more icon (three vertical dots). For example, a button named Cheesecake may start a timer for how long the cheesecake needs to thaw, show a video about making the cheesecake, display the cheesecake recipe, and print a nutrition label, ingredient label, and prep label.

To add functions to buttons

From the Product Buttons main screen:

- 1. Click + to add a new button. The Button Properties screen opens.
- 2. Enter a Button Name. Button Names are limited to 30 characters.
- 3. In the Button Properties screen, click **Add Function**, then select the function (label, timer, video, document, prompt message).
- 4. Enter the necessary button information.
- 5. Click **Done** when finished. The file is saved automatically. Make sure you entered all data for the button, including each function if the button has more than one function.

See Also

Before Creating a Data File

Adding Videos to Buttons

Adding Documents to Buttons

Adding Prompt Messages

Creating Buttons

Creating Timers

About Supply Types

The printer uses different types of supply:

- Die Cut Supply (D) has gaps between the labels. The supply is sensed using the gap between the labels.
- Black Mark Supply (B) has black marks on the back of the supply for sensing. The supply is sensed using the black mark.
- Continuous Supply (C) does not have any index marks for sensing.



When selecting a format, the required supply type is indicated next to the format name.



Load the correct supply type in the printer.

Downloading the Template

Do you already have product data in a spreadsheet?

Use our spreadsheet template to enter data (or copy from an existing spreadsheet/.CSV file). The template (.XLSX) works with Microsoft® Office Standard 2007 or greater versions of Microsoft® Excel®.

- 1. Select Download Excel® Template from the File ($\overline{\bullet}$) menu.
- 2. Rename the template (if necessary) and navigate to the folder to save the template.
- 3. Click Save.
- 4. Open Microsoft Excel and enter your product data.

The template includes a Help Tab and tool tips exist for

field values. Select the header name to see more information.

See Also Importing Product Data Exporting Product Data

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Importing Product Data

Do you already have product data in a spreadsheet?

Use our spreadsheet template to enter data (or copy from an existing spreadsheet/.CSV file). The template (.XLSX) works with Microsoft® Office Standard 2007 or greater versions of Microsoft® Excel®.

The fields correspond to printed data on your freshness labels.

After the initial import of data, if fields are left blank in the template, your existing data remains (it is not overwritten).

The template includes a Help Tab and tool tips exist for field values. Select the header name to see more information.

The template is installed with **Edit**:

Select Download Excel[®] Template from the File ($\overline{\bullet}$) menu to save a copy to your PC. -OR-

the template can be found here: ...\Configure&Edit\templates

To import data from Excel:

- 1. From the File () menu, select **Import Data From**, then select Microsoft Excel®.
- 2. Navigate to the file. Click **Open**. The file is imported and opened.

To import data from a CSV file:

To correctly import a .CSV file into Edit, the CSV file MUST be semicolon (;) delimited. A comma separated file will not import.

Set your Microsoft[®] Windows[®] List Separator Settings to a semicolon (;).

Save the CSV file as "CSV UTF-8 (*.csv)."

If you save a CSV file in Microsoft Excel, it may not keep the UTF-8 encoding. If this happens, you may receive a "data



T file not activated message" in **Edit** when you import the product data. The CSV file must be semicolon delimited and saved as "CSV UTF-8".

- 1. From the File () menu, select **Import Data From**, then select CSV.
- 2. Navigate to the file. Click **Open**. The file is imported and opened.

See Also

Downloading the Template **Exporting Product Data**

Exporting Product Data

For easier data entry, export the product data file to Microsoft® Excel® as an .XLSX file.

- At any point while creating your data file in Edit (or in Donate & Waste), select Export Data to Microsoft Excel® from the File (
) menu. The Donate & Waste application must be purchased separately.
- 2. Enter the filename and navigate to the folder to save the data file.
- Click Save. The data file is exported as an .XLSX file. You can edit this file in Microsoft Excel®. Only columns containing data are visible in Microsoft Excel. The unused columns are hidden. Hidden columns appear with a double line in between them.

P	S
Function	Format
Label	QuickLabel1
Label	QuickLabel5

- 4. To unhide a column, select the column *before and after* the hidden one, then right-click and select Unhide.
- 5. Using Version 1.5 or greater, if the data file contains a custom format, data for the custom format appears as "General" in Microsoft® Excel®.

The template includes a Help Tab and tool tips exist for

field values. Select the header name to see more information.

See Also

Importing Product Data Downloading the Template

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Loading a Data File to a Tablet

Using **Edit** on a tablet:

- Tap the File (¹) menu and select Load from.
 Navigate to the file (tablet storage or inserted USB Type-C device formatted as FAT16/ FAT32/exFAT).
- 3. Select the data file. The data file is installed on the tablet.

Locking Button Locations

Button locations may be locked (location does not move during sorting).

Locked buttons display a lock icon.

- 1. Click the button to lock.
- 2. Select the Lock Button Location icon from the top right corner. The selected button's location is locked and does not move during sorting.

Managing Formats

Use Manage Formats to add, remove, or replace custom formats.

Print previews are available for all formats *except* custom formats. Click the format name to see the preview.

Create custom formats using the **Label Design** desktop application. **Label Design** is a WYSIWYG format design package. Use a standard format as a starting place for your custom format. Refer to the online help provided with **Label Design** for more information.

Adding a custom format

To add a custom format to Edit:

- 1. Select Manage Formats from the File ($\overline{\bullet}$) menu.
- 2. Select the format type: **Regular Formats** (default), **Quick Label Formats**, or **Donate Formats**. The Donate & Waste application must be purchased separately.
- 3. Click +Add Format.
- 4. Navigate to the custom format. If the selected format has the same name as an existing format, decide whether to replace the existing format or add as a new format. Use CTRL + click to select multiple files at once.
- Click **Open**. The custom format is added and appears at the top of the list. The required supply type is indicated next to the format name as D (Die Cut), B (Black Mark), or C (Continuous). Load the correct supply type in the printer. See <u>About Supply</u> <u>Types</u>.

Adding a custom format to a button

Make sure the custom format was added using Manage Formats.

From the Product Buttons main screen:

- 1. Click the button to add the custom format.
- 2. Click Add Function, then Label.
- 3. Select the custom format from the Format list (custom formats appear at the top of the list).
- 4. Enter the information required for the custom format.
- 5. Click **Done** when finished. The file is saved automatically.

Replacing Formats

When replacing one format with another a warning message appears that your entries in the labels may be lost. What does this mean?

- Data is lost when replacing a format results in a field-type mismatch. For example, the existing label
 - includes a net weight field, but the updated format does not. Net weight data is lost.
 - includes a UPCA barcode, but the updated format uses a QR (Quick Response) barcode. UPCA data is lost (**not copied** into the QR barcode).
- Data is transferred from an existing format to the updated format when field types match.
 For example, the existing label includes an ingredients field and so does the updated format. The ingredients data transfers (is copied) to the updated format.

From the Manage Formats screen:

- 1. Click the format name.
- 2. Press the replace format icon (\bigcirc). Click **Replace Format** to confirm.
- 3. Navigate to the replacement format and click **Open**. *All buttons* using the format are updated to the replacement format.

Replacing a Specific Format

From the Manage Formats screen:

You can replace a format used only on a specific button (instead of all buttons where it is used). For example, a chicken sandwich has a custom format. The same chicken sandwich format is used on a breakfast category button and on a lunch category button:

- 1. Click the link icon () next to the format name.
- 2. Select the specific button to replace and select a replacement format from the Format drop-down list.
- 3. Click Done.
- 4. Click **Replace Format** to confirm the replacement (a warning message appears that your entries in the labels may be lost). The specific button is updated to the newly selected format.

Saving/Downloading Formats

To create a custom format, you may want to use an existing format as a starting point.

From the Manage Formats screen:

- 1. Click the format name.
- 2. Click the download icon (\pm).
- 3. Navigate to the location to save the format.
- 4. Click Save. The selected format is downloaded.

Deleting a Custom Format

From the Manage Formats screen:

Only custom formats can be deleted. To delete any custom formats, click the format name, then the delete icon (\blacksquare) .

If the delete icon does not appear, the format is in use.

Deleting a Custom Format in Use

From the Manage Formats screen:

To delete a custom format that is in use, first, remove the custom format from the product button(s). Then delete the custom format:

- 1. Click the link icon (^{⊆⊃}) next to the format name. You see the category list where the format is used.
- 2. Enable Select All and select a replacement format from the Format drop-down list.
- 3. Click Done.
- 4. Click **Replace Format** to confirm the replacement (a warning message appears that your entries in the labels may be lost). The buttons are updated to the newly selected format.

5. To delete a custom format, click the format name, then the delete icon (\blacksquare).

Viewing the print server command structure

Using Version 1.11 or greater, print server functionality on a specific port is available. The printer/tablet can accept a remote printing request through a third-party application. Data sent to the print server must follow the command structure for each format or custom format.

Use **Configure** to setup the print server.



Using the print server, simple text labels may be printed;

however, labels containing images/graphics are not supported.

- 1. Click the format name.
- 2. Press the print server command structure icon $\langle \rangle$). You see the print server command structure. If you need to copy it, highlight the text and drag into text editing software. See Sample Print Server Command Structure.
- 3. Click Close when finished.

Sample Print Server Structure

Using Version 1.11 or greater, print server functionality on a specific port is available. The printer/tablet can accept a remote printing request through a third-party application. The command structure is available for standard and custom formats.

This shows the command structure for the Standard Format 2 (FMX_02):

{JobID|Format|Printer|Quantity|VariableData1_Desc1|VariableData2_Desc2| VariableData3_PrepTime|VariableData4_PrepDate|VariableData5_PrepDesc| VariableData6_UseByTime|VariableData7_UseByDate|VariableData8_UseByDesc| VariableData9_ReadyByTimeValue|VariableData10_ReadyByDateValue| VariableData11_ReadyByDesc|VariableData12_EmpValue}

JobID is an alphanumeric string.

Format is the format's name, for example FMX_02.

Printer is the printer's name, for example LEFT, RIGHT, 1, 2, PrinterName, etc.

Quantity is the numeric quantity of labels to print.

This shows sample data for Standard Format 2 as required:

{AD100|FMX_02|**LEFT|3**|Chicken Wings|Spicy Flavor|10:00|12/02/2021|PREP|11:15|12/02/2021| USE BY|10:20|12/02/2021|READY|CK}

Three (3) of the following labels print on the left printer (LEFT) via the print server:

Chicken Wings	
Spicy Flavor	
PREP 12/02/2021	ск 10:00
READY 12/02/2021	10:20
USE BY 12/02/2021	11:15

Managing Media Files

View all available media (Videos, Documents, Images, or Sounds) in the Media Files library. The System Administrator or Store Manager may add files to the Media library. However, your System Administrator may have defined the Manager role to have limited/restricted access within **Edit**.

These files may be added directly to the library or attached to product buttons. Once a media file is added to a product button, it is also added to the appropriate Media Files library tab. For example, a cheesecake product button with a picture of cheesecake appears in the Images tab. If a product button has multiple media files, such as a recipe, image, and video, it appears in three tabs: Videos, Documents, and Images.

Supported File Types

Video	MP4, WEBM
Documents	PDF
Images	JPG, JPEG, PNG, GIF, BMP The maximum image size is 2880 pixels wide by 2880 pixels tall. Larger images will be scaled to fit these dimensions while keeping the original proportions (version 1.13 or greater).
Sounds	WAV

Adding files to the Media Library

Click the Media Files Menu () to access your Media Files Library.

Add videos, documents, images, and sounds to the Media Files library.

- 1. Select the appropriate tab, then click +.
- 2. Navigate to the file(s). Use CTRL + click to select multiple files at once. Click **Open**. The selected files are added to the Media library.

On the tablet, files may be added from your Gallery, Files,

taken with the camera, or loaded from a USB Type-C thumb drive (formatted as FAT16/FAT32/exFAT).

Adding files to buttons

- 1. From the Button Properties screen, click **Add Function**, then select Video or Document.
- Click Select from Media Files and click Add Video or Add Document. All video or document files in your library appear.
- 3. Select the file to add and click Done.

On the tablet, files may be added from your Gallery, Files,



taken with the camera, or loaded from a USB Type-C thumb

drive (formatted as FAT16/FAT32/exFAT).

Alternately, if a file is not already in your Media Files, once you add it to a product button, it appears in Media Files.

- 1. From the Button Properties screen, click Add Function, then select Video or Document.
- 2. Select Upload new video or document and click Add Video or Add Document.
- 3. Navigate to the file. Click **Open**. The file is added to the button and your Media Files.
- 4. Click Done.

Removing files from the Media Library

Periodically review your Media Files Library for items that are no longer used. Removing an image, document, or video from a product button does not remove the file from your library. Your data file size could become inflated due to unused files.

Click the Media Files Menu (D) to access your library.

- 1. From the Media Files screen, select the appropriate tab, then select the file to remove. If the file is not used, the delete icon appears in the upper right corner.
- 2. Click , then confirm the deletion.
- 3. Save the data file.

If the file is used, you see "Linked to x button(s)". Click that

text to see where the file is used. Files that are in use cannot be deleted.

See Also

Video Specifications Adding Documents to Buttons Adding Videos to Buttons Adding Images to Buttons

Recreating Labels

This feature is useful when a large container of food is opened and divided into smaller containers. For example, a large jar of marinara sauce is opened (on December 30) and the shelf life for the sauce is 10 days (marinara must be discarded by January 8). A label printed on December 30 shows January 8 as the expiration date.

Four days later (on January 2) more sauce is removed from the original jar and placed in a container. A label printed on January 2 will show January 12 as the expiration date because the shelf life is 10 days; however, this is not correct. The container must be labeled with the original January 8 expiration date.

Recreate label prints additional labels with the original prep and expiration date (when the jar was opened) until the product is gone.

In Prep, when the button is pressed, the user sees **Reprint Displayed Label** or **Start New Label**. Reprint Displayed Label prints the label as shown in the preview (with the original expiration date). Start New Label allows the user to edit (change) the prep date and prep time. Once data is entered for Start New Label, it becomes the new default data. The user cannot enter a past expiration date.

Creating Editable Labels

Editable labels have fields that can be edited (changed) before they are printed.

To make a field editable by the user before printing, click the More (***) icon next to the field. If a field does not have the More (***) icon next to it, it cannot be edited by the user. For example, a label uses the Net Weight field. Before a user prints the label, they may need to enter a net weight. Designate the Net Weight field as overridable. To use the weight from a scale, see <u>Using a Scale</u>.

- Overridable Indicates this field may be edited by a user before printing. In **Prep**, the user presses a product button and sees the word EDIT on Print Quantity screen, which allows them to edit (change) any overridable field. For example, set Net Weight as overridable, save the data file and send it to the printer. In **Prep** after pressing a product button, the user MUST press **EDIT** from the Print Quantity screen to see Net Weight and its default value. The user can change the value or accept the default value and print the label. *If a user removes data from the Net Weight field, it is not printed on the label.*
- Operator Indicates this field must be entered by an operator before printing. Selecting this option *automatically brings up the Edit Label screen in Prep for an operator* when a product button is pressed. The user enters a value (or accepts the default) and prints the label. For example, set Net Weight as overridable, operator entered, but disable required. Save the data file and send it to the printer. In Prep after pressing a product button, the user sees Net Weight and its default value (on the Edit Label screen). The user can change the value or accept the default value and print the label. *If the user does not enter data (or removes data) from the Net Weight field, it is not printed on the label.*
- **Required** Indicates this field must be entered by an operator before printing. Selecting this option *automatically brings up the Edit Label screen in* **Prep** for an *operator* when a product button is pressed. The user can change the value or accept the default value and print the label. The field may not be *blank (empty)*. For example, set Net Weight as overridable, operator entered and required. Save the data file and send it to the printer. In **Prep** after pressing a product button, the user sees Net Weight and its default value (on the Edit Label screen). The user can change the value or accept the default value and print the label. Net Weight cannot be blank (empty).

Set MaxSet the maximum use by duration for a product. You may want to use thisUse Byfeature with operator entered fields to prevent a user from accidentally
setting a longer use by duration. For example, a large jar of marinara sauce

is opened on December 30 and has a shelf life of 10 days (marinara must be discarded by January 8). A label printed on December 30 cannot be edited to have a use by date beyond the max use by of 10 days.

Editing Use By Information

When a date field is set to be overridable and/or overridable and operator entered, select the way the user will change the date. You have two options:

Calendar Presents a clickable calendar to the user in **Prep** after a product button is pressed.

DatePresents left and right arrows to adjust the date one day at a time to the userSliderin Prep after a product button is pressed.

Radio Button Choices

In **Label Design**, a text field may be designed to present options as radio buttons for the user to select before printing.

In **Edit**, those text fields have the More ($\overset{\bullet\bullet\bullet\bullet}{}$) icon and the Edit icon (\checkmark).

- 1. Click and set the options for overridable, operator entered, and required as necessary.
- 2. Click 🖍 to enter the choices for each radio button and set one radio button as the default option.

See Also About Freshness Labeling Creating Buttons
Creating Buttons

The System Administrator or Store Manager creates buttons. Buttons are part of your data file. The data file contains all product buttons, batches, timers, videos, and associated documents.

Create up to 60 buttons per tab. Only 20 buttons are visible on the screen at a time - scroll to see the remaining buttons. Each category may contain up to 25 tabs, each tab may contain up to 60 buttons.

Buttons inherit the default button function (label, timer, video, document) set in their category or tab. However, each button may use a different format.

A button can have multiple functions. For example, three buttons on Tab 1 use Format 1, six buttons on Tab 1 use Format 2, and the rest use Format 3 (set in Category Properties).

Your System Administrator may have defined the Manager

role to have limited/restricted access within Edit.

Do you already have product data in a spreadsheet? See Importing Product Data for more information.

To create/edit a button

Select **Preview Label** to see a print preview at any time. Print previews are available for all formats *except* custom formats. Click the format name to see the preview. If no print preview appears when using the tablet system, make sure the printer is paired to your tablet. For the tablet system, pair the printer using your tablet's Android[™] Bluetooth[®] settings. Select the 9442 model (9442_******), then tap **OK**.

While entering button data, if the field has the More (***) icon or the Edit icon (), see <u>Creating</u> Editable Labels.

- 1. Click + to add a new button or click the button to edit. The Button Properties screen opens.
- 2. Enter a Button Name. Button Names are limited to 30 characters. Alternate button names allows you to enter up to two alternate languages for the Category Name, Tab Name, and Button Name. See <u>Enabling Alternate Button Names</u> for more information.
- 3. Click **Upload Image** to add an image to a product button. Navigate to the image and click **Open**. See Adding Images to Buttons.
- 4. Click Add Function, then Label to create a label button.
- 5. Select which printer (Left or Right) will print the label (only valid on dual printers). The Left printer is the default.

For the tablet system with one printer, select Left.

For the tablet system with multiple printers, select the printer's name from the drop-down list. See <u>Selecting the Printer's Type</u>.

In **Prep**, users may select either the Left, Right, or a named printer before printing a label. For example, if the left printer is out of supplies, the operator can print labels to the right printer.

- 6. Select the **Format** from the drop-down list. The required supply type is indicated next to the format name. See About Supply Types or <u>Standard Format Library</u>.
- 7. Enter the information required for each format. The format selected in a tab applies to all buttons within the tab. However, each button may use a different format. Each button can print up to four different formats.
- 8. Enter the <u>Descriptions</u> for the button. Certain information may be Bold, Italic or Underlined. Select the appropriate icon (\mathbf{B} , l, or \underline{U}) as necessary.

- 9. Change the default text for "Prep," "Ready," or "Use By" if necessary. See About Freshness Labeling.
- 10. Enter the Prep, Ready, and Use By Duration. See Creating Editable Labels.
- 11. The default for calculating the Use By Duration is the current date/time when the label is printed. Custom formats may contain a different Use By calculation, for example Intvar.Group2. Refer to Label Design's online help for more information.
- 12. Enter the ingredients and allergens, changing the default text for "Ingredients" or "Allergens" if necessary.

To enter a line break within your data, use {x}. For example,

"...fruit juice concen-{x}trate..." produces a label with the text



"..fruit juice concen-

trate..."

- 13. Enter any nutritional information.
- 14. Enter the barcode data.
- 15. Select the images to use for Image 1, Image 2, etc. as necessary.
- 16. Enter the data for any remaining fields as necessary.
- 17. Click **Done** when finished. Select Save or Save As from the File (—) menu to save the file with a new name.

See Also

Before Creating a Data File

About Button Functions

About Freshness Labeling

Adding Documents to Buttons

Adding Videos to Buttons

Adding Images to Buttons

Locking Button Locations

Creating Editable Labels

Creating Timers

Creating Batches

Standard Format Library

Sorting Data

Adding Documents to Buttons

The system displays .PDF files. See <u>Saving a Data File</u> for file naming best practices.

Attach documents to buttons or view documents in your Media files.

Once a document is attached to a button, it is available in your Media Files.

To add New documents to buttons

From the Product Buttons main screen:

- 1. Click + to add a new button. The Button Properties screen opens.
- 2. Enter a Button Name. Button Names are limited to 30 characters.
- 3. Click Add Function, then Document. A button can have multiple functions.
- 4. Select Upload new document and click Add Document.
- 5. Navigate to the file. Click **Open**. The document is added to the button and your Media Files.
- 6. Click **Done**. Select Save or Save As from the File () menu to save the file with a new name.

On the tablet, files may be added from your Files or loaded

from a USB Type-C thumb drive (formatted as FAT16/ FAT32/exFAT).

To add Media Files Documents to buttons

From the Product Buttons main screen:

- 1. Click + to add a new button. The Button Properties screen opens.
- 2. Enter a Button Name. Button Names are limited to 30 characters.
- 3. Click Add Function, then Document. A button can have multiple functions.
- 4. Select Select from Media Files and click Add Document.
- 5. Select the Document from your Media Files. Click **Done**. The document is added to the button.
- 6. Click **Done**. Select Save or Save As from the File () menu to save the file with a new name.

On the tablet, files may be added from your Files or loaded

from a USB Type-C thumb drive (formatted as FAT16/ FAT32/exFAT).

PDF Document Guidelines

Use + (zoom in) and - (zoom out) and swipe up (page down) or swipe down (page up) when viewing a document.

- If using a thin-stroke font (narrow fonts, Asian/Arabic fonts), use point sizes 11 pt or greater.
- Basic typefaces appear best.
- Bold fonts increase readability.

- If your document has a dark-colored background, use a bold typeface in a contrasting color.
- Optimize your PDF for a mobile device.

See Also

Managing Media Files Adding Videos to Buttons Adding Images to Buttons

Adding Videos to Buttons

The system plays .MP4 or .WEBM videos. See <u>Saving a Data File</u> for file naming best practices. Attach videos to buttons or view videos in your <u>Media files</u>.

Once a video is attached to a button, it is available in your Media Files.

To add New videos to buttons

From the Product Buttons main screen:

- 1. Click + to add a new button. The Button Properties screen opens.
- 2. Enter a Button Name. Button Names are limited to 30 characters.
- 3. Click Add Function, then Video. A button can have multiple functions.
- 4. Select Upload new video and click Add Video.
- 5. Navigate to the video file. Click **Open**. The video is added to the button and your Media Files.
- 6. Click **Done**. Select Save or Save As from the File () menu to save the file with a new name.

On the tablet, files may be added from your Files or loaded

from a USB Type-C thumb drive (formatted as FAT16/ FAT32/exFAT).

To add Media Files Videos to buttons

From the Product Buttons main screen:

- 1. Click + to add a new button. The Button Properties screen opens.
- 2. Enter a Button Name. Button Names are limited to 30 characters.
- 3. Click Add Function, then Video. A button can have multiple functions.
- 4. Select Select from Media Files and click Add Video.
- 5. Select the Video from your Media Files. Click **Done**. The video is added to the button.
- 6. Click Done. Select Save or Save As from the File () menu to save the file with a new name.

On the tablet, files may be added from your Files or loaded

from a USB Type-C thumb drive (formatted as FAT16/ FAT32/exFAT).

See Also

Managing Media Files Video Specifications Adding Documents to Buttons Adding Images to Buttons

Video Specifications

To *optimize* video performance on the system, make sure the video specifications do not exceed the following:

Frame width: 800 Frame height: 480 Data rate: 2500kbps Frame rate: 25 frames/second

MP4 and WEBM video files are supported.

See Also Managing Media Files

Adding Images to Buttons

Use the following guidelines when adding images to buttons:

- Supported button image types: .JPG, .JPEG, .PNG, .GIF, .BMP. See Saving a Data File for file naming best practices.
- Use the lowest resolution image whenever possible, keeping in mind the printer's buttons are approximately 1.25 inches wide by x 1.0 inches tall. We recommend images sized 700 pixels wide x 500 pixels tall at 150 dots per inch resolution. (The printer's screen resolution is 1280 pixels wide by 800 pixels tall.)

The maximum image size is 2880 pixels wide by 2880 pixels tall. Larger images will be scaled to fit these dimensions while keeping the original proportions (version 1.13 or greater).

 Resample or convert images to a smaller file size. Any images, documents, or videos added to the printer consume storage.

Adding a button image:

- 1. Click + to add a new button or click the button to edit. The Button Properties screen opens.
- 2. Enter a Button Name. Button Names are limited to 30 characters.
- 3. Select Upload new image or Select from Media Files then click Upload Image.
- 4. Navigate to the image, select the image and click **Open**. The image is added to the button and your Media Files.
- 5. Enter the data for any remaining fields as necessary.
- 6. Click **Done** when finished. Select Save or Save As from the File (=) menu to save the file with a new name.

On the tablet, files may be added from your Gallery, Files,



taken with the camera, or loaded from a USB Type-C thumb drive (formatted as FAT16/FAT32/exFAT).

Adding a printed image:

If a format contains a variable printed image, you see the option to select the image on the Button Properties screen.

- 1. Select Upload new image or Select from Media Files, then click Upload Image.
- 2. Navigate to the image, select the image and click **Done**. The image is added. The image is added to your Media Files.
- 3. Enter the data for any remaining fields as necessary.
- 4. Click **Done** when finished. Select Save or Save As from the File (=) menu to save the file with a new name.

On the tablet, files may be added from your Gallery, Files,



🔭 taken with the camera, or loaded from a USB Type-C thumb drive (formatted as FAT16/FAT32/exFAT).

Printed Image Guidelines

Use the following Guidelines for printed images:

- Supported image types: .JPG, .JPEG, .PNG, .GIF, .BMP
- Images must be sized in pixels.
- If using standard formats, see <u>Standard Format Library</u> for the size (in pixels) of the image fields. Any image you add must be sized *smaller* than the listed dimensions.
- Resample or convert images to a smaller file size. The printer's printhead is 203 dpi (dots per inch).
- If color images are used, the printer prints the image in shades of gray. The printer cannot print in color.
- PNG files must not use transparency because the printer cannot image a transparent background and prints black in place of the background.

See Also

Managing Media Files

Adding Prompt Messages

Create custom messages or instructions for employees with prompt messages.

The Prompt Message button function is ONLY available *after* a label, timer, video, or document is added to a button.

Up to 10 prompt messages per button can be added.

Adding Prompt Messages to Existing Buttons

From the Product Buttons main screen:

- 1. Select an existing button. The Button Properties screen opens.
- 2. Click Add Function, then Prompt Message. A button can have multiple functions.
- 3. Enter the Header information for the message. When the prompt message appears in **Prep**, the Header has a gray background and a larger font.
- 4. Enter the instructions or message in the Text Area. When the prompt message appears in **Prep**, the user can select Cancel or Done after reading the message.
- 5. Click **Done**. The file is saved automatically.

For example, an existing product button has a changed recipe (document) attached to the button.

Call attention to the attached recipe with a prompt message.

Adding Prompt Messages to a New Button

From the Product Buttons main screen:

- 1. Click + to add a new button. The Button Properties screen opens.
- 2. Enter a Button Name. Button Names are limited to 30 characters.
- 3. Click Add Function, then Document. A button can have multiple functions.
- 4. Select Upload new document and click Add Document.
- 5. Navigate to the file. Click **Open**. The document is added to the button and your Media Files.
- 6. Click Add Function, then Prompt Message. A button can have multiple functions.
- 7. Enter the Header information for the message. When the prompt message appears in **Prep**, the Header has a gray background and a larger font.
- 8. Enter the instructions or message in the Text Area. When the prompt message appears in **Prep**, the user can select Cancel or Done after reading the message.
- 9. Click **Done**. The file is saved automatically.

Creating Timers

The application includes timers and reminders.

- A timer may apply to a specific product button with a set duration (hours, minutes, and seconds). For example, to thaw a cheesecake, set a 30-minute timer on the cheesecake button.
- A reminder is a scheduled alert shown on the printer to let the operator know it is time to complete a task. Reminders can be scheduled for a specific day and time of the week. Reminders are best for repeated tasks, such as thawing cookie dough every morning at 7 a.m.

As an administrator, you may set Reminders for employees

to perform common tasks. This feature is available in **Prep** Utility and **Prep** Application. See Using Reminders.

About Timers

Create one timer per product button.

Timers may be organized in a category or tab.

If the product button is only a timer, a timer icon appears on the button.

Product buttons with multiple functions display the more icon (three vertical dots) on the button.

To create a timer

- 1. Click + to add a new timer button or click an existing button to add a timer. The Button Properties screen opens.
- 2. Enter the Button Name (names are limited to 30 characters).
- 3. Click Add Function, then **Timer**. A button can have multiple functions.
- 4. Enter the timer's duration in hours, minutes, and seconds.
- 5. Click **Done** when finished. The file is saved automatically.

See Also

About Button Functions

Copying Buttons

Buttons may be moved or copied within tabs and/or categories. On the printer/tablet:

- 1. Click the button to copy.
- 2. Click the copy icon 🔎 from the top right corner.

3. Save the button to return to the product buttons screen. The button is copied and the name appears as ButtonName(copy), where *ButtonName* is your original button's name.

On the PC:

1. Right-click the button to copy.



2. Click the copy icon .

3. Click the location for the copied button. The button is copied and the name

appears as ButtonName(copy), where *ButtonName* is your original button's name.

Adding a Separator Button

Separator buttons are blank buttons to separate data file items. However, separator buttons move to the end of the tab/category when sorted.

This may only be done on a PC:

1. Right-click the button where you want to create extra space.

2. Click the separator button icon . A separator button (blank button) is added and the buttons shift to the right.

Removing a Separator Button

This may only be done on a PC:

Right-click the button *to the right* of the separator button and click the remove separator button icon 🕒 . The separator is removed and the buttons shift to the left.

Moving Buttons

Buttons may be moved or copied within tabs and/or categories. This may only be done on a PC:

- 1. Right-click the button to move.
- 2. Click the move icon \square .
- 3. Click the location for the moved button. The button moves to the new location.

Deleting Buttons

This may be done on the printer/tablet or a PC:

- 1. Click the button to delete.
- 2. Click the trash can icon from the top right corner. Confirm the deletion.

Creating Categories

Use categories to organize your data.

Create up to 20 categories. Each category may contain up to 25 tabs, each tab may contain up to 60 buttons.

Category names are limited to 30 characters.

Categories are listed vertically down the left-side of the screen.

Do you already have product data in a spreadsheet? See Importing Product Data for more information.

If creating categories for donate and waste buttons, see <u>Using DW Field Setup</u>. The Donate & Waste application (log donated and wasted food) must be purchased separately.

To create a category

- 1. Click + (under the word Favorites).
- 2. Enter the category name. Alternate button names allows you to enter up to two alternate languages for the Category Name, Tab Name, and Button Name. See <u>Enabling Alternate</u> <u>Button Names</u> for more information.
- 3. Select the background Color for all buttons within the category. When a color is selected, the button's text color changes from black to white for the best visibility.
- 4. Set the <u>default button function</u> (label, timer, video, document) for all tabs and buttons within the category. However, each tab or button may use a different format. A button can have multiple functions. For example, a category called Breakfast uses Format 1. All tabs and buttons in the Breakfast category default to Format 1. You may select Format 2 for Tab 1 in the Breakfast category and select Format 3 for several product buttons in the Breakfast category.
- 5. Continue adding categories as necessary.
- 6. Click **Done** when finished. The file is saved automatically.

See Also

About Button Functions Creating Tabs Creating Buttons Creating Timers

Creating Tabs

Use tabs to organize your data.

Create up to 25 tabs per category. Each category may contain up to 25 tabs, each tab may contain up to 60 buttons.

Tab names are limited to 30 characters.

Tabs are listed horizontally above the product buttons.

For example, create a timer, video, and document tab within each category.

Do you already have product data in a spreadsheet? See Importing Product Data for more information.

To create a tab

- 1. Click + (under the search box).
- 2. Enter the tab name. Alternate button names allows you to enter up to two alternate languages for the Category Name, Tab Name, and Button Name. See <u>Enabling Alternate</u> <u>Button Names</u> for more information.
- The <u>default button function</u> (selected at the category appears). Keep the existing function (label, timer, video, document) for this tab and/or select a new function. Each tab or button may use a different format. A button can have multiple functions. For example, Tab 1 uses Format 10. Create a new tab (Tab 2) that uses Format 11. You may select Format 12 for several product buttons in Tab 1 and Tab 2.
- 4. Continue adding tabs as necessary.
- 5. Click **Done** when finished. The file is saved automatically.

See Also

About Button Functions

Creating Batches

A batch is a group of labels that print at one time. Many items can be added to a single batch.

The System Administrator or Store Manager creates batches. However, your System Administrator may have defined the Manager role to have limited/restricted access within **Edit**.

Batch names are limited to 30 characters. Each batch name must be unique.

If a button is added to a batch and the button changes, the batch automatically updates.

For example, a button, *Pepperoni Pizza* is added to a batch *Wednesday Lunch*. The button *Pepperoni Pizza* is modified with a higher price. When the batch *Wednesday Lunch* prints, so does the updated price for *Pepperoni Pizza*.

To create a batch:

- 1. Click the Batches icon 🏭 from the left menu.
- 2. Click +.
- 3. Enter the batch name. Click **Done**.
- 4. Select a product to add to the batch and enter the quantity. The category, tab, and button position are shown so you can easily select the correct products for the batch.
- 5. Continue adding products until your batch is finished. A search box is available to find products.
- 6. Click the green check mark ✓ next to the batch name to save the batch and return to the Batches screen.

Renaming a Batch

- 1. Open the batch to rename.
- 2. Click the drop down next to the batch name.
- 3. Select Rename.
- 4. Enter the new name. Click **Done**.
- 5. Click the back arrow to return to the Batches screen.

Duplicating a Batch

- 1. Open the batch to copy.
- 2. Click the drop down next to the batch name.
- 3. Select Duplicate.
- 4. Enter the new name.
- 5. Click the back arrow ← to return to the Batches screen.

Deleting a Batch

- 1. Click the batch to delete.
- 2. Click the delete icon (\blacksquare).
- 3. Click Delete to confirm. You return to the Batches screen.

Creating Quick Labels

The System Administrator or Store Manager creates Quick Labels. However, your System Administrator may have defined the Manager role to have limited/restricted access within **Edit**.

Quick labels are special formats that include one, two, or three lines of custom text with or without images.

Use quick labels for promotional labeling, phrases commonly used in your business, or for food claim labels.

Find our library of food claim icons here:

...\Configure&Edit\productdata\foodlibrary

Quick label button names are limited to 30 characters.

To create a quick label

- 1. Click the Quick Labels icon from the left menu.
- 2. Click + to add a new button. The Quick Label Properties screen opens.
- 3. Enter the button name.
- 4. Select the background Color for the quick label button. When a color is selected, the button's text color changes from black to white for the best visibility.
- 5. Select which printer (Left or Right) will print the format.
- 6. Select the **Format** from the drop-down list. The required supply type is shown next to the format name, see About Supply Types. Also, see Quick Label Library.
- 7. Enter the information required for the format.
- 8. Select Upload new image (or Select from media files) and click Change Image.
- 9. Navigate to the file. Click **Open**. Or, from the media files, click the image and click **Done**. A preview for the quick label appears.
- 10. Click **Done** when finished. The file is saved automatically.

The following images are sample quick labels:



See Also Quick Label Library Food Claims Image Library

Copy Data File to USB

You can copy the printer's data file to a USB thumb drive (formatted as FAT32).

- 1. Insert a USB thumb drive into the *printer*.
- 2. Click **Copy to USB** from the File menu (with Version 1.12 or greater). The data file is saved to the root directory of the thumb drive.

Use **Configure** to get data files from a printer/tablet via your network.

Copy Data File to Tablet Storage or USB

You can copy the tablet's data file to tablet storage or a USB Type-C thumb drive (formatted as FAT16/FAT32/exFAT).

- 1. Insert a USB thumb drive into the *tablet*.
- 2. Tap **Copy to** from the File menu **(**with Version 1.12 or greater).
- 3. Navigate to the destination. Tap Use this folder. The file is copied to tablet storage or USB Type-C device.

Share With on a Tablet

With Version 1.13 or greater, the tablet's data file may be saved to any connected Drive, email, or Cloud location.

- 1. Tap Share with from the File menu 🛋.
- 2. Tap the destination. Rename the file if necessary.
- 3. Tap **Save**. The file is copied to the destination.

See Also

Loading a Data File to a Tablet

Using Reminders

The application includes timers and reminders. The System Administrator or Store Manager creates them. However, your System Administrator may have defined the Manager role to have limited/restricted access within Edit.

- A timer may apply to a specific product button with a set duration (hours, minutes, and seconds). For example, to thaw a cheesecake, set a 30-minute timer on the cheesecake button. See Creating Timers.
- A reminder is a scheduled alert shown on the printer to let the operator know it is time to complete a task. Reminders can be scheduled for a specific day and time of the week. Reminders are best for repeated tasks, such as thawing cookie dough every morning at 7 a.m.

As an administrator, you may set Reminders for employees



to perform common tasks. This feature is available in Prep.

When a reminder goes off you see an alert on the screen along with the date and time. Press **Done** to remove the reminder.

Using a Scale

The application may use a weigh scale. The scale must be purchased separately. Contact Sales for weigh scale recommendations.

Connecting the Scale

- Connect the scale's USB cable to the printer's USB port.
- If using the tablet system, connect the scale's USB cable to a USB-C converter, then to the tablet's USB-C port.

To use the weight from a scale in a format, select a format that includes Net Weight, then enable these options:

1. Select "Scale Defined" from the unit of measure drop-down.

Net Weight	_		۰.
8 ×	lb		
Price \$8.99	oz		
Ingredients	g		
Enriched whole wheat flour, sugar, chocolate pro soy lecithin, egg, natural and artificial flavors.	oc Scal	e Defined	:0(

2. Set the Net Weight field to Overridable, then Operator Entered and/or Required.

8 ×	07	
Price	Overridable	
\$8.99	Operator Entered	
Ingredients Enriched whole wheat flour, coc nd artificial flavors.	Required	

In **Prep**, the operator is prompted to enter a weight. Pressing **Print** (or **Enter**) on the scale sends the weight to the printer (or the tablet's printer).

Viewing Log Files

Managers and Administrators can view the log files on the printer/tablet.

In Donate & Waste, the administrator decides what information is logged using **Edit**. For example, the donate log may contain the food type, description 1, and reason.



The **Donate** & **Waste** application (log donated and wasted

food) must be purchased separately.

To view a log file, access the home screen:

- 1. Tap the apps menu icon (...).
- 2. Tap $\mathbf{\hat{m}}$. The home screen appears with icons for the installed applications.
- 3. Tap View Logs.
- 4. Select which log to view: Printer Log, Prep Log, Donate Log, Waste Log, Network Log, or Print Server Log.
- 5. You see the logged data including labels printed, timers started/stopped, videos watched, and other activities in **Prep**.

The donate log includes buttons/products donated, buttons printed, and other activities in **Donate**.

The waste log includes buttons/products wasted and other activities in **Waste**. Up to 30,000 entries are logged before a new log file (logname.log.OLD) is created. The viewable log appears as one continuous file on the printer. The .OLD file is overwritten each time the log file reaches 30,000 entries.

6. Tap **Copy to USB** and save the selected log file to a USB thumb drive (on the printer, formatted as FAT32).

OR -

On the tablet, tap **Copy to** and navigate to the destination (tablet storage or USB Type-C thumb drive - formatted as FAT16/FAT32/exFAT) and tap **Use this folder**.

On the tablet, tap **Share with** to save the file to a connected Drive (version 1.13 or greater).

7. Tap **Return to Application** to return to the Home screen.

Printer Batch Creation

A batch is a group of labels that print at one time. Many items can be added to a single batch.

The System Administrator creates batches. However, your System Administrator may have defined the Manager or Operator role to have limited/restricted access within **Edit**.

Batch names are limited to 30 characters. Each batch name must be unique.

If a button is added to a batch and the button changes, the batch automatically updates.

For example, a button, *Pepperoni Pizza* is added to a batch *Wednesday Lunch*. The button *Pepperoni Pizza* is modified with a higher price. When the batch *Wednesday Lunch* prints, so does the updated price for *Pepperoni Pizza*.

To create a batch on the printer:

- 1. Click the Edit icon () from the Applications menu (). The Batches screen appears.
- 2. Click +.
- 3. Enter the batch name. Click **Done**.
- 4. Select a product to add to the batch and select the quantity. The category, tab, and button position are shown so you can easily select the correct products for the batch.
- 5. Continue adding products until your batch is finished. A search box is available to find products.
- 6. Disable **Share with Other Users** if you do not want this batch to be available to other users.
- 7. Click the green check mark ✓ next to the batch name to save the batch and return to the Batches screen.

Renaming a Batch

- 1. Select the batch to rename.
- 2. Click the drop down next to the batch name.
- 3. Click Rename.
- 4. Enter the new name. Click **Done**.
- 5. Click the back arrow to return to the Batches screen.

Duplicating a Batch

- 1. Select the batch to copy.
- 2. Click the drop down next to the batch name.
- 3. Click Duplicate.
- 4. Enter the new name. Click **Done**.
- 5. Click the back arrow ← to return to the Batches screen.

Deleting a Batch

- 1. Select the batch to delete.
- 2. Click the delete icon (\blacksquare).
- 3. Click Delete to confirm. You return to the Batches screen.

TCFMXEDITBAHLP AC (10/22)

Food Claims Image Library

Listed below is each image included with the system. You can insert these images in your formats. The images can be added as fixed fields on your format within **Label Design** or you can select the images within **Edit**. You can use the included images or your own.

Cage Free Eggs		Free Range Chicken	
Certified Organic		Free Range Turkey	
Certified Vegan		Gluten Free	
Contains Dairy		Grass Fed Beef	
Contains Eggs		Halal	(J)
Contains Fish		Healthy Heart	
Contains Milk	(\underline{A})	High Fiber	
Contains Peanuts		High Protein	
Contains Shellfish		Hormone Free	\bigotimes
Contains Soy		Kosher	כשר
Contains Tree Nuts		Low Carb	
Contains Wheat		Low Cholesterol	
Fair Trade		Low Fat	
Farm to Table		Low Sodium	
Free From Preservatives		Non GMO	

Free of Dairy	Organic	
Free of Eggs	Peanut Free	
Free of Fish	Price Cut	
Free of Shellfish	Smart Choice	
Free of Soy (Sugar Free	
Free of Tree Nuts	Vegetarian	

Quick Labels

Listed below is each quick label format. You can use these formats as-is using **Edit**. We included images for your use or you can use your own. If you find a quick label format that needs a few small modifications, use **Label Design** to make those changes.

Use First Use Primero MM/DD/YY HH:MM:PM	Quick Print 1 - Use First	Max Image Size (pixels): NA	1.2" x 1.1"	30mm x 28mm
Text 1 Text 2	Quick Print 2	Max Image Size (pixels): NA	1.2" x 1.1"	30mm x 28mm
Text 1 Text 2 Text 3	Quick Print 3	Max Image Size (pixels): NA	1.2" x 1.1"	30mm x 28mm
	Quick Print 4	Max Image Size (pixels): 152 x 152	1.2" x 1.1"	30mm x 28mm
Gluten Free	Quick Print 5	Max Image Size (pixels): 112 x 112	1.2" x 1.1"	30mm x 28mm

Reduced for Quick Sale	Quick Print 6	Max Image Size (pixels): NA	2.2" x 1.1"	56mm x 28mm
GLUTEN FREE	Quick Print 7	Max Image Size (pixels): 112 x 112	2.2" x 1.1"	56mm x 28mm
Gluten Free Heart Healthy Certified Organic	Quick Print 8	Max Image Size (pixels): 112 x 112	2.2" x 1.5"	56mm x 38mm
REPARED FRESH IN OUR BAKERY	Quick Print 9	Max Image Size (pixels): 427 x 112	2.2" x 1.1"	56mm x 28mm
CERTIFIED FRESH FARM TO TABLE	Quick Print 10	Max Image Size (pixels): 426 x 122, 112 x 112	2.2" x 3.0"	56mm x 76mm

Standard Formats

Listed below is each standard format included with the system. You can use these formats asis using **Edit**. If you find a format that needs a few small modifications, use **Label Design** to make those changes.

Format 1

Description 1 Description 2 Description 3 PREP EMPL MM/DD/YY HH:MM:PM MUST USE BY HH:MM:PM MM/DD/YY		1.2" x 1.1"	30mm x 28mm
Format 2			
Description 1 Description 2 PREP EMPL MM/DD/YY HH:MM:PM READY MM/DD/YY HH:MM:PM MUST USE BY MM/DD/YY HH:MM:PM		1.2" x 1.1"	30mm x 28mm
Format 3			
Description 1 Description 2 PREF MM/DD/YY MUST US MM/DD/YY	SE BY HH:MM:PM SE BY HH:MM:PM	2.2" x 1.1"	56mm x 28mm
Format 4			
Description 1 Description 2			
^{prep} MM/DD/YY	^{prep} HH:MM:PM	2.2" x	56mm x 38mm
MUST USE BY MM/DD/YY	MUST USE BY HH:MM:PM EMPL	1.5"	

Format 5

Format 77 is available in Version 1.09 or greater <u>only</u> when **Edit** is installed in the Arabic language.

Description 1	
Description 2	
PRE	P
MM/DD/YY	HH:MM:PM
MUST US	E BY
MM/DD/YY	HH:MM:PM

Format 6

DAY OF WEEK

ITEM: Description 1

SHELF LIFE: Shelf Life

PREP MM/DD/YY HH:MM:PM

MUST USE BY MM/DD/YY HH:MM:PM

EMPLOYEE: EMPL

Format 7

Description 1 Description 2	
PREP MM/DD/YY	PREP HH:MM:PM
MUST USE BY MM/DD/YY	MUST USE BY HH:MM:PM
EMP: EMPL	

2.2" 56mm x x 51mm 2.0"

2.2"

1.5"

2.2"

3.0"

Х

56mm x

76mm

Х

56mm x

38mm

Description 1 Description 2 Description 3 MM/DD/YY PREP HH:MM:PM MUST USE BY MW/DD/YY HH:MM:PM DAY OF WEEK	1.2" x 1.1"	30mm x 28mm
Format 9 Description 1 DISCARD HH:MM:PM MM/DD/YY Prepared: MM/DD/YY HH:MM:PM	1.2" x 1.1"	30mm x 28mm
Format 10 Store Name Description 1 Description 2 INGREDIENTS: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed varius laoreet lacus vel fringilla. Duis lacinia sem tortor, sit amet dapibus erat fermentum id. Ut ut tellus et urna finibus dictum. Vivamus non diam in urna semper eleifend. Mauris viverra turpis et mauris auctor sodales. Duis tincidunt commodo ligula, vitae aliquet massa tempus sed. Aliquam ac ligula sit amet felis posuere congue vel sed sem. Nulla porta condimentum enim, et dapibus ipsum lacinia tincidunt. Etiam et facilisis risus. Nullam finibus nisi non elementum placerat. Phasellus eu efficitur mauris. Sed bibendum convallis sollicitudin. Ut vitae nisi in ligula condimentum tempor. Aenean vulputate felis dolor, at cursus purus tristique id. Sed viverra neque sed leo vehicula, eget tincidunt lacus tincidunt. Aenean vehicula, odio non mollis imperdiet, sapien metus hendrerit est, sit amet facilisis ALLERGENS: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed varius laoreet lacus vel fringilla. Duis lacinia sem tortor, sit amet dapibus erat fermen PREP MM/DD/YY 	2.2" x 4.0"	56mm x 102mm

Store Name

Description 1 Description 2 Description 3

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2.2" 56mm x x 102mm 4.0"

MUST USE BY MM/DD/YY

Price

Price

Net Weight

Format 12

Store Name

Description 1 Description 2 INGREDIENTS:

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Net Weight

2.2" x 56mm x 3.0"



Description 1 Description 2

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		Max
ງງ"		Image
Ζ.Ζ	56mm x	Size
х 6 О"	152mm	(pixels):
0.0		426 x
		122



Description 1 Description 2 Description 3

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Format 15

2.2" | Image x 56mm x 5ize 7.0" | 178mm (pixels): 426 x 122

Max



Description 1 Description 2 Description 3

INGREDIENTS:

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Max 2.2" Image 2.2" 56mm x Size x 203mm (pixels): 8.0" 426 x 122

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Description 1 Description 2 Barcode 1 Description	2.2" X 4.0"	56mm x 102mm	Max Image Size (pixels):
Are ERIGENSCOLOR sit amet, consectetur adipiscing elit. Sed varius laoreet lacus vel fringilla. Duis lacinia sem tortor, sit amet dapibus erat fermen			122
PREP MM/DD/YY ⁰ 12345 67891 2 MUST USE BY MM/DD/YY Net Weight Price STORE ADDRESS LINE 1 ADDRESS LINE 2/PHONE NUMBER			

Format 17



Description 1 Description 2 Barcode 1 Description



ALLERGENS: Lorem ipsum dolor sit amet, consectetur adipiscing elit. PREP MM/DD/YY **اا**ر



2.2" x 4.0"		Max
		Image
		Size
	56mm x	(pixels):
	102mm	426 x
		122 &
		112 x
		112


Description 1		
Nutrition Facts	;	
Serving Size Servings Per Container Amount Per Serving Calories Calories Calories Calories fr % Dai Total Fat Saturated Fat Trans Fat Cholesterol Sodium Total Carbohydrates Dietary Fiber Sugar	rom Fat aily Value *	
Sugar Protein <u>Vitamin A * Vita</u> <u>Calcium * Iron</u> * Percent Daily Values are based on a 2,0 Calorie diet. Your Dail Values may be hi- or lower depending on your calorie need	amin C n 000 iigher ds.	

Store Name Description 1 Description 2		
Nutrition Fa	cts	
Serving Size Servings Per Contair	ner	
Amount Per Serving		
Calories	Calories from Fat % Daily Value *	
Total Fat Saturated Fat Trans Fat Cholesterol Sodium Total Carbohydrates Dietary Fiber Sugar		
Protein		
Vitamin A	* Vitamin C	
Calcium	* Iron	
* Percent Daily Va Calorie diet. You or lower dependi	alues are based on a 2,000 ur Dail Values may be higher ing on your calorie needs.	
Net Weight	Price	
ADDRESS	E ADDRESS LINE 1 LINE 2/PHONE NUMBER	

2.2" 56mm x x 102mm 4.0"

Sto D D	Dre Name escription 1 escription 2
Nu	trition Facts
Calories	Calories from Fat
	% Daily Value *
Total Fat	
Saturated Fat	
Trans Fat	
Cholesterol	
Soaium Total Carbobydrates	
Dietary Fiber	
Sugar	
Protein	
Vitamin A	* Vitamin C
Calcium	* Iron
(INGREDIENTS) Lore adipiscing elit. Sed va lacinia sem tortor, sit a Lorem ipsum dolor sit	em ipsum dolor sit amet, consectetur irius laoreet lacus vel fringilla. Duis amet dapibus erat fermentumid. amet

2.2" x 4.0" 56mm x 102mm

Net Weight

STORE ADDRESS LINE 1 ADDRESS LINE 2/PHONE NUMBER

MUST USE BY MM/DD/YY

Price

Format 23

Description 1
Nutrition Facts
Servings Per Container
Serving Size
Amount Per Serving
Calories
% Daily Value *
Total Fat
Saturated Fat
Trans Fat
Cholesterol
Sodium
Total Carbohydrates
Dietary Fiber
Sugar
Includes xx Added Sugars
Protein
Vitamin D
Calcium
Iron
Potassium
* Percent Daily Values are based on a 2,000 Calorie diet. Your Daily Values may be higher or lower depending on your calorie needs.

2.2" 56mm x x 102mm 4.0"

Format 24			
Description 1 MUST U MM/DD/YY	SE BY HH:MM:PM	2.2 x 1.1	" 56mm x " 28mm
Format 25			
Descrip	otion 1		
MM/DD/YY ^{MUST U} DAY OF MM/DD/YY	HH:MM:PM ^{SE BY} WEEK HH:MM:PM	2.2 x 1.1	" 56mm x " 28mm

Description 1 Description 2 $\downarrow \downarrow $			
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed varius laoreet I Duis lacinia sem tortor, sit amet dapibus erat fermentum id. Ut ut tellus et u Vivamus non diam in urna semper eleifend. Mauris vivera turpis et mauris tincidunt commodo ligula, vitae aliquet massa tempus sed. Aliquam ac ligul- congue vel sed sem. Nulla porta condimentum enim, et dapibus ipsum lacir facilisis risus. Nullam finibus nisi non elementum placerat. Phasellus eu effi dolor, at cursus purus tristique id. Sed viverra neque sedleo vehicula, eget ti acinia sem tortor, sit amet dapibus erat fermentum id. Ut ut tellus et urna fir non diam in urna semper eleifend. Mauris viverra turpis et mauris auctor so commodo ligula, vitae aliquet massa tempus sed. Aliquam ac ligula sit amet acina sem tortor, sit amet dapibus erat fermentum id. Ut ut tellus et urna fir non diam in urna semper eleifend. Mauris viverra turpis et mauris auctor so commodo ligula, vitae aliquet massa tempus sed. Aliquam ac ligula sit amet auctor so stamet, consectetur 	2.2 x 6.0	2 ["] 56mm x _{)"} 152mm	Max Image Size (pixels) 426 x 122
acus vel fringilla. na finibus dictum. auctor sodales. Duis a sit amet felis posuere ila tincidunt. Etiam et citur mauris. Sed venean vulputate felis ncidunt lacus tincidunt. amet facilisis. Lorem i fringilla. Duis inibus dictum. Vivamus dales. Duis tincidunt t felis posuere congue			

Format 27

Description 1



Prepared On MM/DD/YY



Price

INGREDIENTS:

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ALLERGENS:

Lorem ipsum dolor sit amet, consectetur

Net Weight

ADDRESS LINE 1 ADDRESS LINE 2 ADDRESS LINE 3

USE BY MM/DD/YY

Format 28



INGREDIENTS:

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ALLERGENS:

Lorem ipsum dolor sit amet, consectetur

USE BY MM/DD/YY

ADDRESS LINE 1 ADDRESS LINE 2 ADDRESS LINE 3

		Max
າ າ"		Image
Ζ.Ζ	56mm x	Size
X 4 0"	102mm	(pixels):
4.0		203 x
		102

		Max
ი ე"		Image
Ζ.Ζ	56mm x	Sizes
X	102mm	(pixels)
4.0		112 x
		112







INGREDIENTS:

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Lorem ipsum dolor sit amet, consectetur

STORE NAME ADDRESS LINE 1 ADDRESS LINE 2 ADDRESS LINE 3

Format 30

Sto De De Nutrition	ore Namescription	1e 1 2
Typical values	100g contains	Each serving (XX g) contains
Energy	kJ kcal	kJ kcal
Fat	g	g
of which saturates	g	g
Carbohydrate	g	g
of which sugars	g	g
Fibre	g	g
Protein	g	g
	~	a

		Max
		Image
ດ ດ"		Sizes
Z.Z	56mm x	(pixels):
* 102mm 4.0"	426 x	
		122 &
		102 x
		102

Store Name Description 1 Description 2

Nutrition

Typical values	100g contains	Each serving (XX g) contains
Energy	kJ	kJ
	kcal	kcal
Fat	g	g
of which saturates	g	g
Carbohydrate	g	g
of which sugars	g	g
Fibre	g	g
Protein	g	g
Salt	g	g

Prep: MM/DD/YYYY



STORE ADDRESS LINE 1 ADDRESS LINE 2/PHONE NUMBER

Format 32

Store Name Description 1 Description 2			
Nutrition			
Typical values	100g contains	Each serving (XX g) contains	
Energy	kJ	kJ	
	kcal	kcal	
Fat	g	g	
of which saturates	g	g	
Carbohydrate	g	g	
of which sugars	g	g	
Fibre	g	g	
Protein	g	g	
Salt	g	g	
(INGREDIENTS) Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed varius laoreet lacus vel fringilla. Duis lacinia sem tortor, sit amet dapibus erat fermentumid. Lorem ipsum dolor sit amet (ALLERGENS)Lorem ipsum dolor sit amet, consectetur			
$ \begin{bmatrix} 1 \\ 1 \\ 1 \\ 1 \\ 1 \\ 2 \end{bmatrix} $			
MUST L	JSE BY MM/D	D/YY	
Net Weight Price			
STORE ADDRESS LINE 1 ADDRESS LINE 2/PHONE NUMBER			

2.2" 56mm x x 102mm

2.2" x 4.0" 56mm x 102mm



Description 1 Description 2 **Nutrition Facts**

Servings Per Container

Serving Size

Amount Per Serving

Calories

	% DV
Total Fat	
Saturated Fat	
Trans Fat	
Polyunsaturated Fat	
Monounsaturated Fat	
Sodium	
Total Carbohydrate	
Protein	

* Percent Daily Values are based on a 2,000 Calorie diet. Your Dail Values may be higher or lower depending on your calorie needs.

Format 36

Store Name Description 1 Description 2 Nutrition Facts Servings Per Container Serving Size **Calories** % DV* Total Fat Saturated Fat Trans Fat 2.2" Cholesterol 56mm x Sodium Total Carbohydrate Х 102mm Dietary Fiber 4.0" Total Sugars Includes xx Added Sugars Protein Vitamin D <u>Calcium</u> Iron Potassium * Percent Daily Values are based on a 2,000 Calorie diet. Your Dail Values may be higher or lower depending on your calorie needs. 0 12345 67891 2 Net Weight Price ADDRESS LINE 1 ADDRESS LINE 2

Format 37

2.2" 56mm x x 76mm 3.0"

Store Name Description 1 Description 2
Nutrition Facts
Servings Per Container
Serving Size
Amount Per Serving Calories
% DV*
Total Fat
Saturated Fat
Trans Fat
Cholesterol
Sodium
Total Carbohydrate
Dietary Fiber
lotal Sugars
Protein
Potassium
 Percent Daily Values are based on a 2,000 Calorie diet. Your Dail Values may be higher or lower depending on your calorie needs.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed varius laoreet lacus vel fringilla. Duis lacinia sem tortor, sit amet dapibus erat fermentum id. Ut ut tellus et urna finibus dictum. Vivamus non diam in urna semper eleifend. Mauris viverra turpis et mauris auctor sodales. Duis tincidunt commodo ligula, vitae aliquet massa tempus sed. Aliquam ac ligula sit amet felis posuere congue vel sed sem. Nulla porta condimentum enim, et dapibus ipsum lacinia tincidunt. Etiam et facilisis risus. Nullam finibus nisi non elementum placerat. Phasellus eu efficitur mauris. Sed bibendum convallis sollicitudin. Ut vitae nisi in ligula condimentum tempor. Aenean vulputate felis dolor, at cursus purus tristique id. Sed viverra neque sed



Good through MM/DD/YY ADDRESS LINE 1

Format 38

2.2" 56mm x x 152mm



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed varius laoreet lacus vel fringilla. Duis lacinia sem tortor, sit amet dapibus erat fermentum id. Ut ut tellus et urna finibus dictum. Vivamus non diam in urna semper eleifend. Mauris viverra turpis et mauris auctor sodales. Duis tincidunt commodo ligula, vitae aliquet massa tempus sed. Aliquam ac ligula sit amet felis posuere congue vel sed sem. Nulla porta condimentum enim, et dapibus ipsum lacinia tincidunt. Etiam et facilisis risus. Nullam finibus nisi non elementum placerat. Phasellus eu efficitur mauris. Sed bibendum convallis sollicitudin. Ut vitae nisi in ligula condimentum tempor. Aenean vulputate felis dolor, at cursus purus tristique id. Sed viverra neque sed

Nutrition Facts

Servings	Per	Container
----------	-----	-----------

Serving Size

Amour	nt Per	Serving
Ca	lori	ies

% DV*
Total Fat
Saturated Fat
Trans Fat
Cholesterol
Sodium
Total Carbohydrate
Dietary Fiber
Total Sugars
Includes xx Added Sugars
Protein
Vitamin D
Calcium
Iron
Potassium
* Percent Daily Values are based on a 2,000 Calorie diet.
Your Dail Values may be higher or lower depending on your calorie needs.
Net Metalster Cood through MM/DD/\/

Net Weight Good through MM/DD/YY ADDRESS LINE 1 ADDRESS LINE 1 ADDRESS LINE 2 2.2" x 8.0" Image Size 203mm (pixels): 406 x 112

Max

<u> </u>
Description 1
Description 2
Made MM/DD/YY Price
Nutrition Facts
Servings Per Container
Serving Size
Amount Per Serving
Calories
%DV*
Total Fat
Trans Fat
Cholesterol
Sodium
Dietary Fiber
Total Sugars
Includes xx Added Sugars
Fibienie D
Calcium
Iron
Potassium
* Percent Daily Values are based on a 2,000 Calorie diet. Your Dail Values may be higher or lower depending on your calorie needs.
INGREDIENTS:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed varius laoreet lacus vel fringilla. Duis lacinia sem tortor, sit amet dapibus erat fermentum id. Ut ut tellus et urna finibus dictum. Vivamus non diam in urna semper eleifend. Mauris viverra turpis et mauris auctor sodales. Duis tincidunt commodo ligula, vitae aliquet massa tempus sed. Aliquam ac ligula sit amet felis posuere congue vel sed sem. Nulla porta condimentum enim, et dapibus ipsum lacinia tincidunt. Etiam et facilisis risus. Nullam finibus nisi non elementum placerat. Phasellus eu efficitur mauris. Sed bibendum convallis sollicitudin. Ut vitae nisi in ligula condimentum tempor. Aenean vulputate felis dolor, at cursus purus tristique id. Sed viverra neue sed
Net Weight Good through MM/DD/YY ADDRESS LINE 1 ADDRESS LINE 2

2.2" Image 2.2" 56mm x Size x 203mm (pixels): 406 x 112

Max

Store Name Description 1 Description 2

NUTRITION INFORMATION Servings per pack Serving Size

	Quantity per Serve	Quantity per 100g
Energy (kJ)	kJ	kJ
Protein (g)	g	g
Fat - Total (g)	g	g
-Saturated (g)	g	g
Carbohydrate - Total (g)	g	g
-Sugars (g)	g	g
Sodium (mg)	mg	mg

Format 41

Store Name Description 1 Description 2					
NUTRITION INFORMATION Servings per pack Serving Size					
	Quantity per Serve	Quantity per 100g			
Energy (kJ) Protein (g) Fat - Total (g) -Saturated (g) Carbohydrate - Total (g) -Sugars (g) Sodium (mg)					
Prep: MM/DD/YYYY					
MUST USE BY MM/DD/YY Net Weight Price STORE ADDRESS LINE 1 ADDRESS LINE 2/PHONE NUMBER					

Format 42

2.2" 56mm x Х 76mm 3.0"

56mm x 102mm 4.0"

2.2" Х



Description 1 Store Name **STORE ADDRESS LINE 1** ADDRESS LINE 2/PHONE NUMBER NUTRITION INFORMATION Servings per pack Serving Size Quantity per Serve Energy (kJ)

Protein (g)		
Fat - Total (g)		
-Saturated (g)		
Carbohydrate - Total (g)		
-Sugars (g)		
Sodium (mg)		
INGREDIENTS:	nsectetur adinis	scina

elit. Sed varius laoreet lacus vel fringilla. Duis lacinia sem tortor, sit amet dapibus erat fermentumid. Ut ut tellus et urna finibus dictum. Vivamus non diam in urna semper eleifend. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed

Quantity

per 100g

ALLERGENS: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed varius laoreet lacus vel fringilla. Duis lacinia sem tortor, sit amet dapibus erat fermentumid. Ut ut tellus et urna finibus dictum. Vivamus non diam in urna semper eleifend. Lorem

MUST USE BY MM/DD/YY Price

2.2" 56mm x Х 102mm 4.0"

rmat 44	acalata Cunas				
Serving size 1/6 cup (28g) Calories per serving 1/8 cup (28g) Calories 90	Amount/serving % DV Total Fat 2g 3% Sat Fat 1g 5% Trans Fat 0.5g Cholesterol 10mg 3% Sodium 200mg 9% Vitamin D 0% Calcium 6%	Ke \$1,99 Mg Net Wt. 5 oz Amount/serving %D V Total Carbs 15g 5% Dietary Fiber 0g 0% Total Sugars 14g Incl. 13g Added Sugars26% Protein 3g Iron 6% Potassium 10%	2.2" x 4.0"	56mm x 102mm	Max Image Size (pixels) 112 x 112



$\frac{1}{6}$ $\frac{1}{6}$ per serving 170	o ∩"	204mm	(pixels):
O D Lingredenit: Yossi Dowi (Encided Weal Rourf Four, Hock Robert Struct, Redeed Font, Thack, Redeed Font, Thack, Rehard Struct, Redeed Font, Thack, Rehard Struct, Reha	0.0		112 x
Contains: Egg Nutiș Milk			112

Format 47

lutrition	Amount/seming	% Daily Value	Amoun t/serving	%Doil	Value				
Nutrition	Total Fat 1.5g	2%	Total Carbohydrat	es 36g	13%	*The % Daily Value (DV)			
acte	Saturated Fat 0.5	g 3%	Dietary Fiber	2g	7%	nutientin a serving of			
acis	Trans Fat 0.5g		Total Sugars	1g		food contributes to a daily diet, 2000 calories a davis	g	2 2"	
10 servings per container	Cholesterol Omg	0%	Includes 1g	Added Sugars	2%	used for gene al nutrition	2 S	Z.Z	
erving size 2 slices (65a)	Sodium 280mg	12%	Protein 4g			advice.	e de la		56mi
alories	Vitamin D 0%	Calcium 05	Iron 80%	Potassium	6%		in an an an	X	
170	Thiamin 15% Ribo	flavin 8% Niacin	10%				5 2 8		201n
erserving 170							21 m	0.01	2040
redients: Yeast Donut (Enriched Whea	Flour Flour, Marked Barley R-	out Miacin, Reduced Iron,	Thiamin Mononitrale, Ribo	flavin, Folic Acid] Wate	Palmic	iil, Dextrose, Vegetable Oil	Σ	8.0	
ybean and/orSunflowerol] Yeast Sa	t Whey Mono and Diglyceride	s, Leavening Soci um Aci	d Pyrop hosphate, Baking S	odal Soy Flour, Pregels	(nized)	Wheat Starch, Sodium			
cium Sulfate, Ammonium Sulfate), Ch	ocolate Icing (Sugar, High Fruc	ane Konorg eggs, Paryson do se Colm Synup, Vegetat	le Oil	OTE, DATEM, CAICIUM	а ква клут	Laciyare, whear ormen,			

-		
=(D) =		
Cobb Salad		
Nutrition		
Typical Values 100 g Each serving contains (xxg) contains		
Energy 985kJ 435kJ		
235kcal 105kcal		
Fat 1.5g 0.7g		
Carbohydrates 45.50 3.80		
of which sugars 20g 1.7g		
Fibre 2.8g 1.2g		
Protein 7.7g 3.4g		
Salt 1.0g 0.4g		
Protein 3g		
Vitamin D Omog 0%		
Lon 50 45%		
Potassium 237mg 6%		
*The % Daily Value (DV) tells you how much a nutrient in a	2 2"	
serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.	2.2	56mm x
gredients: Salad greens (iceberg lettuce, watercress,	х	
ndive, Romaine lettuce), tomatoes, bacon, chicken		204mm
heese, red-wine vinaigrette.	8.0"	
-		
ontains: Eqg. Milk		
\$7.99		
37.99		
9 780201 379624		
Good through: 05/06/20		
Avenu Cate Miamichurg Old		
Avery Cafe, Miamisburg, OH		

₹ ₩ ₽	
Cobb Solod	
CODD Salad	
Made with Spinach	
Prepared on: 05/06/20 \$8 99	
INGREDIENTS: Ingredients: chopped baby spinach (or regular spinach with stems removed), lean grilled turkey breast, real bacon bits, reduced-fat crumbled blue cheese, hard-boiled egg whites, tomato, black olives, educed-fa blue cheese dressing) Bt
ALLERGENS: Contains: Eon Milk	
ALLERGENS: Contains: Egg, Milk	
ALLERGENS: Contains: Egg, Milk	_
ALLERGENS: Contains: Egg, Milk Nutrition	_
ALLERGENS: Contains: Egg, Milk Nutrition Typical Values 100 g Each serving	-
ALLERGENS: Contains: Egg, Milk Nutrition Typical Values 100 g Each serving contains (xxg) contains	
ALLERGENS: Contains: Egg, Milk Nutrition Typical Values 100 g Each serving contains (xxg) contains Energy 40kJ 340kJ	
ALLERGENS: Contains: Egg, Milk Typical Values 100 g Each serving contains (xxg) contains Energy 40kJ 340kJ 463koal 346koal	
ALLERGENS: Contains: Egg, Milk Typical Values 100 g Each serving contains (xxg) contains Energy 46kJ 346kJ 463kcal 346kcal Fet 463g 64g	
ALLERGENS: Contains: Egg, Milk Typical Values 100 g Each serving contains (xxg) contains Energy 46kJ 346kJ 463kcal 346kcal Fat 463g 64g of which seturates 634g 73g Cashevidentes 275 175	
ALLERGENS: Contains: Egg, Milk Typical Values 100 g Each serving contains (xxg) contains Energy 46kJ 346kJ 463kcal 346kcal Fet 463g 64g of which saturates 634g 73g Carbohydrates 37g 47g carbohydrates 720 700	
ALLERGENS: Contains: Egg, Milk Typical Values 100 g Each serving contains (xxg) contains Energy 40kJ 340kJ 463koal 346kJ Fat 463g 64g of which seturates 634g 73g Carbohydrates 37g 47g of which sugars 73g 734g Eikes 79 974	
ALLERGENS: Contains: Egg. Milk Typical Values 100 g Each serving contains (xxg) contains Energy 46kJ 346kJ 463kcal 346kcal Fat 463g 664 of which saturates 634g 73g Carbohydrates 37g 47g of which sugars 73g 734g Fibre 73g 374g	
ALLERGENS: Contains: Egg, Milk Typical Values 100 g Each serving contains (xxg) contains Energy 46kJ 346kJ 463kcal 346kcal Fat 463g 64g of which saturates 634g 736g Carbohydrates 37g 47g of which sugars 73g 734g Fibre 73g 374g Protein 734g 743g	
ALLERGENS: Contains: Egg, Milk Typical Values 100 g Each serving contains (xxg) contains Energy 46kJ 346kJ 463kcal 346kcal Fat 463g 64g of which saturates 634g 73g Carbohydrates 37g 47g of which sugars 73g 734g Fibre 73g 374g Protein 734g 743g Salt 73g 347g	
ALLERGENS: Contains: Egg, Milk Typical Values 100 g Each serving contains (xxg) contains Energy 40kJ 340kJ 463kcal 346kcal Fat 463g 64g of which saturates 634g 73g Carbohydrates 37g 47g of which sugars 73g 734g Fibre 73g 374g Protein 734g 743g Salt 73g 347g	
ALLERGENS: Contains: Egg, Milk Typical Values 100 g Each serving contains (xxg) contains Energy 40kJ 340kJ 463kcal 346kal Fat 463g 64g of which seturates 634g 73g Carbohydrates 37g 47g of which sugars 73g 734g Fibre 73g 374g Protein 734g 743g Salt 73g 347g	/20
ALLERGENS: Contains: Egg. Milk Typical Values 100 g Each serving contains (xxg) contains Energy 46kJ 346kJ 463kcal 346kal Fet 463g 64g of which seturates 634g 73g Carbohydrates 37g 47g of which sugars 73g 734g Fibre 73g 374g Fibre 73g 374g Fibre 73g 347g Salt 73g 347g	/20
ALLERGENS: Contains: Egg, Milk Typical Values 100 g Each serving contains (xxg) contains Energy 46kJ 346kJ 463kcal 346kcal Fat 463g 642g of which saturates 634g 734g Carbohydrates 37g 47g of which sugars 73g 734g Fibre 73g 374g Fibre 73g 374g Protein 734g 743g Salt 73g 347g 9 780201 379624 Net Wt. 12 oz Good through: 05/06 170 Monarch Lane Mlamisburg, OH, 45342	/20

Trepared on 05/06/20 \$8.99 Nutrition Typical Values 100 g Each serving Energy 463kcal 346kcal Statistical 346kcal 346kcal Fat 463g 64p of which saturates 634g 73g Carbohydrates 37g 473g Fibe 73g 374p Fibe 73g 347g GREDIENTS: gredgewhites, tomato, black olives, educed-fat ue cheese, edited studeed stu

CODD Salad					
NUTRITION INFORMATION Servings Per Pack 1					
Serving Size .	Quantity per Serve	Quantity per 100g			
Energy (kj) Protojo (a)	2566.7	1318			
Fat - Total (g)	36.3	23			
- Saturated (g)	5	3			
Carbohydrate - Total (g)	36.6	24.5			
Sodium (mg)	14.1	9			
Contains: Egg, Milk					

		Max
2.2" x 6.0"	56mm x 152.4mm	Image
		Size
		(pixels):
		426 x
		112

Cobb Salad Made with Spinach Prepared on 05/06/20 \$8.99 INGREDIENTS: Ingredients: chopped beby spinach (or regular spinach with stems removed), lean grilled turkey breast, real bacon bits, reduced-fat crumbled blue cheese, hard-boiled egg whites, tomato, black olives, educed-fat blue cheese dressing			
ALLERGENS: Containa: Egg. Milk NUTRITION INFORMATION Servings Per Pack 1	2.2" x 6.0"	56mm x 152.4mm	Max Image Size (pixels): 426 x 112
Serving Size 157 grams Quantity per Serve Quantity per 100g Energy (kj) 2345.8 1310 Protein (g) 16 1 Fat - Total (g) 34.9 23 - Saturated (g) 9 3 Carbohydrate - Total (g) 38.8 24.5 - Sugars (g) 36.4 23 Sodium (mg) 14,1 9			112
9 780201 379624 Net Wt. 12 oz Good through 05/06/20 170 Monarch Lane Miamisburg, OH 45342			



		Max
2.2" x 6.0"	56mm x 152.4mm	Image
		Size
		(pixels):
		426 x
		112

2.2"

1.5"

х

56mm x

38mm

Format 54	ŀ
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Format 55

.



2.2" 56mm x x 51mm 2.0"

Format 56IIBaked Beans
Buffet 1
05/06/20 2:17
In Range: YES
47.3 F1.2"
x
1.1"30mm x
28mm

Format 63

Store Name
Ready for delivery Prepared For You By: admin Prepared on: 07/23/20
Name Dave Address 170 Monarch Lane, Miamisburg Phone 1234567890
Order Total 4.59 \$
THANK YOU FOR YOUR ORDER. WE APPRECIATE YOUR PATRONAGE. PLEASE COME AGAIN SOON
ENJOY YOUR MEAL!
Store Address Line 1

Description 1

Nutrition Facts

Per HM	(MM)
--------	------

Calories 200	% Daily Value*
Fat 0g	0%
Saturated Og + Trans Og	0%
Carbohydrate 0g	
Fibre 0g	0%
Sugars Og	0%
Protein Og	
Cholesterol Omg	
Sodium Omg	0%
Potassium Omg	0%
Calcium 0mg	0%
Iron Og	0%
*5% or less is little, 15% or more i	s a lot.

Format 72

Nutrition Facts			
Valeur nutritive			
Per HM (MM)			
pour MD (MM)			
Calories 200 % Daily Value*			
Fat / Lipides Og	09		
Saturated / satures0g	00		
+ Trans / trans 0g	07		
Carbohydrate / Glucides Og			
Fibre / Fibres 0g	09		
Sugars / sucres 0g	09		
Protein / Proteines Og			
Cholesterol / Cholesterol Omg			
Sodium Omg	09		
Potassium Omg	09		
Calcium 0mg	09		
Iron Og	09		
*5% or less is little, 15% or more is a lot. *5% ou moins c'est peu, 15% ou plus c'est beaucoup			

Format 74

2.2" x 3.0" 56mm x 76mm

2 2"	
2.2	56mm x
Х	74
<u>م</u> ۳	/6mm
3.0	

|--|

Store Name		
Description 1		
Description 2)	
Nutrition Easts		
Per HM (MM)		
Calories 200	% Daily Value*	
Fat 0g	0%	
Saturated Og	094	
+ Trans Og	0%	
Carbohydrate 0g		
Fibre Og	0%	
Sugars Og	0%	
Protein 0g		
Cholesterol Umg		
Sodium Omg	0%	
Potassium Omg	0%	
Calcium 0mg	0%	
Iron Og	0%	
*5% or less is little, 15% or more is a lot.		
Sugar, Cocca, Buttermilk Powder, Whey Gluten Flour Bleached, Ascorbic Acid A Conditioner, Enzymes Added For Impro Water, Vegetable Margarine, Soybean O	Powder, High dded As Dough ved Baking, iil, Salt	
Nuts, Egg, Milk, Citric Acid, Natural & Artificial Flavor, Beta Carotene, Liquid Egg Yolk		
7 25272 73070 6 MUST USE BY 12/30/19		
Net Weight: 16 oz Price	\$7.99	

2.2" x 56mm x 4.0"

Descriptio	ion 1	الوصف ٢
Made: 07 USE BY: 07 م ٤:٣٢ ٢٠ ٦:٣٤ ٢٠)7/14/21)7/16/21 • T \/ • V/ \ f • T \/ • V/ \ 1	4:32 PM 6:34 PM تاريخ الإنتاج: تاريخ الإنتهاء:
FI	RIDAY ā	جمعاً

Welcome to Donate and Waste

The Donate & Waste application must be purchased separately.

Use Donate & Waste to:

- Log and track donated and wasted items.
- Print labels for donated items, if needed.

The application may use a weigh scale.

If you have **Donate & Waste** installed, navigate between applications using the apps menu icon (

Use **Edit** to create product buttons for the donate and waste process. The donate and waste buttons are included in the same data file as Prep buttons, batches, timers, etc. Operators will

select the application **Prep** (🛸), **Donate** (🗰), and **Waste** (🐨) as necessary.

In **Donate** and **Waste**, when the user presses a product button, the action is recorded as a donation or waste in the respective log file. View log files on the printer or retrieve log files via **Configure**. See <u>Viewing Log Files</u>. As an administrator, you decide which information is logged. See <u>Using DW Field Setup</u>.

Decide if labels containing use-by dates, store name, recipient address, etc. print for donated products. There are several donation formats available. See <u>Donate Format Library</u>. Only one label may be added to a donate button. You can add a custom donate format. See <u>Managing Formats</u>.

In Waste, labels do not print for wasted products.

Donate & Waste buttons may be sorted. See <u>Sorting Data</u>.

See Also

Creating Donate and Waste Buttons Using DW Field Setup

About Food Traceability

GS1 is an organization that develops and sets standards for food, retail, supply chain logistics, etc. When companies use GS1 standards, it allows products to be tracked from the growing field to the processor, then to the distributor, and to the consumer. Traceability software is required.

Click the Donate & Waste icon (I) from the left menu to see the Field Setup options. Each food traceability option is described below. Enter data for these fields if you use GS1 standards.

Field Name	Description
GLN Process	Global Location Number where the process occurs in the kitchen.
from	Alphanumeric.
Location	Examples include - Freezer 1, Cooler 2, Prep Area 2
	Global Location Number receiving the donated product, a recipient or
GLN Process to	a location within a
Location	store/kitchen. Alphanumeric.
	Examples include - Food Bank, Area Shelter, Freezer 1, Cooler 2
GTIN (Item	Global Trade Item Number. Numeric. Maximum 13 characters.
Number)	Examples include - 1234567890123, 0280289876541
Datab/Lat	The batch or lot number for the product. Alphanumeric.
Datch/Lot	Examples include - 11600, CK0110, 8750PL
Item Serial	The serial number for the product. Numeric.
Number	Examples include - 10012365478900, 10022365478901

See Also

Using DW Field Setup

Creating Donate and Waste Buttons

The Donate & Waste application (log donated and wasted food) must be purchased separately.

Before Creating Donate and Waste Buttons

Determine the following before creating donate and waste buttons:

- Are you a GS1 user? Is food traceabililty important? See <u>About Food Traceability</u>.
- Do you need donate or waste log files? If yes, what information must be logged? See <u>Using DW Field Setup</u>.
- Define the unit of measure for donated/wasted products. See <u>Using DW Field Setup</u>.
- Define which fields (reason, department, food type, etc.) are operator entered or operator selectable. See <u>Using DW Field Setup</u>.

To create donate and waste buttons

This process is similar to creating buttons for **Prep**; however you must be in the Donate & Waste menu.

- 1. Click the Donate & Waste icon (ILE) from the left menu.
- 2. Click + to add a new button. The Button Properties screen opens.
- 3. Enter a Button Name. Button Names are limited to 30 characters.
- 4. Click **Upload Image** to add an image to a product button. Navigate to the image and click **Open**. See Adding Images to Buttons.
- 5. Click **Add Function**, then **Label** if you want to print a donation label. Labels do not print for wasted products. Do not add a label function if you do not want to print a donation label.
- 6. Select which printer (Left or Right) will print the label (only valid on dual printers). The Left printer is the default.

For the tablet system with one printer, select Left.

For the tablet system with multiple printers, select the printer's name from the drop-down list. See <u>Selecting the Printer's Type</u>.

In **Donate**, users may select either the Left, Right, or a named printer before printing a label. For example, if the left printer is out of supplies, the operator can print labels to the right printer.

- 7. Select the **Format** from the drop-down list. The required supply type is indicated next to the format name. See About Supply Types. There are several standard donation formats. See <u>Donate Format Library</u>.
- 8. Select the D&W Field Setup function. This screen contains the Field Setup Data, Label Data, Use By Information, Allergens, Barcode Data, Process to Location, Text Fields, etc. that are required for the button.
- 9. Values entered or selected on this screen will appear as defaults in **Donate** or **Waste** when the operator presses the button. The operator may keep the defaults or change the data.
- 10. Enter the information required for each button.
- Click **Done** when finished. The file is saved automatically or select Save or Save As from the File (¹) menu to save the file with a new name.

See Also

Using DW Field Setup

About Food Traceability

Using DW Field Setup

Before creating donate & waste buttons, define field setup options at the category level.

Default values exist for the field setup options. When buttons are defined, they follow the category defaults. However, if field setup options change in a category, only *newly created buttons in that category* reflect the changes. Each category may use different field setup values.

- should this information be recorded in a donate log? If yes, enable the check box for Donate.
- should this information be recorded in a waste log? If yes, enable the check box for Waste.
- is this information operator entered or operator selectable in Prep?
 - Choosing operator entered means the operator must type a response.
 - Choosing operator selectable means you need enter choices in Edit (See Entering Choices), then the operator clicks one of the choice boxes.
 - In some cases, neither option (operator entered/operator selectable) may be checked. In this case the information must be entered in **Edit**.
- 1. Click the Donate & Waste icon (I prom the left menu. Make changes to the category Field Setup options before adding any donate and/or waste buttons.
- 2. Click the edit icon () next to the default Category 1 to review/change the Field Setup options. Each option is described below. See <u>About Food Traceability</u> for options not listed here.
- 3. If the option contains an edit icon (), tap the pencil to enter the choices. See Entering <u>Choices</u>.
- 4. Set the options you need for each field. Click **Done** when finished.

Field Name	Description
Quantity/ Amount	Numeric value for donated/wasted product. Maximum 6 characters, including decimal point, etc. Examples include - 10, 3, 5, 7, 375
Unit of	Unit of measure for the donated/wasted product.
Measure	Examples include - each, pounds, grams, trays, loaves
Process to Location	Location receiving the donated product, a recipient or a location within a store/kitchen. Alphanumeric. Examples include - Food Bank, Area Shelter, Freezer 1, Cooler 2
Process to Address Line 1	Address Line 1 (street address) of the location receiving the donated product. Alphanumeric. Examples include - 123 Main Street
Process to Address Line 2	Address Line 2 (city/zip) of the location receiving the donated product. Alphanumeric. Examples include - Miamisburg, USA 45342

Food Type	Description of the product's food type. Maximum 30 characters; enter up to 24 food types. Examples include - Protein, Dairy, Vegetable, Grain
Reason	Why is the product being donated/wasted? Maximum 30 characters; enter up to 24 reasons. Examples include - Made too many, Order not picked up, Cooking error, Out of date
Department	Which department is the product from? Maximum 30 characters; enter up to 24 departments. Alphanumeric. Examples include - Deli, Bakery, Produce, Meat, Seafood, 7512, 9874, 123
Customer Unique Item Number	Customer's unique item number for the product. Alphanumeric. Maximum 30 characters. Examples include - 87654123951; sku282800364
Description 1	Product description 1 from Prep. Alphanumeric. Examples include - Lasagna, Vegetable; 1/2 pound Angus burgers; Chocolate chip cookies
Description 2	Product description 2 from Prep. Alphanumeric. Examples include - with provolone and marinara; all beef; 2 dozen
Description 3	Product description 3 from Prep. Alphanumeric. Examples include - 2 trays; sesame seed bun; with walnuts
Allergens	Allergens from Prep. Alphanumeric. Examples include - milk, gluten, eggs; milk, sesame, tree nuts; tree nuts, gluten, butter
Text Field 1	Customer specific information. Alphanumeric. Examples include - reheating instructions or any other special notes for the product
Text Field 2	Customer specific information. Alphanumeric. Examples include - reheating instructions or any other special notes for the product
Text Field 3	Customer specific information. Alphanumeric. Examples include - reheating instructions or any other special notes for the product
Text Field 4	Customer specific information. Alphanumeric. Examples include - reheating instructions or any other special notes for the product
Text Field 5	Customer specific information. Alphanumeric. Examples include - reheating instructions or any other special notes for the product

Entering Choices

The choices entered here appear on the Button Properties screen. Select or set the default value to appear in **Donate** and **Waste**.

- 1. When the option contains an edit icon (\checkmark), tap the pencil to enter the choices.
- 2. Enter the first choice.
- 3. Click **New Choice** to add another choice.
- 4. Continue adding choices as necessary.
- 5. Click **Done** when finished.

See Also

Creating Donate and Waste Buttons

Donate Format Library

Listed below is each standard **donate** format. You can use these formats as-is using **Edit**. If you find a format that needs a few small modifications, use **Label Design** to make those changes.

The Donate & Waste application (log donated and wasted food) must be purchased separately.

Donate Format 1

Lasagna with beef 1 Tray 11/10/20 04:31 PM Use By 11/10/20	1.2" x 1.1"	30mm x 28mm
Donate Format 2 Store Name Store Address Line 1 Store Address Line 2 Spinach Casserole trays 11/11/20 01:20 PM Use By 11/11/20	2.2" x 1.5"	56mm x 38mm

Donate Format 3

Store Name Store Address Line 1 Store Address Line 2		
Chocolate chip cookies almonds		
2 dozen		
11/11/20 08:11 AM	2.2" x 3.0"	56mm x 76mm
St. Vincent		
Additional text line 1 Additional text line 2 Additional text line 3 Additional text line 4 Additional text line 5		
Use By 11/16/20		

Donate Format 4

11/11/20 Store Name Store Address Line 1 Store Address Line 2		
Cranberry Quinoa with almonds Description 3		
Whole grains 4 pounds Contains Nuts	2.2" x 3.0"	56mm x 76mm
FoodBank 645 Main St Dayton OH 45424 Use By 11/13/20 03:27 PM		

Donate Format 5






Donor: Store Name Donor ID#: GLN Business ID Item: Ham 2 each USE FOR FOOD DONATION ONLY	2.2" x 1.5"	56mm x 38mm
Donate Format 8 Donor: Store Name		
Donor ID#: GLN Business ID Item: Green Beans		
2 trays	2.2" x 2.0"	56mm x 51mm
If refrigerated, Use or Freeze by: 11/14/20		

Creating a New Recipe with Genesis Software

Use Genesis R&D software (locally or use the cloud version) to create your recipe. Genesis R&D software is a third-party software package not developed by Avery Dennison. Refer to Genesis R&D's Web site at: https://www.esha.com/ for more information.

The Recipe Information tab contains the User Code field. The User Code must be defined in the Genesis R&D software to be linked to **Edit**.

Each recipe must have a UNIQUE User Code.

Recipe Information Recipe Nutrients	"Name: Chocolate Torte	×
Measures Brix Calculation Cost Groups Attributes	Serving Size:	
Compare To Preparation Method Reference Amount Nutrient Content Claims Notes HACCP Attachments	Optional Common Name: User Code: AD050 Product: Select Suppler: Select Created: 07/28/2020	La.
	Modimed: 07/28/2020	Concel

This screen from Genesis R&D software is for reference only and may not match your version.

You are responsible for entering and validating the nutritional and allergen information in the Genesis R&D software. The allergen information must be set for **EACH** recipe (Recipe tab, Allergens Statement).

Changing the Regulation Setting

The Genesis R&D software Regulation default is U.S. 2016 NLEA when you create a recipe. Choosing the wrong setting for your format results in inaccurate values on your labels. The Genesis R&D software remembers the last Regulation selection (Preferences tab, General, Regulation). For example, if you changed the setting to Canada, you must change it back for a US nutrition label.

Changing the Regulation Setting for an Existing Recipe

The Genesis R&D software remembers the last Regulation selection. To change a specific recipe's regulation, select Edit Label from the Recipe tab, then General and Regulation.

Including Servings per Container

Does your label need to print the amount of servings per container? Enter the servings per container in Genesis R&D (Edit Label from the Recipe tab, then General and Servings per Container) or in **Edit**.

See Also

Linking Nutrition Information to Buttons Updating Buttons with Nutrition Information

Linking Nutrition Info to Buttons

Nutritional information from Genesis R&D® is imported into the Edit application. Currently, the Nutrition application is only for the United States of America.

The Genesis R&D software works with the following <u>standard formats</u>: 23, 26, 27, 28, 29, 33, 34, 35, 36, 37, 38, 39, 44, 45, 46, 47, 70, 72, 74, and 76.

If you use a custom format, only custom formats using the same names as our nutritional information will work. Check with your Representative for more information.

To link nutrition information to a button

Define the external Esha Database before linking nutrition information to a button. See Managing Data Sources.

- 1. Create a new button or click the product button to link the recipe's nutritional information. The Button Properties screen appears.
- 2. Click **Manage Data Sources**. If the Esha database is not defined, the message "No data available" appears.
- 3. Select the Data Source as ESHA Database and click **OK**. The data source may be enabled at the category or tab level so it does not have to be selected for each button. See below.

Name: Chocolate Torte		
Serving Size:	Printer 💽 Left 🚫 Right	Recreate label
Optional Common Name: User Code: AD050 Product: Select Suppler: Select	Data Sources Esha Database User Code AD050 Format Format 35 - 2.2 x 3.0 in (56 x 76 mm)	UP
Created: 07/28/2020 Modified: 07/28/2020 Genesis R&D	Label Data Description 1 Chocolate Torte	Edit

4. Enter the User Code exactly as it appears in Genesis R&D.

This screen from Genesis R&D software is for reference only and may not match your version.

- 5. Click **Update Data**. The nutritional information is added using the calculated data from Genesis R&D. A message pops up if any errors exist. The most common error is an incorrect or misspelled user code.
- 6. Click **Done** when finished. The file is saved automatically.

Fields such as Button Name, Description, and Net Weight

are not imported from Genesis R&D.

To set the default data source for a category or tab

The option to select the data source (manage data source) is available on categories and tabs. This is useful when you have many product buttons linked to an external database. Once you select the Esha Database at the category or tab level, all buttons in the category or tab have access to the database. For each button, enter the unique User Code and then click **Update Data** to import the nutrition information.

See Also

Updating Buttons with Nutrition Information Managing Data Sources Creating a Recipe with Genesis R&D Software Importing Nutrition Information

Managing Data Sources

Use this menu to manage external data sources, currently only for users of Genesis R&D® Food Development and Labeling software by ESHA Research.

To specify the Genesis R&D server location

- 1. Click the Data Sources icon 🛎 from the left menu.
- 2. Click + to add a new data source.
- 3. Enter the Data Source Name. The name is limited to 30 characters and it must be unique.
- 4. Select the data source type from the drop-down, ESHA Database.
- 5. Enter the Host Name/IP Address and port number if needed.
- 6. Enable Require Authentication if needed. Then, enter a User Name and Password.
- 7. Click **Test Connection** to test the connection to the specified server. If you receive an error, make sure
- the IP address or host name is entered correctly.
- the specified port number is correct.
- the user name and password are correct.
- 8. Click Save when finished.

See Also

Importing Nutrition Information Updating Buttons with Nutritional Information Linking Nutrition Info to Buttons

Updating Buttons with Nutrition Info

What Happens When My Recipes Change?

Whenever nutritional or allergen changes are made (and saved) to recipes in the Genesis R&D® software, **Edit** can update the nutritional information in your product data file by several methods:

- update linked nutrition information for all buttons
- update linked nutrition information for a specific category, tab or button

To update nutrition information for all buttons in a data file

- 1. Click the Data Sources icon (server) from the left menu.
- 2. Click **Update Data**. Any buttons linked to recipes are automatically updated with the saved changes made in Genesis R&D.
- 3. A message pops up when the update is complete and if any errors exist. The most common error is an incorrect or misspelled user code.

To update nutrition information for buttons in a specific category/tab/button

- 1. Open the specific category/tab/button.
- 2. Click **Update Data**. Any buttons linked to recipes in the specified category/tab/button are automatically updated with the saved changes made in Genesis R&D.
- 3. A message pops up when the update is complete and if any errors exist. The most common error is an incorrect or misspelled user code.

See Also

Linking Nutrition Information to Buttons

Importing Nutrition Information

For users of the Genesis R&D® Food Development and Labeling software by ESHA Research, you may import nutritional and allergen information into **Edit**.

Install the Genesis R&D software (locally or use the cloud version), the Genesis R&D® API, and Edit.

Currently, the Nutrition application is only for the United States of America.

Genesis R&D software is a third-party software package not developed by Avery Dennison. Refer to Genesis R&D's Web site at: https://www.esha.com/ for more information.

The Genesis R&D software Regulation default is U.S. 2016
 NLEA when you create a recipe. The FDA changed some
 rules and calculations for the U.S. 2016 Regulations;
 choosing the wrong setting for your format results in

inaccurate values on your labels.

When your recipes are complete, create a data file in **Edit** that includes the recipes. Decide which nutrition, ingredient, and allergen labels to use.

The Genesis R&D software works with the standard formats: 23, 26, 27, 28, 29, 33, 34, 35, 36, 37, 38, 39, 44, 45, 46, 47, 70, 72, 74, and 76.

See the following list of fields that are imported into **Edit** from Genesis R&D software.

Field Name	Unit of Measure
Ingredients	
Allergens	
Servings Per Container	
Serving Size	
Calories	
Total Fat	g
Total Fat, %	%
Saturated Fat	g
Saturated Fat, %	%
Trans Fat	g
Polyunsaturated Fat	g
Monounsatured Fat	g
Cholesterol	mg
Cholesterol, %	%
Sodium	mg
Sodium, %	%
Total Carbohydrates	g
Total Carbohydrates, %	%

Dietary Fiber	g
Dietary Fiber, %	%
Total Sugars	g
Added Sugars	g
Added Sugars, %	
Protein	g
Vitamin D	mcg
Vitamin D, %	
Calcium	mg
Calcium, %	
Iron	g
Iron, %	
Potassium	mg
Potassium, %	
Thiamin, %	
Riboflavin, %	
Niacin, %	
Fat	g
Fat, %	
+ Trans	g
+ Trans, %	
Fibre	g
Fibre, %	
Sugars	g
Sugare %	

See Also

Linking Nutrition Information to Buttons Updating Buttons with Nutrition Information