



INDITION COMMERCE

Cutting Station

Setup Guide — switching the Cutting Station on, setting up stations and labels, and choosing the rules your cutting table works by.

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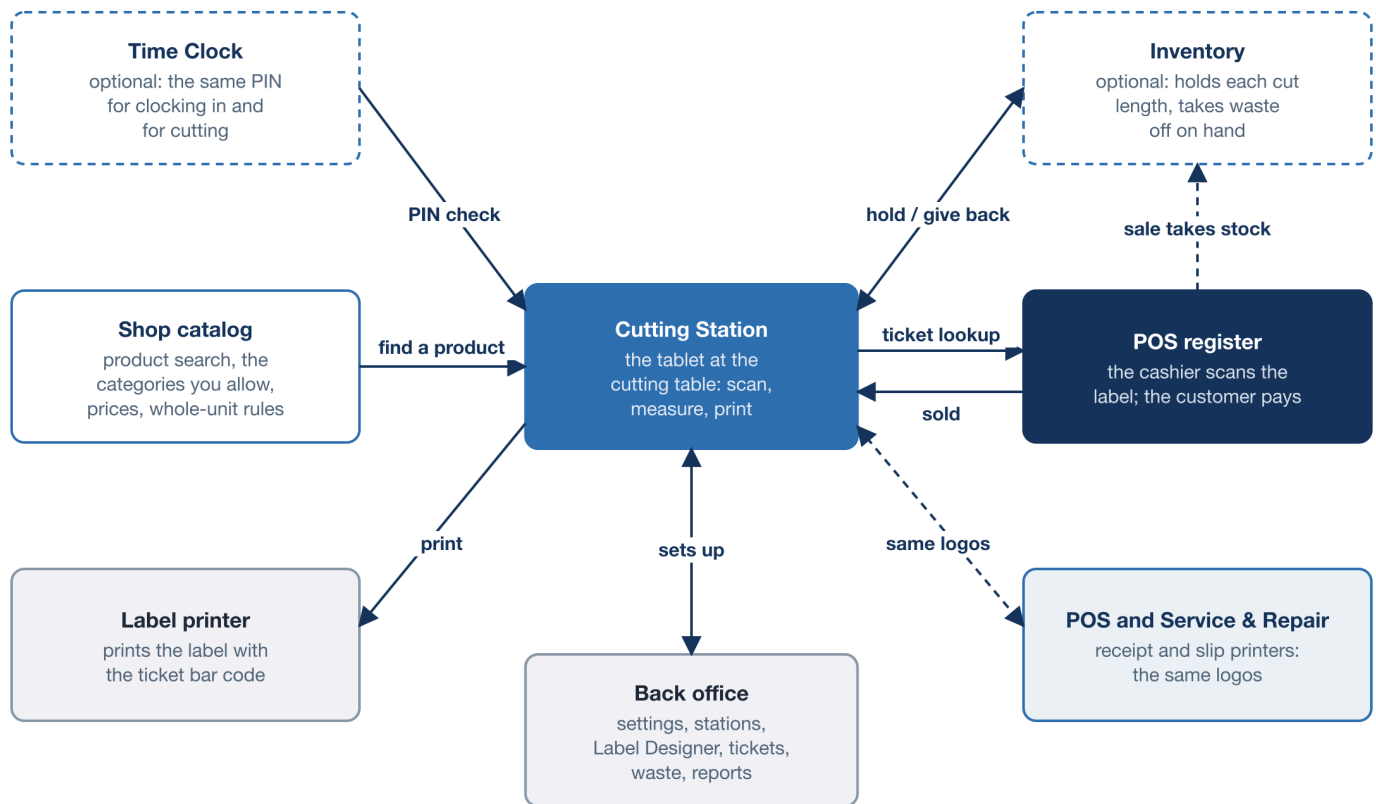


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What you need before you start

- The Cutting Station module installed on your site (Admin → Modules). Installing does not switch it on.
- A tablet or computer at each cutting table. Any modern web browser will do.
- A label printer or receipt printer at each station, and a bar code scanner if you scan rolls.
- A POS register that reads cut labels, so the cashier can scan them. Ask Indition which version your store needs.
- For locations: In-Store Pickup locations set up for your stores. Without them the Cutting Station still works, it just has no locations to choose from.
- Optional: the Time Clock, so staff use one PIN everywhere; Inventory, to hold stock for cuts and take waste off stock.
- Someone with the **Cutting Station Admin** role, or Store Admin, to change settings.

Where the Cutting Station fits



 optional module: the Cutting Station works without it

Step 1 — Switch the Cutting Station on

1. Open **Cutting Station → Settings** in the admin.
2. Set **Cutting Station Enabled** to **YES**.

3. Work through the panels below it (this guide covers each one), then click **Save Settings** at the foot of the screen.

While **Cutting Station Enabled** is off, stations show that cutting is not in use, nothing is recorded, and only the Settings screen appears in the admin menu. Tickets already printed are kept and can still be paid for at the register.

The **Getting Started** panel at the top of the screen shows the station address, how many stations you have and how many people have a PIN.

Step 2 — Set up each station

A station is the tablet or computer at the cutting table. You set it up on the device itself.

1. On the device, open your site's address followed by `/cuttingstation/` (the Getting Started panel shows the full address).
2. The screen says **This device is not a cutting station yet**. Tap **Set up this device**.
3. Sign in with your own admin username and password. You need Cutting Station Manager or above.
4. Enter a **Station name** people will recognize, such as "Cutting table" or "Fabric counter".
5. Choose its **Location**. Every cut made on this station is recorded at that location.
6. Tap **Set up and open the station**. You are signed out as the station opens.

The device remembers it is a station. To use it for something else later, remove it on **Cutting Station → Stations**.

Things to know about stations

SITUATION	WHAT HAPPENS
A station is switched off on the Stations screen	It shows that it is not a cutting station right now. Nobody can cut on it.
A station is removed	It stops working as a cutting station and asks to be set up again the next time it is opened. Tickets and waste recorded on it are kept.
The device's own clock is wrong	It does not matter. The station shows, and records, the server's time in your store's time zone.

Step 3 — Who can cut

Who Can Cut

SETTING	WHAT IT DOES
Who Can Cut at a Station	Everyone on staff with a PIN (the default), or Only the people switched on under Employees . With Everyone, a manager can still switch one person off.
Only Cut at Assigned Locations	Shown when your site has locations. On, a station lists only the people assigned to its location on the Employees screen. Someone with no locations, or a station with no location, is never held back.

Step 4 — Give people PINs

How PINs work depends on the Time Clock.

- **With the Time Clock on**, everyone signs in with their Time Clock PIN, and the Time Clock's PIN rules apply. There is nothing to set up here: the PINs panel says so and links to Time Clock → Settings.
- **Without the Time Clock**, the Cutting Station keeps its own PINs, set up as below.

Staff get a PIN one of two ways:

- **They set it up themselves.** On a station they tap **First time? Set up your PIN**, sign in once with their admin username and password, and choose a PIN. This needs **Staff Set Up Their Own PIN** on (it is on by default).
- **You set it for them.** On **Cutting Station → Employees**, click **Edit** next to the person and type a new PIN.

PIN settings (Settings → PINs)

SETTING	WHAT IT DOES
PIN Length (numbers)	How many numbers a new PIN has, from 4 to 32. A PIN can start with 0. PINs people already have keep working until they set a new one.
Staff Set Up Their Own PIN	Lets people create their own PIN at a station. Off, managers set every PIN on the Employees screen.
Clear the Form When Setup Fails	When setup is refused, the station clears everything typed so nothing is left on screen for the next person. Off, it keeps what was typed and clears only a wrong password.

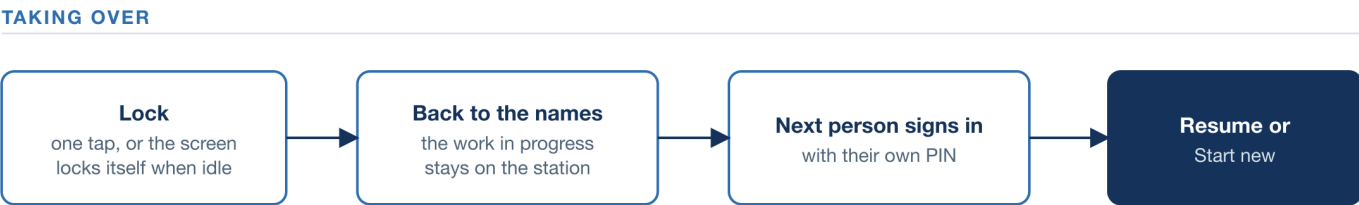
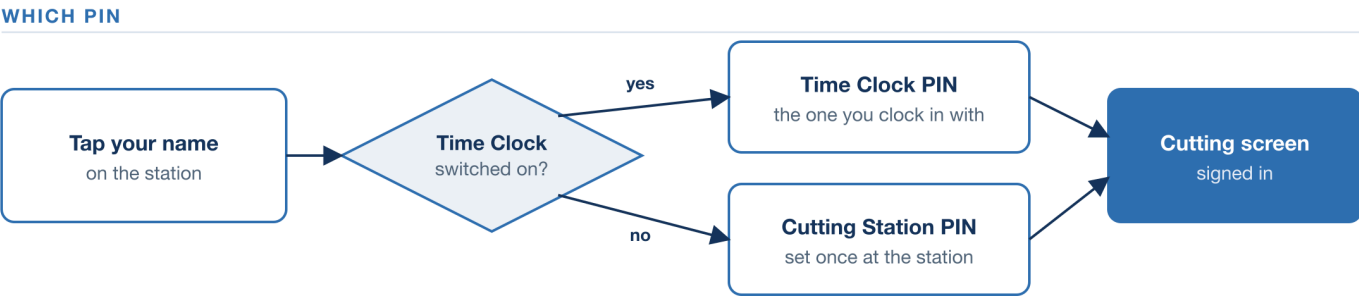
PINs are never easy ones: the station refuses the same number repeated (1111) and runs such as 1234 or 4321.

Wrong PINs for One Person

After Too Many Wrong PINs decides what happens once someone reaches **Wrong PINs in a Row** (5 by default):

- **Pause their PIN for a while** (the default) — their PIN stops working for **Pause Their PIN For (minutes)** (15 by default), then works again by itself. A manager can unlock them sooner.
- **Lock them until a manager unlocks them** — their PIN stays off until a manager clicks **Unlock** on the Employees screen.
- **Do not lock anyone out** — no limit for one person. The station and network limits still apply.

Signing in, and taking over a station



Step 5 — Tickets and labels

Every cut prints a label whose bar code is a ticket number. The cashier scans it at the register.

Tickets and Labels

SETTING	WHAT IT DOES
Labels	One label for every cut (the default), or One label for several cuts for one customer : the employee adds every cut a customer wants and prints one label; the register adds them all with one scan.
Ticket Numbers Start With	1 to 4 letters printed in front of every ticket number and in its bar code. CT makes CT000123. Tickets already printed keep their number.
Copies of Each Label	From 1 to 10, for example one for the material and one for the customer.
Show the Price	Shows the price on the station and prints it on the label. The register always prices the sale itself.

SETTING	WHAT IT DOES
Ask for the Customer's Name	Offers a box for the customer's name, printed on the label. The employee can leave it empty.
A Ticket Not Paid For Expires After	4, 8 or 12 hours, 1, 2 or 3 days, or 1 week (1 day by default). An expired ticket gives back any stock it holds; the customer can still pay for it.
Void a Label at the Station	The person who cut it can void their own label at the station for a short while. Managers void any ticket on the Tickets screen.
Void at the Station For	5, 15 or 30 minutes, 1 hour or 4 hours after the cut (30 minutes by default).

A job runs every hour to expire tickets that were not paid for in time.

Step 6 — Lengths

These are the lengths every product is cut in unless it has its own on **Cut Products** (Step 7).

Lengths

SETTING	WHAT IT DOES
Unit	Feet, yards, inches, meters or centimeters. Prices are per unit, so a product sold by the yard is cut in yards.
Preset Lengths	The lengths offered as buttons, separated by commas — for example 5, 10, 12.5. Up to 12. Empty for no buttons.
Shortest Cut	The shortest length that can be cut, for example 0.5. Empty for no limit.
Cut in Steps Of	Every length must be a multiple of this, for example 0.125 for an eighth of a yard. Empty for any length.
Type a Length	Besides the buttons, the employee can type any length. With no buttons, typing is always allowed.
Only Products in These Categories	Scanning and searching at a station find only products in these categories, and the categories under them. Empty for every product.
Only Products on the Cut Products List	On, only products listed on Cut Products can be cut. Off, any product can be cut with the lengths above.

Whole units and fractions

A product is cut in whole units only, unless Inventory lets it sell in fractions. That is Inventory's own rule, set on the product, and it is the same rule the register follows. Without Inventory, every length is whole.

Step 7 — Cut Products

Add the products you cut that need lengths of their own on **Cutting Station → Cut Products**.

1. Click **+ Add product**, scan the bar code or type the SKU, and pick the product.
2. Set its **Unit**, **Preset lengths**, **Shortest cut**, **Cut in steps of** and **Type a length**. Leave a field empty to use Settings.
3. Leave **Listed** on, and click **Save**.

To set up many products at once, use **Actions → Export**, fill in the file, and bring it back with **Actions → Import**. Rows are matched by SKU; if any row has a problem, nothing is imported and the row is named.

Step 8 — Remnants and waste

Remnants and Waste

SETTING	WHAT IT DOES
Remnants	The employee can mark a cut as a remnant — the end of a roll — sold at the discount below. The label says it is a remnant.
Remnant Discount (percent off)	From 0 to 90.
Record Waste	The employee can record material lost to a flaw, a bad cut or damage. On by default.
Waste Reasons	The reasons offered, separated by commas, up to 20. Out of the box: Flaw in the material, Cut crooked, Damaged, Other.

The ticket tells the register that a cut is a remnant and what its discount is, so the register can sell it at the remnant price.

Step 9 — Inventory

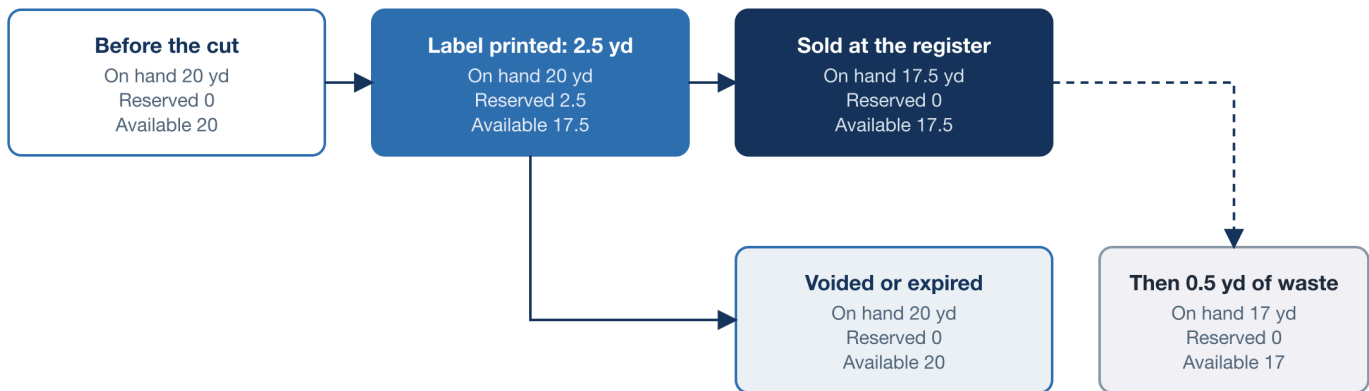
This panel appears with the Inventory module. Without it, the Cutting Station records every cut, sale and piece of waste, and the register sells cuts as usual.

Inventory

SETTING	WHAT IT DOES
Hold Stock in Inventory	A cut holds its length in Inventory from the moment it is printed until it is sold, voided or expires, so the stock on hand never offers material that is already cut.
Take Waste Out of Inventory	Recorded waste is taken off the stock on hand as an Inventory adjustment, with its reason as the note. On by default.

Stock is held at the Inventory location your register sells from for the station's store, so a piece is held where it will be sold. Only products Inventory tracks are held or adjusted. A label still prints when Inventory shows too little — the material is already cut — and the ticket's history says so.

What a cut does to stock in Inventory



Holding needs Settings > Hold Stock in Inventory; waste needs Take Waste Out of Inventory. Only for products Inventory tracks.
Stock is held at the Inventory location the store's register sells from.

Step 10 — Locking

Lock takes the station back to the names, ready for the next PIN. Anything unfinished — the product, the length, cuts waiting for one label, waste not yet recorded — stays on the station, and whoever enters their PIN next can **Resume** it or **Start new**.

Locking

SETTING	WHAT IT DOES
Lock After (seconds idle)	Lock after this many seconds without a touch. 120 (2 minutes) by default. 0 never locks for being idle.
Re-lock Every (seconds)	Lock again this many seconds after each PIN, even while the station is in use — but never in the middle of a cut. 0 (the default) is off.

Staff can also lock the station themselves with the **Lock** button at the top of the screen.

Step 11 — Sign-in Protection

Stations are shared, so these limits stop anyone working through the name list guessing PINs. The defaults suit most stores.

Station Lockout

With **Lock a Station After Too Many Failed Tries** on (the default), a station locks itself after the number of failed tries you set within the minutes you set (10 in 15 minutes by default). Wrong PINs and failed sign-ins count, for anyone.

Lockout settings

SETTING	WHAT IT DOES
Lock It After (failed tries) / Within (minutes)	How many failures, in how long, lock the station.
Email These People When a Station Locks	Roles and people to email. A role includes everyone holding a role above it. Leave empty to email nobody. Cutting Station Admin by default.
Roles That Can Unlock a Station	Who can unlock it. Cutting Station Manager by default.

A locked station shows **This station is locked**. Someone allowed to unlock it can tap **Unlock this station** and sign in on the spot, or click **Unlock** on the Stations screen.

Username and Network Addresses

A username is blocked after too many wrong passwords (first-time PIN setup and manager sign-in both count; 5 in 30 minutes by default), and a network address is blocked after too many failures of any kind (50 in 60 minutes). Both blocks end by themselves as the failures age, or a manager clears them on **Cutting Station → Failed Sign-ins. Keep the Failed Sign-in Log For** sets how long the log is kept (1 year by default).

Step 12 — The label

Every station prints the default label layout unless it is given one of its own. Out of the box, the default is the built-in **Indition basic label**, for a 2.25" x 1.25" label on a label printer. There is also an **Indition basic receipt-printer label** for an 80mm receipt roll.

1. Open **Cutting Station → Label Designer**.
2. If your printer takes the built-in label's paper, there is nothing to do. Otherwise open a built-in layout and choose your **Paper**, or **Duplicate** it to change what prints.

3. Click **Test print** at the station's printer to check it.
4. Use **Make default** on the layout every station should print.
5. For a station with a different printer, open **Cutting Station → Stations** and choose its layout with the **Label Printing** button.

Paper

GROUP	PAPERS
Receipt printer	58mm, 76mm, 80mm and 112mm rolls.
Thermal label rolls	Common sizes from 1" x 0.5" to 4" x 6".
Dymo LabelWriter	Address, shipping, multipurpose and jewelry labels.
Brother QL	Address, shipping, multipurpose and round labels.

Labels always come off a roll, so office sheets are not offered.

Logos

Click **Manage Logos** to add the logo the label's Logo piece prints. If you also use POS or Service & Repair, **Use the same logos in Cutting Station, POS and Service & Repair** keeps one set of logos for all of them (on by default).

Step 13 — The register

The cashier scans the label at the POS register. The register adds each cut at its length, the customer pays, and the ticket is marked sold.

- The register prices the sale itself, as it does for any product.
- A voided label, or one already paid for, is refused at the register with the reason.
- With stock held in Inventory, the hold is given back just before the sale takes its stock, so the last piece on a roll never looks sold out.

The register needs a version that reads cut labels. Ask Indition before your first day of cutting.

Who can do what

Roles

ROLE	CAN USE
Cutting Station Admin	Everything, including Settings, Stations and the Label Designer. Store Admin holds it too.
Cutting Station Manager	Tickets (including voids), Reports, Waste, Cut Products, Employees and Failed Sign-ins, and setting up stations on a device.

Everyone on staff can cut with a PIN; they need no Cutting Station role for that.

Checklist

- Cutting Station Enabled is YES and settings are saved.
- Each station is set up on its device and shows **Tap your name**.
- Everyone has a PIN, or knows to tap **First time? Set up your PIN**.
- The products you cut have the right lengths, in Settings or on Cut Products.
- A test label prints cleanly at each station's printer.
- The register reads a test label, and the ticket shows as Sold afterwards.