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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

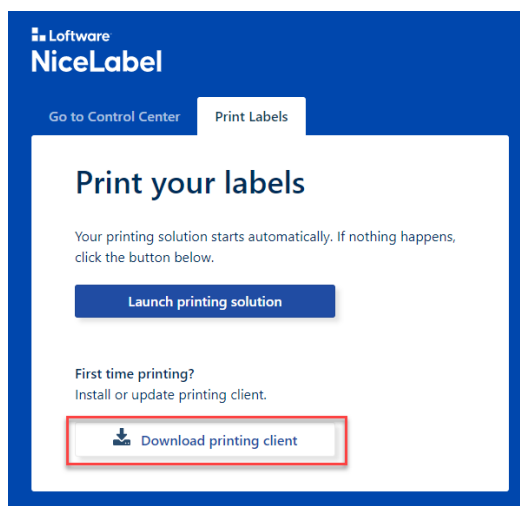
How to install NiceLabel Web Client is described in next section.

NiceLabel Web Client installation

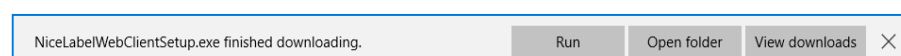
Follow the steps to install NiceLabel Web Client.

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

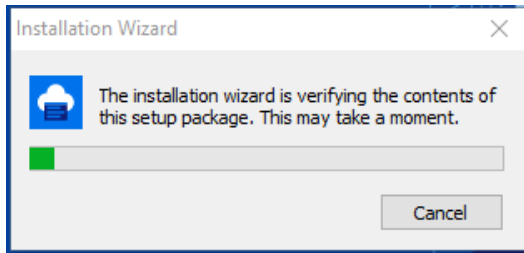
1. Go to <https://IKEA.onnicelabel.com>
2. The following page will open.



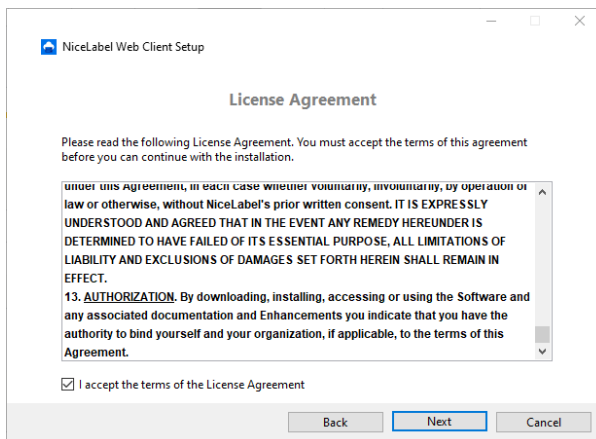
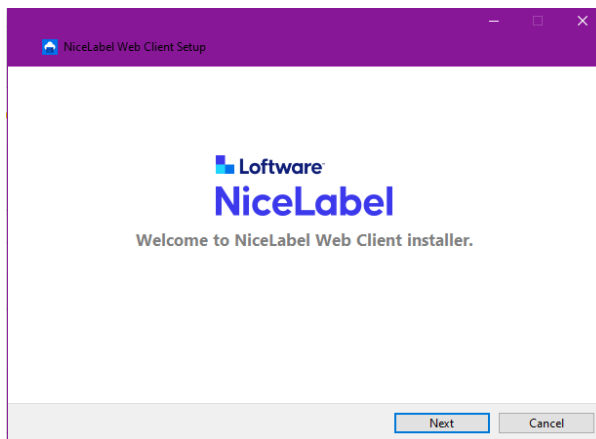
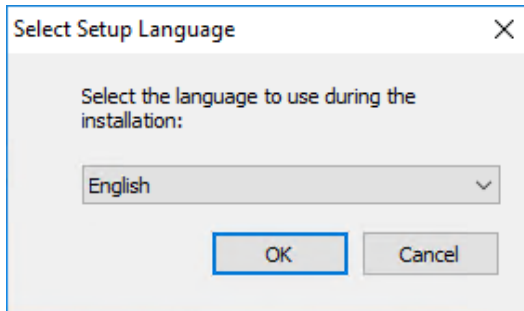
3. Click on "Download printing client" link.
4. NiceLabelWebClientSetup.exe will start downloading.

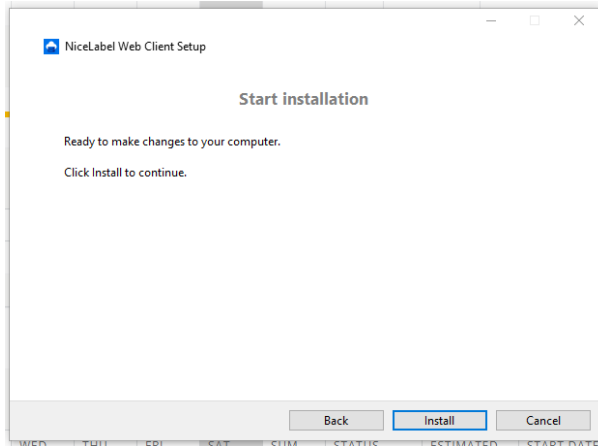


5. After download, run installation

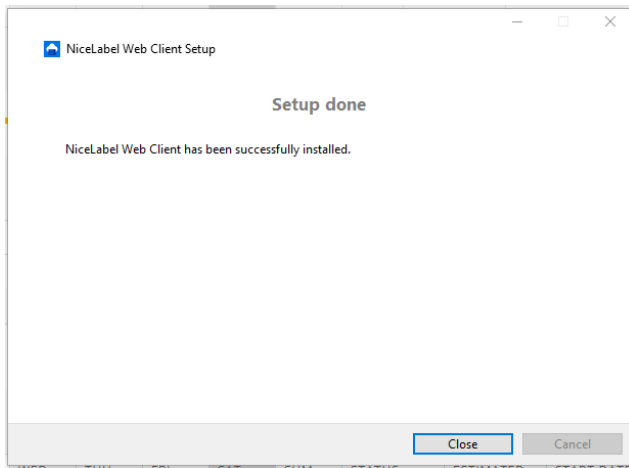


6. Select Language during installation and follow the steps.





7. Click *Close* to finish installation.

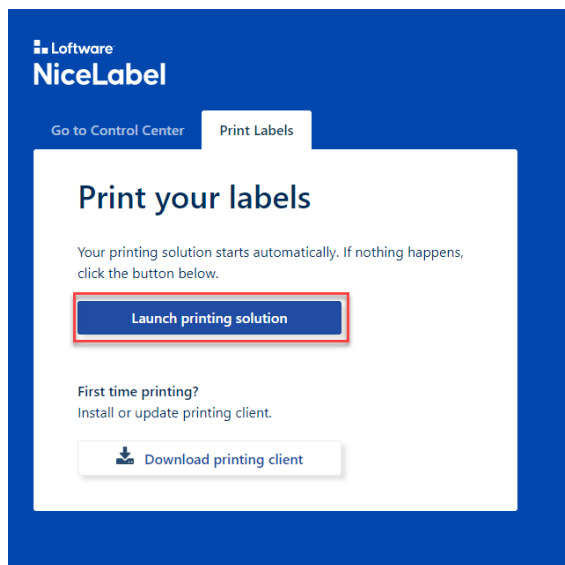


Running NiceLabel Print Application in Cloud

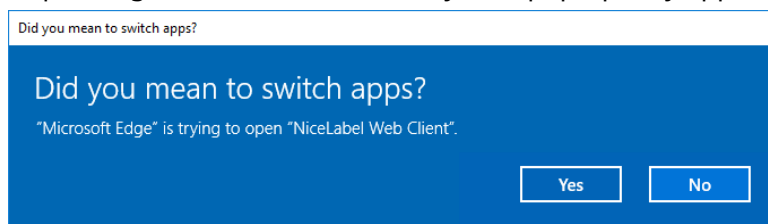
After installation of NiceLabel Web Client go back to <https://IKEA.onnicelabel.com> and proceed from step 1.

If the web client has previously been installed (section 3) opening a browser to (<https://IKEA.onnicelabel.com/print/>) will automatically open the printing solution and you can proceed from step 2 (log in).

1. Click on "Launch Printing Solution" button.

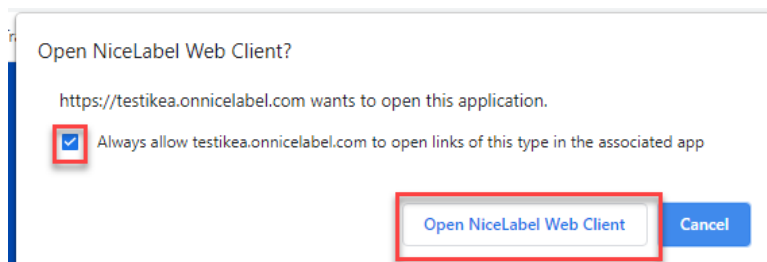


Depending on Internet browser a system pop-up may appear:



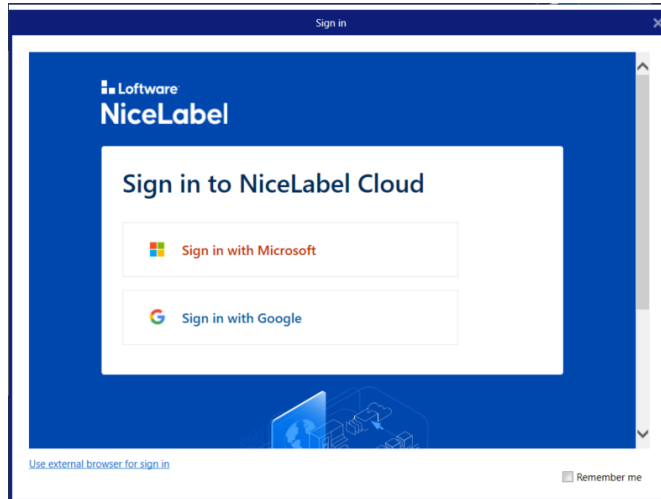
Click "Yes" to continue.

Or



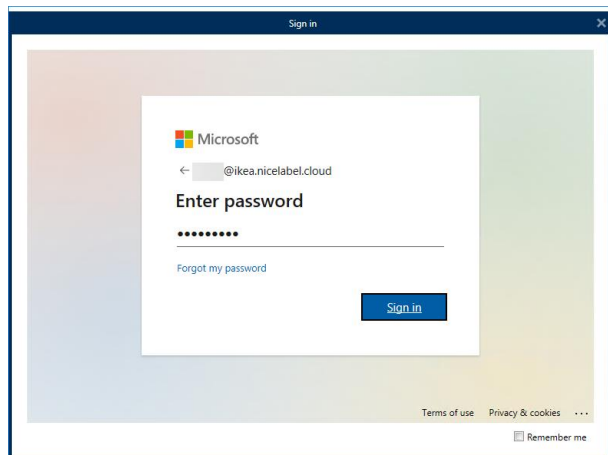
Tick the "Always allow..." box and "Open NiceLabel Web Client".

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 name or ID.

On next step enter password (also provided by IKEA)!

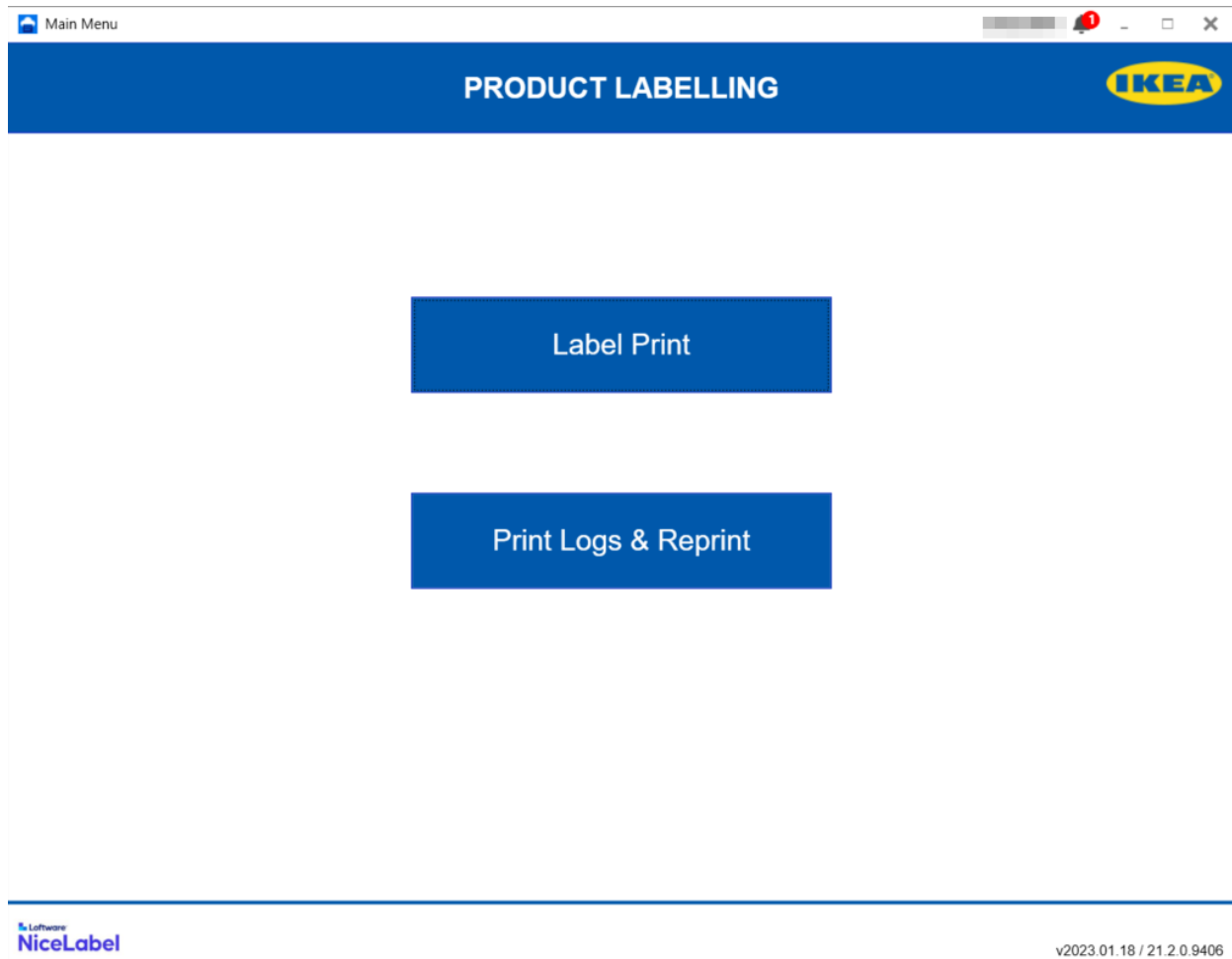


Prior very first login to application you will be asked to change password – only the first time. Change password and remember it. **IKEA will only be able to reset it!**

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

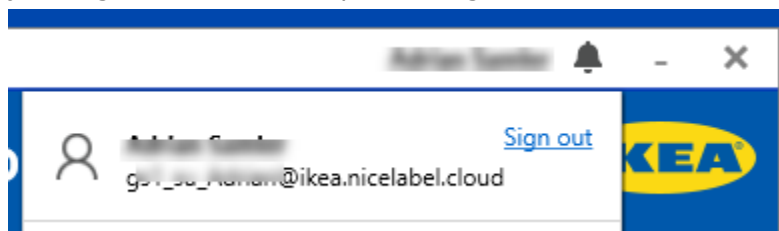
Using IKEA Print application

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, Print Logs and Info).

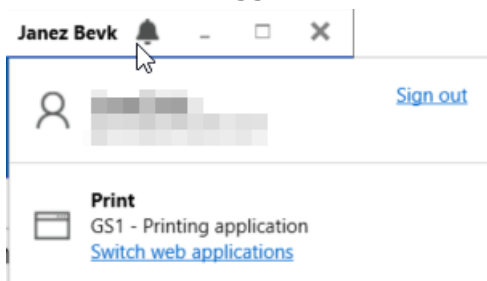
Label Print

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:

The screenshot shows the 'Label Print' application interface. At the top, there is a blue header with a 'Back' button (2) and the 'LABEL PRINT' title. The main area contains search filters: Supplier (3), Item Name (5), Label Type (checkboxes for CP, MP, PI), and SIR State (checkboxes for Implemented, Accepted). There are 'Search' (8) and 'Clear All' (9) buttons. Below the filters is a table with columns: CPN, Supplier No., Item No., Item Name, Label Name, Doc. Name, Application method, and S. A table row is highlighted in red (10). Below the table are fields for Prefix (11), Date (12), Suffix (13), Sections (14), Preview mode (15), and Data Matrix Size (16). A 'Label Preview' section (17) shows a sample label with a barcode, QR code, and product information. At the bottom, there are fields for 'Select Printer' (19), 'Print Quantity' (21), and a 'Print' button (23). The footer shows 'Computer Name' and 'User Name' (24) and a version number.

[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 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 & 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.

[8] **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.

[9] **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.

[10] **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.

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

[12] **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

Prefix: Date Stamp: 22.07.2022

22 July 2022

July 2022						
Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Clear

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

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

Sections:

Complete label

- Complete label
- Datamatrix alone
- Date (YYWW)
- Label Static content only

[15] **Preview mode.** If sections are enabled on the label [14] 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

Prefix: Date: Suffix: Sections: Preview mode: Data Matrix Size:

Label Preview:



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

Prefix: Date: Suffix: Sections: Preview mode: Data Matrix Size:

Label Preview:



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

Square.

Prefix: Date: Suffix: Sections: Preview mode: Data Matrix Size:

Label Preview:



Rectangle.

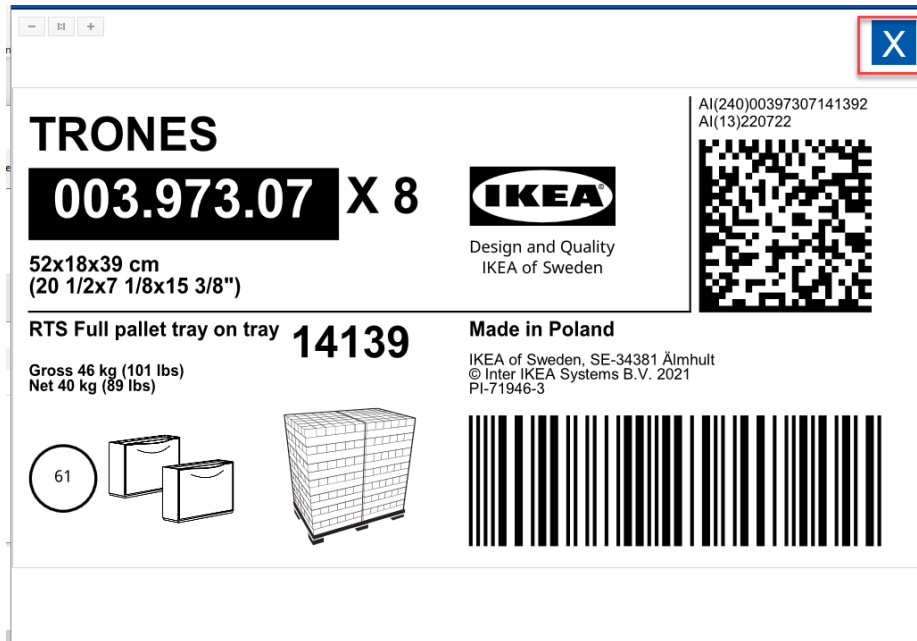
Prefix: Date: Suffix: Sections: Preview mode: Data Matrix Size:

Label Preview:

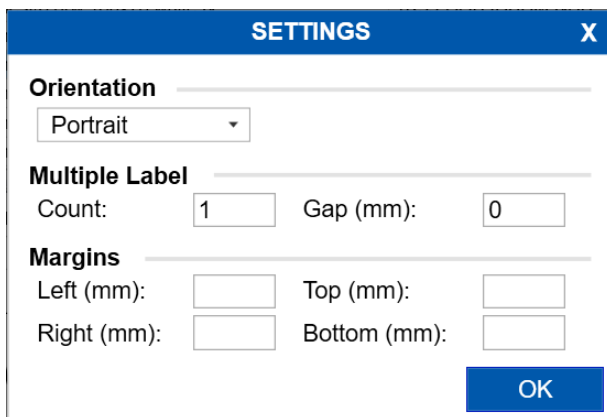


[17] **Label preview.** Display of label according to selected Item and provided data

[18] **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.



- [19] **Select Printer.** Using the drop-down arrow, a selection can be made from the list of locally installed printers.
- [20] **Print Quantity.** If more than one copy of the label is required, this number can be changed before printing.
- [21] **Printer Settings.** Open the menu with Printer settings
- [22] **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 millimetres is specifying the space between the labels.
- Margins.** In millimetres specify the border(s) from the edge of the printing material.
- [23] **Print.** This prints the selected label.
- [24] **Information section.** Details of the current computer, the logged in user and the application version are shown here.

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".

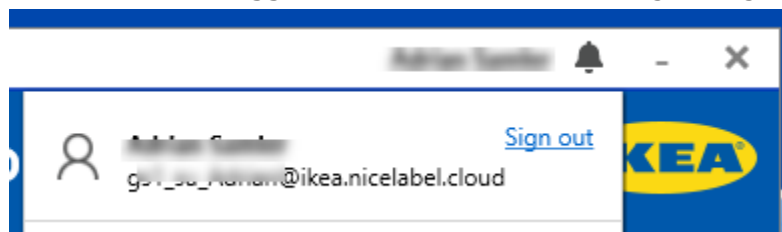
Prior that you can select which printer to print on and number of labels.

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

The screenshot shows the 'Print Logs & Reprint' application interface. It features a blue header with the IKEA logo and a 'Back' button. Below the header, there are search filters for Supplier, Item Number, Item Name, Date From, and Date To. A table displays a list of printed items with columns for Item No., Item Name, Label Type, Doc. Name, Label Name, and Application Method. At the bottom, there is a 'Select Printer' dropdown, a 'Print Quantity' input field, and a 'Reprint' button. The footer shows the user's computer name, user name, and version information.

Item No.	Item Name	Label Type	Doc. Name	Label Name	Application Method
70102972	SAMLA box 28x19x14 cm/5 l transparent	MP	PI-178807-2	L10555-MIADM	Adhesive or Printer
70102972	SAMLA box 28x19x14 cm/5 l transparent	MP	PI-178807-2	L10555-MIADM	Adhesive or Printer
00397307	TRONES shoe cb/stor 52x18x39 white 2-p	MP	PI-71946-3	L10555-MIADM	Adhesive or Printer
00397307	TRONES shoe cb/stor 52x18x39 white 2-p	MP	PI-71946-3	L10555-MIADM	Adhesive or Printer

[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 “SAML*” in the Item Name filter box will limit search to names beginning “SAML”.

[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.

Note: Settings icon next to Printer opens printer settings

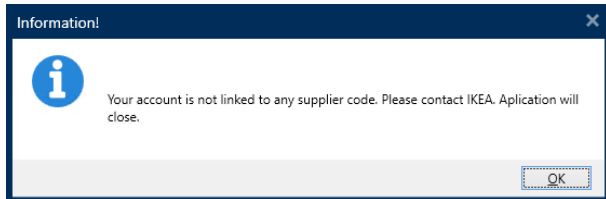
[11] **Print Quantity.** If more than one copy of the label is required, this number can be changed before printing.

[12] **Reprint.** This prints the selected label. In this example, item 70109272.

[13] **Information section.** Details of the current computer, the logged in user and the application version are shown here.

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