



CardExchange® PriceTag Help

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1 Welcome



Thank you for using CardExchange® PriceTag for producing your food labels!

CardExchange® PriceTag offers a multiple template interface that allows you to produce food labels in just a couple of clicks. The entire main interface is designed to enhance ease-of-use and improved intuitiveness.

CardExchange® PriceTag is food label solution offering, that comes with an internal database which enables better protection and management of your stored data.

It's not just about software, it's about the experience!

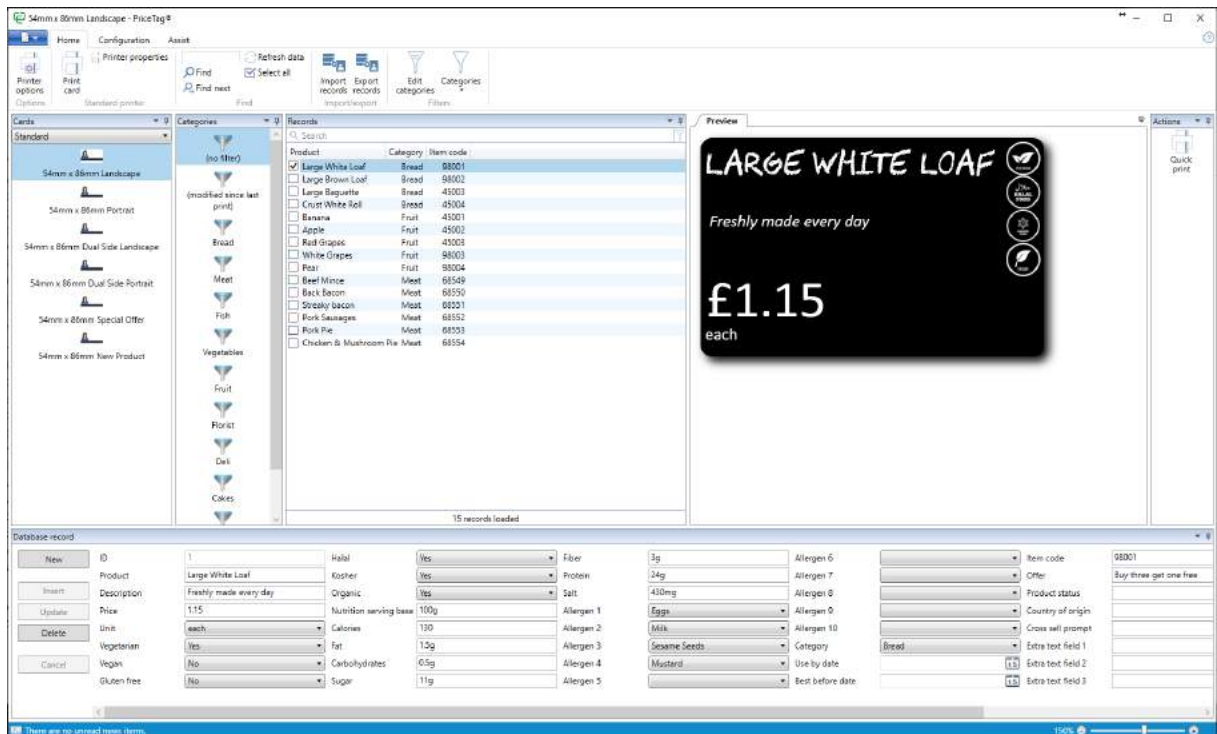
2 FAQ

This page contains a selection of our most common and frequently asked questions...

- [How can I activate a CardExchange® PriceTag license?](#)
- [How can I move my CardExchange® PriceTag installation to another computer?](#)
- [How can I create a new card with the user-guided wizard?](#)
- [How can I create a new card without the user-guided wizard?](#)
- [How can I connect to an Excel database?](#)
- [How can I show a variable image on the card layout?](#)
- [How can I print multiple records on a single card?](#)
- [How can I protect CardExchange® PriceTag with user names and passwords?](#)
- [Using GDI+ printing technology when printing results are poor.](#)

3 Getting Started

In this help file we will cover the installation and setup, as well as explain all available functionality of CardExchange® PriceTag.



3.1 Requirements

Before you start installing CardExchange® PriceTag on your system, please make sure to take notice of the requirements as mentioned below to ensure a successful installation, activation, and registration of CardExchange® PriceTag on your system:

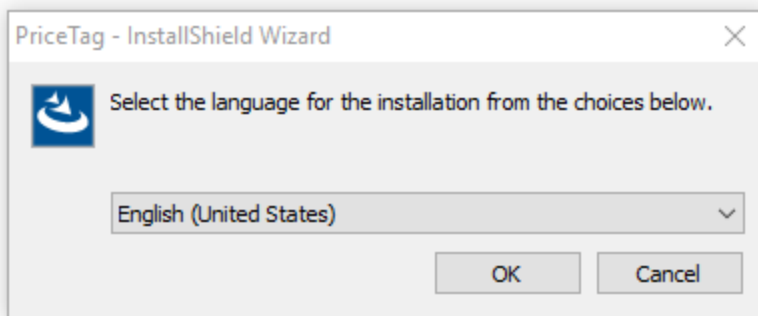
- You can install CardExchange® PriceTag on Windows 7, Windows 8, Windows 8.1, and Windows 10,
- You should have the Microsoft .net framework version 4.8 or higher installed,
- We support 32 and 64 bits operating systems,
- We advise to use Intel i3 or higher processors, but at a minimum it should be a dual core processor,
- When using 32 bits OS we advise a minimum of 2048 MB internal memory but we advise 4096 MB, especially when using 64 bit OS,
- We need 400 MB of Hard disk space,
- and an internet connection to activate and register your license.

3.2 Installation

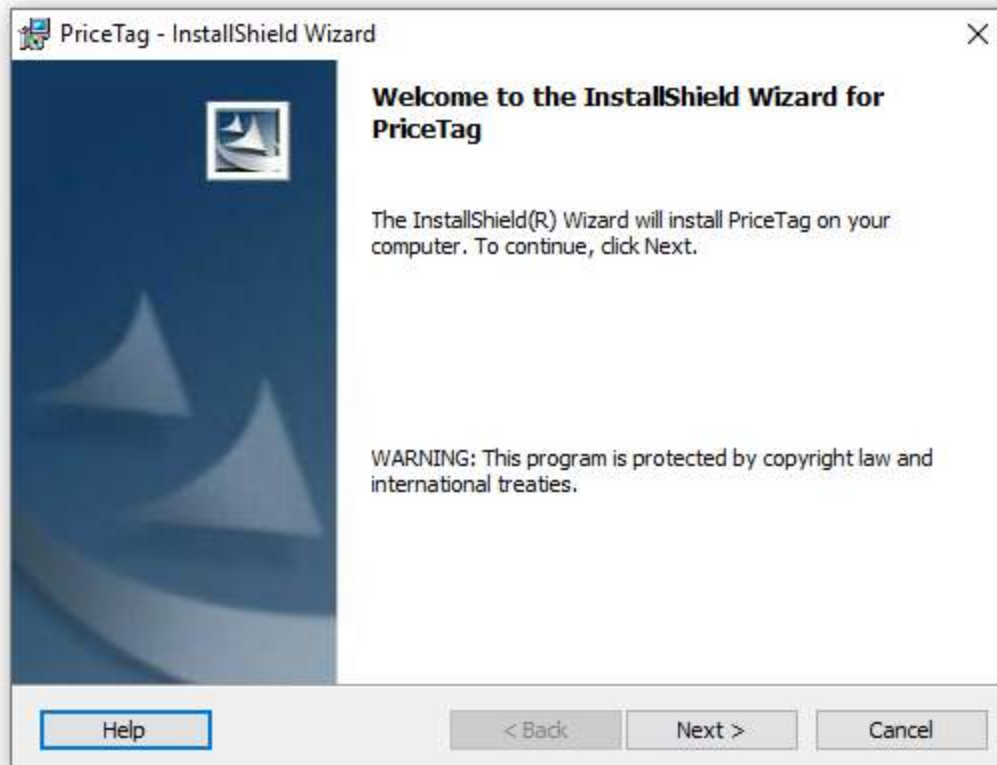
CardExchange® PriceTag uses a standard InstallShield Wizard, during the installation the installer will start checking the system requirements. The important thing that will be checked by the installer is that the .NET Framework 4.6 is installed. When not available, the installer will automatically start downloading this. If there is no internet connection available, it will automatically install it from DVD. If you are using the downloaded trial version and during the installation no internet connection is available, the installer will stop the installation process and you will be required to install the application manually.

The .NET Framework is normally available on the computer system, so we will not go deeper into this.

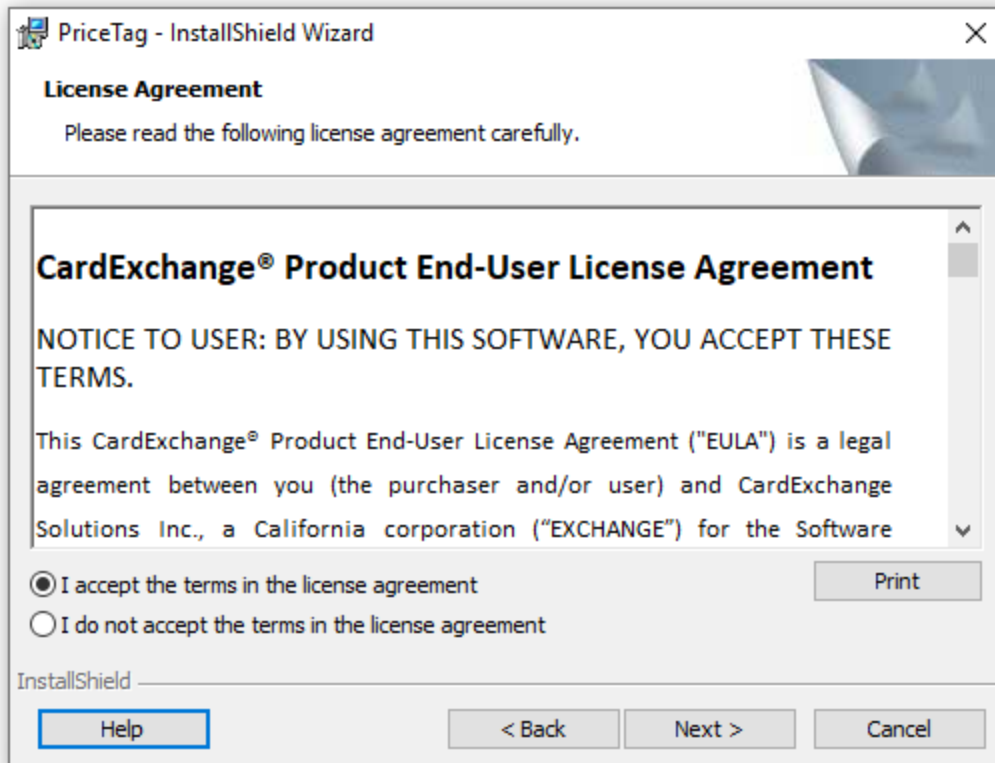
When you first run the installation wizard, you will be prompted to choose your language:



The CardExchange® PriceTag installation wizard then starts with the welcome page, now click Next to proceed:



In this wizard page, the License Agreement is presented. You can click on the Print button to print out the complete text of the agreement. If you agree to the terms, please select the "I accept the terms in the license agreement" option and proceed with Next. If you do not agree, please select the "I do not accept the terms in the license agreement" and click on Finish. The installation will be canceled:



In the Customer Information page you can provide specific information like the user name and the organization. More important is to determine who is allowed to use this application. Here you can select the option "Anyone who uses this computer (all users)" which is default and we advise to use for standard installations. Especially important when multiple users have access and accounts on the target computer. Select "Only for me (user name)" if you want to make sure only this user has access to the application. Click Next to proceed:

PriceTag - InstallShield Wizard

Customer Information

Please enter your information.

User Name:
DCWADMIN

Organization:

Install this application for:

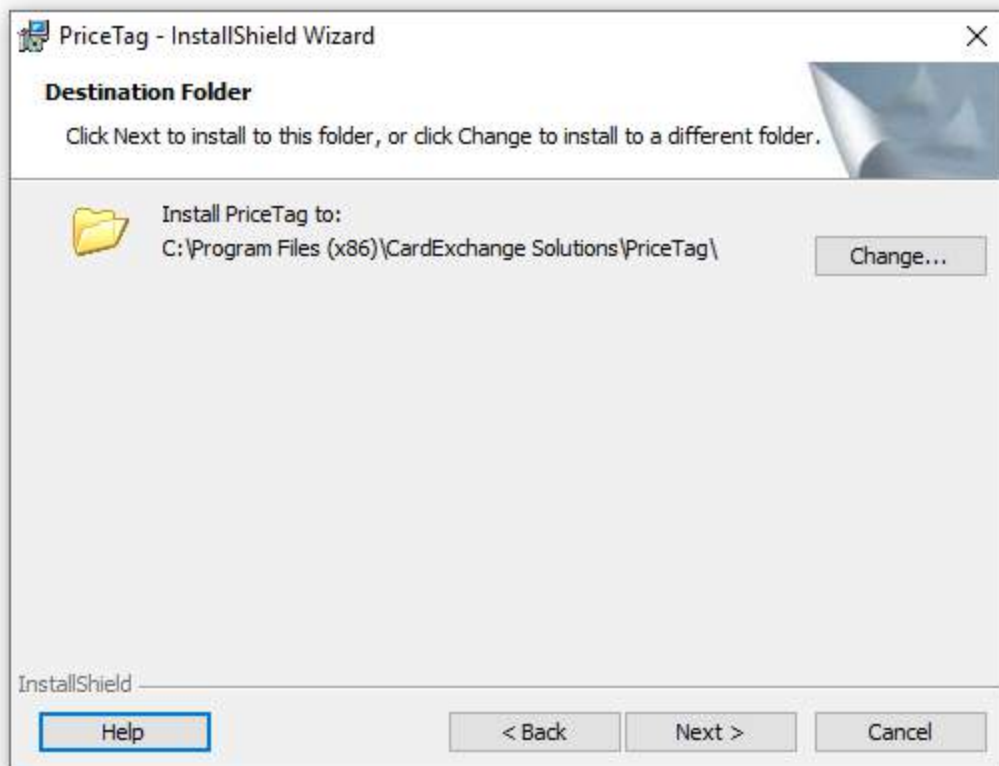
Anyone who uses this computer (all users)

Only for me (DCWADMIN)

InstallShield

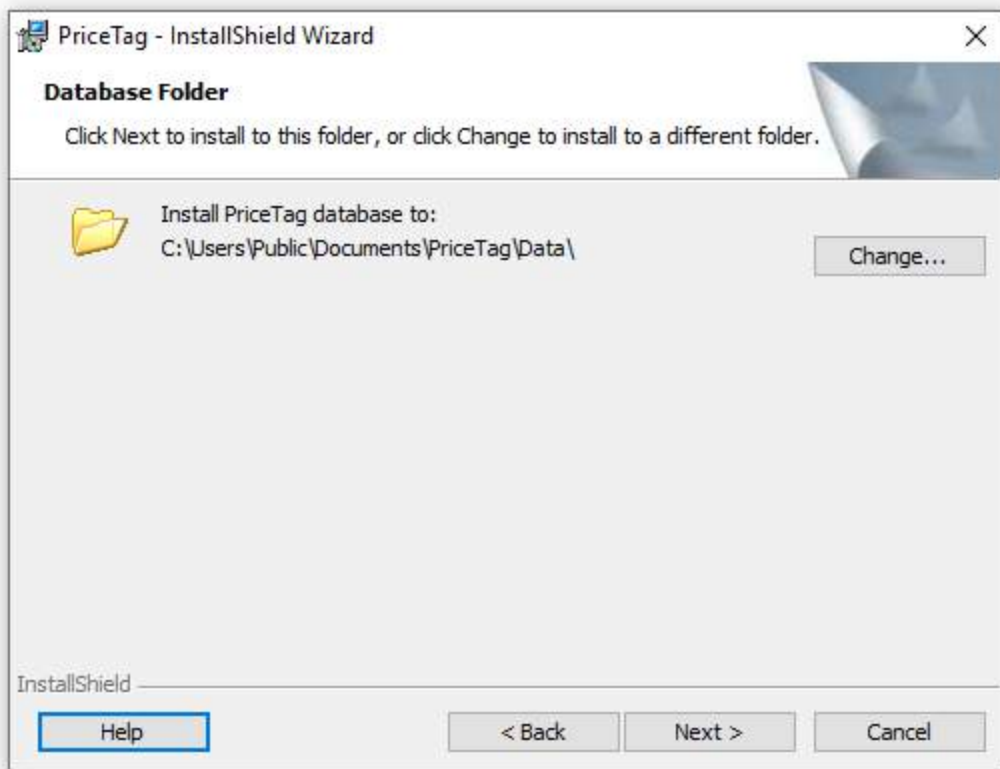
Help < Back Next > Cancel

CardExchange® PriceTag installations are compliant with Windows standards which means that by default the application is installed in the Program Files (x86) folder as shown in the screen shot below. The folder will be automatically created during the installation. Click on the Change button if you want to install CardExchange® PriceTag to a different location. Click Next to proceed:

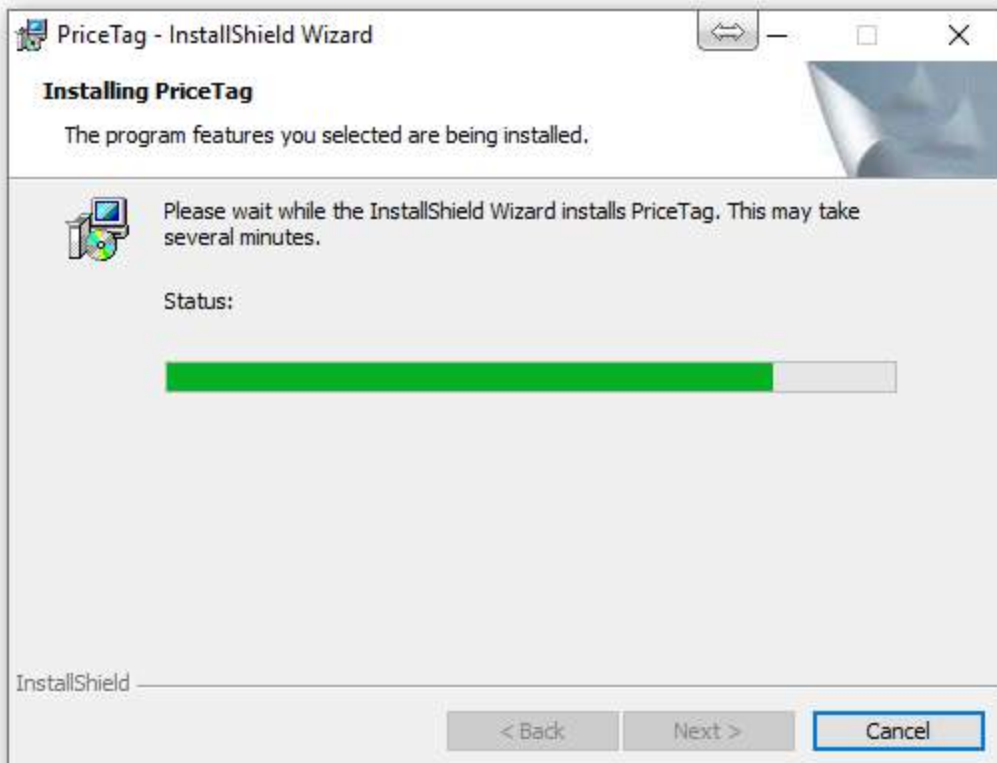
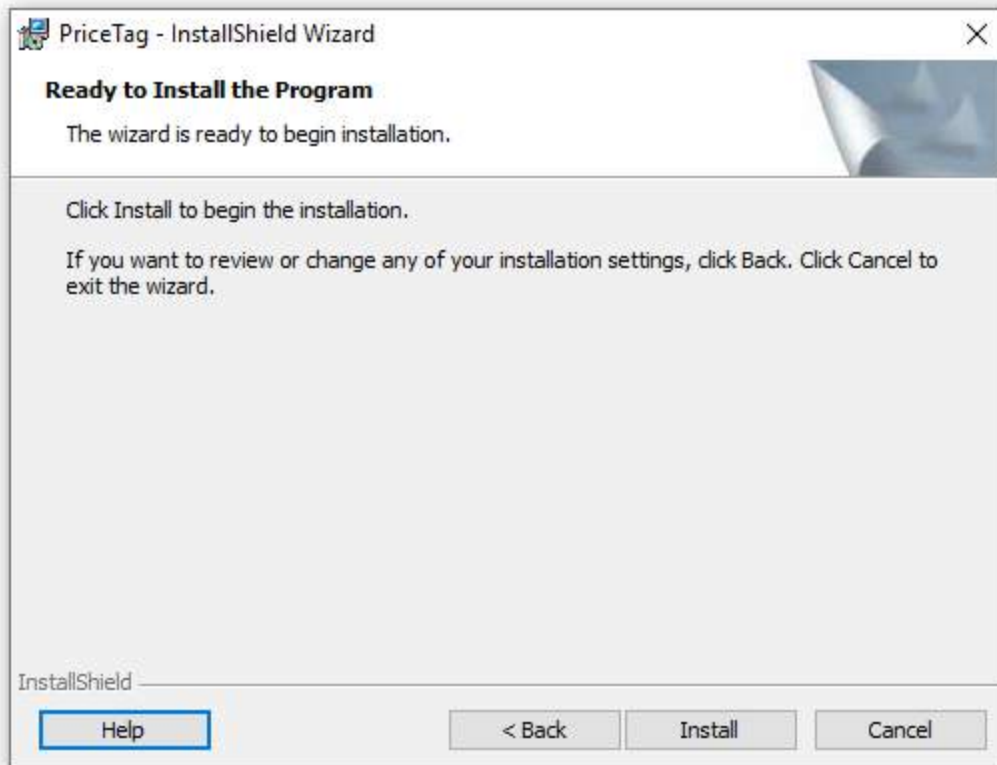


The Database folder of CardExchange® PriceTag is one of the most powerful and flexible features of the CardExchange® PriceTag application. It contains all your card templates, database, saved documents, etc. It is very important to install this database folder on a location that can be accessed by the user or by more users of the computer. The CardExchange® PriceTag application reads and writes information from and to this folder and therefore the user needs to have read and write permissions to this location. By default it will be installed under the Public Documents folder, like as shown in the screenshot below. If you install this Data folder on a location that is not available for all users of the system, it will result in error messages and not being able to start up!

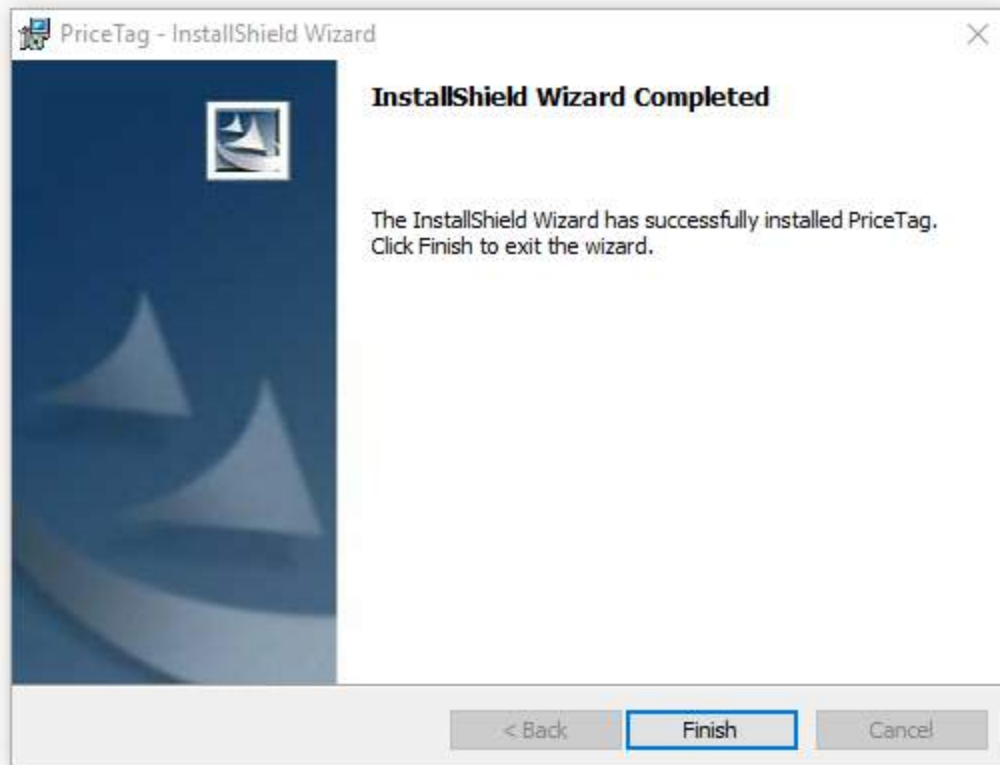
Make sure that you make regular backups of this Data folder. In case of a computer crash, this backup will save you a lot of work. You only have to install CardExchange® PriceTag as normal and after the installation you replace the new Data folder with the backup and your system is up and running again! We advice to make a backup of the Data folder, every time you change something to your configuration. Click Next to proceed with the installation:



Now the installer has all the information to start installing CardExchange® PriceTag on your system. Click Install to proceed:

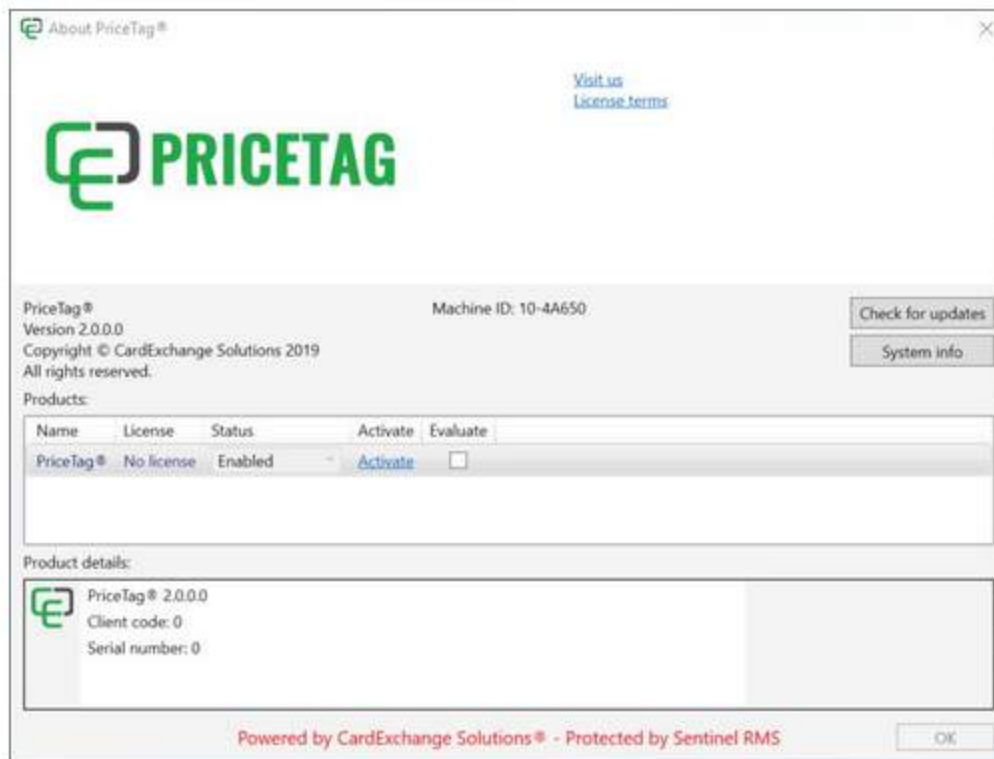


When the installation has succeeded, you can click on Finish to close the installer. Any temporary files will be removed from your system. You can run CardExchange® PriceTag by double clicking on the Desktop icon or by selecting the application from the Windows Start menu.



3.3 Our Trial Edition

Our CardExchange® PriceTag trial offers you unlimited access to all available functionality for a period of 30 days after installation. When you have installed CardExchange® PriceTag for the first time, just check the Evaluate box for CardExchange® PriceTag.



When you have checked the evaluate option, simply click on OK to start your trial and use all functionality offered. The only limitation of the trial is that it prints a DEMO watermark on the card. The nice part is, when you have configured, designed, connect to databases, etc., and you like our CardExchange® PriceTag application, you simply purchase a license, activate it, and you keep on working. Nothing needs to be redone!

Activating your trial or your new installation is explained in our [Activation and Registration](#) section of this Help file.

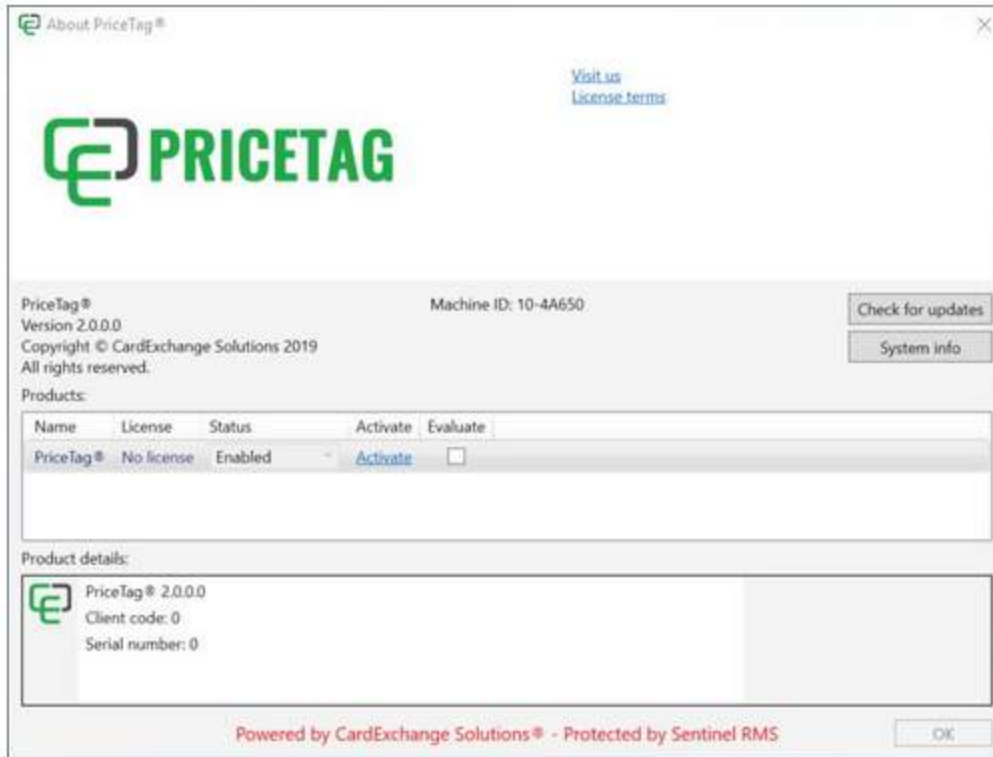
3.4 Activation and Registration

When you have used our trial edition and you want to use it, or you directly purchased CardExchange® PriceTag, you will have to activate the application.

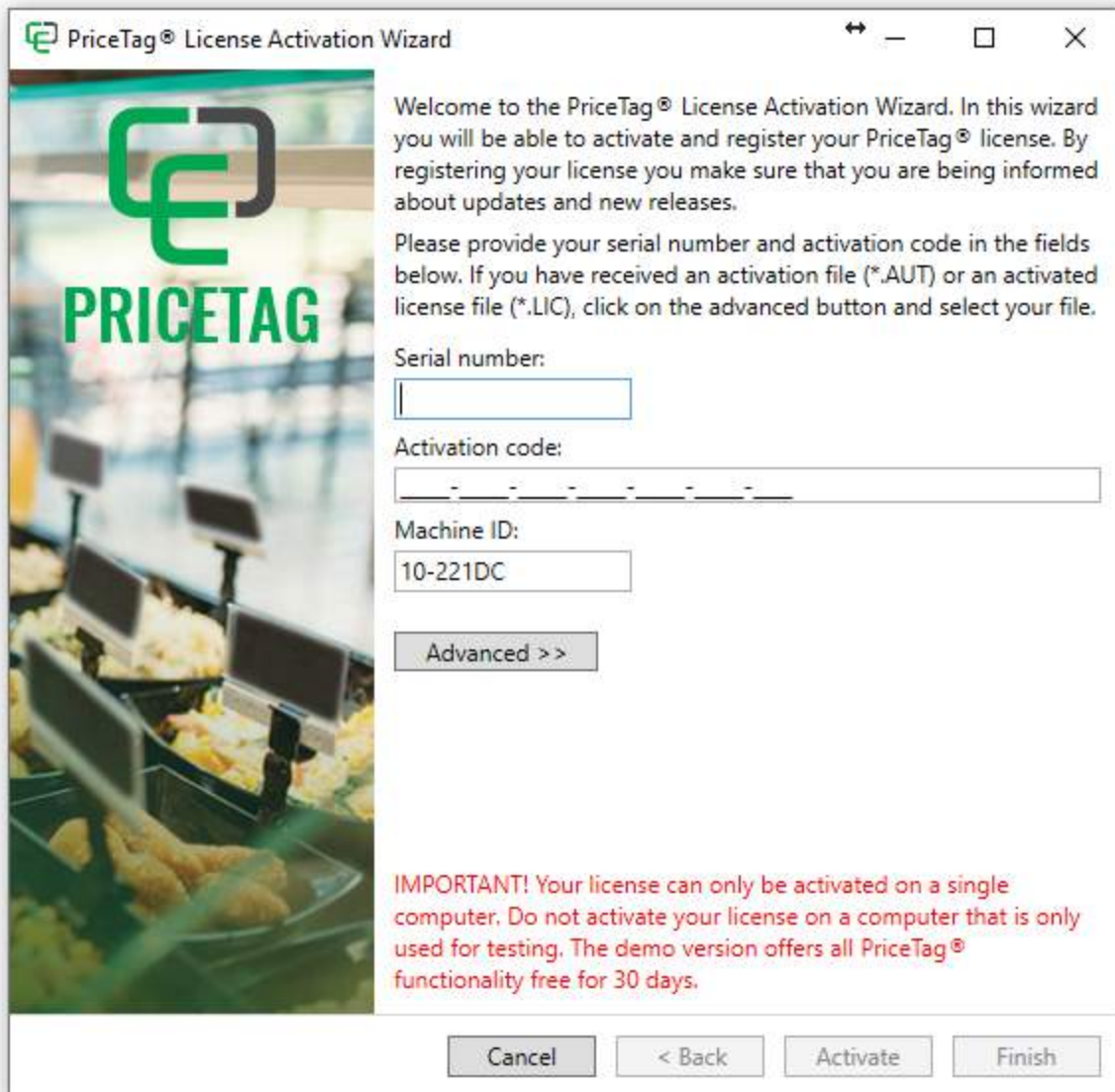
To activate CardExchange® PriceTag you need to have a **Serial Number** and **Activation Code**.

The serial number is a 6 digit number and looks like 123456. The activation code is a 34 digit number and looks like 00000-11111-22222-33333-AAAAA-BBBBBB-CCCC.

Activating your license is very easy to do. Just start your new installed CardExchange® PriceTag application or start your trial edition.



Select "Activate" from the about window or click on the "Activation window" option under the Assist tab.



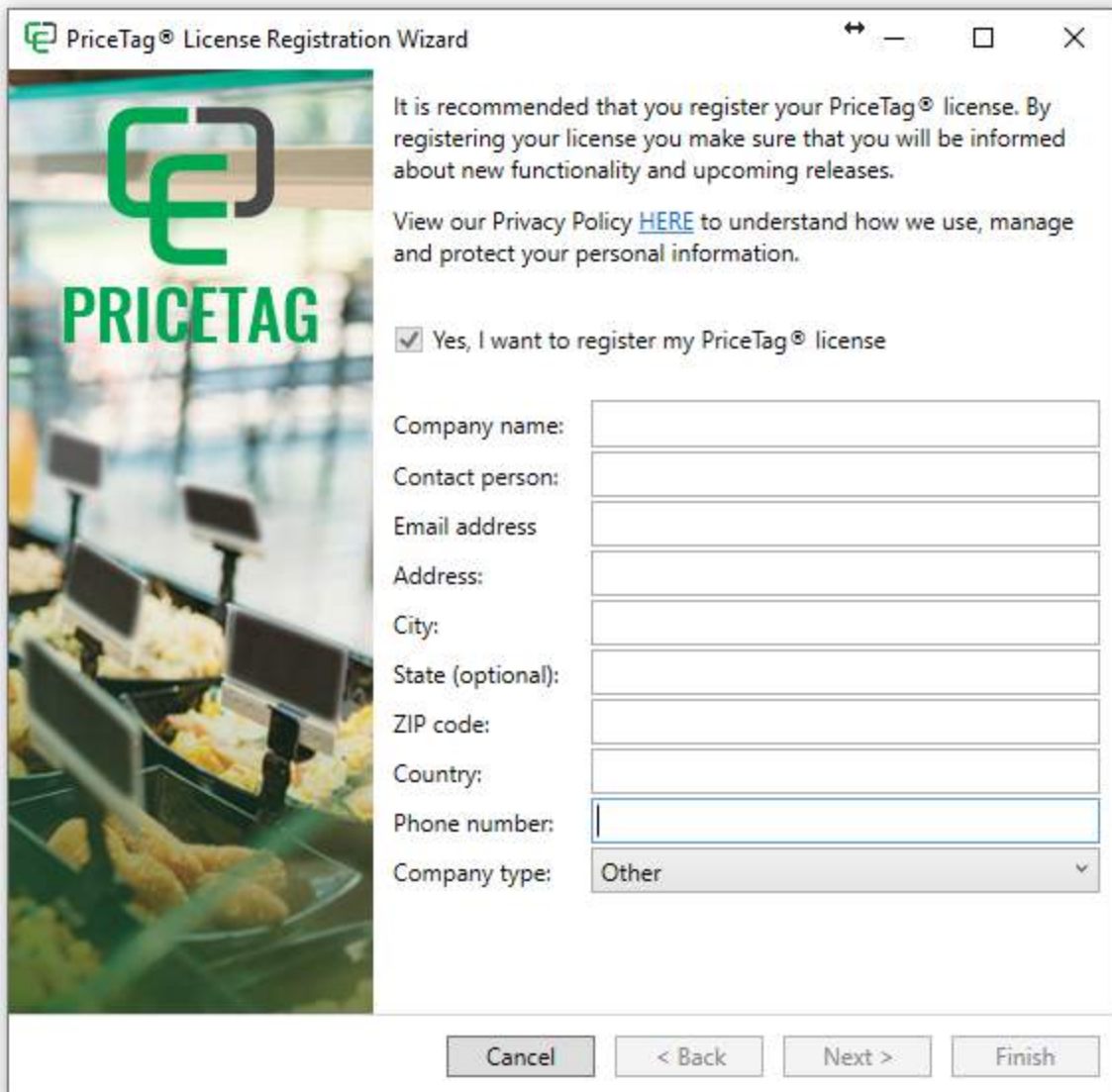
The image shows a screenshot of the 'PriceTag License Activation Wizard' window. The window title is 'PriceTag License Activation Wizard'. On the left side, there is a vertical banner with the PriceTag logo (a stylized 'E' inside a square) and the text 'PRICETAG' in green. Below the banner is a photograph of a grocery store aisle with price tags on shelves. The main content area contains the following text: 'Welcome to the PriceTag License Activation Wizard. In this wizard you will be able to activate and register your PriceTag license. By registering your license you make sure that you are being informed about updates and new releases.' Below this is another paragraph: 'Please provide your serial number and activation code in the fields below. If you have received an activation file (*.AUT) or an activated license file (*.LIC), click on the advanced button and select your file.' There are three input fields: 'Serial number:' (empty), 'Activation code:' (empty), and 'Machine ID:' (containing '10-221DC'). Below the 'Machine ID' field is a button labeled 'Advanced >>'. At the bottom of the window, there are four buttons: 'Cancel', '< Back', 'Activate', and 'Finish'. A red warning message is displayed at the bottom right: 'IMPORTANT! Your license can only be activated on a single computer. Do not activate your license on a computer that is only used for testing. The demo version offers all PriceTag functionality free for 30 days.'

Enter your **serial number** and **activation code**.

The Machine ID is unique for each computer that CardExchange® PriceTag is installed on and is used for activating the license and identify your computer by our licensing system. The Machine ID is generated based on your internal computer hardware. If activation fails because you have, for example, no internet connection on your computer, your license can also be activated directly via our website but to activate your license via our website, you need to have this unique Machine ID.

When you have entered your license information, you click on Activate to start the Activation process.

At the moment the activation process starts, you can start registering your license. Registering your license offers a lot of benefits such as informing you about new releases and updates, etc.



The image shows a software window titled "PriceTag® License Registration Wizard". On the left is a vertical banner with the PriceTag logo (a stylized green 'E' inside a square) and the word "PRICETAG" in green. The main area contains the following text:

It is recommended that you register your PriceTag® license. By registering your license you make sure that you will be informed about new functionality and upcoming releases.

View our Privacy Policy [HERE](#) to understand how we use, manage and protect your personal information.

Yes, I want to register my PriceTag® license

Company name:

Contact person:

Email address:

Address:

City:

State (optional):

ZIP code:

Country:

Phone number:

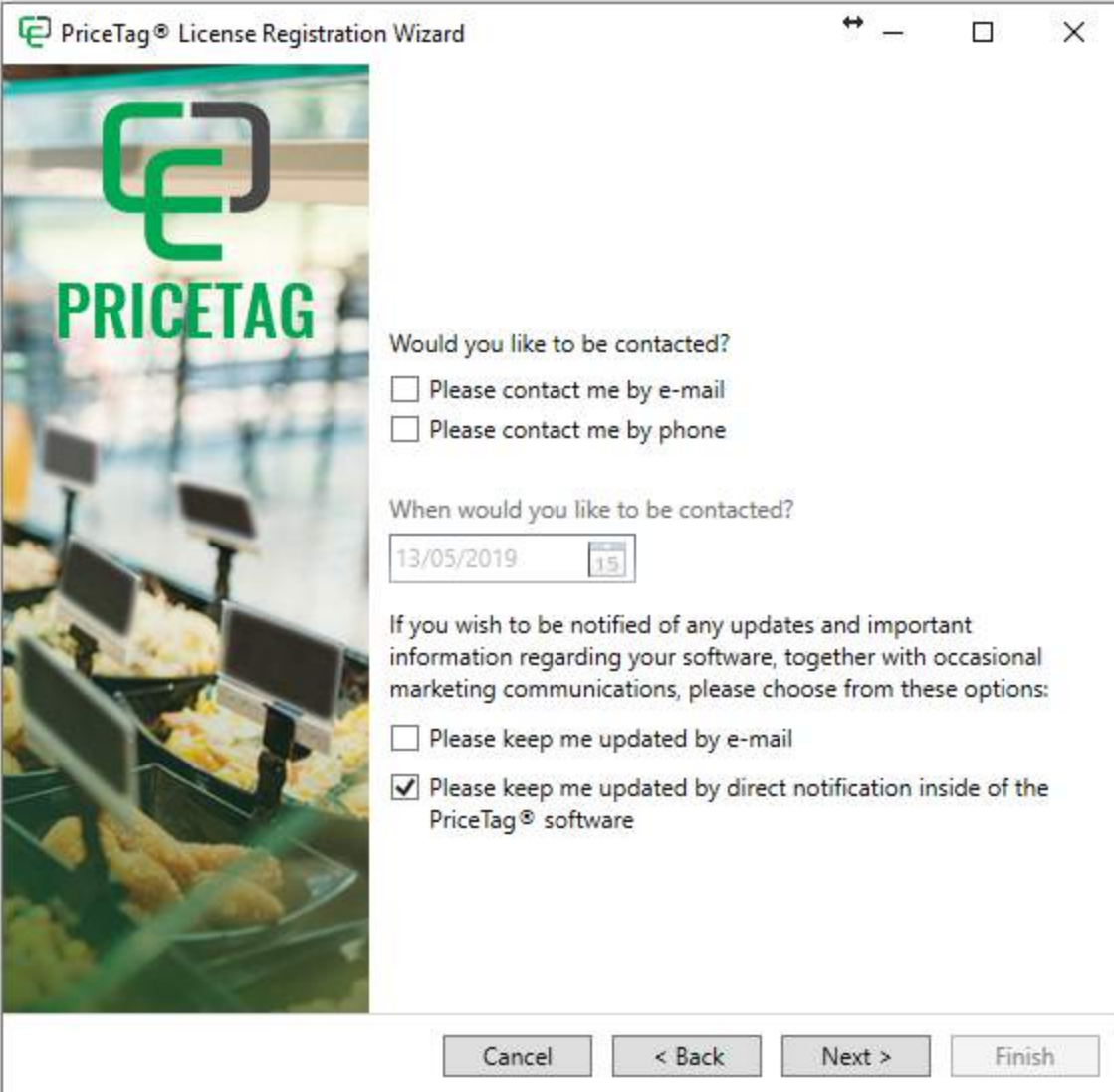
Company type:

At the bottom are four buttons: "Cancel", "< Back", "Next >", and "Finish".

In the registration page you can enter all your company and contact information. The fax number is optional, all other fields are required.

IMPORTANT! *Your provided information will never be commercially sold and will only be used to provide you with important information about your software and hardware!*

When you have provided all information, click Next to proceed to the next page of the registration.



The image shows a screenshot of the "PriceTag® License Registration Wizard" window. The window title bar includes the PriceTag logo and standard window controls (maximize, minimize, close). On the left side, there is a vertical banner with the PriceTag logo and the word "PRICETAG" in green, set against a background of a grocery store aisle with price tags on shelves. The main content area contains the following text and controls:

Would you like to be contacted?

- Please contact me by e-mail
- Please contact me by phone

When would you like to be contacted?

13/05/2019

If you wish to be notified of any updates and important information regarding your software, together with occasional marketing communications, please choose from these options:

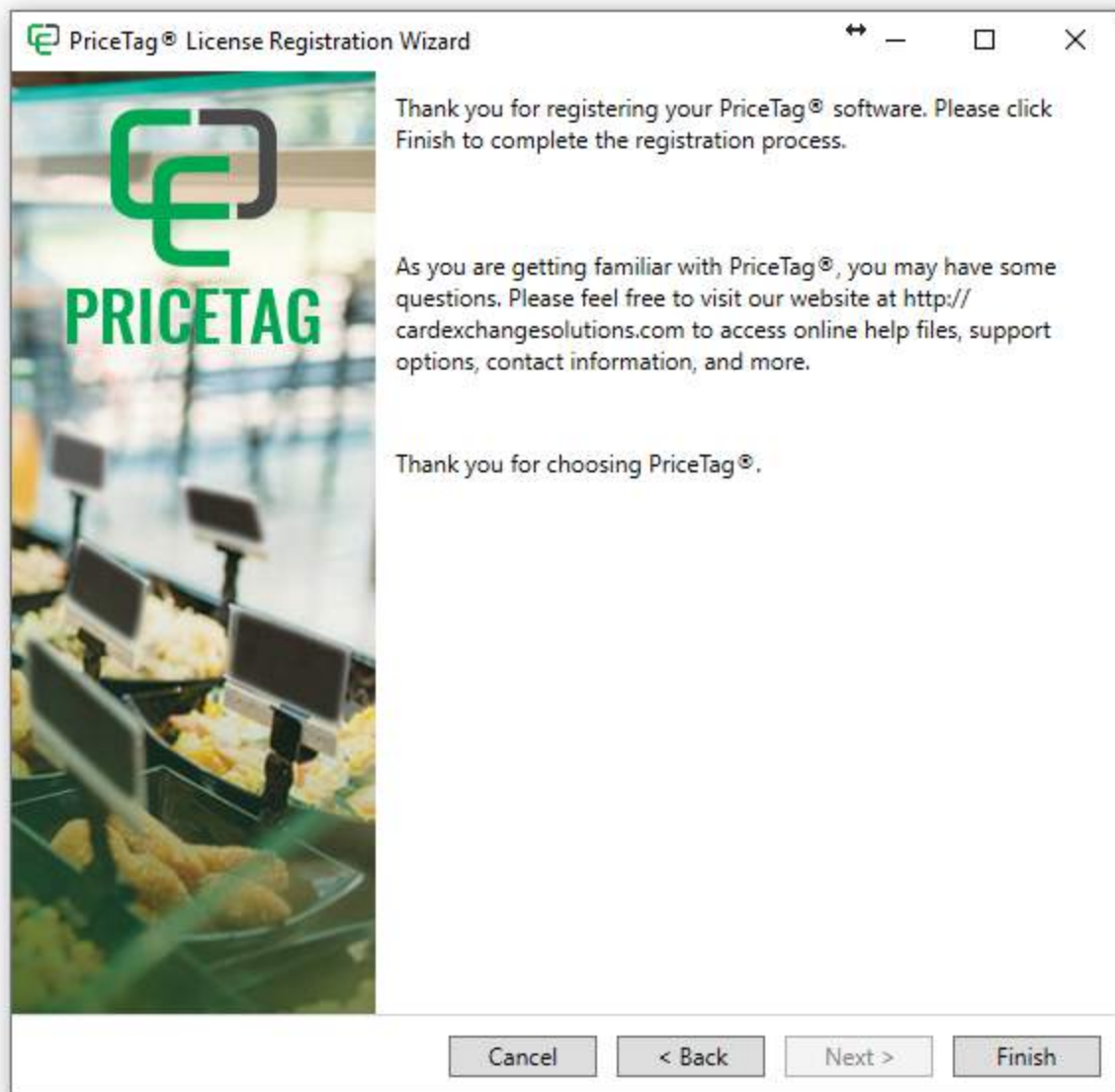
- Please keep me updated by e-mail
- Please keep me updated by direct notification inside of the PriceTag® software

At the bottom of the window, there are four buttons: "Cancel", "< Back", "Next >", and "Finish".

If you would like to be contacted, just select how and when, and your reseller will contact you on the preferred date selected.

Last but not least, subscribing to our newsletter offers you information specific for your software and hardware that you are using.

Click Next to proceed to the Final page of the registration process.



During the registration process, your CardExchange® PriceTag license has been activated. Click on Finish to finalize the activation and registration and start CardExchange® PriceTag.

For more information about updating your registration, please visit our ["Update Your Registration Info"](#) section of this Help file.

3.4.1 Data Folder

During the installation of CardExchange® PriceTag you are asked to select a location for your Data folder. By default this folder is installed in your Public Documents folder under CardExchange® PriceTag.

Windows (C:) > Users > Public > Public Documents > PriceTag

Name	Date modified	Type	Size
Data	24/01/2020 10:58	File folder	
License	13/05/2019 14:08	File folder	
Reports	13/05/2019 14:21	File folder	

The Data folder of CardExchange® PriceTag is very powerful and unique at the same time. Everything that you design like templates, database connections, etc., all these files are stored in the Data folder of CardExchange® PriceTag.

Windows (C:) > Users > Public > Public Documents > PriceTag > Data

Name	Date modified	Type	Size
de	13/02/2020 10:58	File folder	
en-GB	19/02/2020 11:45	File folder	
en-US	22/11/2019 16:07	File folder	
es	26/09/2019 11:07	File folder	
fr	26/09/2019 11:07	File folder	
Images	07/05/2019 09:39	File folder	
nl	31/10/2019 09:38	File folder	
pt	26/09/2019 11:08	File folder	
cegateway.sqlite	05/12/2019 12:31	SQLITE File	195 KB

When you open the Data folder you see the sub folders for each region, these contain specific templates that have the required information and correct currency symbol for each location.

The SQLite database that contains the data as well as the login information is also located in this location.

Windows (C:) > Users > Public > Public Documents > PriceTag > Data > en-GB

Name	Date modified	Type	Size
AppData	19/02/2020 11:45	File folder	
Connections	19/02/2020 11:09	File folder	
Databases	07/11/2019 10:47	File folder	
Templates	26/09/2019 10:58	File folder	
DESKTOP-5V3HT3M.Craig Bechelli.DataE...	19/02/2020 11:46	Text Document	1 KB
Import Example.ctp	05/12/2019 12:36	CTP File	39 KB
License.log	19/02/2020 11:45	Text Document	1 KB
MetaData.cdd	19/02/2020 11:09	CDD File	257 KB
MetaData.cdd.bck	17/02/2020 17:26	BCK File	257 KB
MetaData.cdd.xml	10/05/2019 14:03	XML File	176 KB

The sub-folder contains all the configuration from all the different templates. We therefore strongly advise to make regular backups from this Data folder especially when you have made changes in your configuration.

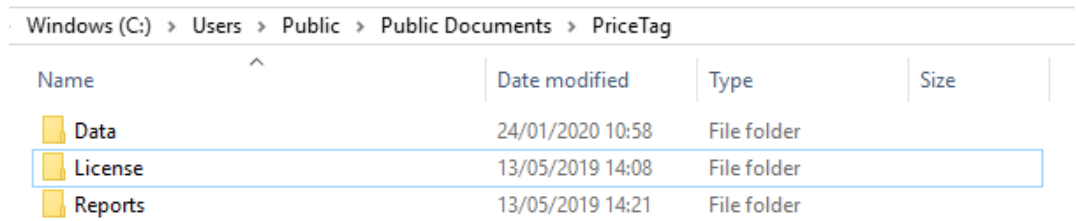
When your computer crashes and you need to reinstall CardExchange® PriceTag, after the installation and re-activation, you copy the backup of the Data folder back, start CardExchange® PriceTag and all your configurations are restored and you can start working directly again.

The Data folder can be located on any location, also on a network server. The Data folder can however not be shared between different CardExchange® PriceTag editions inside your company. Each CardExchange® PriceTag license needs to have its own unique Data folder.

3.5 Transfer PriceTag to New PC

If you are looking to transfer your CardExchange® PriceTag installation to a new PC, then you can follow the below steps:

1. Install CardExchange® PriceTag on the new PC
2. Copy the Data directory from the old PC, by default this is located: C:\Users\Public\Documents\PriceTag\Data



The screenshot shows a Windows Explorer window with the address bar set to 'Windows (C:) > Users > Public > Public Documents > PriceTag'. The main pane displays a table of folders:

Name	Date modified	Type	Size
Data	24/01/2020 10:58	File folder	
License	13/05/2019 14:08	File folder	
Reports	13/05/2019 14:21	File folder	

3. Delete the Data directory from the same location on the new PC and copy in the backup from the old PC
4. Run CardExchange® PriceTag and check that everything is ok
5. Enter your original serial number and activation code in the activation wizard to activate to the new PC

In some cases the data folder may not be in the default location, for example it may be on a network share so that it is always backed up.

If this is the case you can check the current path being used for the data folder, to do this you will need to open the CardExchange.ini configuration file from the old PC which is located in the installation directory.

By default this is C:\Program Files (x86)\CardExchange Solutions\PriceTag\


```
PriceTag.ini - Notepad
File Edit Format View Help
[[PrintServer]
Dispatcher=tcp://localhost:4748/CardExchangeDispatcher
Port=4747
SeparatorCharacters=;
PollFrequency=1000
AcceptPreviews=True
HandlePreviewsFirst=True
HaltOnError=True
HaltClientOnError=True
[Installation]
InstallTime=11:21:58,11:43:54
InstallDate=9/30/2019,19/02/2020
[BasicSettings]
LanguageCode=EN
DataDirectory=C:\Users\Public\Documents\PriceTag\Data\
Distributor=0
RightToLeft=False
AllowDemoMode=True
LicenseServer=no-net
LicenseDirectory=C:\Users\Public\Documents\PriceTag\License\
UpgradeNotifications=True
```

If you open the CardExchange.ini file in notepad you will see an entry for DataDirectory which will show you the current path. If it is a network share then you can simply point the new installation to the same network share, otherwise you can just copy the folder and change the path following the same steps above.

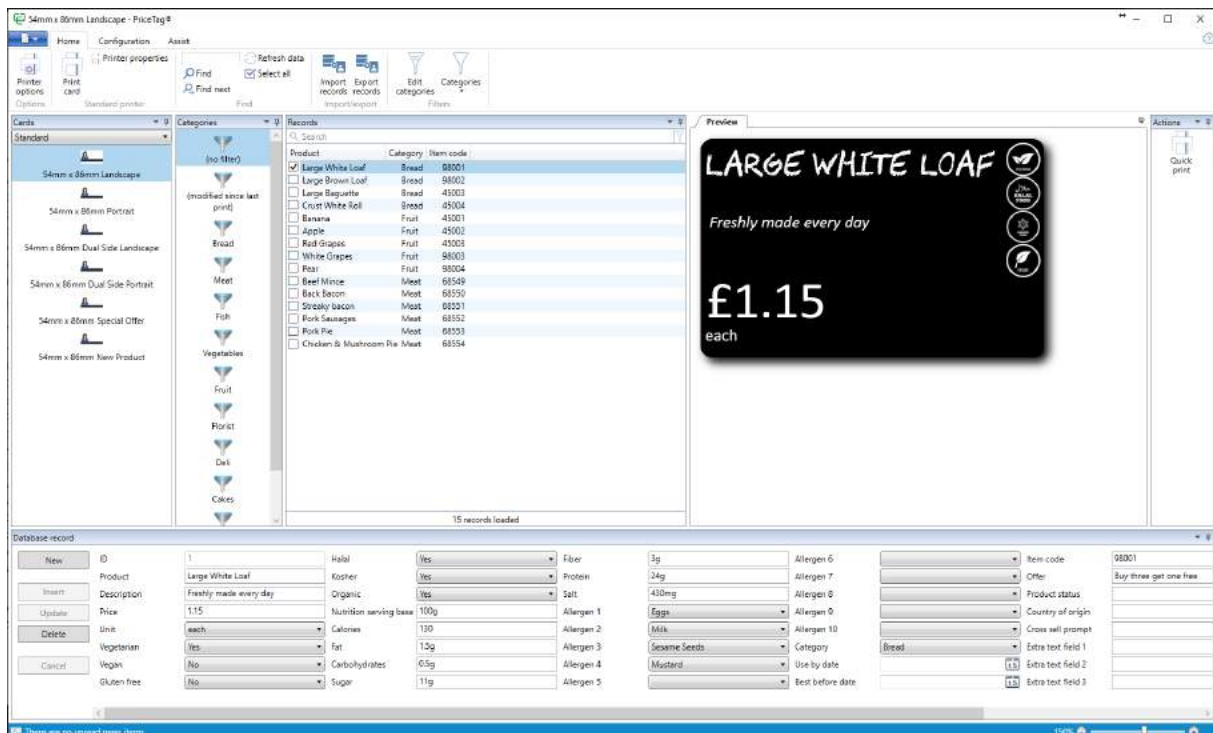
Note: This Data folder is automatically backed up when an upgrade is installed, however we recommend making regular backups of this folder as it contains all of the configuration files/templates/logins etc... for your installation.

4 Using the Main Interface

To get started with CardExchange® PriceTag, it is important to get familiarized with the interface. It is important to know that CardExchange® PriceTag basically is a combination of two disciplines:

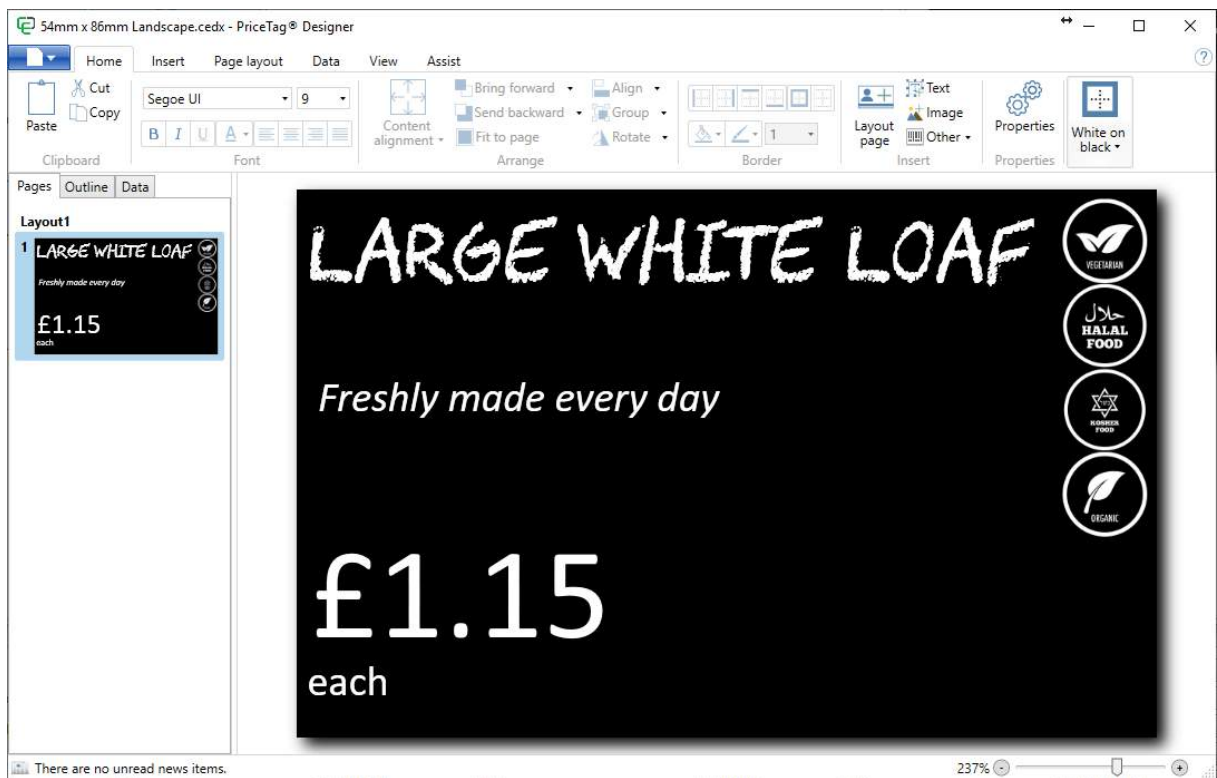
- The Main Interface offering the multiple card-template interface and data-editing, etc.
- and the Configuration Interface, the Designer.

Most of the time you will be working from the main interface



In a very convenient way it offers you the possibility to select your card-templates at the left side followed by selecting the record that needs to be printed, you can edit the data if required and then print from the actions pane on the right side.

The configuration of this all is done directly via the Configuration Interface, the Designer.



In the same setup as the main interface, from the left side you see available pages with all the available tools organized in different sections via the ribbon interface.

As we recognize that most people are used to working with Microsoft Office products, our CardExchange® PriceTag product is also designed accordingly. Not to make our lives easier, but yours! Everybody that can work with Microsoft PowerPoint or Word, will have no problems finding their way in CardExchange® PriceTag!

4.1 Menu

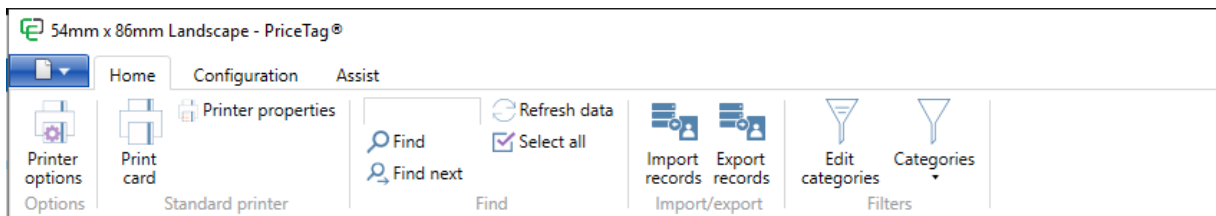
Open the menu by clicking on the Application button on the left upper corner. In this menu you can select to logout if you are using [User Authorizations](#).



You can also click on [About CardExchange® PriceTag](#) to show you information like your serial number and installed version. Last but not least, the Exit button that closes CardExchange® PriceTag.

4.2 Ribbon Overview

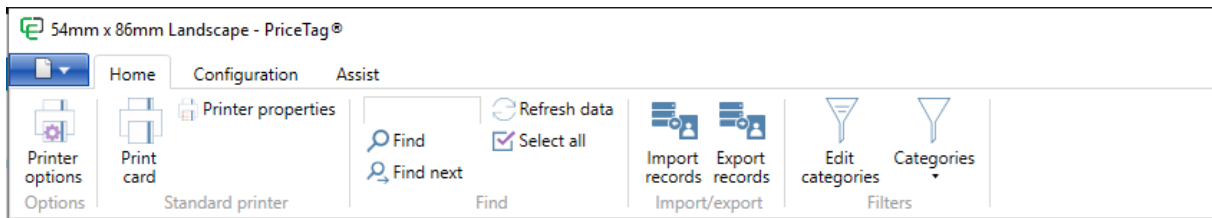
CardExchange® PriceTag offers functionality for printing, producing, and creating cards. The Main Interface of CardExchange® PriceTag is especially designed to create a very user-friendly production environment. All the functionality is organized within each separate tab of the Main Interface ribbon.



TAB	DESCRIPTION
Home	All functionality related to printing and data editing
Configuration	All available configuration functionality
Assist	All functionality related to support of CardExchange® PriceTag

4.2.1 Home

The Home tab is organized in different groups with specific functionality.



Group	Function(s)	Description
Options	Printer Options	Configure your printer(s)
Standard printer	Print card	Opens the print dialog
	Printer properties	Opens the printer properties dialog of the selected printer
	Export preview	Exports a preview of the card as a file

For more detailed information about printing, please visit the ["Printing Cards"](#) section of this Help file...

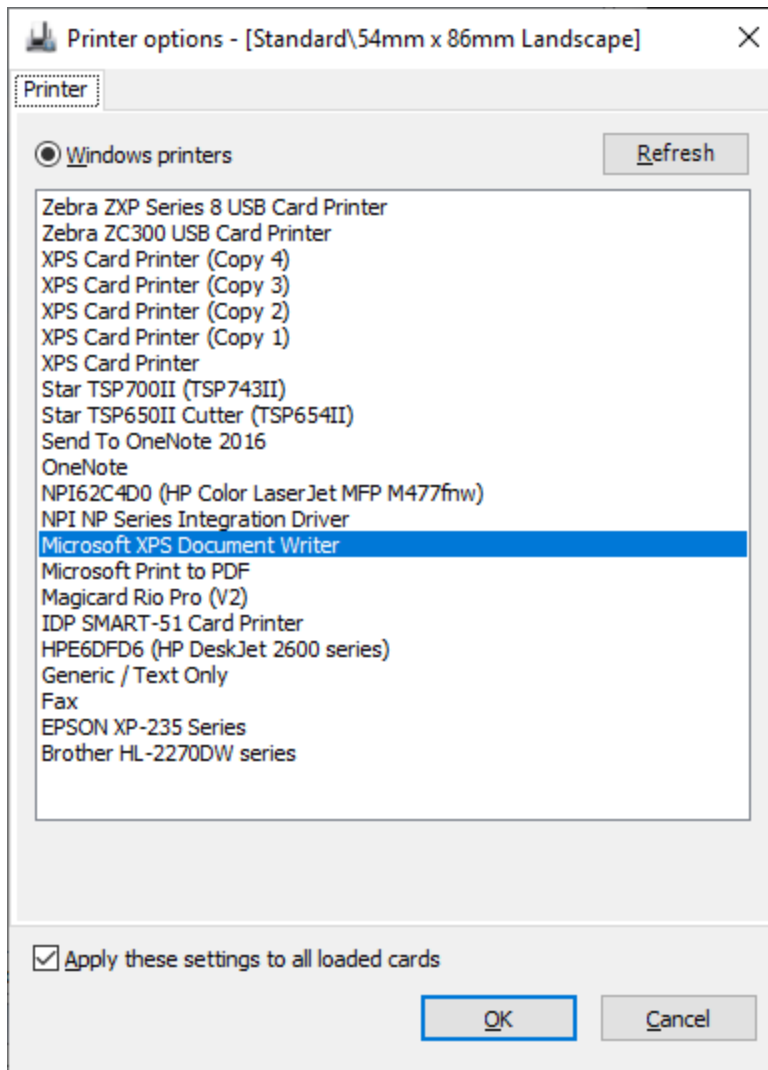
Find	Text box	Enter a value to search for in this text box
	Find	Opens the Find dialog
	Find next	Finds the next result matching with the value in the Find dialog
	Refresh data	Refreshes the data in the product list
	Select all	Selects all the available records in the product list
Import/Export	Import records	Import records from a csv file
	Export records	Export records to a csv file
Filters	Edit categories	Opens the Edit level two filter dialog to configure the categories
	Categories	Shows all the created level two filters (Categories) in a drop down menu

For more detailed information about using data, please visit the ["Using Data"](#) section of this Help file...

4.2.1.1 Printer Options

When the printer options window is opened, it will present any available printers installed on the system.

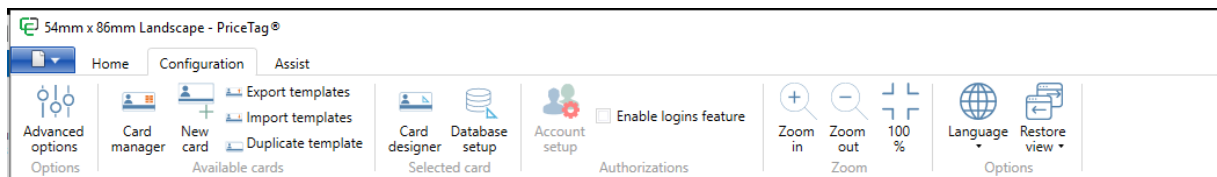
Just select the printer you want to use from the list view and click on OK to confirm.



If you want to use the selected printer for all loaded card-templates, make sure you leave the option checked for "Apply these settings to all loaded cards" otherwise each card-template will have it's own specific printer connected.

4.2.2 Configuration

The Configuration tab is organized in different groups with specific functionality.



Group	Function(s)	Description
Options Loaded cards	Advanced Options	Opens the Advanced options window
	Card manager	Opens the Card Manager Window
	New card	Select to create a new card-template
	Export templates	Exports a complete template including database connections, etc.
Selected Card	Import templates	Imports templates including database connections, etc.
	Duplicate template	Duplicates an existing template
	Card designer	Opens the Designer in configuration mode to edit the template
	Database setup	Opens the existing Database connection to make changes
Authorizations	Account setup	Opens the wizard to create users
	Enable logins feature	Enables functionality to use log in's

Under the configuration tab it is possible to set the language for CardExchange® PriceTag, you can also restore views and hide different panes.

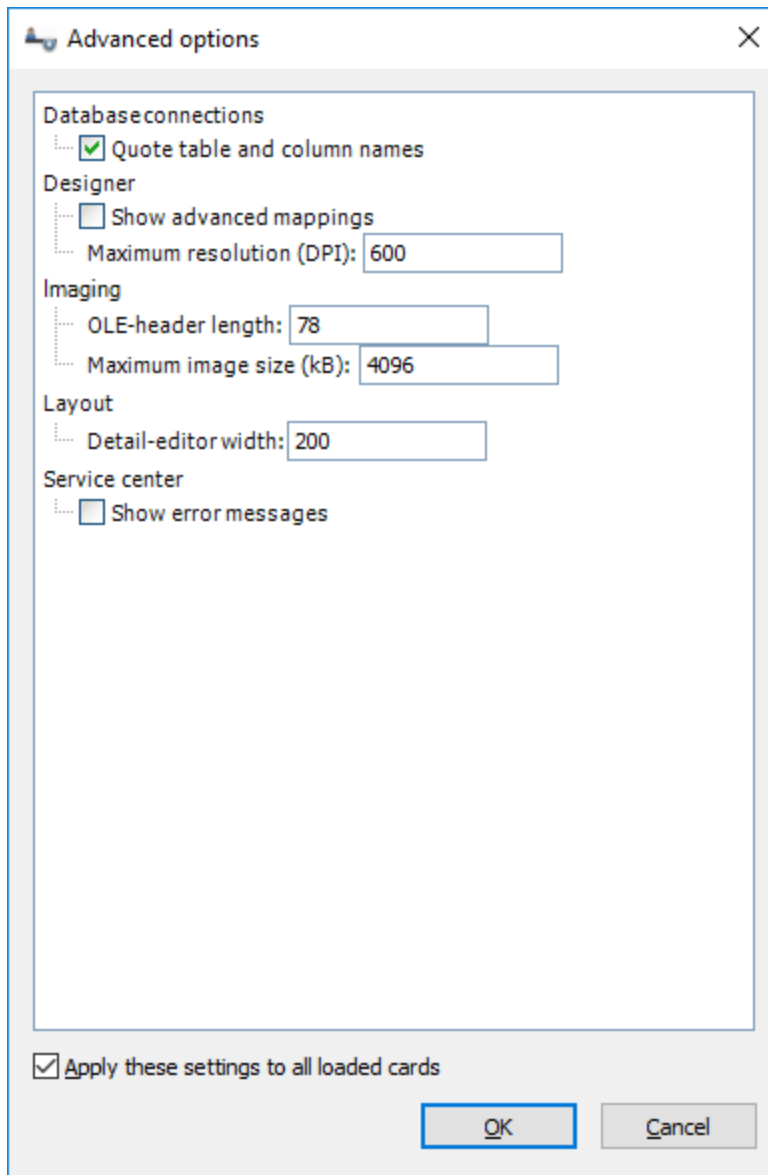
Group	Function(s)	Description
Zoom	Zoom in	Zoom in the card preview
	Zoom out	Zoom out the card preview
	100%	Set the card preview to 100%
Options	Language	Set the language of the CardExchange® PriceTag
	Restore view	Restore the default view

When you change the language selected under the configuration tab, the displayed language of CardExchange® PriceTag will change accordingly.

Also the regional specific data folder will be changed so the available templates will also change to match the region selected, these contain specific required information and correct currency symbol for each location.

4.2.2.1 Advanced Options

In the Advanced options window you can set some specific settings for the CardExchange® PriceTag application:



Database connections

Quote table and columnSelect if quotes needs to be used (default). Not used with names: Cache DB

Designer

Show advanced mappings: Shows the Edit card-definition and Edit mappings button in the [Configuration](#) tab for using old version 6 templates

Maximum resolution (DPI): Set the maximum resolution for images (Default is 600)

Imaging

OLE-header length: This is the amount of bytes to remove from the OLE header for MS Access databases. Default 78 is when using an English MS Access version

Maximum image size: Set the maximum image size for images on the card design

layout

Detail-editor width: Set the default width for the database columns in the data edit window (Default is 200)

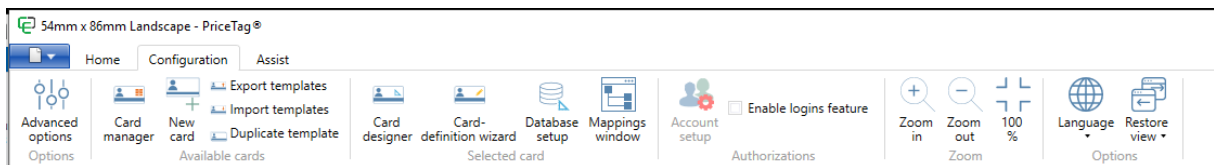
Service center

Show error messages: Check this option to show error messages when content is not loaded in the service center window

If you want to use these settings for all loaded card-templates, make sure you check "Apply these settings to all loaded cards"

4.2.2.2 Advanced Mappings

When you have selected to Use Advanced Mappings in the [Advanced Options](#) window, in the Selected Card Group you now see two extra buttons appearing:



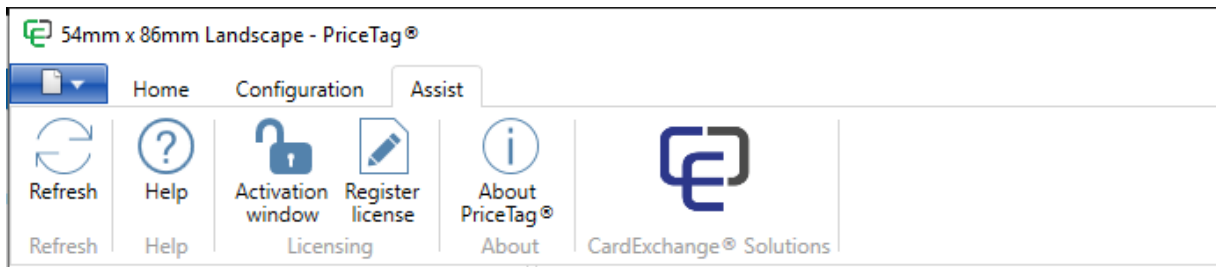
Group	Function(s)	Description
Selected Card	Card-definition wizard	Opens the Card-definition wizard to make advanced changes
	Mappings window	Opens the Card-definition wizard on the mappings section

All features are included in the Card designer, so you are unlikely to need either of these options.

The exception is that, for advanced users, you can use these options to create cards and select pre-existing card design or database definition files.

4.2.3 Assist

The Assist tab is organized in different groups with specific functionality.



Group	Function(s)	Description
Refresh	Refresh	Refreshes the available news items
Help	Help	Opens this online help file
Licensing	Activation window Register license	Opens the Activation Wizard window Opens the Registration Wizard Window
About	About CardExchange® PriceTag	Opens the About dialog containing license and machineID info
PriceCardPrVendor		Opens the CardExchange® PriceTag website

For more detailed information about the Assist options, please visit the "[Using Assist](#)" section of this Help file...

4.3 Display Panes

The CardExchange® PriceTag is split into different panes that can be moved and re-sized as desired.

The screenshot displays the CardExchange software interface. At the top, there are menu options: Home, Configuration, and Assist. Below this is a toolbar with icons for printer options, printer card, refresh data, select all, import records, export records, edit categories, and filters. The main interface is divided into several sections:

- Cards:** A list of card templates such as 'Standard', '54mm x 86mm Landscape', '54mm x 86mm Portrait', etc.
- Categories:** A tree view showing categories like '(no filter)', 'Bread', 'Meat', 'Fish', 'Vegetables', 'Fruit', 'Flourist', 'Deli', and 'Cakes'.
- Records:** A table listing products with columns for Product, Category, and Item code. The first record is 'Large White Loaf' (Bread, 88001).
- Preview:** A large preview of a card for 'LARGE WHITE LOAF'. The card text includes 'Freshly made every day' and a price of '£1.15 each'. There are icons for 'Add to cart', 'Print', 'Share', and 'Refresh'.
- Database record:** A detailed form for the selected 'Large White Loaf' record, showing fields for ID, Product, Description, Price, Unit, Vegetarian, Vegan, Gluten free, Halal, Kosher, Organic, Nutrition serving base, Calories, Fat, Carbohydrates, Sugar, Fiber, Protein, Salt, Allergen 1-5, Weight, Allergen 6-10, Category, and Use by date. It also includes a 'Buy three get one free' offer.

4.3.1 Cards



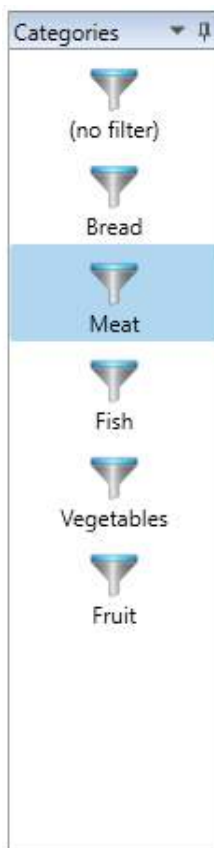
When the Cards tab is selected, all the available and selected card-templates are shown. By clicking on the button, the template with all the settings and configurations will be loaded in the Main interface.

The available card-templates can be divided by groups which can be selected from the drop down menu directly under the tab.

Card-templates, the availability, the position in the menu, etc., is defined via the Card manager.

For more information, please see our "[Using the Card Manager](#)" section of this Help file

4.3.2 Categories



CardExchange® PriceTag offers pre-defined category filters to help find information in the connected database and make it available for your card production.

All the defined Category filters are available in the Categories pane and can simply be selected by the user by clicking on the button.

The filters can also be divided by groups which, if applicable, can be selected from the drop down menu directly under the Categories tab.

For more information about using and configuring filters, please visit our "[Category Filters](#)" section of this Help file.

4.3.3 Records Pane

In the Records Pane in the main interface of CardExchange® PriceTag you see all the records presented that are available in your database. When you make a database connection, in the name list page you select the columns that are shown in the Records Pane. You can find everything about making database connections in the "[Using Databases](#)" section of this Help file.

Records			
Product	Category	Item Code	
Large White Farmhouse Loaf	Bread	98001	
Large Brown Loaf	Bread	98002	
Large Baguette	Bread	45003	
Crusty White Roll	Bread	45004	
Banana	Fruit	45001	
Apple	Fruit	45002	
Red Grapes	Fruit	45003	
White Grapes	Fruit	98003	
Pear	Fruit	98004	
Beef Mince	Meat	68549	
Back Bacon	Meat	68550	
Streaky Bacon	Meat	68551	
Pork Sausages	Meat	68552	
Pork Pie	Meat	68553	
Chicken & Mushroom Pie	Meat	68554	

15 records loaded

Record Sorting

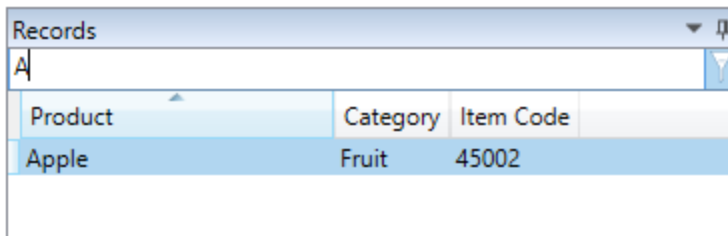
The Records Pane is a so called data grid showing all your available database records divided by columns. Sorting the records is just as simple as clicking on the column.

Records			
Product	Category	Item Code	
Apple	Fruit	45002	
Back Bacon	Meat	68550	
Banana	Fruit	45001	
Beef Mince	Meat	68549	

Record Look Up

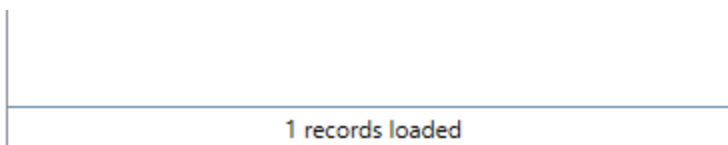
It is very simple to search for records inside the Records Pane. Enter the text that you want to search for in the text box directly above the columns. The text you enter always applies

to the first column, if you want to look up records from other columns, you have to drag the column to the front.



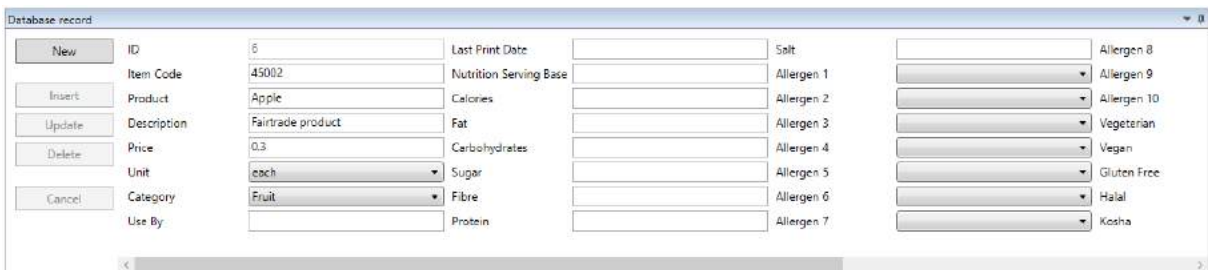
Loaded Record Information

In the footer of the Records Pane the total amount of loaded records is shown.



4.3.4 Data Edit Window

The Database Edit window offers the possibility to manage your connected database data.



This window can be customized and configured in the database setup wizard with available columns as well as drop down menu's.

On the left side it offers buttons for adding a **New** record, **Insert** the record, **Update** a record, **Delete** a record, and **Cancel** your entries.

More about the configuration of this window can be found in the "[Using Data](#)" section of this Help file. More information about database configuration, please see the "[Using Databases](#)" section of this Help file.

IMPORTANT! CardExchange® PriceTag does not support deleting for Microsoft Excel files. When using Microsoft Excel, records can only be inserted and updated.

4.3.5 Card Preview

The Card preview shows a preview of how the card will print for the selected database record.



The preview can be shown as black text on a white card, or white text on a black card. This can be changed under the page setup in the designer for each template.

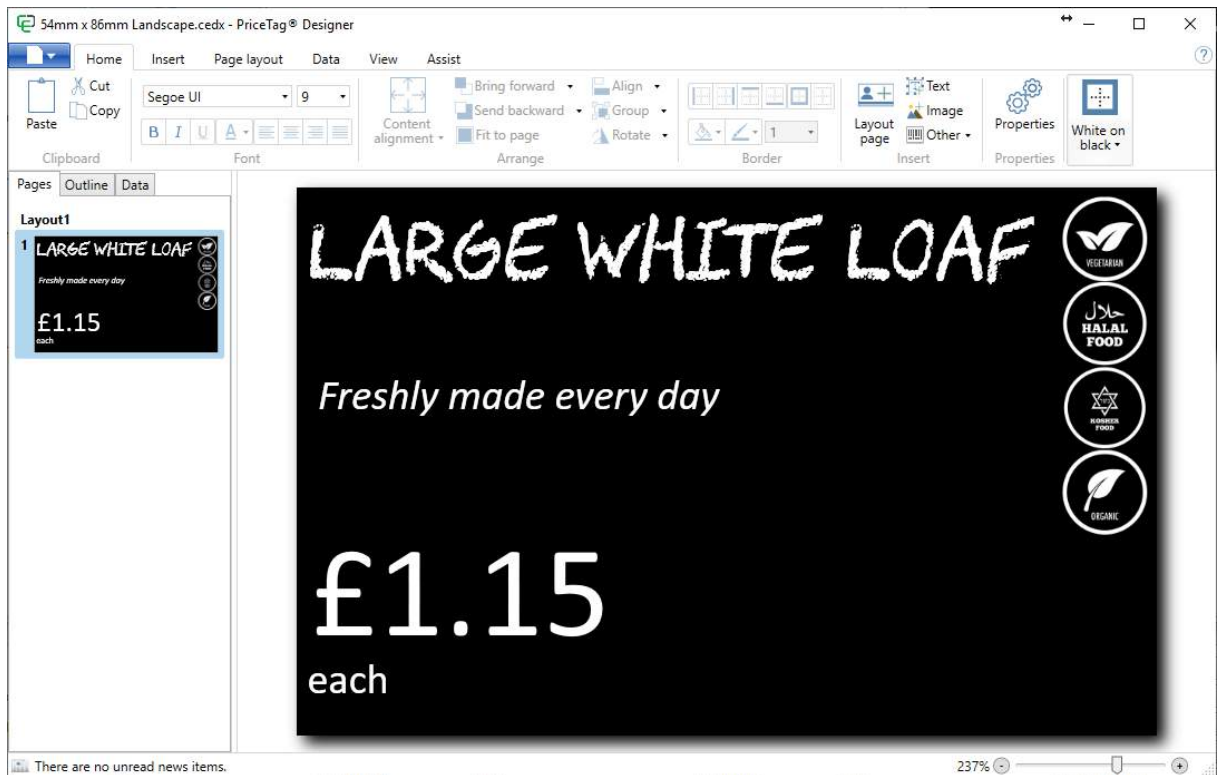
4.3.6 Actions Pane



In the Actions Pane, located at the right side of the main interface, the option to directly print the selected record(s) is available.

5 Using the Designer

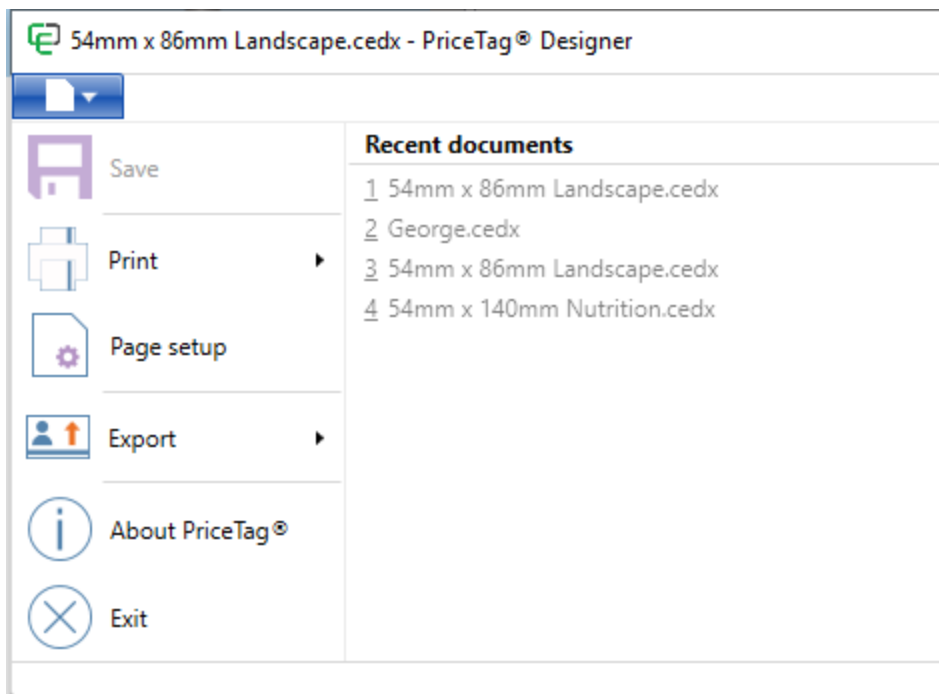
CardExchange® PriceTag Designer follows the latest Windows and Office look and feel. For the setup of the functionality we have chosen to follow the flow of Microsoft PowerPoint which will make it very easy to find your way inside of CardExchange® PriceTag Designer.



All configuration is done in the Designer, even database connections are made here. Via easy drag and drop functionality you can add database fields onto the card design as well as add fixed text and images.

5.1 Menu

In the Main menu of the Designer you can find all common functionality needed to print, setup, export etc., your card.



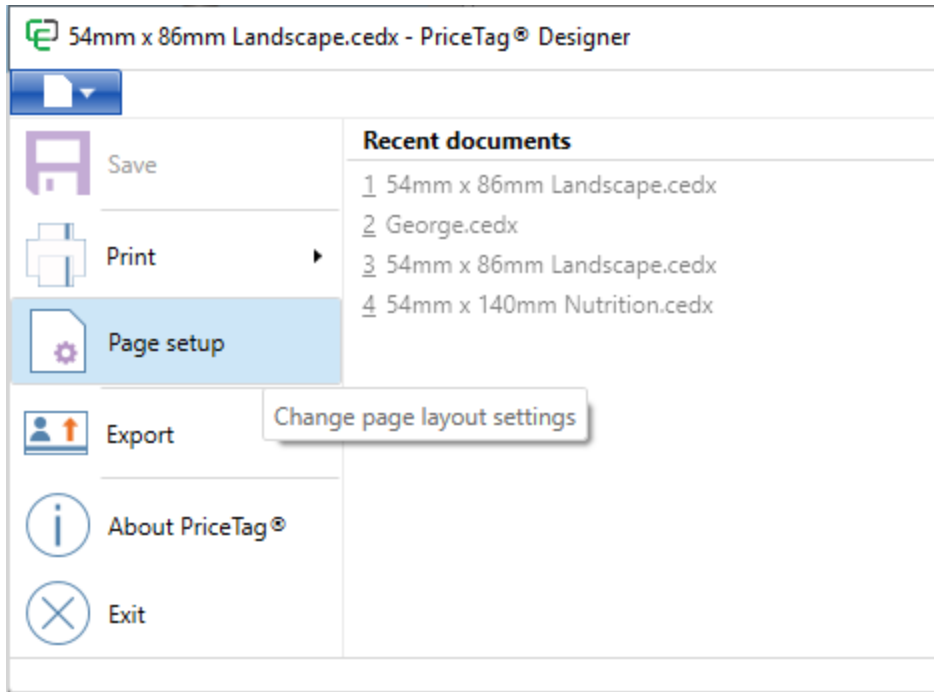
Available functionality

- **Save** Save the template and/or the modifications you made
- **Print** This menu has two sub items:
 - **Quick Print** (Send the template directly to the selected printer without making any changes)
 - **Print preview** (Preview and make changes to pages before printing)

For more information about printing, please see the "[Printing Cards](#)" section of this Help file.
- **Page setup** Opens the Page Setup window. More information about Page Setup can be found in the "[Page Setup](#)" section of this Help file
- **Export** This menu has five sub items and allows you to export the card layout as an image. You can export different formats like BMP, JPG, PNG, etc.
- **About CardExchange® PriceTag** This opens the about window with version information of CardExchange® PriceTag
- **Exit** This will quit the Designer or close the Configuration mode

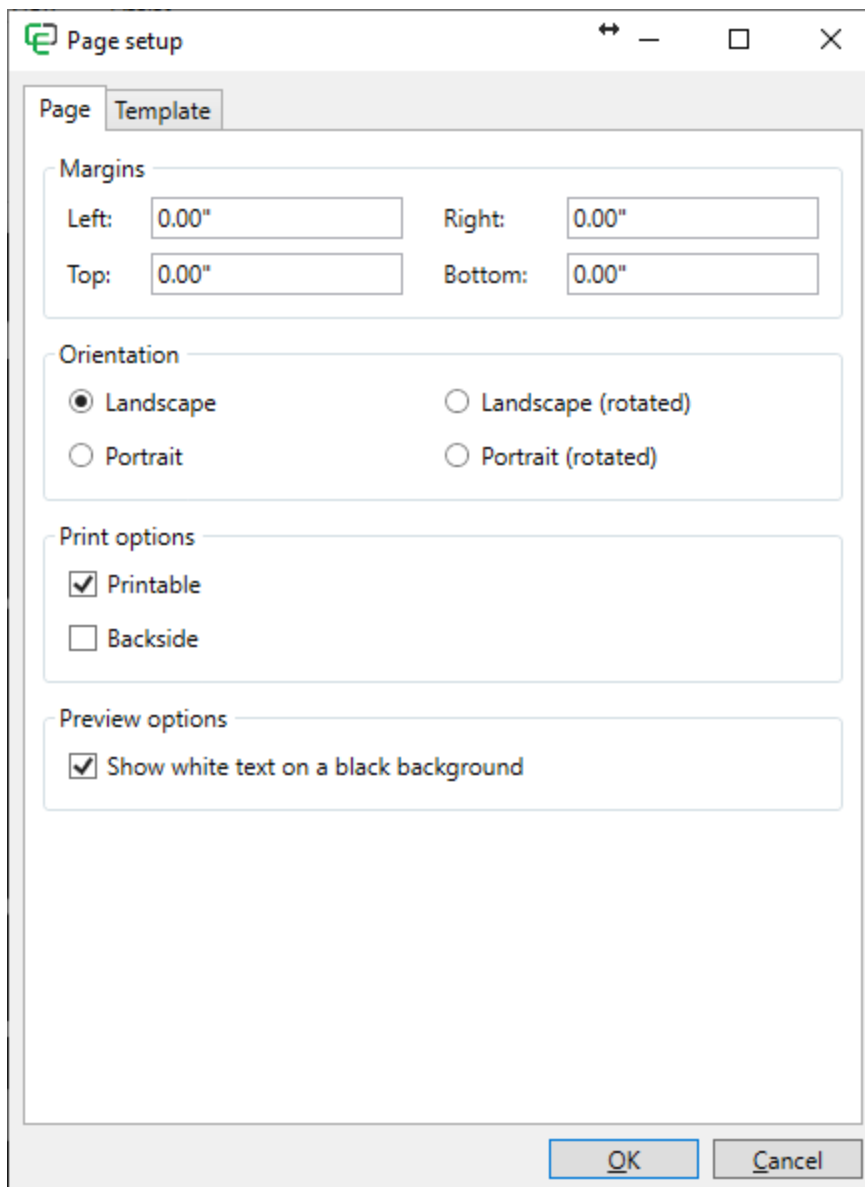
5.1.1 Page Setup

To start the Page Setup window, click on the Page Setup button in the [Main Menu](#).



5.1.1.1 Page

For each selected page in your layout, specific settings can be made. For example, if you are having a double sided print with two pages, the front page can be set to Landscape and the backside can be set to Portrait.



Margins

- Enter the page margins

Orientation

- Change the orientation for landscape or portrait

Print options

- Set the print options for the layout;
 - Select printable for graphical printing the page
 - Select or deselect Backside to print or not print the backside

5.1.1.2 Template

Every Card (Template) designed with CardExchange® PriceTag can contain multiple pages. Each [Page](#) can have its specific settings but the template itself holds some specific information like the connected printer being used to print the different pages.

The screenshot shows the 'Page setup' dialog box with the 'Template' tab selected. The 'Card size' section includes a printer dropdown (Microsoft XPS Document Writer), a card size dropdown (Custom size), and width/height text boxes (2.16" and 3.39"). The 'Rows and columns' section has text boxes for 1 column and 1 row. The 'Print options' section has radio buttons for GDI+, XPS, and SDKL engines (GDI+ is selected), a checked checkbox for pre-rendering, and a DPI text box set to 300. There are 'OK' and 'Cancel' buttons at the bottom.

In this section you can define all the specific template settings like selecting the printer being used, card size, etc...

Card size

- **Printer** - Select the printer to be used
- **Card size** - Select the specific card size
- **Width, Height** - Enter custom card sizes

Rows and columns

- In this section you can define how many columns and rows need to be printed on one page. If you set the Number of rows to 3, 3 records will be printed on, for example, the front page of the card. This technology can be used to print multiple records for, for example, the use of breakable cards. See more information about how to use [Rows and Columns](#).

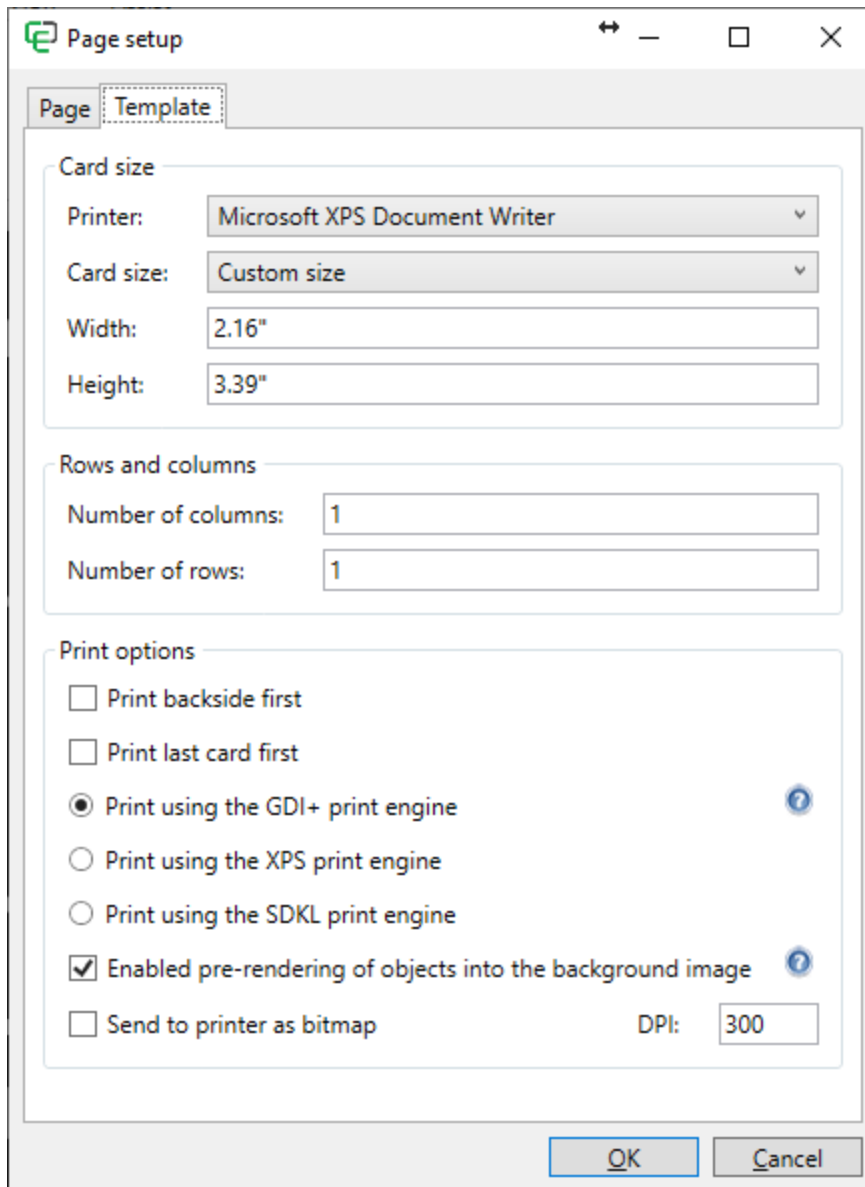
Print options

- Print backside first - Select this option if the backside of the card needs to be printed first.
- Print last card first - Select this option if you want to print the last card from the batch first.
- Print using the GDI+ print engine - Select this option to use the GDI+ print engine (default), unchecking will use the Microsoft XPS print engine. For more information [CLICK HERE](#).
- Enabled pre-rendering of objects into the background image - For more information [CLICK HERE](#).
- Send to printer as bitmap - Select this option if you want to have CardExchange® PriceTag create a bitmap image first and send it to the printer instead of sending all objects separately.

5.1.1.2.1 Using GDI+ Printing

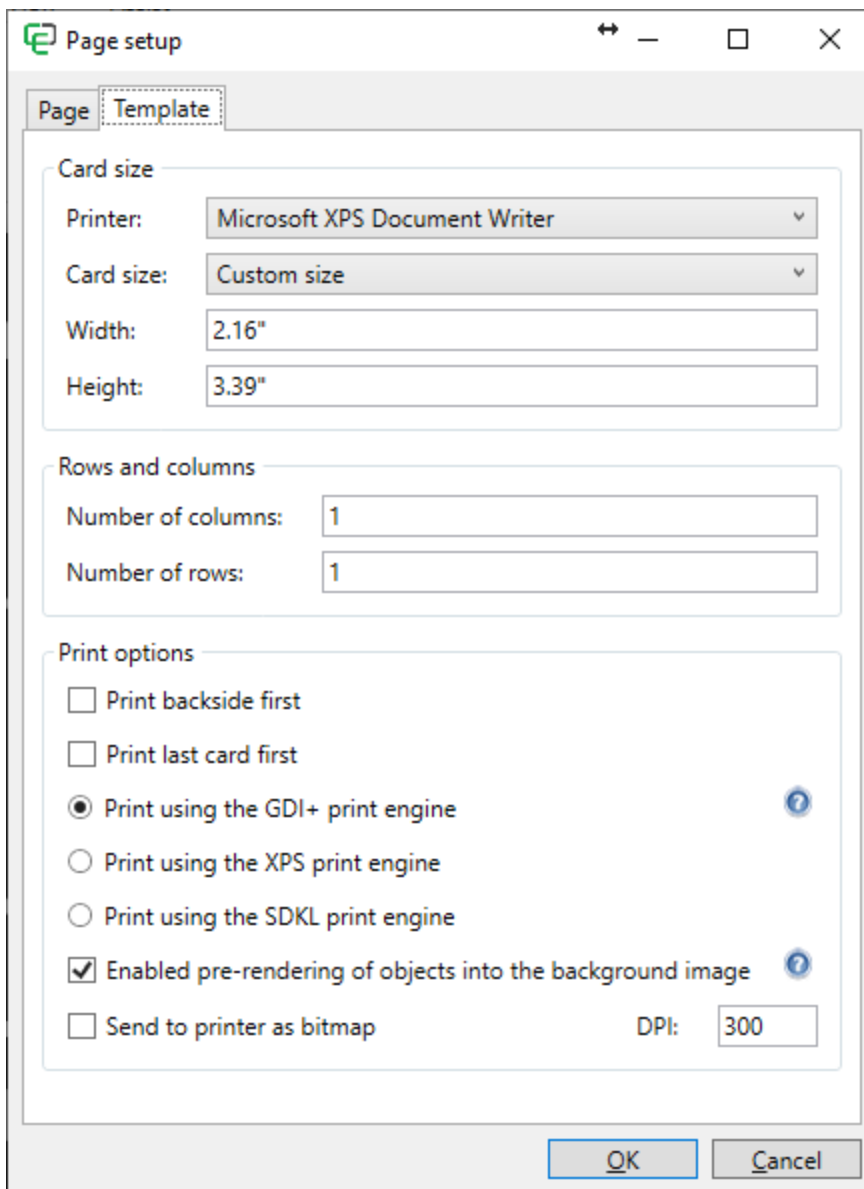
CardExchange® PriceTag by default, uses a GDI+ print engine, however you can also disable this option and use a Microsoft XPS print engine if required.

As CardExchange® PriceTag uses advanced graphical objects that sometimes are not supported by GDI+, you can use this technology in combination with [Pre-rendering](#) of objects.



5.1.1.2.2 Pre-rendering of Objects

This option enables pre-rendering of objects into the background image of the layout page. When selected, all objects that have been flagged for pre-rendering, together with the background image or brush of the layout page, will be rendered to a bitmap image and sent as such to the printer.



By default, only image objects are flagged for pre-rendering, but on the [Visibility](#) tab of the Properties window, pre-rendering can be enabled or disabled for any individual object. Pre-rendering is needed when printing via the GDI+ if your design uses graphics that are not supported by the GDI+.

Pre-rendered objects will always show behind any other objects in the printed result, even if that is not the case on the preview.

5.2 Explorer Menu



Just like in the [Main Interface](#), CardExchange® PriceTag Designer also contains an Explorer menu. Also here the Explorer Menu is based on the Explorer Menu as it is available in Microsoft® PowerPoint.

This Explorer Menu contains three tabs which are described in sub sections of this Help file.

The Explorer Menu gives an overview of all your created layouts, pages, connected data, etc.

You always open the actual [Template](#) selected in the [Main Interface](#).

5.2.1 Pages



When selecting the Pages tab (default) all the available layout pages are shown.

Simply click on the page or the layout header to select. Specific settings for the available Layouts can be found in the [Page Setup](#) section of this Help file.

How to [Pages](#) can be found in this specific section.

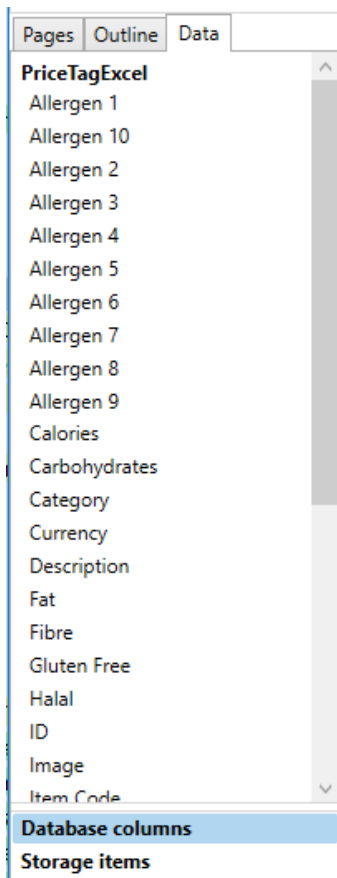
5.2.2 Outline



When the Outline tab is selected you find a quick overview of all the available objects on the pages, in the Layout.

It is presented as a tree view and by hovering over each available object, a preview of the object is shown like in the screen shot, hovering over the image object shows the preview of the image.

5.2.3 Data

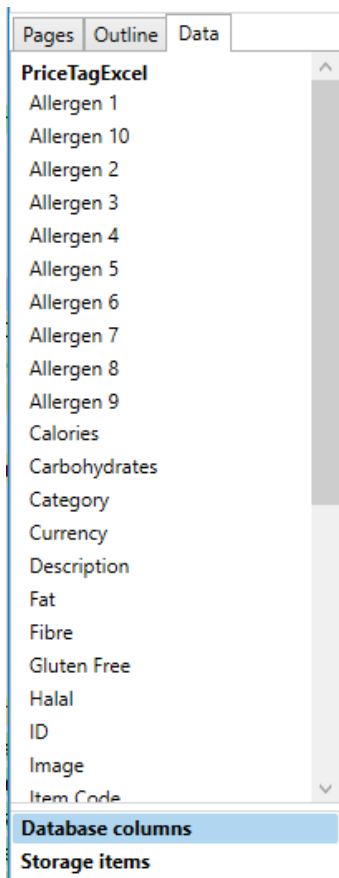


The Data tab is offering, depending on the configuration:

- [Database columns](#)
- [Storage items](#)

From here you can drag database fields onto your card design and also configure storage items.

5.2.3.1 Database Columns

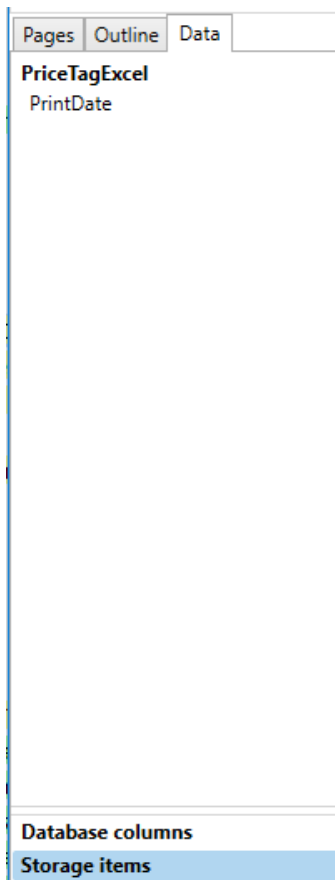


When you are connected to a database or MS Excel file, this tab contains all the available columns of the connected database/file.

Simply select the item and drag and drop it on your card design. Specific Properties can be set in the [Properties](#) window.

How to configure databases is explained in the "[Using Databases](#)" section of this Help file.

5.2.3.2 Storage Items

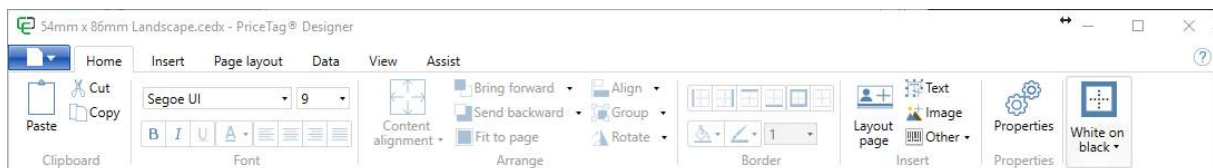


If you want to store data into the connected database, you need to define storage items. Storage items contain the information of the column name in which you want to save your information like a print date or counter. These Storage Item mappings are made via the [Content](#) tab in the [Properties](#) window.

Please visit the [Storage Items](#) section of this Help file for more information about using Storage Items.

5.3 Ribbon Overview

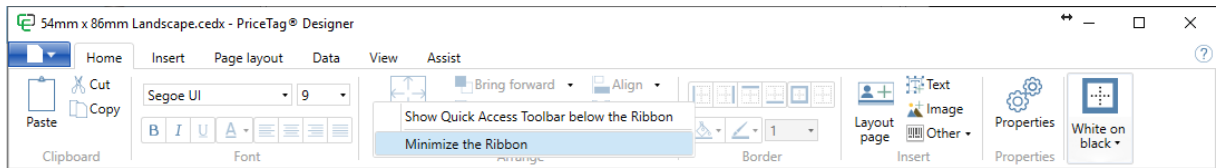
Following the structure of Microsoft® Office, the Home tab reflects all the most common functionality that is required.



Clipboard functionality for easy Copy, Cut, and Pasting. In the Font group you can easily set the font type, size, color, and outline the text. You can outline your text and objects and borders can be easily set and colors can be chosen.

The main objects for inserting are also available from the Home tab in the Insert group. The [Properties](#) window is called from the Home tab too as well as the option to change the preview to white on black.

It is also possible to minimize the ribbon if you need more space on your design because you are using a smaller screen.



Right mouse click on one of the available tabs to open the context menu and select **Minimize the Ribbon**.



Now you only see the headers of the tabs and more space is offered. Clicking on the tab will have the Ribbon information expand. After selecting the functionality it will close again.

To restore the Ribbon, simple right mouse click on one of the tabs and deselect **Minimize the Ribbon** from the context menu.

5.3.1 Insert

Just like in the Home tab, objects can be selected and inserted onto the design here.



Via the Insert tab you can insert the following objects:

- [Text](#)
- [Images](#)
- [1D Barcodes](#)
- [2D Barcodes](#)
- [Rectangles](#)
- [Ellipses](#)
- [Lines](#)

5.3.2 Page Layout

The Page Layout tab reflects the first tab (Page) of the Page Setup window.



If you want to add a Background color or Background Image, you can add this via the Background button. More information about the Page Setup can be found in the "[Page Setup](#)" section from this Help file. More information about how to use Backgrounds, please refer to our "[Using Backgrounds](#)" section of our Help file.

5.3.3 Data

When the Data tab is selected, you find two different groups:



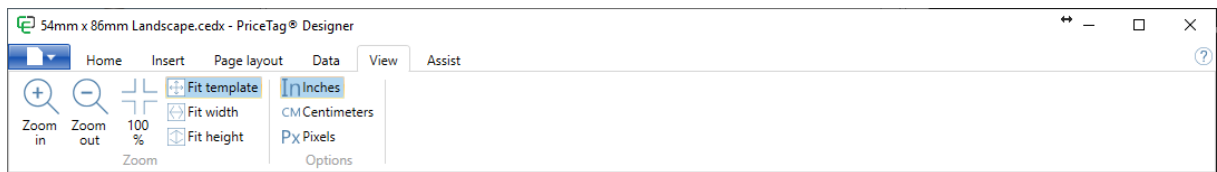
Group	Function(s)	Description
Connection	Edit	Opens the Database wizard to edit the existing database connection
	New	Opens the Database wizard to create a new database connection
	Select	Opens the file dialog window to select an existing database connection
	Remove	Disconnects and removes the existing database connection
Record Navigation	First	Navigates to the first available record in the database

Previous	Navigates to the previous database record in the database
Next	Navigates to the next record in the database
Last	Navigates to the last record in the database

For more information about creating and editing database connections, please see our "[Using Databases](#)" section of this Help file.

5.3.4 View

When the View tab is selected, you find two different groups:



Group	Function(s)	Description
Zoom	Zoom in	Zoom in on the current page
	Zoom out	Zoom out on the current page
	100%	Zoom to 100%
	Fit template	Zooms the page that it fits the window
	Fit width	Zooms the page that the width of the page fits the width of the window
Options	Fit height	Zooms the page that height of the page fits the height of the window
	Inches	Change the display units to inches
	Centimeters	Change the display units to centimeters
	Pixel	Change the display units to pixels

5.3.5 Assist

The Assist tab is organized in different groups with specific functionality.



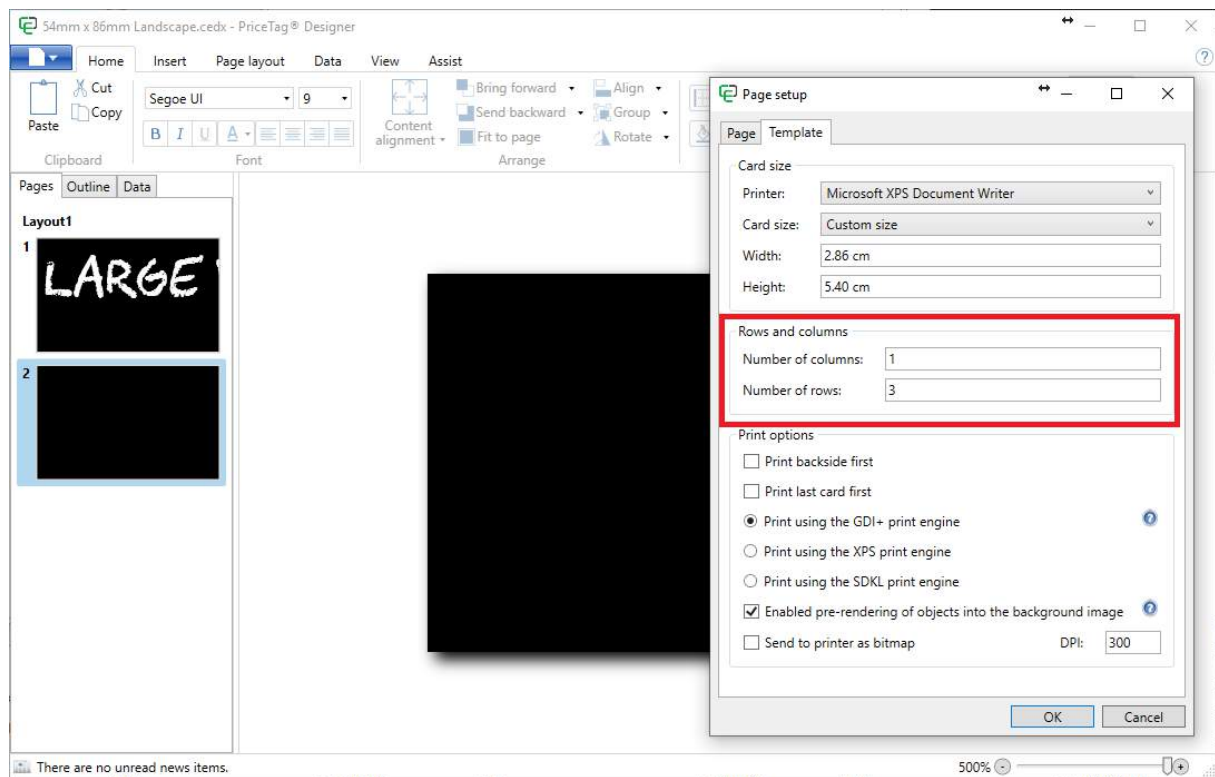
Group	Function(s)	Description
Refresh	Refresh	Refreshes the available news items

Help Help Opens this online help file
PriceCardPr Opens the PriceCardPro website
O

For more detailed information about the the Assist options, please visit the "[Using Assist](#)" section of this Help file...

5.4 Rows and Columns

CardExchange® PriceTag offers the possibility to print multiple records on a your card. This can be very handy when printing, for example, breakable cards for key chains.



Select the [Layout](#), open the [Page Setup](#) window, and select the Template tab. Here you can find the Rows and Columns section. Enter the amount of columns and rows you want to use.

5.5 Templates



As you have read in the [Using the Designer](#) section of this Help file, all your configuration is done in the Designer. Therefore the CardExchange® PriceTag Designer works based on templates.

To understand how CardExchange® PriceTag works, it is important to take special note of this section of the Help file.

Basically every time you create a new card with CardExchange® PriceTag you are creating a new Template.

In the [Main Interface](#) of CardExchange® PriceTag you always switch between the different available Templates (see the "[Loaded Cards](#)" section).

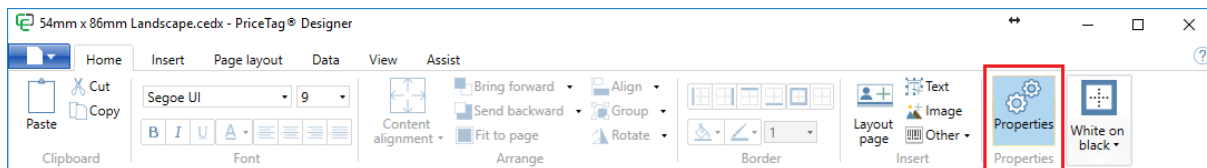
With the Designer you always create a new or open the selected **Template**. But it is always **ONE Template!**

Each **Template** has always one Printer connected, one Database connection.

Each Layout can have Multiple Pages. You can have a Page for the Front Side and a Page for the Back Side. Each Page holds all the objects like text, image, Barcode, etc...

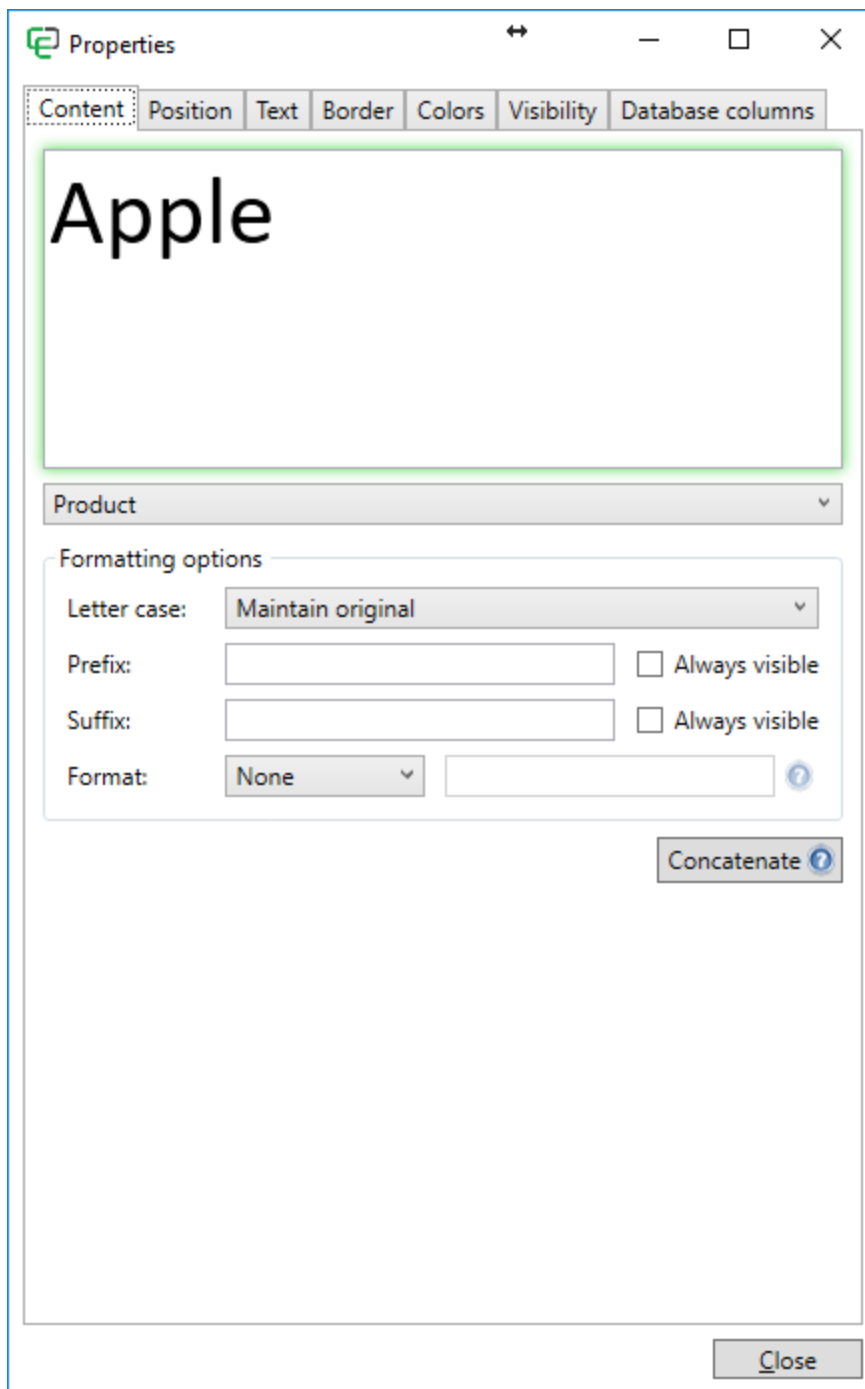
5.6 Properties

All objects used with the CardExchange® PriceTag Designer have more properties than shown in the Add Object window. All these properties are available in the Properties Windows.



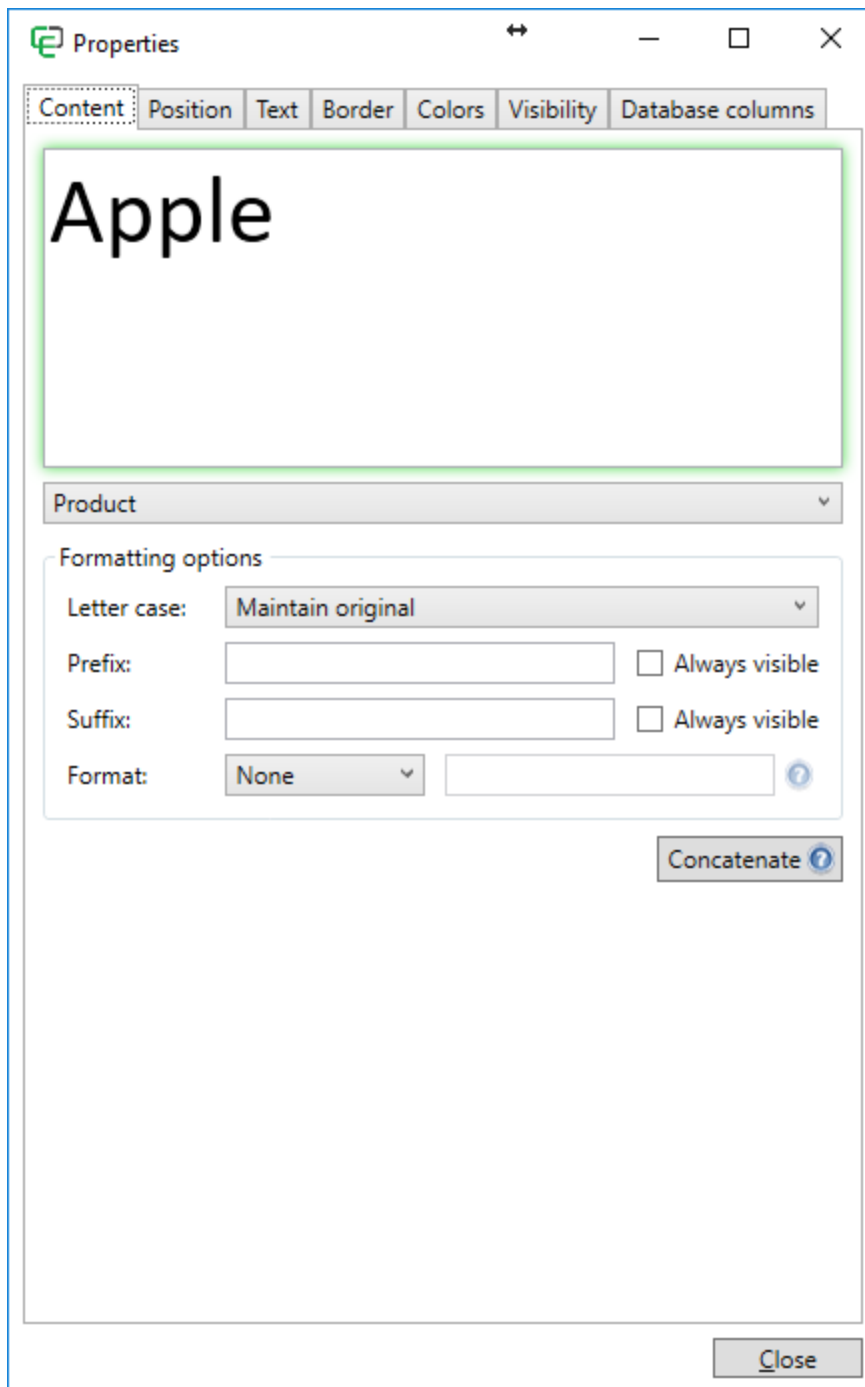
Click on the Properties button in the Home tab to open. In the Properties Window you can find specific properties for:

- [Content](#)
- [Position](#)
- [Text](#)
- [Border](#)
- [Colors](#)
- [Visibility](#)
- [Database Columns](#)



5.6.1 Content

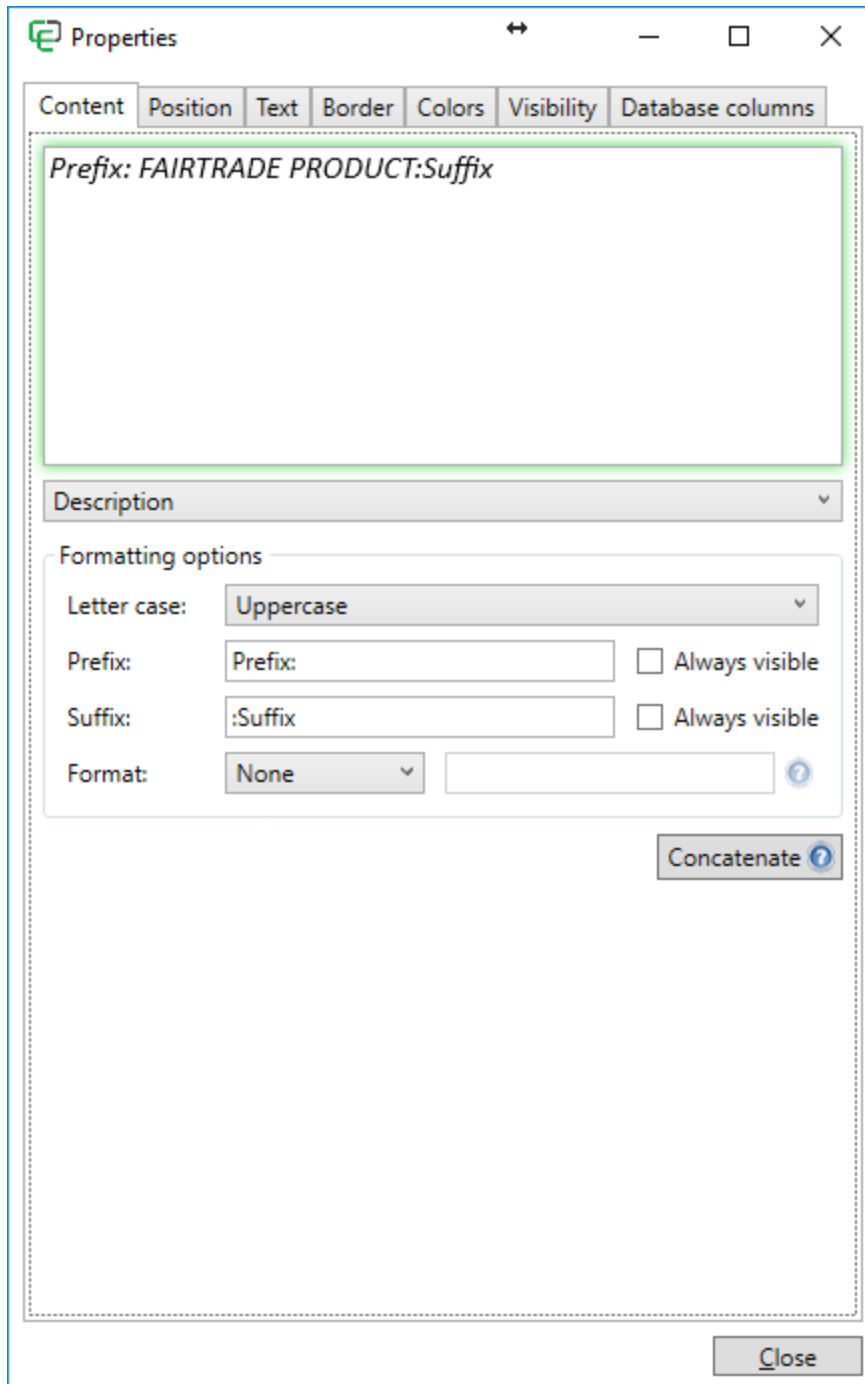
In the content tab you can enter information when you are using a [Fixed Value](#) object. This information will then be presented on the Page design in the [Text](#) object. Of course when connected to a database, this Content tab will show the data from the connected column. The box around the text area will be **GREEN** when it contains information coming from a connected database.



You can change the information by selecting a different [Standard Object Type](#). More information can be found in the "[Using Images](#)" section of this Help file.

Instead of selecting a Standard Object, the information can also simply be changed by selecting a database column from the [Data Menu](#) in the [Explorer Menu](#) and drag and drop this field directly into the Content text area.

Formatting Options



The Content tab also offers the possibility to do some advanced formatting. In the Formatting Options group you can set the Letter case for the content. You have four options for the Letter case:

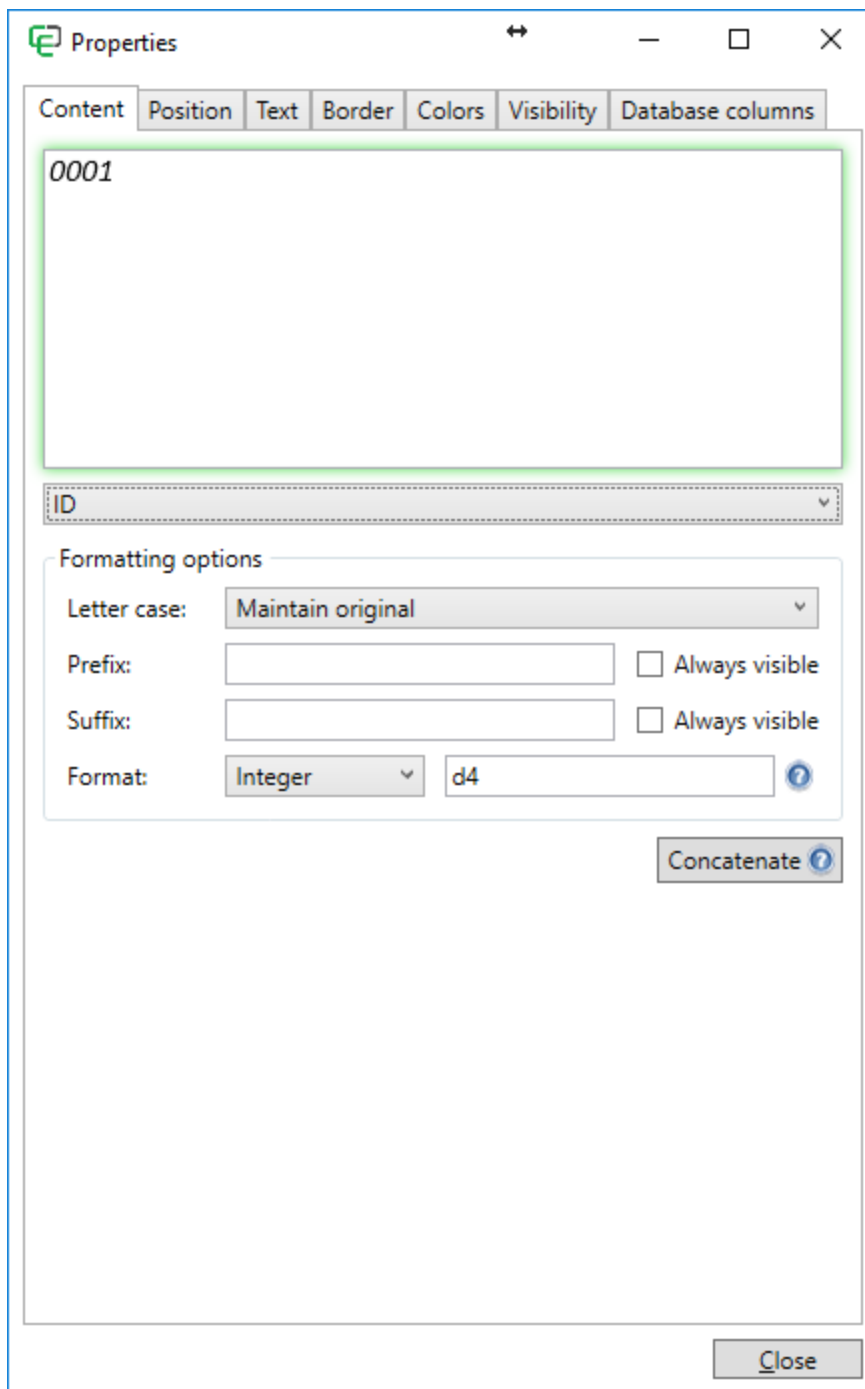
- **Maintain Original** - No changes to the original
- **Lowercase** - Makes the content Lowercase
- **Uppercase** - Makes the content Uppercase
- **Namecase** - Makes all the first letters Uppercase

You can add a prefix and a suffix to your content and make it always visible. By default it is unchecked which means that if there is no content available, for example from the database, the prefix or suffix information will not shown.

You can also set the Format of the content. This can be handy if you want to make sure that it is always a integer, date, text, etc., content. You can select the following Formats:

- **Date/Time**
- **Decimal**
- **Floating Point**
- **Integer**
- **None**
- **String**

You can also format the content using Numeric format strings. For example in the screen shot below we have selected Integer as the format and entered '**d4**'. That means that the content will be representing four digits. So if the value from the database is 1, setting it to **d4** will show **0001**.



5.6.2 Position

In the Position tab you can set the specific position, sizes, and margins. Of course this reflects the position on the Page as you dragged and dropped it so you may not need to change them. However in some situations you will have to set the positions, sizes, and margins based on specs provided by the customer. Instead of trying to accomplish this with a very stable hand, you can here directly enter the values.

Also the Horizontal and Vertical alignment can be set. Set the preferred stretch setting and, if applicable, enter the rotation angle in degrees.

The screenshot shows the 'Properties' dialog box with the 'Position' tab selected. The dialog has a title bar with a maximize button, a close button, and a refresh button. Below the title bar are tabs for 'Content', 'Position', 'Text', 'Border', 'Colors', 'Visibility', and 'Database columns'. The 'Position and size' section contains four checked checkboxes: 'Left', 'Top', 'Width', and 'Height'. Each checkbox is followed by a text input field showing a value in centimeters. To the right of these are four 'margin' input fields, all set to '0.00 cm'. The 'Alignment' section has three dropdown menus: 'Horizontal alignment' (set to 'Stretch'), 'Vertical alignment' (set to 'Stretch'), and 'Stretch' (set to 'None'). The 'Rotation' section has a 'Rotation angle' input field set to '0°'. A 'Close' button is located at the bottom right of the dialog.

Property	Value	Property	Value
Left	0.21 cm	Left margin	0.00 cm
Top	1.82 cm	Top margin	0.00 cm
Width	8.13 cm	Right margin	0.00 cm
Height	1.57 cm	Bottom margin	0.00 cm

Alignment:

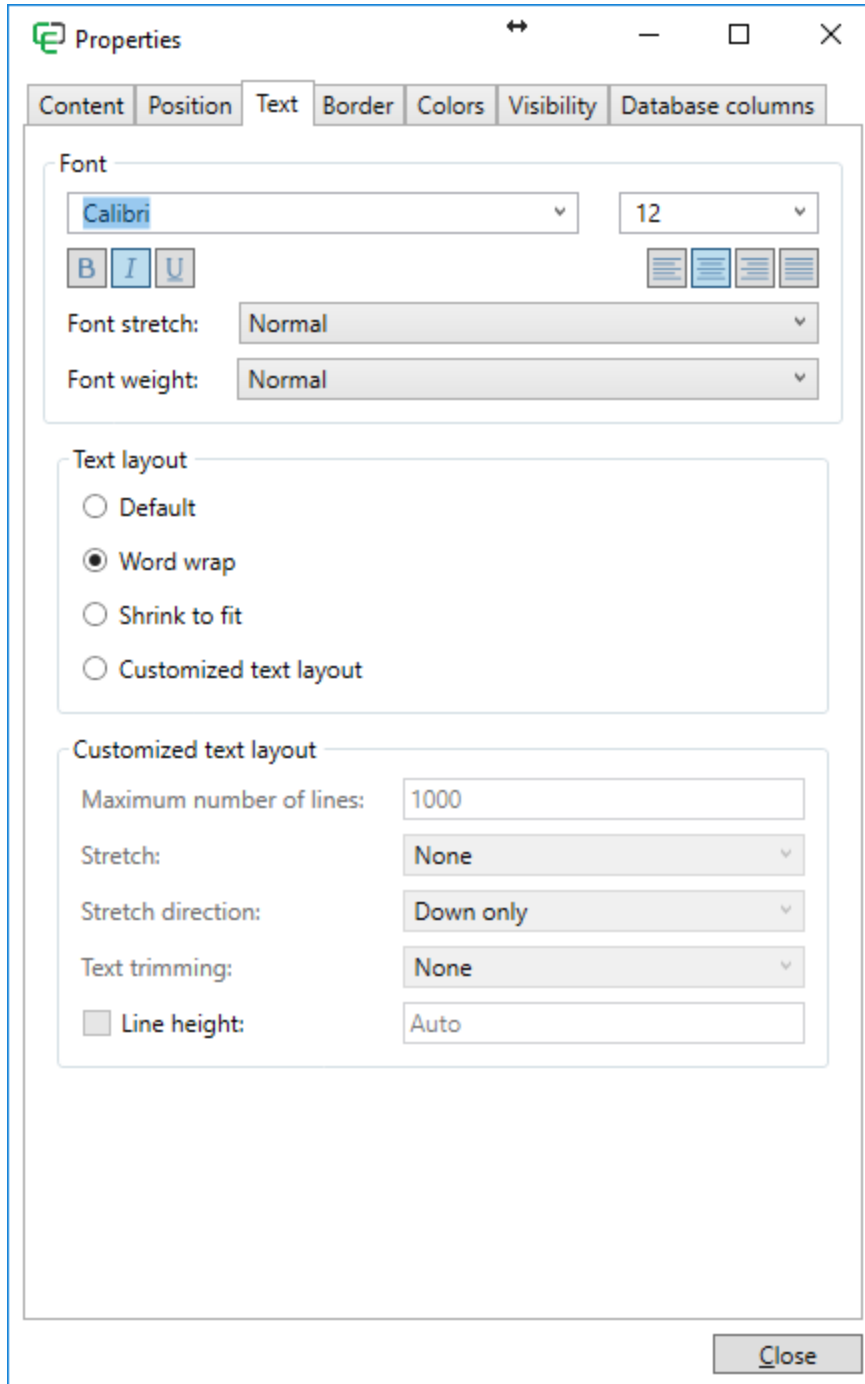
- Horizontal alignment: Stretch
- Vertical alignment: Stretch
- Stretch: None

Rotation:

Rotation angle: 0°

5.6.3 Text

In the Text tab you can set the Font Type and the Font Size in the Font Group.



Besides the alignment options, you can set the Font Stretch. The Font Stretch is not the same as the text stretch because it determines the intense of the font when stretching while

the standard stretch just make sure the text fits in the text box. With the Font Stretch you can choose from:

- **Normal** (*Default*)
- **Ultra Condensed**
- **Extra Condensed**
- **Condensed**
- **Semi Condensed**
- **Semi Expand**
- **Expand**
- **Extra Expand**
- **Ultra Expand**

In the Text Layout section you can choose from:

- **Default**
- **Word wrap**
- **Shrink to fit**
- **Customized text layout**

Word wrap will automatically start a new line when the edge of the text box is reached, shrink to fit will automatically reduce the text size to fit in the text box.

In the Customized text layout you can set the Maximum number of lines for the text object. That means if you set, for example, the value to 2, it does not matter how large the text object on the page is, it will only use maximum two lines for the text. If you do not use stretch functionality, it will not fit the box if it over exceeds 2 lines.

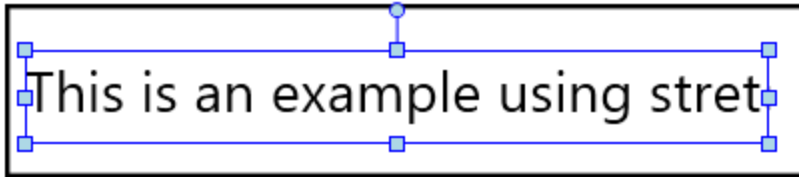
Bringing it to the Stretch option. Stretching and Stretch Direction combines the perfect functionality to get good results in your text object on the Page. In the Stretch Drop Down Menu you can select:

- **None** (*default*)
- **Fill**
- **Uniform**
- **Uniform Fill**

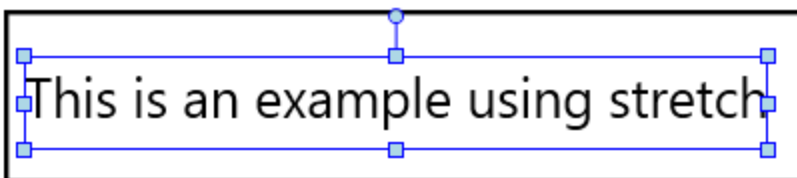
In the Stretch Direction you can select:

- **Up Only**
- **Down Only**
- **Both**

Now, for example, when selecting the option **Fill** in the Stretch Drop Down Menu, in combination with the **Down Only** option from the Stretch Direction Menu, the **Font** will be re-sized horizontally only.

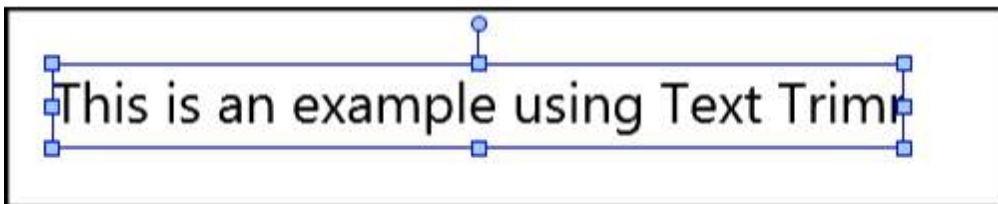


Text Object without Stretch

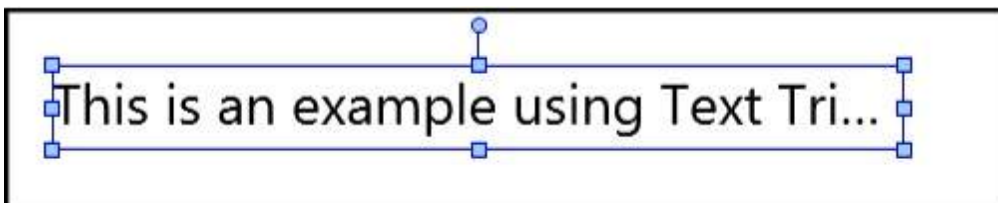


Text Object with Stretch set to Fill, Stretch Direction to Down Only

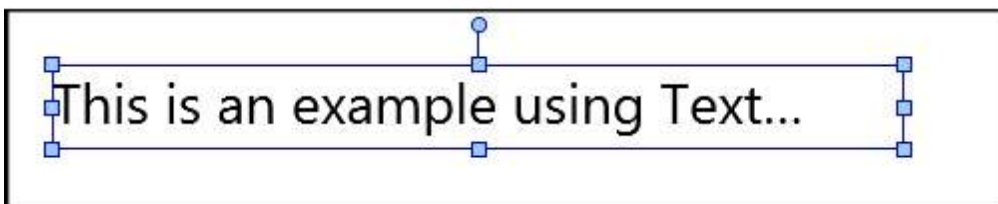
Instead of using Stretch functionality, you can also trim the text. There are basically three options for text trimming:



Text Object without Text Trimming



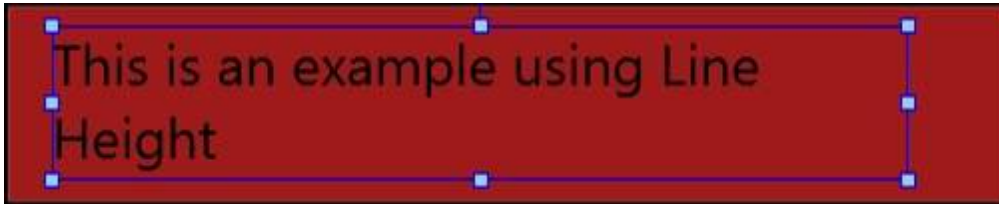
Text Object with Character Ellipsis Text Trimming



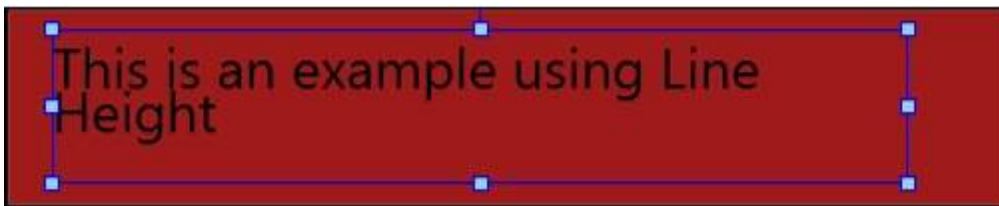
Text Object with word Ellipsis Text Trimming

The last option in this Text property is setting the Line Height. By default this is not disabled and it uses the standard line heights for the Font Type. In some situations it can be that the

standard will eat up too much space you have available on Page Design. When you select the check box, the text box right next to it becomes available and you can enter a value for the line height. The value used is depending on the settings you made in the Options section in the [View](#) tab, centimeters, inches, or pixels. See example below:



Text Object without using Line Height



Text Object using 0.10" Line Height

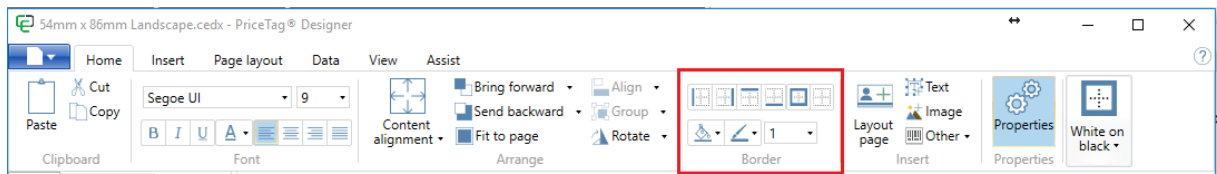
5.6.4 Border

In this section of the Properties Window you can set the properties for the borders of the objects.

The screenshot shows a 'Properties' dialog box with the 'Border' tab selected. The dialog has a title bar with a green icon, the text 'Properties', and standard window controls (maximize, minimize, close). Below the title bar are six tabs: 'Content', 'Position', 'Text', 'Border', 'Colors', 'Visibility', and 'Database columns'. The 'Border' tab is active and contains three sections: 'Border thickness', 'Corner radius', and 'Padding'. Each section has four input fields for different directions. In the 'Border thickness' section, the 'Left' field is highlighted with a blue selection box. All input fields contain the value '0.00 cm'. At the bottom right of the dialog is a 'Close' button.

Section	Left	Right	Top	Bottom
Border thickness	0.00 cm	0.00 cm	0.00 cm	0.00 cm
Corner radius	0.00 cm	0.00 cm	0.00 cm	0.00 cm
Padding	0.00 cm	0.00 cm	0.00 cm	0.00 cm

In the first group you can define all the values for the Border thickness. For example, when adding a rectangle object to your Page Design, you can select the border thickness from the Home menu in the Border section:



You can also enter this directly in the Border Thickness section of the Border tab. This is handy if you need to set specific values provided by your customer.

For example, we add an image object on the Page Design and set the values for entering to pixels in the Options section of the [View](#) tab. This object looks like below:



Now we set the Border Thickness to 3 pixels for the Right and Bottom:

Properties

Content Position Text **Border** Colors Visibility Database columns

Border thickness

Left: Right:

Top: Bottom:

Corner radius

Top-left: Top-right:

Bottom-left: Bottom-right:

Padding

Left: Right:

Top: Bottom:

Close

Now the photo object will look as below:

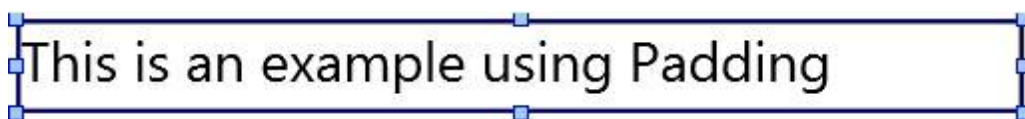


Now you get totally fancy by combining this with the Corner Radius. For example, we set the Corner Radius for the Bottom-Right to 10 pixels and see the result below:



This can be done with all existing objects available with CardExchange® PriceTag. It even can become more advanced if we are combining the objects borders with colors and backgrounds. More about this in the [Colors](#) section of this Help file.

Last but not least, when using Text Objects you can use padding. Padding is the space inside the object and is therefore not the same as Margin as that is the space outside of the object.



Text Object without Padding

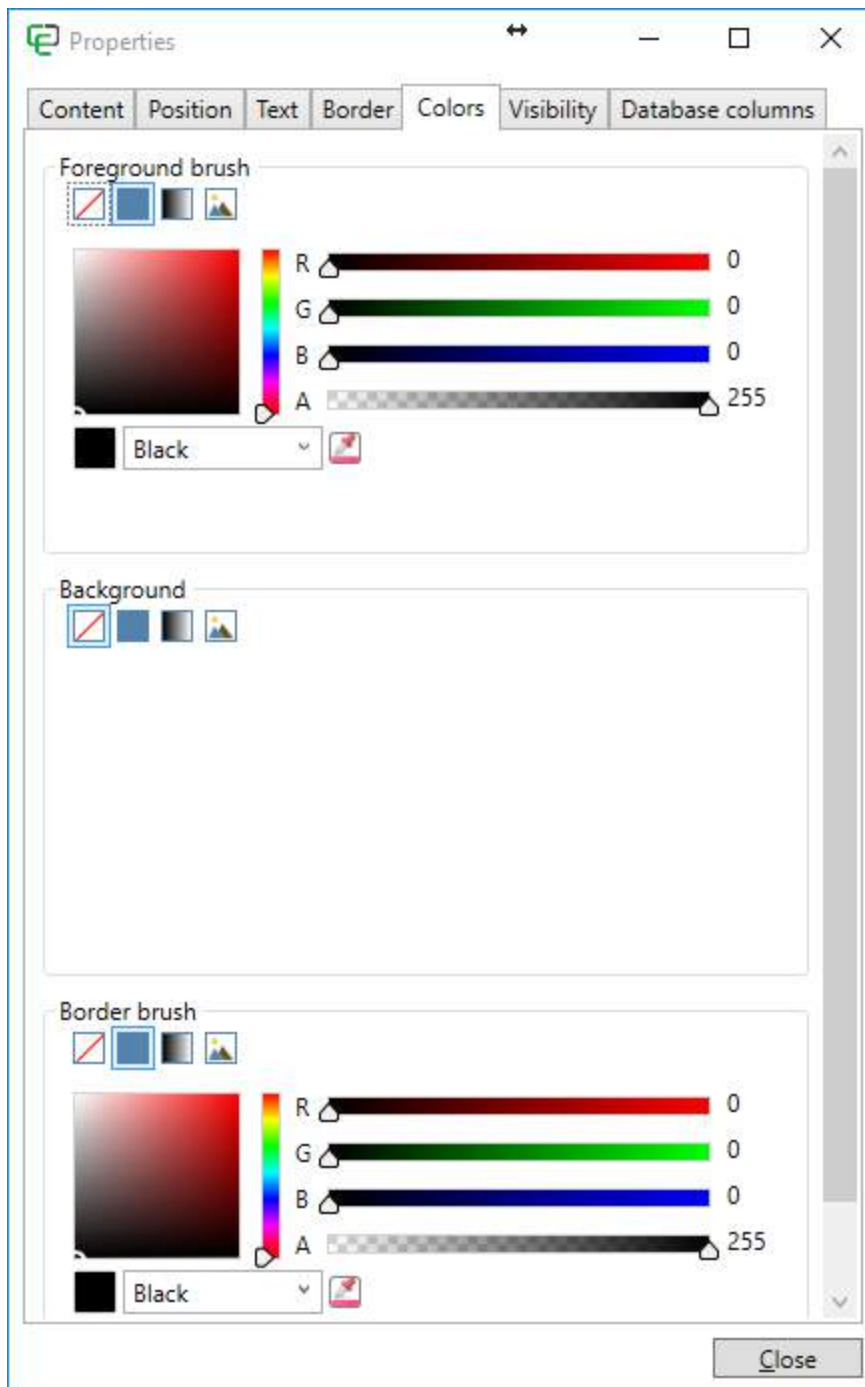


Text Object with Left and Top Padding

5.6.5 Colors

Depending on the object used on the [Page](#) design, different color options are available divided in three different groups:

- **Foreground brush** - sets the foreground color of the object
- **Background** - sets the background color for the object
- **Border brush** - sets the border color for the object

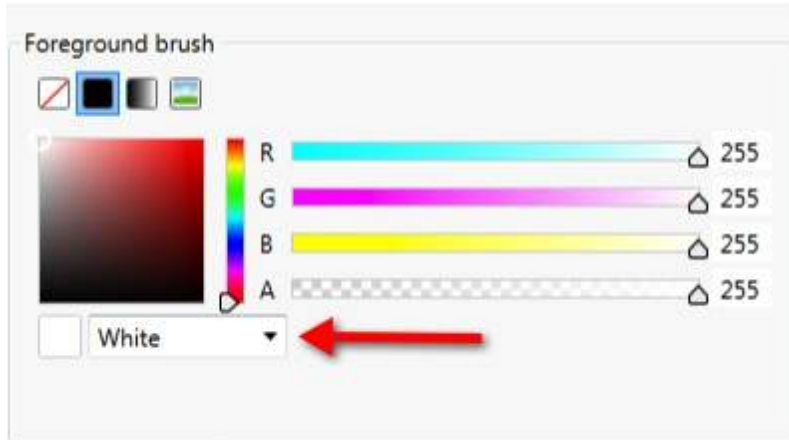


Each group offers four different style options:

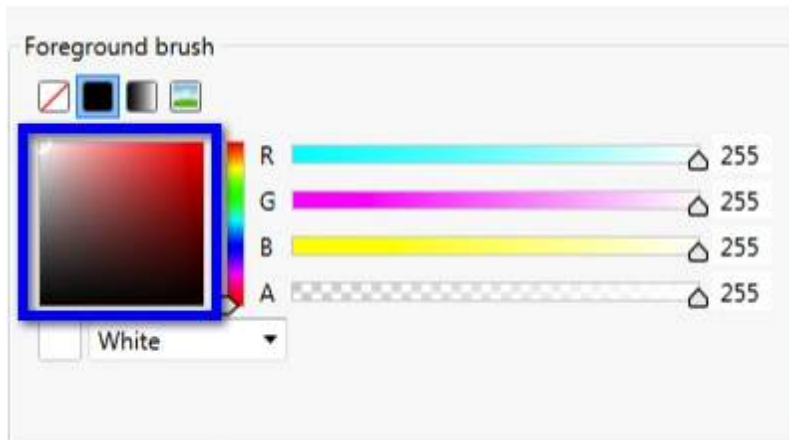
-  **Transparent**
-  **Solid color**
-  **Gradient**

-  Image

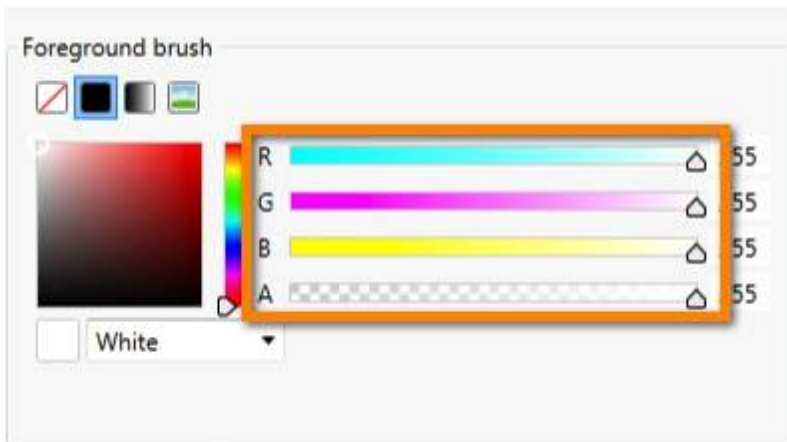
Colors can be selected directly from the drop down menu as indicated with the **red arrow**:



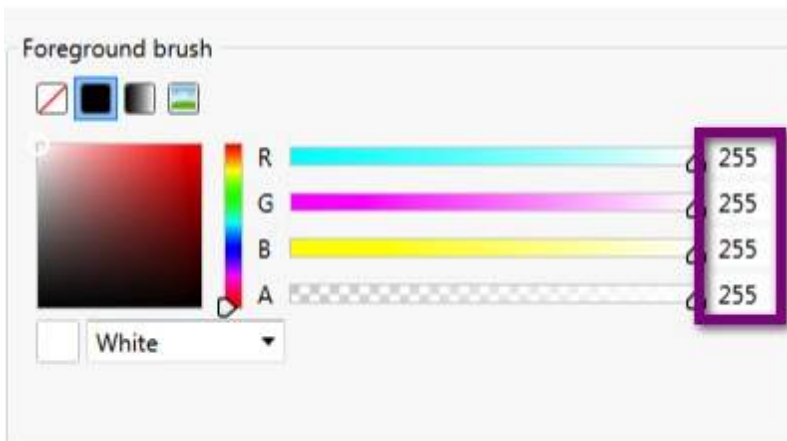
Picked from the color selection area as indicated with the blue rectangle:



Created by moving the color sliders to the preferred position as indicated with the orange rectangle:



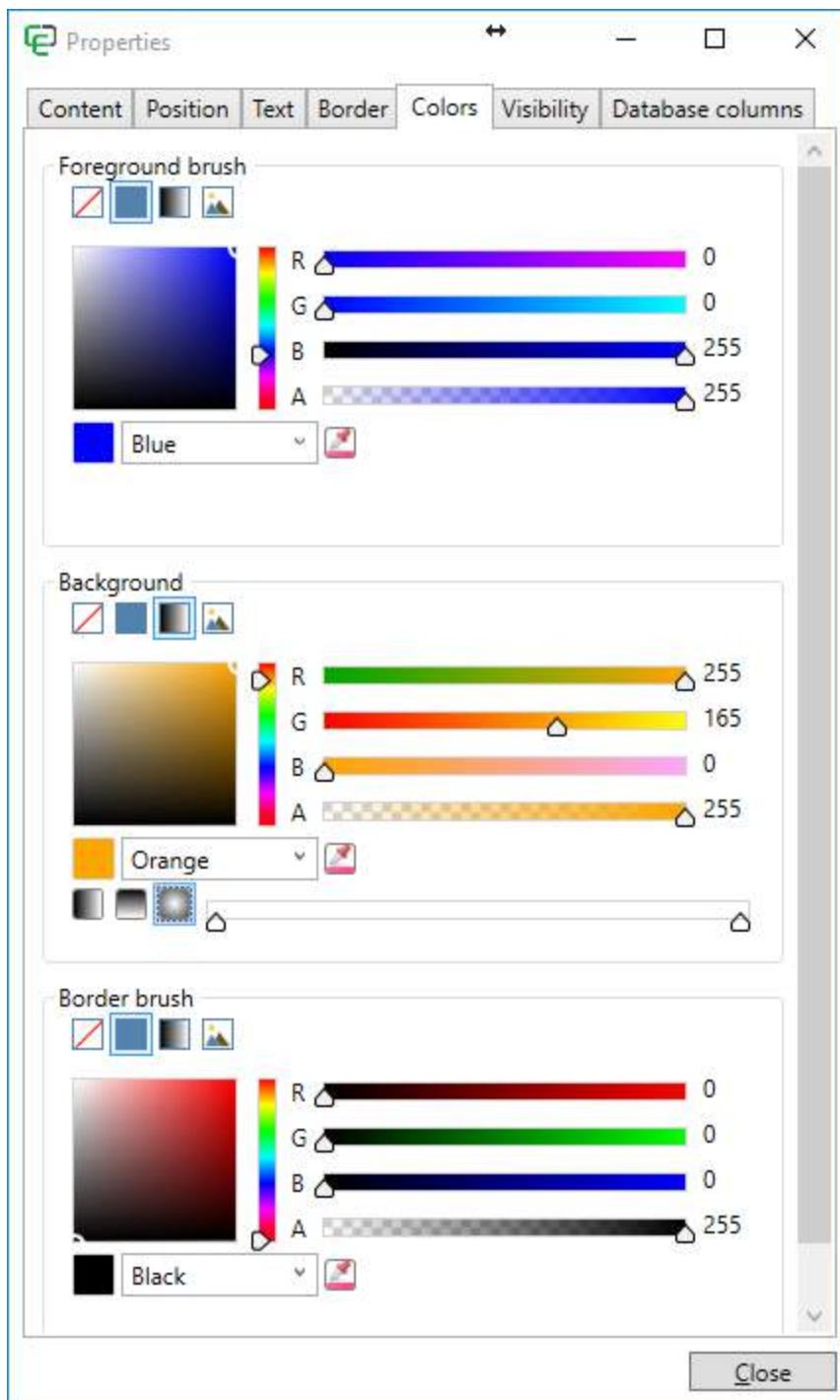
Or directly entered into the text boxes right from the color sliders as indicated with the purple rectangle:



There are so many possibilities to combine that it is impossible to explain them all. We have created a couple of examples which are explained in the sub sections of this Color subject.

5.6.5.1 Text Object Example

For this example we added a text object to the Page design and set the colors as shown below:

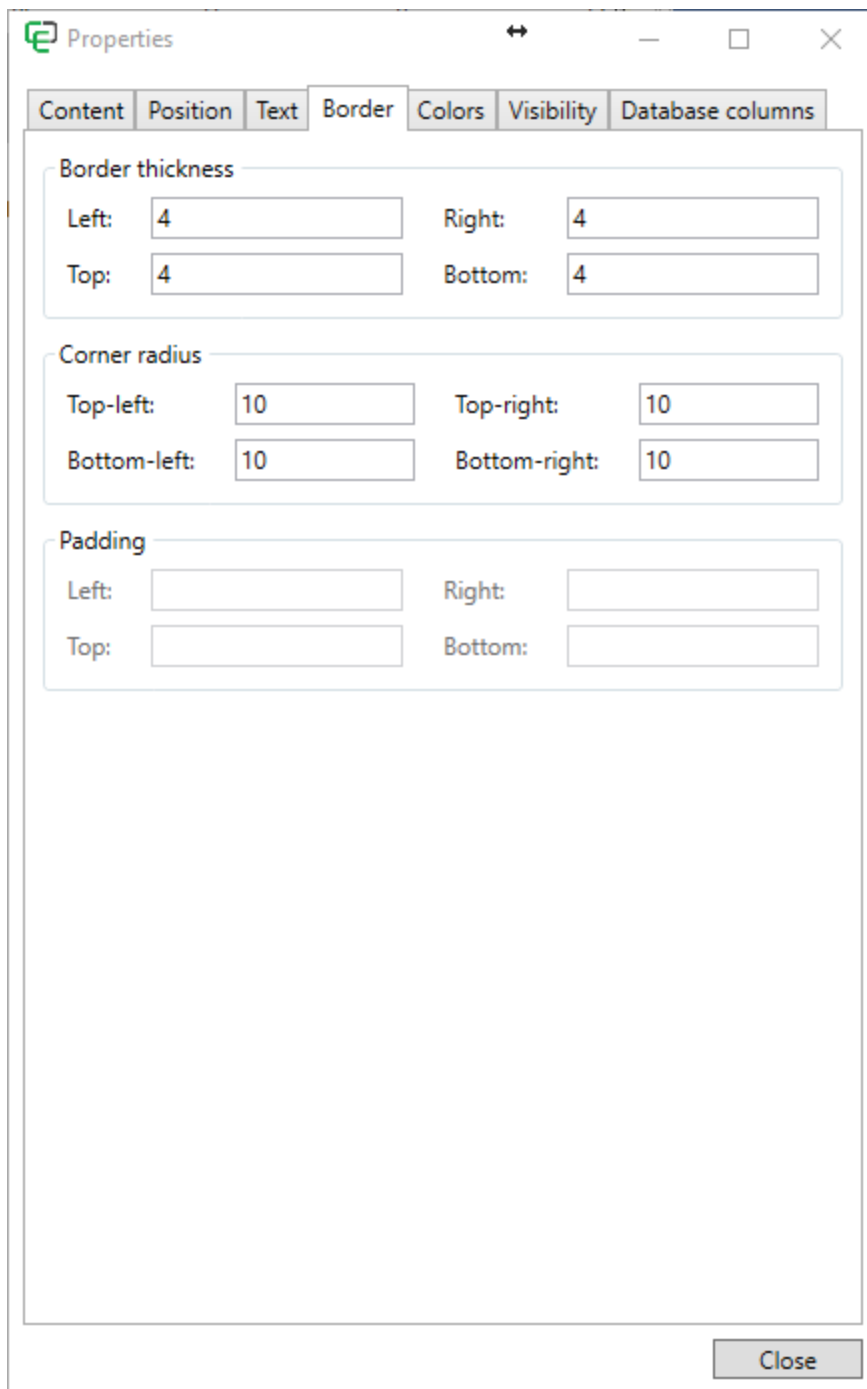


The foreground color is set to blue and for the background color we used orange with a gradient style which creates the result below:

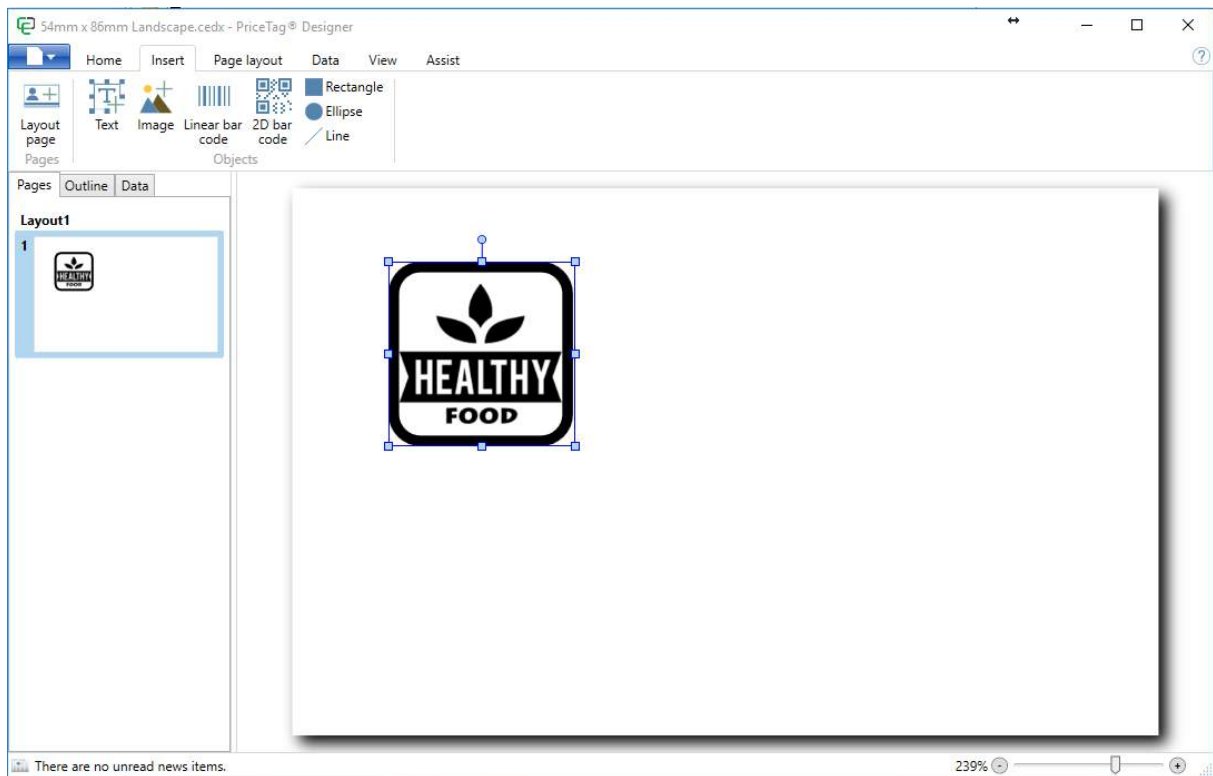
Using Color with an Text object...

5.6.5.2 Image Object Example

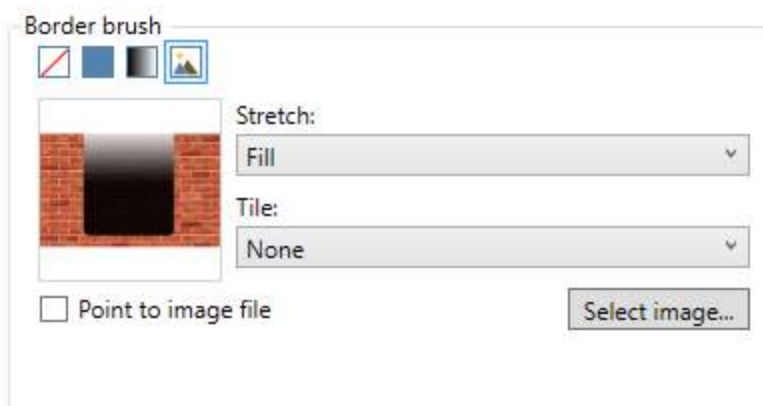
For this **Image Object** example we added a **Image** of a photo to the [Page](#) design and created a border via the [Border](#) tab. We have set the system to use pixels and we have the set the properties as following:



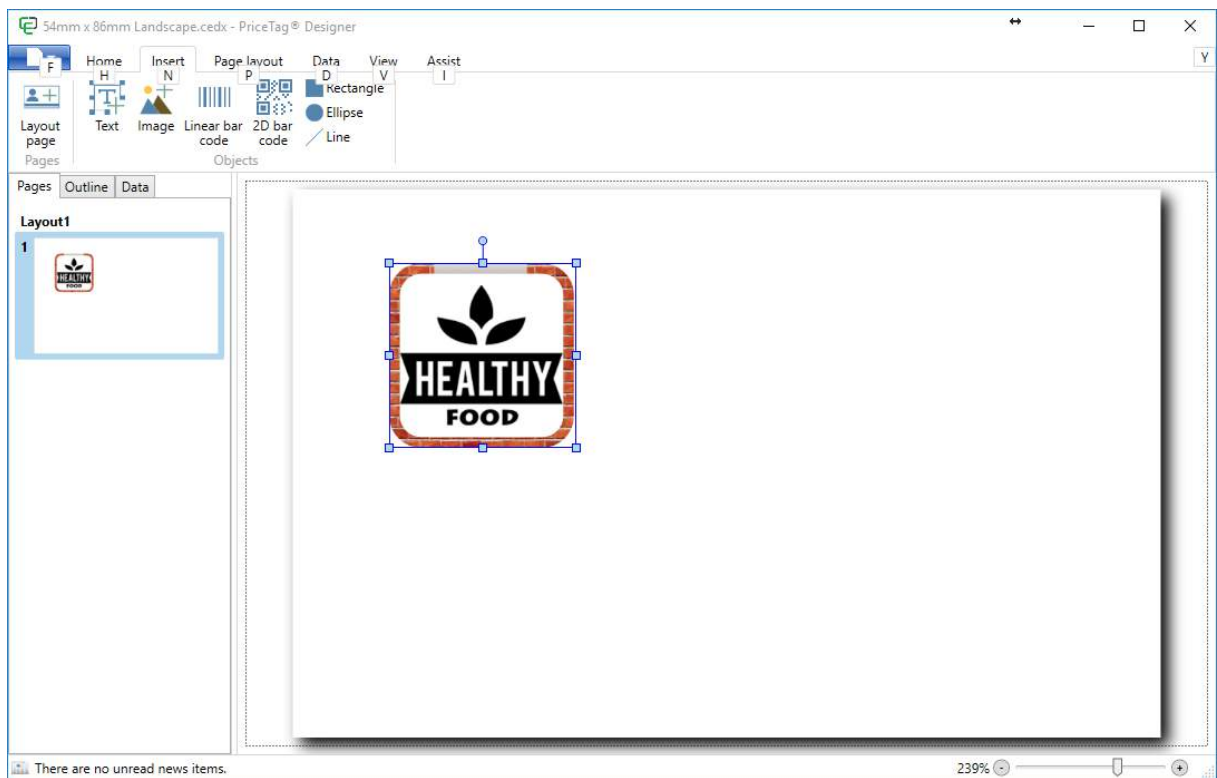
Now the **Image object** on the [Page](#) design looks like below:



What we will do now is replace the **Solid Color Border** with an Image that we will load.



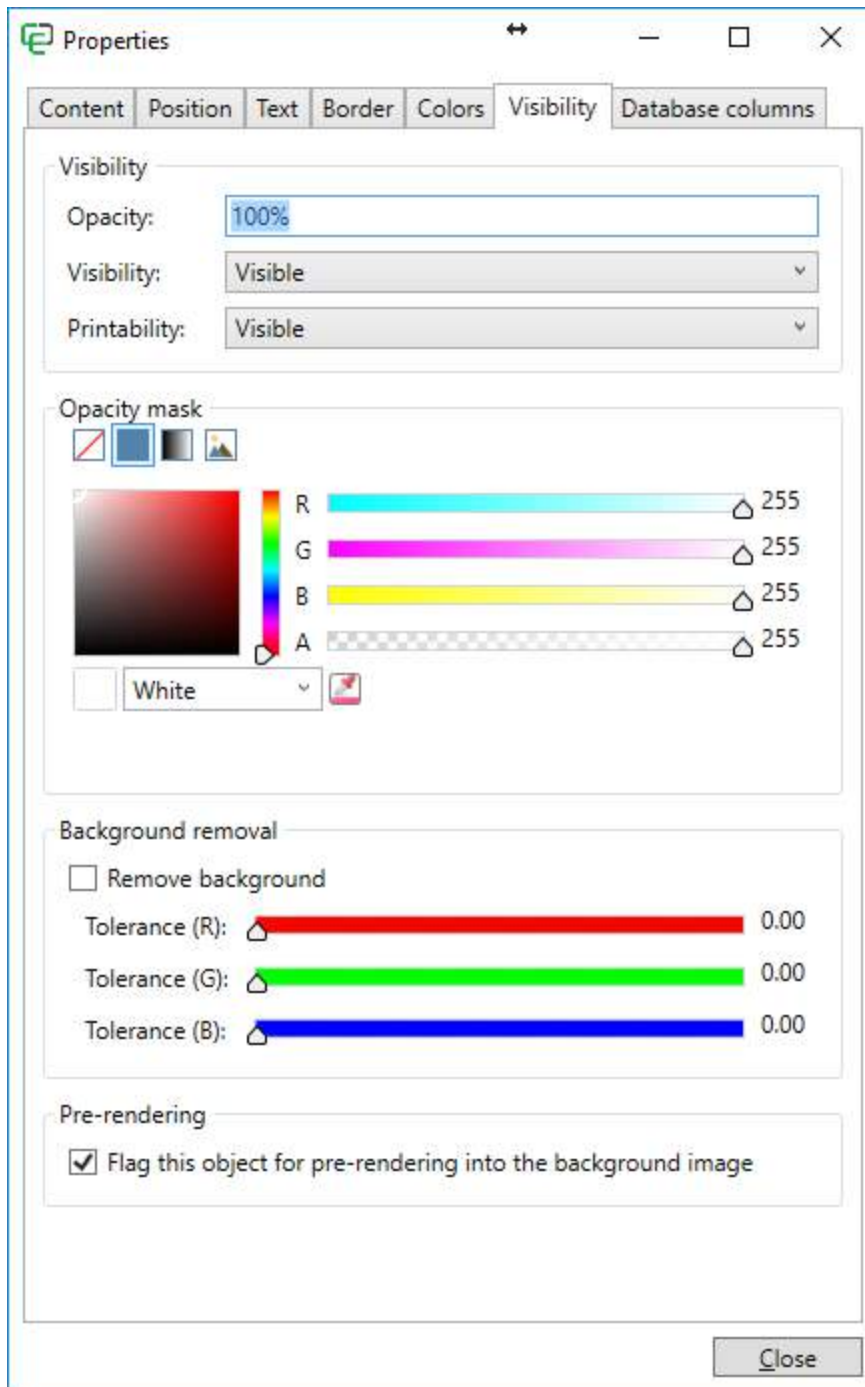
In the **Border brush** group we select the Image style as indicated and we select an image by clicking on the **Select image...** button. When the image is loaded, the [Page](#) design will show the following result:



5.6.6 Visibility

The Visibility tab contains four separate group sections:

- Visibility
- Opacity mask
- Background removal
- Pre-rendering



Visibility

In the visibility group you can set the opacity of the image on the Page design. This can be used to create ghosting images. For example, as shown in the screenshot, see the differences in the images shown below:

**No Opacity****Opacity 50%**

Besides setting the opacity for the image, you can also select the visibility of the image as well the printability. Each drop down menu offers three selections:

- Visible
- Hidden
- Collapsed

Opacity Mask

With the Opacity mask you can do some great and advanced stuff. For example, we have created an opacity mask using the gradient tool and the background color orange.



Now take a look at the photo images below. On the left you have the original and on the right the photo with the opacity mask.

**No Opacity****Using Opacity Mask**

But you can also load images or use solid colors.

Background Removal

CardExchange® PriceTag offers advanced background removal. Use the sliders to define the correct removal. You can also enter the values directly into the text boxes right from each color slider. For example, we removed the background based on the slider configuration below.

Background removal

Remove background

Tolerance (R):  0.10

Tolerance (G):  0.10

Tolerance (B):  0.12

Now take a look at the photo images below. On the left you have the original and on the right the photo with the background removed.

**No Removal****Background Removed**

It is important to realize that the result of the background removal depends on the quality of the image and the used background. Always try to use real blue or green backgrounds when taking photos as this offers the best removal result.

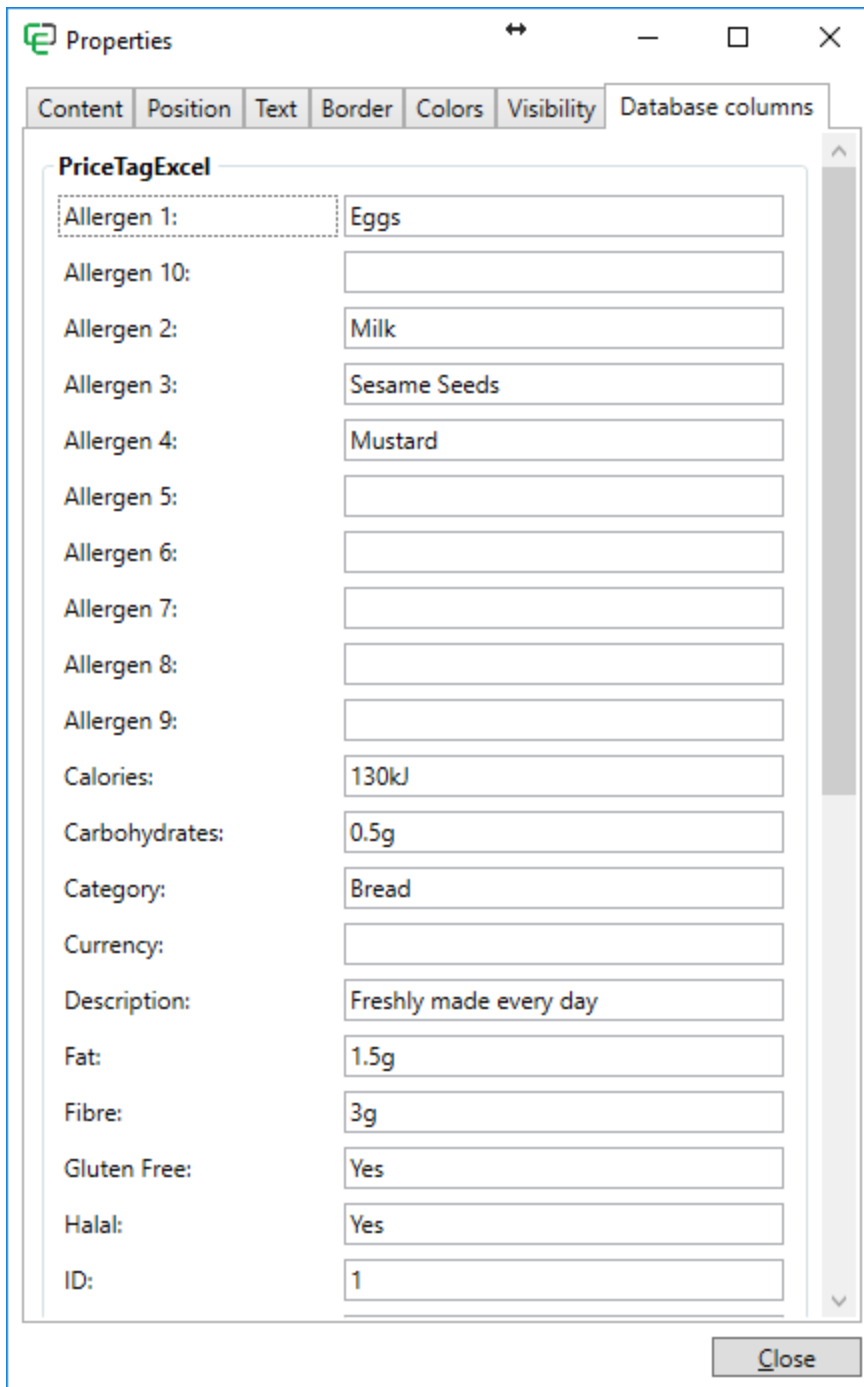
Pre-rendering

When using Pre-rendering of background objects, you can check individual objects to set them to be pre-rendered.

By default certain objects are already checked, but for other objects you can also check them if required.

5.6.7 Database Columns

When you are connected to a **Database**, all the available database columns become available in the **Database columns** tab of the [Properties](#) window.

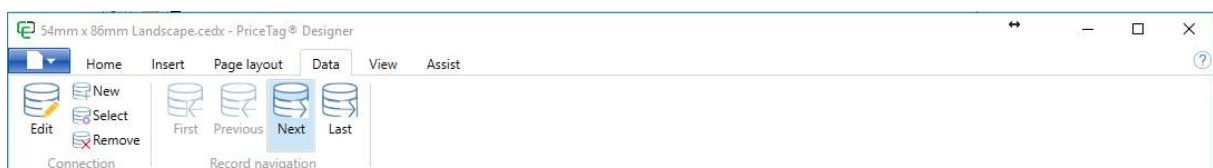


The screenshot shows a window titled "Properties" with a tabbed interface. The "Database columns" tab is selected. The window contains a list of fields for "PriceTagExcel" with corresponding input boxes. The fields and their values are:

Field	Value
Allergen 1:	Eggs
Allergen 10:	
Allergen 2:	Milk
Allergen 3:	Sesame Seeds
Allergen 4:	Mustard
Allergen 5:	
Allergen 6:	
Allergen 7:	
Allergen 8:	
Allergen 9:	
Calories:	130kJ
Carbohydrates:	0.5g
Category:	Bread
Currency:	
Description:	Freshly made every day
Fat:	1.5g
Fibre:	3g
Gluten Free:	Yes
Halal:	Yes
ID:	1

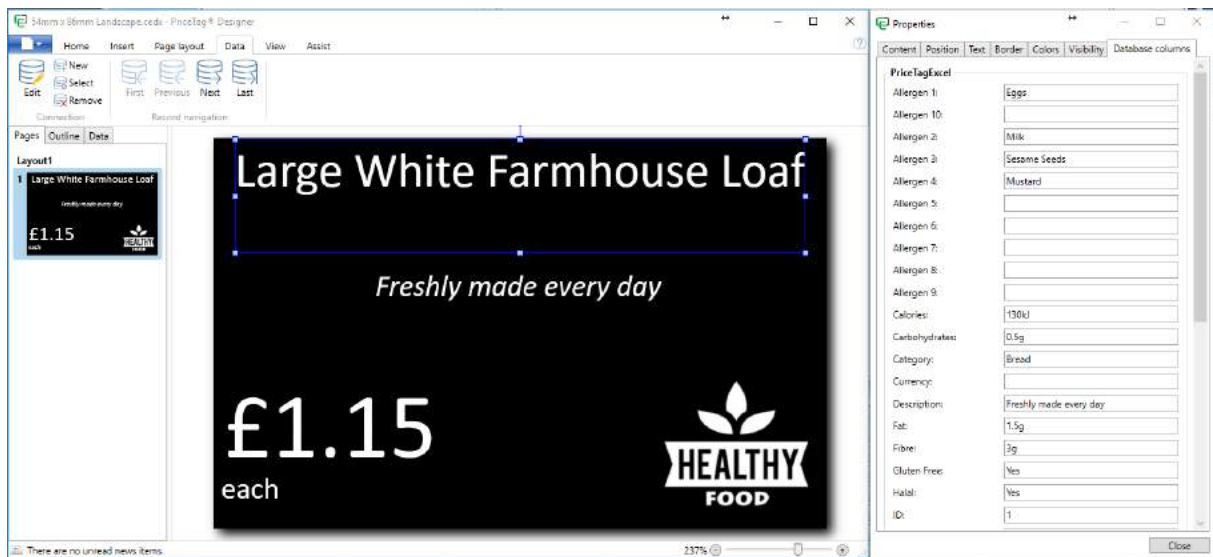
A "Close" button is located at the bottom right of the dialog box.

See our [Database](#) section of this Help file for more information about connecting to and using Databases.



Via the **Record navigation** section in the [Data](#) tab, you can easily navigate between the different available records and the selected record will be shown in the Database columns tab.

These database columns can be directly dragged and dropped to the card design via the Data tab of the Explorer menu as explained in the [Using Databases](#) section of this Help file.

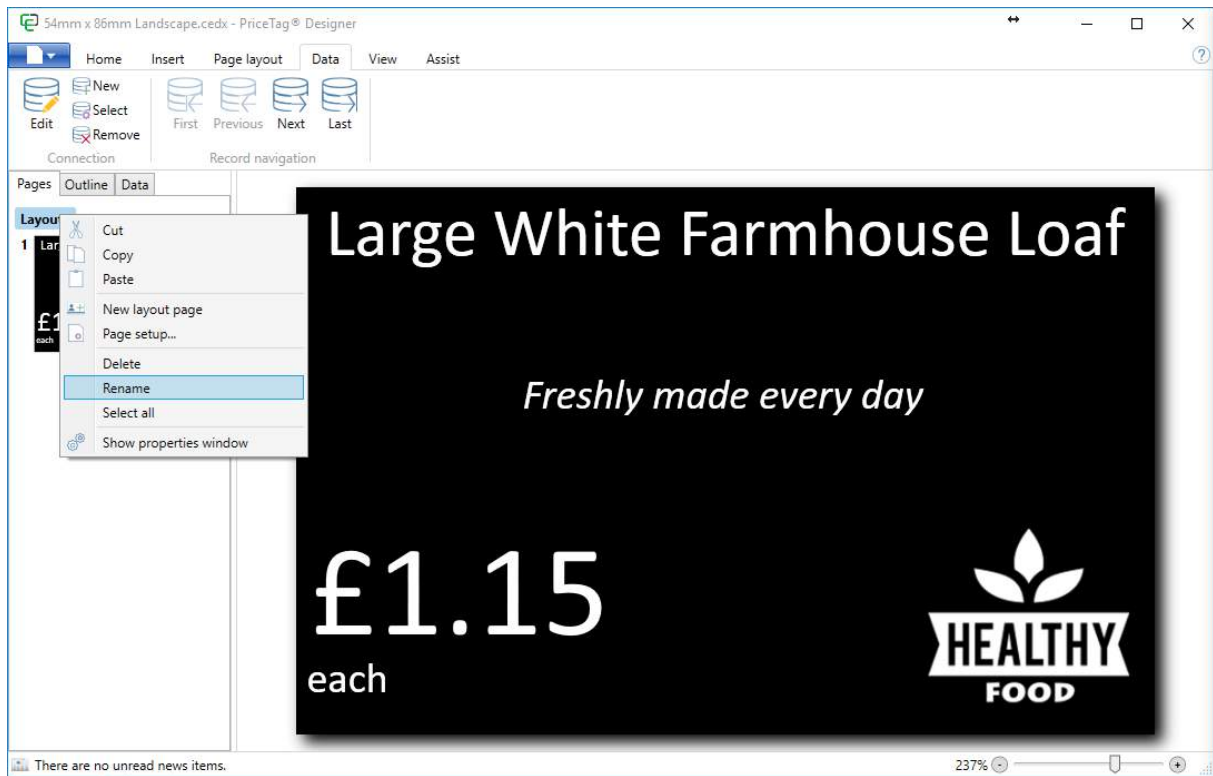


5.7 Layouts

As explained in the [Templates](#) section of this Help file, Layouts can contain one or more Pages.

Each Page can be set to Portrait or Landscape and of course can have its own unique objects.

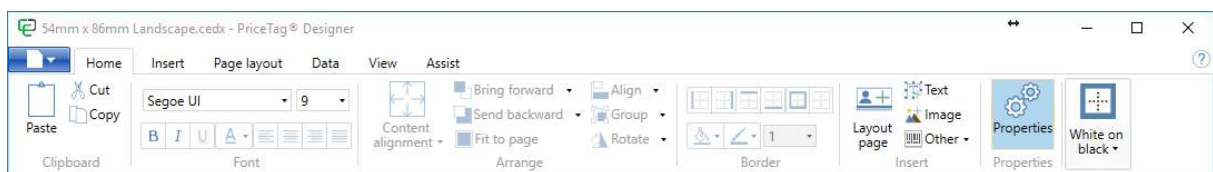
In this section of the Help file we will explain how to Add pages to your layout and how to Delete them.



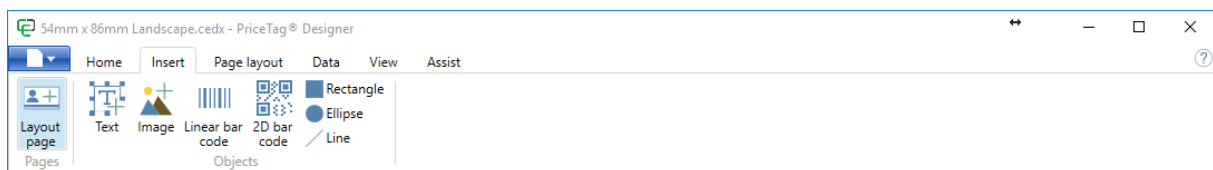
For your own convenience it is possible and advisable to rename the Layout. When you right click on the Layout name a context menu will be show and you select Rename. You can also double click on the Layout name and change it.

5.7.1 Adding Page(s)

When you have selected your layout, you can add a page by clicking on the Layout Page button in the Home tab.

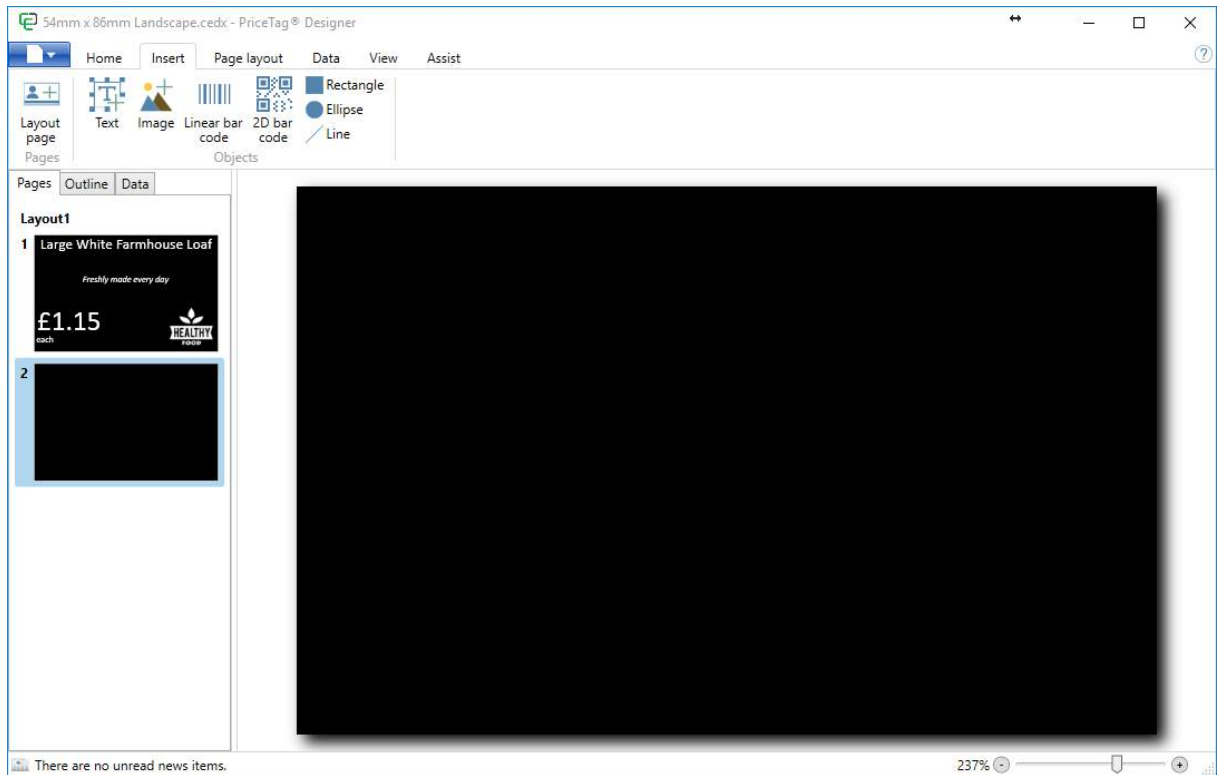


You can also add a Page via the Layout page button in the Insert tab.



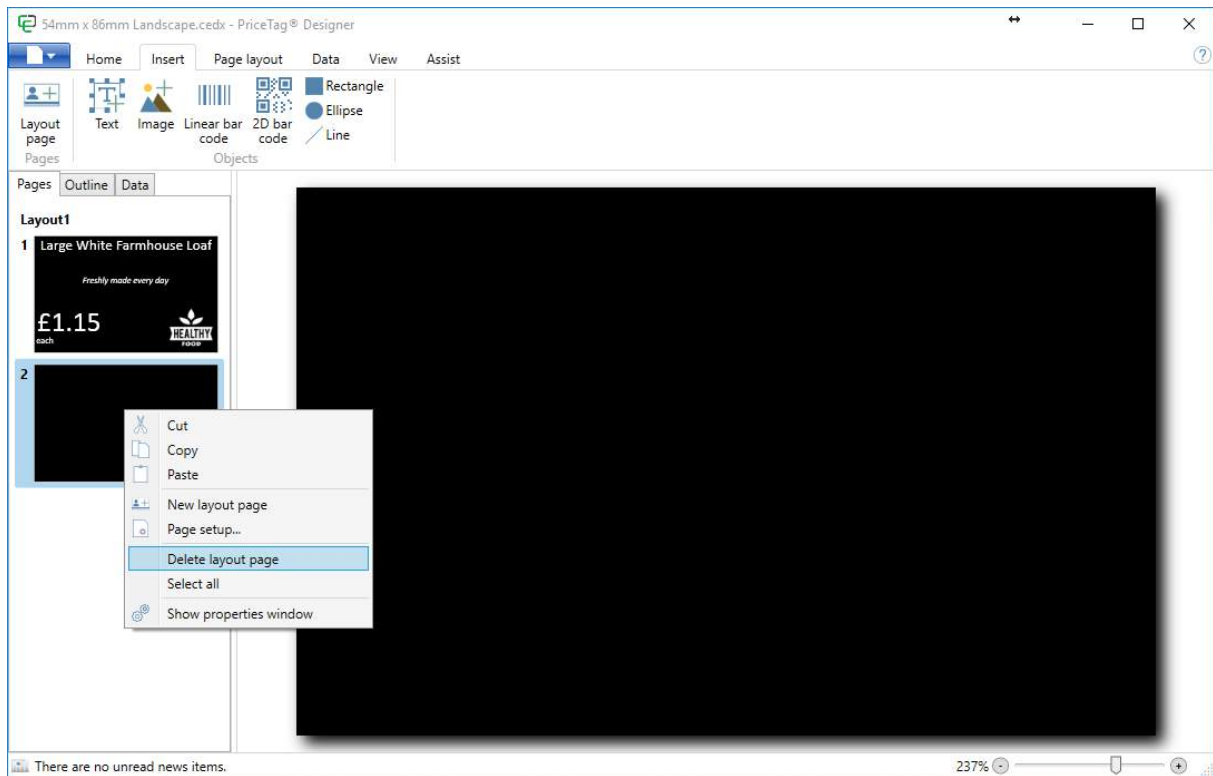
Click on Layout page to add the page as shown in the screen shot.

Each page can be setup via the [Page Setup](#) window as described in that section of this Help file.



5.7.2 Delete Page(s)

You can delete a page by selecting it and via the right mouse click content menu, selecting Delete layout page.



5.8 Objects

CardExchange® PriceTag offers a lot of objects to design your card. From standard text objects to shapes to image objects to 1D and 2D Barcodes etc...

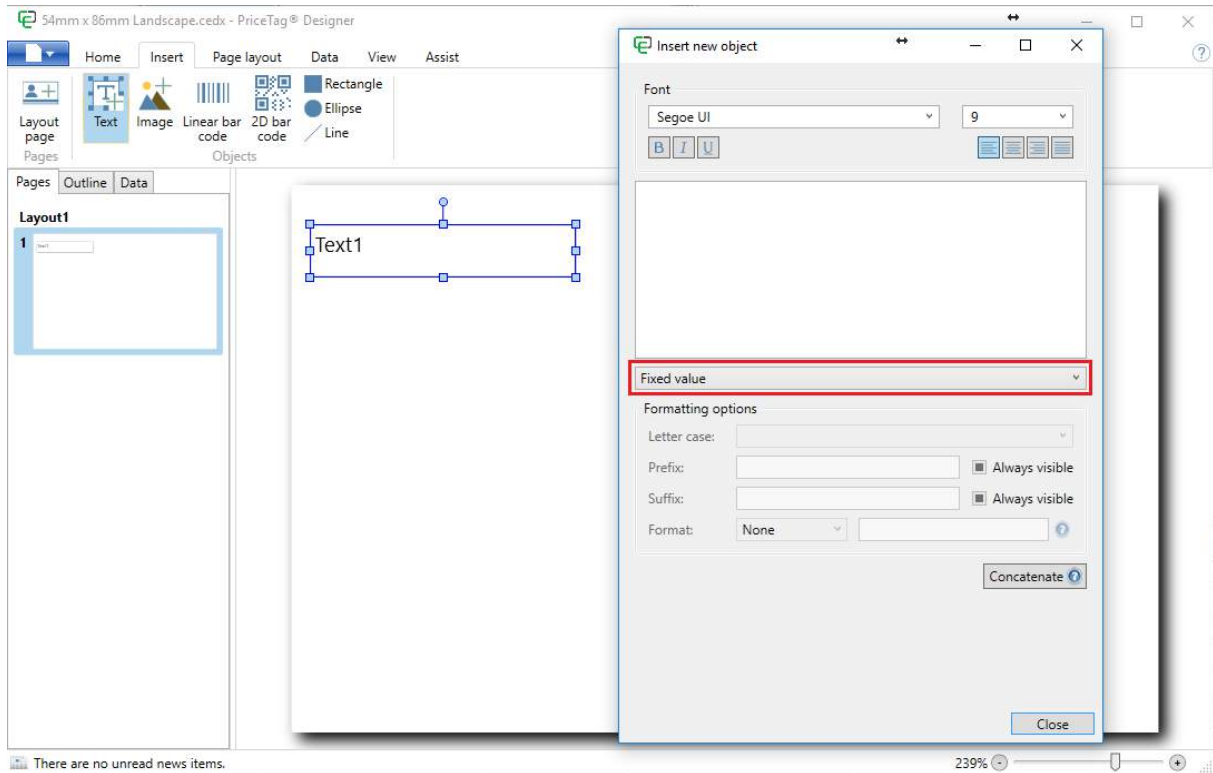


Each object comes with a collection of Properties that can be used to customize your objects to your wishes. The properties of the objects are explained in the [Properties](#) section of this Help file.

In this section we will go over each available object and how to use it.

5.8.1 Text

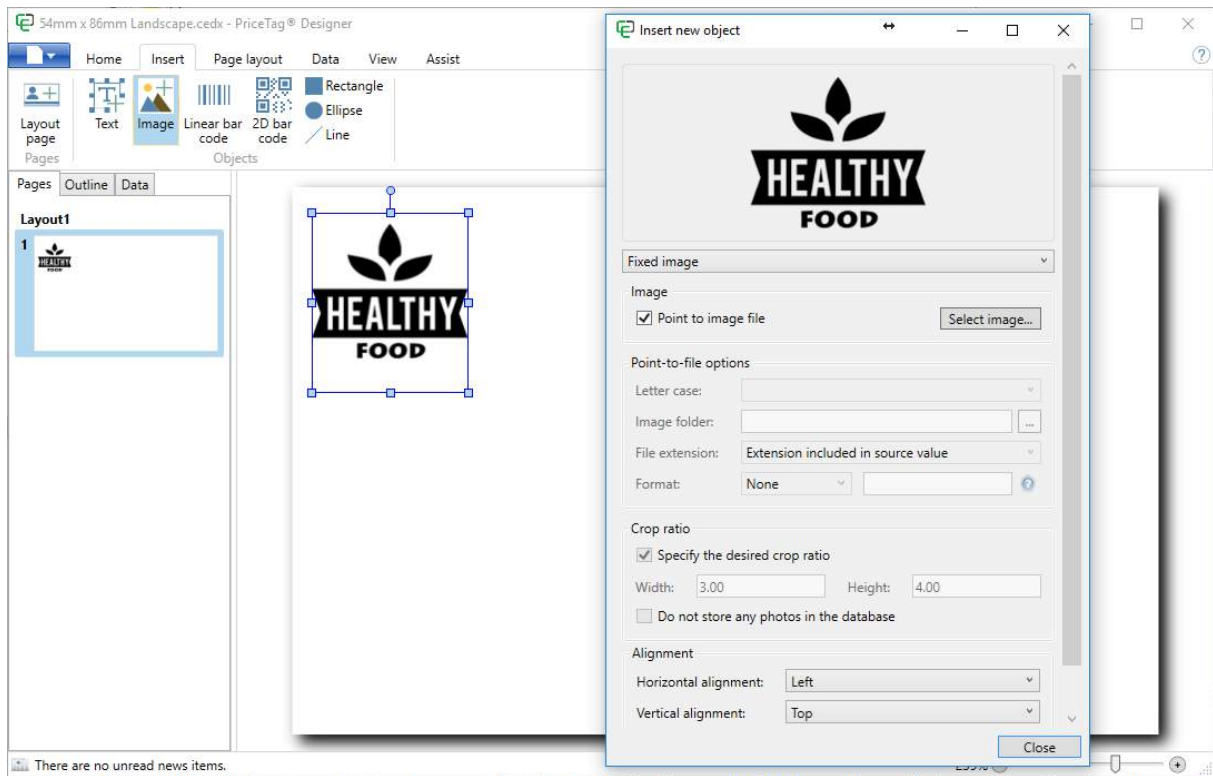
Select the Text object from the Insert tab or from the Insert section of the Home tab. Click with the mouse on a location of the page and select one of the available Standard Object Types from the drop-down menu. Select the font type, size, outlining, etc.



For more information about the different Standard Objects, please see the "[Using Standard Objects](#)" section of this Help file.

5.8.2 Image(s)

Select the Image object from the Insert tab or from the Insert group at the Home tab and place this on the page by clicking on a location on the page.



When the Insert new object window opens, it is default set to Fixed Image. [Variable Image](#). You can find more information about these configurations in the specific sections of this Help file.

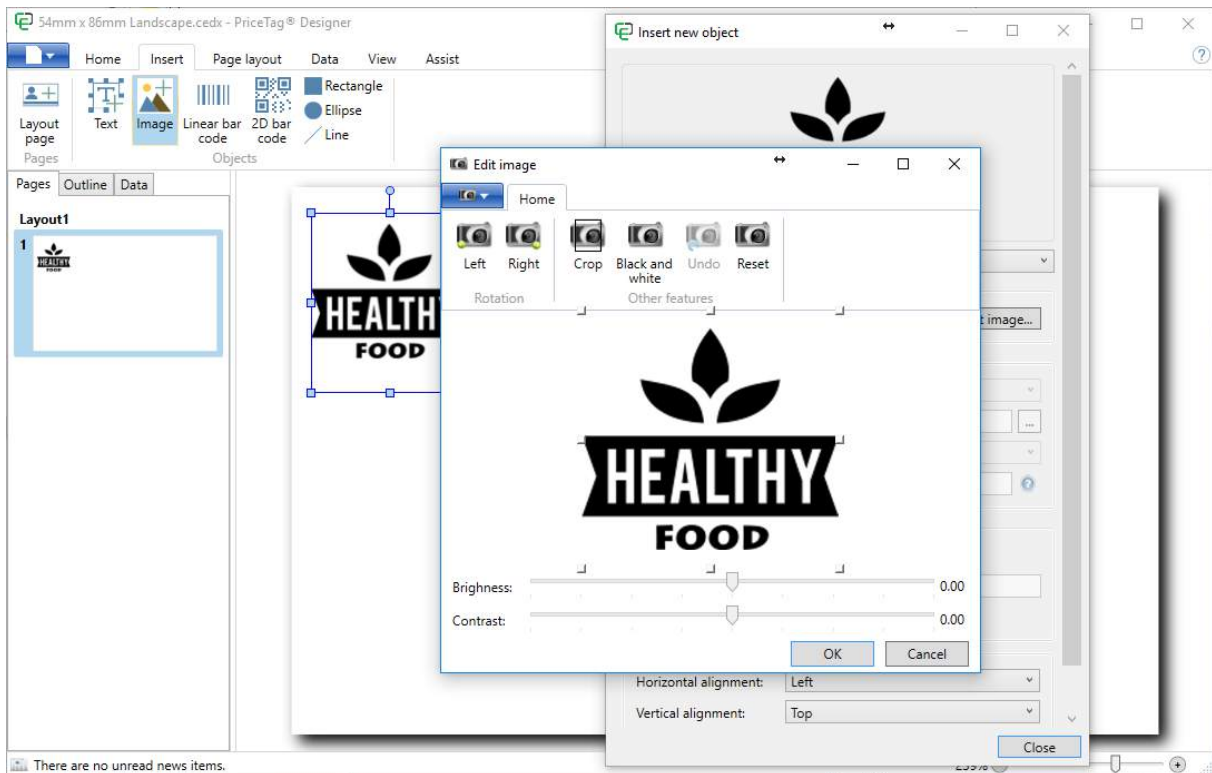
When using the Fixed image, you can select an Image by clicking on the Select image... button. When the image is presented, you can check the 'Point to image file' check box. By default it is unchecked which means that the image is embedded into the page. If the check box is checked, a reference to the file is made. The advantage of this is that it keeps your template small because it does not contain images, the disadvantage is that if the folder that contains the image is moved or removed, your image will not be shown anymore.

Of course it is also possible to align the image to your needs. You can align the image horizontal, vertical, and stretch.

When you hover over the presented image, you will see two buttons appearing with the options of editing or removing the image.



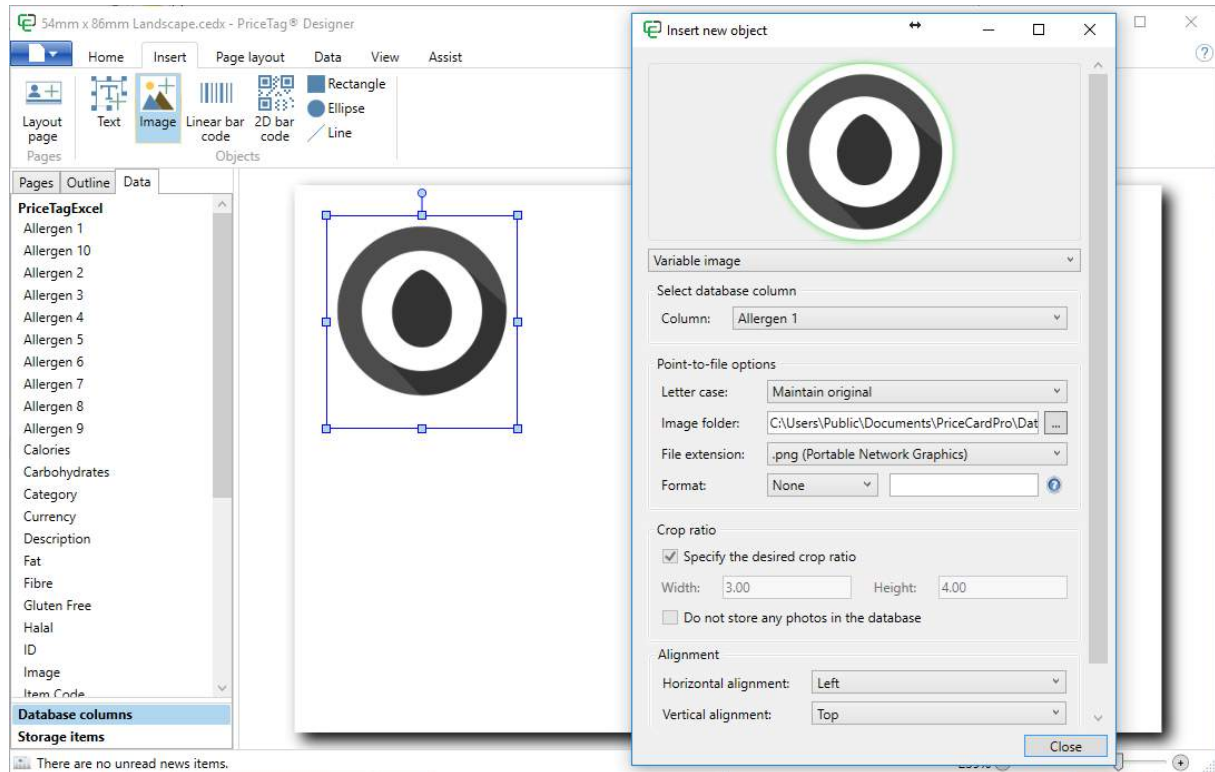
Clicking on edit will display the Edit image window as below where you can edit some basic attributes of the image as well as manually crop it.



IMPORTANT! Every object in CardExchange® PriceTag has many Properties which are not shown in the **Insert new object** form. Please see the [Properties](#) section of this Help file for more information about specific use of functionality.


5.8.2.1 Variable Image(s)

CardExchange® PriceTag offers a unique feature that allows you to switch images based on a value from the connected database.



The process for adding the Variable Image is exactly the same as explained in the "[Using Images](#)" section of this Help file.

Select **Variable image** from the object drop down box and the Select database column drop down box will become available. If you select a field that contains a text or number value from the connected database, the system will automatically make it a 'Point to image file' connection. It can also be that your database contains the complete reference to image file locations if that is the case, please leave the Image folder location empty and set the file extension to 'Extension included in source value'.

The image folder location can be entered directly as it can also be selected by clicking on the  button. Select the file extension of the image, we currently support bmp, png, gif, tif, tiff, jpg and jpeg files.

You can also set the format of the value coming from the database you know for sure there is no mismatch.

If the database contains the image data and you have selected the image column, the 'Point-to-file options' section will be disabled.

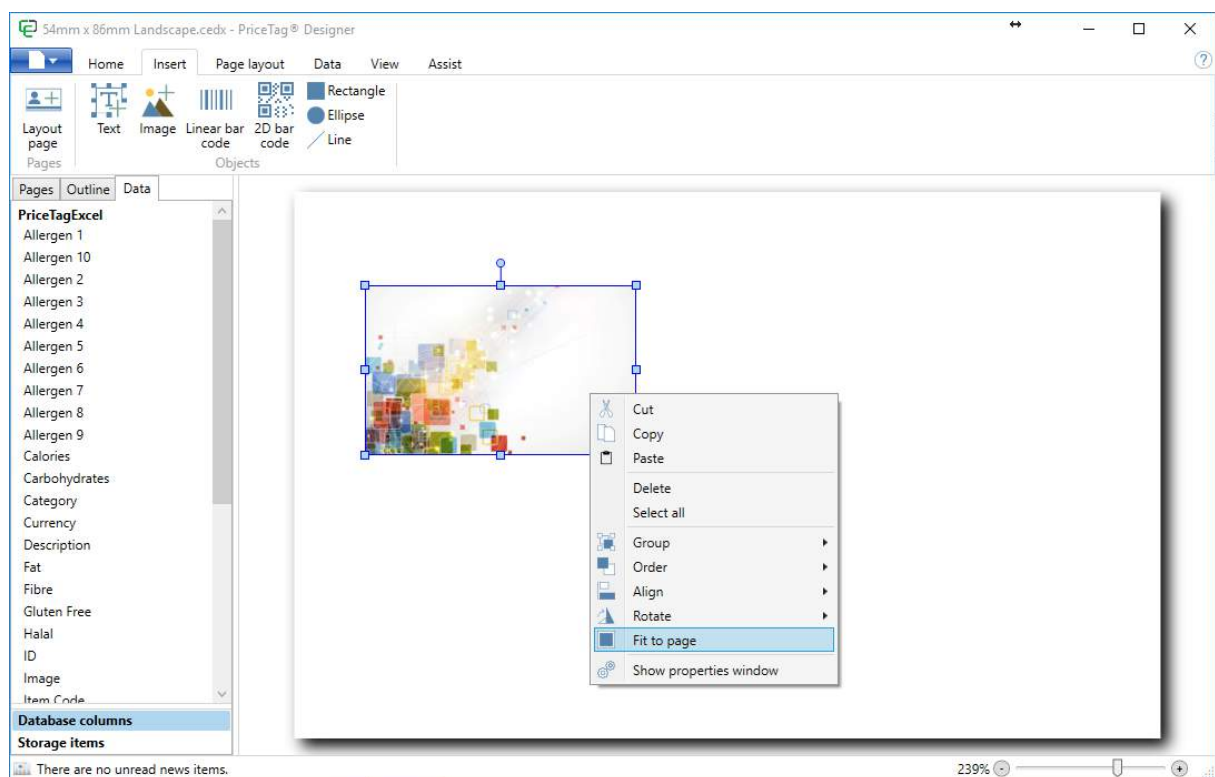
CardExchange® PriceTag contains a large number of images that you can use on your designs, these include product images as well as those for allergens and other product marking.

These can be found in the root of the Data folder, which by default is located here: C:\Users\Public\Documents\PriceCardPro\Data\Images\

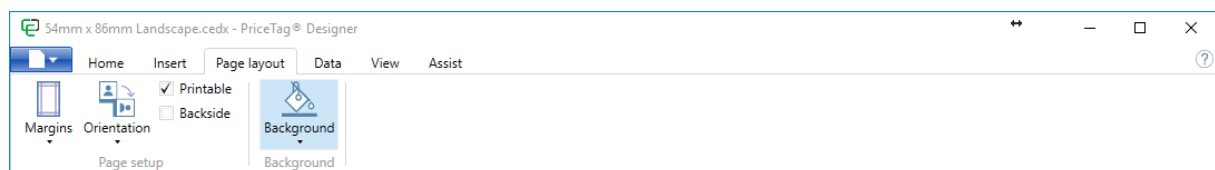
Check for more options like colors, borders, visibility, etc., the [Properties](#) section of this Help file.

5.8.2.2 Backgrounds

There are basically two ways to use backgrounds on your page. You can simply add an Image object to your Page, select the Image to use, and select Fit to page.



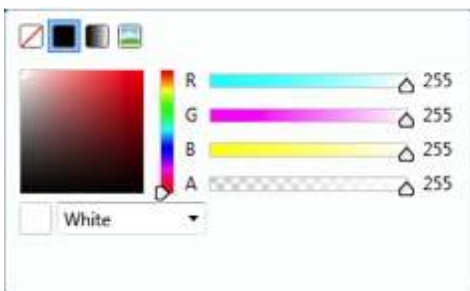
A better way to go is using the Background functionality offered in the Page Layout tab.



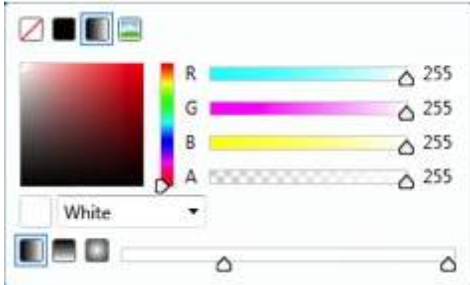
When you click on the Background button, four options are offered.



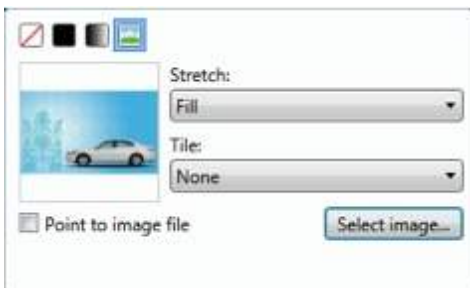
Use no color or image...



Choose from a one solid color...



Use a Gradient color...

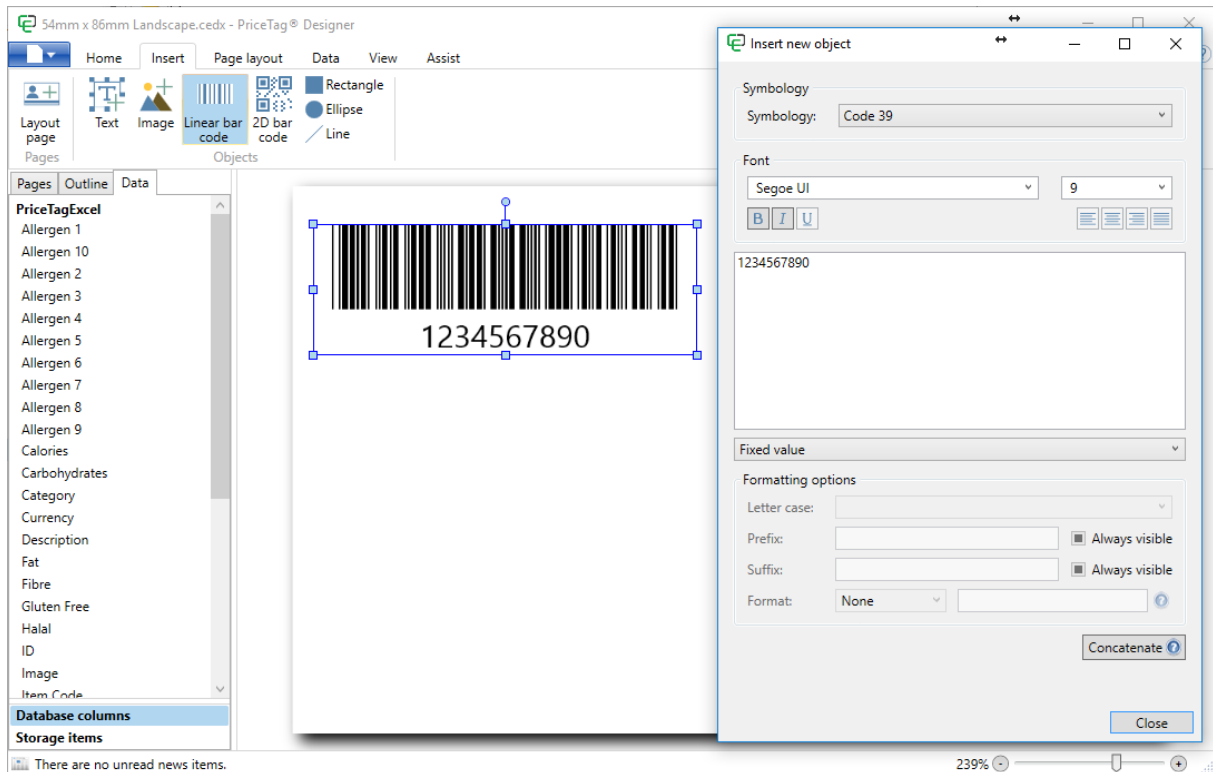


Or use a background image.

The advantage of using a background via the Page Layout tab is that it will always make sure that it completely covers the whole card, this makes sure that your image is always fitting the page and you will have no white lines with printing.

5.8.3 1D Barcode

To add a 1D barcode object to your page, just select the **Linear barcode** button from the Insert tab and click on a location on the page to place it.



You can now select the Symbology that you want to use from the drop down menu. All most common 1D Barcodes are supported.

By default Fixed value is selected, for using other values please see the "[Using Standard Object Types](#)" section of this help file.

Of course a lot of extra options are available for the 1D Barcodes, but they need to be accessed via the [Properties](#) window of the Designer. When the properties window is opened, select the Content tab.

Properties

Content Position Text Border Colors Visibility Database columns

1234567890

Fixed value

Formatting options

Letter case: [dropdown]

Prefix: [text field] Always visible

Suffix: [text field] Always visible

Format: None [dropdown] [help icon]

Concatenate [help icon]

Symbology

Symbology: Code 39 [dropdown]

Wide-to-narrow ratio: 3 [text field]

Add checksum

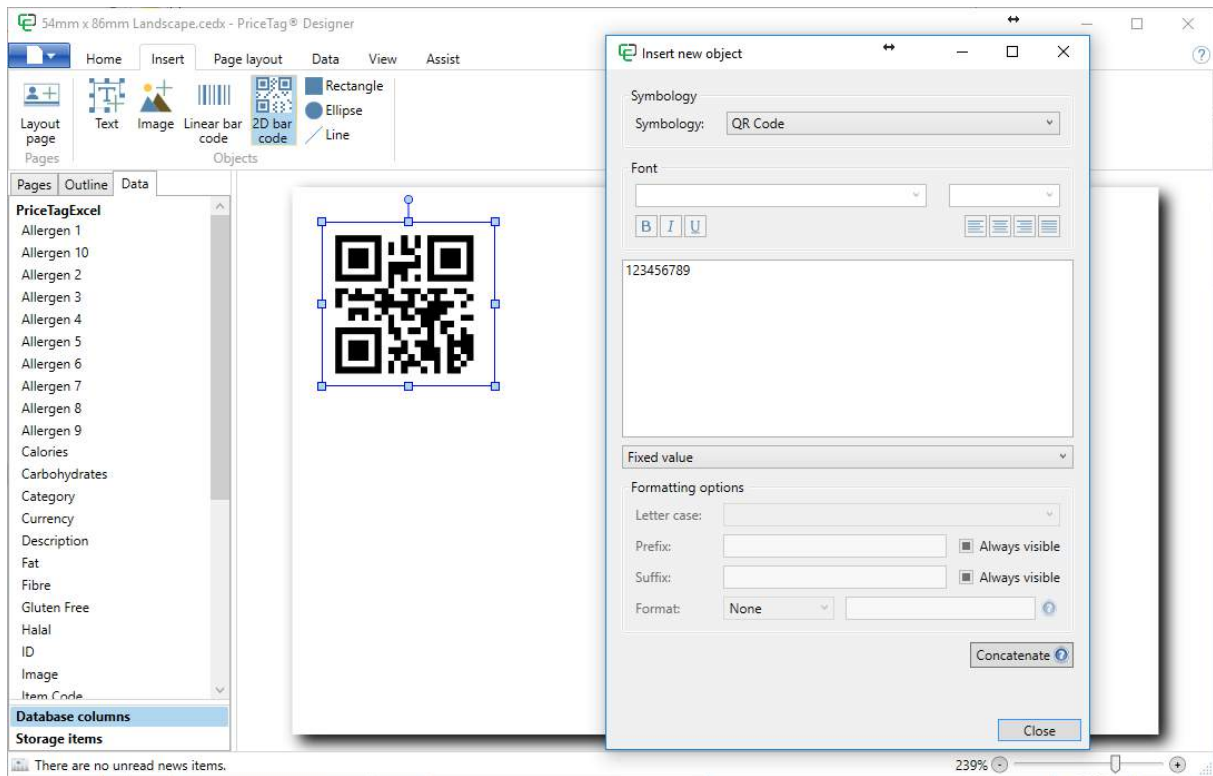
More options... [dropdown]

Close

You can add a checksum, set the options for specific Barcodes like Codabar, Code-128, etc.

5.8.4 2D Barcode

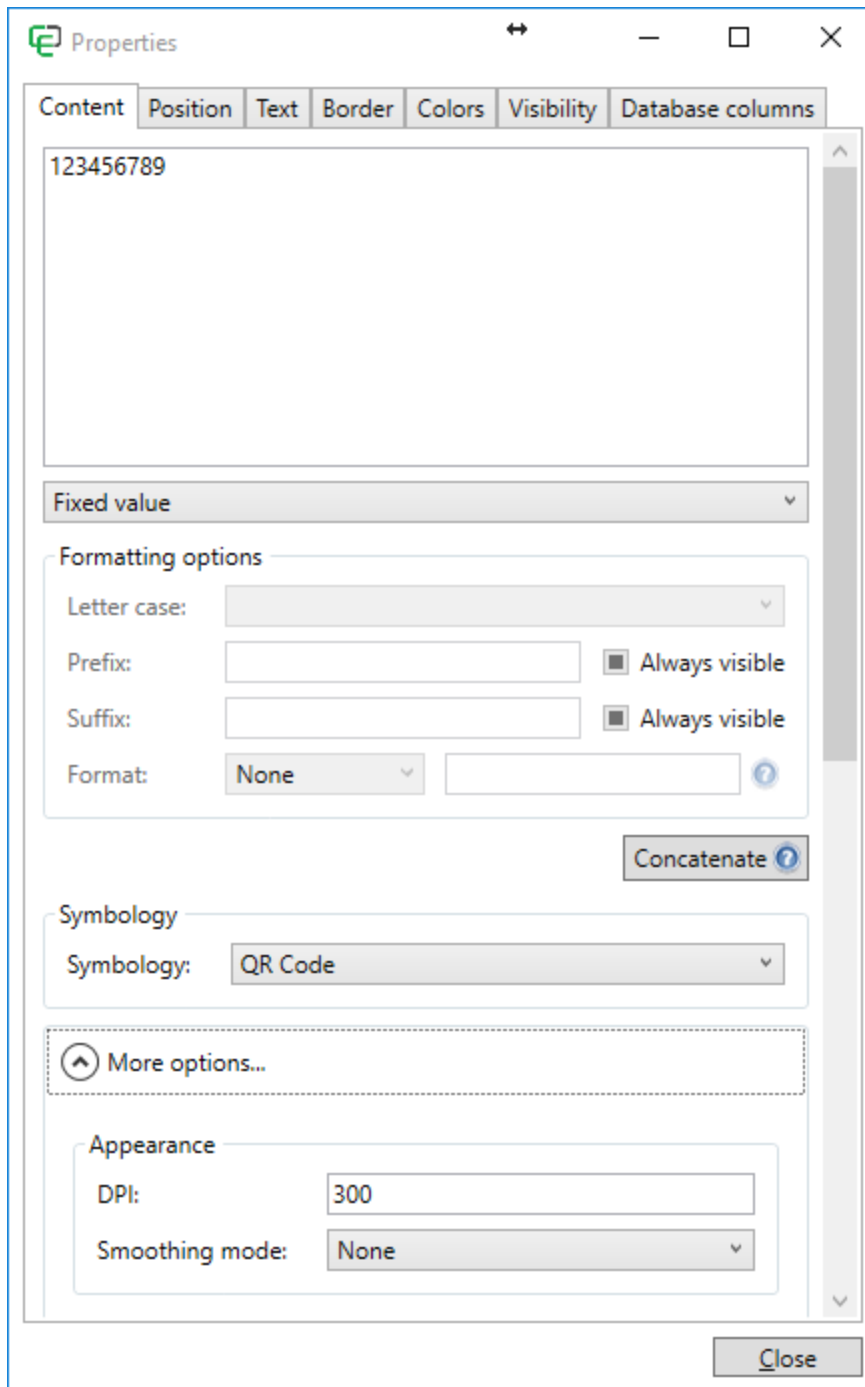
To add a 2D Barcode object to you page, just select the **2D barcode** button from the Insert tab and click on a location on the page to place it.



You can now select the Symbology that you want to use from the drop down menu. All most common 2D Barcodes are supported.

By default Fixed value is selected, for using other values please see the "[Using Standard Object Types](#)" section of this help file.

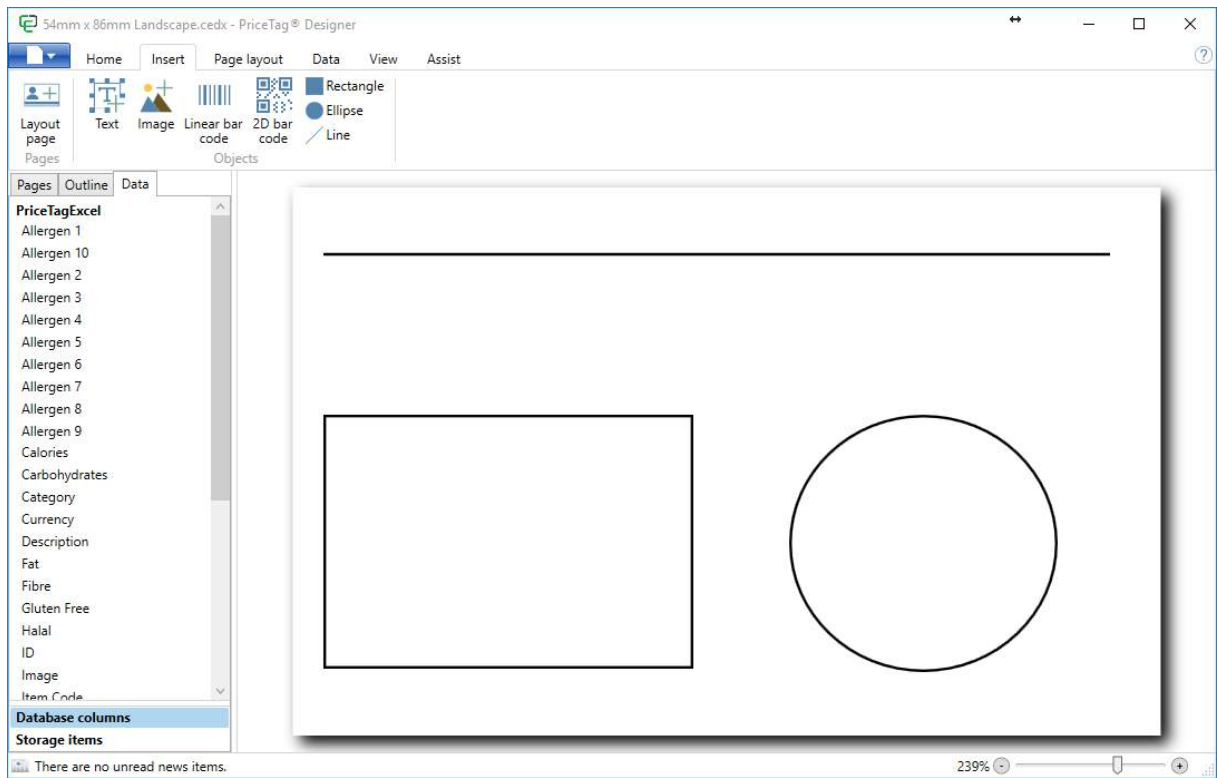
Of course a lot of extra options are available for the 2D Barcodes, but they need to be accessed via the [Properties](#) window of the Designer. When the properties window is opened, select the Content tab.



Just like with the 1D Barcodes, a lot of specific 2D Barcode options can be set.

5.8.5 Drawing Objects

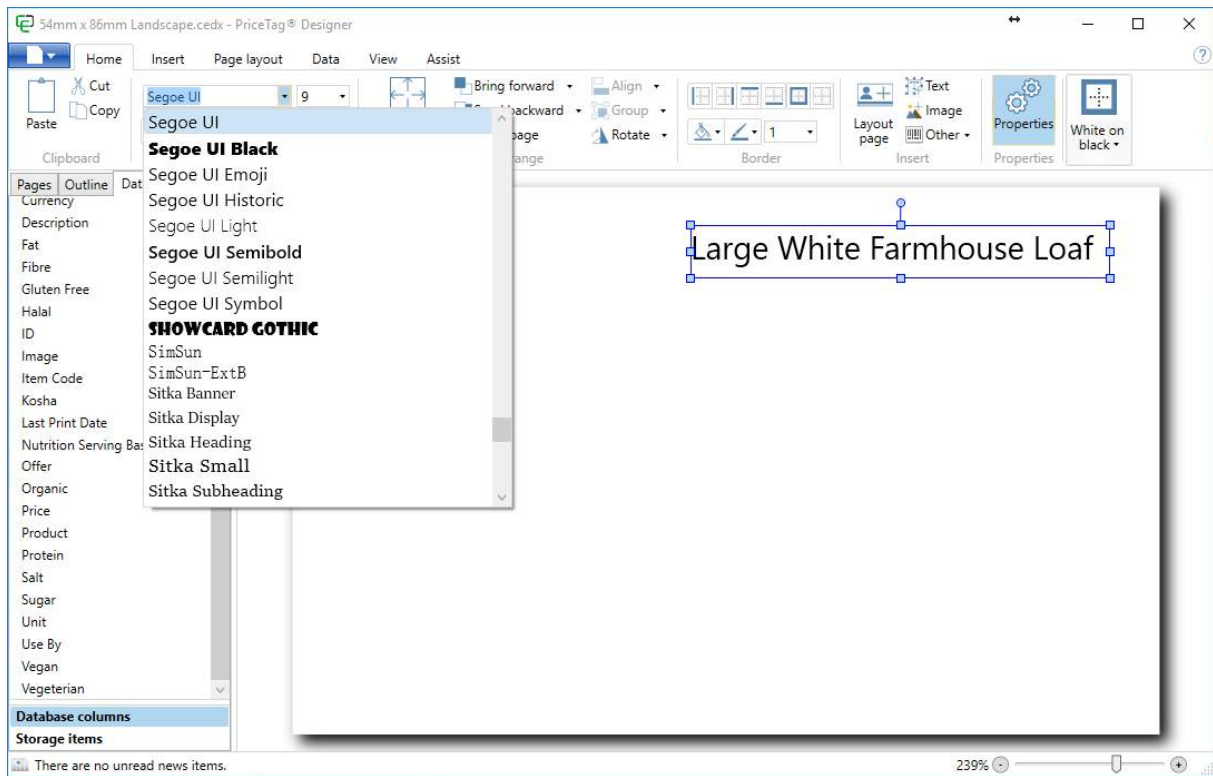
Select the Line, Rectangle, or Ellipse button to add it to the page.



Check for more options like colors, borders, visibility, etc., the [Properties](#) section of this Help file.

5.8.6 Formatting Objects

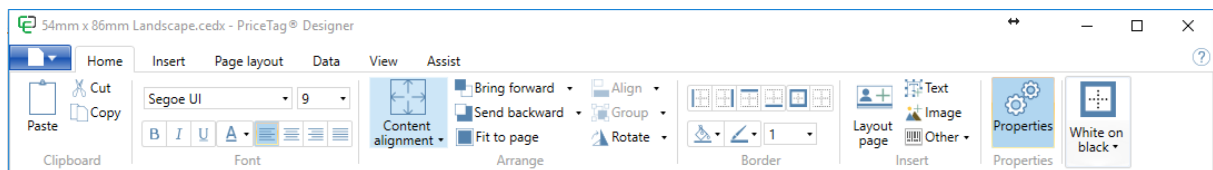
In the Home tab you can select the font, font size and font color that you want to use for your object.



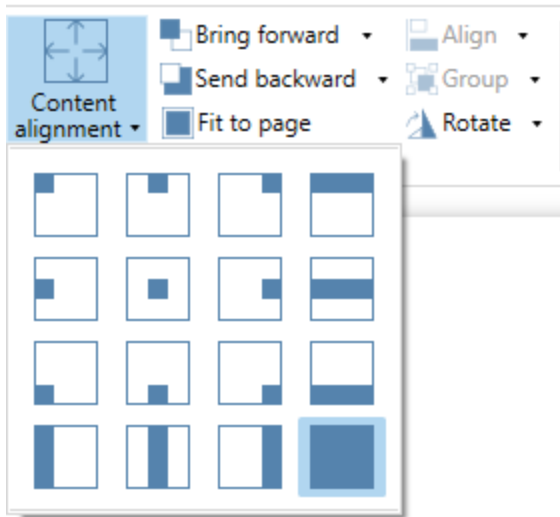
For more information about formatting of objects, please see our "[Properties](#)" section of this Help file.

5.8.7 Arranging of Objects

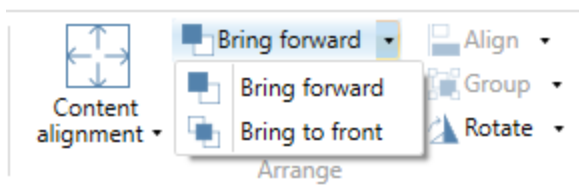
CardExchange® PriceTag offers a lot of functionality to arrange your objects on the page. All the arranging functionality is available via the Arrange group in the Home tab or via the Context menu.



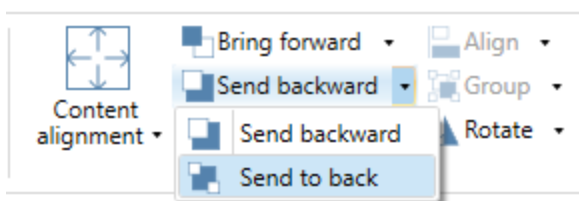
You can use the content alignment to position content within the objects own boundaries..



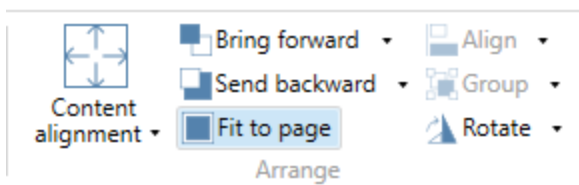
The Bring forward option allows you to change the z-order of the selected object so that you can position it over other objects. Bring to front will bring the selected object to the top layer.



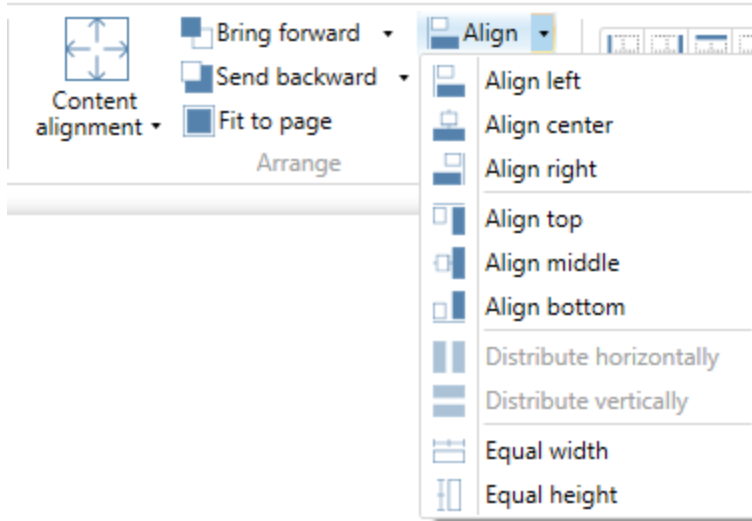
The Send backward option allows you to change the z-order of the selected object so that you can position it under other objects. Send to back will send the selected object to the bottom layer.



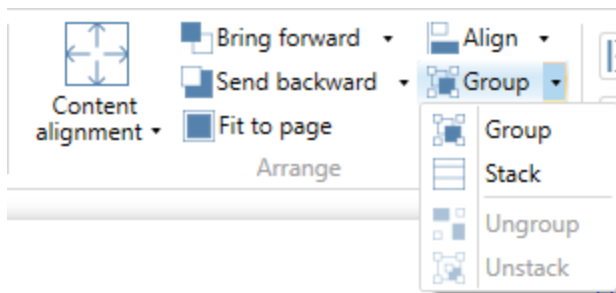
The Fit to page option will make the selected object fit the entire page.



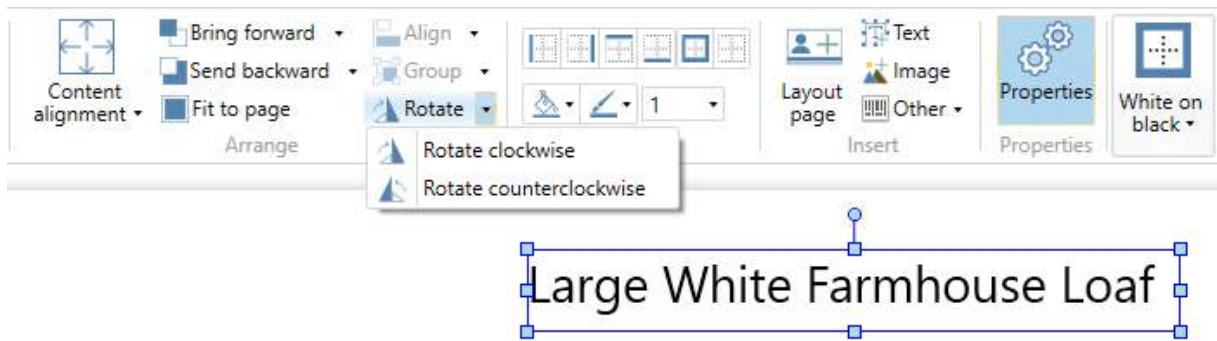
The alignment options allow you to align multiple objects and set the height/width equally as required. You can select multiple objects by holding down the shift key and clicking on the required objects.



There are two group options, first you can group objects together so that they can be moved as one object on the design. Second you can add items to a stack panel which will stack fields underneath each other. The stack panel can be useful if you need to list database fields but some of them may be blank, the stack panel will not include the blank entries and will just stack the fields with content. You can select multiple objects by holding down the shift key and clicking on the required objects.

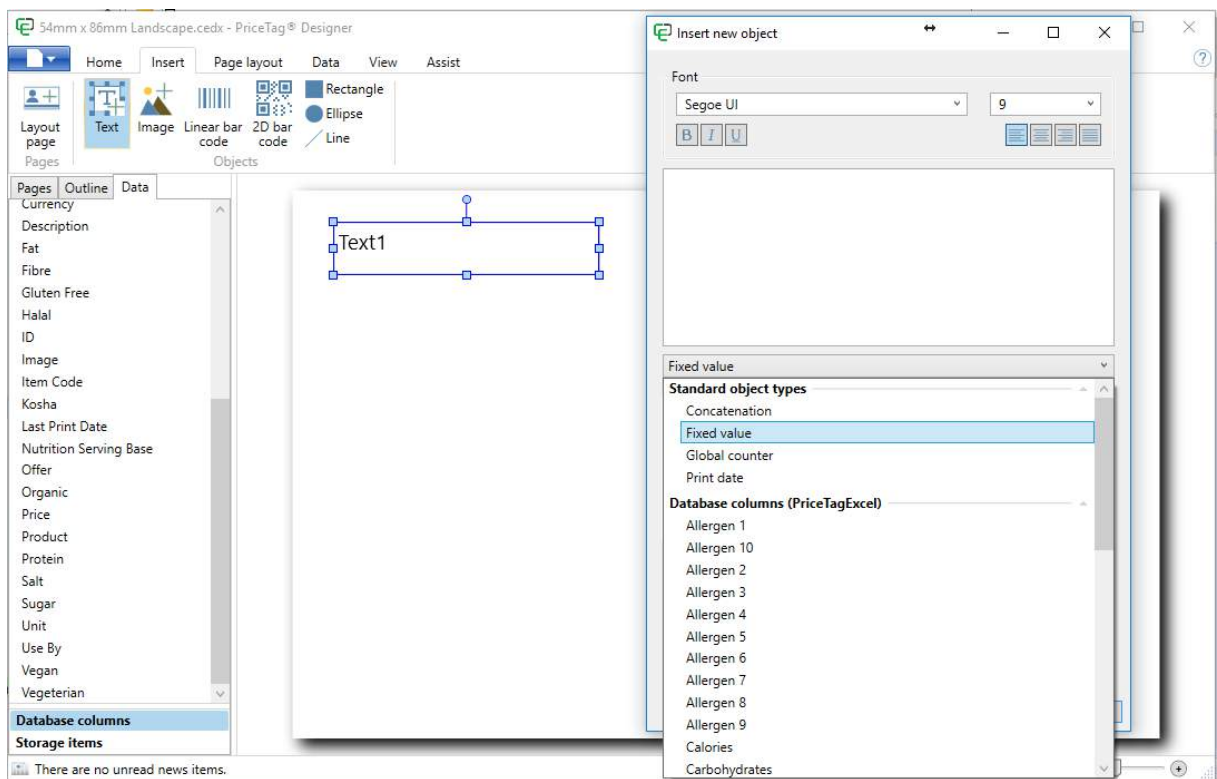


Objects can be rotated clockwise/counterclockwise from the rotate menu, you can also click on the marker above the selected object and drag it to rotate it as well as set a specific rotation angle under the properties window.



5.9 Standard Object Types

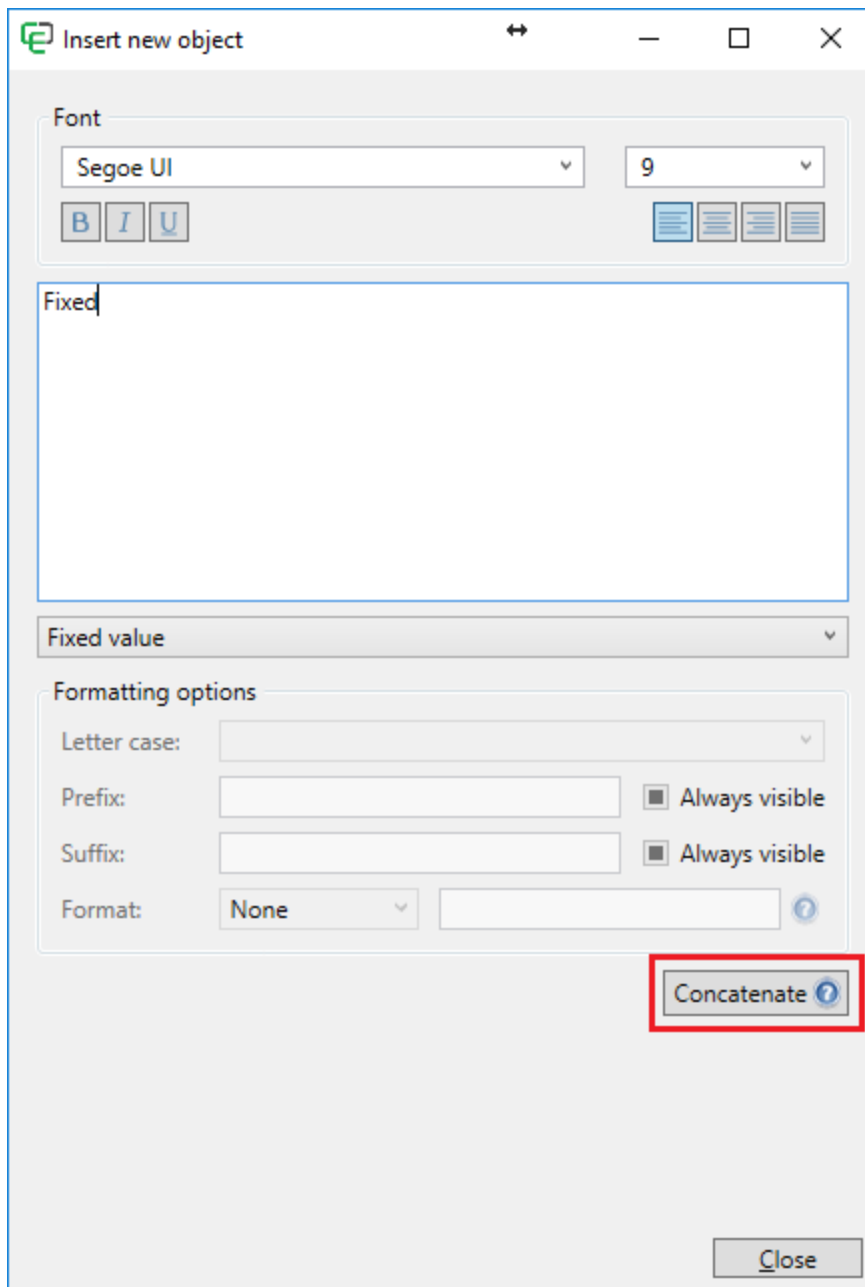
With exception for the Image object, CardExchange® PriceTag offers Standard Object Types. **Standard Object Types** is functionality that can be connected to the object. In this section we will inform you how to use these **Standard Objects Types**.



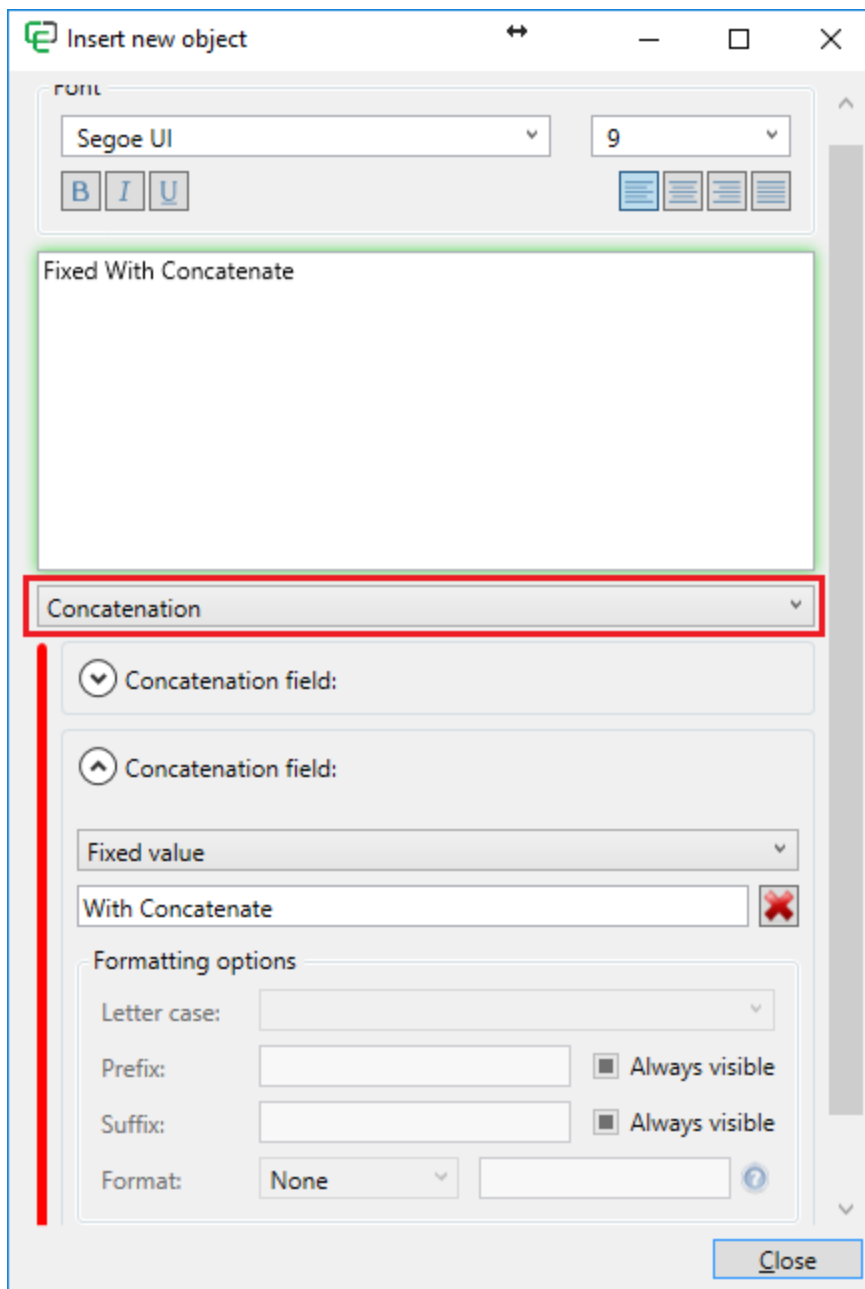
Standards Objects Types can be selected when adding a new object to your Page designer or via the [Content](#) tab in the [Properties](#) window.

5.9.1 Concatenation


Concatenation is very powerful functionality offered in CardExchange® PriceTag. It offers you unlimited ways to present or store data.

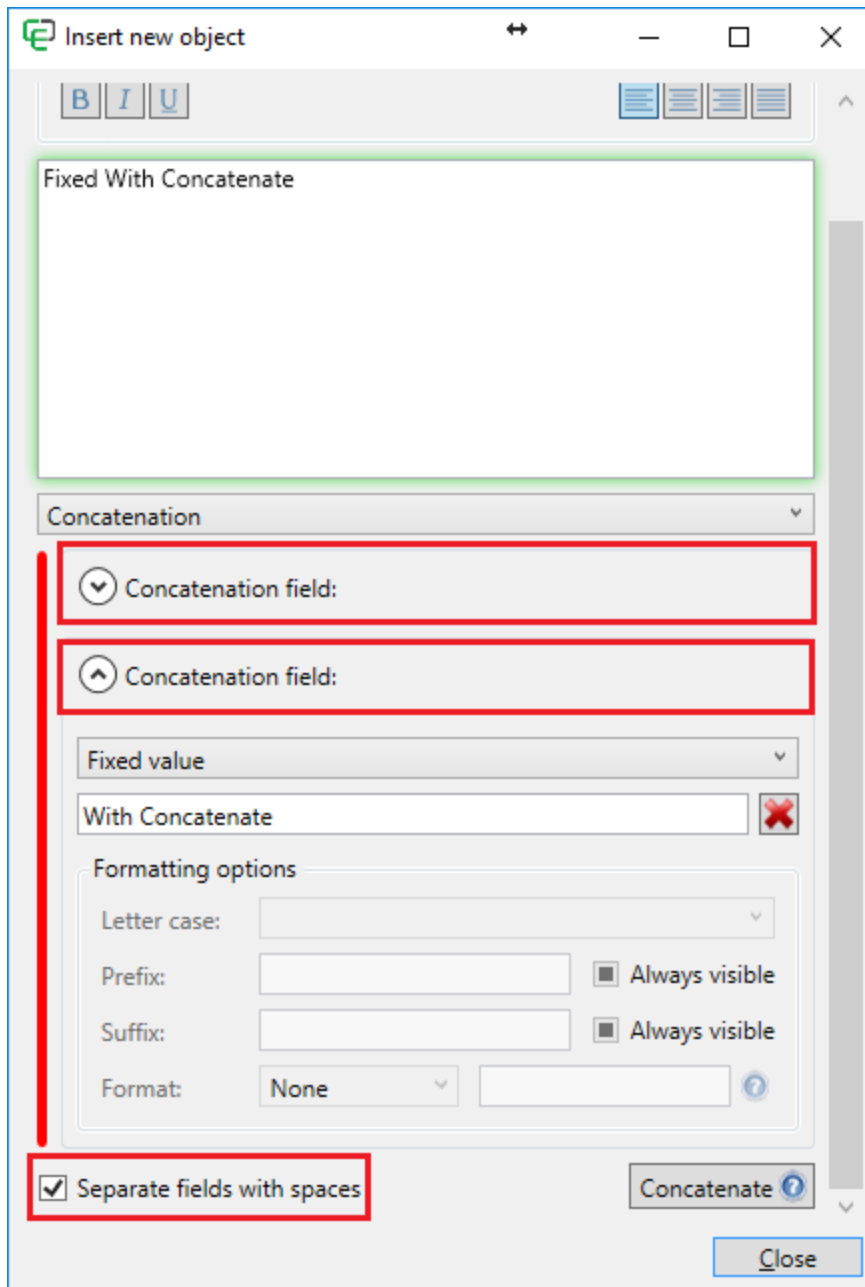


In this example we are adding a new [Text object](#) to our [Layout](#) and we have it set to the default **Standard Object Type, Fixed Value**, and we enter a value into the text area, in this case "Fixed" Now we click on the **Concatenate** button under the formatting options.



Now we get a new option to select a **Standard Object Type**, in this case, also a **Fixed Value** of "With Concatenate" is used but this can be any **Standard Object Type** available. Now you see that the **Standard Object Type** is changed from Fixed Value to **Concatenation** as indicated with the red square above.

The **Concatenations** are divided by expandable tabs. When you click on the left down arrow  it will open the selected one and close the previous opened:



You also see a **red vertical** line on the left. This indicates the group of **Concatenations**. There are no limitations to the amount of **Concatenations** you can make. You can always change your **Concatenations** in the [Properties](#) window at the [Content](#) section.

By default, Concatenations are automatically separated with spaces. You can uncheck this option if you do not need it and you can also add a Prefix/Suffix when using database columns as the source for the content.

5.9.2 Fixed Value

Select **Fixed Value** from the **Standard Object Type** drop down menu, indicated with the **red rectangle** and enter the text into the text area.

Insert new object

Font

Segoe UI 9

B I U

Enter text here when Fixed value is chosen...

Fixed value

Formatting options

Letter case:

Prefix: Always visible

Suffix: Always visible

Format: None ?

Concatenate ?

Close

5.9.3 Global Counter

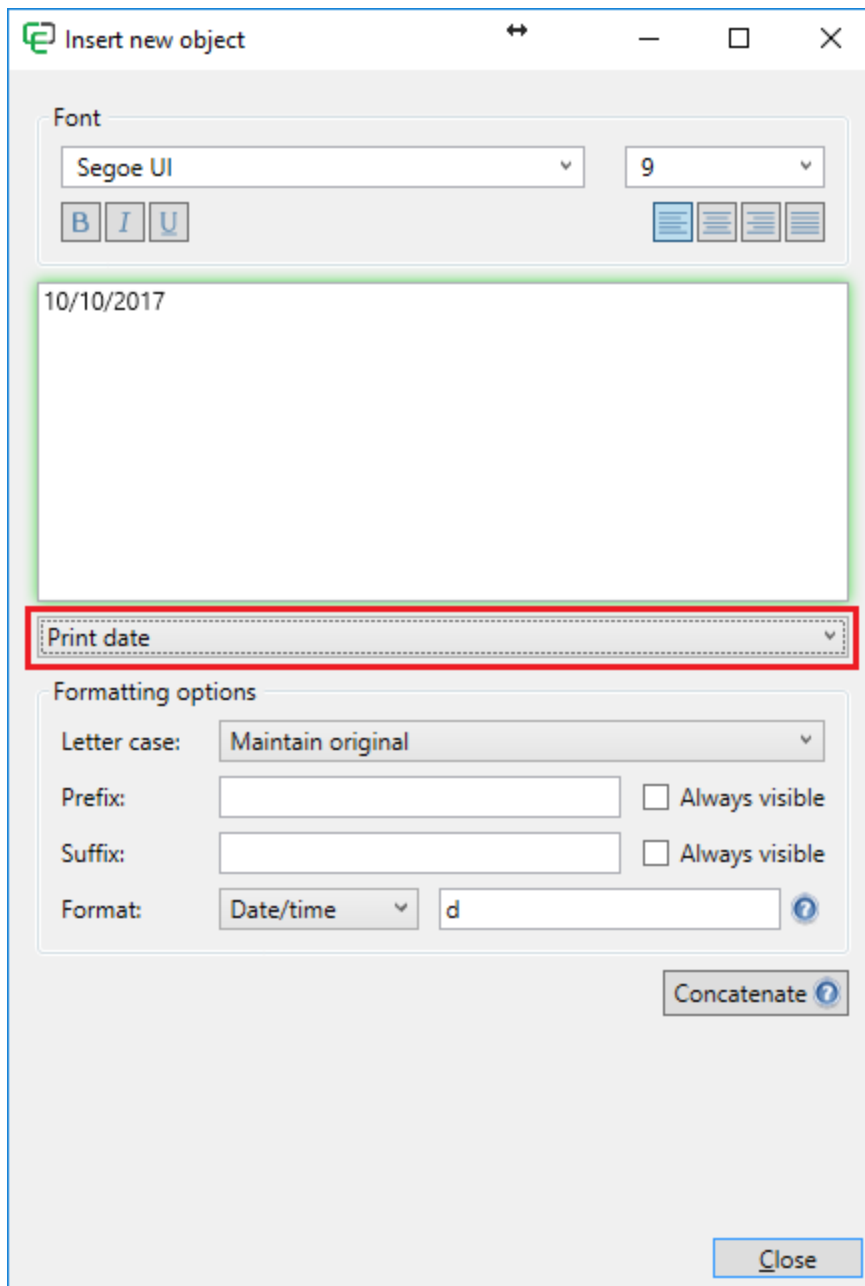
Select **Global Counter** from the **Standard Object Type** drop down menu, indicated with the **red rectangle** and set the **Global Counter** options in the group indicated with the **orange rectangle**. When using the **Global Counter**, you see that the text area is indicated with a **green rectangle**. This means that the value shown is generated based on the settings for the Global Counter and cannot be changed in the text area.

The screenshot shows the 'Insert new object' dialog box. The 'Font' section is at the top, with 'Segoe UI' selected in the font dropdown and '9' in the size dropdown. Below the font settings are buttons for Bold (B), Italic (I), and Underline (U), and four alignment icons. A text area below the font settings contains the number '30' and is highlighted with a green border. Below the text area is a dropdown menu labeled 'Global counter', which is highlighted with a red border. Underneath is the 'Formatting options' section, which includes a 'Letter case' dropdown set to 'Maintain original', 'Prefix' and 'Suffix' text boxes with 'Always visible' checkboxes, and a 'Format' dropdown set to 'Integer' with a 'd' in the adjacent text box. The 'Global-counter options' section at the bottom is highlighted with an orange border and contains 'Next value to be printed' (30) and 'Increment value' (1) text boxes. A 'Concatenate' button with a help icon is located below the 'Global-counter options' section. A 'Close' button is at the bottom right of the dialog box.

5.9.4 Print Date

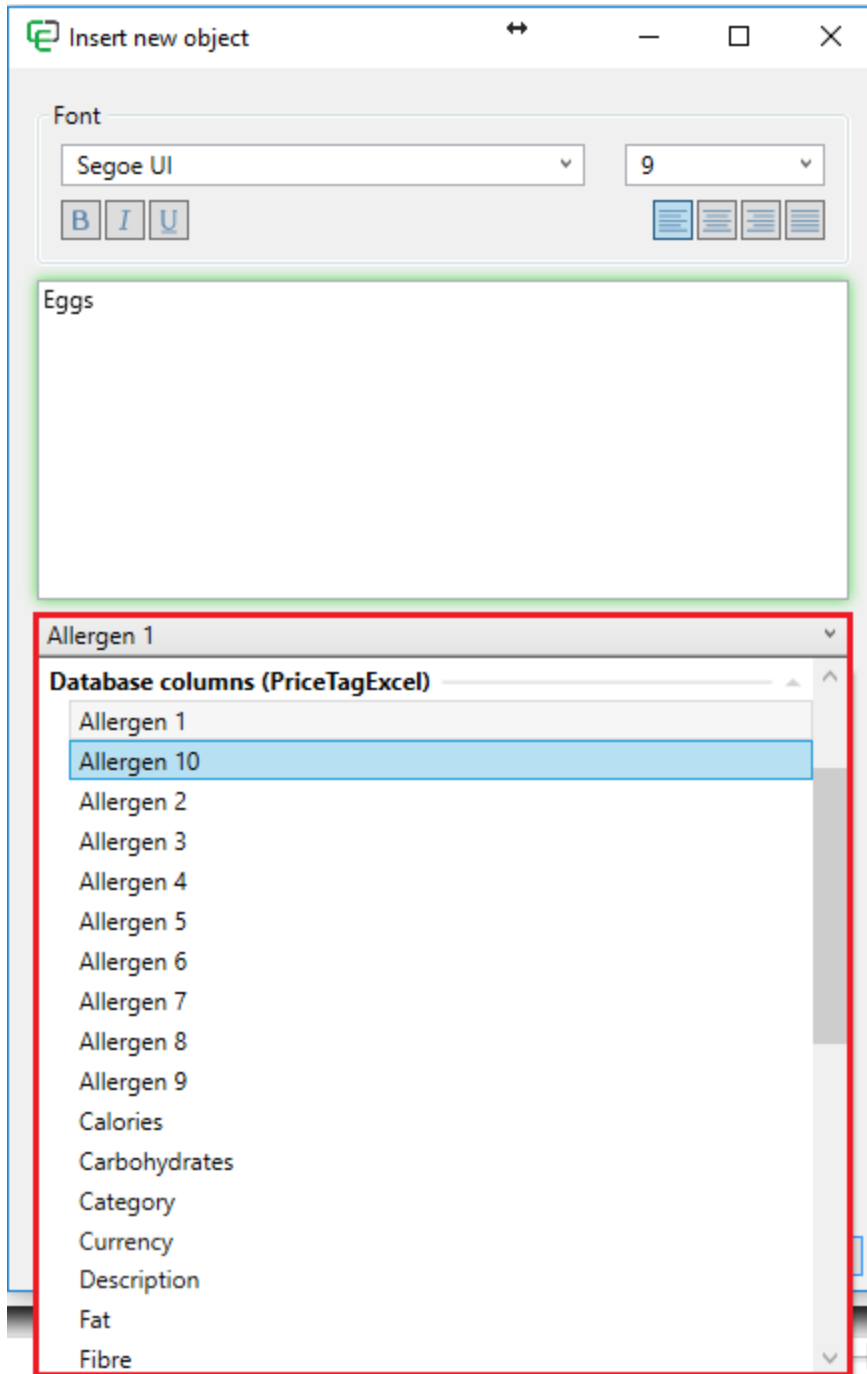
Select **Print Date** from the **Standard Object Type** drop down menu, indicated with the **red rectangle** and it will directly present the date. You can also show the date and time or time only by setting the date format options. When using the **Print Date** you see that the text area is indicated with a **green rectangle**. This means that the value shown cannot be changed in the text area.

The date reflects the date and time as available on your computer.



5.9.5 Database Columns

When you are connected to a database, in the **Standard Object Type** drop down menu all the database columns are available for selecting.



The **Standard Object Type** Database columns also indicates the name of the connected database in the header. In this example it mentions 'Database columns (PriceTagExcel)'.

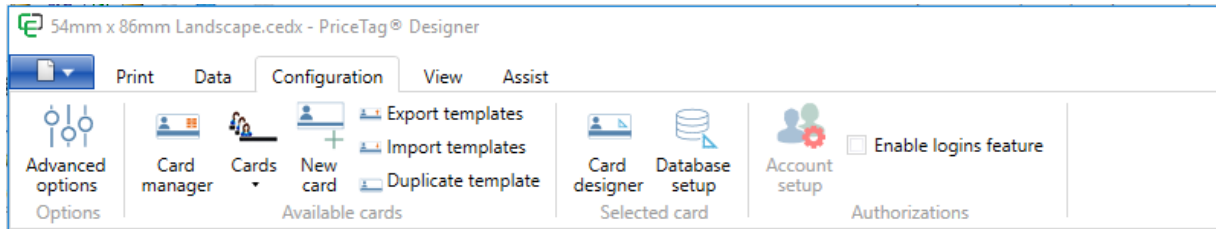
When selecting a database column from the list, you will see that the text area is indicated with a **green rectangle**. This means that the data shown is coming from the connected database and cannot be edited in the text area.

See our [Database](#) section in this Help file for more information about using databases.

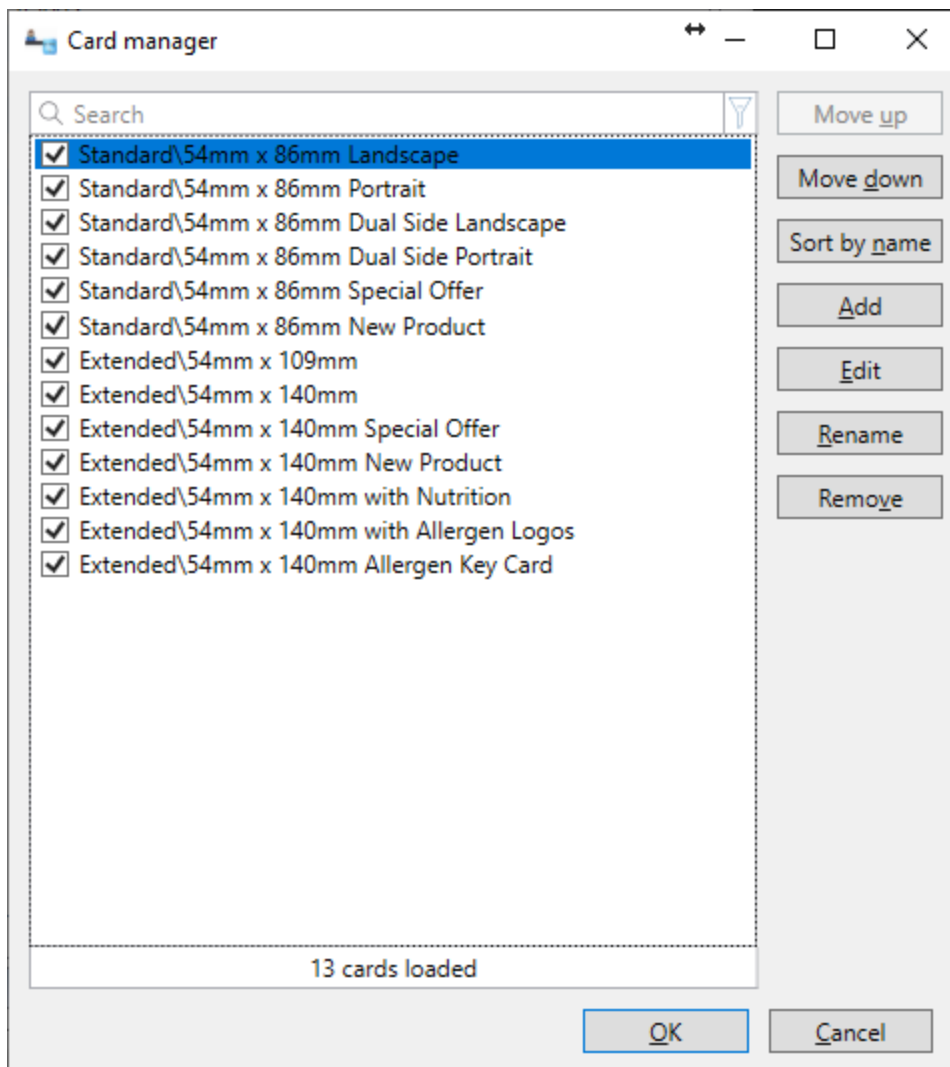
6 Adding Card Templates

There are two ways in CardExchange® PriceTag to add a new card-template. You can do it basically from scratch using the Designer or you can use the CardExchange® PriceTag User Guided Wizard.

The default option is to use the User Guided Wizard.



When you select the Configuration tab, in the Available cards group you can directly select New card or you can click on the Card manager.



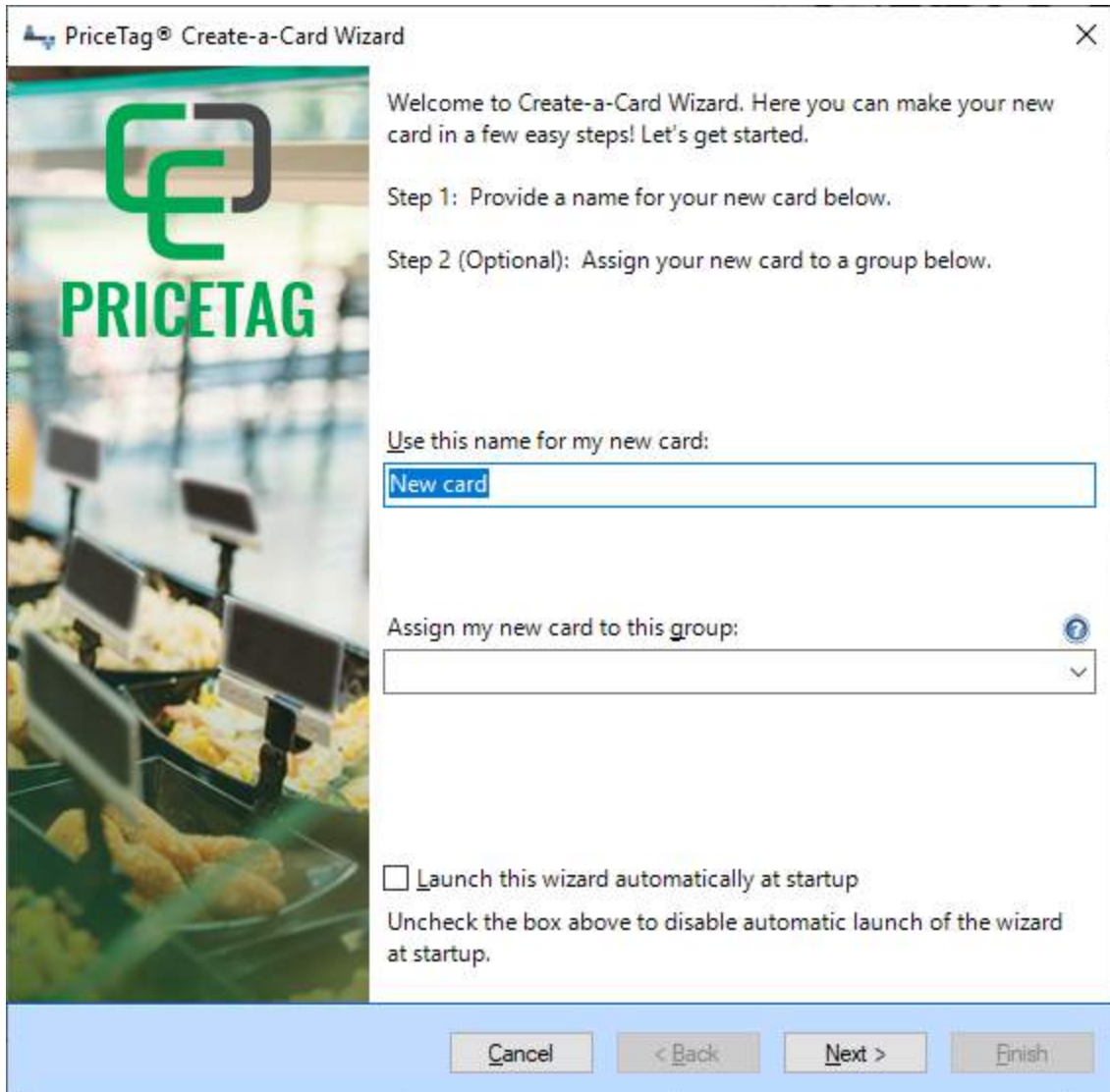
And click on Add. For each process it starts in the CardExchange® PriceTag User Guided Wizard.

6.1 Create-a-Card Wizard

Using the wizard is in most cases the best way to go. This will give you a complete designed card-template including database connection, logos, database fields, Barcodes etc...

Step 1

First you need to specify a name for the new template, you also have the option to select an existing group for the template or to create a new group. You can also leave the group option blank. When done, click next to proceed.



The screenshot shows a Windows-style dialog box titled "PriceTag® Create-a-Card Wizard". On the left is a vertical image of a grocery store aisle with price tags and the "PRICETAG" logo. The main area contains the following text and controls:

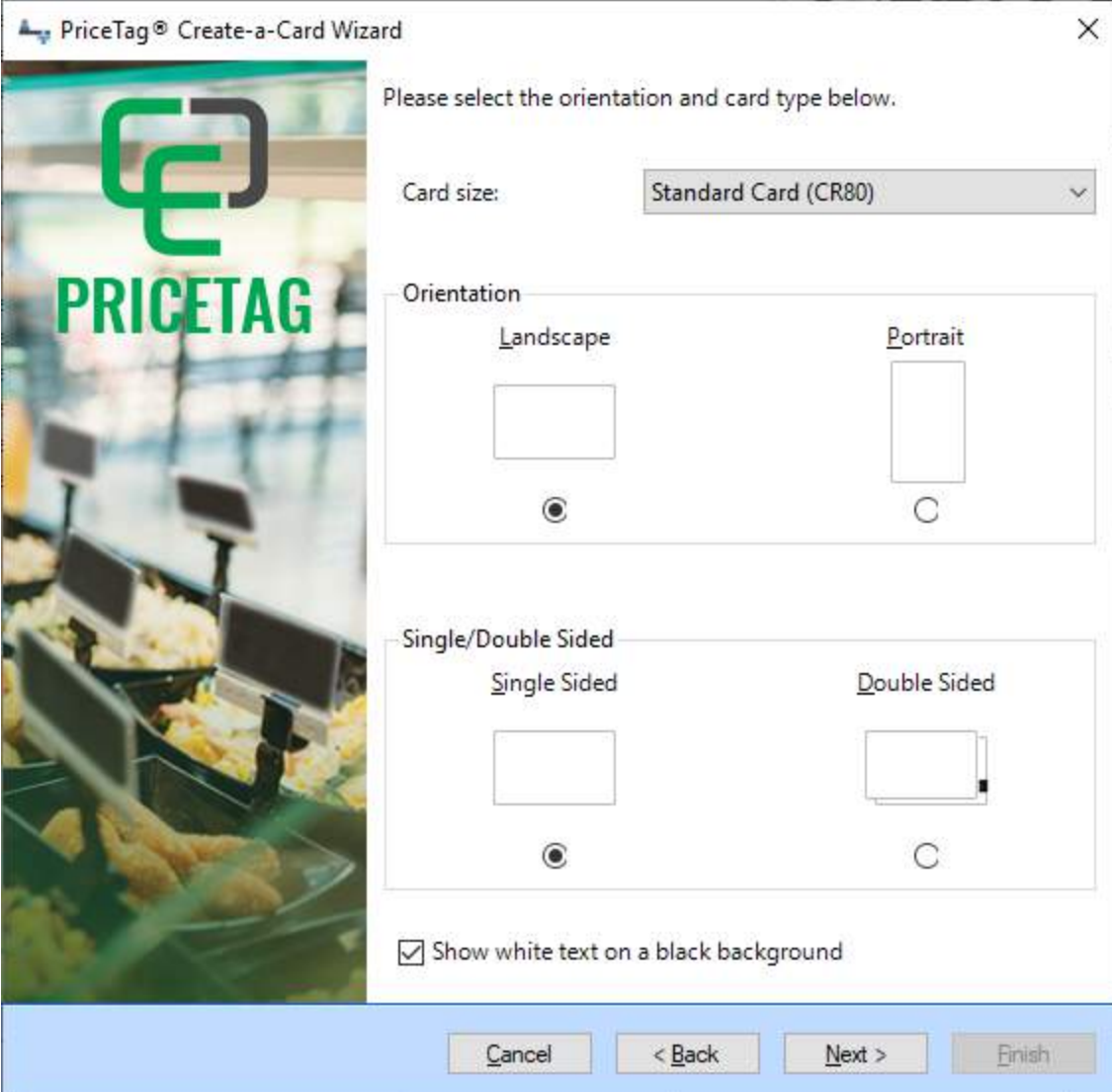
- Header: "PriceTag® Create-a-Card Wizard" with a close button (X) in the top right.
- Welcome message: "Welcome to Create-a-Card Wizard. Here you can make your new card in a few easy steps! Let's get started."
- Step 1: "Provide a name for your new card below."
- Step 2 (Optional): "Assign your new card to a group below."
- Text: "Use this name for my new card:"
- Text input field: "New card" (with a blue selection highlight).
- Text: "Assign my new card to this group:" with a help icon (?) to the right.
- Dropdown menu: An empty dropdown menu with a downward arrow.
- Checkbox: "Launch this wizard automatically at startup". Below it, text reads: "Uncheck the box above to disable automatic launch of the wizard at startup."
- Buttons: "Cancel", "< Back", "Next >", and "Finish" (all in a light blue bar at the bottom).

Step 2

In this page you need to select the card size and the orientation needs to be set, also if you want to create a single or a double sided card-template. When choosing extended card sizes, the option for double sided is disabled as this is not possible with the Duo or Flex printers.

You can also choose to have white text showing a black background for the card preview which is the default option.

When done, click next to proceed.



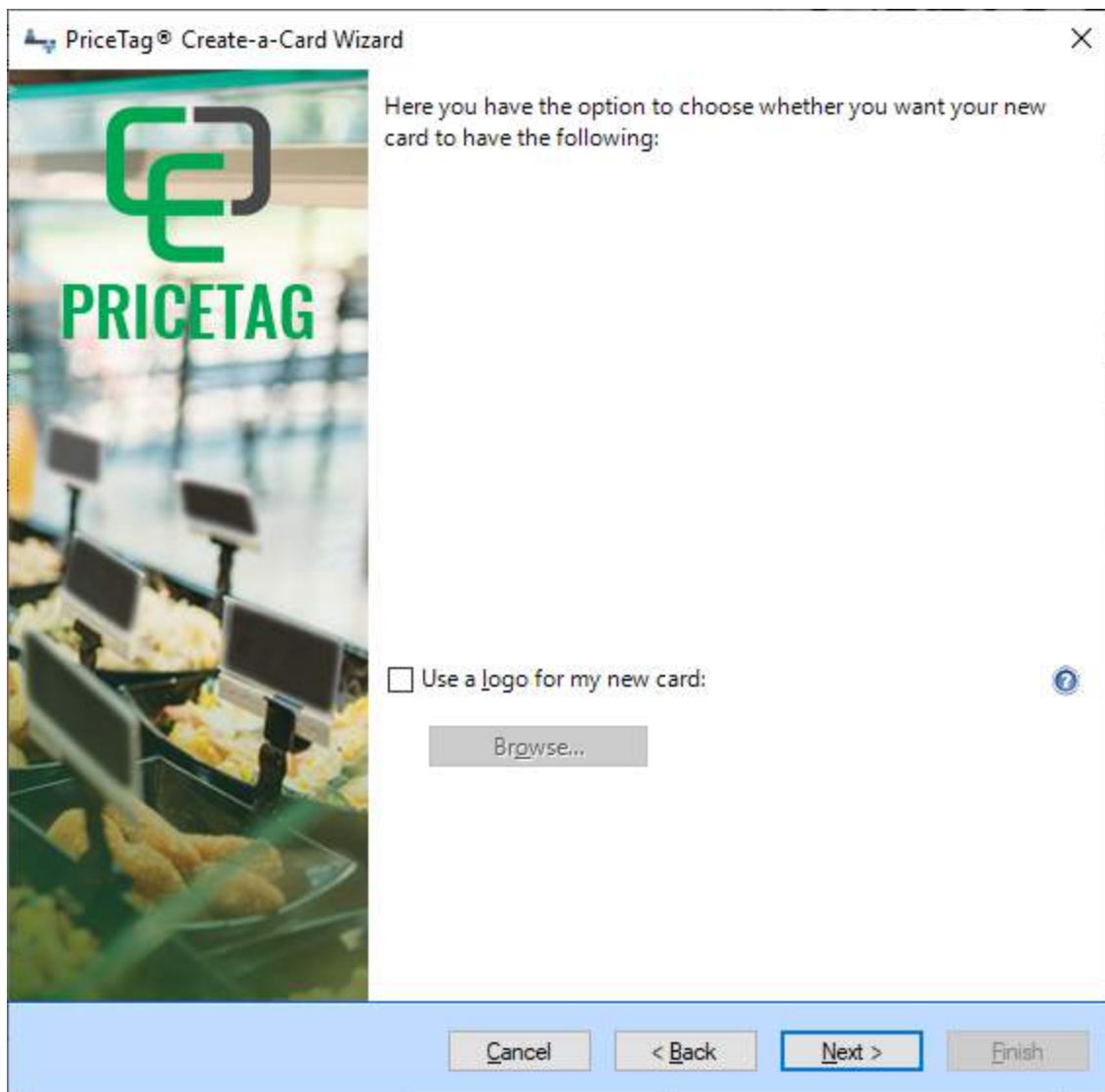
The image shows a software dialog box titled "PriceTag® Create-a-Card Wizard". On the left is a preview of a price tag with the "PRICETAG" logo and a background image of a grocery store. The main area contains the following options:

- Text: "Please select the orientation and card type below."
- Card size: A dropdown menu set to "Standard Card (CR80)".
- Orientation: Two radio buttons, "Landscape" (selected) and "Portrait".
- Single/Double Sided: Two radio buttons, "Single Sided" (selected) and "Double Sided".
- Checkbox: "Show white text on a black background" (checked).
- Buttons: "Cancel", "< Back", "Next >", and "Finish".

Step 3

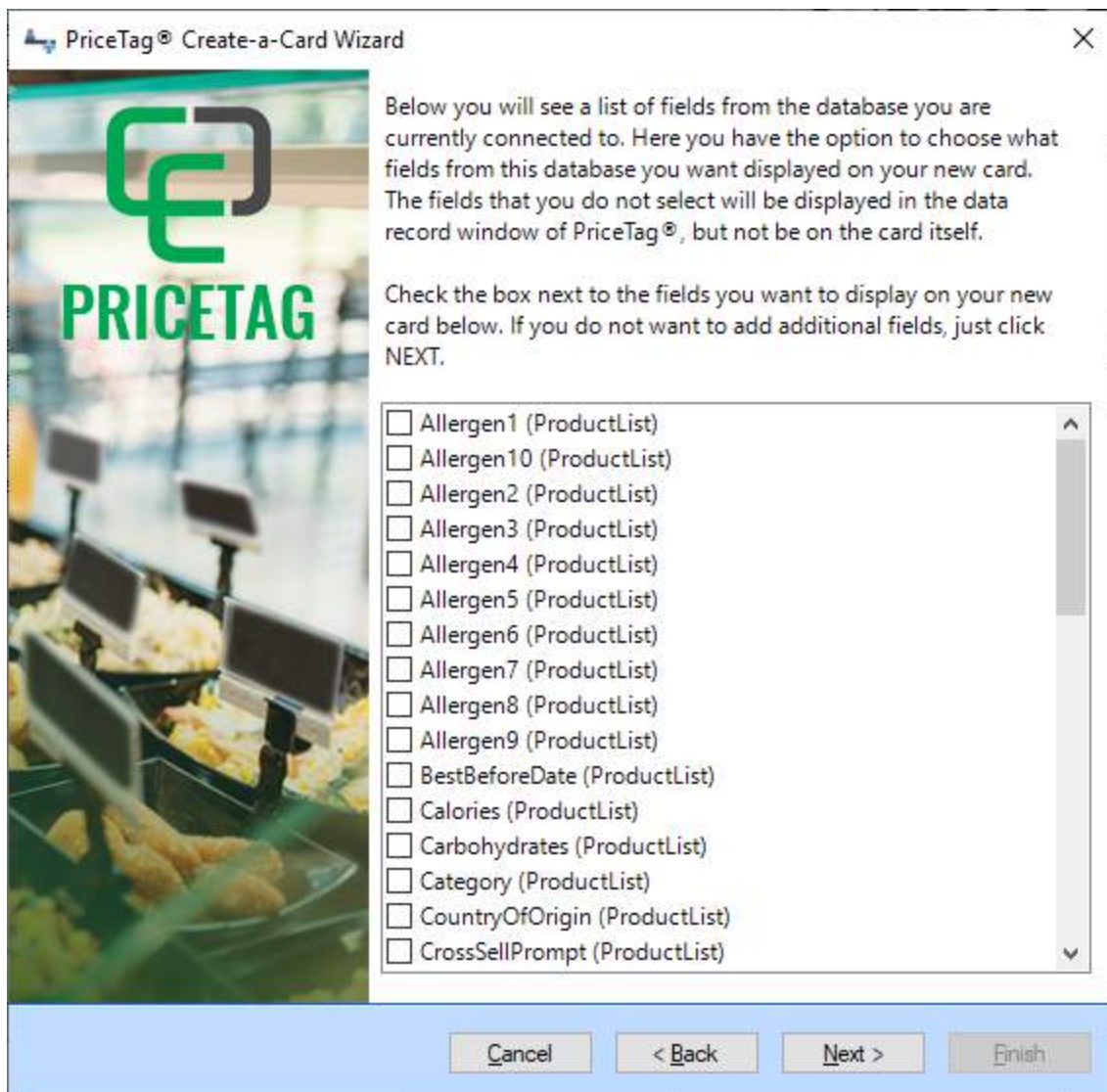
If you wish to add a logo to the card design, check the box and then browse to the image file.

A preview of the logo will show on the screen, once happy click next to continue.



Step 4

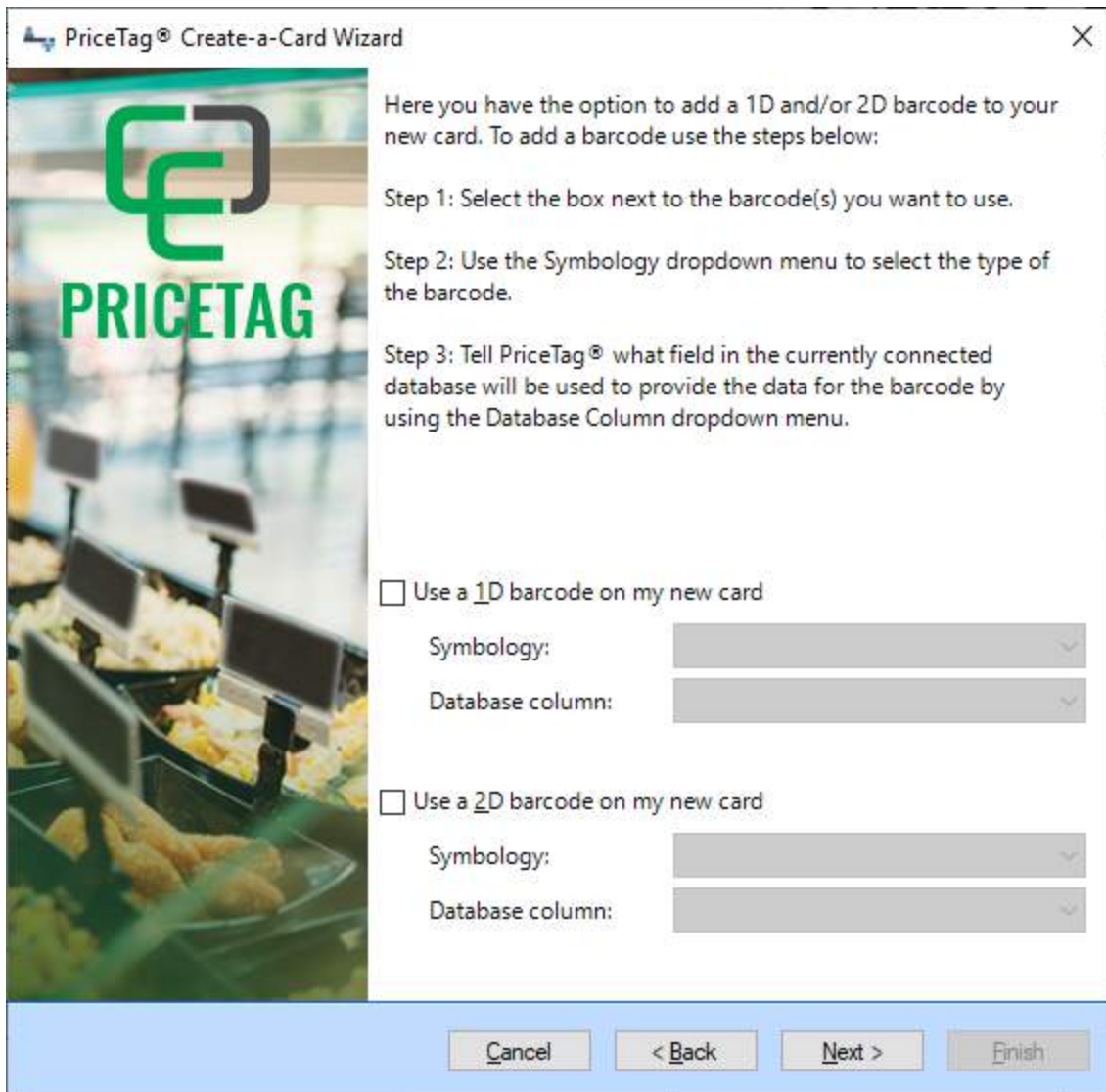
On this page all the available columns from the database are made available for you to select. To add the field to your design, just click on the check box before the column name. When all the needed columns are selected, proceed by clicking next.



Step 5

1D Barcodes and 2D Barcodes are available to add to the card design if required. We offer a large variety of Barcodes including all the standard symbologies.

The Barcode symbology can be selected from the drop down menus as well as the database column that contains the information. Last step to take, click next to proceed.



PriceTag® Create-a-Card Wizard

Here you have the option to add a 1D and/or 2D barcode to your new card. To add a barcode use the steps below:

Step 1: Select the box next to the barcode(s) you want to use.

Step 2: Use the Symbology dropdown menu to select the type of the barcode.

Step 3: Tell PriceTag® what field in the currently connected database will be used to provide the data for the barcode by using the Database Column dropdown menu.

Use a 1D barcode on my new card

Symbology:

Database column:

Use a 2D barcode on my new card

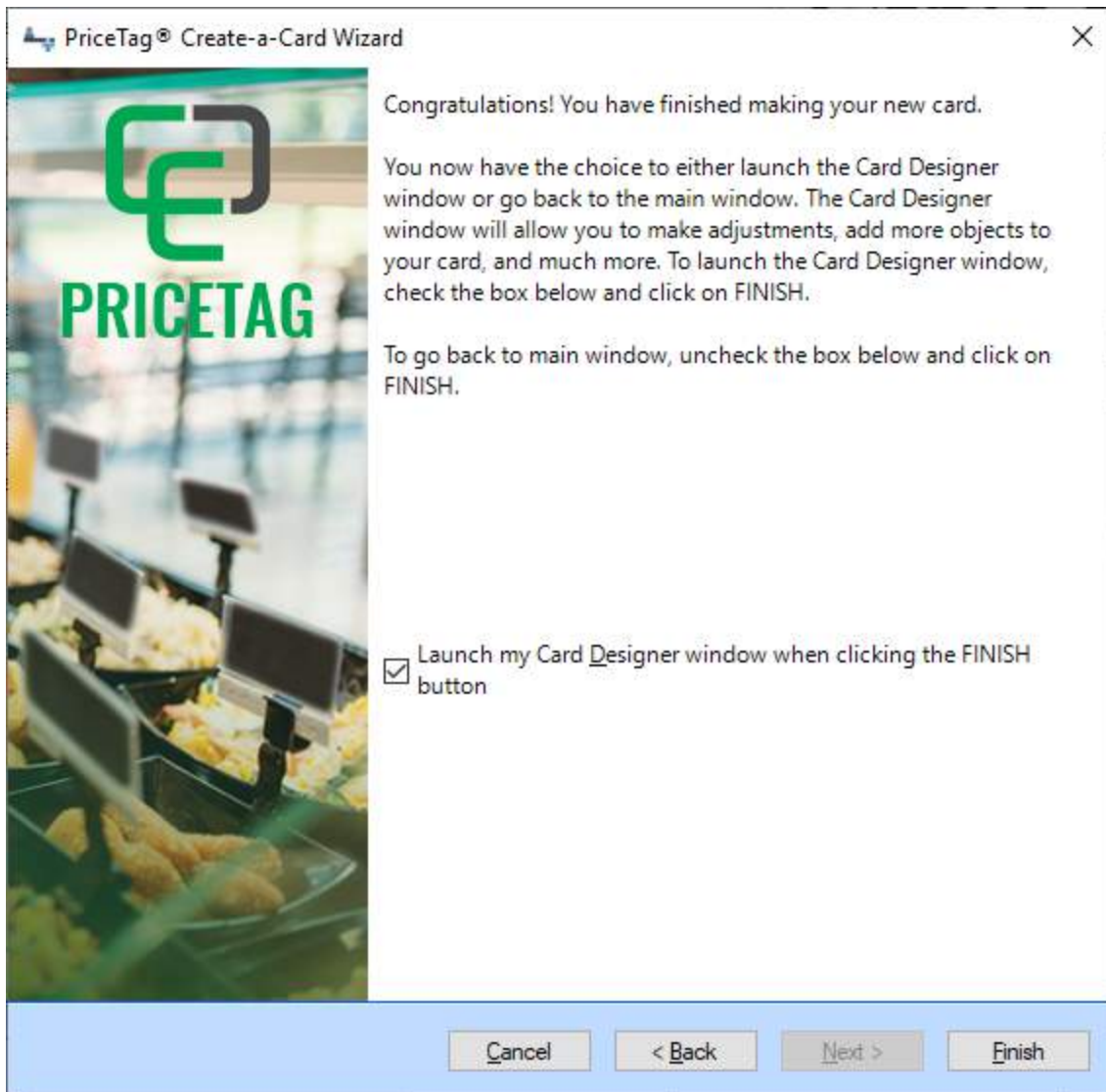
Symbology:

Database column:

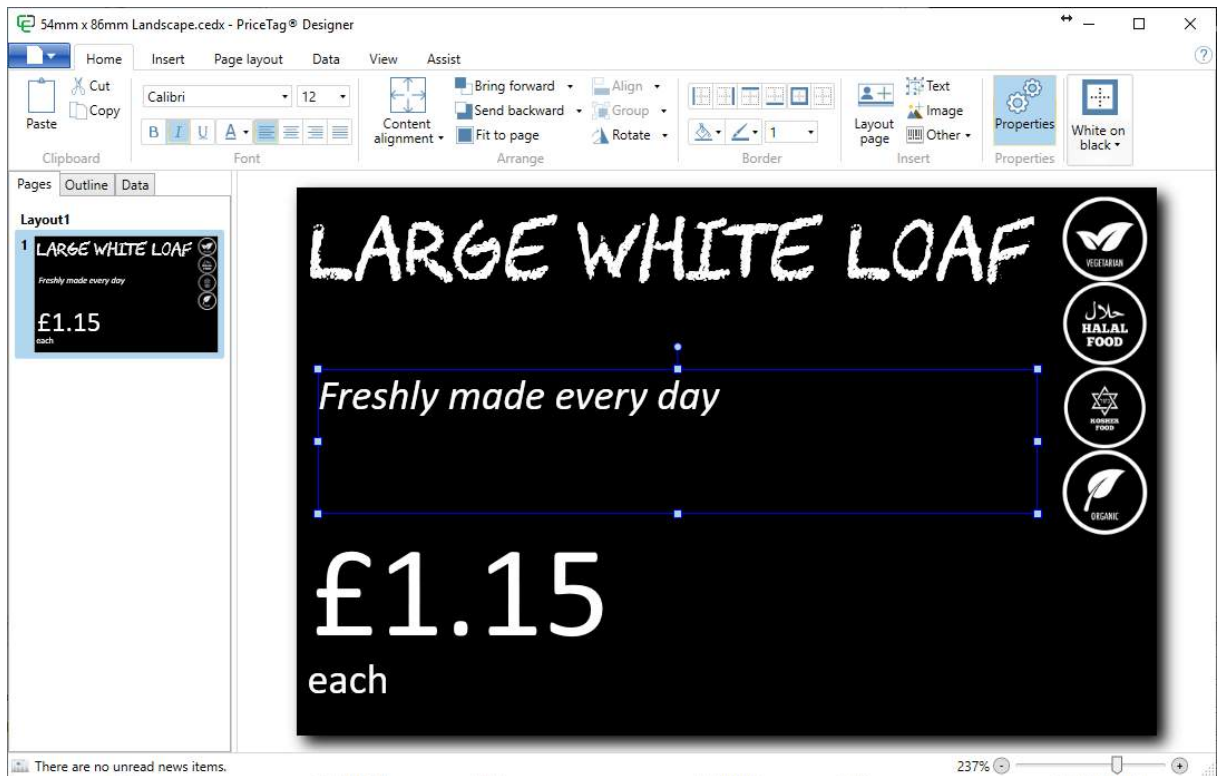
Cancel < Back Next > Finish

Step 6

CardExchange® PriceTag has now all the information to generate the card-template and as soon as you click on Finish, the template will be generated.



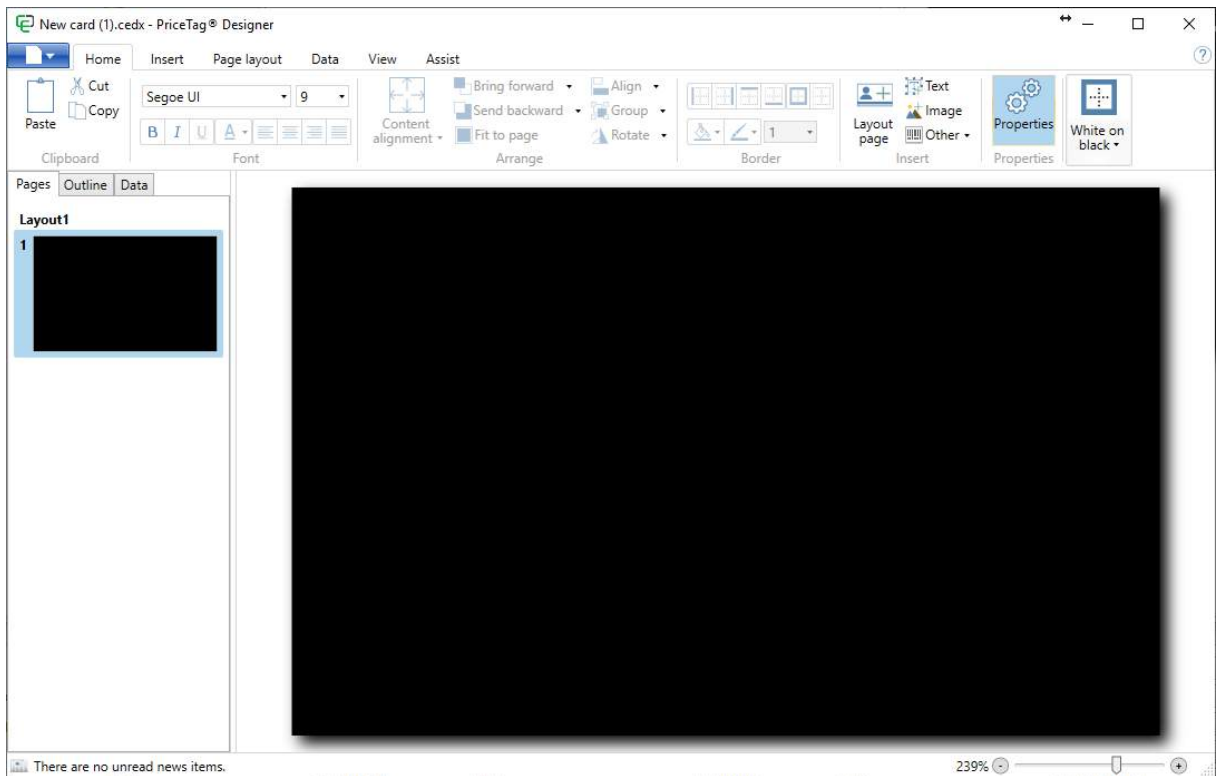
If you have the check box selected, the Designer will open offering you the possibility to make adjustments to the created design, if not, the card will be directly show in the Main Interface and the database, if applicable, will be loaded and shown.



More information about editing the design can be found in the "[Using the Designer](#)" section of this Help file.

6.2 The Designer

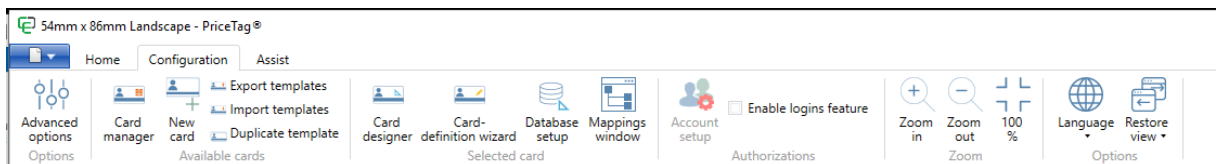
When you directly want to enter the Designer and create your template from scratch you have to step through the wizard and then click on Finish.



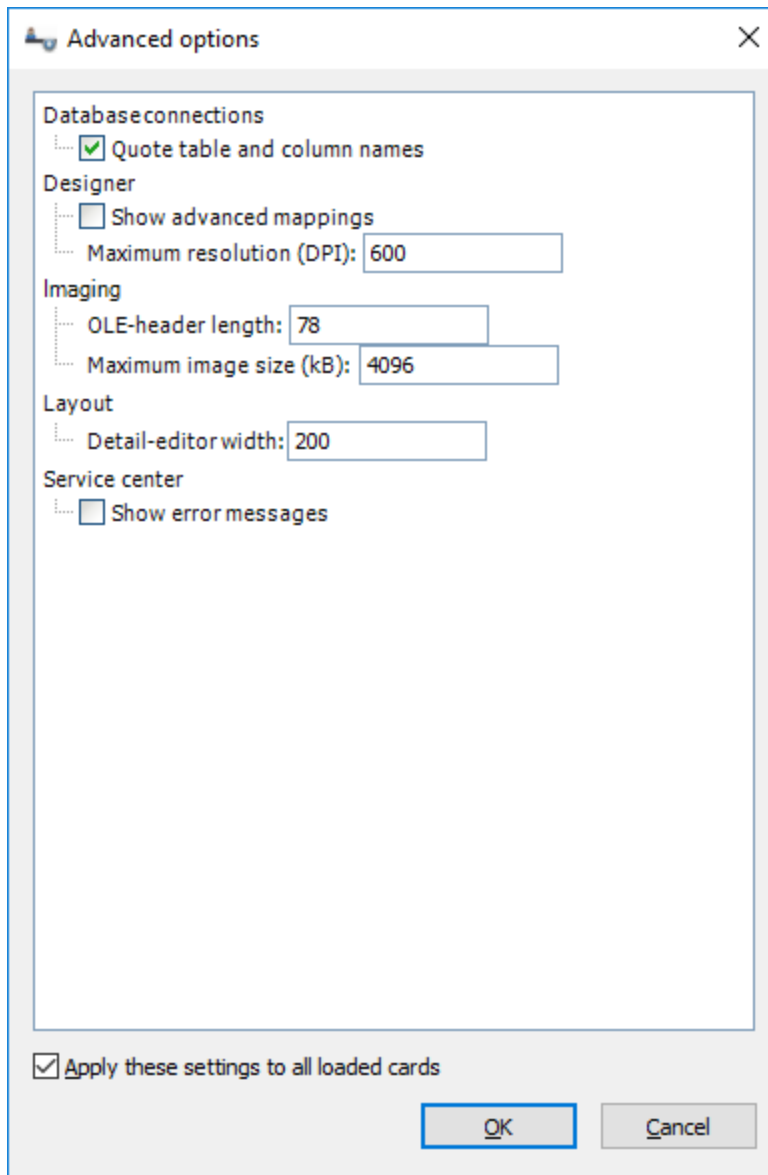
The CardExchange® PriceTag Designer will open with a blank template that is connected to the internal database, you can now design the card as you want. More information on using the Designer can be found in the "[Using the Designer](#)" section of this Help file.

6.3 Edit Card Definitions

The Card-Definition wizard contains two pages. The first page contains all the information about the layout and database connections. Both pages are explained in the sections [Card Definition Wizard](#) and [Advanced Mappings](#).



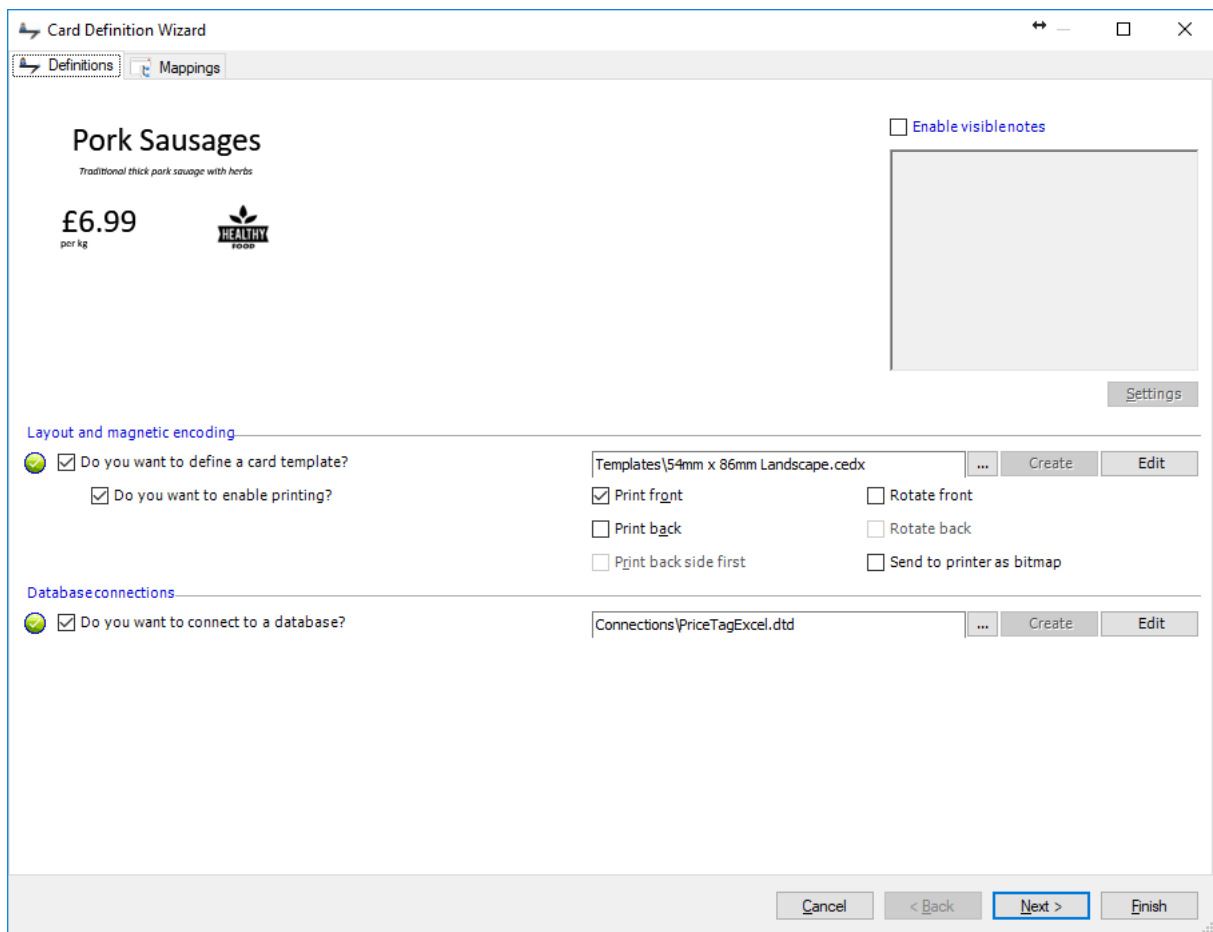
By default the Edit card definition button is hidden and only advanced users should enable this option. You can enable it by checking the box for "Show advanced mappings" under the advanced options in the Configuration tab.



6.3.1 Card Definition Wizard

The card definition wizard is divided in 2 sections:

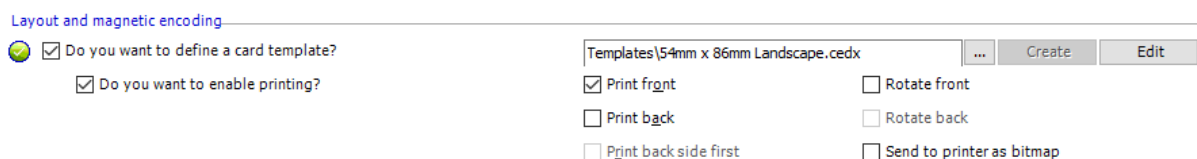
- **Layout**
- **Database connections**



Besides of the different sections, the definition wizard also offers functionality to create a visible note per card definition that will be shown on the main window of CardExchange® PriceTag. Simply type the information that you want to show to the user, click on Settings to make some changes to the fonts and colors, and the note will be available for the user.

6.3.1.1 Layout

In this section of the wizard you are defining the card templates. You can create new ones, edit existing ones, or select card template files. All the basic settings that have to do with producing a card are available in this section.



Because CardExchange® PriceTag is a card production application, a card layout always needs to be created. Other selections are:

Functionality	Description
Do you want to enable printing?	Select this option if you want to produce cards.
Print front	Default this option is set to the settings of the card layout. If the card layout is created as double sided, this option will be checked. Deselect this option if you have a double sided card layout and you don't want to print the frontside...
Print back	Default this option is set to the settings of the card layout. If the card layout is created as double sided, this option will be checked. Deselect this option if you have a double sided card layout and you don't want to print the backside...
Rotate front	When selecting this option, CardExchange® PriceTag will rotate the complete front of the card 180 degrees and send it to the printer driver.
Rotate back	When selecting this option, CardExchange® PriceTag will rotate the complete back of the card 180 degrees and send it to the printer driver.
Print backside first	When using double sided card layouts, you may want to print the backside first. Setting this option makes sure that the backside will be printed first and the front side last...
Send to printer as bitmap	Occasionally you may want the complete layout to be processed and sent to the printer driver as a single Bitmap image. Selecting this option sends the card layout as an image to the printer driver...

6.3.1.2 Database Connections

In this section of the wizard you are defining your database definitions. You can create new ones, edit existing ones, or select database definition files.

Database connections

Do you want to connect to a database?

Connections\PriceTagExcel.dtd

...

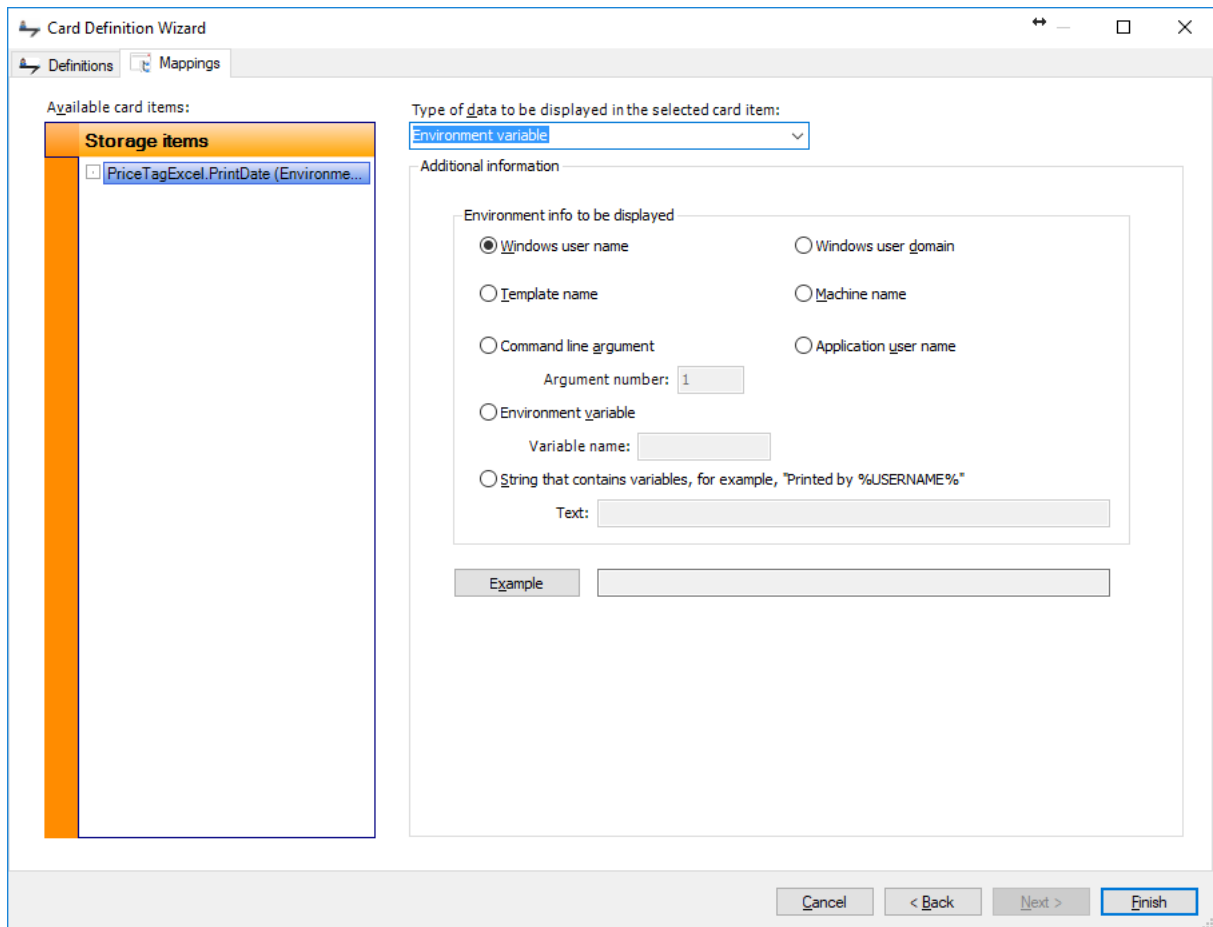
Create

Edit

Functionality	Description
Do you want to connect to a database?	Select this option if you want to connect to a database and want to create a database definition... Click on Create to create a new definition or click on Edit to edit a existing one.

6.3.2 Advanced Mappings

At the left-hand side you see a navigator object, typically in CardExchange® PriceTag only storage items that have been left unmapped in the Designer will show here. It is possible to map a storage item to an environment variable such as the PC or application user name if using the logins feature.



From the drop down menu, as indicated, you can select different Object Types to map to the items in the Explorer on the left side. Most of the functionality is already available in the Designer and these objects are linked to that separate section of the Help file.

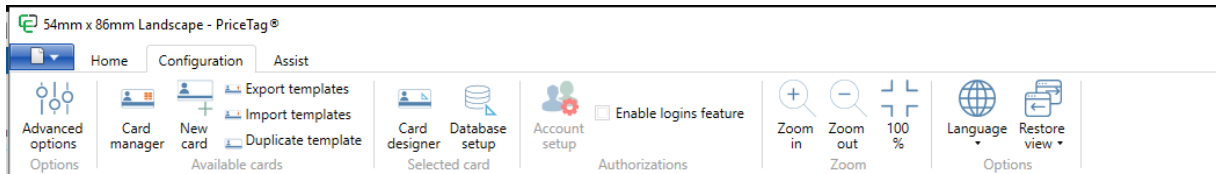
These Standard Object Types are:

- [Concatenation field](#)
- [Database Column](#)
- Environment variable (Not available via Designer)
- [Global counter](#)
- [Print date](#)

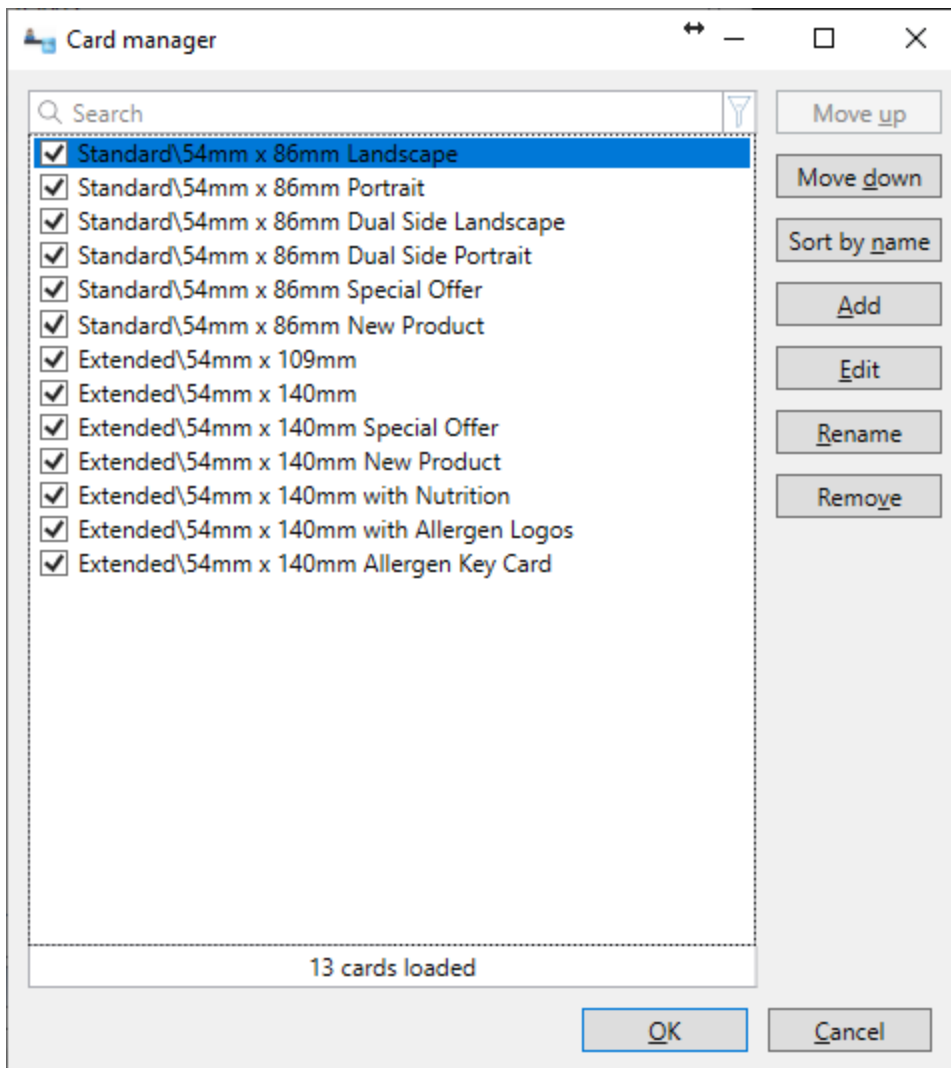
- [Variable image](#)

7 Managing Card Templates

In CardExchange® PriceTag we offer the possibility to manage unlimited card-templates. A card-template is a collection of card-layout(s), card-page(s), and/or database connections. All card-templates are managed via the Card Manager.



The Card Manager is called from the [Configuration](#) tab of the CardExchange® PriceTag Main window.



In this Card Manager window, all loaded card-templates are presented in a selectable list on the left side. You can check and uncheck card-templates by clicking on the check boxes for the card-template names. Unchecking a card-template means that it will not be visible in the [Explorer Menu](#) under the [Cards](#) tab.

With the buttons on the right side of the Card Manager window you can perform the following actions:

Button	Description
Move up	Moves the selected card up in the Loaded Cards tab
Move down	Moves the selected card down in the Loaded Cards tab
Add	Add a new card-template and opens the card-template wizard
Edit	Opens the card-template in the Designer for editing
Rename	Rename the selected card as it appears in the Loaded Cards tab
Remove	Remove the card-template

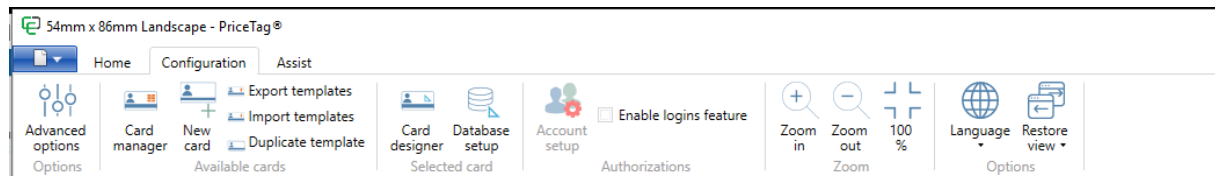
By clicking OK, the window will be closed and all changes will be saved. Hitting Cancel will cancel all changes made except the ones done via the Edit functionality.

For more information about how to add new card-templates, please see the "[Adding Card Templates](#)" section of this Help file.

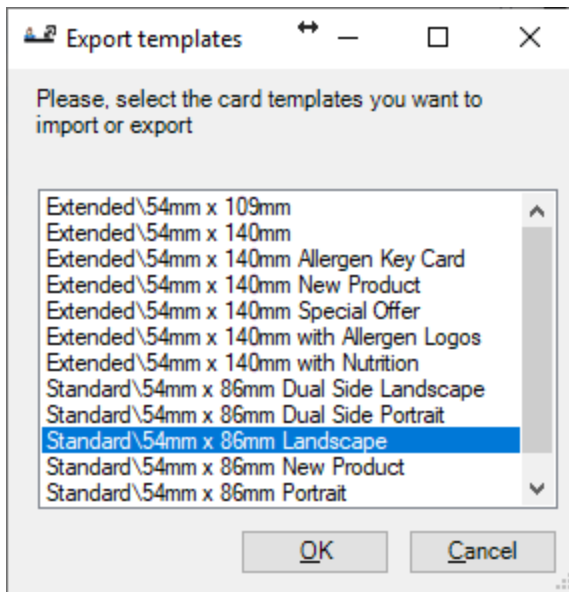
7.1 Export Templates

CardExchange® PriceTag has the option to export card templates. This includes the card design (.cedx) and database definition (.dtd) files..

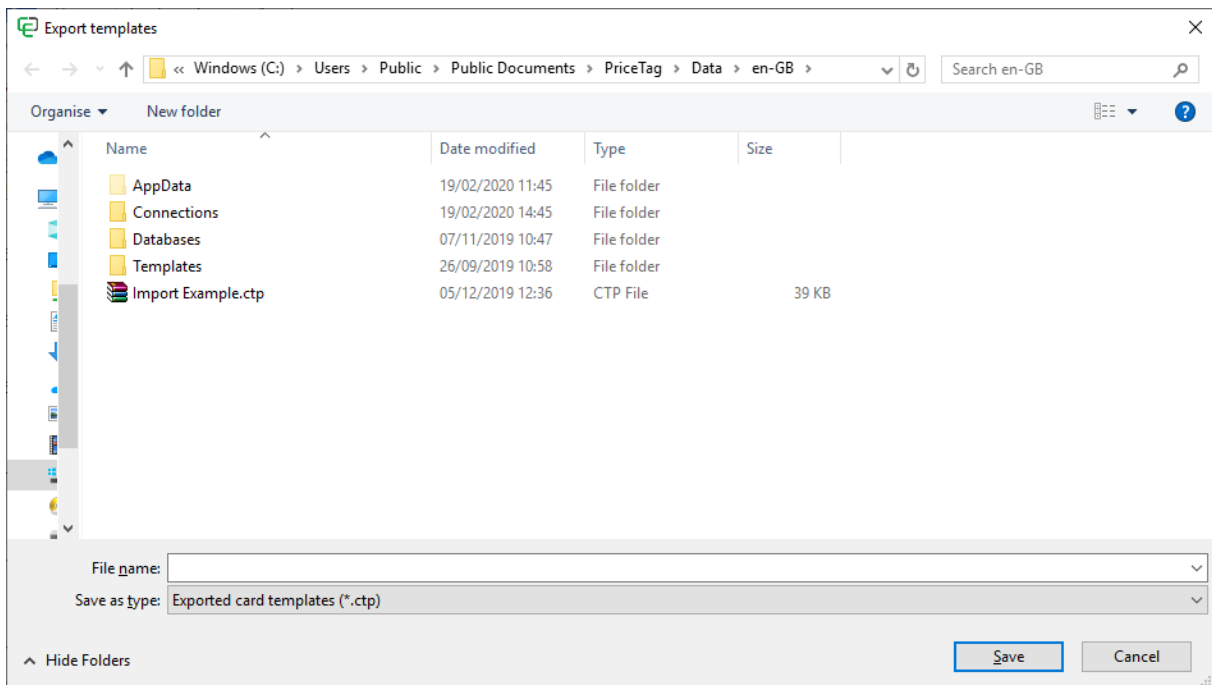
This can be beneficial from a support perspective but also from a configuration point of view as designs can be setup prior to an installation.



Clicking on Export template will prompt you to select the desired templates that you wish to export.



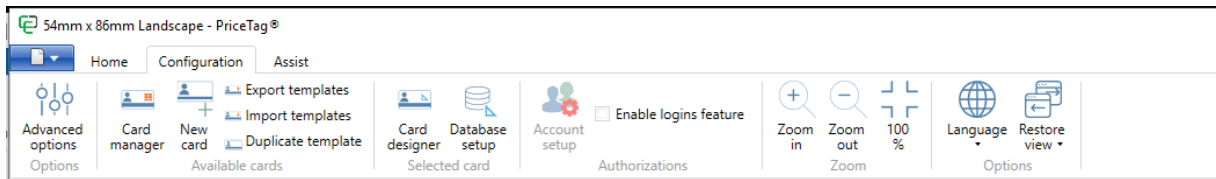
When you click OK you can specify the location to export them to, as well as the name for the exported (.ctp) file.



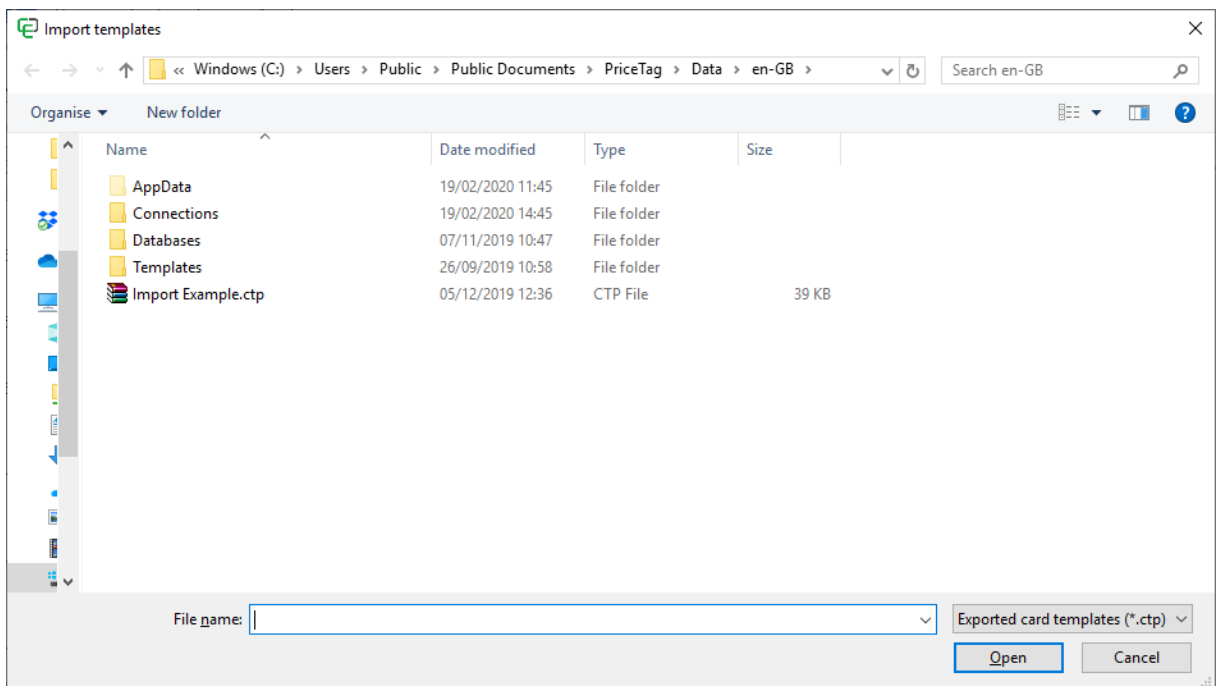
7.2 Import Templates

CardExchange® PriceTag also has the option to import card templates. This includes the card design (.cedx) and database definition files.

This can be beneficial from a configuration point of view as designs can be setup prior to an installation and imported later.

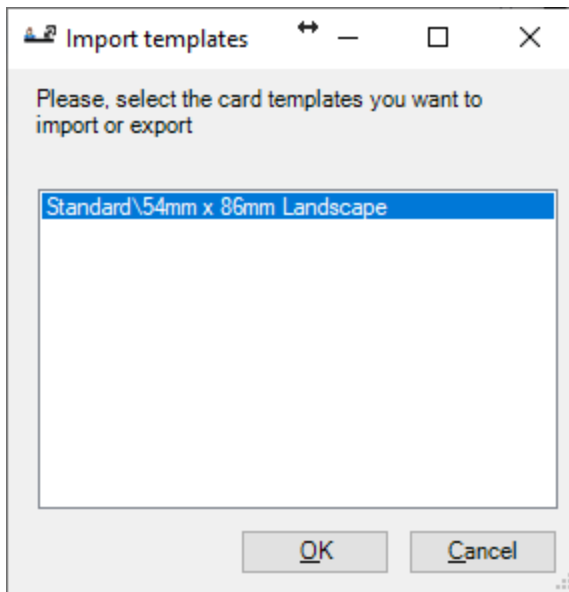


When you click on Import template you just need to browse to an already exported template (.ctp file) and click on open.



As exports can contain multiple templates you can then select which templates you wish to import, by default all templates are selected.

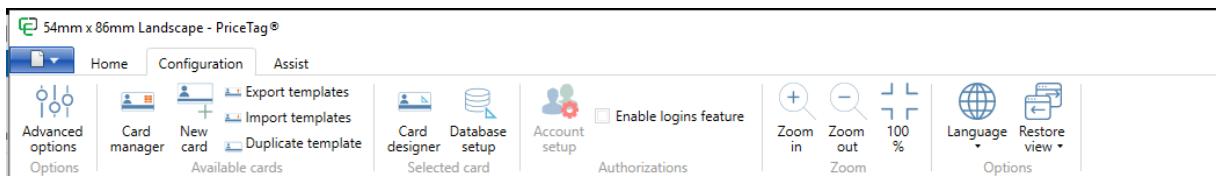
When clicking on OK the template is imported and will appear in the Cards tab of the explorer view in the main window.



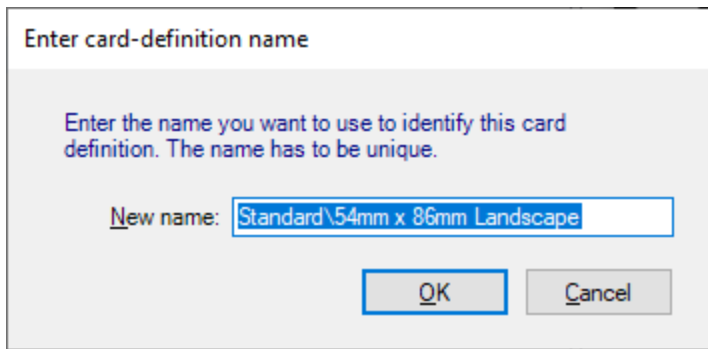
7.3 Duplicate Templates

CardExchange® PriceTag also offers the possibility to duplicate an existing card template. This can be useful if you want to have a second card design that has just a few changes from an existing card design.

First select the card template that you wish to duplicate, then click on the Duplicate template button.



You will then be prompted to enter a new name for the template, this name has to be unique.



Enter card-definition name

Enter the name you want to use to identify this card definition. The name has to be unique.

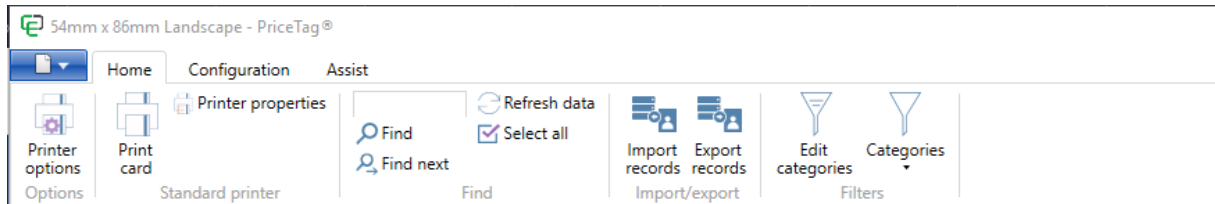
New name:

Once you click on OK, you will see the duplicated template in the cards tab of the explorer window.

IMPORTANT! Duplicated templates share the same database definitions as the original template. Any settings changed will apply to both templates.

8 Printing Cards

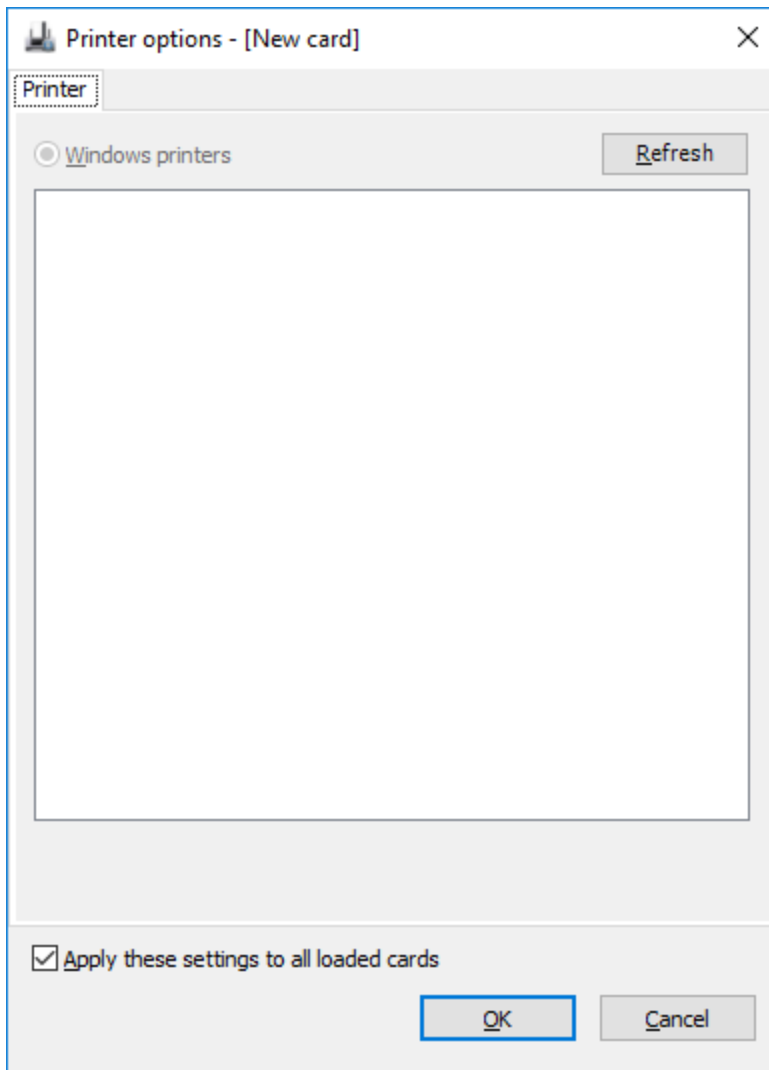
The Home tab has the print options organized in different groups with specific functionality.



Group	Function(s)	Description
Options	Printer Options	Select the printer to be used
Standard printer	Print card	Opens the print dialog
	Printer properties	Opens the printer properties dialog of the selected printer properties

8.1 Select Standard Printers

When the printer options window is opened, it will present all the installed Printers on the system CardExchange® PriceTag is running on. Just select the printer you want to use from the list view and click on OK to confirm.



If you want to use the selected printer for all loaded card-templates, make sure you check "Apply these settings to all loaded cards" otherwise each card-template will have it's own specific printer connected.

8.2 Print Using Standard Printer

There are three ways to print a card to the standard printer.

- Click the **Print** button in the Standard printer section of the Home tab,
- Select the **Print** option in the [Actions Pane](#) or
- Press **Ctrl+P** on your keyboard

If you use the print option in the Actions Pane, CardExchange® PriceTag will start printing directly, using the default settings. Otherwise, CardExchange® PriceTag displays the window shown below.

The screenshot shows a 'Print' dialog box with the following sections:

- Selected printer:** Includes fields for Name, Status, Type, Where, and Comment. A 'Properties' button is located to the right of the Name field.
- Print range:** Contains three radio button options: 'Selected record' (selected), 'All records', and 'Records:' (with an adjacent text input field). Below these is a 'Number of selected records:' field containing the value '1'. A note below reads: 'Enter card numbers and/or card ranges separated by commas, For example 1, 3, 5-12'.
- Copies:** Features a 'Number of copies:' spinner control set to '1'.
- Global counter:** Includes a 'Next value:' field containing the value '1'.

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

In the **Selected printer** group you can find the information of the printer you are printing too like the **Name** of the printer, the **Status** of the printer, **Type**, etc.

Just like in normal Microsoft Office Applications, in the **Print range** group you can set to print the **Selected record**, **All records**, or a selection of **Records**. The **Number of selected records** is indicated in this named field.

Next to the name, the button **Properties...** gives access to the **printer-properties** window, allowing to adjust any settings before starting to print. Generally, it is not necessary to change the printer properties once they have been defined for the first time.

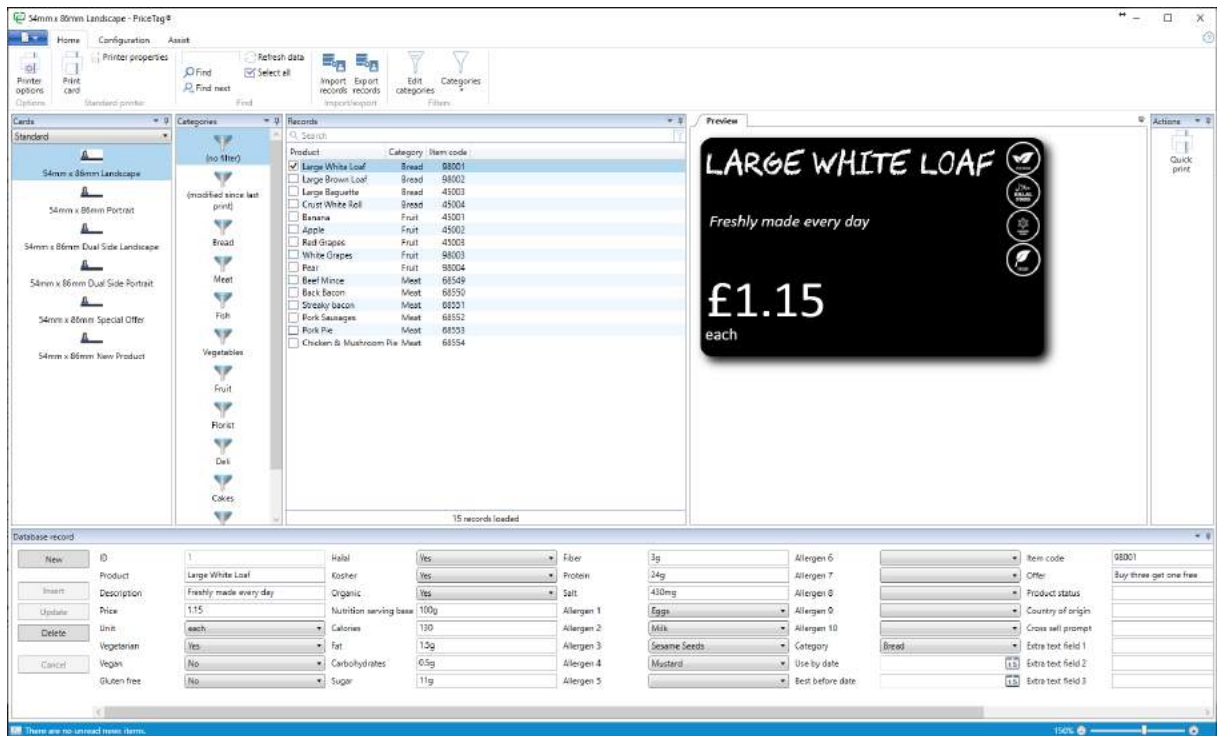
In the **Copies** group you can enter or select the amount of copies that needs to be printed. By default CardExchange® PriceTag prints one copy.

If the card uses a global counter, in the **Global counter** group you can see the number indicating the global counter number that will be used for the first card to be printed. For each consecutive card the global counter will be incremented by one. The global counter can be edited to change this number to another value. It is up to the user to decide whether changing the default value is necessary.

9 Using Data

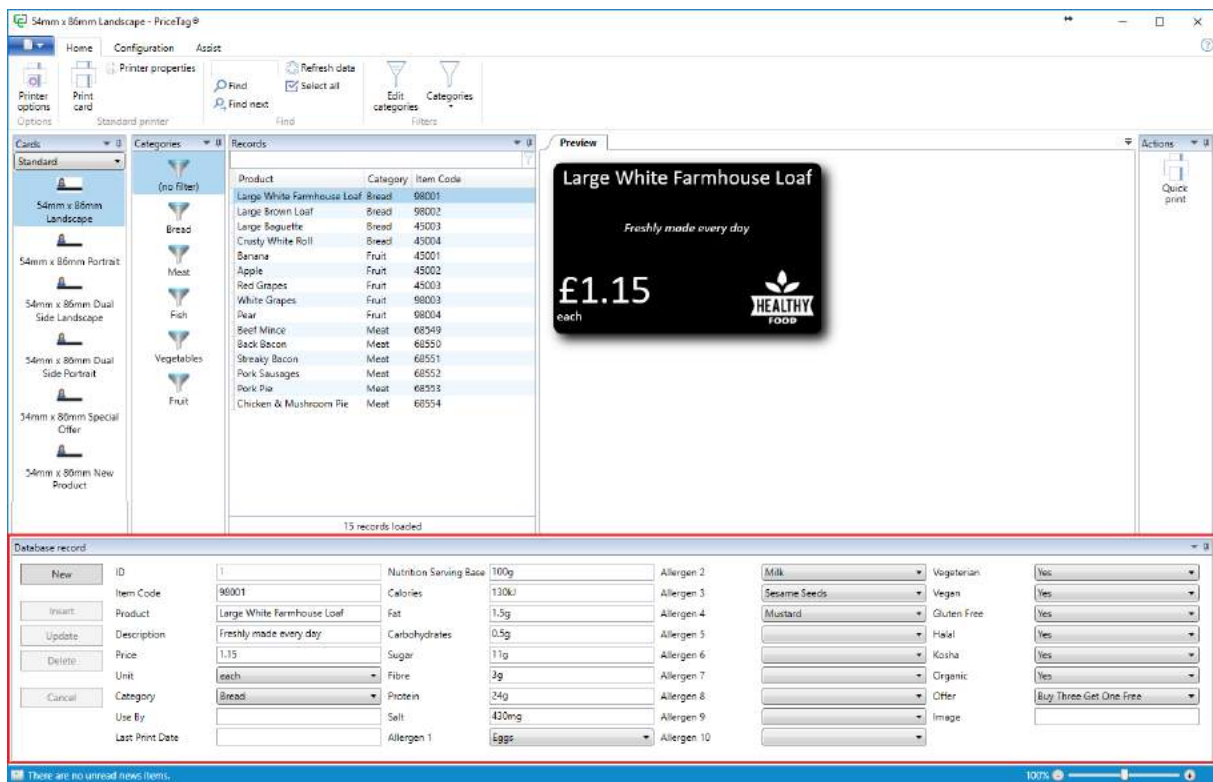
Viewing and Managing data from a connected database is very important to having a smooth production environment. CardExchange® PriceTag offers many ways to look up data, enrich data, view data, etc.

In this section of the Help file we will go over all the functionality available like using Filters, Updating your Database, etc.



9.1 Edit Data

The Database record window gives you direct access to the information stored in the database. Provided that the CardExchange® PriceTag administrator has given you permission to do so, you also can edit this data and add or remove records.



The database record window is a dockable window which appears in the lower part of the main window. By clicking on the bar with the text Database record, you can dock the window to the upper part or to the sides. You can even turn it into an independent window by dragging it to a position away from the edges of the main window. Clicking on the pin will cause the window to minimize. Clicking on the cross will close the window.

On the left part of the docked window, there are five buttons for performing database operations. On the right part, all Columns and values of the database records that apply to the selected layout are displayed. If you select another record, the Edit database record will load automatically the data associated with the selected record.

With the buttons, you can perform three types of database operations: **Insert** records, **Update** records, and **Delete** records. The following sections will describe these actions one by one.

9.1.1 Insert Database Records

A database record can be inserted in three steps:

- Click on the **New** button in the **Database record** window. Note that all fields will be cleared in order to enable you to enter new data. The cursor will be positioned automatically on the first field that can be edited. The buttons **Insert** and **Cancel** will be enabled.

- Enter the data you need into the empty fields.
- Click on the **Insert** button to load the data into the database, or on the **Cancel** button if you do not want that.

While inserting a new record, all functions of the main window are disabled. These will be enabled as soon as the **Insert** or **Cancel** button is clicked on. You can only insert a new database records if the administrator has given you permission to do so and if no more than one record has been selected in the name list.

9.1.2 Update Database Records

A database record can be updated in three steps:

- In the [Records Pane](#), select the record you want to change.
- Click on the field you want to change and change it. The buttons **Update** and **Cancel** will be enabled as soon as you start typing.
- Click on the **Update** button to load the data into the database, or on the **Cancel** button if you do not want that.

While updating a new record, all functions of the main window are disabled. These will be enabled as soon as the **Update** or **Cancel** button is clicked on. You can only update a database records if the administrator has given you permission to do so and if no more than one name has been selected in the name list.

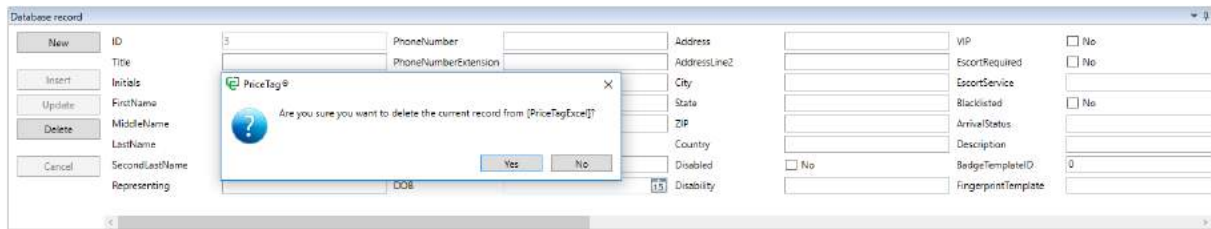
Important! Updating records from connected CSV files is not supported.

9.1.3 Delete Database Records

A database record can be deleted in three steps:

- In the [Records Pane](#), select the record you want to remove from the database.
- Click on the **Delete** button in the **Database record** window.
- Say **Yes** to the question if you really want to delete the record. Say **No** if you do not want that.

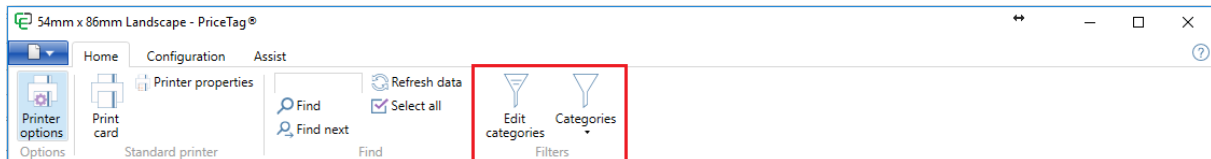
You can only delete database records if the administrator has given you permission to do so and if no more than one record has been selected in the [Data Record View](#). So you cannot delete more than one record at the same time.



Important! Deleting records from connected MS Excel files and CSV files is not supported.

9.2 Using Filters

CardExchange® PriceTag offers you the possibility of filtering the data you need at the database level so that only the relevant records are displayed. To do this, you have to access the Filters section of the Home tab.



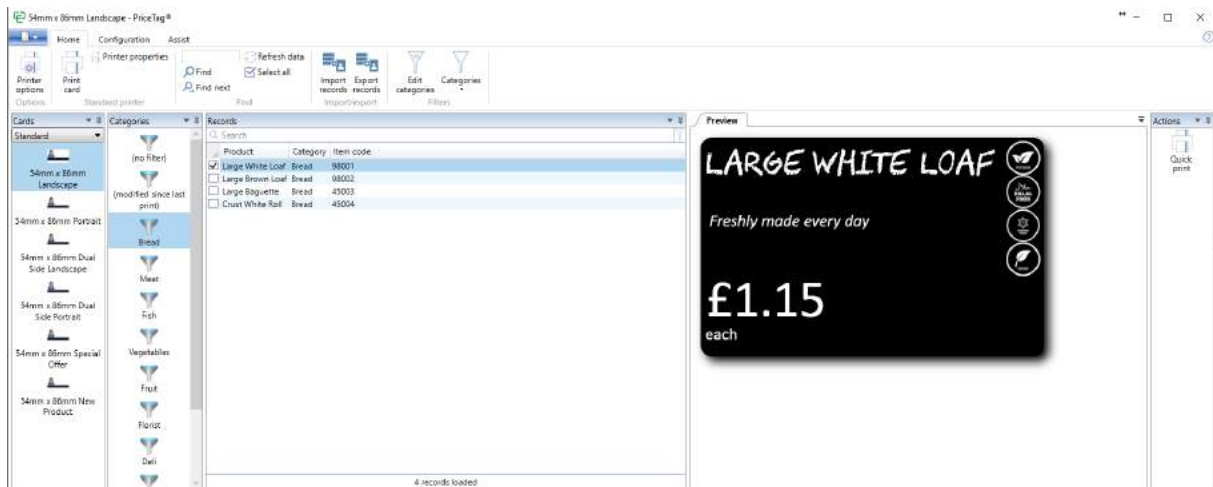
CardExchange® PriceTag has a **Category** filter which consists of a series of named filters that the operator can activate or deactivate freely in order to filter the records shown in the [Records pane](#).

The filter names are shown as buttons in the [Categories pane](#) of the main interface. By clicking on a filter button or menu option, the filter in question is activated while all other filters are deactivated. By clicking the button or menu option with the text (no filter) all filters are deactivated.

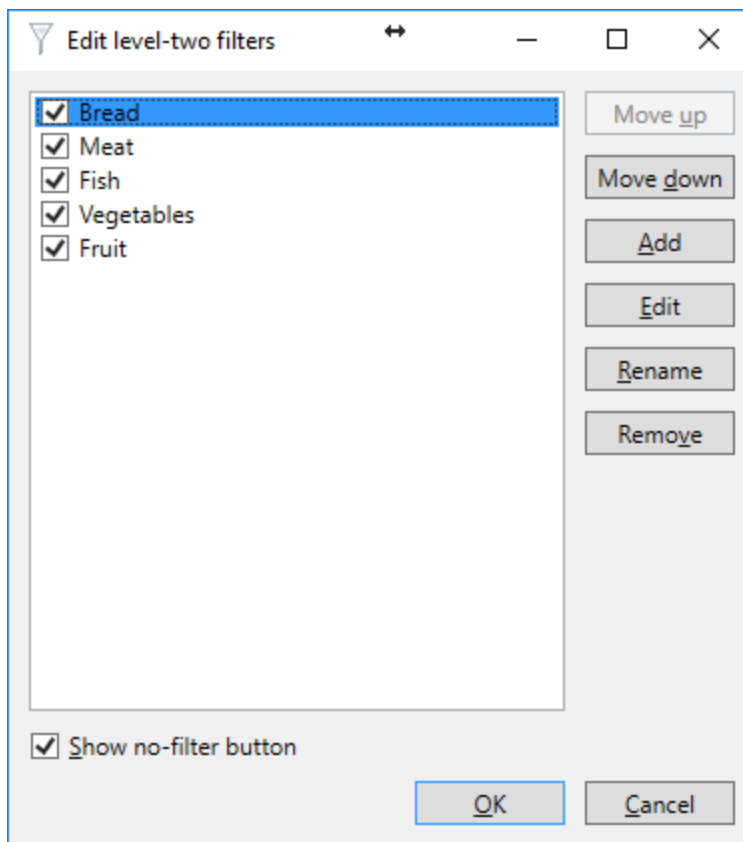
9.2.1 Category Filters

Category filters are a series of named filters that the operator can activate or deactivate freely in order to limit the number of records shown in the [Records pane](#).

The filter names are shown as **buttons** in the [Categories pane](#) of the main interface. By clicking on the filter button with the text (no filter) all filters are deactivated.

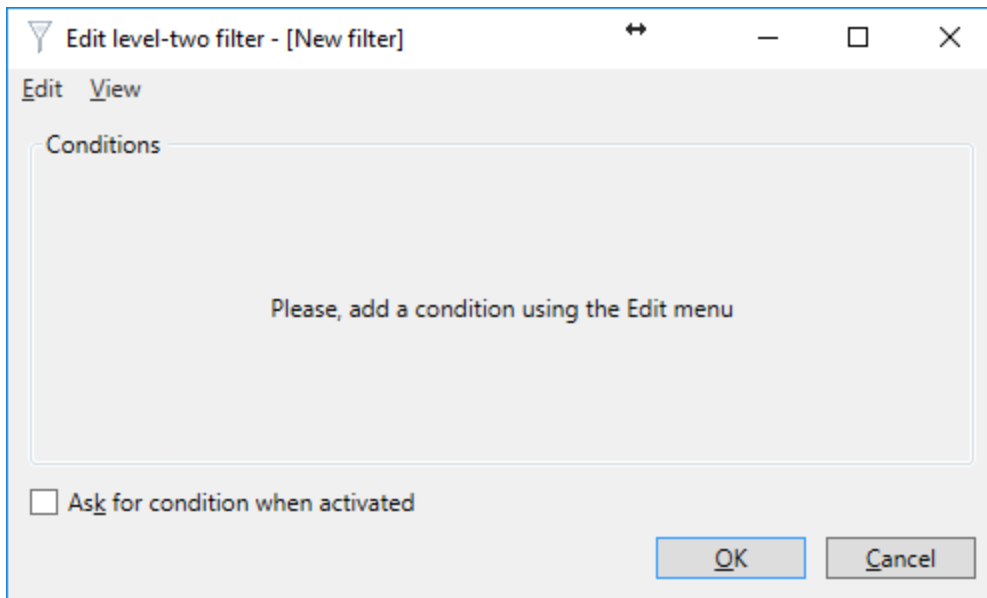


Adding **Category** filters starts by clicking on the **Edit Categories** button in the Filters section of the home tab.

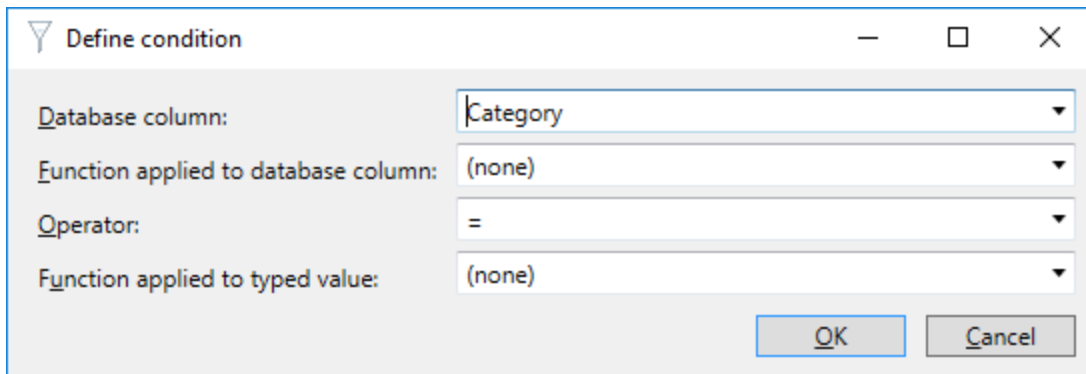


The Window that opens manages the different created **Category** filters. This manager offers you the ability to add or edit existing filters, rename or remove them, or change the position in the [Categories pane](#) of the main interface by moving them up or down. By selecting the 'Show no-filter button' the user will also have the option to view all records by selecting the (no filter) button.

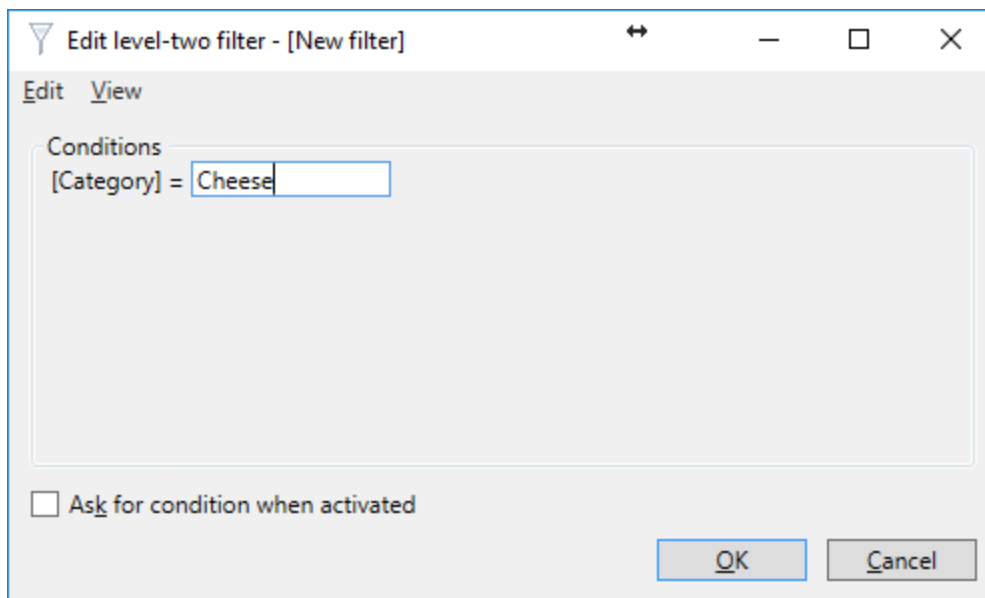
To add a new Category filter, simply click on the add button and the below window will be displayed.



Now, you can add a filter condition with the menu option **Add conditions** in the **Edit menu** (you can also press the Insert key). A screen will be shown in which you can choose the database column and functions and operators to use in your filter. In the example below the column **Category** is used for filtering, without applying any database function. The result is compared to the entered value using the is-equal-to operator.



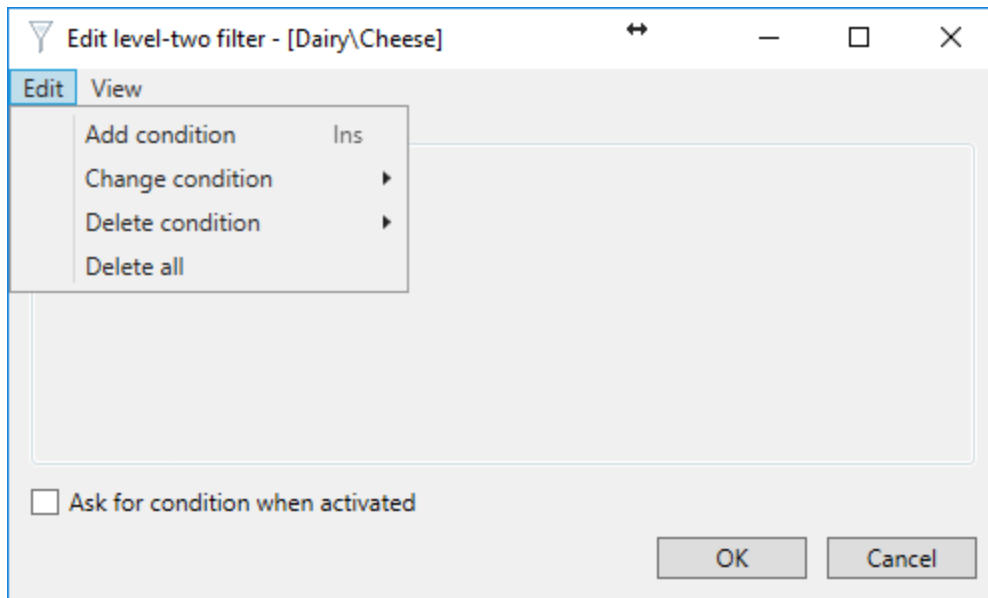
After **clicking OK**, your window will look similar to the one shown below.



It is also possible to Add, Change or Delete your conditions.

In fact, there is no limit on the number of conditions. Each condition will have its own field in which values can be entered. When using multiple conditions, the following rules apply:

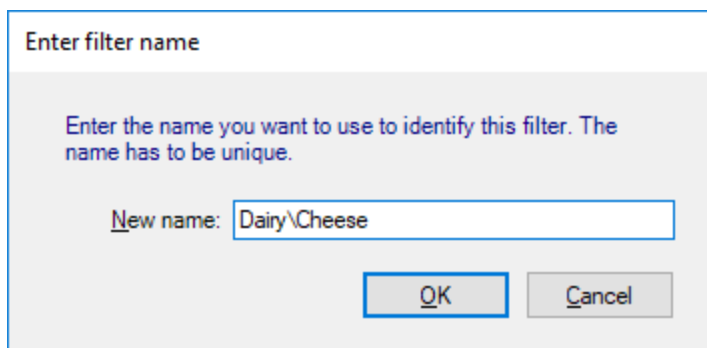
- If you leave a field empty, the condition will not be applied,
- If you enter values for more than one condition, only records are selected that meet both conditions,
- If you type null or NULL and the operator is = or LIKE, only records are selected for which the database column contains a null value,
- If you type null or NULL and the operator is <>, != or NOT LIKE, only records are selected for which the database column contains a value,
- If you type null or NULL with another operator, no records are selected.



Just select **Add Condition**, **Change Condition** or **Delete Condition** from the Edit menu. You can also **Delete All** at once.

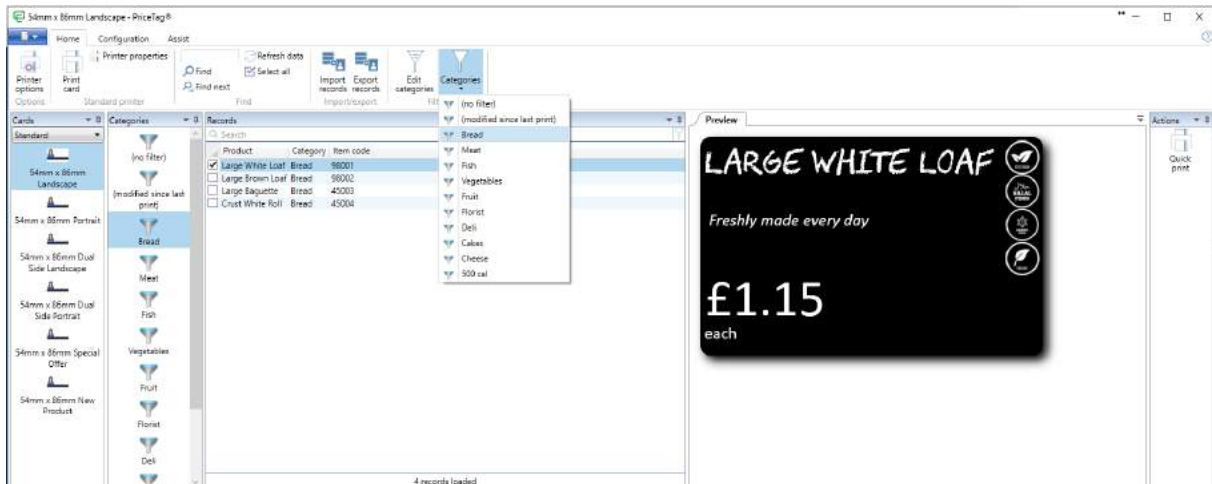
Please visit the "[Tips and Tricks](#)" section of this Help file for more information about configuring filters.

With Category filters you can also define that a condition needs to be asked when the filter is activated. In the screenshot you see that "[Category]=cheese". When we check "Ask for condition when activated", a window will pop-up asking you to enter the condition for the filter. After clicking **OK**, you will be prompted to enter a name for the filter.



When entering a name for the filter, just like with the card templates, also the filters can be divided into groups. As in the screenshot above, everything before the backslash '\' is considered to be the **Group Name** and is selectable in the drop down menu directly under the [Categories pane](#) of the main interface. Everything behind the "\" is considered as the name of the filter appearing as the **button**. Of course you can also directly enter only the name for this defined filter.

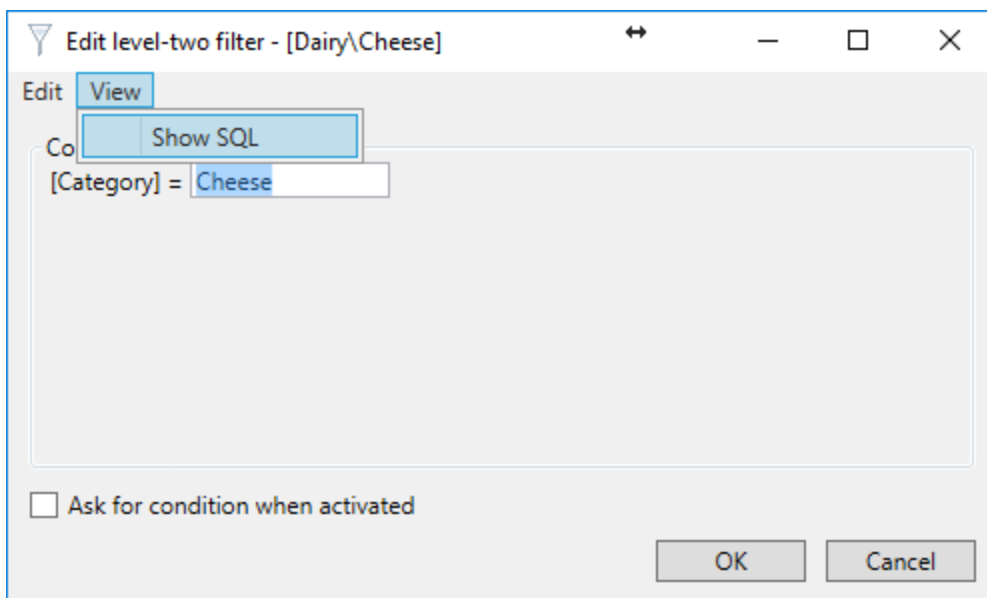
Click on OK to save the filter, the filter will be shown in the [Categories pane](#) of the main interface. The defined Category Filters are also available via the drop down menu in the **Filters** section of the **Home** tab.



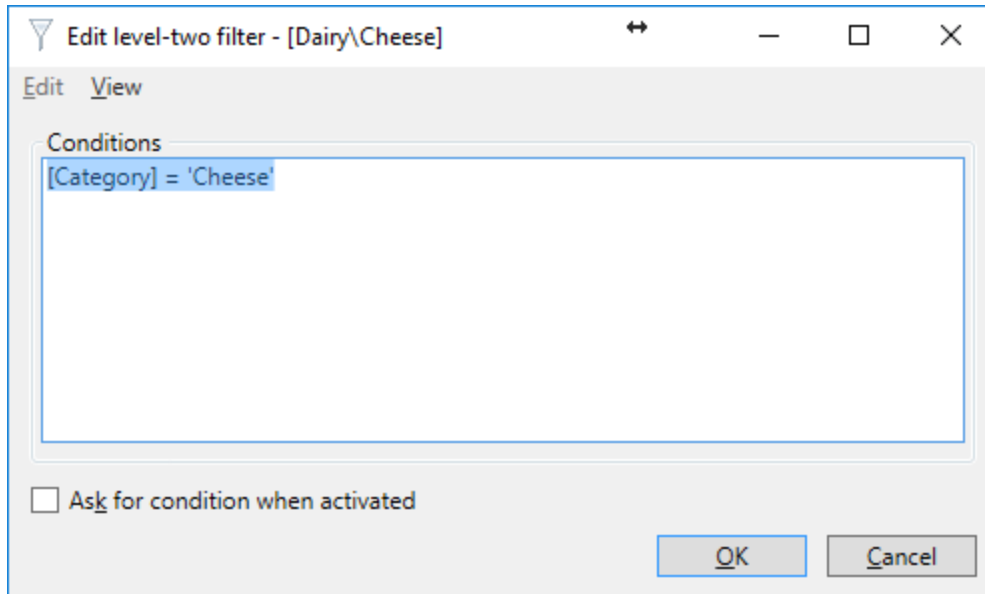
Furthermore, the filter will be applied, showing you how the defined conditions actually affect the data in the [Records pane](#).

9.2.1.1 The SQL View

In a limited number of situations, the standard **Category** filter described in the previous section does not offer the flexibility needed to define the desired conditions. In that case, you have the possibility to choose the option **Show SQL** in the **View** menu.



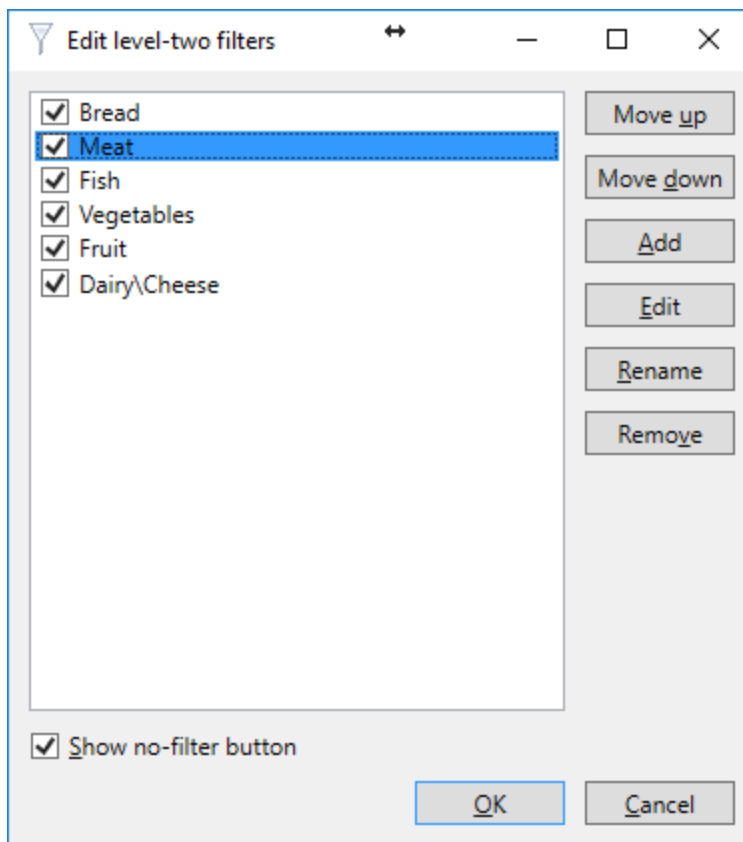
In this window, you can define your **Category** filter using the SQL of the connected database. By default, you will see the SQL equivalent of the conditions defined in the standard view of the filter, but you can change it to the way you want.



The SQL you enter will be stored in the internal database, but will be lost if you switch back to the standard view. In that case, you will see the conditions as you defined them before activating the **Show SQL** option.

9.2.1.2 Edit Category Filters

Existing **Category** filters can be **Edited**, **Renamed** and **Removed** by choosing Edit Categories from the Filters section of the Home tab, the following window appears:



In the list box, you see all **Category** filters that have been defined. With each **Category** filter you can perform one of the following actions:

- Hide the filter (without removing it) by deselecting the check box that appears before the filter name.
- Change its position in the [Categories pane](#) of the main interface by using the **Move up** and **Move down** buttons.
- Add a new **Category** filter by clicking on the **Add** button
- Edit the conditions that make up the filter by clicking the **Edit** button.
- Change its name by clicking the **Rename** button and entering another name.
- Remove the filter by clicking the **Remove** button and confirming that action by clicking Yes.
- Show or don't show the No filter button

9.2.2 Tips and Tricks

Upper and lower case

When filtering on a string variable, like the Product column in the database, you often do not want to care about whether you enter upper or lowercase characters. You can accomplish that by applying at both the left and the right hand side of the condition a

function that converts the characters to lowercase (LOWER for SQLite LCASE for Microsoft Access).

The Like operator

It is also possible that you do not want to enter the complete name or that you do not know how to spell a certain part of the name. By using the Like operator instead of the equal sign, you can realize that, since Like allows for the use of wildcards. The most important wildcards are the percent sign (%), that represents zero or more characters, and the underscore (_), that represents a single character. Furthermore, you can give alternative characters by putting them between square brackets ([]). Some examples of the use of wildcards are:

- **LOWER("LASTNAME") LIKE 's%'** selects all names that start with an s
- **LOWER("LASTNAME") LIKE 'cart%er'** selects both Carter and Cartner
- **LOWER("FIRSTNAME") LIKE 'Eri_'** selects all four character names that start with Eri
- **LOWER("FIRSTNAME") LIKE 'Eri[ck]'** selects all persons called Eric or Erik

Numeric values

When you want to filter on numeric values, you have to take care that you use the correct decimal separator (comma or point). In the advanced database filter, you have to follow the configuration of your operating system. However, in the SQL view, you always have to use a point.

Dates

Microsoft Access and SQLite store dates as date-time values. If you want to compare these values, not only the date part, but also the time part has to match. If you only want to check for equal date parts, you can achieve this by using the following conditions:

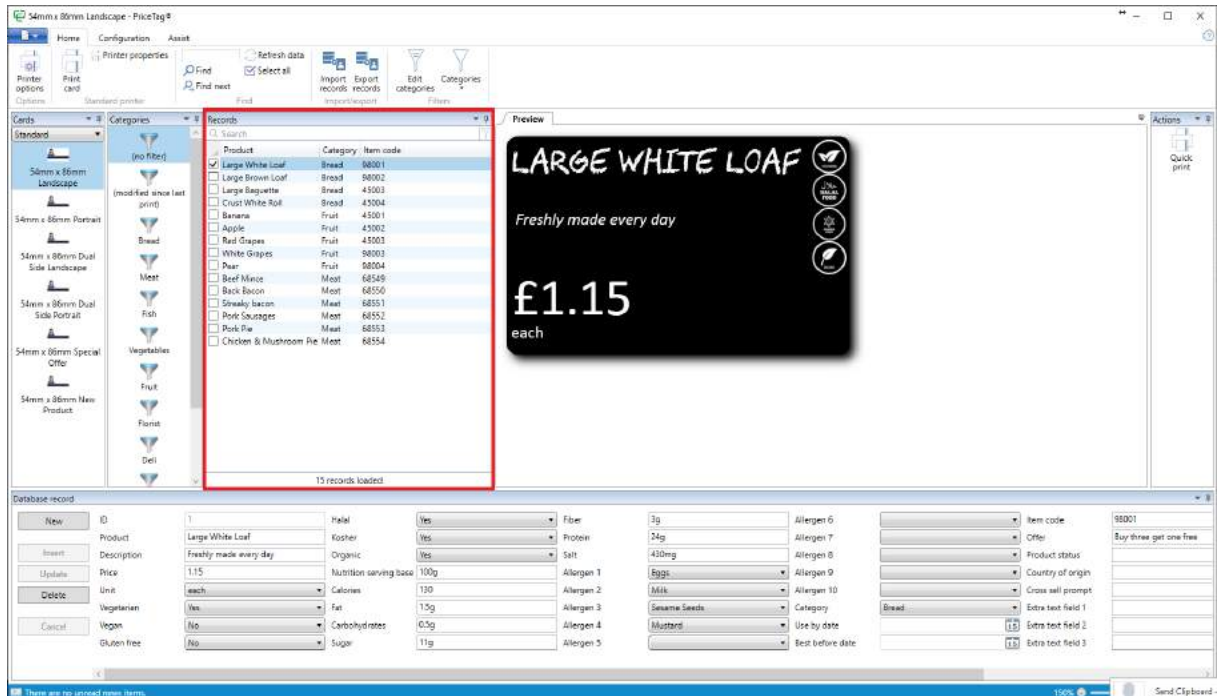
- Microsoft Access: **Int([BirthDate]) = DateValue('10-apr-1968')**
- SQLite: **[BirthDate] >= '10-apr-1968' AND [BirthDate] < '11-apr-1968'**

In all cases, BirthDate is a date-time field and only those records will be selected for which the date part is 10 April 1968.

Microsoft Access stores the date-time value as a floating point number. The part before the decimal point represents the date part, whereas the decimals represent the time part. The function Int removes the time part, setting it to 0:00:00 AM. The function **DateValue** always results in a date-time value whose time part is 0:00:00 AM, so that the condition above effectively compares only the date part of **BirthDate**.

9.3 Record Lookup

The simplest way of adding the correct record details to the card is to use the [Records pane](#) that is displayed at the left-hand side of the main window. You can use the scroll bar to scroll through the list to find the correct record and then select it by clicking. The [Records pane](#) may be sorted in various ways and is not necessarily alphabetical. You must take this into account when searching for a record.



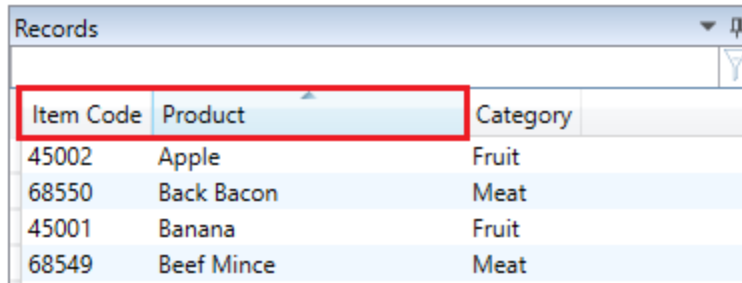
In the [Records pane](#) in the main interface of CardExchange® PriceTag you see all the records presented that are available in your database. When you make a database connection, in the Record look-up fields page you select the columns that are shown in the Records pane. You can find everything about making database connections in the "[Using Databases](#)" section of this Help file.

Record Sorting

Product	Item Code	Category
Apple	45002	Fruit
Back Bacon	68550	Meat
Banana	45001	Fruit
Beef Mince	68549	Meat

The Records pane is a so called data grid showing all your available database records divided by columns. Sorting the records is just as simple as clicking on the column.

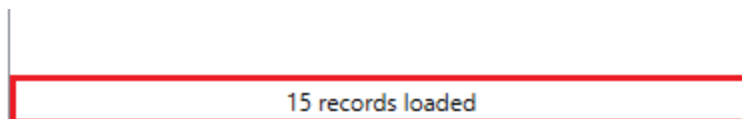
Record Look Up



Item Code	Product	Category
45002	Apple	Fruit
68550	Back Bacon	Meat
45001	Banana	Fruit
68549	Beef Mince	Meat

It is very simple to search for records inside the Records pane. Enter the text that you want to search for in the text box directly above the columns. The text you enter always applies to the first column displayed. If you want to look up records from other columns, for example the Item Code column, you have to drag the column to the front.

Loaded Record Information



15 records loaded

In the footer of the Records pane, the total number of loaded records is shown.

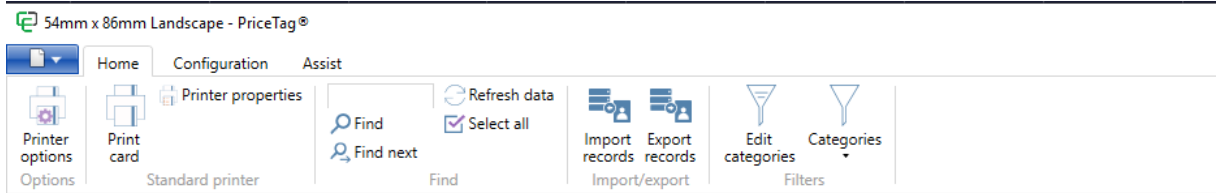
You will notice that this method becomes less attractive if the list is very long and that you need a more directed manner of finding the correct data. The following alternative find methods are available:

- Finding records using the **Find section** in the **Home** tab,
- Finding names using the **Keyboard**
- Finding names using Filters

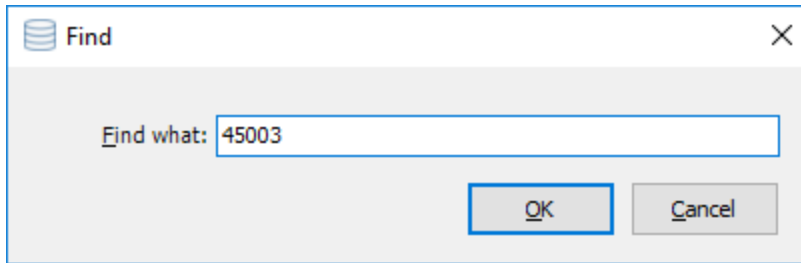
The first two methods will be explained in the following sections. For an explanation of filters, please refer to the section [Filters](#) of this Help file.

9.3.1 Using Find

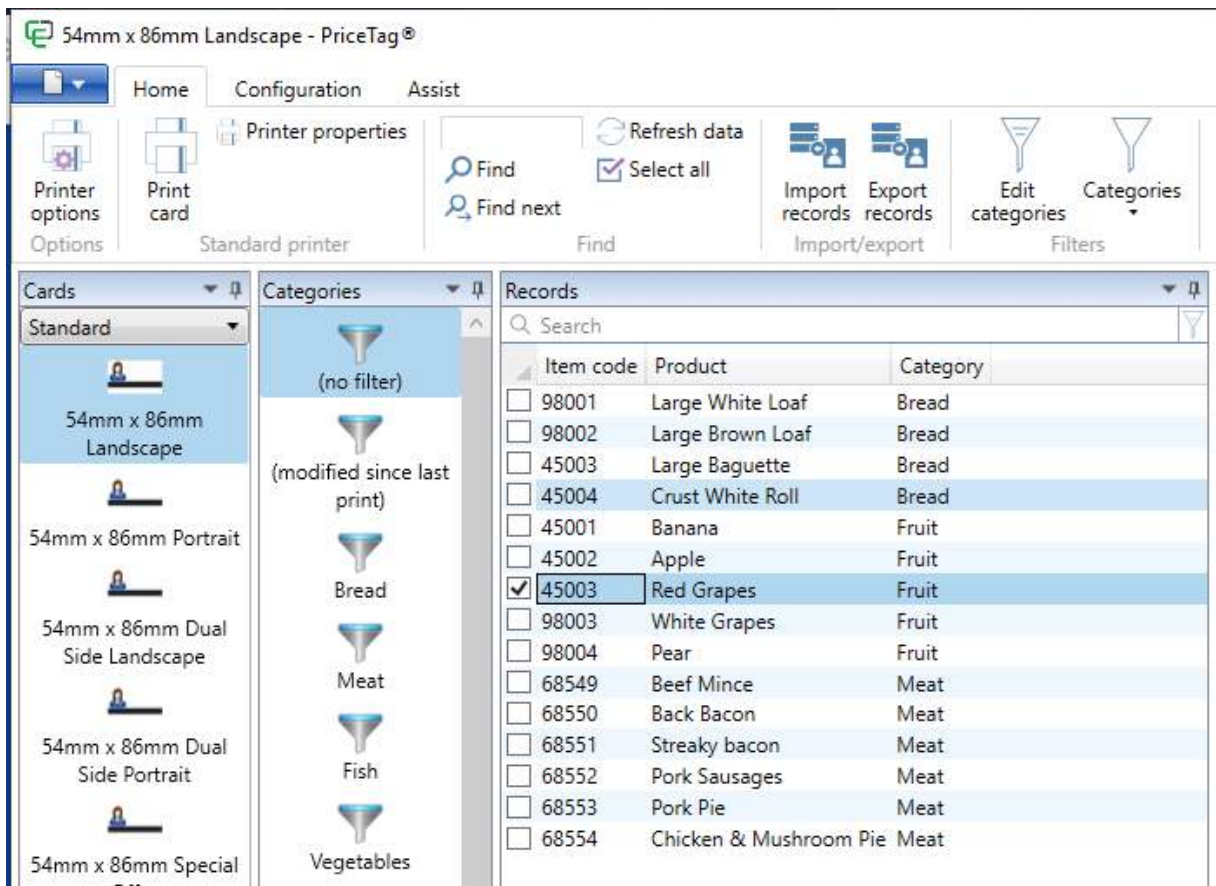
In the **Find** section of the home tab you can find the functionality **Find**.



If you select this option, you enter a dialog window in which you can enter a combination of letters or digits to search on (only alphanumeric characters).



If you then click OK, the first element from records pane that contains the requested combination is selected.



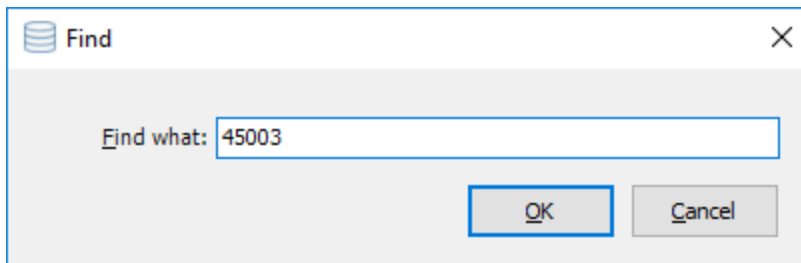
If the first match is not the one you are looking for, you can **search** on the same combination by selecting Find next in the **Find** section of the Home tab. You can repeat this until you have found the correct record.

The advantage of searching in this way is that the text you enter does not need to be at the start of an element in the [Records pane](#). The search does not make a distinction between upper- and lowercase characters.

With this **Find** function, all elements in the [Records pane](#) remain visible. Any restrictions to the number of records that are displayed, which would normally apply as a result of what you have entered in the text field, are overruled.

9.3.2 Using Keyboard

The **find** functions that have been discussed in the section [Using Find](#) are also available from the keyboard. You can display the window Find by simultaneously pressing the **control key** and the letter **f**. You can repeat the search as often as is required to find the correct person by pressing the **F3** function key.



9.3.3 Changing Sort Order

To facilitate the selection of records, especially when making multiple selections in order to start a print batch, the order in which the records in the [Records pane](#) appear can be changed.

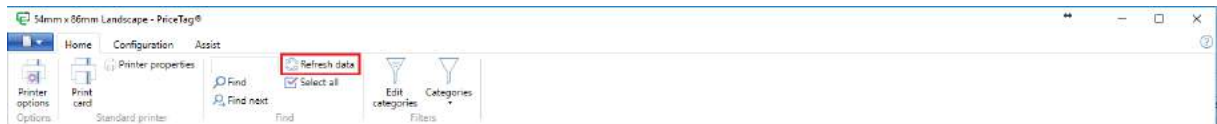
Record Sorting

Product	Item Code	Category
Apple	45002	Fruit
Back Bacon	68550	Meat
Banana	45001	Fruit
Beef Mince	68549	Meat

The Records pane is a so called data grid showing all your available database records divided by columns. Sorting the records is just as simple as clicking on the column.

9.3.4 Refresh Data

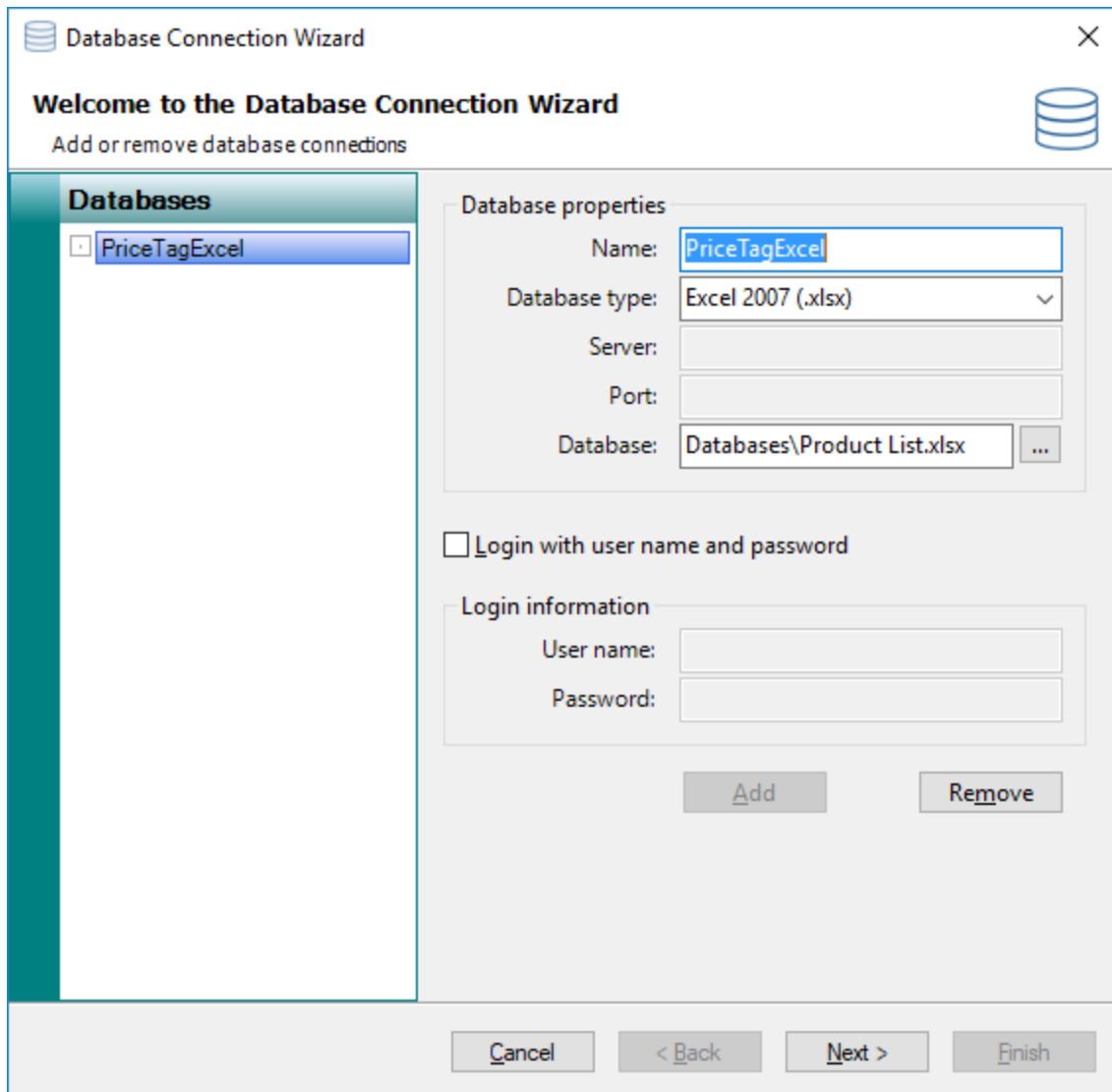
It is possible that you cannot find the intended record because it has only just been entered into the database. The details of the record in question have already been entered into the database, but CardExchange® PriceTag has not yet, as it were, seen it. You can solve this problem by selecting the **Refresh data** option in the Find section (or by pressing the **F5** function key). CardExchange® PriceTag will retrieve the list of records from the database again.



Doing this ensures that the most recent data for the record concerned is displayed.

10 Using Databases

CardExchange® PriceTag offers database connections. Database connections and the stability of these connections has always been one the key factors for developing connections.



Besides the variety of offered connections, all the major database connections are created based on direct (native) connections. Therefore for all the major database systems, we have their native connectors embedded. That will ensure 100% stable and secure connections.

The different types of database connections offered are shown below:

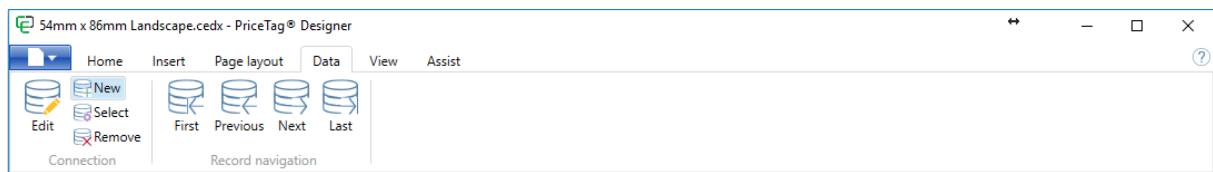
Supported Database Connections

MS Excel (all formats), CSV, and TXT files, MS Access (all formats), SQLite

With CardExchange® PriceTag your data is securely processed with 128 bit encrypted connections.


10.1 Database Connection

Adding a database connection starts in the Designer. Select the Data tab and in the Connection group select New to start the Database Connection Wizard.



When the wizard opens you click Add to start making the connection.

Step 1

Enter a name for the database connection, select the correct database type, and select the database file by typing the whole path with extension into the Database text box or click on the  button to browse to the file location. You can also specify a password if using a password protected Microsoft access or SQLite database.

Click Next to proceed. It is important to know that on the moment you click the Next button, the wizard will check the connection with the file or database. If all is correct, the wizard will proceed to the next page. If there is a problem then the database error will be shown.

Database Connection Wizard

Welcome to the Database Connection Wizard

Add or remove database connections

Databases

- PriceTagExcel

Database properties

Name: PriceTagExcel

Database type: Excel 2007 (.xlsx)

Server:

Port:

Database: Databases\Product List.xlsx

Login with user name and password

Login information

User name:

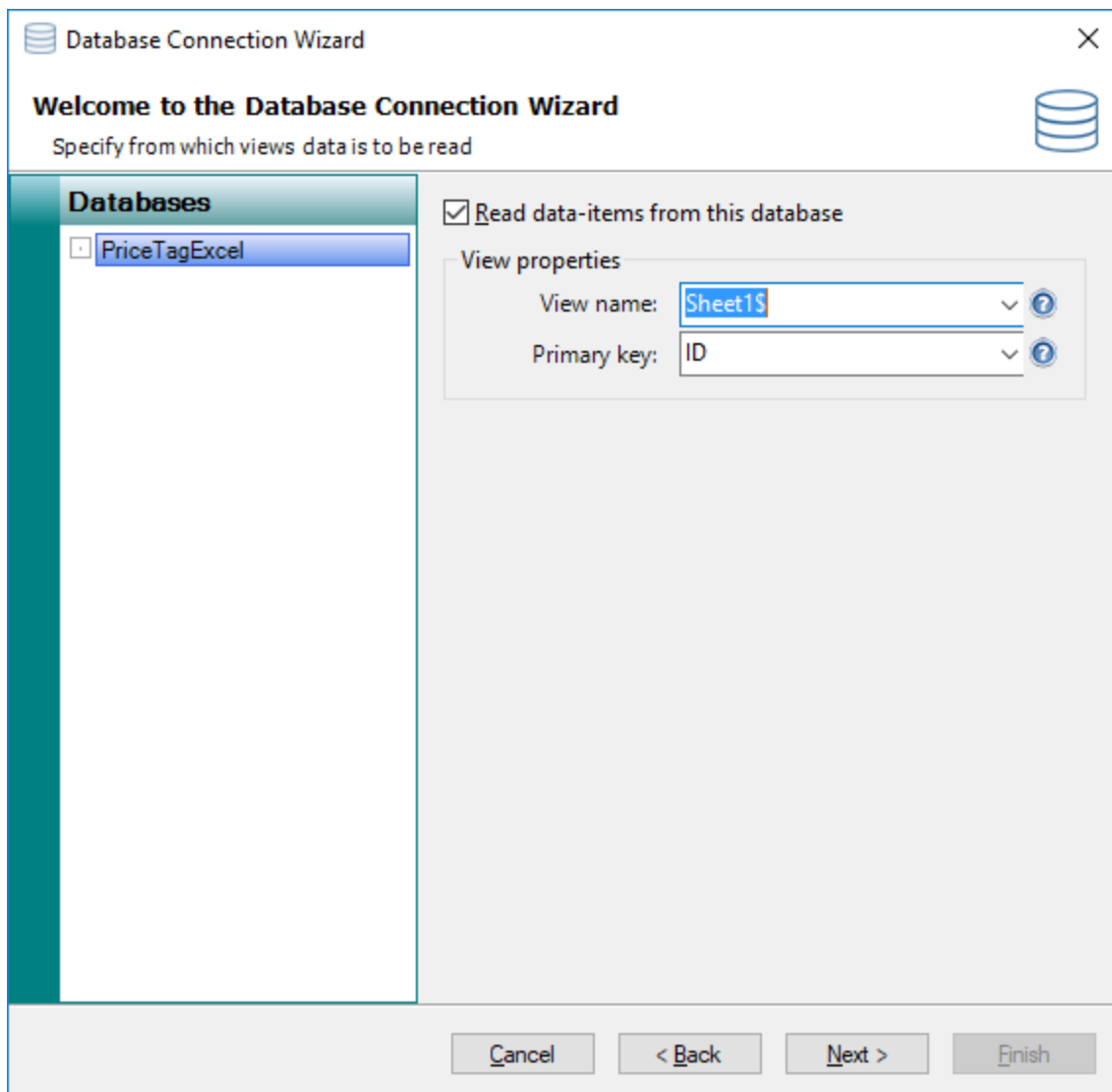
Password:

Add Remove

Cancel < Back Next > Finish

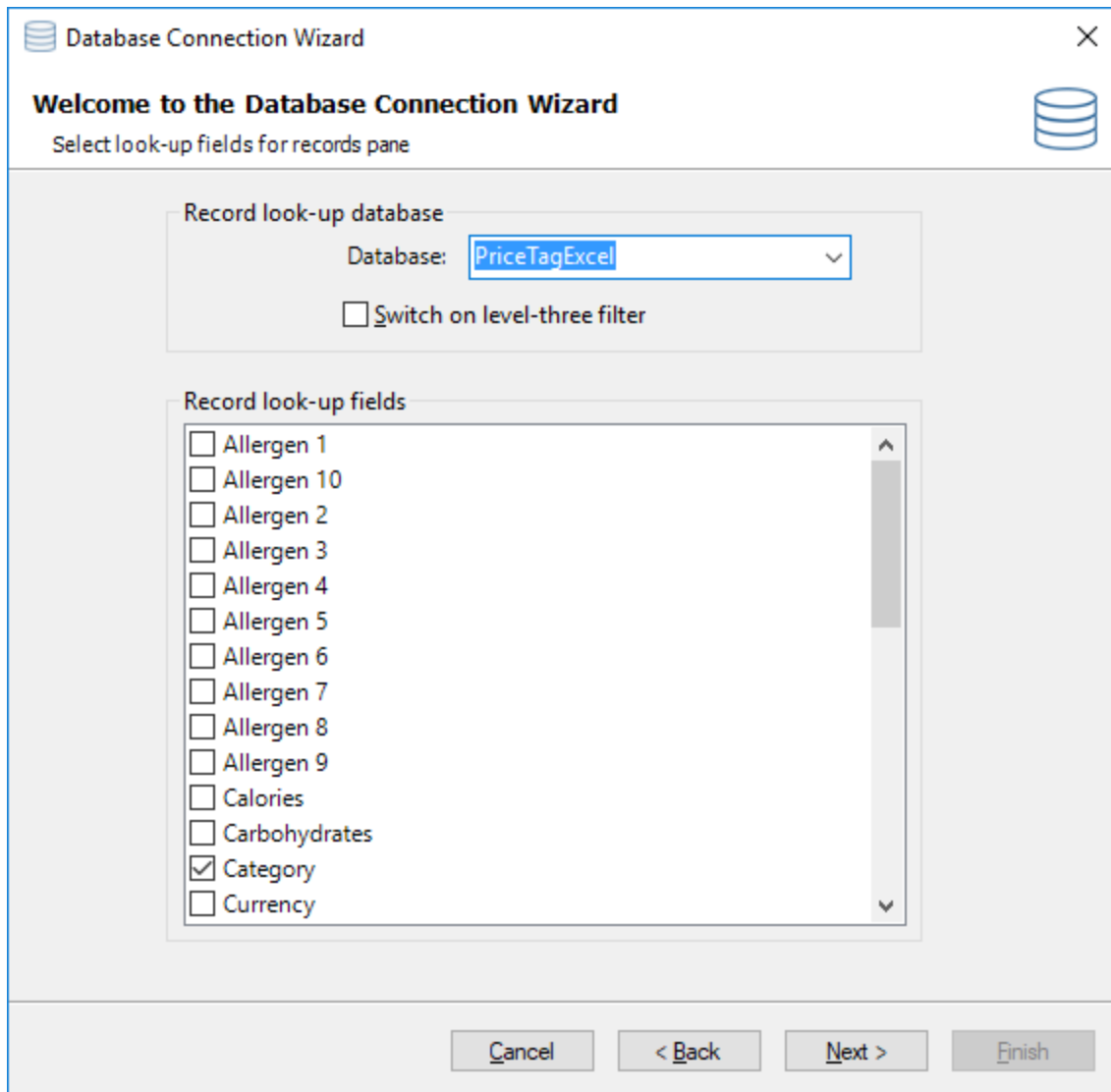
Step 2

Select the check box 'Read data-items from this database', select the corresponding sheet name in the case of Excel or table name in the case of Access or SQLite in the 'View name' drop menu, and select the 'Primary Key' from the drop down menu. The Primary Key is the unique identifier of the record in your database and must be unique. Click Next to proceed.



Step 3

In the Main Interface of CardExchange® PriceTag you find the [Records pane](#) showing all the records available in the database in a so called data grid. In this page of the wizard you select the columns from the database that you want to show here. At least one database column must be selected. Click Next to proceed with the next step of the Wizard.

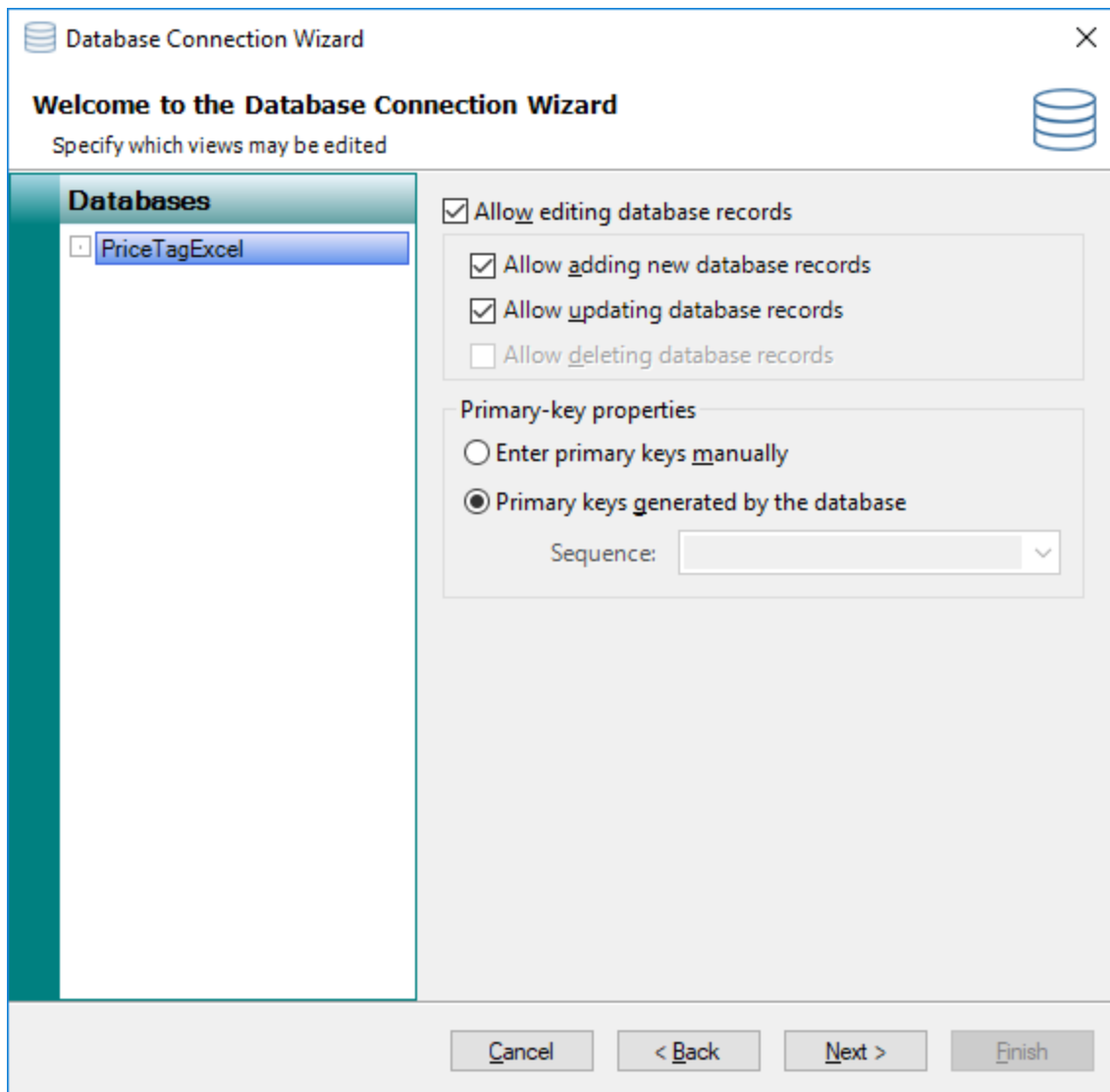


Step 4

In this page of the wizard you can set the rights to edit the connected database, or in this case, the connected MS Excel file. Click on the check box '**Allow editing of the database records**' to enable this functionality. Separate from this selection you can set that the user is allowed to add new records to the database, update existing records and delete records. In this case deleting is not available because deleting records in an MS Excel file is not supported.

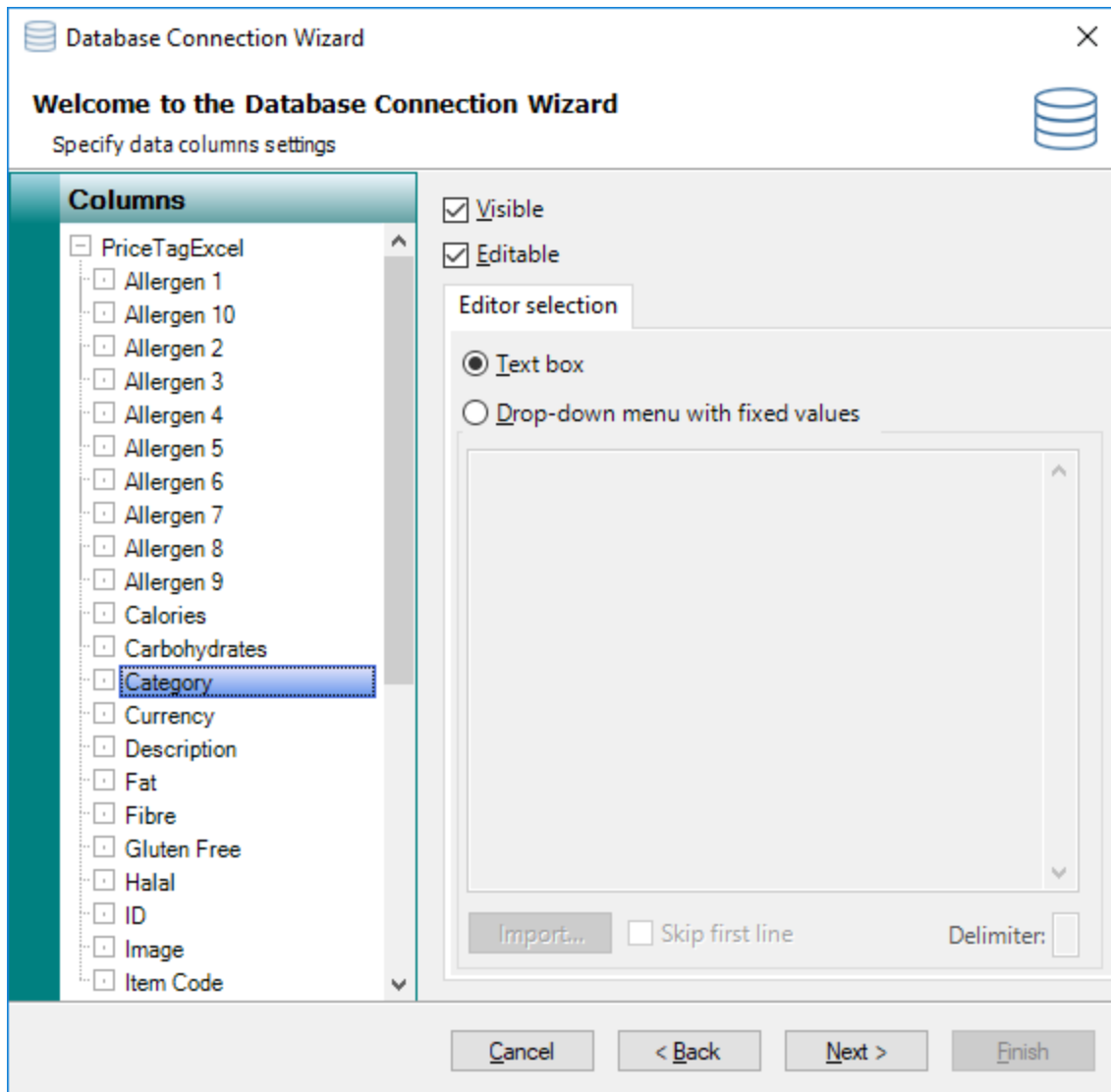
In the Primary-key properties section you can select to enter the primary keys manually. If you are not using numbers as primary keys, this check box needs to be selected but for each new record, a unique primary key needs to be entered by the user. We advise to use numbers and leave the check box as is by default, primary keys are generated by the database. Normally real databases support this functionality itself, but because MS Excel is

not a database, we have embedded a unique number generator so your primary keys are taken care of by CardExchange® PriceTag. Now click Next to proceed.



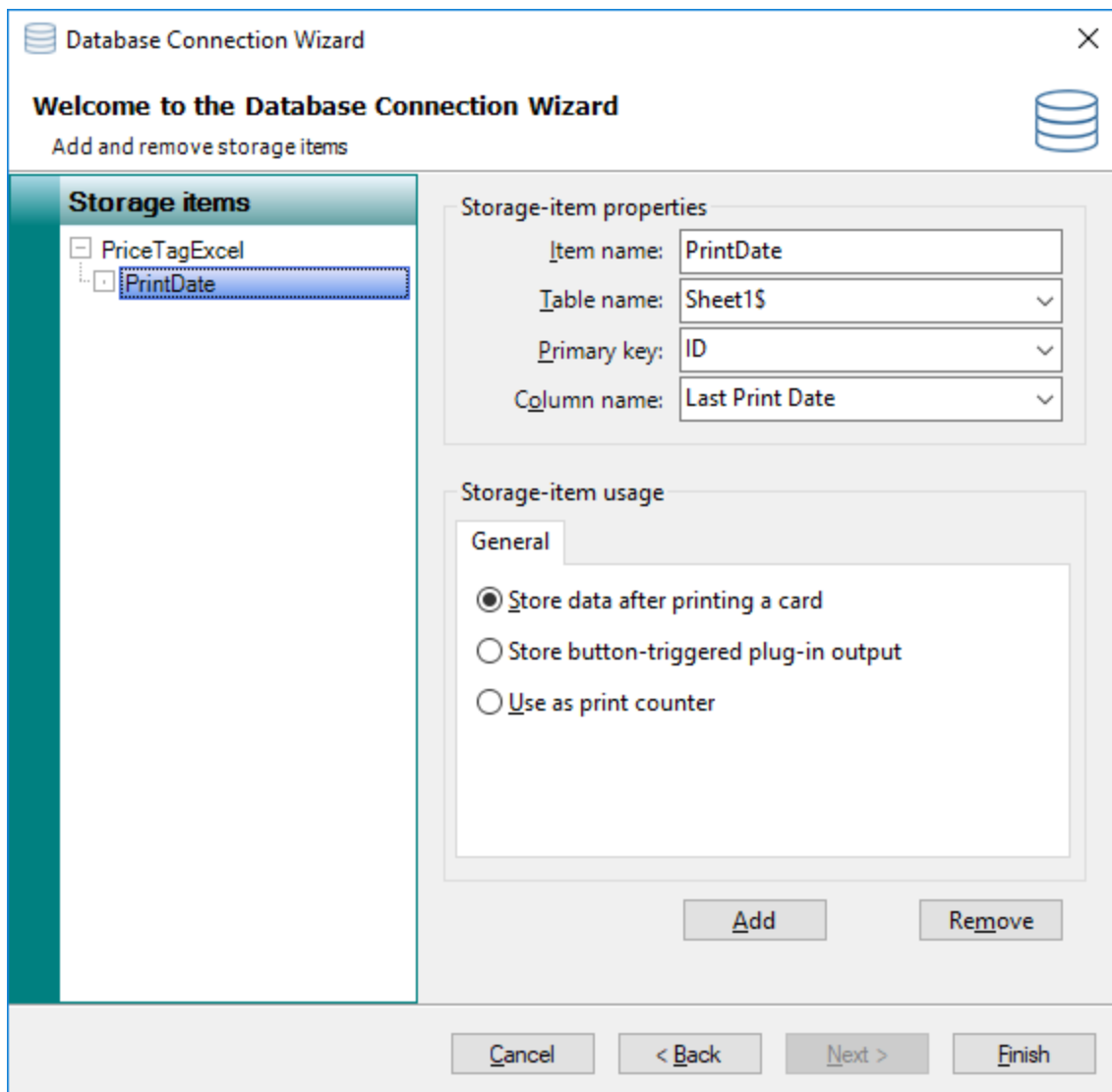
Step 5

In this page you can set for each individual database column, whether it should be visible, and if so whether it should be editable by the user in the Database record window of the main interface. You can also create drop-down menus that can be selected from in the Database record window, this is discussed further in the [Drop Down Menu's](#) section of this help file.

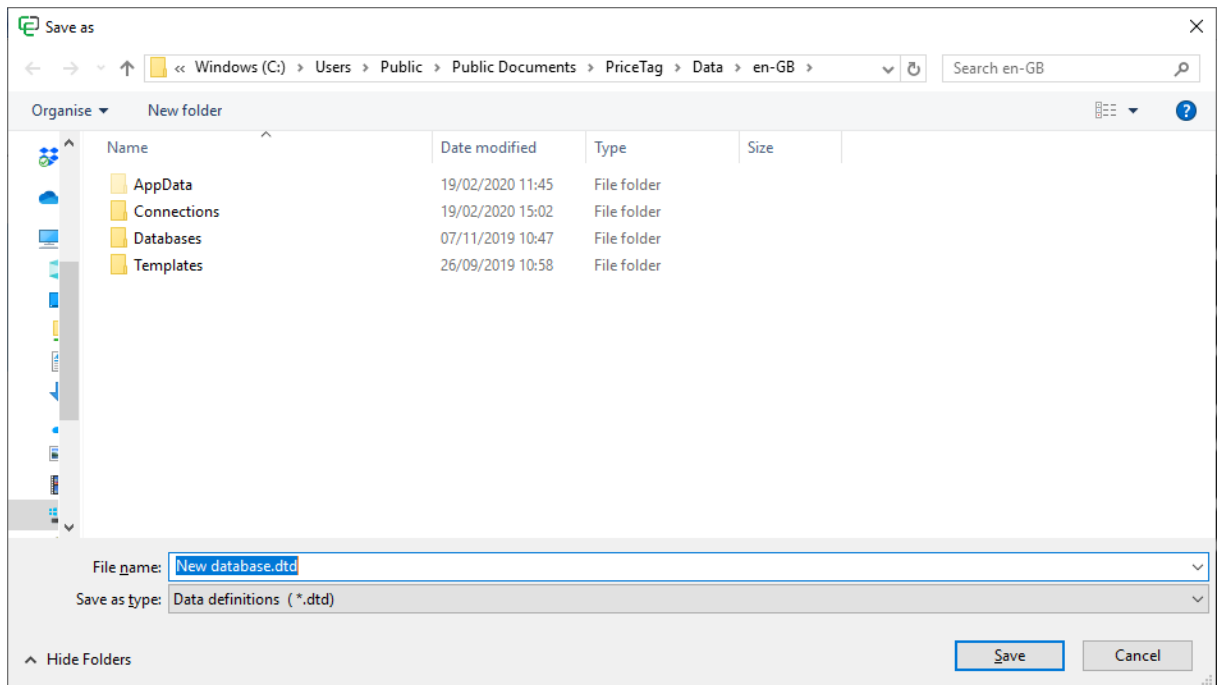


Step 6

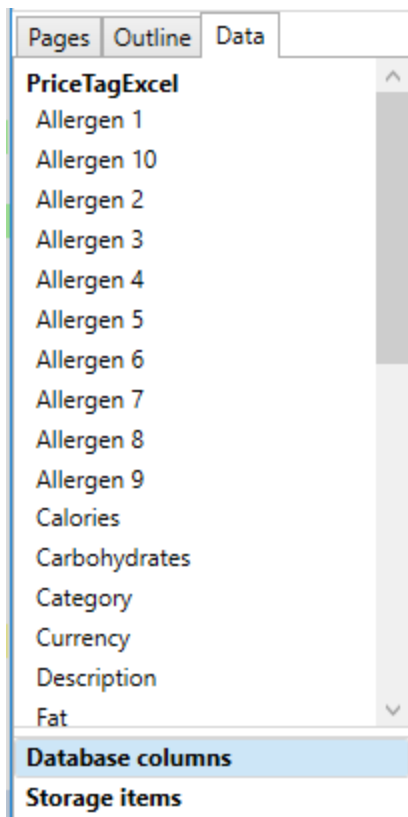
In the last page of the wizard you can create storage items to automatically store information back into the connected database at print time. This is discussed further in the [Storage Items](#) section of this help file. Once done, click on Finish to complete the wizard.



The last step is to give the Database connection a name, these settings are stored in a Database definition file (.dtd file) and can be reused by multiple templates if required. The default location is the [Data Folder](#) of CardExchange® PriceTag and we advise to store your data in this location so it is all in one place.

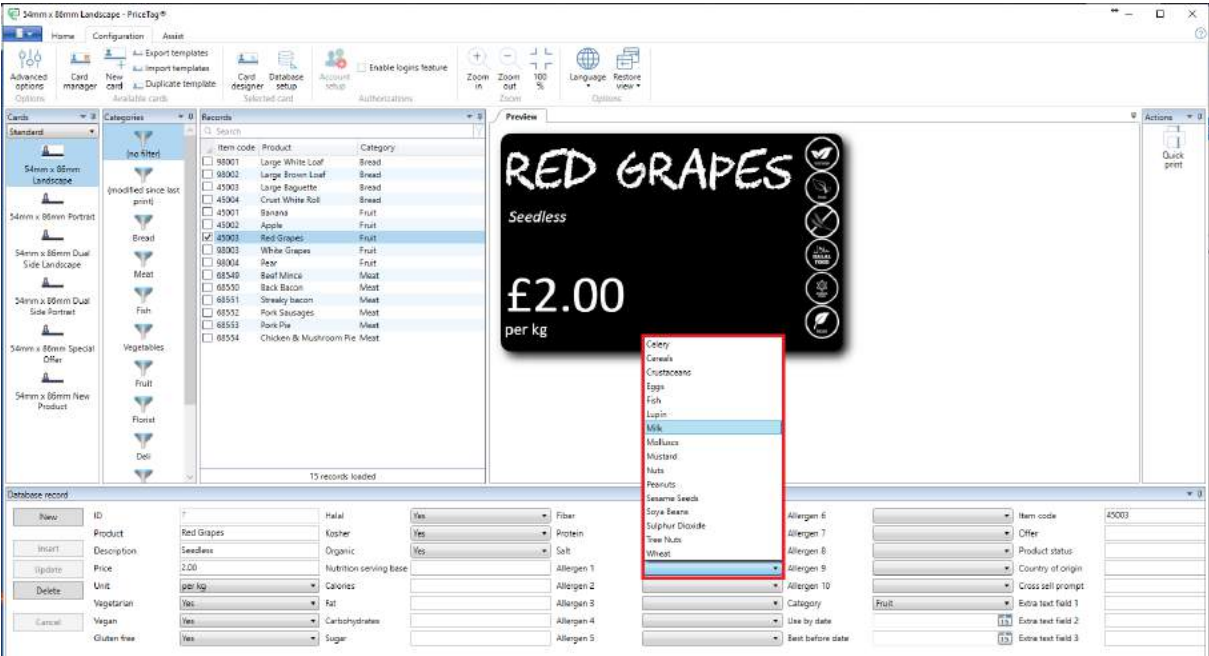


Now in a few simple steps you have created the connection to your MS Excel file and now the columns are available in the Designer for adding to your design.

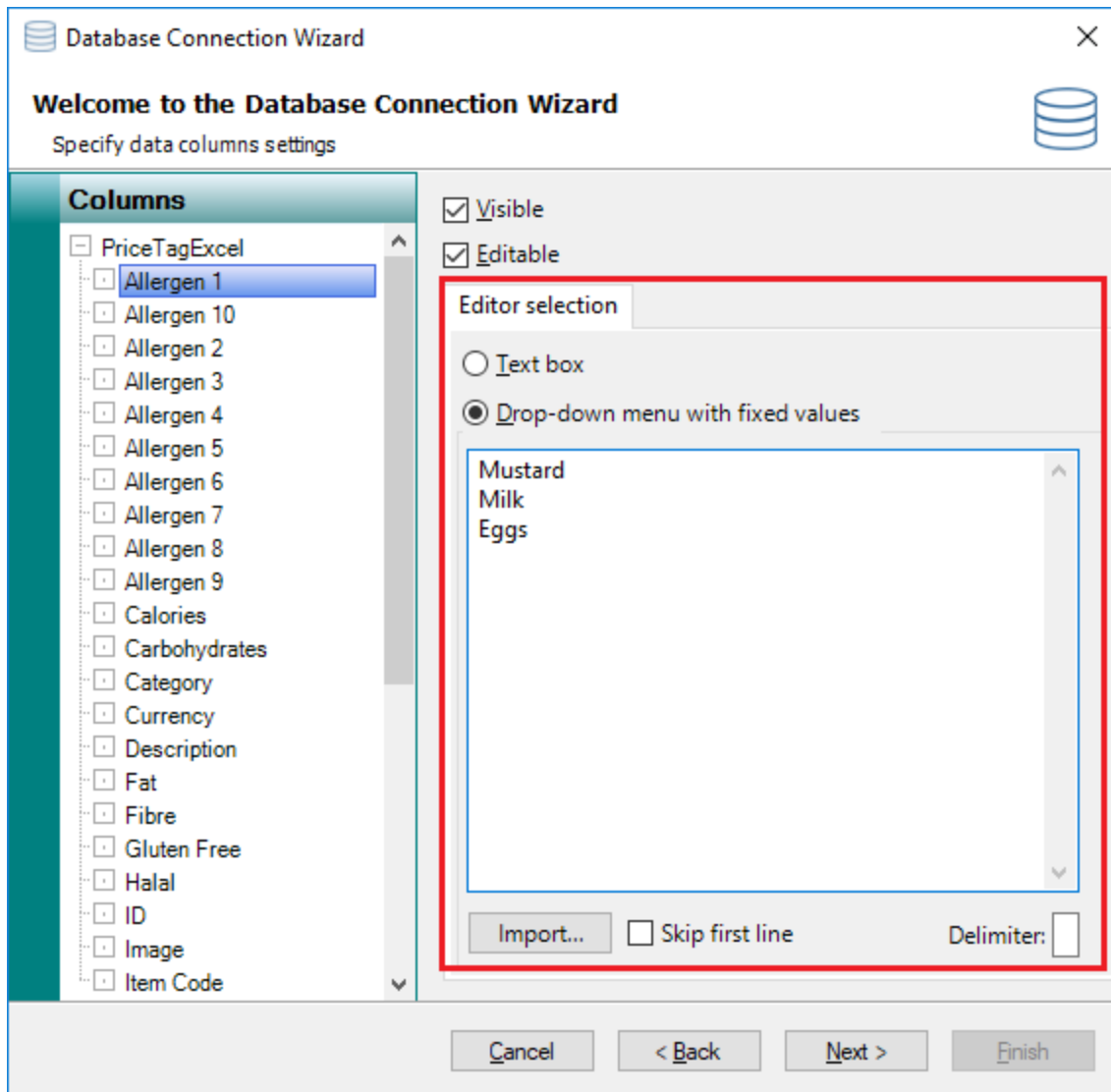


10.2 Drop Down Menu's

CardExchange® PriceTag offers great functionality to add drop down menus to your Data record Window. Using drop down menus limits user error when entering new or updating existing data.



The creation of drop down menus is a part of the Database Connection Wizard.

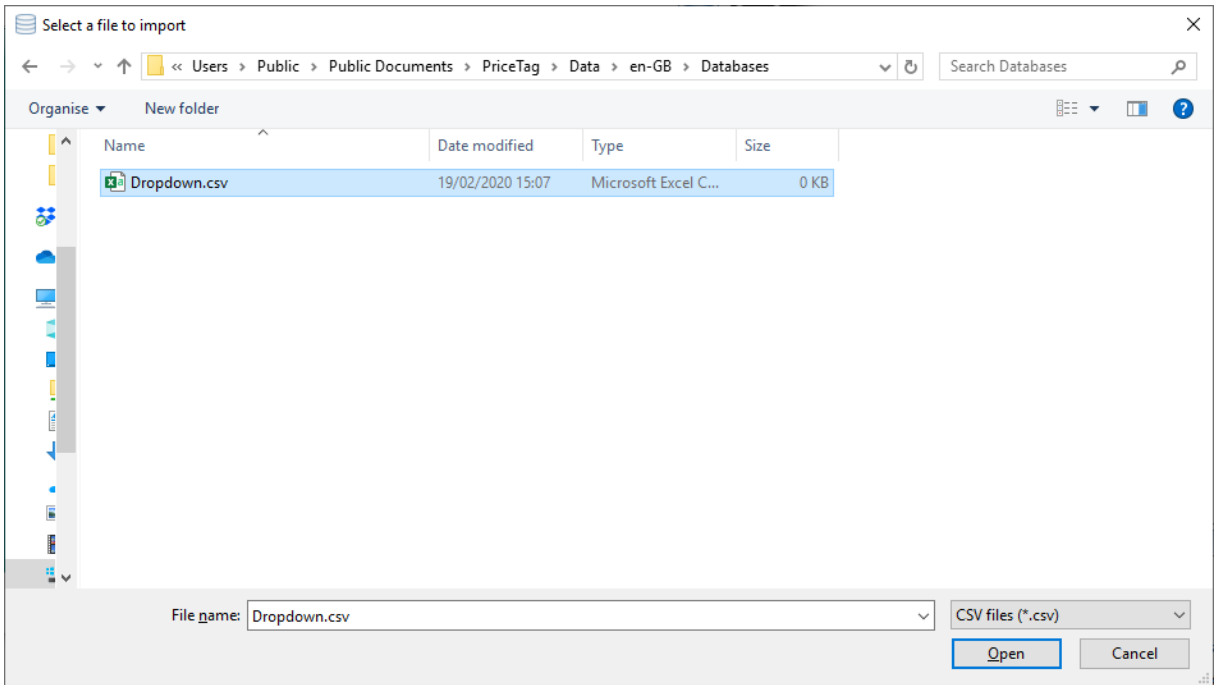


When adding a database, on the specify data columns page of the wizard, you see a tab called Editor selection.

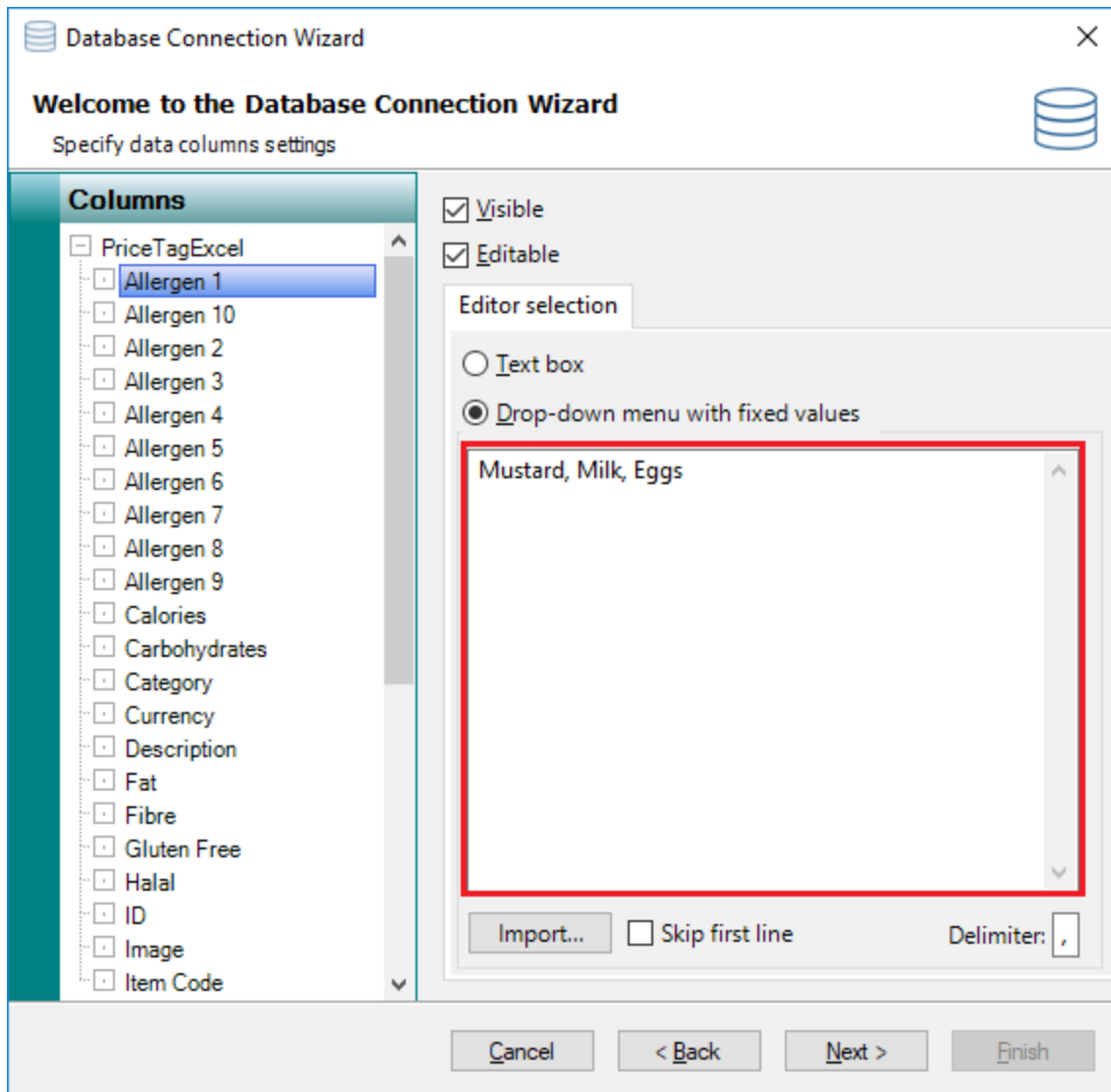
The **Editor selection** contains the option of creating a menu based on **fixed values** indicated with a **red** rectangle.

To create a drop down menu with fixed values, you first select the column from **Columns Explorer** on the left side and select the **Drop-down menu with fixed values** option from the **Editor selection** tab. The text box becomes available and you can simply add items for the drop down menu by entering them as text as shown in the screenshot above.

It is also possible to import a CSV file containing the items for the drop down menu. To do so, click on the **Import** button and browse to the file.



And click on Open to select the file for Import.

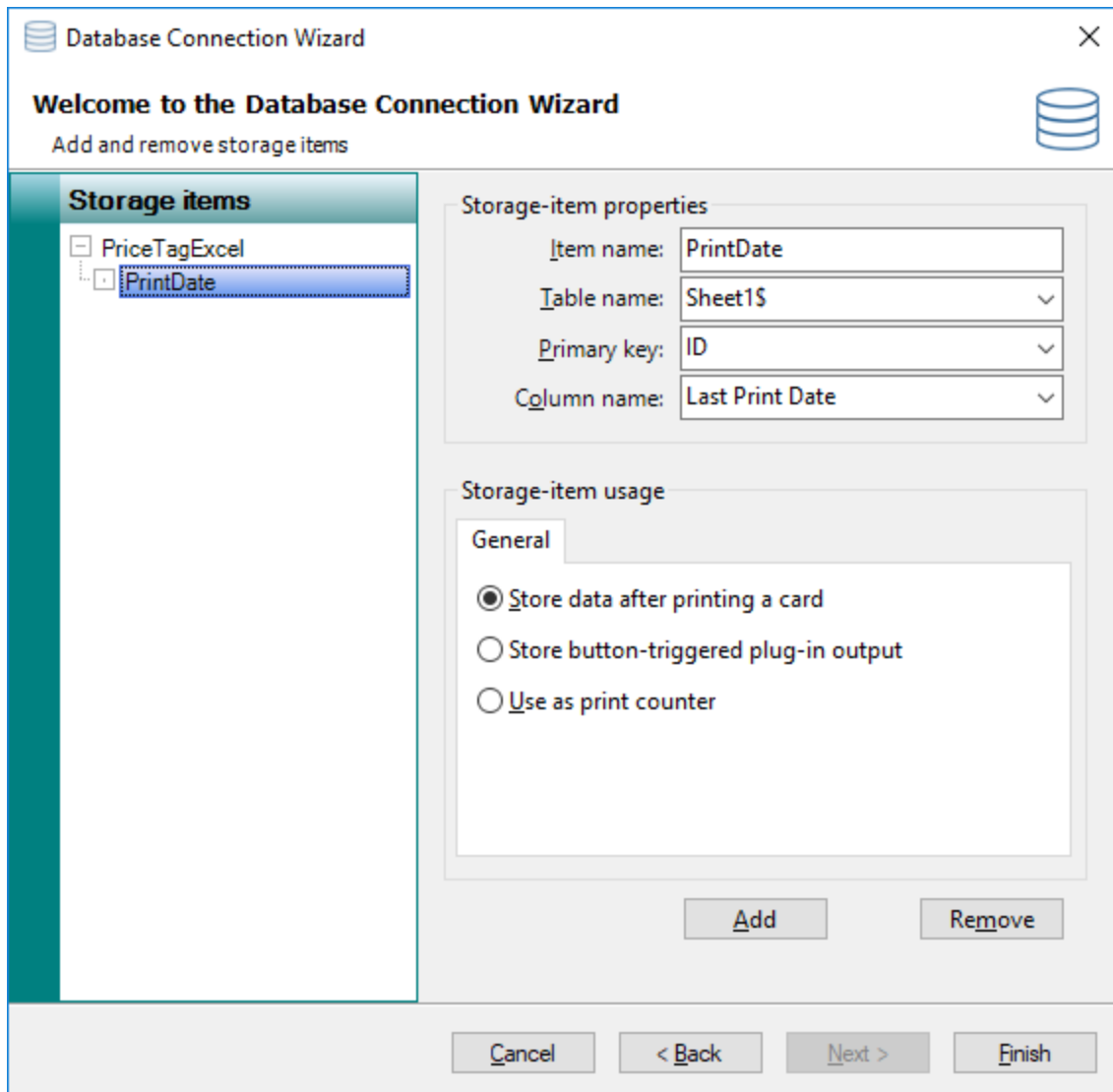


When the file is imported, the information of the file is shown in the text box indicated with the **red** rectangle. If the file contains a header, make sure the **Skip first line** is selected to make sure that it is not going to be a part of the drop down menu items, and select the **Delimiter** used for the the file, in this case a **comma**.

10.3 Storage Items

If you want to store data into the connected database, you need to define **Storage Items**. **Storage Items** contain the information of the column name in which you want to save your information like **counters** or **print dates**. This **Storage Item** will be presented in the

[Storage Items](#) section of the [Data](#) tab in the [Explorer Menu](#) of the Designer and where they will be connected to the correct Object Type. See [Objects](#) and [Standard Object Types](#) sections of this Help file for more information.

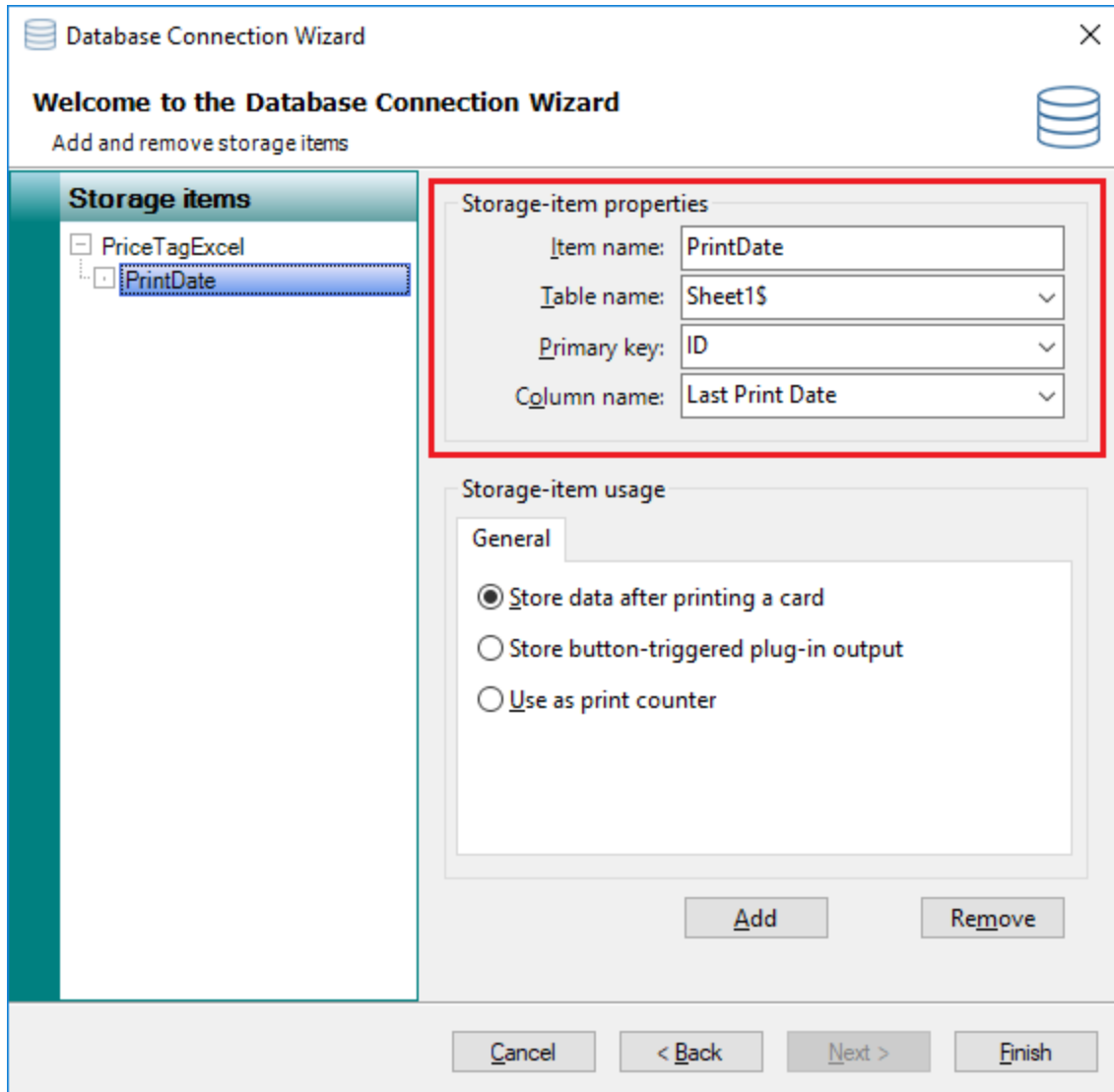


For the connected database you can define storage items. Just click on the database name on the left side to select and click on Add to define a storage item. You can add unlimited storage items for the connected database.

Storage Items are configured in the last page of the **Database Connection Wizard**. For more information about the Database Connection Wizard and examples of how to make Database connections, please see the [Databases](#) section of this Help file. In this section we will explain all the available functionality of the Storage Items section of the wizard.

The Storage Items section of the wizard is divided into three different sections which are the Storage items section on the left side showing the connected database and the created storage items, The Storage-item properties group, and the Storage-item usage group.

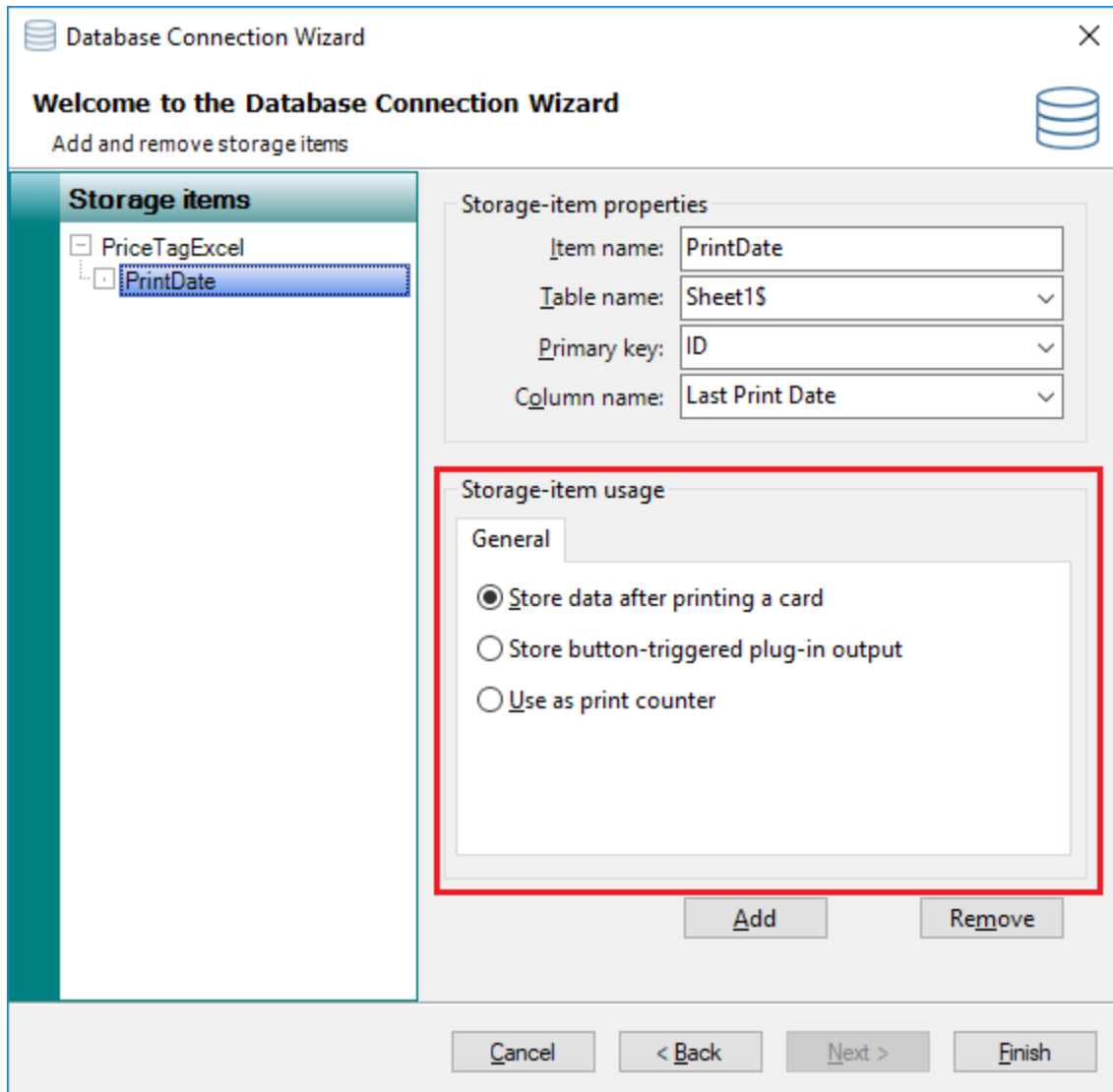
The Storage-item properties



This section, indicated with the **red** rectangle, shows four important properties:

Storage Item Property	Description
Item name	Enter a name for the storage item like Print Date , for example.
Table Name	Select the table from the database where you are storing the data
Primary Key	Select the Primary Key from the selected database
Column Name	Select the column name from the selected table

The Storage-item usage



This section, indicated with the **red** rectangle, shows three options. You can use these options under the General tab to specify the usage of the storage-item so CardExchange® PriceTag knows that it will handle a counter instead of normal columns for example.

The default option is **Store data after printing a card**, this will store the defined value after the card has printed.

The option **Store button-triggered plug-in output** is an advanced option and should not be used.

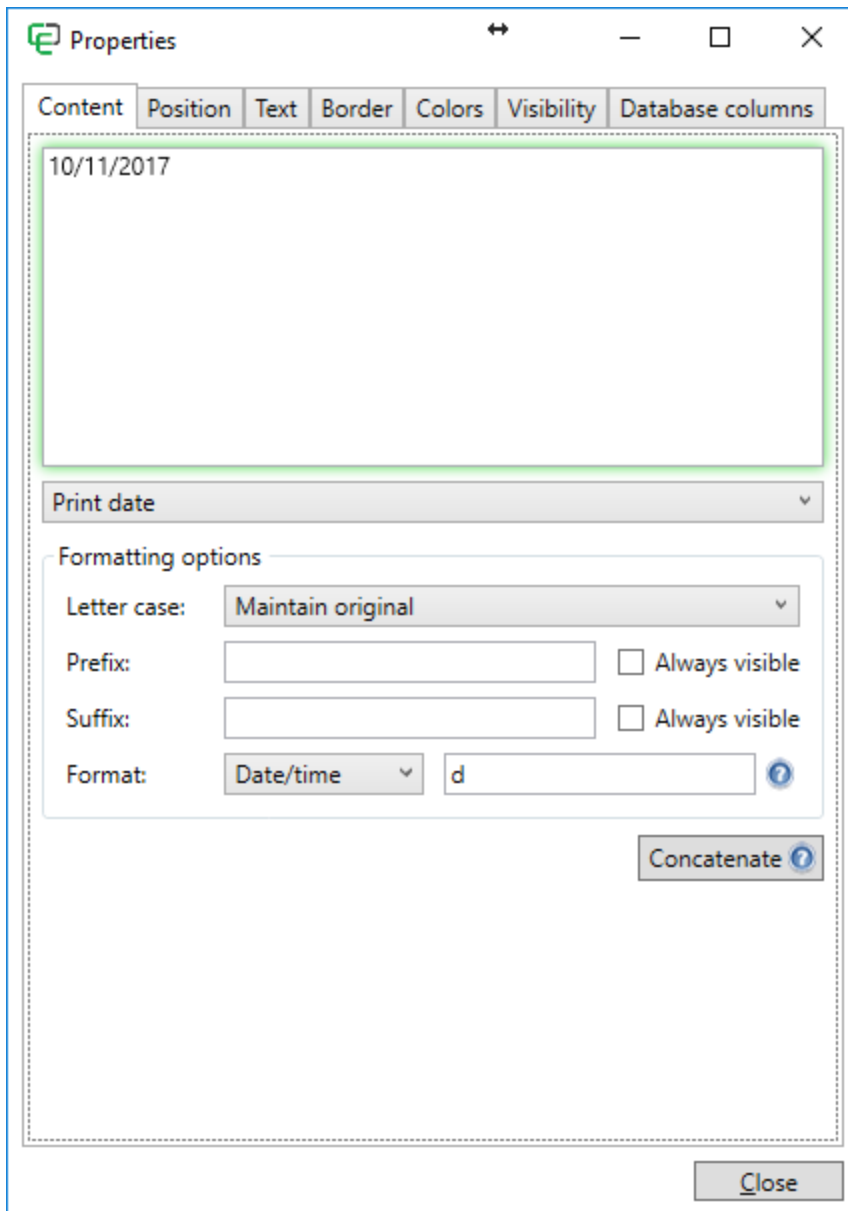
You can also set the option **Use as print counter**. This will increase the value in the column every time you print a record.

When you click on Finish, you will return to the Designer window.



In the Designer Interface you click on the [Data](#) tab of the [Explorer Menu](#) and now you see the Storage Item tab. Click on this tab and all the created Storage Items will be shown as indicated in the area with the **red** rectangle. The **bold** name indicates the connected database and the indent are the created storage items.

Now make sure that you have the [Properties](#) window open and make sure the [Content](#) tab is selected. Select one of the Storage Items, in this example we selected the **PrintDate** item from the Excel spreadsheet.



The Standard option offers you the possibility to connect to any object available and works exactly the same as explained in the section [Standard Object Types](#) of this Help file.

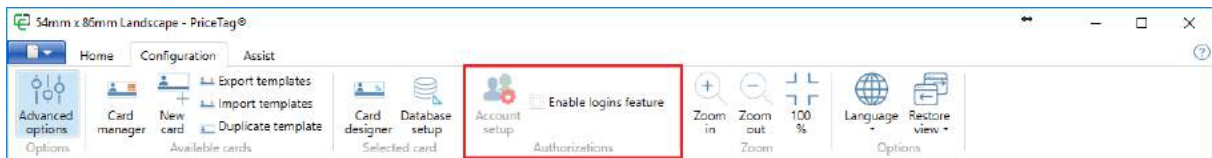
If we wanted to store the date that the card was printed, we could select **Print date** from the [Standard Object Type](#) drop down menu. We set the **Format** option to **Date/time** and enter the **'d'** to make sure we store the short date only and not the time and you are good to go!

11 Authorizations

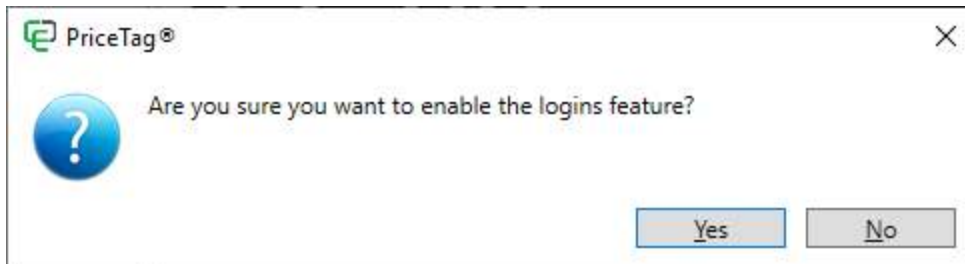
User Authorizations are created and setup for a reason, and that reason is **security**. CardExchange® PriceTag offers advanced user authorizations with **login** functionality.

In order to create more control for the Administrators of CardExchange® PriceTag, we offer the ability to create user authorization levels. This helps limit user infractions and protect areas within CardExchange® PriceTag that the common user should not be utilizing. This high level security allows you to protect the software connections and functionality from user errors.

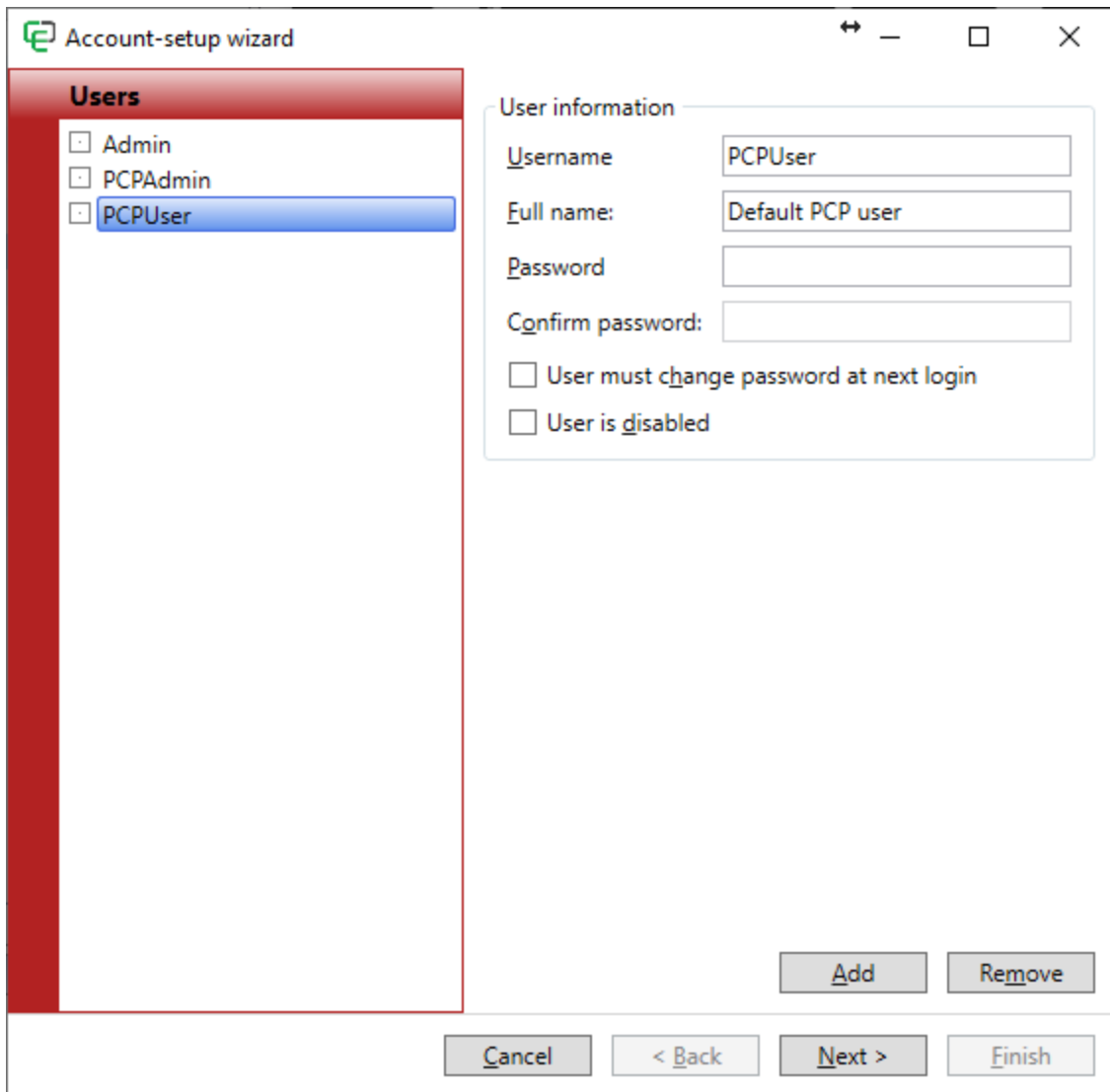
To enable the User Authorizations within CardExchange® PriceTag, first select **Enable logins feature** from the Configuration tab as indicated with the **red rectangle**.



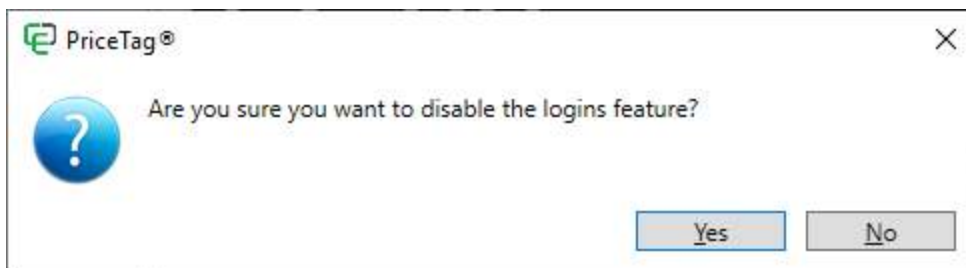
When selecting a dialog will prompt for confirmation:



When you confirm this, the User **Account-setup wizard** will start.



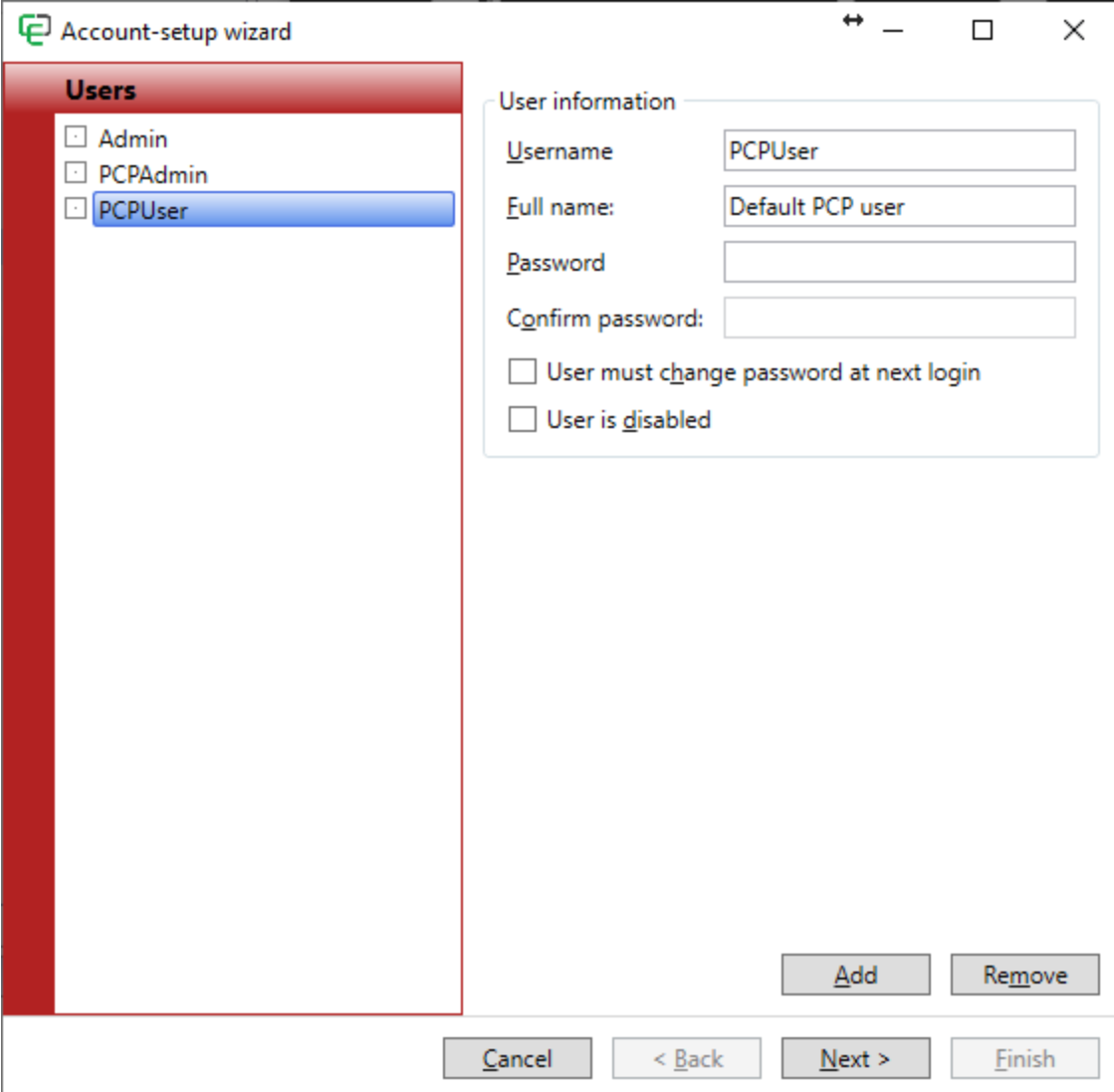
In the section [Create User Authorization](#) we will explain how to create the **users**. To disable the **User Authorizations**, **uncheck** the **Enable logins feature** check box, a dialog will pop up:



And select **Yes** to disable the functionality.

11.1 Create User Authorizations

In this page of the wizard you can create new or edit existing users of the system. On the explorer on the left side you can find all the available users, on the right side you can find all the user information.



The screenshot shows the 'Account-setup wizard' window. On the left, a 'Users' list contains three entries: 'Admin', 'PCPAdmin', and 'PCPUser'. The 'PCPUser' entry is selected and highlighted in blue. On the right, the 'User information' section contains the following fields and options:

- Username:** PCPUser
- Full name:** Default PCP user
- Password:** (empty field)
- Confirm password:** (empty field)
- User must change password at next login
- User is disabled

At the bottom right of the 'User information' section are 'Add' and 'Remove' buttons. At the bottom of the wizard window are 'Cancel', '< Back', 'Next >', and 'Finish' buttons.

By default, there will be two users already created. PCPAdmin that will have access to all options within CardExchange® PriceTag, and PCPUser that will not have access to the configuration options.

You can add to these users and edit them as required. When you click on **Add**, to create a **new user**, you will need to provide a **User name**, this is the name used to login to CardExchange® PriceTag, enter a **Full name** of the user, and enter a **Password** and **Confirm the password**.

The **default user name** for the **Administrator** account is **PCPAdmin** and the **Password** is also **PCPAdmin**! For the **User** the **password** and **user name** are both **PCPUser**. Passwords are **case sensitive**!

Important! *The Administrator has always access to all defined users!*

In the area indicated with the red rectangle, you find three special options. If you want the user to generate their own password, just check the box **User must change password at next login**. This can be handy if you have a lot of different users to create but you do not want to send out all these different passwords. When you select this option, you can simply use a standard password which first needs to be changed before the user can login to the system.

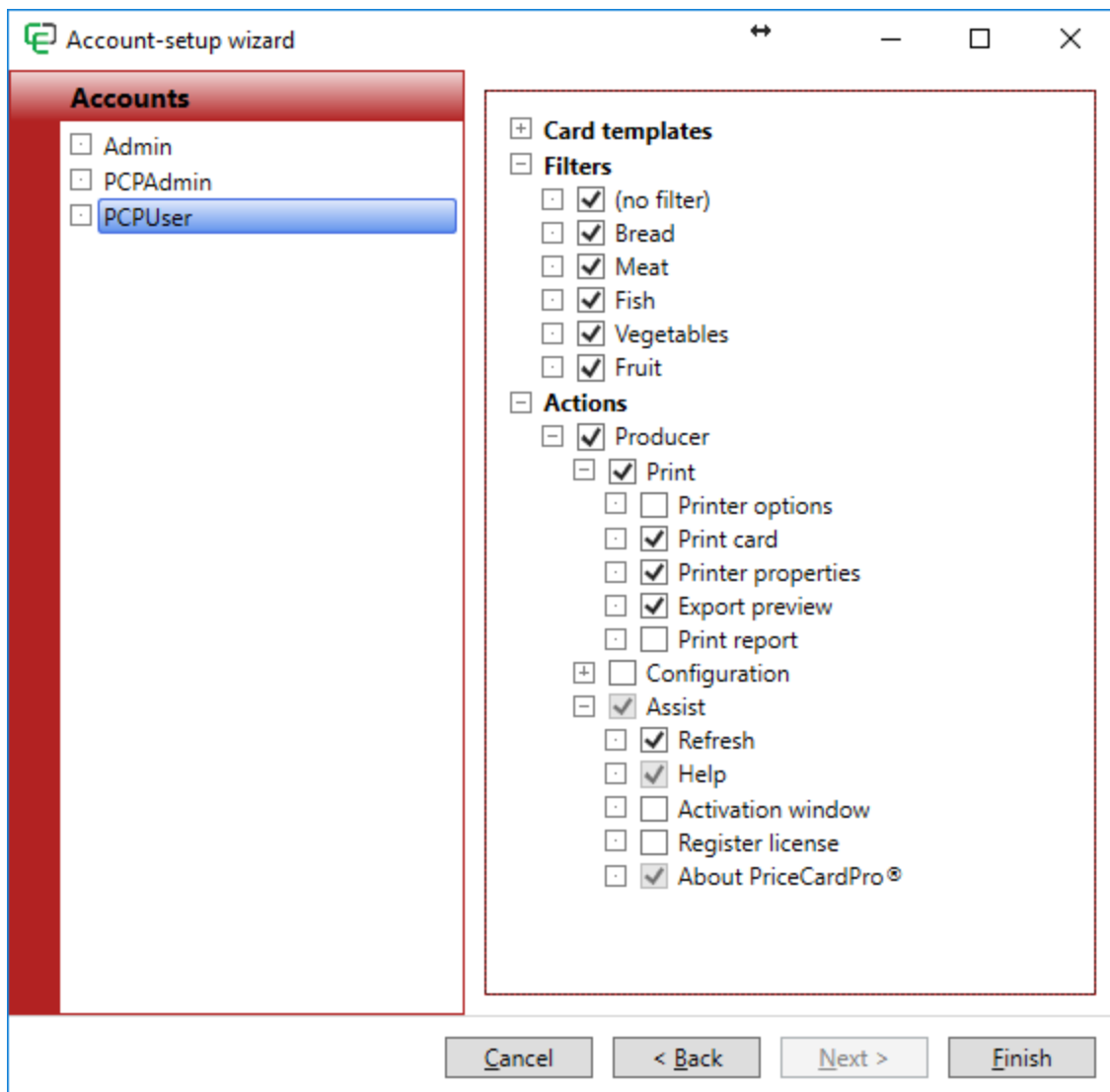
Disabling the user is also a handy option. By checking this box, the user cannot login to the system anymore but is not removed from the system. If later the user needs to get access to the system again, simply uncheck the **User is disabled** box and access is granted again.

The last option is currently not used.

The screenshot shows a window titled "Account-setup wizard" with a "Users" list on the left and a "User information" form on the right. The "Users" list contains three entries: "Admin", "PCPAdmin" (highlighted), and "PCPUser". The "User information" form has the following fields: "Username" (PCPAdmin), "Full name" (PCPAdmin), "Password" (empty), and "Confirm password" (empty). Below these fields are three checkboxes, all of which are unchecked and highlighted with a red box: "User must change password at next login", "User is disabled", and "User has access to the yPortal website". At the bottom of the window are buttons for "Add", "Remove", "Cancel", "< Back", "Next >", and "Finish".

When you have created or edited all your users of the system, you can proceed with the **Authorizations management** on the next and final page by clicking **Next**.

Authorizations management



In this last page of the wizard can assign and create the profiles for each user. In the explorer on the left side you can see all the created users.

On the right side, you see three main sections dividing the available CardExchange® PriceTag functionality. When you click on the expand **+** button next to each section, the corresponding functionality will be shown.

Card templates shows all of the available templates, for different users you can set that only certain templates are visible to them.

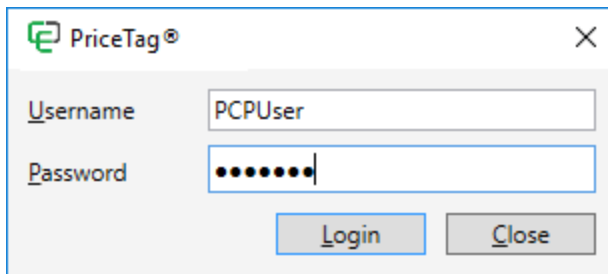
The **Filters** section where again you can make only certain categories visible to the selected user.

And the **Actions** section controls what actions can be carried out by the user, for example changing printer options, printing a card etc...

When you have defined all the users, and assigned the functionality allowed for each user, you can click on Finish to close this wizard.

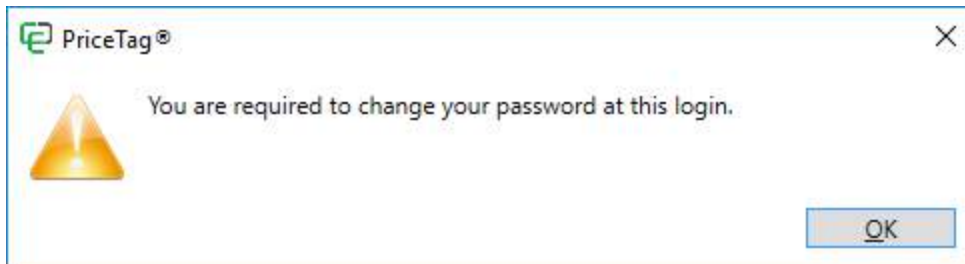
11.2 Users Login Access

When User Authorizations is enabled, every time CardExchange® PriceTag starts, the user will have to login. If it is a new account, it can be that the Administrator has set the option to change the password at first login. When that is the case, the the standard login window will appear as show below:



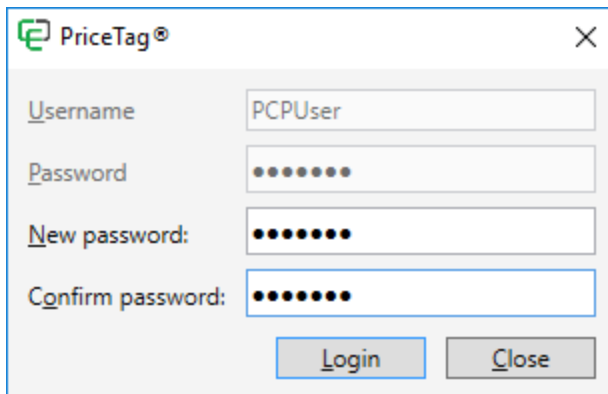
A screenshot of the PriceTag login window. The window title is "PriceTag®" and it has a close button (X) in the top right corner. It contains two input fields: "Username" with the text "PCPUser" and "Password" with seven dots. Below the fields are two buttons: "Login" and "Close".

When the user enters his User name and password, and the Administrator has set the option to change the password at first login, the message as shown below will appear:



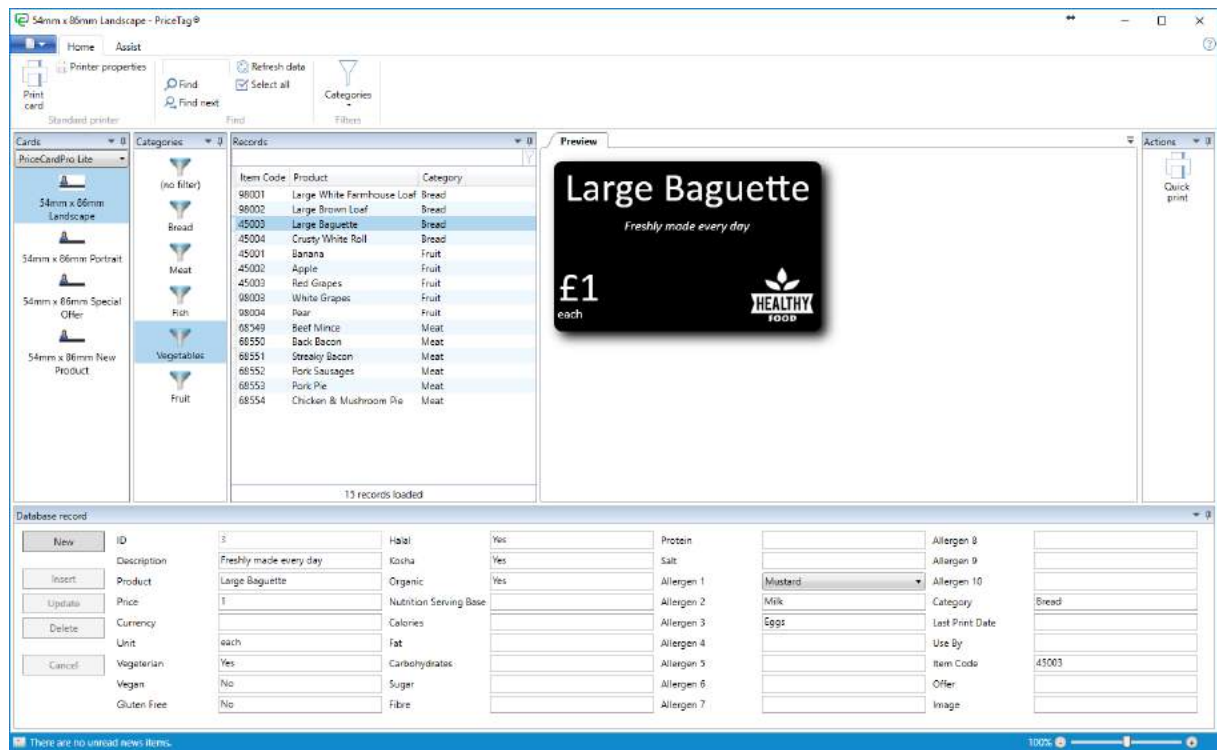
A screenshot of a message window from PriceTag. The window title is "PriceTag®" and it has a close button (X) in the top right corner. On the left is a yellow warning triangle icon. The text in the center reads "You are required to change your password at this login." In the bottom right corner is an "OK" button.

To confirm this action you have to click OK and the Change Password window will appear:

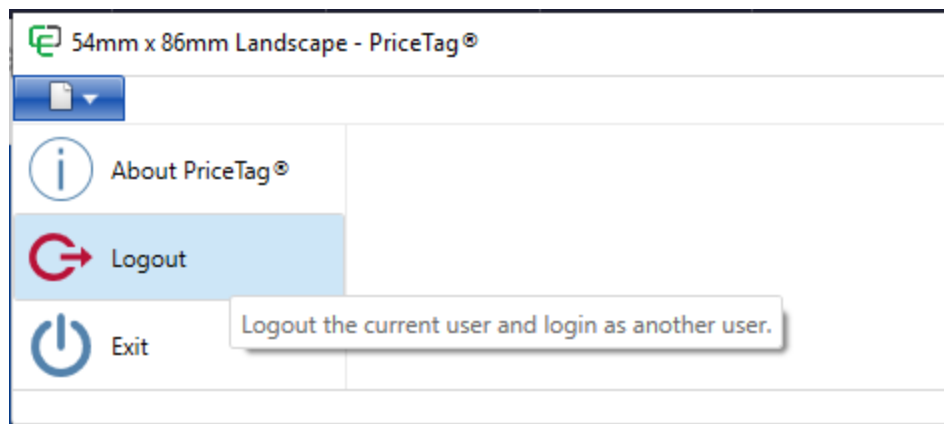


A screenshot of the PriceTag change password window. The window title is "PriceTag®" and it has a close button (X) in the top right corner. It contains four input fields: "Username" with "PCPUser", "Password" with seven dots, "New password:" with seven dots, and "Confirm password:" with seven dots. Below the fields are two buttons: "Login" and "Close".

Enter a new password and confirm the new password and click on OK. If the User name and Password match, CardExchange® PriceTag will load.



When CardExchange® PriceTag is loaded, you can directly see that things have changed. First of all, the ribbon has only the Home and Assist tabs available.



When you are an **Administrator** and you need to do some maintenance on the users computer, just simply select **Logout** and enter your Administrator **User name** and **Password** to make changes.

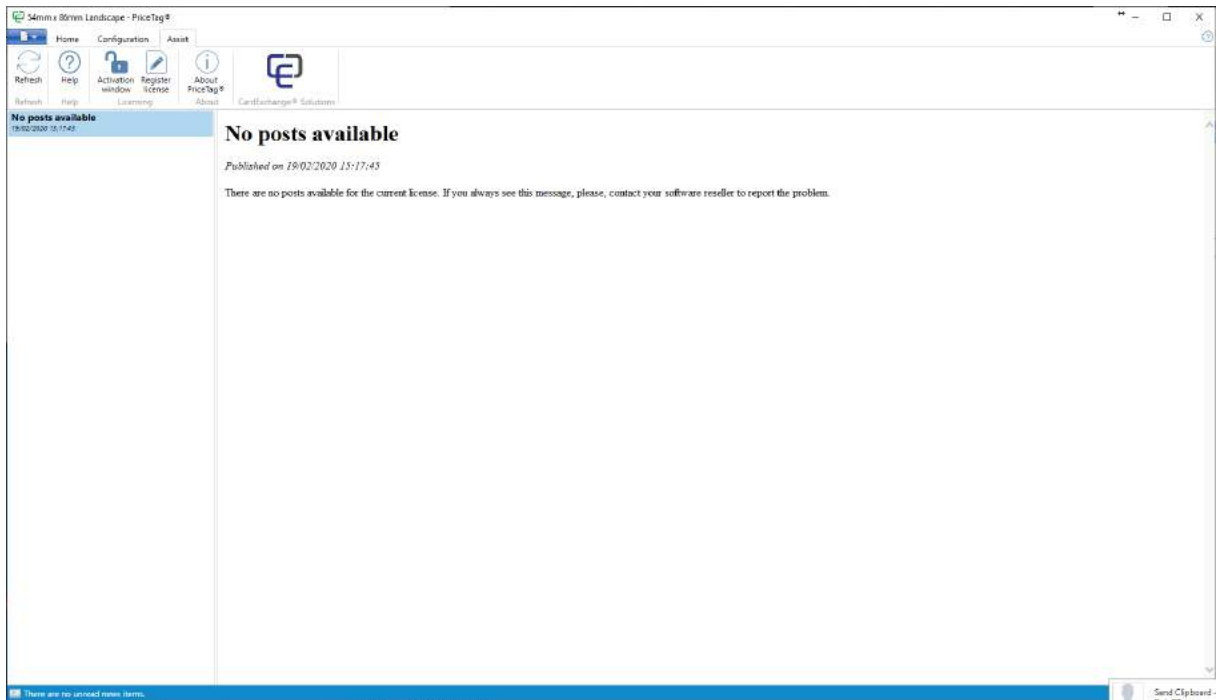
12 Assist

With the release of CardExchange® PriceTag we bring a unique innovation to your desktop by offering everything that you need to produce cards in a fast and secure way at hand under the **Assist** tab.

Help file, Activation, Registration, Product details etc... it is all available in this section of your CardExchange® PriceTag product. When you select the Assist tab, you will directly see an Outlook style interface showing on the left the available news items and on the right the content of this news item.

CardExchange® PriceTag uses this section to keep you informed about new updates and release plans so you will always be able to run the latest version. But also the reseller who has sold the product to you will keep you informed about news and offers etc...

Take a look at the separate subjects in this section of the Help file and see how this is going to benefit you!



12.1 Help

Have access to the latest online help file directly by clicking on the Help button.



Our online Help files are always up to date and contain examples for all available functionality. Of course you need to have an online internet connection. When no internet connection is available, the internal Help file will be loaded:

12.2 Activation Window

How you activate your new CardExchange® PriceTag license is covered in the section [Activation and Registration](#).



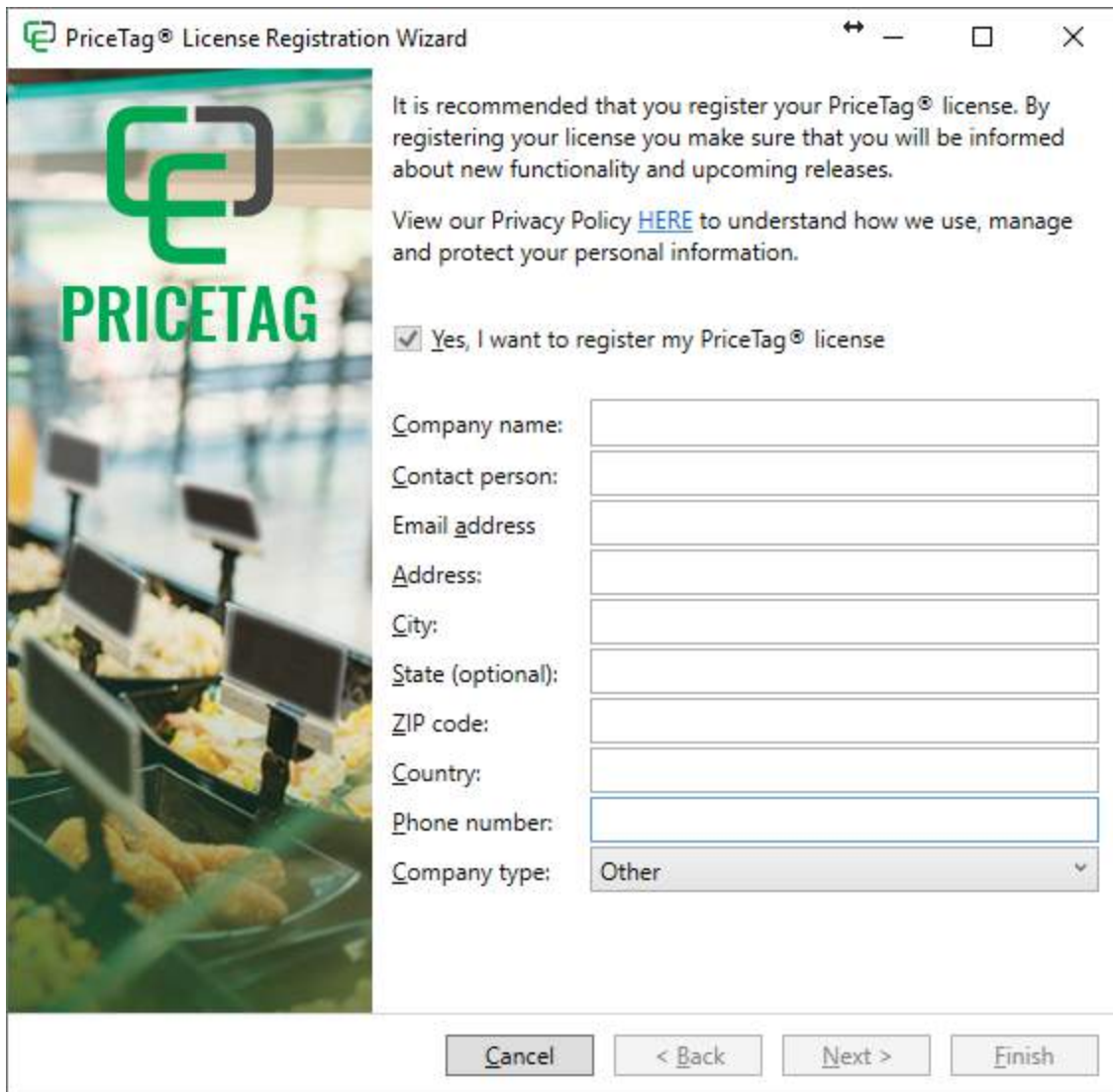
12.3 Register License

When CardExchange® PriceTag is activated, the registration data will already have been entered during this process. When you have registered your software, you can always update your registration information.

Click on the Register License button and **CardExchange® PriceTag License Activation Wizard** will start.



Your existing registration data will be displayed in the window, you can change the information you want to change and proceed to the Next page when done.



The image shows a software window titled "PriceTag® License Registration Wizard". On the left is a vertical banner with the PriceTag logo (a stylized green and black 'E' inside a square) and the word "PRICETAG" in green. The main area contains the following text:

It is recommended that you register your PriceTag® license. By registering your license you make sure that you will be informed about new functionality and upcoming releases.

View our Privacy Policy [HERE](#) to understand how we use, manage and protect your personal information.

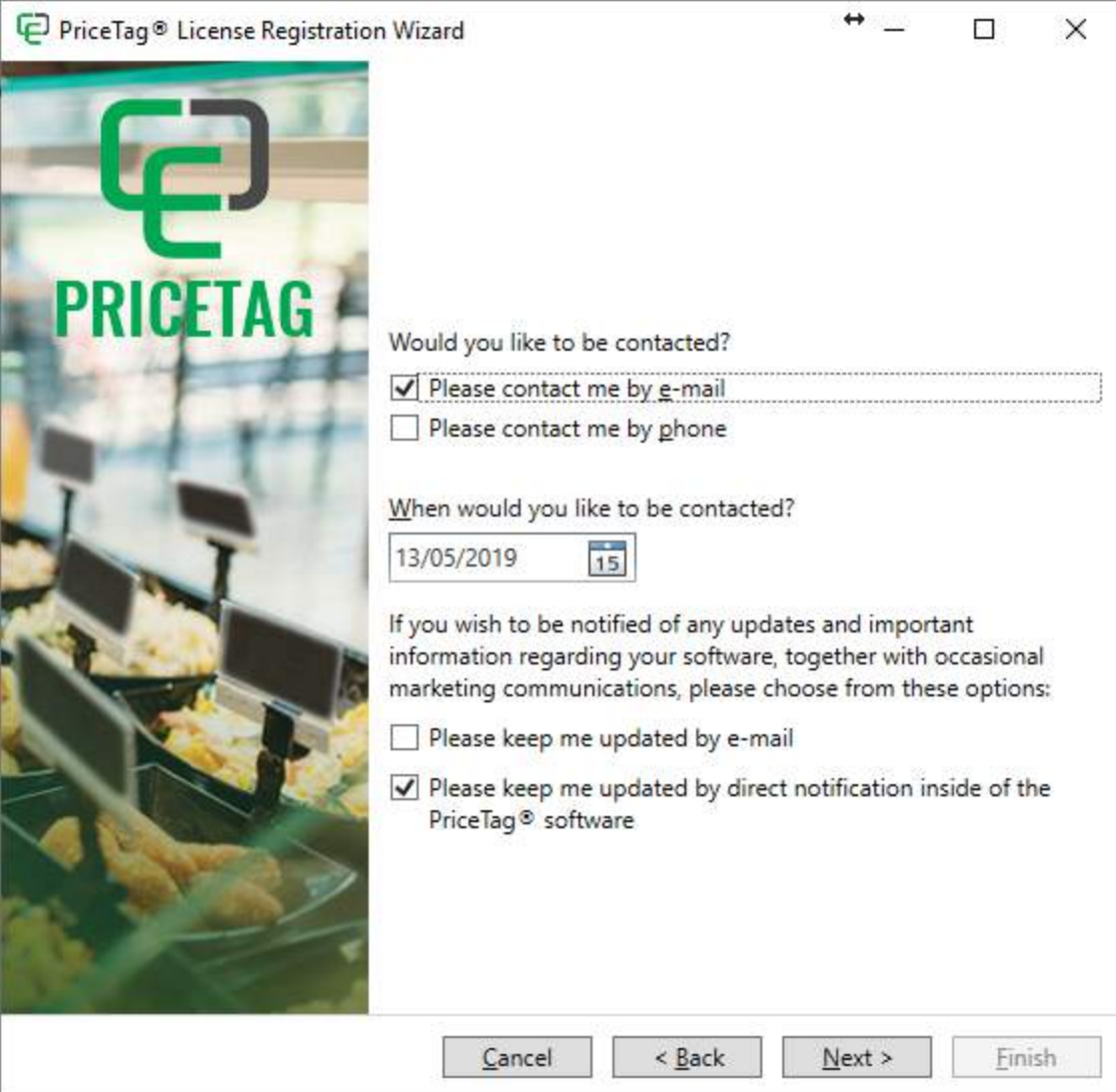
Yes, I want to register my PriceTag® license

Below this are several input fields:

- Company name: [text box]
- Contact person: [text box]
- Email address: [text box]
- Address: [text box]
- City: [text box]
- State (optional): [text box]
- ZIP code: [text box]
- Country: [text box]
- Phone number: [text box]
- Company type: [dropdown menu with "Other" selected]

At the bottom of the window are four buttons: "Cancel", "< Back", "Next >", and "Finish".

If you would like to be contacted, just select how and when, you can also change your subscription to our newsletter.



The image shows a software window titled "PriceTag® License Registration Wizard". On the left side, there is a vertical banner with the PriceTag logo (a stylized 'E' in green and black) and the word "PRICETAG" in green. Below the logo is a photograph of a grocery store aisle with price tags on shelves. The main area of the window contains the following text and controls:

Would you like to be contacted?

- Please contact me by e-mail
- Please contact me by phone

When would you like to be contacted?

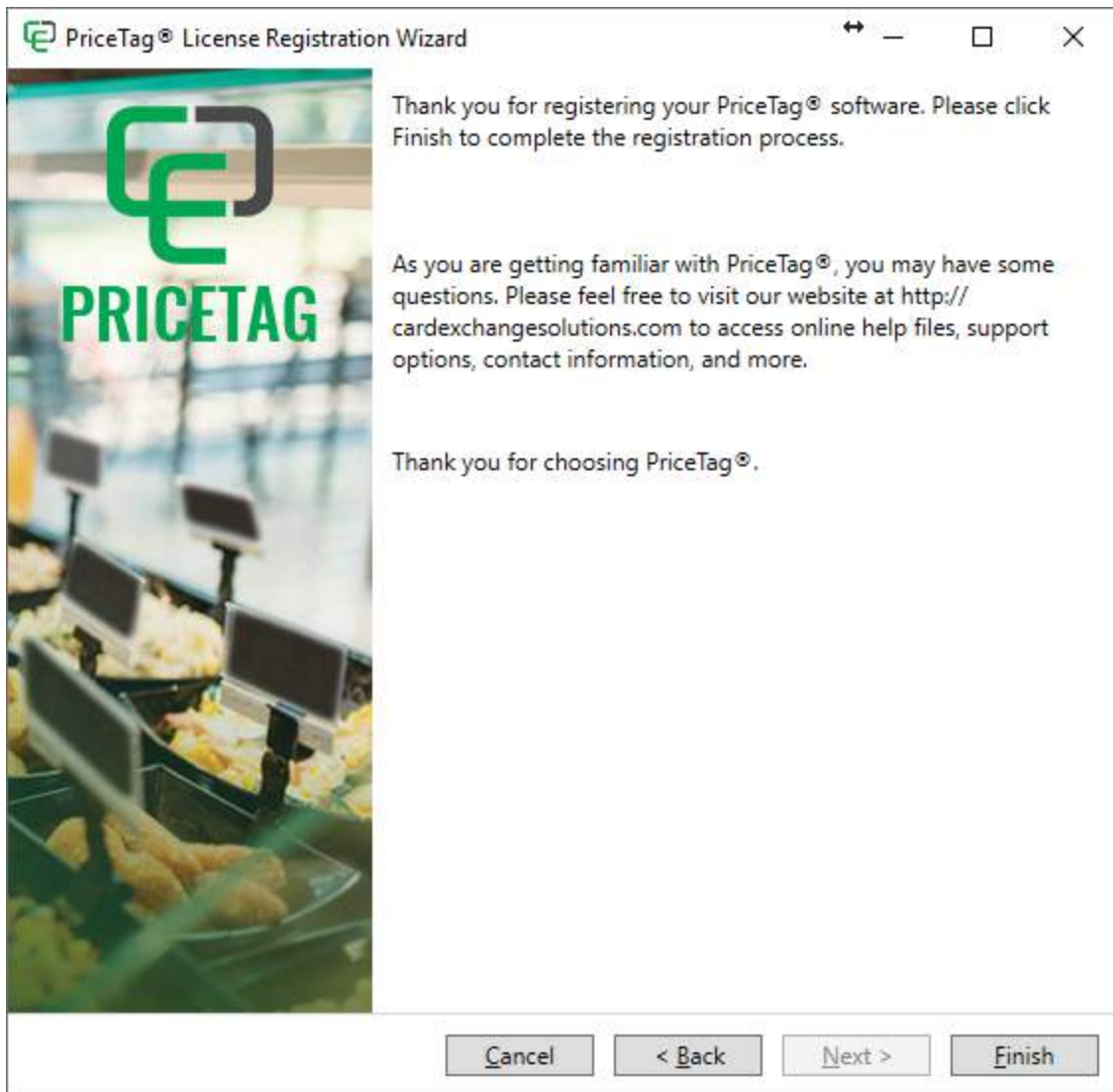
13/05/2019

If you wish to be notified of any updates and important information regarding your software, together with occasional marketing communications, please choose from these options:

- Please keep me updated by e-mail
- Please keep me updated by direct notification inside of the PriceTag® software

At the bottom of the window, there are four buttons: "Cancel", "< Back", "Next >", and "Finish".

Click **Next** to proceed to the Final page of the **Registration** process.



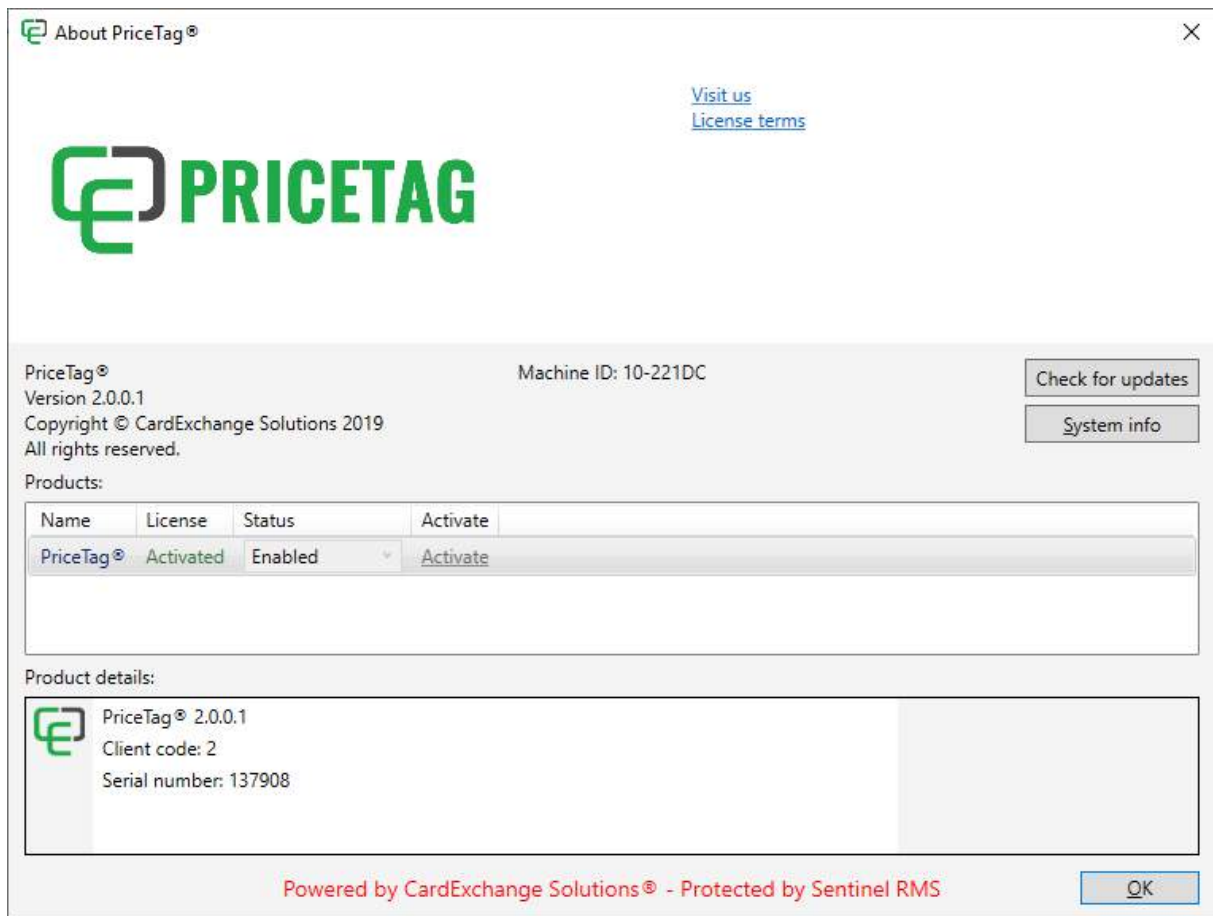
Then click **Finish** to complete the **Registration** process.

12.4 About CardExchange®

Sometimes when you need support, you will be asked which version you are running of CardExchange® PriceTag. All this type of information can be found in the **About CardExchange® PriceTag** section.



Just click on the button indicated above, and the window below will be presented.



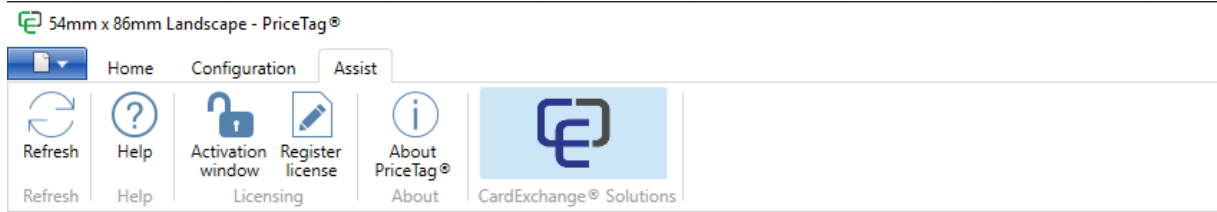
In this window you can find the **version** you are running. This can be important to see if you are running the latest version with regards to solved bugs.

You also can see your **serial number** which enables us to confirm your **activation code**, if needed. It also shows the **Machine ID**, the digital fingerprint of your computer for your CardExchange® PriceTag license.

There are also options to check for updates, as well as an option to display some information from your system regarding hardware etc...

12.5 Contact Information

Clicking on the CardExchange® PriceTag logo will take you directly to the CardExchange® PriceTag website where you can find details on the products, consumables etc... as well as contact information for your region.



Together with all the other functionality offered in our Assist section, we strive to offer **high quality** with **high service** without limitations.