



INDITION COMMERCE

Cutting Station

User Manual — cutting material to length at the cutting table, printing the label the register scans, and keeping track of every cut.

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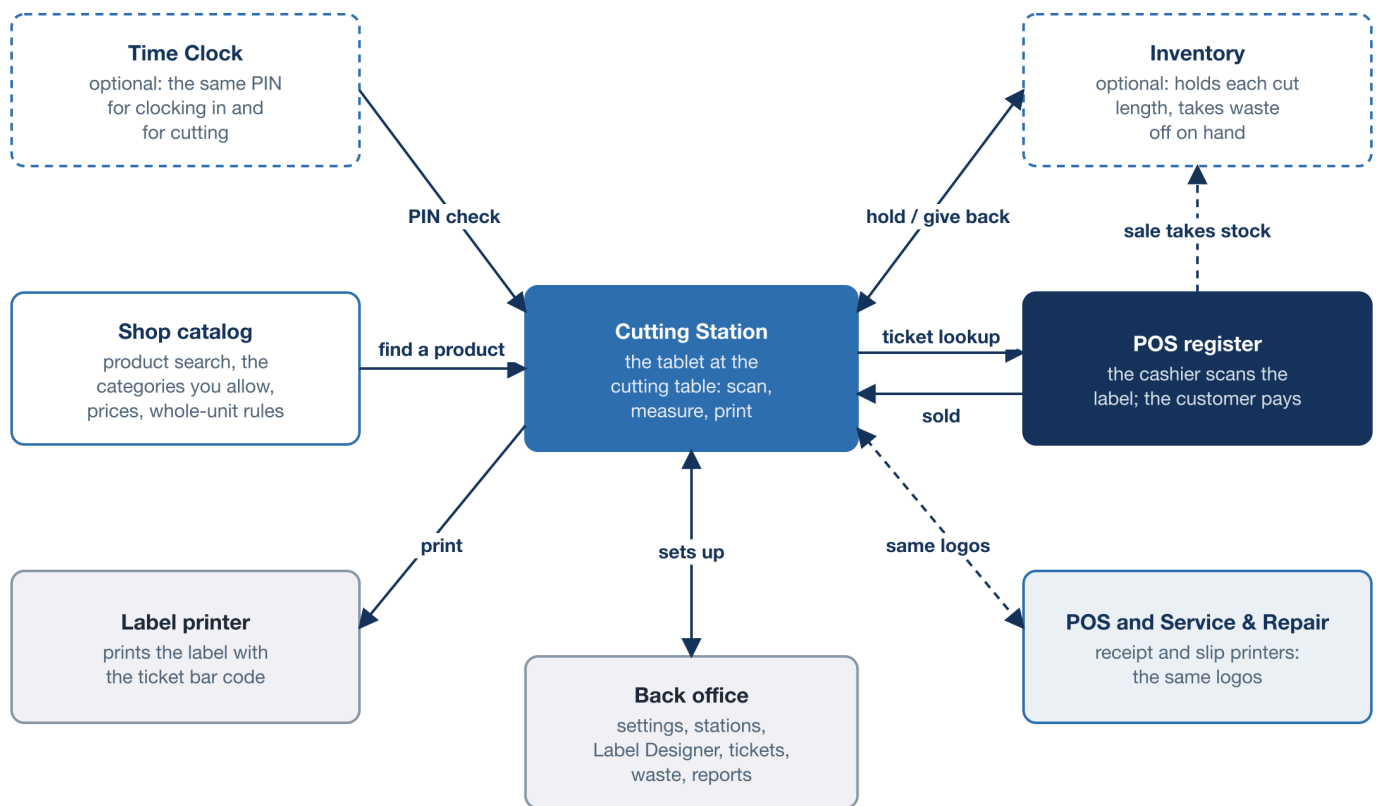
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1. Welcome and how the Cutting Station is organized

The Cutting Station is for stores that sell by length from a roll: fabric, wallpaper, ribbon, trim, vinyl and anything else measured off a bolt. The person at the cutting table measures, cuts and prints a label. The customer takes the piece to the register, the cashier scans the label, and the cut is sold at its length. It has two parts, and most people only ever see one of them.

- **The station** is a tablet or computer at the cutting table. Staff tap their name, type their PIN, scan the roll, choose the length and print the label. Nobody signs in to it; the PIN is enough.
- **The admin** is where managers work: **Cutting Station** in the admin menu, with Tickets, Reports, Waste, Cut Products, Employees, Stations, Label Designer, Failed Sign-ins and Settings.

Where the Cutting Station fits



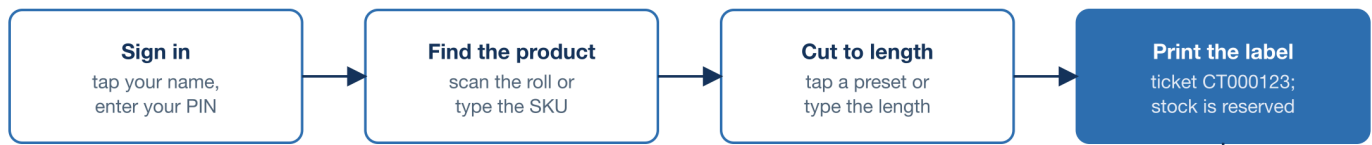
 optional module: the Cutting Station works without it

The life of a cut

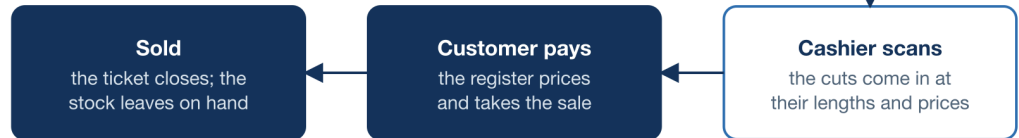
Every label is a **ticket**. Its bar code is the ticket number, such as CT000123. A ticket starts out **Waiting to be paid**. When the cashier scans it and the sale goes through, it becomes **Sold**. If it is not paid for in time it becomes **Expired**, and it can still be paid for at the register. A ticket that was cut wrong or not wanted can be **Voided**, and its label stops working at the register.

The life of a cut

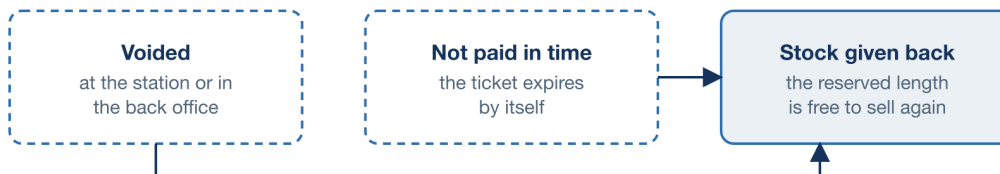
AT THE CUTTING TABLE



AT THE REGISTER



IF THE LABEL IS NOT PAID FOR



Nothing is ever lost

Every cut, reprint, void, sale and change is kept in a ticket's history and a station's history. A voided ticket stays on record with who voided it and why. Waste is kept with its reason. The Cutting Station cannot be uninstalled while any ticket is recorded.

How to read this manual

Chapters 3 to 14 are for everyone who cuts. Chapters 15 to 24 are for managers. Chapters 25 to 27 are reference: every setting, troubleshooting and a glossary. Words in **bold** are buttons, tabs or labels you see on screen. Dates show as MM/DD/YYYY and times as hh:mm AM/PM, in your store's time zone.

2. Who can do what

Everyone on staff can cut once they have a PIN. They need no special role. What people can do in the admin depends on their role.

Roles

ROLE	WHAT IT ALLOWS
Cutting Station Admin	Everything, including Settings, Stations and the Label Designer. Store Admin holds it automatically.
Cutting Station Manager	Tickets, Reports, Waste, Cut Products, Employees and Failed Sign-ins; voiding tickets; setting a device up as a station.
Everyone on staff	Cutting and printing labels at a station with their PIN.

Who can cut

Your store chooses one of two rules in Settings (**Who Can Cut at a Station**):

- **Everyone on staff with a PIN** — the default. A manager can still switch one person off on the Employees screen.
- **Only the people switched on under Employees** — nobody cuts until a manager switches them on.

Unlocking stations

Who can unlock a locked station is a setting of its own (**Roles That Can Unlock a Station**). By default it is Cutting Station Managers and everyone above them.

3. Getting around

The admin menu

MENU ITEM	WHAT IT IS FOR
Tickets	Every label printed, whether it was paid for, voids and reprints.
Reports	Six reports on cuts, sales, waste and stations, each with an Excel download.
Waste	Material lost at the cutting table, with its reason.
Cut Products	Products with their own lengths and rules.
Employees	Who can cut, their locations and their PINs.
Stations	The devices at your cutting tables.
Label Designer	What a label prints and the paper it prints on.
Failed Sign-ins	Wrong PINs and failed sign-ins, and anything blocked because of them.
Settings	Every rule the Cutting Station follows.

Everything for managers is under **Cutting Station** in the admin menu. While the Cutting Station is switched off in Settings, only **Settings** appears in the menu.

The station screen

Across the top the station shows its name and location on the left, and the time and date on the right. While someone is signed in, a **Lock** button sits beside the clock. The time on the station is always the store's time from the server, never the device's own clock.

The cutting screen has two halves. On the left is the product and its length: the scan box, then the product, the length readout, the length buttons and the number pad. On the right is **This label**: what will print, the total, **Print the label** and **Hold**. The **More** button at the top right opens a side panel with **Record waste**, **Held** and **Your labels today**.

4. Setting up a station

A station is set up on the device itself, by a Cutting Station Manager or above. It takes about a minute.

1. On the tablet or computer, open your site's address followed by `/cuttingstation/`. The exact address is on **Cutting Station → Settings** under **Getting Started**.
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 (or email) and password, and tap **Sign in**.
4. Type a **Station name** people will recognize, such as "Cutting table" or "Fabric counter".
5. Pick the **Location** under **Choose where this station is**. 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, and it shows **Tap your name**.

Good places for a station

- Right at the cutting table, within reach of the person holding the scissors.
- With the label printer next to it, loaded with the paper chosen in the Label Designer.
- With a bar code scanner plugged in, so a roll can be scanned instead of typed.
- On a stand with the screen kept awake and the browser in full-screen mode.

If the device is reset

If the browser's data is cleared, the device forgets it is a station and shows **This device is not a cutting station yet** again. Set it up again, then remove the old entry on **Cutting Station → Stations**.

5. PINs

Everyone signs in at a station with their own PIN. Where that PIN comes from depends on whether your store uses the Time Clock.

With the Time Clock on

Your PIN is your Time Clock PIN. It is the same PIN at the time clock and at the cutting table, and the station says so ("the same one you use at the time clock"). The Time Clock's PIN rules apply: its PIN length, its lockout after wrong PINs and its first-time setup. A wrong PIN at the cutting table counts toward the same lockout as one at the time clock, and managers set and unlock PINs in one place, on **Time Clock → Employees**.

Without the Time Clock

The Cutting Station keeps its own PINs. A PIN is only numbers, has exactly the length your store chose (4 by default), and can start with 0. Easy PINs are refused: the same number repeated (such as 1111) and straight runs (such as 1234 or 9876).

Setting up your own PIN

If your store lets staff set their own PIN, the station shows **First time? Set up your PIN** under the name list.

1. Tap **First time? Set up your PIN**.
2. Enter your **Username or email** and **Password** — the ones you use for the admin or the register.
3. Type your **New PIN**, then **Type it again**.
4. Tap **Save my PIN**.
5. The station shows **Your PIN is ready**. Tap **Done** and tap your name to start cutting.

Your password is only used once, to prove who you are. Nobody stays signed in on the station. With the Time Clock on, the PIN you choose here becomes your Time Clock PIN too.

When a manager sets your PIN

If **First time? Set up your PIN** is not on the station, a manager sets PINs on the Employees screen (chapter 19), or on the Time Clock's Employees screen when the Time Clock is on.

Wrong PINs

After several wrong PINs in a row, your PIN stops working. Depending on your store's settings it either works again by itself after a while (15 minutes by default), or stays off until a manager unlocks you. The station tells you which, and when your PIN works again.

6. Signing in at the station and locking

Signing in

1. Tap your name. If the list is long, start typing your name in **Type to find your name**.
2. **Enter your PIN** on the keypad and tap **OK**.
3. The station greets you by name and opens the cutting screen.

If you tapped the wrong name, tap **Not you? Go back**.

Lock

Tap **Lock** at the top of the screen when you step away. The station goes back to **Tap your name**, ready for the next person. You do not lose anything: whatever you were working on stays on the station.

Picking up where someone left off

When the next person enters their PIN and there is unfinished work on the station, the station asks **Pick up the work on this station?** (or **Pick up where Sam left off?**) and lists what is waiting: the product and length being cut, cuts waiting for one label, or waste not yet recorded.

- **Resume** carries on with it.
- **Start new** clears it. Labels already printed are not affected.

The station locks itself

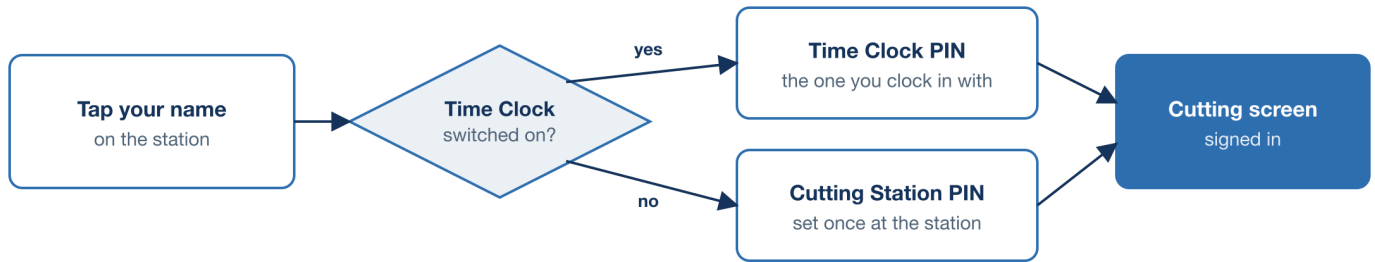
WHEN	WHAT HAPPENS
Nobody touches the screen for a while	The station locks after the seconds set in Lock After (seconds idle) , 120 by default.
The re-lock time passes	With Re-lock Every (seconds) set, the station locks that long after each PIN, but never in the middle of a cut. It waits for the label to print.
The PIN screen is left open	It goes back to the names after a minute.

Refreshing the page

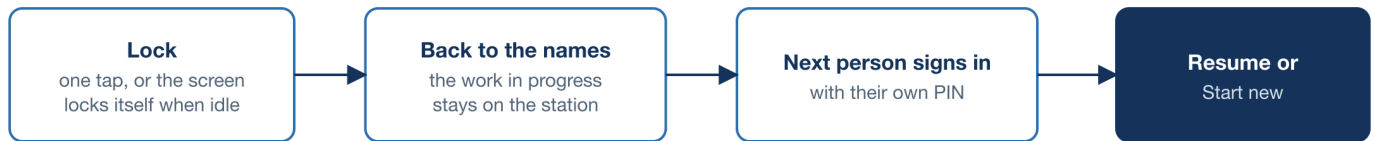
Refreshing the browser keeps you signed in on that browser tab while your sign-in is still current. The station never keeps your PIN, only a short pass that the server renews with everything you do. If you have been away too long, the station says **That took a little long - tap your name and enter your PIN again**.

Signing in, and taking over a station

WHICH PIN



TAKING OVER



7. Cutting and printing a label

Cutting one piece

1. Scan the bar code on the roll, or type its SKU or part of its name in **Scan the roll, or type a SKU or name** and tap **Find**.
2. If what you typed is not an exact match, the station lists the products that match. Tap the right one.
3. The product shows with its SKU and price. Tap a length button, or type the length on the number pad.
4. Check the length in the readout and the total under **This label**.
5. Tap **Print the label**.
6. The station shows **Printing the label** with the ticket number. Stick the label on the piece.

The station goes back to cutting by itself after a few seconds, with the same product still chosen and the length cleared, ready for the next piece from the same roll. Tap **Cut another** to go back straight away, or **Print it again** if the label did not come out.

Changing the product

Tap **Change product** to scan or find a different one.

Scanning

A bar code scanner works wherever you are on the cutting screen. A scan is always read as a product, even if the number pad was in use, so scanning a roll never types its bar code into the length. You can also type a length on a keyboard; with a product chosen, digits typed outside a box go to the length, and Enter prints the label (or adds the cut, when one label holds several cuts).

Products that cannot be cut

THE STATION SAYS	WHY
That product is not in the categories this Cutting Station cuts	Your store limits the station to some product categories (Only Products in These Categories).
It is not on the Cut Products list	Your store only cuts listed products (Only Products on the Cut Products List).
It has serial numbers, so it cannot be cut to length	Serial-numbered products are sold whole.
That is a cut label, not a product	You scanned a label instead of the roll.

8. Lengths

Each product is cut in a unit — feet, yards, inches, meters or centimeters — and has rules a length must meet. The rules come from **Cut Products** when the product is listed there with its own, and otherwise from **Settings → Lengths**.

The length rules

RULE	WHAT IT MEANS AT THE STATION
Unit	What the length is measured in. Prices are per unit.
Preset lengths	Buttons for the lengths you cut most, such as 5 yd or 10 yd.
Shortest cut	A length below this is refused, with the shortest allowed.
Cut in steps of	Every length must be a multiple of this, such as 0.125 for an eighth of a yard.
Type a length	Whether the number pad is offered as well as the buttons. With no buttons, typing is always allowed.

Whole units only

Some products sell only in whole units. For those, the station offers whole lengths only: the number pad's point key becomes **Clear**, and preset buttons with fractions are not shown. Whether a product can sell in fractions is decided by Inventory, from the product's own setting. Without Inventory, every length is whole.

When a length is refused

The readout turns red and says why under the number, for example "The shortest cut is 0.5 yd." or "Cut in steps of 0.125 yd." Fix the length and **Print the label** works again. The longest single cut is 10,000 units.

9. Several cuts on one label

Your store chooses how labels work in **Settings → Tickets and Labels → Labels**:

- **One label for every cut** — the default. Each piece prints its own label as soon as you tap **Print the label**.
- **One label for several cuts for one customer** — you add each cut to the label, then print one label for all of them. The register adds them all with one scan.

Building a label of several cuts

1. Scan the product and choose the length.
2. Tap **Add to the label**. The cut appears under **This label** with its price.
3. The product stays chosen for the next cut from the same roll. Choose another length, or scan another product.
4. Repeat for every cut the customer wants. Tap ✕ beside a cut to take it off.
5. Tap **Print the label**. The button shows how many cuts the label holds.

One label holds at most 30 cuts.

10. Remnants, prices and customer names

Remnants

If your store sells the end of a roll at a discount, the station shows an **End of roll** button with the discount, for example **End of roll · 25% off**. Tap it before printing to mark the cut as a remnant.

- The price on the station and the label is the remnant price.
- The label says it is a remnant.
- The ticket tells the register that the cut is a remnant and what its discount is.
- The button clears after each cut, so the next piece from the roll is never marked by mistake.

Prices

With **Show the Price** on (the default), the station shows the price per unit and the total, and the label prints them. The price is the product's own price, or its sale price while a sale is on. The register always prices the sale itself when the label is scanned.

The customer's name

With **Ask for the Customer's Name** on, **This label** has a box for the customer's name. It is optional; when filled in, the name prints on the label.

11. Hold and recall

Hold works like the register's Hold. Use it when a customer steps away, or when you need the station for someone else before you have finished.

Holding

1. Tap **Hold** under **This label**.
2. The station shows **Hold this?** and lists what will be kept.
3. Add the **Customer's name** and a **Note** if you like, such as "picking the rest up at 3".
4. Tap **Hold**. The station is cleared for the next customer.

Recalling

1. Tap **More**. The number on the button is how many pieces of work are held.
2. Under **Held**, tap the one you want. Each shows the customer's name, the number of cuts, the note, who held it and when.
3. The work comes back on the cutting screen, with today's product names, prices and rules.

Held work can be recalled at any station at the same location. Each piece of work is recalled once; if someone else has already taken it, the station says so. Hold or print what is on the station before you recall something else. Holding work does not print anything or hold any stock.

12. Your labels today: printing again and voiding

Tap **More** to see **Your labels today**: the labels you printed on this station today, newest first, with what is on each, when it was cut, its status and its total.

Printing a label again

Tap **Print again** beside a label that is still waiting to be paid (or expired). Every reprint is recorded on the ticket.

Voiding a label

If your store allows it, **Void** appears beside your own labels for a short while after you cut them (30 minutes by default), until they are paid for.

1. Tap **Void** beside the label.
2. Choose why: **Cut to the wrong length**, **Wrong product**, **The customer changed their mind** or **Printed twice**.
3. Tap **Void the label**, and throw the label away. It will not scan at the register once voided.

After that time, or for someone else's label, ask a manager to void it on the Tickets screen.

13. Recording waste

Waste is material lost at the cutting table: a flaw in the roll, a crooked cut, damage. If your store records waste, **Record waste** is in the **More** panel.

Recording waste

1. Tap **More**, then **Record waste**.
2. Scan the first piece, or type its SKU or name and tap **Add**. It appears as a row.
3. Type the length lost in the row's box. Its unit is shown beside it.
4. Choose **Why** from your store's reasons. The first reason is chosen until you change it.
5. Scan the next piece. Every scan adds a row of its own.
6. Add a **Note for all of them** if you like.
7. Tap **Record waste** (it says how many pieces). All the rows are saved together.

Good to know

- Tap **x** on a row to take it off before saving.
- If a row has a problem, nothing is saved and that row is marked with what to fix.
- Up to 50 pieces can be recorded at a time.
- With Inventory linked, each piece comes off the stock on hand.
- **Back to cutting** leaves the rows on the station; they are still there when you come back, and Lock keeps them for the next person to Resume.

14. At the register

The customer takes the cut piece to the register. The cashier scans the label's bar code, the register adds each cut on the label at its length, and the customer pays as usual. Once the sale goes through, the ticket is marked **Sold** with the order it was sold on.

- A label for several cuts adds every cut with one scan.
- An expired ticket can still be paid for.
- A voided label is refused at the register, and so is a label that was already paid for.
- The register prices the sale itself; the price on the label is what the customer was told at the table.

Scanning cut labels needs a register that supports them. Ask Indition which register version your store needs.

15. Tickets

Cutting Station → **Tickets** lists every label printed.

Finding tickets

The screen opens on the last 30 days. Choose **Cut from** and **To** dates and a **Location**, then click **Show**. Each column has its own filter too.

Reading the list

COLUMN	SHOWS
Ticket	The ticket number. Click it to open the ticket.
Status	Waiting to be paid, Sold, Voided or Expired .
Cut at / Cut by	When, and who cut it.
Station / Location	Where it was cut.
Customer	The customer's name, when one was given.
Cuts / Total	How many cuts, and the total on the label.
Sold on order	The order it was sold on, linked.
Expires	When a ticket waiting to be paid expires.

Actions → **Export** downloads the list as it shows to Excel.

One ticket

Click a ticket, or **View**, to see where it is now: its status, who cut it and when, the station, the total on the label, the customer, when it expires or was sold, voided or printed, and whether it holds stock in Inventory. Below that are its **Cuts** (product, SKU, length, price per unit, remnant discount, line total, status, and stock held) and its **History**: everything that happened to it, oldest first, and who did it.

Printing a label again

Click **Print label** in the list or on the ticket. The label opens in a new window and prints. A voided ticket's label cannot be printed again.

Voiding a ticket

1. Click **Void** in the list, or **Void ticket** on the ticket.
2. Type why in **Why is it being voided?**.

3. Click **Void ticket**.

Any stock the ticket holds goes back to Inventory, and the label stops working at the register. A sold ticket cannot be voided; refund it at the register instead.

Expired tickets

A ticket not paid for within **A Ticket Not Paid For Expires After** (1 day by default) expires. Its held stock goes back to Inventory, and it shows on the **Cut but not sold** report. The customer can still pay for it at the register. The check runs every hour.

16. Reports

Cutting Station → Reports has six reports. Choose one under **Report**, pick the dates and the location, and click **Show**. Each report has summary cards, a table and **Export to Excel**. Lengths are only ever added up within one unit, so feet and yards each get their own column.

The reports

REPORT	SHOWS
Cut but not sold	Labels printed and not paid for — waiting at the register, or expired — by day and person. Check the oldest first.
Cuts by employee	Who cut what, how much sold and how much was voided.
Cuts by product	For each product: how much was cut, sold, voided, still waiting and lost as waste.
Cuts by day	Labels printed each day and what became of them.
Waste by reason	Material lost, by the reason chosen at the station.
Station activity	What each station was used for: labels cut, voided and printed again, sales, waste, stock not held, locks and unlocks.

Signing in with a PIN is not recorded, only what was done.

17. Waste screen

Cutting Station → Waste lists every piece of waste recorded at a station. Choose the dates and location and click **Show**.

What it shows

The cards show **Waste Entries**, **Length Lost**, **Value Lost** and, when Inventory is linked, **Taken Out of Inventory**. Each row shows **When**, **Recorded by**, **Station**, **Product**, **SKU**, **Length**, **Value**, **Reason**, **Note** and whether it was **Taken out of Inventory**. **Actions → Export** downloads it to Excel. The **Waste by reason** report adds it up.

18. Cut Products

Cutting Station → Cut Products is where a product gets its own lengths. A product not on the list is cut with the lengths in Settings, unless **Only Products on the Cut Products List** is on, in which case only listed products can be cut.

Adding a product

1. Click **+ Add product**.
2. Scan its bar code, or type its SKU or part of its name, and click **Find**.
3. Pick the product.
4. Fill in what is different for it, leave the rest empty, and click **Save**.

The fields

FIELD	USE IT TO
Unit	The unit the product is priced in. Empty uses Settings.
Type a length	Yes, No (buttons only), or Settings.
Preset lengths	Its length buttons, separated by commas, up to 12.
Shortest cut / Cut in steps of	Its own limits.
Listed	On the list (it can be cut) or kept here but not listed.
Notes	Anything only managers should see.

Empty fields show the Settings value in gray. If the product sells in whole units only, the dialog says so.

Changing many at once

Tick products and use **Actions: List selected, Take selected off the list** or **Remove selected**. Removing a product gives it back the lengths in Settings; tickets already cut are kept.

Import and export

Actions → Export downloads the list to Excel. **Actions → Import** reads a CSV or Excel file, matches each row to a product by SKU and adds or changes its lengths. Start from an export so the columns are already right. Up to 2,000 rows and 10 MB. If any row has a problem, nothing is imported and the row is named.

19. Employees

Cutting Station → Employees lists everyone on staff who could cut.

The list

Each person shows their name and email, a **Can cut** switch, their **Locations** (when locations are in use), and their **PIN: PIN set, No PIN yet** or **Locked out**. The **Can cut** switch saves straight away.

Editing a person

FIELD	USE IT TO
Locations	Where they cut (shown while Only Cut at Assigned Locations is on). With none, they appear on every station.
Set a new PIN	Give them a PIN. Not shown when the Time Clock's PINs are used.
Clear their PIN so they set up a new one	Remove their PIN so they choose a new one at a station.

Click **Edit** next to a person to change these.

When someone's PIN is locked, **Unlock** appears next to them. With the Time Clock's PINs in use it says **Unlock in Time Clock** and opens the Time Clock's Employees screen.

Changing many at once

Tick people and use **Actions → Let selected cut** or **Stop selected cutting**. What they cut before is kept. **Actions → Export** downloads the list to Excel.

Holding people to their locations

With **Only Cut at Assigned Locations** on, a station lists only the people assigned to its location. Someone with no locations, or a station with no location, is never held back. With it off (the default), anyone can cut at any station.

20. Stations

Cutting Station → Stations lists every station: its **Location**, **Label Printing**, **Device**, when it was **Last used**, its **Tickets (30 days)**, its **Status** — **In use** or **Switched off** — and whether it is **Locked**.

Editing a station

Click **Edit** to change its **Station name** or **Location**, or switch **Station is in use** off. Switched off, the device shows that it is not a cutting station right now and nobody can cut on it.

Label printing

Click the station's **Label Printing** button to choose the label layout it prints. A layout carries its own paper, so choose the one that matches the printer at that station. **Default** follows whichever layout is the default in the Label Designer.

Unlocking a station

A station locks itself after too many failed tries in a short time (chapter 24). Its **Locked** column shows when, and why. Click **Unlock** to open it again, or unlock it at the station itself: tap **Unlock this station** and sign in.

Station history

Click **History** to see, newest first, when the station was set up, changed, locked and unlocked, and every label cut, voided or printed again on it.

Removing a station

Click **Remove**. The device stops working as a cutting station and asks to be set up again the next time it is opened. Tickets and waste already recorded on it are kept.

21. Label Designer

Cutting Station → Label Designer decides what a label prints, in what order, how it looks and the paper it prints on. It works the same way as the Receipt Designer in POS and the Slip Designer in Service & Repair.

The layouts

The list shows each layout's **Paper**, whether it is the **Default**, its **Status** (**Active** or **Retired**) and how many **Stations using it**. Two built-in layouts come ready.

The built-in layouts

BUILT-IN LAYOUT	PRINTS ON
Indition basic label	A 2.25" x 1.25" label on a label printer. It is the default to start with.
Indition basic receipt-printer label	An 80mm receipt printer roll, as long as the ticket needs.

A built-in layout cannot be changed or deleted, only its paper (of the same kind), inner margin and printer alignment. To change what it prints, click **Duplicate**: the copy is an ordinary layout set up exactly like it.

Making a layout

1. Click **+ New label layout**, or **Duplicate** an existing one.
2. Give it a **Layout name** and say **What is it for?**.
3. Under **1. What goes on the label**, drag the pieces into the order you want. Drag anything into **Not on the label** to take it off. Click **+ Add a row** for a new row.
4. Set each piece under **Piece settings**, such as its size or, for the bar code, its height.
5. Under **2. Text and spacing**, choose the **Font**, **Base text size (pt)** and **Space between rows (mm)**.
6. Choose the **Paper** beside the preview.
7. Click **Test print** to try it, then **Save layout**.

The pieces

Pieces include the Logo, Store Name, Ticket Number, Bar Code, Product Name, SKU, Length, Price per Unit, Price of the Cut, Remnant Badge, Cuts Table, Ticket Total, Cut By, Station, Location, Date and Time Cut, Customer Name, Note, two custom texts, two dividers and two spaces. Two pieces in one row set to **Ends** put one on the left and one on the right.

One cut and several cuts

On a ticket of one cut, the product, length and price pieces print that cut. On a ticket of several, the **Cuts Table** and **Ticket Total** print instead. Switch **Preview with** between **A one-cut ticket (sample)** and **A ticket of three cuts (sample)**, or type a real ticket number in **Or a real ticket number**.

The live preview

The preview shows the label at its real size on the chosen paper. Use **Zoom** for **Fit to width**, **Actual size**, 125% or 150%. **Test print** prints what the preview shows and saves nothing.

Paper

Labels always print from a roll. The **Paper** list has receipt printer rolls (58mm, 76mm, 80mm and 112mm), thermal label rolls (such as 2" x 1", 2.25" x 1.25" and 4" x 6"), Dymo LabelWriter labels and Brother QL labels.

Inner margin and printer alignment

Inner margin keeps white space inside each edge; leave a side blank for the paper's usual margin. **Printer alignment** moves what is printed right or down (negative moves left or up) if your printer prints slightly off: print one label, measure, and nudge by that much.

Default and retiring

Make default sets the layout every station without its own prints. Turning **Available** off retires a layout without deleting it; stations using it print the default instead. Deleting a layout sends the stations using it back to the default.

22. Logos on labels

Click **Manage Logos** on the Label Designer to choose the logo the **Logo** piece prints.

Choosing a logo

Drop your logo file on the box, or click to choose it. An SVG in solid black prints sharpest. PNG works too, 1,000 pixels wide or more for a sharp print. JPG is not accepted. Up to 2 MB. The preview shows it in black and white, as the label printer prints it.

A logo for each location

Switch on **Set different logos for each location** to give each store location its own logo. A location without one prints the shared logo.

The same logos everywhere

If your store also uses POS or Service & Repair, the dialog shows **Use the same logos in Cutting Station, POS and Service & Repair** (or just the one you have). It is on by default.

- A logo changed here is copied to POS and Service & Repair at once.
- A logo changed there is picked up here the next time the Label Designer or Manage Logos is opened.
- Switched off, each keeps the logos it has.

The built-in Indition basic label prints no logo, because a small label has no room for one. Duplicate it to add one.

23. Holding stock in Inventory

If your store uses Inventory, the Cutting Station can keep stock right while cut pieces wait to be paid for. Turn on **Hold Stock in Inventory** in Settings.

What it does

- A printed cut holds its length in Inventory from the moment it is printed, so the stock on hand never offers material that is already cut.
- The hold is given back when the ticket is voided or expires.
- When the cut is sold, the register takes the stock as with any sale.
- Stock is held at the Inventory location your register sells from for the station's store.
- Only products Inventory tracks are held.

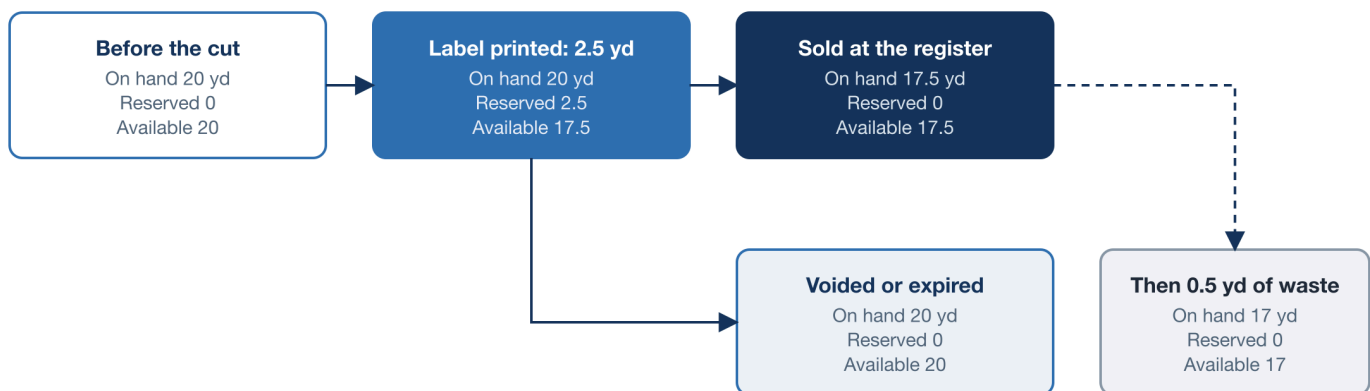
When Inventory shows too little

A label still prints, because the material is already cut. The station shows a warning such as "Inventory shows only 2 yd to hold. Tell a manager the count may be off.", and the ticket's history records it.

Waste

With **Take Waste Out of Inventory** on (the default once stock is held), each piece of waste is taken off the stock on hand as an Inventory adjustment, with its reason as the note.

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.

24. Keeping stations secure

A station is shared, so the Cutting Station guards against people guessing PINs.

One person's PIN

After too many wrong PINs in a row for one person, their PIN is paused for a while (or locked until a manager unlocks them, or not limited, depending on your settings). With the Time Clock's PINs in use, the Time Clock's rules apply instead.

A whole station

If a station collects too many failed tries in a short time — wrong PINs and failed sign-ins, for anyone — it locks itself and shows **This station is locked**. Nobody can cut on it until someone allowed to unlock it does. The people chosen in Settings are emailed when it locks.

Username and network addresses

A username is blocked after too many wrong passwords during PIN setup or manager sign-in, and a network address is blocked after too many failures of any kind. Blocks end by themselves as the failures get older.

Failed Sign-ins

Cutting Station → Failed Sign-ins lists every failure between two dates: **When**, **What happened**, **Kind**, **Who**, **Station**, **Network address**, and whether it **Counts toward a block**. Filter by **What** and **Station**. The PIN or password that was typed is never stored.

Blocked right now lists usernames, network addresses and stations that are blocked, and **Until** when. Click **Clear now** (or **Unlock** for a station) to lift a block straight away. The failures stay in the log and no longer count.

25. Settings reference

Every setting is on **Cutting Station → Settings**. One **Save Settings** covers the whole screen.

Switching on, who can cut and PINs

SETTING	DEFAULT	WHAT IT DOES
Cutting Station Enabled	Off	Turns the Cutting Station on or off.
Who Can Cut at a Station	Everyone on staff with a PIN	Or only the people switched on under Employees.
Only Cut at Assigned Locations	Off	Holds people to their locations.
PIN Length (numbers)	4	4 to 32 numbers. Not shown when the Time Clock's PINs are used.
Staff Set Up Their Own PIN	On	Staff create their PIN at a station.
Clear the Form When Setup Fails	On	Clears everything typed on a refused setup.
After Too Many Wrong PINs	Pause	Pause, lock until a manager unlocks, or no limit.
Wrong PINs in a Row / Pause Their PIN For	5 / 15 minutes	For the rule above.

Tickets and labels

SETTING	DEFAULT	WHAT IT DOES
Labels	One label for every cut	Or one label for several cuts for one customer.
Ticket Numbers Start With	CT	1 to 4 letters in front of every ticket number.
Copies of Each Label	1	1 to 10.
Show the Price	On	Price on the station and the label.
Ask for the Customer's Name	Off	Offers an optional name box.
A Ticket Not Paid For Expires After	1 day	4 hours to 1 week.
Void a Label at the Station / For	On / 30 minutes	5 minutes to 4 hours after the cut.

Lengths, remnants and waste

SETTING	DEFAULT	WHAT IT DOES
Unit	Feet (ft)	Feet, yards, inches, meters or centimeters.
Preset Lengths	None	Up to 12 buttons.
Shortest Cut / Cut in Steps Of	No limit / Any length	Length rules.
Type a Length	On	The number pad as well as the buttons.
Only Products in These Categories	Every category	Limits scanning and searching.
Only Products on the Cut Products List	Off	Only listed products can be cut.
Remnants / Remnant Discount	Off / 0%	End-of-roll discount, 0 to 90%.
Record Waste / Waste Reasons	On / four reasons	Flaw in the material, Cut crooked, Damaged, Other.

Inventory, locking and sign-in protection

SETTING	DEFAULT	WHAT IT DOES
Hold Stock in Inventory	Off	Needs the Inventory module.
Take Waste Out of Inventory	On	Waste comes off stock on hand.
Lock After (seconds idle)	120	0 never locks for being idle.
Re-lock Every (seconds)	0	0 is off.
Lock a Station After Too Many Failed Tries	On, 10 in 15 minutes	Station lockout.
Email These People When a Station Locks	Cutting Station Admin	Roles and people.
Roles That Can Unlock a Station	Cutting Station Manager	Anyone holding one of these roles can unlock a locked station.
Block a Username / Network Address After	5 in 30 / 50 in 60 minutes	Username and address limits.
Keep the Failed Sign-in Log For	1 year	90 days to 2 years.

26. Troubleshooting

WHAT YOU SEE	WHY, AND WHAT TO DO
The station says The Cutting Station is not in use right now	It is switched off. Turn on Cutting Station Enabled in Settings.
A device says This device is not a cutting station yet	It was never set up, was removed, or its browser data was cleared. Set it up again (chapter 4).
Someone's name is missing from a station	They have no PIN, Can cut is off for them, or they are not assigned to this station's location while Only Cut at Assigned Locations is on.
That PIN is not right	Try again carefully. The station says how many tries are left.
A PIN stopped working	It is paused or locked. Unlock them on Employees (or Time Clock Employees), or wait for the pause to end.
This station is locked	Too many failed tries on it. Unlock it on Stations, or tap Unlock this station and sign in. Check Failed Sign-ins for what happened.
That took a little long	The sign-in ran out. Tap your name and enter your PIN again.
A product cannot be found	Check the bar code or SKU. It may be outside the station's categories, inactive, or not on the Cut Products list.
The point key says Clear	The product sells in whole units only.
A length is refused	It is below the shortest cut, not in the right steps, or a fraction on a whole-units product. The readout says which.
Void is missing beside a label	It is someone else's, the void time has passed, it was paid for, or voiding at the station is off. A manager voids it on Tickets.
Record waste is missing	Recording waste is off in Settings.
The label does not print	Check the printer and its paper match the station's label layout, then tap Print again .
A warning about Inventory after printing	Inventory showed too little stock to hold. The label is fine; tell a manager the count may be off.
The register says the label was voided or already paid for	The ticket cannot be sold again. Cut and label the material again if needed.
A logo changed in POS is not on labels yet	Open the Label Designer or Manage Logos here once, and it is picked up.

27. Glossary

TERM	MEANING
Station	A tablet or computer at a cutting table, with a name and a location.
PIN	The numbers you type at a station to prove who you are.
Ticket	One label's worth of cuts. Its number is the label's bar code.
Cut	One piece cut to a length from one product.
Remnant	The end of a roll, sold at the remnant discount.
Preset length	A button for a length you cut often.
Hold	Work kept on one side until it is recalled.
Waste	Material lost to a flaw, a bad cut or damage.
Waiting to be paid	A ticket printed and not yet sold.
Expired	A ticket not paid for in time; its stock is given back, and it can still be sold.
Voided	A ticket cancelled; its label no longer scans.
Locked station	A station that stopped accepting PINs after too many failed tries.