User manual for IKEA suppliers

IKEA Print Application

Summary

Below document describes functionality and prerequisites required to run IKEA Print Application in Cloud.

Using the IKEA Print Application will enable the supplier to print dynamic labelling with a GS1 DataMatrix. The GS1 DataMatrix will be encoded with different application identifiers as needed.

Before using IKEA Print Application in Cloud, read this manual which will help you get up to speed and print labels easily.

Requirements

To use IKEA Print Application in Cloud you need two things:

1. Internet connection
2. Installed NiceLabel Web Client

How to install NiceLabel Web Client is described in next section.
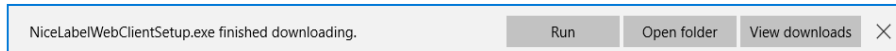
NiceLabel Web Client installation

Follow the steps to install NiceLabel Web Client.

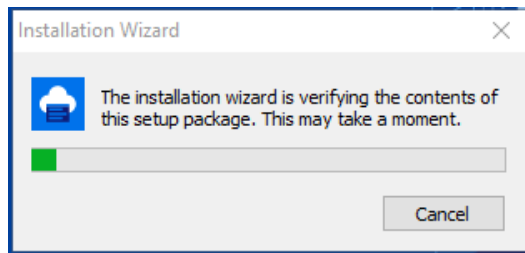These steps are required <u>only once</u> (on each computer) prior running IKEA Print Application in Cloud.

1. Go to

   - https://IKEA.onnicelabel.com (Datacenter in Europe recommended for suppliers located in Europe) or

   - https://IKEA-AP.onnicelabel.com (Datacenter in APAC recommended for suppliers located in Asia-Pacific)
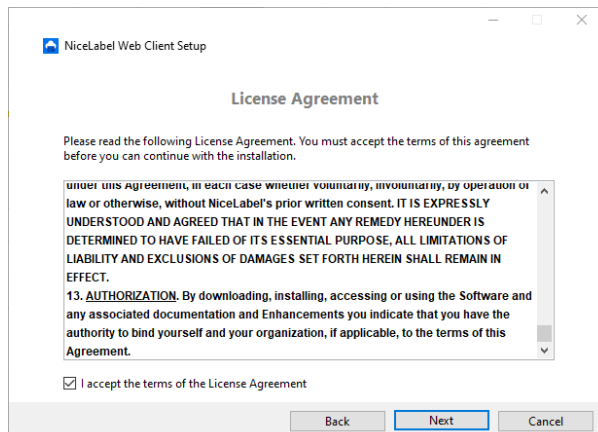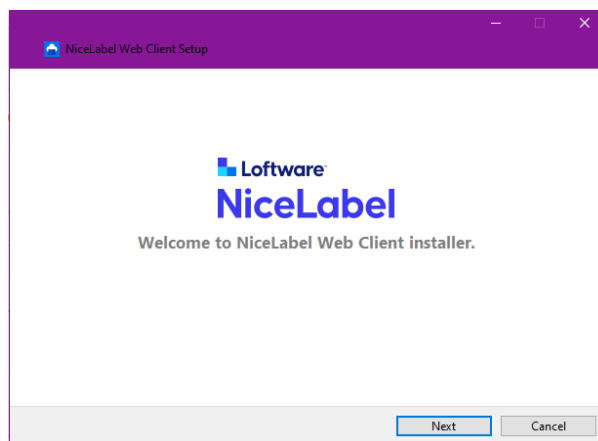
2. The following page will open.
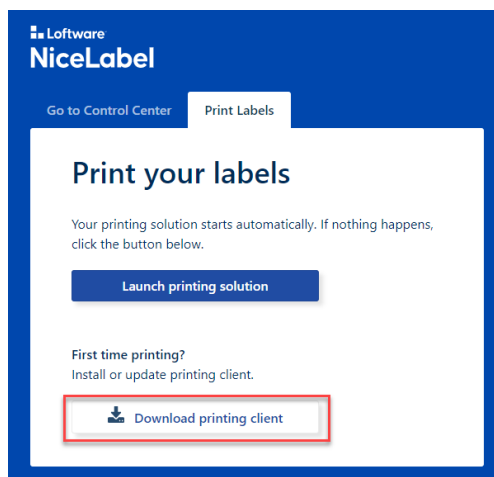
3. Click on "Download printing client" link.

4. NiceLabelWebClientSetup.exe will start downloading.

| NiceLabelWebClientSetup.exe finished downloading. | Run | Open folder | View downloads | ✕ |

5. After download, run installation

Installation Wizard ✕

The installation wizard is verifying the contents of this setup package. This may take a moment.

Cancel

6. Select Language during installation and follow the steps.

Select Setup Language ✕

Select the language to use during the installation:

English ⌄

OK   Cancel

NiceLabel Web Client Setup — ☐ ✕

Loftware
NiceLabel

Welcome to NiceLabel Web Client installer.

Next   Cancel

NiceLabel Web Client Setup — ☐ ✕

License Agreement

Please read the following License Agreement. You must accept the terms of this agreement before you can continue with the installation.

under this Agreement, in each case whether voluntarily, involuntarily, by operation of law or otherwise, without NiceLabel's prior written consent. IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT IN THE EVENT ANY REMEDY HEREUNDER IS DETERMINED TO HAVE FAILED OF ITS ESSENTIAL PURPOSE, ALL LIMITATIONS OF LIABILITY AND EXCLUSIONS OF DAMAGES SET FORTH HEREIN SHALL REMAIN IN EFFECT.
13. AUTHORIZATION. By downloading, installing, accessing or using the Software and any associated documentation and Enhancements you indicate that you have the authority to bind yourself and your organization, if applicable, to the terms of this Agreement.

☑ I accept the terms of the License Agreement

Back   Next   Cancel

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7. Click *Close* to finish installation.
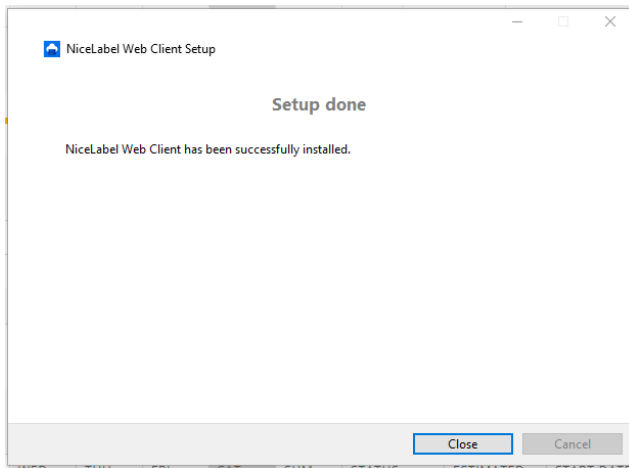
Running NiceLabel Print Application in Cloud

After installation of NiceLabel Web Client go to

- https://IKEA.onnicelabel.com (Datacenter in Europe recommended for suppliers located in Europe) or

- https://IKEA-AP.onnicelabel.com (Datacenter in APAC recommended for suppliers located in Asia-Pacific)

and proceed from step 1.

If the web client has previously been installed (section NiceLabel Web Client installation) open a Web browser and navigate to https://IKEA.onnicelabel.com/print/ (European suppliers) or https://IKEA-AP.onnicelabel.com (APAC suppliers) will automatically open the printing solution and you can proceed from step 2 (log in).

1. Click on "Launch Printing Solution" button.
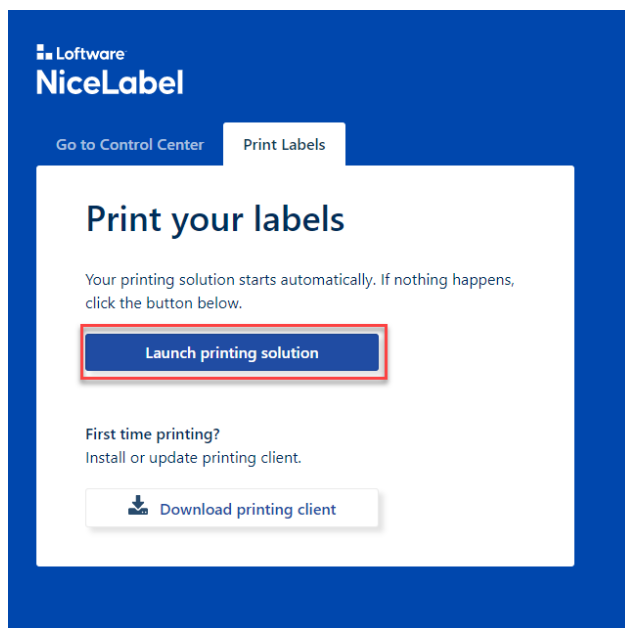
Depending on Internet browser a system pop-up may appear:
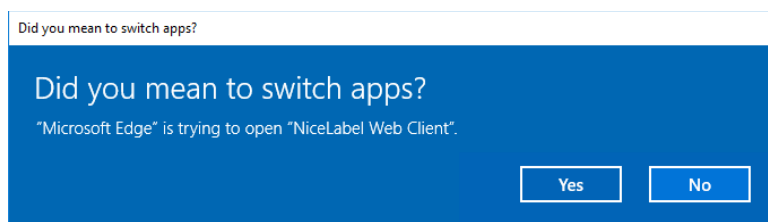
Click "Yes" to continue.

Or
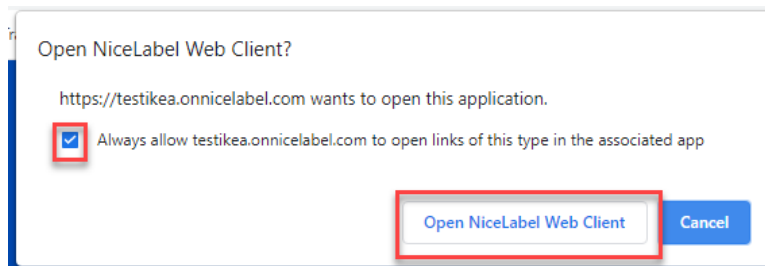
Tick the "Always allow…" box and "Open NiceLabel Web Client".

2. Next the following dialog will be shown. You need to log-in in order to run application.

Select "Sign in with Microsoft".
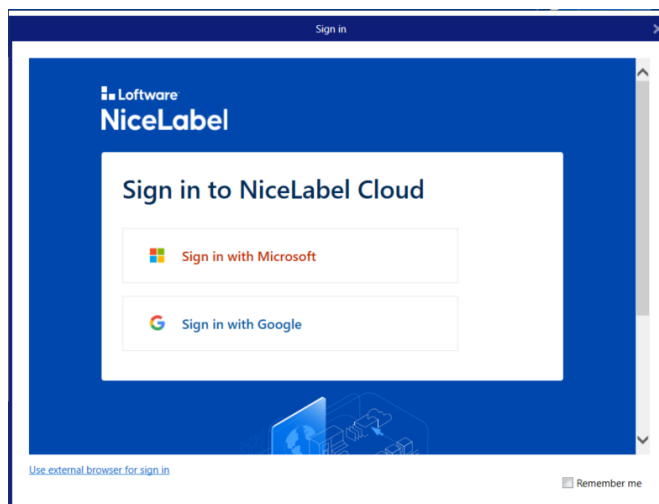
On next screen you will be prompted for username. You will get your username and password from IKEA! It is in format **xxxxxx@ikea.nicelabel.cloud** where xxxxxx represents your supplier name or supplier number.

On next step enter password (also provided by IKEA)!
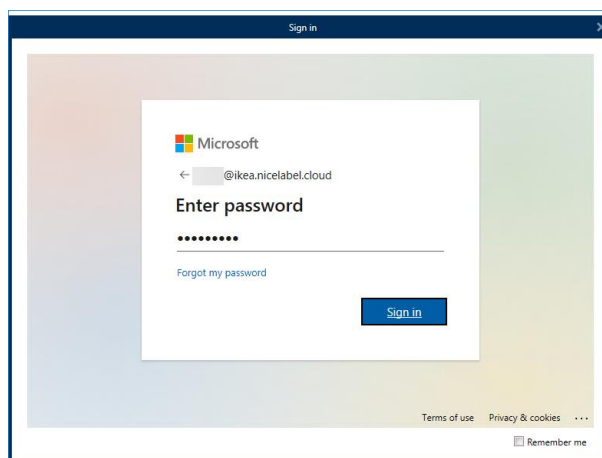
Prior very first login to application you will be asked to change password – only the first time. Change password and remember it. **IKEA will only be able to reset it**!

When you log in IKEA Print Application in Cloud is started.

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Using IKEA Print application

After successful log-in the Main Menu screen is shown.
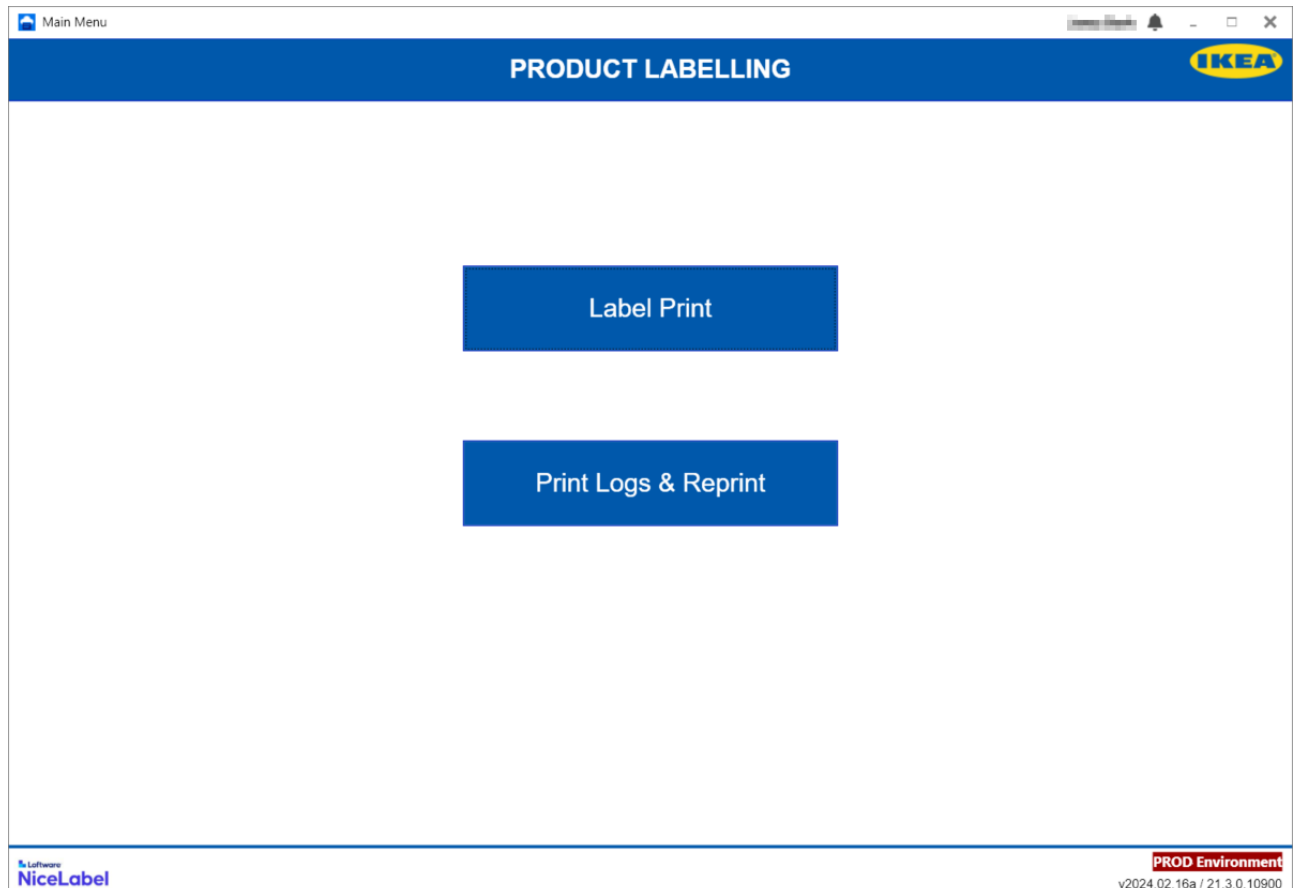
On bottom right corner you can see version of the program.

At the right of the top menu bar there is your username with a bell icon. Clicking your name shows your login details and an option to sign out:

From this Main Menu screen there are two options (see following sections Label Print and Print Logs & Reprint).

Label Print

This section of the application allows users to print selected label(s) after performing a search.

The NiceLabel Print (Label Print section) application contains the following areas, each is explained below:

[1]   **Name of logged in user**. Click in the name gives sign out options:

Note: In case that update is available for NiceLabel Web Printing client, notification will be displayed next to user account name. It's suggested that you have installed always latest available version.

[2]   **"Back" button**. Clicking here, returns user to Main Menu.

[3]   **Name of the logged in supplier**.

[4]   **Item Number**. An Item Number or an Item Name [5] needs to be entered before a Search [8] is run. The "wildcard" asterisk character ('*') is allowed in the number - an asterisk on its own will return all values.

[5]   **Item Name**. An Item Name or an Item Number [4] needs to be entered before a Search [8] is run. The "wildcard" asterisk character ('*') is allowed in the name - an asterisk on its own will return all values.

[6]   **Label Name**. This field may be left empty but can be used to limit a search if details are known. The "wildcard" asterisk character ('*') is allowed in the name.

[7]   **Label Type** selection boxes. Click the required boxes to select required types and states for the search. One box or as many as required can be selected. If no boxes are "ticked" no data will be returned.

[8]   **SIR State** selection boxes. Click the required boxes to select required types and states for the search. One box or as many as required can be selected. If no boxes are "ticked" no data will be returned.

SIR States: 'Review' and 'Rel to Supplier' are for Label preview only. Watermark PREVIEW ONLY will be displayed over the label.

Note: Label SIR state is taken with IKEA PDOC system. You have to change the SIR State in PDOC system first that state will be reflected in IPA.

[9]   **Search.** Once filtering details have been supplied (sections [4]/[5] and [7]) a Search can be performed. Data meeting search criteria is returned in section [10].

Note: "Wildcard" * can be used in search areas [5], [6] & [7] to represent "any character(s)". For example, to search for any item numbers beginning 603, enter "603*" in the Item Number box. To search for any labels with IDA in the name, enter "*IDA*" in the Label Name box.

[10]   **Clear All.** You can adjust details in Item Number etc, or change Label Type / SIR State selections and perform another search. If you prefer clicking "Clear All" will clear all fields and all tick boxes for a fresh search.

[11]   **Data area.** Once a search is performed data should be returned in this table area. The line highlighted is the current selected label and details are displayed in Label Preview area [14] below. To select a different label, click an alternative line.

[12]   **Prefix.** If required a prefix can be added. Values entered in prefix box [11] are added to the prefix area of the label [11].

[13]   **Date Stamp.** (12) This will be the current date but can be changed from the dropdown arrow.

Note: Any date could be selected; Past, Today or Future

For Items where multiple labels have to be printed (CPN>1) you could clear the Production date by using Clear button in Date picker for labels where CPN>1. In label where CPN=1 Production date is mandatory.

[14]   **Suffix.** If required a suffix can be added. Values entered in suffix box [12] are added to the suffix area of the label [13].

[15]   **Data Matrix size.** Selecting the form of Data Matrix

Square.

Prefix:	Date:	Suffix:	Sections:	Preview mode:	Data Matrix Size:
	09.01.2023		Datamatrix alone	Overlay	Square

Label Preview:

Rectangle.

Prefix:	Date:	Suffix:	Sections:	Preview mode:	Data Matrix Size:
	09.01.2023		Datamatrix alone	Overlay	Rectangle

Label Preview:

[16]   **Product information.** If product information sections are enabled on the label then you could select from dropdown menu which section(s) of the label will be printed.

Product information:

Complete label
Complete label
Only static information
Only data matrix and date

Complete label option will print complete label

Prefix:	Date:	Suffix:	Data Matrix:	Product information:	Color dot:	Number:	Preview mode:
	07.09.2023		Square	Complete label	Show colour dot with number	Show number	Overlay

Label Preview:

Only static information will print only static part of the label (**without** Datamatrix and production date)

Only data matrix and date will print just dynamic part of the label

[17]   **Color dot**. For labels with Color dot you could made a selection which part of Color dot to be printed

Show color dot with number is showing circle and colour number

Show color dot is showing the circle and hides the color number

Hide color dot hides the circle and color number

[18]   **Number:** For Items where multiple labels have to be printed (CPN>1) you could hide the package number.

159.58mm X 20.0mm

[19]   **Preview mode.** If sections are enabled on the label [16] then Preview mode is selecting how the Label Preview will be displayed.

Overlay is displaying Label Preview with Overlays over the label part(s) which will *not be* printed

Actual print is showing only the part of the label which will *be* printed

[20]   **Label preview.** Display of label according to selected Item and provided data

[21]   **Zoom.** This button will open and enlarged version of the label for closer inspection. Clicking on the "close" X will return to the normal view.
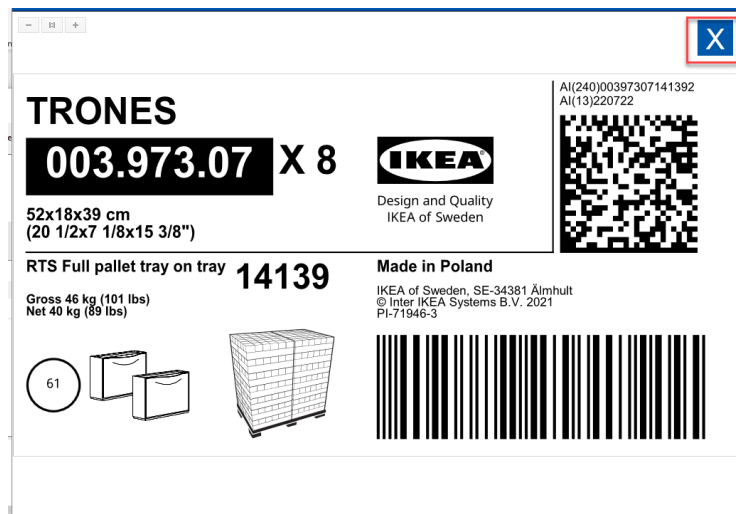
[22]   **Select Printer.** Using the drop-down arrow, a selection can be made from the list of locally installed printers.
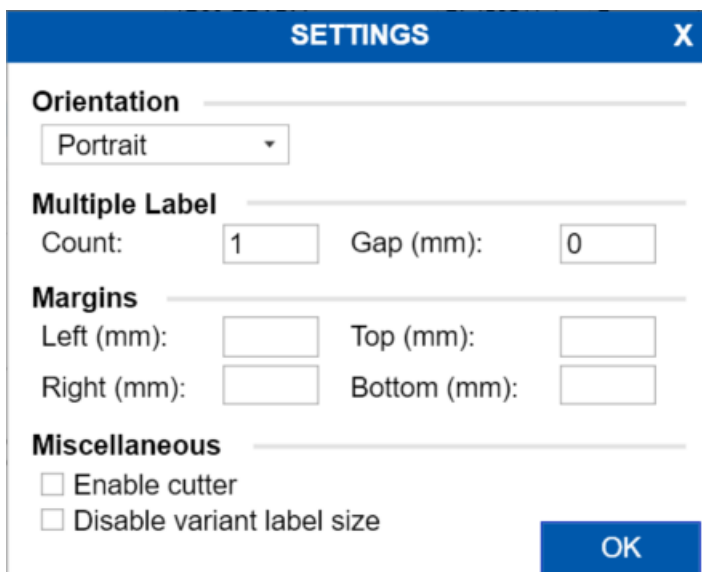
[23]   **Printer Settings.** Open the menu with Printer settings. Please note that only Speed and Darkness values will be taken form printer driver settings. Other parameters are set on the label and cannot be changed.

Note: Changing printer settings might override or disturb settings done in IKEA Print Application. Please verify the result carefully to ensure a correct result.

[24]   **Print Quantity**. If more than one copy of the label is required, this number can be changed before printing.

[25]   **Unlimited.** Enabling this option will send unlimited number of labels to the printer. Usually used for marking printers (label store and recall).

[26]   **Label Settings.** Opens the menu for Print settings:

Orientation. Select the *Portrait* or *Landscape* print

Multiple label. With *Count* value specify how many labels will be printed simultaneously. Count = 4 will print 4 labels one next to another in selected orientation. *Gap* in millimeters is specifying the space between the labels.

Margins. In millimeters specify the border(s) from the edge of the printing material.

Enable cutter: This option will enable cutter mode: *Cut after every label*

Disable variant label size: This option will disable dynamic label size. Use it for marking printers for printing proper size of the label.

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[27]   **Report a problem.** Click on link will open support portal NowIT where you could report a problem with IPA application.

[28]   **Show label size.** Enabling this option will show the actual label size to be printed in millimeters.

Note: Enabling Show label size will slightly decrease the performance of label preview while changing Article selection in Data area [10].

[29]   **Print.** This prints the selected label.

Note: Print button is unavailable if label SIR States is 'Review' or 'Rel to Supplier'

[30]   **Information section.** Details of the computer name running application, logged in user, application version and Production environment (PROD = EU datacenter, PROD-AP = APAC datacenter) are shown here.

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Print Logs & Reprint

Here you can see which labels were printed for each article. On top grid each print job is listed. And within selection of print job in below grid details for that print job are shown.

For example, if you printed 5 labels for some article in top grid, detailed info for each of those 5 labels is displayed below. So, you can select label you would like to reprint from bottom grid and click "Reprint".

Prior that you can select which printer to print on and number of labels.
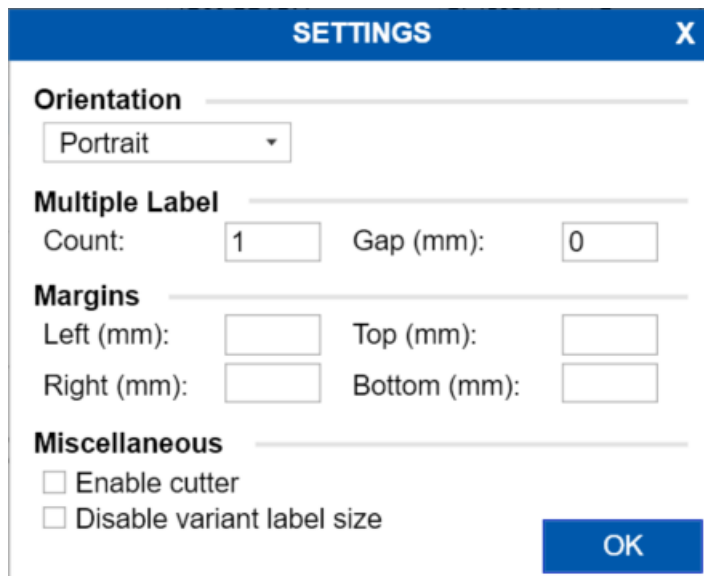
The NiceLabel Print (Print Logs & Reprint section) application contains the following areas, each is explained below:

[1]   **Name of logged in user**. Click in the name gives sign out options:

[2]   **"Back" button**. Clicking here, returns user to Main Menu.

[3]   **Name of the supplier logged in**.

[4]   **Date To and Date From**. Before searching for old prints the range of dates can be adjusted using a drop-down date selector on the Date To and Date From boxes.

[5] [6] **Item Number and Item Name**. To limit the search further filters can be added to these boxes. Like the Print Label section, the "wildcard" asterisk character ('*') is can be used to represent any character(s). eg "SAMLA*" in the Item Name filter box will limit search to names beginning "SAMLA".

[7]   **Search**. This performs a search based on the date range in boxes [4] and the filters [5] & [6]. Any past labels than have been printed, meeting these criteria are listed in the table [9].

[8]   **Clear All**. Clicking "Clear All" will clear Item Number [5] and Item Name [6] filter fields

.

[9]   **Table of historic labels**. The highlighted line is the label chosen to reprint. Click on an alternative line in the table to select a different label.

[10]   **Select Printer.** Using the drop-down arrow, a selection can be made from the list of locally installed printers.

[11]   **Print Quantity**. If more than one copy of the label is required, this number can be changed before printing.

[12]   **Printer Settings.** Open the menu with Printer settings. Please note that only Speed and Darkness values will be taken form printer driver settings. Other parameters are set on the label and cannot be changed.

Note: Changing printer settings might override or disturb settings done in IKEA Print Application.

Please verify the result carefully to ensure a correct result.

[13]   **Label Settings.** Opens the menu for Print settings:

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Orientation. Select the *Portrait* or *Landscape* print

Multiple label. With *Count* value specify how many labels will be printed simultaneously. Count = 4 will print 4 labels one next to another in selected orientation. *Gap* in millimeters is specifying the space between the labels.

Margins. In millimeters specify the border(s) from the edge of the printing material.

Enable cutter: This option will enable cutter mode: *Cut after every label*

Disable variant label size: This option will disable dynamic label size. Use it for marking printers for printing proper size of the label.

[14]   **Show label size.** Enabling this option will show the actual label size to be printed in millimetres.

Note: Enabling Show label size will slightly decrease the performance for previewing the label during selection of Article in Data area [10].

[15]   **Print.** This prints the selected label.

Merged Labels

Merged labels functionality enables supplier to print Identification label with additional LCI information as merged label.

If Merged label functionality is enabled for supplier, additional button Label mapping is available in IPA print application. Click on Label mapping opens pop-up window where mapping could be performed for selected Item/Identification label.

Note: there are two types of users available in Merged label feature:

- Administrator: able to perform Label mappings
- Operator: able to print already mapped Merged labels

Label mapping

[1]   **"New" button**. Create new mapping

[2]   **"Edit" button**. Edit/modify existing mapping

[3]   **"Delete" button**. Delete existing mapping

[4]   **"Refresh" button**. Refreshes the list of Existing mappings

[5]   **Mapping Name**. Name of the mapping. Name will be used later during the printing.

Note: use short and meaningful name since it will be used during manual print in IPA print application and in automated print in Hybrid model

[6]   **Show border** selection box. Adds border around every image in mapping

[7]   **Show date stamp** selection box. Adds LCI (packaging) date on merged label in bottom right corner.

[8]   **Rotation** selection for LCI date. Date will be displayed in bottom right corner: Horizontally or Vertically.

[9]   **Format** of LCI date. Select desired format from dropdown menu. Also custom format is possible (like dd MM yyyy).

[10]   **Save** the current configuration/changes.

[11]   **Cancel** the current configuration/changes.

[12]   **Existing mappings.** Table with existing label mappings. You could change existing mapping by selecting the mapping and click Edit (2) or delete it by selecting the line and click Delete (3)

[13]   **Label mapping areas**. There are 12 areas available to prepare mapping for merged label, 4 lines and 3 columns. You could use any of those areas to properly position the LCI images next to Identification label and prepare the desired merged label. Selected images will be positioned automatically one next to another.

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Area 1	Area 2	Area 3
Area 4	Area 5	Area 6
Area 7	Area 8	Area 9
Area 10	Area 11	Area 12

Note: it is suggested that Identification label is selected in Area 1 and LCI images are added below or around that label (according to its size).

There is also possibility to prepare Label mapping ONLY with LCI images. To enable that uncheck Label in any Area.

[14]   **Label**. Select the checkbox in Area where you would like to put Identification label

[15]   **Select image** opens the window where you could **Select existing** LCI graphic or **Upload**/add new one.

Select graphics

In this tab select existing graphic from **Supplier folder (1).** In case that subfolder is created during Upload graphic then Subfolder could be selected from dropdown menu.
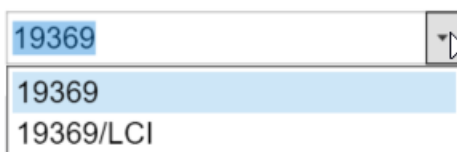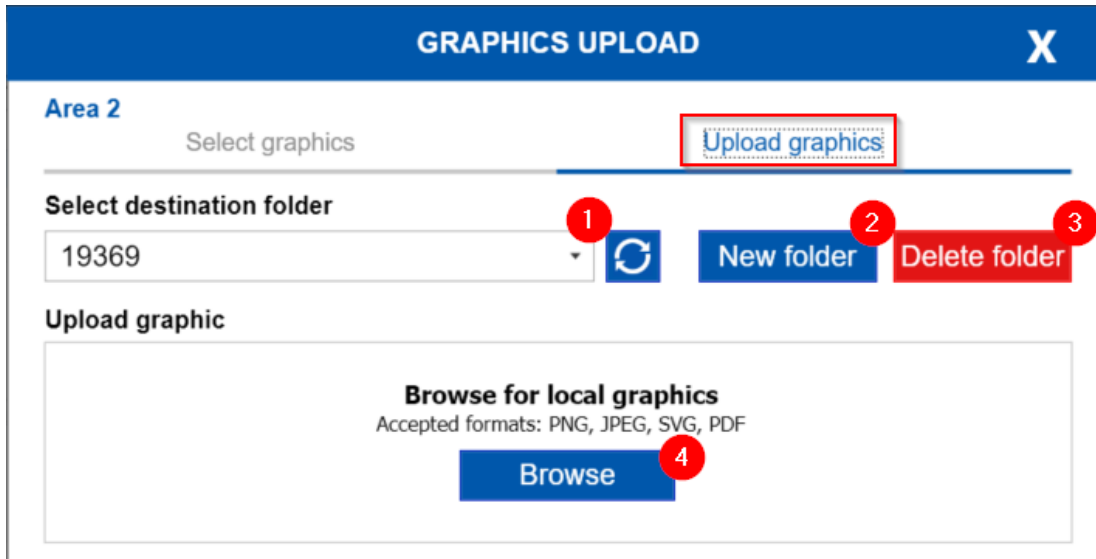

Table 2 are displaying all available graphics in selected folder. Upon selection the **preview of the graphic is displayed (3)**. Button Select (5) will select the graphic for selected Area and close the window. Button Delete graphic will delete the selected graphic.

Upload graphics

This tab allows upload new graphic from local computer to the **supplier folder in the Cloud (1)**. Images in the Cloud could be organized in subfolders. Click **New folder (2)** to create New one of **Delete folder (3)** to delete it.

To add new image click **Browse (2)** and then select the graphic from local folder. Note that only following formats are available for upload: PNG, JPEG, SVF, PDF.
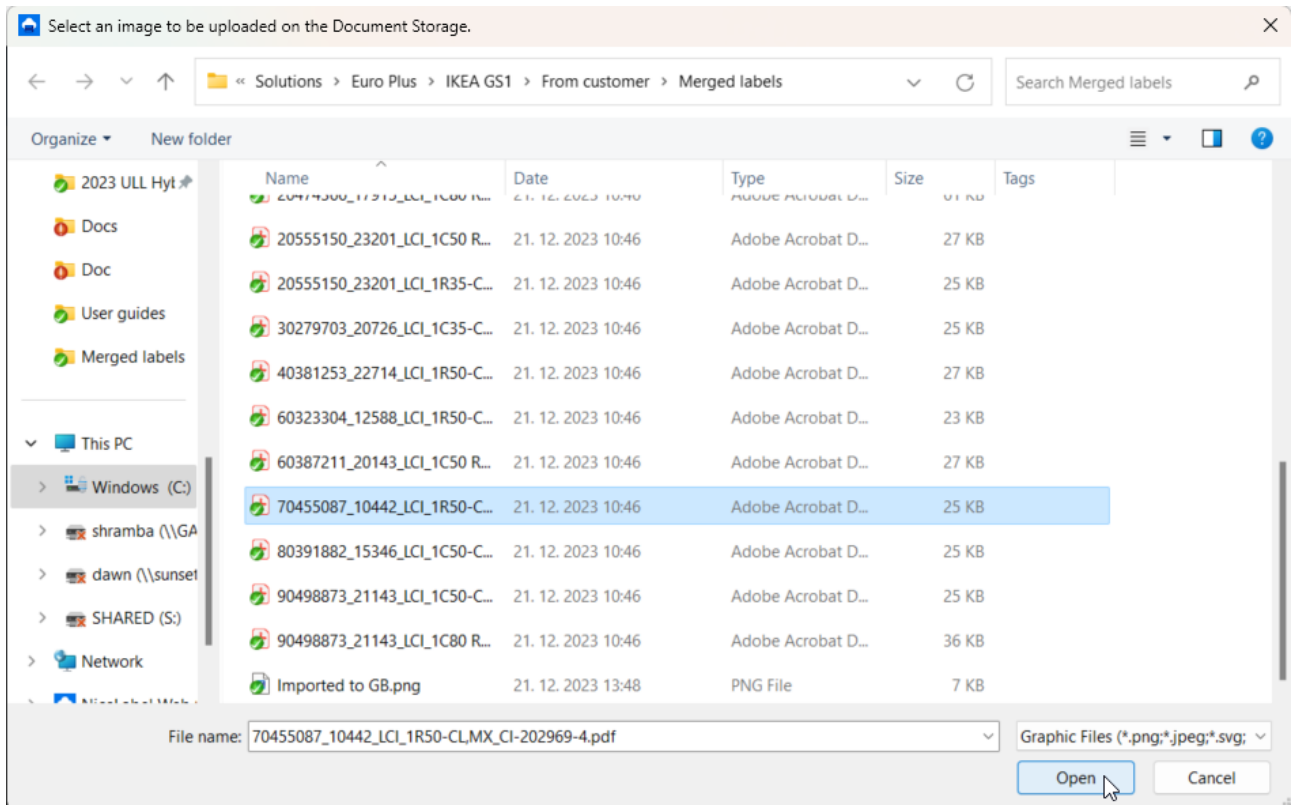
Note: LCI images should be downloaded from IKEA PDOC system to local computer first. In case that images need adjustment, it should be done before the uploading to Cloud. Please note to use images with size up to 3 MB.

[16]   **Delete** selection for that Area

[17]   **Preview merged label** opens pop-up with preview of merged label and its size.

[18]   **Close** closes the Label mapping window and returns to Label printing screen

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Label Printing

If Merged label functionality is enabled for supplier and Label mapping was performed for selected Item/Identification label additional dropdowns are available in IPA print application.

[1]   **Label variant** drop-down opens list of existing label mappings. Original label means Identification label without LCI images. Mapping: *Name* represents the mapping of Identification label and LCI image(s)


[2]   **LCI Date**. If during Label mapping Show date stamp was selected (7) then LCI/Packaging date have to be selected before printing

[3]   **Zoom**. This button will open and enlarge selected version of the label for closer inspection. If Mapped label is selected in Label variant then Merged label will be displayed. Clicking on the "close" X will return to the normal view.

For explanation of other fields and buttons please see section Label Print

Troubleshooting

In case you get the following message
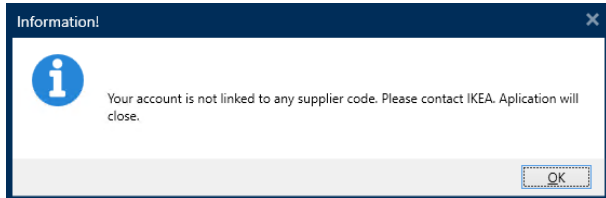
This means that your account is not assigned to any supplier code. Therefore, you cannot print so application will close. For details, please contact ikea.printing.application@inter.ikea.com