

Jolly Presents...

# Label Flow

# Getting Started Guide

*An Introduction to Label Flow*



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## Introducing Label Flow

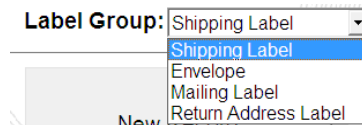
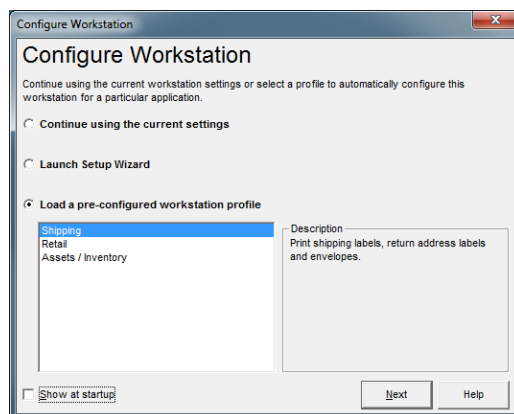
Label Flow is premier software for ID label design, production and data management.

*This guide provides basic understanding of product components and how to get started. This guide is a supplement to the Help Menu provided within the product. The built-in Help Menu provides comprehensive configuration details for each dialog.*

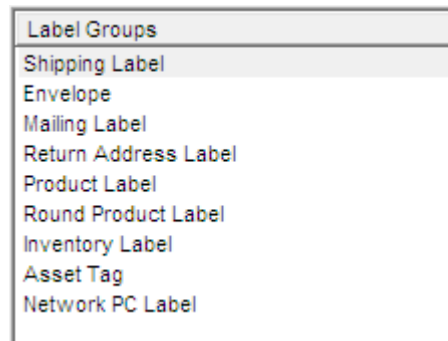


## The Quick Start Option

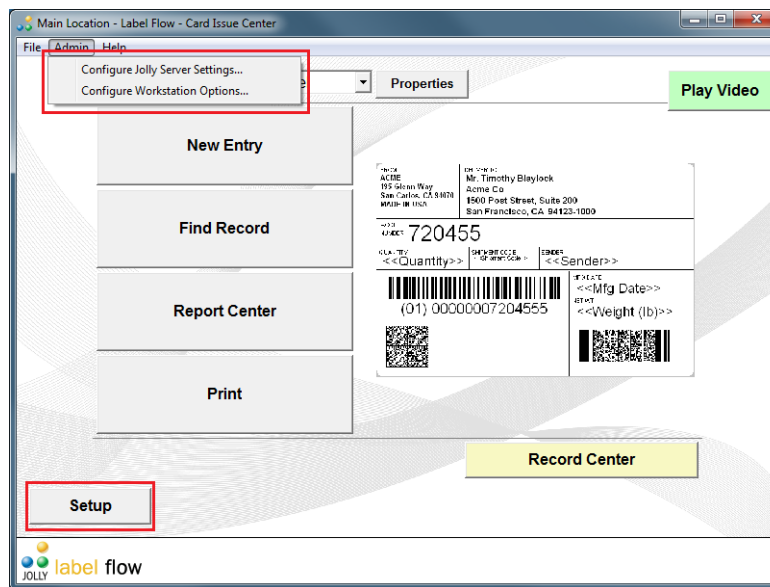
Label Flow is preconfigured with *Workstation Profiles* that contain several label designs for Shipping, Retail and Asset/Inventory. Profiles are configured with sample labels that are appropriate for the application.



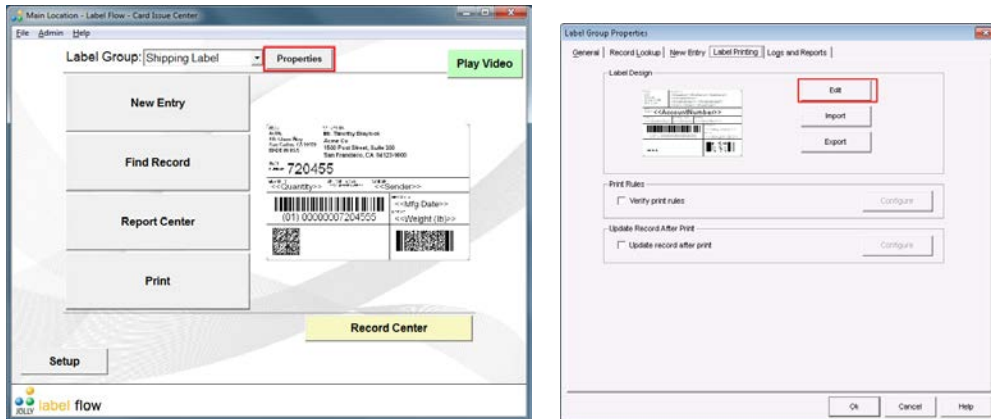
If a profile is not chosen at start-up, all of the label groups will be available:



The sample groups can be used as is or modified to meet any custom criteria. To modify a label group go to *Configure Jolly Server Settings* from the *Admin Menu* or from the *Setup* button. Click on the Label Group and click Edit. There is also a shortcut to the Label Group Properties dialog below the label rendering.



Each Label Group has an associated label design. To edit the label design, open the Label Group Properties, select the Label Printing tab and click Edit.



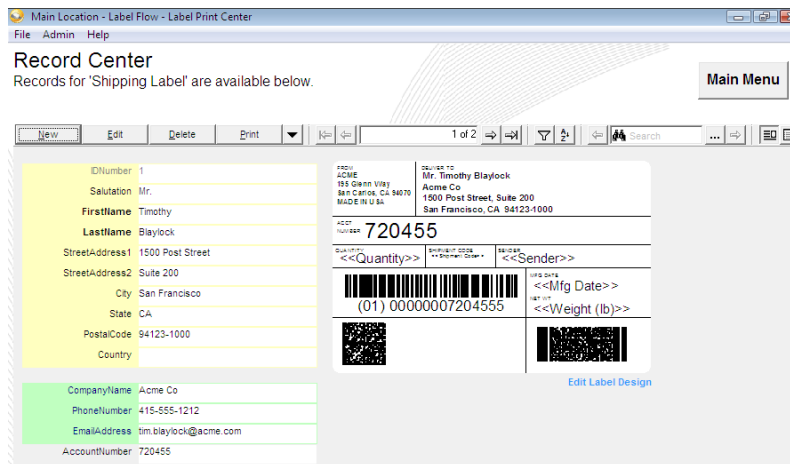
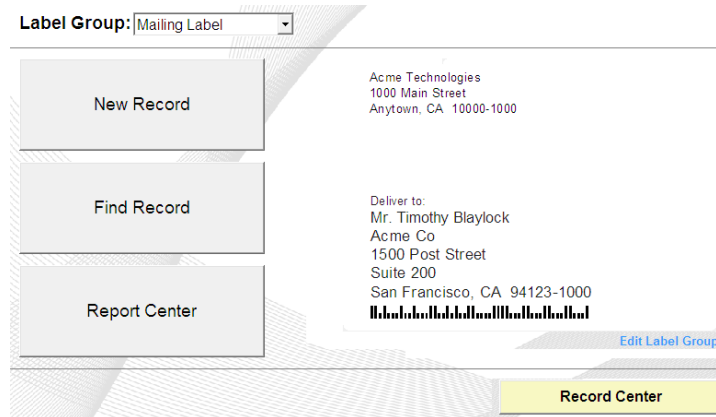
After design modifications are finished click *Exit* and *Save*, click *OK* on the *Label Group Properties* dialog.

Once completed, add new records by clicking the *New Records* button and see records by clicking the *Record Center* button. There are a few sample records in each database. Sample records may be deleted, but it is suggested a new record be added first so that the data set is not empty.

Modifications to record look up and logs and reports are configured and the *Label Group Properties* dialog shown above and will be explained in the *Label Flow Print Center* section below.

## Using Label Flow

Label Flow is designed to simplify day-to-day data entry and the production of labels. It allows the user to create new records, lookup an existing record and view reports of all actions that have occurred. The *Record Center* shows all database records and their label design.



To configure, select the *Setup* button on the *Main Menu* screen or from the Admin Menu. Only Administrators have setup ability.



## Jolly Server Settings and Workstation Options

Label Flow is designed to run across multiple locations in a networked environment. Shared settings such as label groups and log data are stored on the Jolly Server while workstation specific options are configured in Workstation Options and Devices.

If Label Flow will be used in a standalone environment where it does not need to share data with other workstations, it can use the Internal Jolly Server, installed as part of Label Flow.

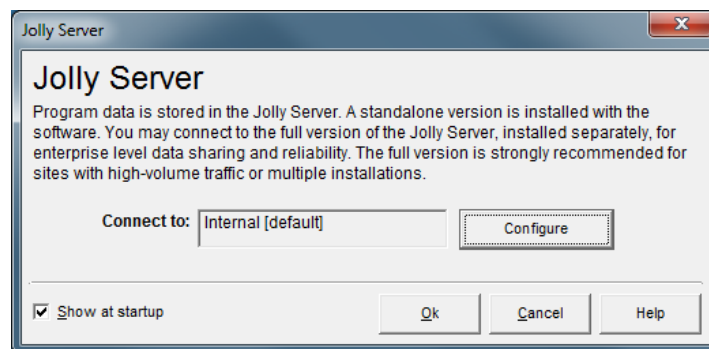
### Installing Jolly Server

Jolly Server is installed separately from Label Flow. To install, run the Jolly Server installer that was provided to you when you purchased the software on the target server or workstation.

### Connecting to a shared Jolly Server – Networking Multiple Copies

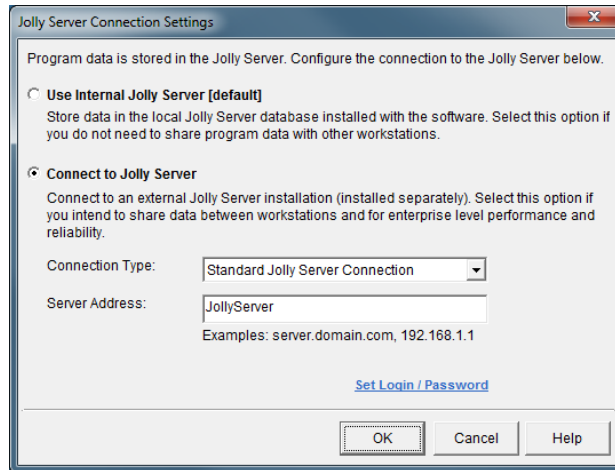
When networking multiple copies of Label Flow, install the Jolly Server on a central server or shared workstation. All networked copies should point to the same Jolly Server.

To connect to a *Jolly Server*, select *File > Connect to Jolly Server*.



By default, the *Internal Jolly Server* is selected. When Internal Jolly Server is selected, the software will operate in standalone mode.

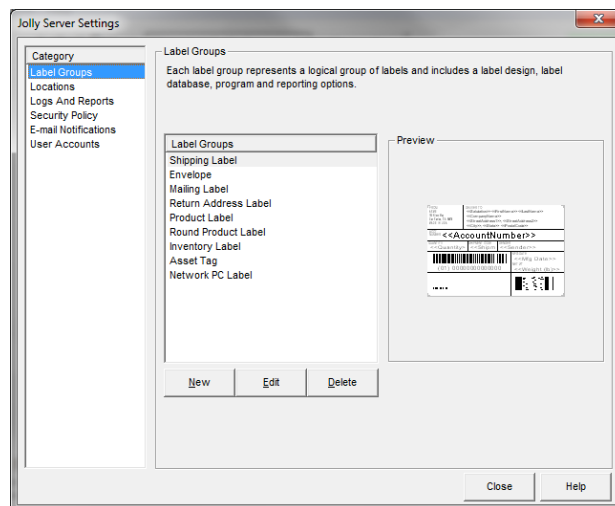
To connect to a shared *Jolly Server*, click the *Configure* button.



Enter the name of the server or workstation where Jolly Server was installed.

## Jolly Server Settings

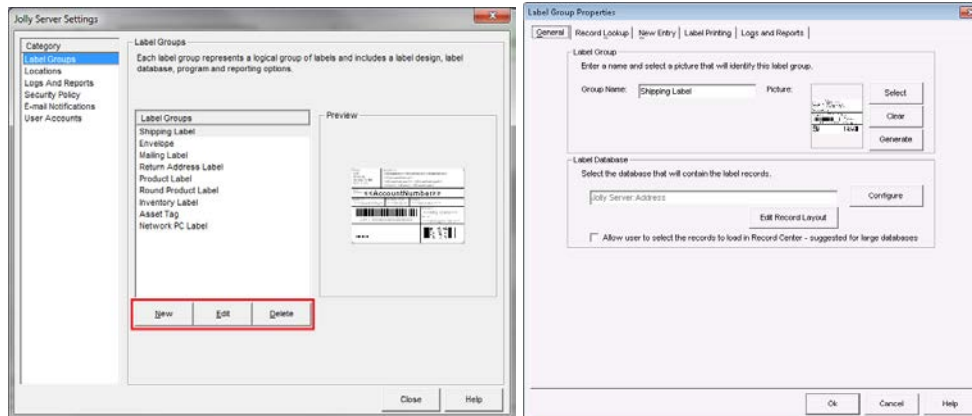
*Jolly Server Settings* are settings that can be shared between workstations such as Label Groups, Locations, Logs and Reports, Security Policy and User Accounts.



Settings for *Locations*, *Logs and Reports* *Security Policy* and *User Accounts* are obvious when the dialog is open.

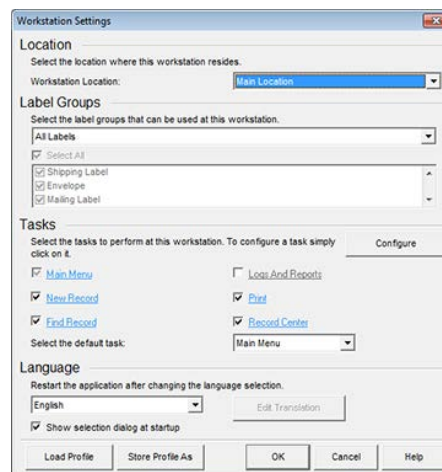
To configure the label group's settings, highlight the group and select edit.





## Workstation Options and Devices

Workstation Options and Devices apply to a specific workstation. They include selecting the location, label groups available at this location, selecting which tasks will be available to the user, configuring the task options, and selecting the language to be used at this location. Tasks are configured individually through the task's blue hyperlink or together via the configure button.



Enable Label Groups by checking the boxes in the Label Groups dialog. It is important to enable new Label Groups after they have been created. They will not show up automatically.

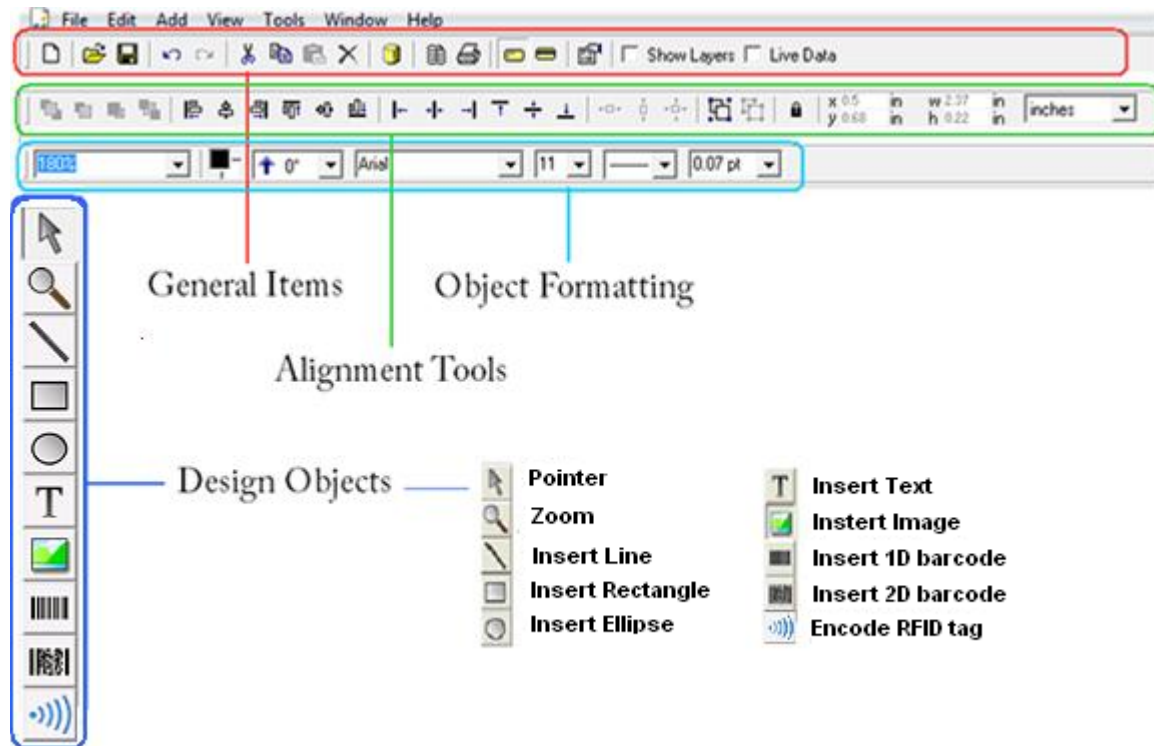
Workstation Profiles may be named and saved for different types of use or for deployment across a wide-range of workstations.

*Important Note: Before changing profiles, it is important to save the changes made to the existing profile if changes want to me kept.*

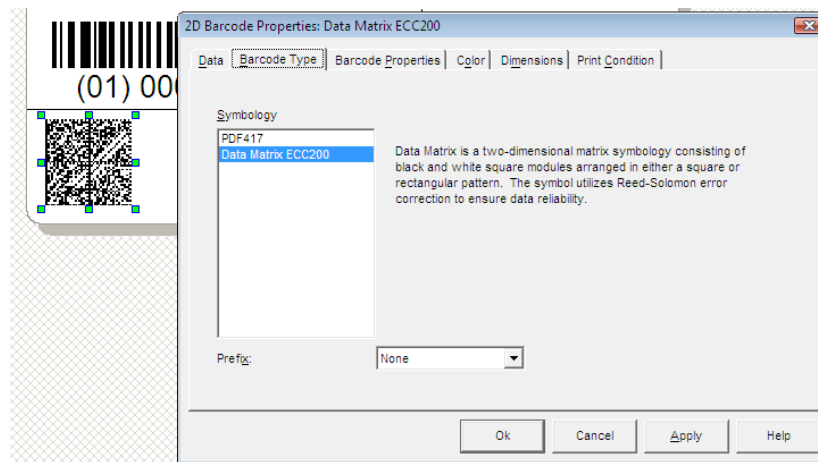
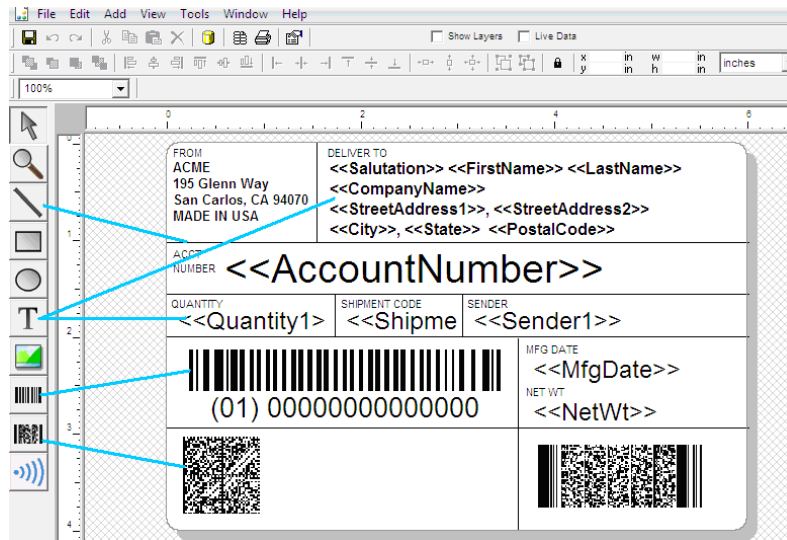
## Label Design

### Design Screen

The design screen contains four toolbars: general items, alignment tools, object formatting and design objects:



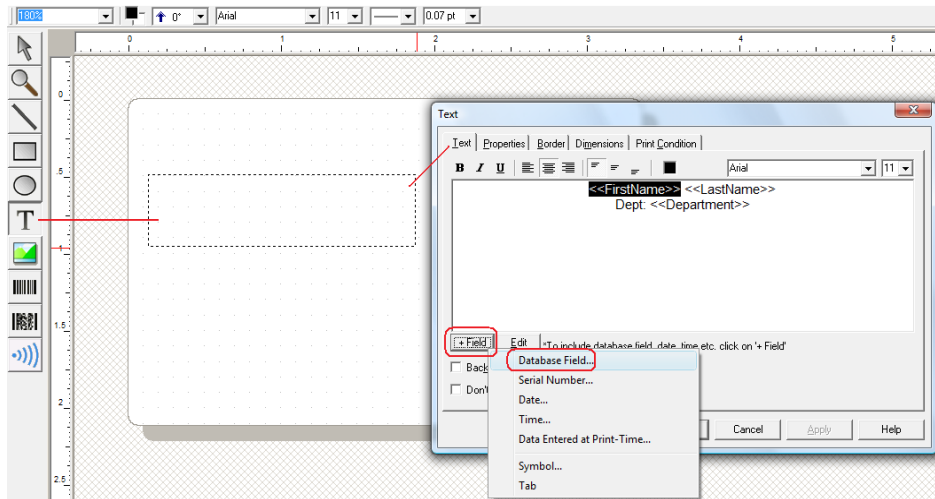
Labels are designed by selecting the design object on the left-hand toolbar and by drawing that object's area on the label with the mouse. After the area drawn the object's *Properties* dialog will appear. Click through the tabs to format the object.



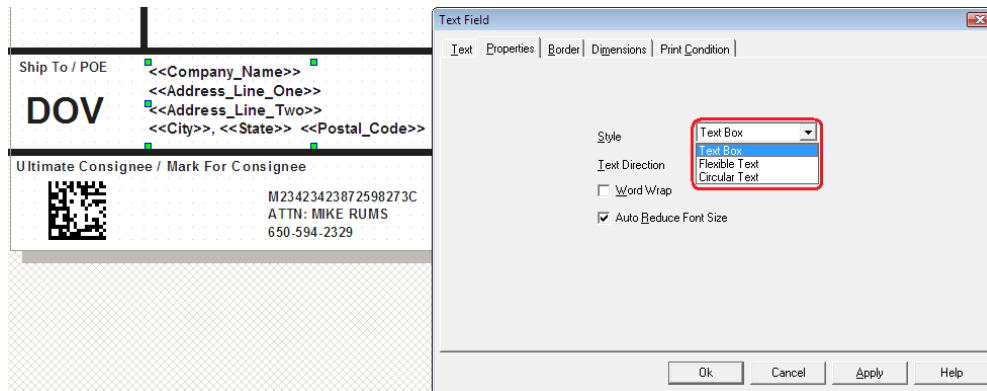
Objects may be resized at any time and *Properties* dialog re-accessed by double-click.

## Working with Text

Label Flow contains rich text editing. Regular text, database text, serial number, date and time may be combined within one text box. Type with a keyboard or use the *+ Field* button for text selections:



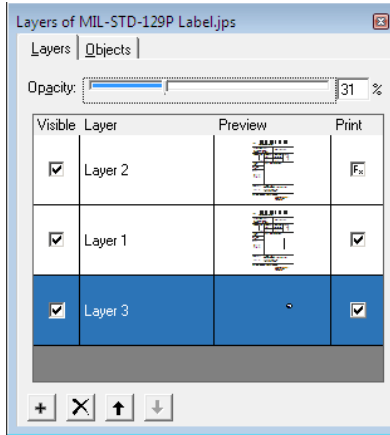
There are three types of text formatting: Text Box, Flexible Text and Circular Text. *Text Box* will always place text within the bounds of the box drawn in the design: If larger, it will auto-reduce in font size or word wrap. *Flexible Text* will maintain font size regardless of the size of the box drawn. *Circular Text* formats text in a circle.



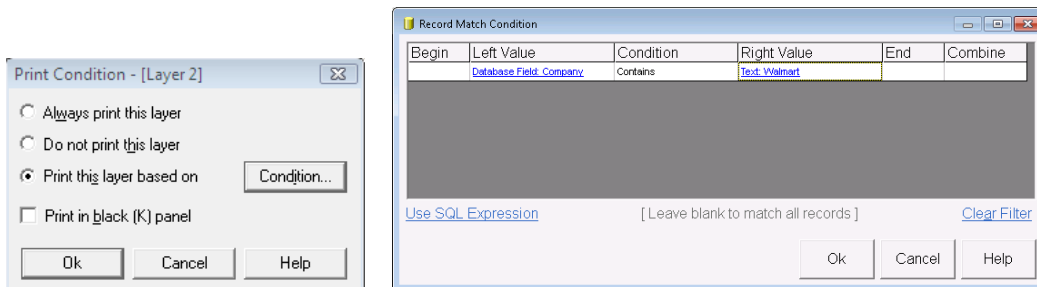
## Working with Layers

Like other quality graphical design tools, Label Flow uses a layered design approach. Layers may contain different design objects of varying opacity. Using layers adds a rich depth to designs.

To see the layers window click the *Show Layers* checkbox on the top menu bar. Layers are added using the [+] button at the bottom of the window. Use the arrow buttons to move layers above and below other layers. Click the *Print* checkbox on each layer to format its print condition. The active design layer is highlighted blue.

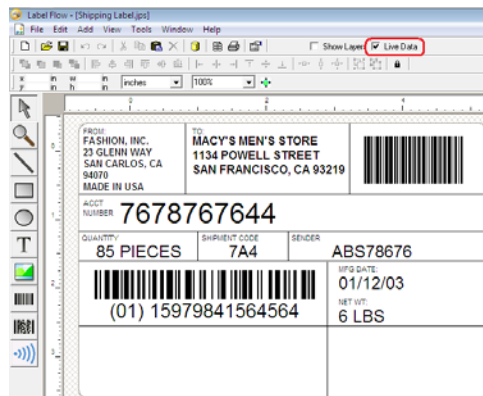


Using conditional printing, different layers may be printed based on criteria in the database. In the example below, a different label design may be printed specifically for a specific customer.

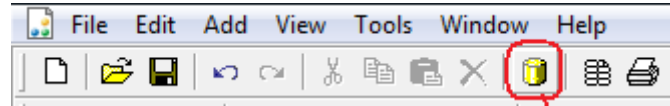


## Viewing Designs with Live Data

At anytime the label design may be viewed with data by checking the *Live Data* button on the top menu bar:



To view the full record set: go to *File -> Database Setup* or click the data icon on the top menu bar:



## Saving Design

Use *File -> Exit* to save the design and close the designer.

## Find Record Configuration

*Find Record* allows the user to quickly search for records. When multiple matches occur a selection dialog is shown. Strict matching may be invoked.

**Find Record**  
Please enter the record ID and click Next.

ID Number

---

*Don't know your ID Number? Complete this form to look it up.*

LastName

FirstName

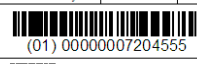




CompanyName

AccountNumber

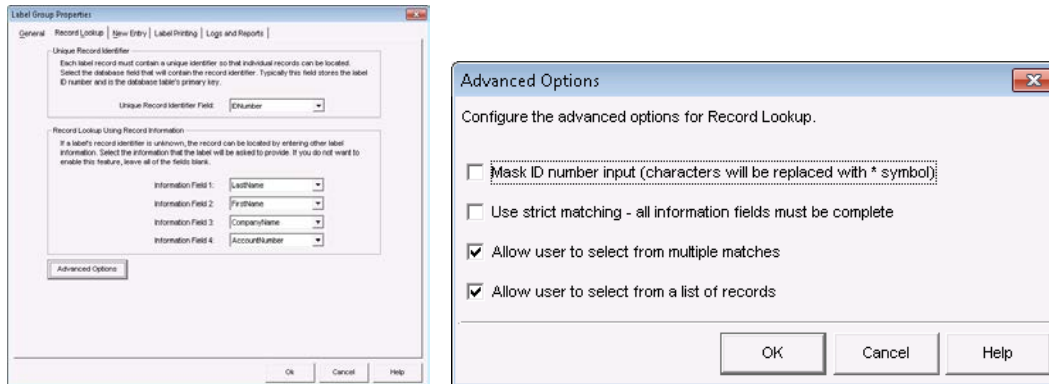
Main Location - Label Flow - Label Print Center  
File Admin Help

**Record Found**  
The following matching record was found.

Edit Print View History

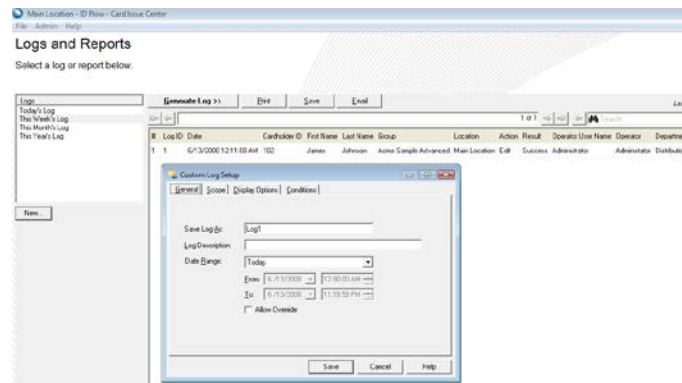
IDNumber 1	FROM: ACME 195 Glenn Way San Carlos, CA 94070 MADE IN U.S.A.	TO: SET NO Mr. Timothy Blaylock Acme Co 1500 Post Street, Suite 200 San Francisco, CA 94123-1000
Salutation Mr.	ADD: 720455	
FirstName Timothy	QUANTITY: <<Quantity>>	SENDER: <<Sender>>
LastName Blaylock	MFG DATE: <<Mfg Date>>	
StreetAddress1 1500 Post Street	WEIGHT: <<Weight (lb)>>	
StreetAddress2 Suite 200	 (01) 0000007204555	
City San Francisco		
State CA		
PostalCode 94123-1000		
Country		
CompanyName Acme Co	<input type="button" value="Edit Label Design"/>	
PhoneNumber 415-555-1212		
EmailAddress tim.blaylock@acme.com		
AccountNumber 720455		

To configure record lookup, first define the lookup fields in the *Lookup Fields* tab of *Label Group Properties* dialog found in *Global Settings*, then, define additional options in the *Advanced Options*.



## Report Center Configuration

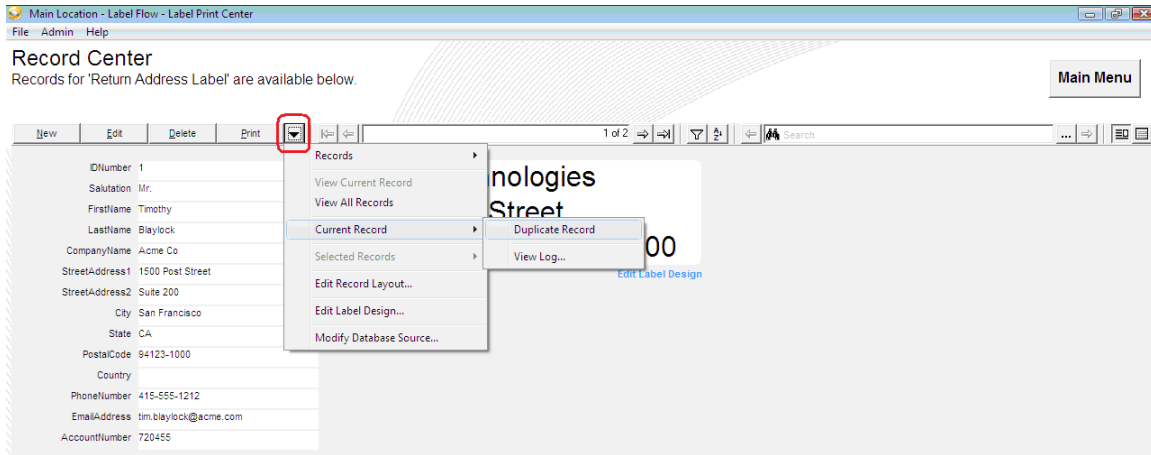
*Logs and Reports* shows activity on all actions that occur in the product: when a record was added, edited or deleted and when label was printed; by whom, at what time and location. Custom logs may be designed. Reports may be printed, exported and emailed.



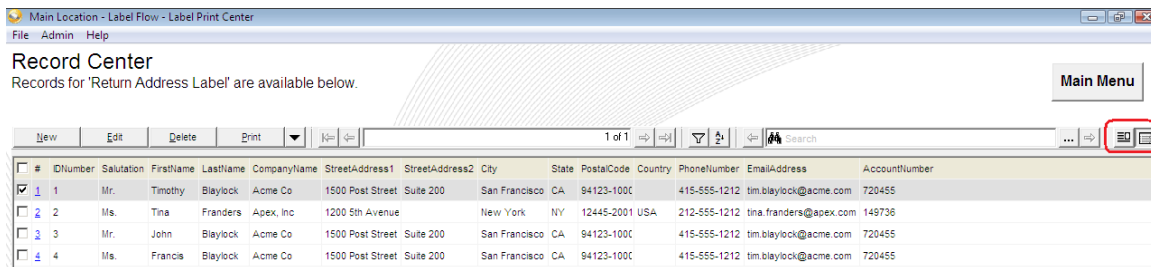
Four fields from a label's record may be configured in the *Logs and Reports* tab on the *Label Group Properties* dialog. The *Workstation Setting* for *Logs and Reports* makes the item available or not.

## Record Center

Record Center is used for the management of records. Records may be added, edited, deleted, printed and duplicated from this screen. The down-arrow button provides additional options.

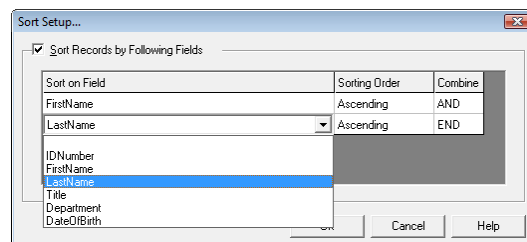
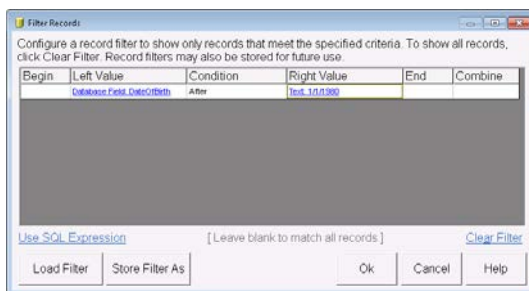


Records may be viewed in single-record or spreadsheet view by selecting the buttons on the right of the toolbar.



Records may be batch printed, deleted and edited by checking the box to the left of the record and selecting the appropriate action. Records may be sorted by clicking on column headers.

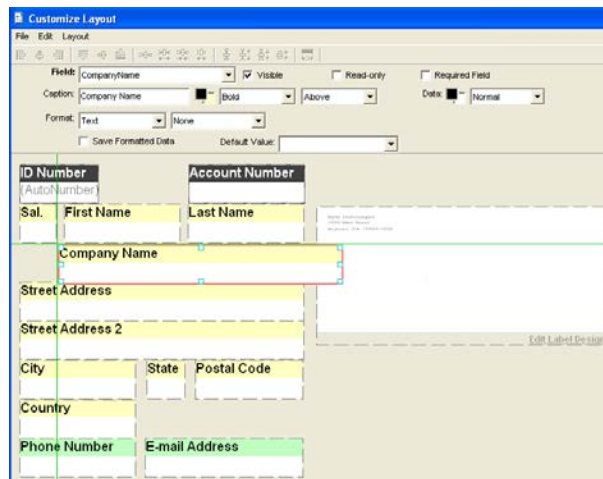
The toolbar contains *filter* and *sort* buttons  . Filters are used to create data subsets. Sorting allows for multiple field sort criteria.





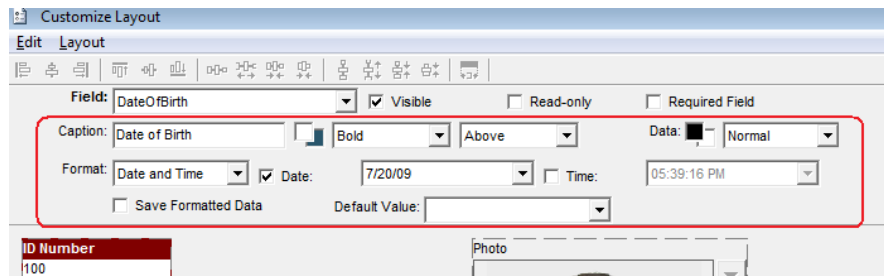
## Configuring the Record Screen

Label Flow has drag-and-drop record screen formatting. Select *Edit Record Layout* from the down-arrow menu on the *Record Screen*: Size and move fields with the mouse. Caption placement, colors and alignment tools are provided on the menu bar.



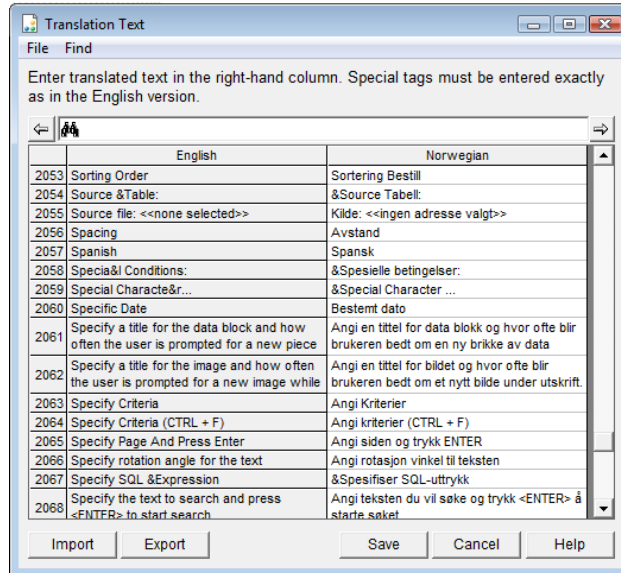
## Advanced Field Formatting

*Label Flow Premier Edition* contains advanced field formatting. Fields may be made *Visible*, *Required* and *Read Only*. They may be given default values. Drop-down lists may be created. Text can be set to Capitalize, UPPER CASE or lower case. Image paths may be created to store variable images to file. Fields can automatically update after a label is printed.



## Configuring Language

Label Flow is available in 10+ languages. Select the language in the *Workstation Settings*. A translation table allows the user to make changes to the translation or to translate into a language not yet provided by Jolly. After changing languages, restart the program.



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