

# NiceLabel Label Cloud

## Getting Started

Rev-2019-11 ©NiceLabel 2019.

# 1 Contents

|  |           |
|--|-----------|
| <b>1 Contents</b> .....                                    | <b>2</b>  |
| <b>2 Introduction</b> .....                                | <b>3</b>  |
| 2.1 Welcome to NiceLabel Label Cloud .....                 | 3         |
| 2.2 Architecture .....                                     | 3         |
| 2.3 Label Cloud vs. on-premise LMS .....                   | 4         |
| <b>3 Getting Started with Label Cloud</b> .....            | <b>6</b>  |
| 3.1 Getting your Label Cloud account .....                 | 6         |
| 3.2 Signing in to Label Cloud .....                        | 6         |
| 3.3 Adding users .....                                     | 9         |
| <b>4 Connecting clients</b> .....                          | <b>13</b> |
| 4.1 Installing clients .....                               | 13        |
| 4.2 Connecting clients to Label Cloud .....                | 16        |
| 4.3 Working offline (without Label Cloud connection) ..... | 18        |
| 4.4 Signing your client out of Label Cloud .....           | 18        |
| <b>5 Using Label Cloud</b> .....                           | <b>20</b> |
| 5.1 Using the cloud document storage .....                 | 20        |
| 5.2 Creating and sharing web applications .....            | 21        |
| 5.3 Managing your Label Cloud printers .....               | 24        |
| 5.4 History .....  | 26        |
| <b>6 Online support</b> .....                              | <b>27</b> |

# 2 Introduction

## 2.1 Welcome to NiceLabel Label Cloud

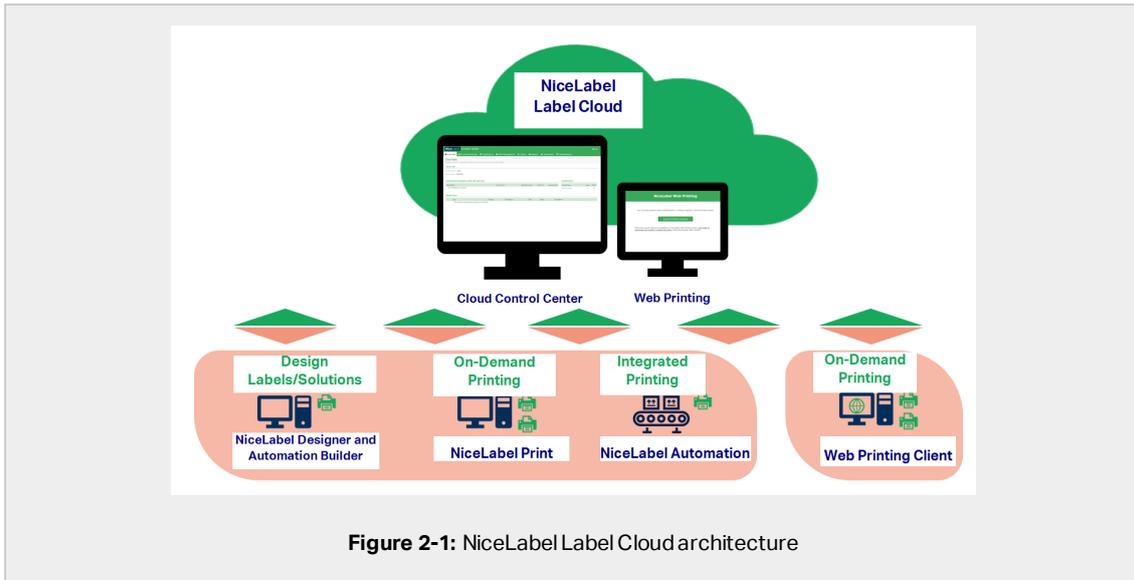
NiceLabel Label Cloud allows you to deploy your own cloud-based labeling system in just 30 minutes. After you read this quick start guide, you will know how to:

1. [Activate your Label Cloud subscription and sign in.](#)
2. [Add users from your company and invite external \(guest\) users.](#)
3. [Install NiceLabel 2019 clients and connect the clients to Label Cloud.](#)
4. [Work with documents from the cloud document storage.](#)
5. [Create and share web applications.](#)
6. [Manage Label Cloud printers.](#)

## 2.2 Architecture

NiceLabel Label Cloud includes:

- NiceLabel Control Center. Use Control Center as a central management point and document storage for your labeling system. In Label Cloud, your Control Center runs as a cloud service.
- NiceLabel Web Printing. This application distributes the shared web applications to users in your company or to external (guest) users.
- NiceLabel clients. Label Cloud users install and connect the NiceLabel 2019 clients on their computers or connect their already installed NiceLabel 2019 clients to the cloud.



**Figure 2-1:** NiceLabel Label Cloud architecture

**NOTE:** You need the Label Cloud license to deploy and work with your Label Cloud.

## 2.3 Label Cloud vs. on-premise LMS

There are two ways to deploy a managed labeling system in your company. You can either use the cloud-based NiceLabel Label Cloud or deploy NiceLabel LMS that runs on your company's own infrastructure. Both options share similar sets of functionalities. However, there are minor differences between the cloud and on-premise installations:

- NiceLabel hosts the Label Cloud. The cloud Control Center runs as Software as a Service (SAAS). As a result, Label Cloud administrator and users have no maintenance or upgrade obligations. The users install the clients on their computers and [connect them to the cloud](#).
- On-premise LMS runs on your company's information infrastructure. Control Center and Web Printing site are installed on your own server.

Because NiceLabel hosts the Label Cloud in a cloud, its set of functionalities is aligned with cloud specifics:

**NOTE:** For details about the below listed differences, refer to the [Control Center user guide](#).

- **Authentication** options. All Label Cloud users authenticate themselves using their organizational or private (guest user) accounts.

- **Automation** tab. In on-premise LMS deployments, the Automation tab monitors and manages the locally installed automation services. Automation will be included in one of the forthcoming Label Cloud releases.
- **Reports** tab is currently only available with on-premise deployment of LMS. The Control Center tab that helps you optimize your printing infrastructure, will be available in one of the forthcoming Label Cloud releases.
- **Application Server** allows you to open and edit labels and solutions without installed client on your computer. This functionality is available only with the on-premise LMS deployments. Label Cloud users open, edit and save their documents from cloud storage exclusively using their locally installed NiceLabel 2019 clients.

# 3 Getting Started with Label Cloud

## 3.1 Getting your Label Cloud account

After purchasing the Label Cloud license, your NiceLabel sales representative arranges the Label Cloud account for your company. As soon as your account becomes ready, you receive an invitation email with the sign in link.

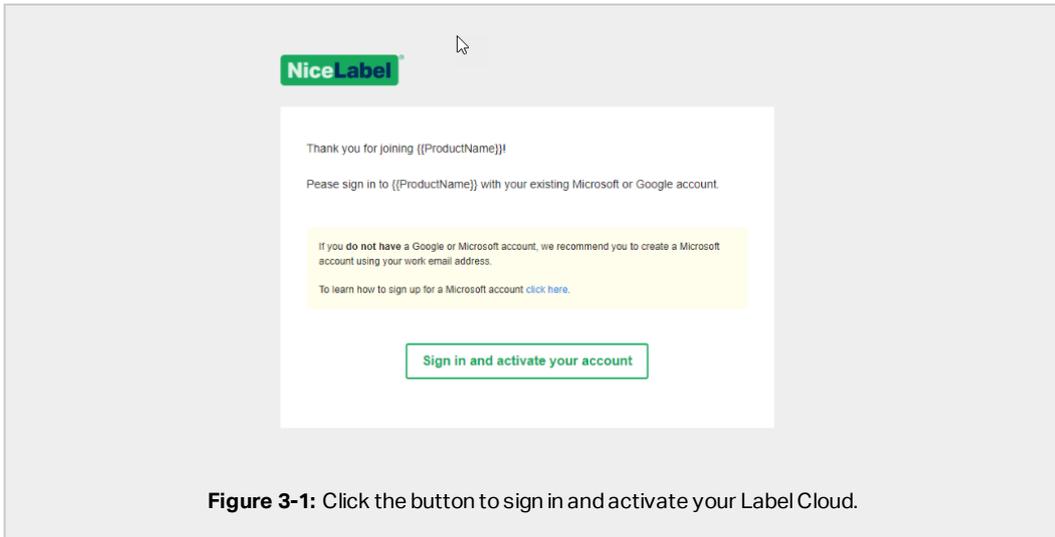
**NOTE:** After your company purchases a Label Cloud license, you become the owner of a Label Cloud subscription after the administrator signs up for the first time.

## 3.2 Signing in to Label Cloud

### 3.2.1 First time sign in

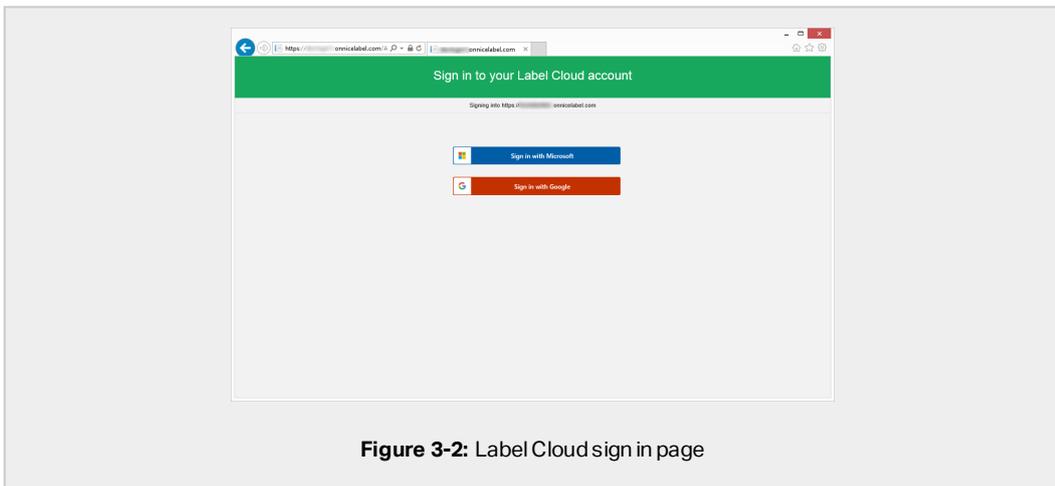
When signing in to Label Cloud for the first time, activate your subscription using the sign up procedure.

1. After you receive the Label Cloud invitation email from your NiceLabel sales representative, click the sign up link.



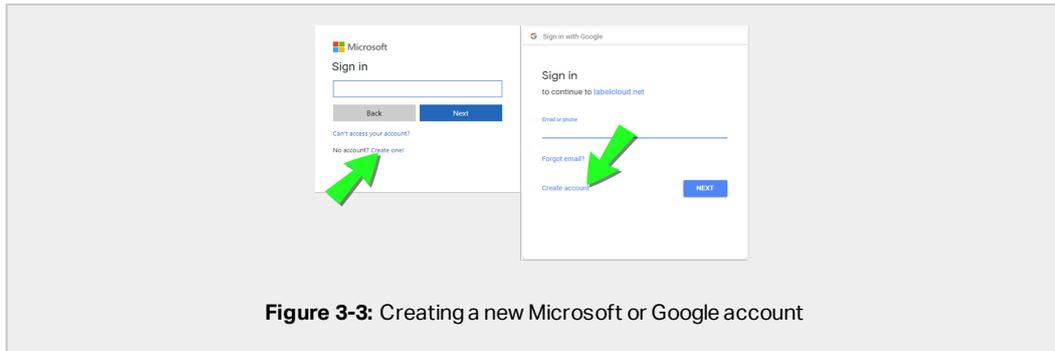
**Figure 3-1:** Click the button to sign in and activate your Label Cloud.

2. The link takes you to the Label Cloud subscription sign in page. Sign in with your Microsoft or Google account.



**Figure 3-2:** Label Cloud sign in page

If you don't have Microsoft or Google account yet, create a new account. NiceLabel recommends you to create a Microsoft account using your work email address. You can also click the below shown link for creating a completely new account on the identity provider's pages. Follow the on-screen instructions in this case.



3. After signing in successfully, click **Continue**.
4. The cloud Control Center **Overview** page opens in your browser.

**NOTE:** If you plan to connect your organizational directory to the Label Cloud, NiceLabel recommends you to sign in using a Microsoft account that has administrative privileges for Azure Active Directory.

### 3.2.2 Normal sign in

After activating your Label Cloud subscription, you only have to sign in each time you start working with your Control Center.

To sign in to your cloud Control Center:

1. Go to the Label Cloud sign in page. By default, the page is accessible at:

`https://subscription.onnicelabel.com/dashboard`, where *subscription* is the name of your Label Cloud subscription.

2. Sign in with your Microsoft or Google account.

**NOTE:** If you own multiple Microsoft or Google accounts, pick the one that you used for activating the Label Cloud.

3. Type your password and click **Sign in**.
4. The Control Center **Overview** page opens.

**NOTE:** If you type only the `https://subscription.onnicelabel.com/` address, NiceLabel redirects you to `https://subscription.onnicelabel.com/print`.

## 3.3 Adding users

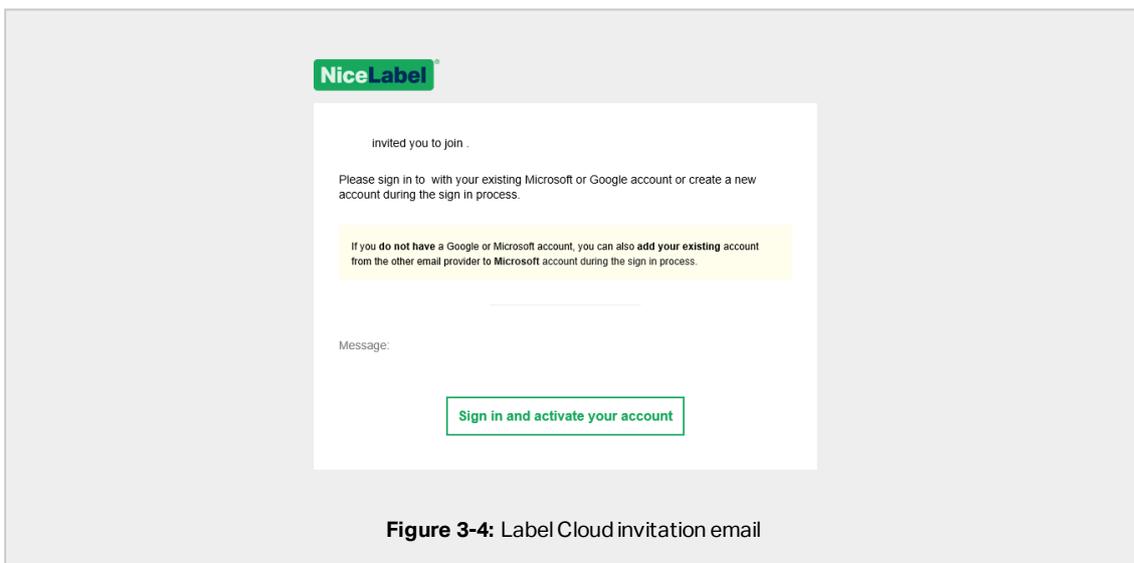
After getting your company's Label Cloud up and running, invite your colleagues to start using it.

There are two ways to add users to your Label Cloud:

- [Invite individual users](#) using invitation emails. These can either be users from your company or external (guest) users. Users from your company sign in to the Label Cloud with their organizational accounts, while guest users sign in with:
  - Microsoft personal or work accounts
  - Google accounts
- [Connect your Microsoft Azure Active Directory](#) to the Label Cloud. This allows you to automatically add all users and groups from the organizational directory to your Label Cloud.

### 3.3.1 Inviting individual users

To individually invite users to start participating in your Label Cloud, send them invitation emails. These emails contain a link using which the invited users activate their Label Cloud user accounts and sign in.



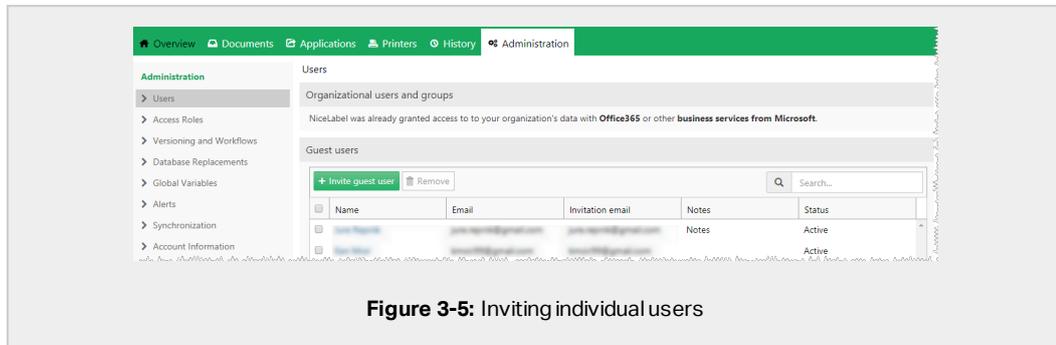
Individual invitations allow you to add:

- Users from your or any other company. These users sign in to Label Cloud using their internal organizational accounts.
- External (guest) users. Guest users sign in using their own personal or work accounts.

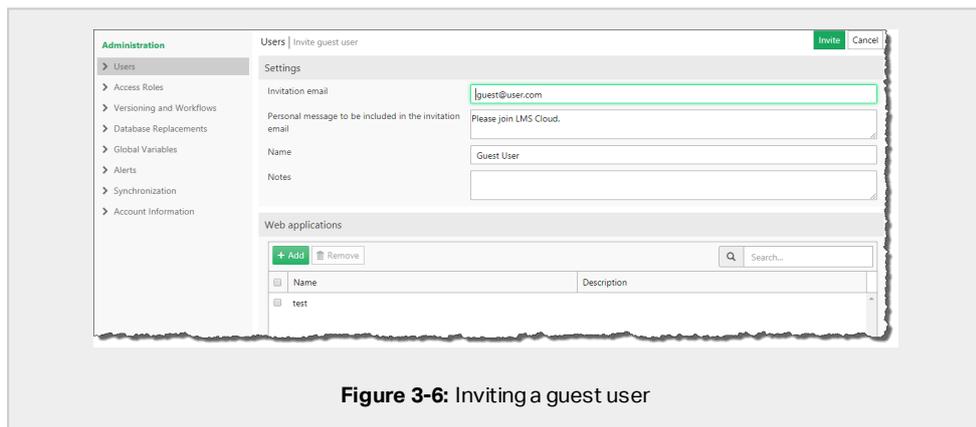
**NOTE:** NiceLabel recommends you to individually invite users from your company only if you do not use organizational directory (e.g., Microsoft Azure Active Directory). If you do, [let the users join the Label Cloud using their organizational accounts](#).

To invite individual users, complete these steps:

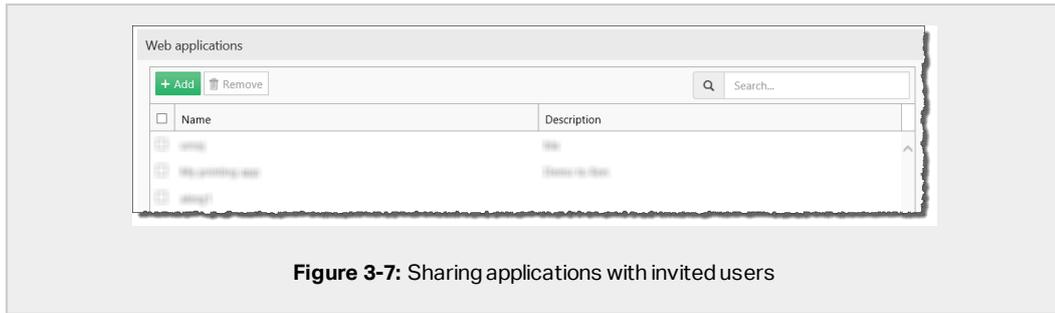
1. Open your cloud Control Center and navigate to **Administration > Users**.



2. Click **Invite guest user**.
  - The **Guest user** page opens.



3. Under **Settings**, type in the **Invitation email** address. Other fields are optional. NiceLabel recommends you to create a descriptive **Personal message**. **Name** enables you to define authorized users when you [create and share web applications](#), and to assign access roles.
4. Under **Web Applications**, you can immediately [start sharing your label or solution documents](#) from the cloud Control Center with your invited users.



**Figure 3-7:** Sharing applications with invited users

5. Under **Access roles**, you can assign the invited guest user the appropriate access role. Access roles allow you to control user privileges in your Label Cloud.
  - a. Click **+Add**. The **Add roles** window opens. Select the role(s) for your invited guest user.
  - b. Click **Add**.

**NOTE:** To see the granted privileges for each access role, go to **Administration > Access Roles >** click a role **> Privileges**, and expand the list. Access role details are available in the [Control Center User Guide](#).

6. Click **Invite** to send Label Cloud invitation emails to guest users. The users receive their invitation email. Before they can start working with Label Cloud, they must:
  - [Activate subscription and sign in to Label Cloud](#).
  - [Download and install the client](#). You need NiceLabel 2019 client to create and edit labels and solutions. NiceLabel thin Web Client is necessary for sharing your Web Applications.
  - [Connect the client to Label Cloud](#).

**NOTE:** If you later connect your organizational directory to Label Cloud, the duplicated accounts merge. The users that were first invited individually and later added as members of organizational directory keep their credentials and access roles.

### 3.3.2 Adding organizational users

If your company uses an organizational directory such as Microsoft Azure Active Directory (AAD), you can add all included users and groups to the Label Cloud.

To connect your directory with Microsoft Azure Active Directory (AAD):

1. Sign in to the Label Cloud using your Microsoft account. This account must also have AAD administrative privileges.

**NOTE:** If your Microsoft account does not have administrative privileges on AAD, invite an administrator, and let them connect the AAD to Label Cloud.

2. Go to **Administration > Users > Organizational users and groups** and click **Connect**.
  - The AAD connection dialog page opens. Follow the on-screen instructions.
3. Send your colleagues the link to your cloud Control Center.
  - By default, your cloud Control Center address is `https://subscription.onnicelabel.com/dashboard`, where *subscription* is the name of your company's Label Cloud subscription.
  - After the invited users click the link, they sign in to the Label Cloud using their organizational Microsoft account.

**NOTE:** Organizational account is a user account that is defined in your company's organizational directory.

# 4 Connecting clients

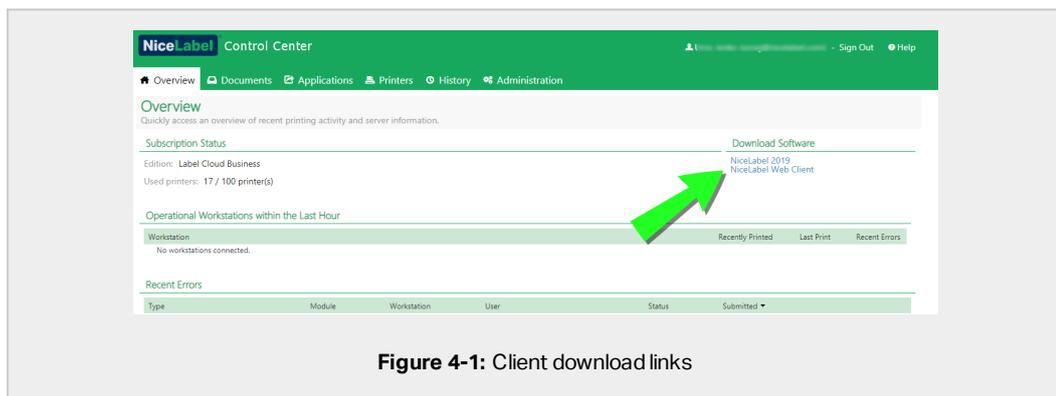
## 4.1 Installing clients

### NiceLabel 2019

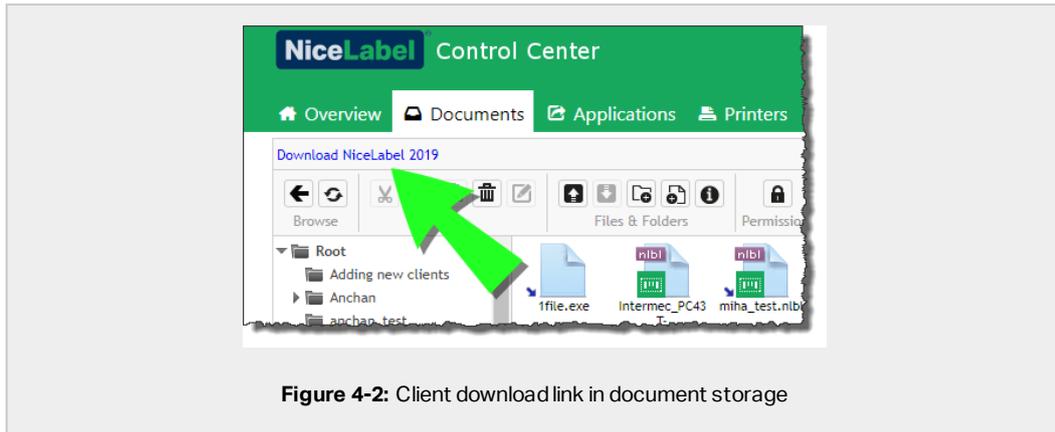
To start producing labels and solutions, and to build Automation configuration files, you must first install the NiceLabel 2019 client on your computer.

**NOTE:** Detailed description of the NiceLabel 2019 installation steps is available in [NiceLabel 2019 Installation Guide](#).

1. [Sign in](#) to your cloud Control Center.
  - The Control Center's **Overview** page opens.
2. Go to **Download Software** to download the NiceLabel 2019 and NiceLabel Web Client installation files.



You can also download NiceLabel 2019 installation file from the Documents tab.



**Figure 4-2:** Client download link in document storage

3. Run the installation file.

NiceLabel 2019 installation includes three modules:

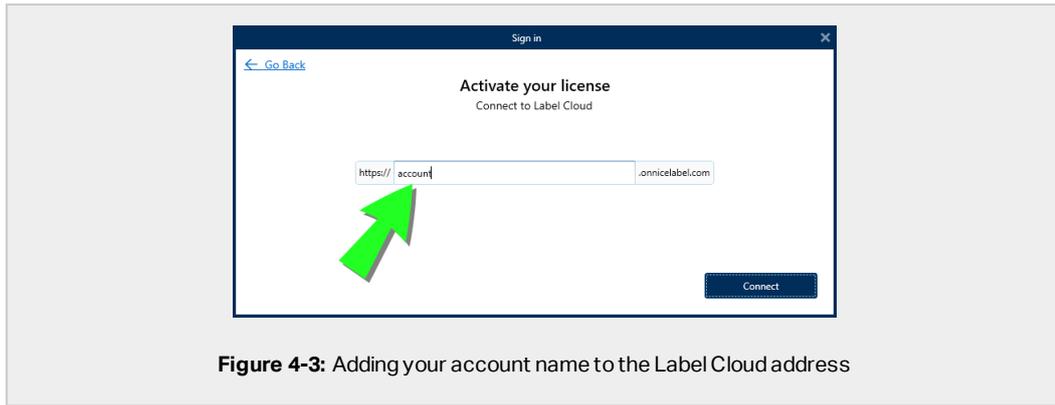
- **NiceLabel Designer** enables you to create, design and edit labels. Furthermore, NiceLabel 2019 allows you to build custom labeling or data management solutions.
- **NiceLabel Automation** helps you integrate printing with external information systems.

**NOTE:** NiceLabel Automation is available with Label Cloud Business and Label Cloud Unlimited editions.

- **NiceLabel Print.** This is the front-end printing application. Enable users to print without giving them access to label design or solution configuration.

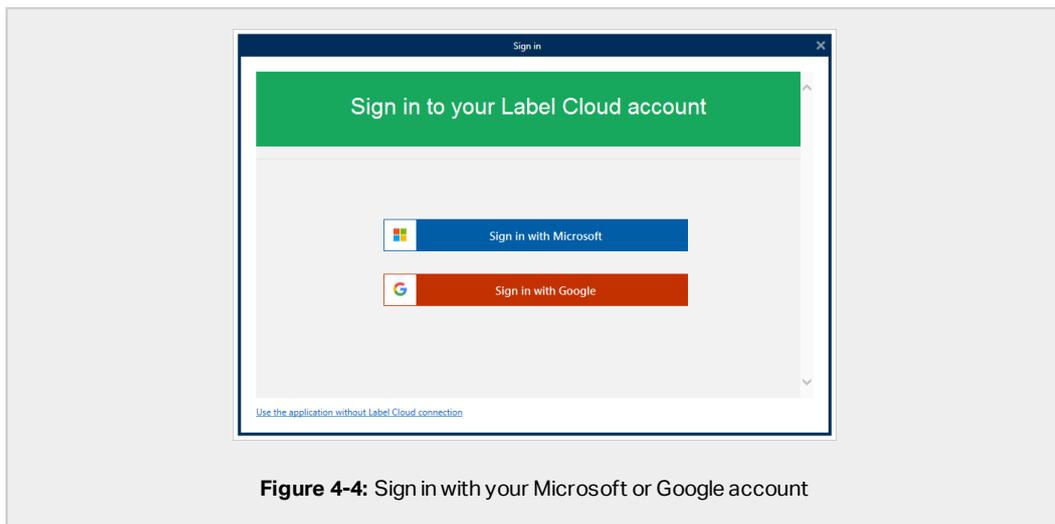
**NOTE:** By default, all three modules are installed. Installer also allows you to select which modules should be installed.

4. After the installation finishes, the Label Cloud **Sign in** window appears. Add the name of your Label Cloud account to the `onnicelabel.com` address.



**Figure 4-3:** Adding your account name to the Label Cloud address

5. Click **Connect**.
6. The **Sign in to your Label Cloud** window appears. [Sign in using your Microsoft or Google Account](#).



**Figure 4-4:** Sign in with your Microsoft or Google account

- NiceLabel 2019 client opens. The client runs under your Label Cloud license.

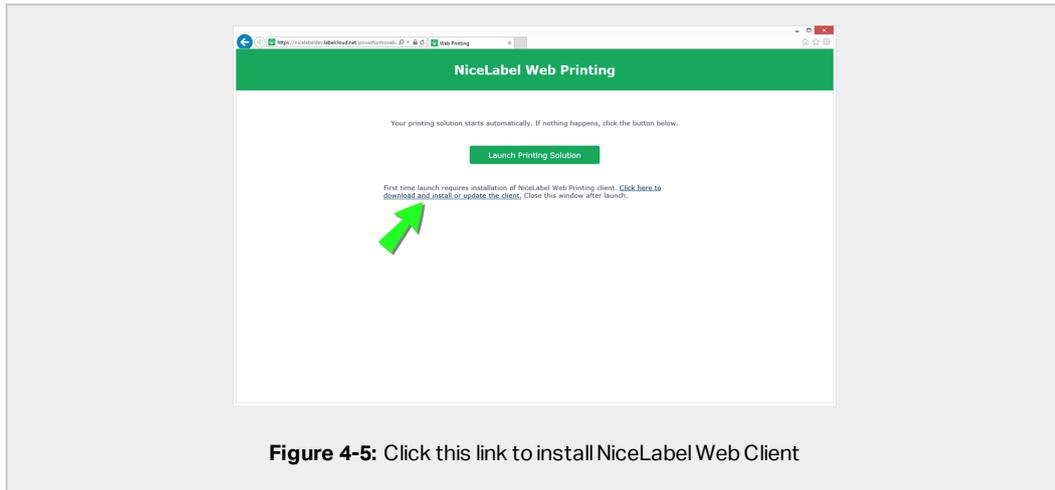
### NiceLabel Web Client

**Web Applications** allow you to share labels and solutions stored in **Documents** with your remote co-workers or external users via the web.

The users that you share applications with, must install NiceLabel Web Client to run them.

To download and install the NiceLabel Web Client:

1. Click the link on the NiceLabel Web Printing page. You land on this page right after clicking [the link of the shared web application](#).



2. Run the installation file and follow the installation dialog instructions.

For details on the installation of NiceLabel Web Client, see [Web Printing Installation Guide, section Installing Web Client](#).

## 4.2 Connecting clients to Label Cloud

If you already have NiceLabel 2019 installed on your computer, connect it to the Label Cloud. After you connect your NiceLabel 2019 client to the Label Cloud:

- Your copy of NiceLabel 2019 becomes licensed. The client starts running under your Label Cloud license.
- The printers that your NiceLabel clients use become listed under the Label Cloud printers. The cloud Control Center automatically starts monitoring their printing actions and status reports.
- You can upload and save your documents to the Control Center document storage (**Documents** tab).

To connect your NiceLabel 2019 client to the Label Cloud, complete the steps below.

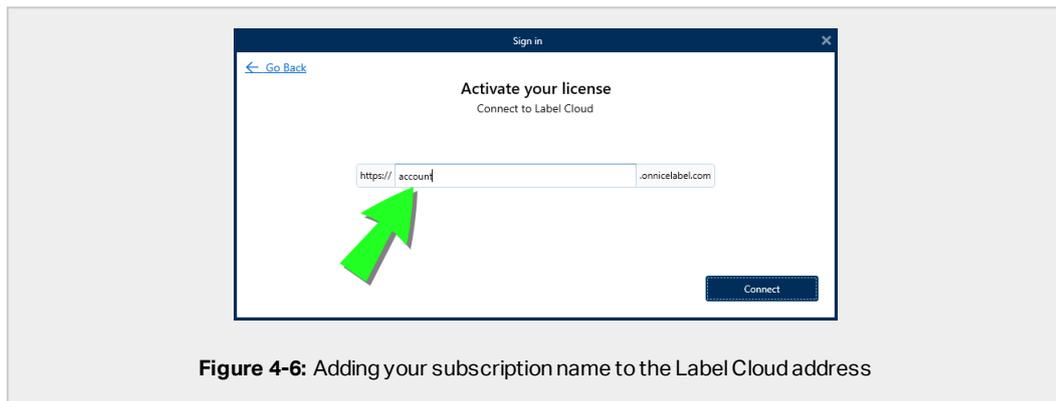
**NOTE:** Connection steps are the same in NiceLabel Designer, NiceLabel Print, and Automation Builder. You can connect NiceLabel 2019 to Label Cloud using any of these three client modules.

**NOTE:** If you download and install the NiceLabel 2019 directly from your cloud Control Center, the connection steps appear automatically after you open the client for the first time.

1. Open NiceLabel Designer, Automation Builder or NiceLabel Print.
2. Go to **File > About**.

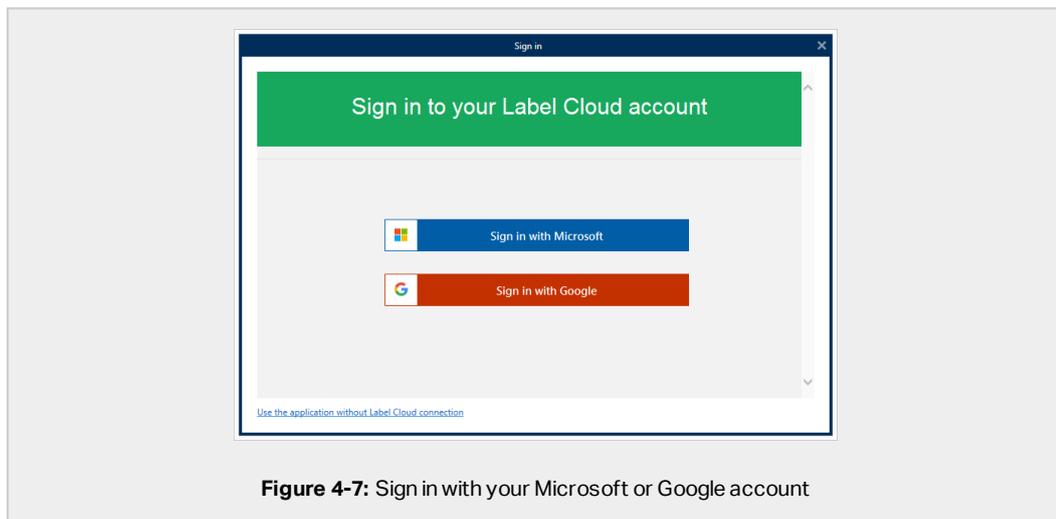
**NOTE:** If your trial period has already expired, only NiceLabel 2019 Activation window appears. Click **Connect** to proceed.

3. Under **Label Cloud** account, click **Sign in**.
  - The **Connect to your Label Cloud account** window appears.
4. Type in the name of the Label Cloud server you are connecting to and click **Connect**.



**Figure 4-6:** Adding your subscription name to the Label Cloud address

5. The **Sign in to your Label Cloud** window appears. [Sign in using your Microsoft or Google Account](#).



**Figure 4-7:** Sign in with your Microsoft or Google account

- Your NiceLabel 2019 client is connected to the Label Cloud.

**NOTE:** If you check your Control Center connection settings under **File > Options > Control Center**, you can see that the Control Center server address has been automatically set to your cloud Control Center.

**NOTE:** Without any activities, your NiceLabel 2019 client remains connected to the Label Cloud for 30 days. If you do not open your client for more than 30 days, you must sign in to Label Cloud again.

## 4.3 Working offline (without Label Cloud connection)

If your NiceLabel 2019 client is signed in to the Label Cloud, and you lose the internet connection, you must reestablish the connection in up to five days. Without reconnecting with your Label Cloud, your client closes automatically.

After losing the internet connection, and if your computer stays offline, a warning appears in 5 days. Your NiceLabel 2019 client closes 5 minutes after you see the warning.

After you reestablish the internet connection, open NiceLabel 2019 and sign in to the Label Cloud. This makes your copy of NiceLabel 2019 active again.

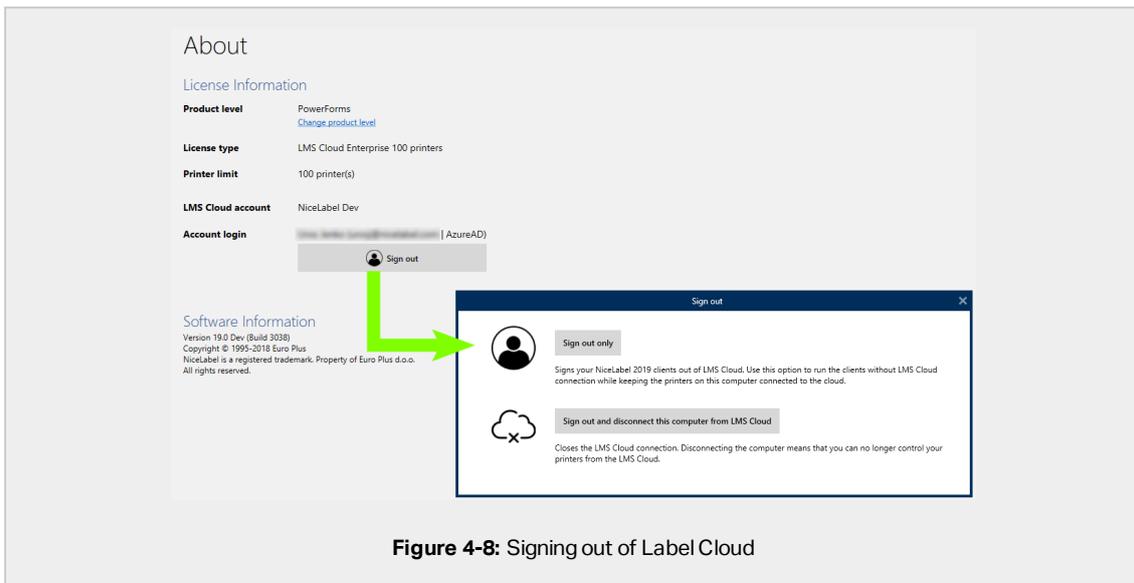
**WARNING:** Save your work to an offline location (your computer) to prevent losing any changes.

## 4.4 Signing your client out of Label Cloud

After you connect to your Label Cloud, no other user on the same computer can connect to another Label Cloud. To enable connecting to another subscription, you must sign out the NiceLabel 2019 client from the current Label Cloud subscription completely.

To sign out your client from the currently active Label Cloud account, go to **File > About > Account login** and click **Sign out**.

There are two levels of signing out:



**Figure 4-8:** Signing out of Label Cloud

- **Sign out only.** This option signs the NiceLabel 2019 client out of your Label Cloud. The process that keeps your computer and its printers connected to the Label Cloud continues to run. Only your NiceLabel 2019 clients continue to run without connection to the Label Cloud, while your printers remain connected and monitored.
- **Sign out and disconnect this computer from Label Cloud.** Disconnecting your computer means that you can no longer run Automation configurations, and control your printers from Label Cloud. This option allows you to connect your client to another Label Cloud .

# 5 Using Label Cloud

## 5.1 Using the cloud document storage

Depending on your user privileges, you can upload, store, and use your documents from the cloud document storage. There are two ways to work with files from the cloud Control Center **Documents** tab:

- With your browser. Navigate and sign in to the cloud Control Center and open the **Documents** tab.
- From clients after you connect them to the Label Cloud.

### 5.1.1 With your browser

To upload your documents to the cloud Documents and work with them using browser, open the cloud Control Center.

The cloud Control Center's address is

<https://subscription.onnicelabel.com/dashboard>, where *subscription* is the name of your company's Label Cloud subscription.

After you land on the cloud Control Center's **Overview** page, open the **Document** tab. To upload documents:

1. Select an existing folder or create a new one. To create a new folder, click **New folder** in the **Files & Folder** ribbon group.
2. Click **Upload files** in the **Files & Folder** ribbon group.

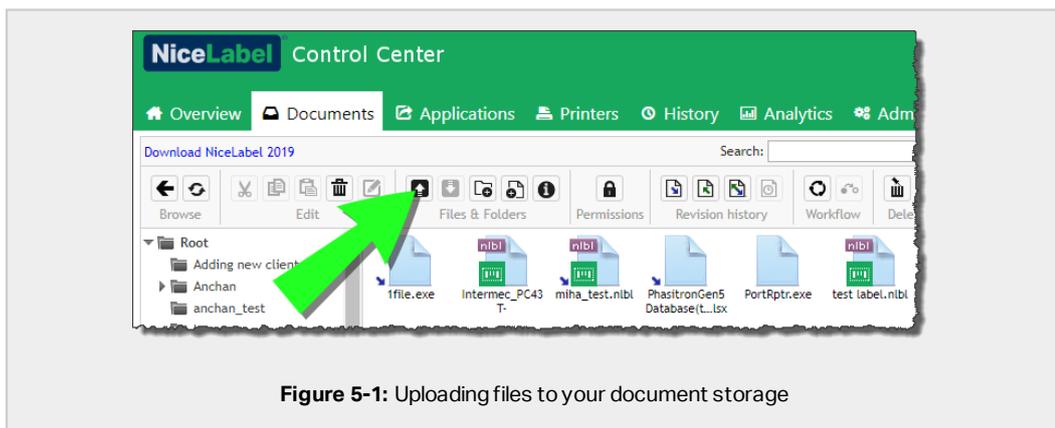


Figure 5-1: Uploading files to your document storage

- The **Upload files** window opens.
3. Click **Choose Files** to select a file on your computer that you wish to store in your document storage.

**NOTE:** Multiple file selection is available in the **Open** dialog box.

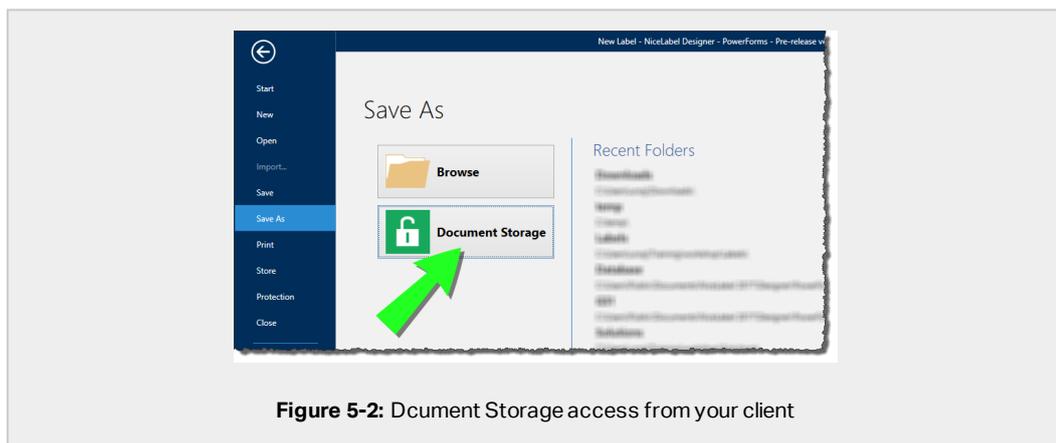
4. Click **OK**.

## 5.1.2 From your clients

After [connecting your NiceLabel 2019 clients to Label Cloud](#), you can upload or open labels, solutions, and configurations directly from the cloud document storage.

To upload documents:

1. After you are done working with your label, solution or configuration, go to **File > Save As**.
2. Click **Document Storage** and navigate to your preferred file location.



3. Click **Save**. Your file is stored in the cloud document storage.

## 5.2 Creating and sharing web applications

Use your cloud Control Center's **Applications** tab to share labels and solutions from the document storage with your remote co-workers or external users via the web. These shared labels and solutions are called web applications.

**NOTE:** To create and share your web applications, you must be logged in to your Label Cloud as an administrator.

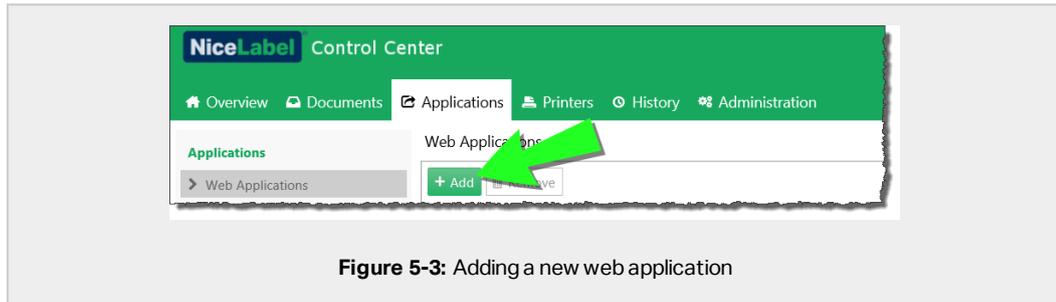
**NOTE:** Advanced configuration options for web applications are described in [Control Center User Guide](#).

## 5.2.1 For system operators

### Creating web applications

To start sharing labels or solutions, create a new web application:

1. Go to the Control Center's **Applications** tab > **Web Applications** panel, and click **+Add**.



2. Type a **Name** for your web application. Give your shared web application a meaningful name to make it easy to find.

**EXAMPLE:** NiceLabel Sample

3. Type a **Description**. Explain the purpose of your web application.

**EXAMPLE:** Sample of a GS1-128 compliant label.

4. **Browse** the your document storage and select a solution or label file for sharing.

You can also type the file path directly. File path must begin with the "/" character.

**EXAMPLE:** /Labels/Test.nlbl

5. Click **Save**.

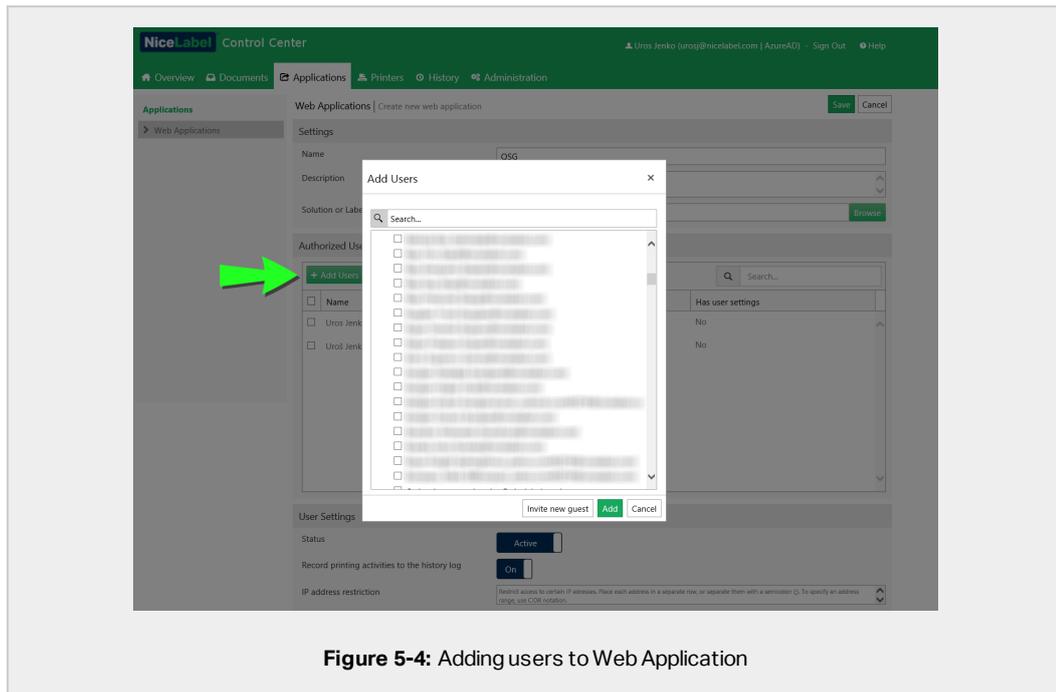
Your new web application is now stored on the **Applications > Web Applications** panel and ready for sharing.

To disable access to your shared web applications, you can later remove your added web applications. Select these applications from the **Web Applications** list and click the **Remove** button.

### Sharing web applications

Complete these steps to share your web applications with individual users or groups:

1. Go to **Authorized Users** group and click **Add Users**. The **Add Users** window opens.



**Figure 5-4:** Adding users to Web Application

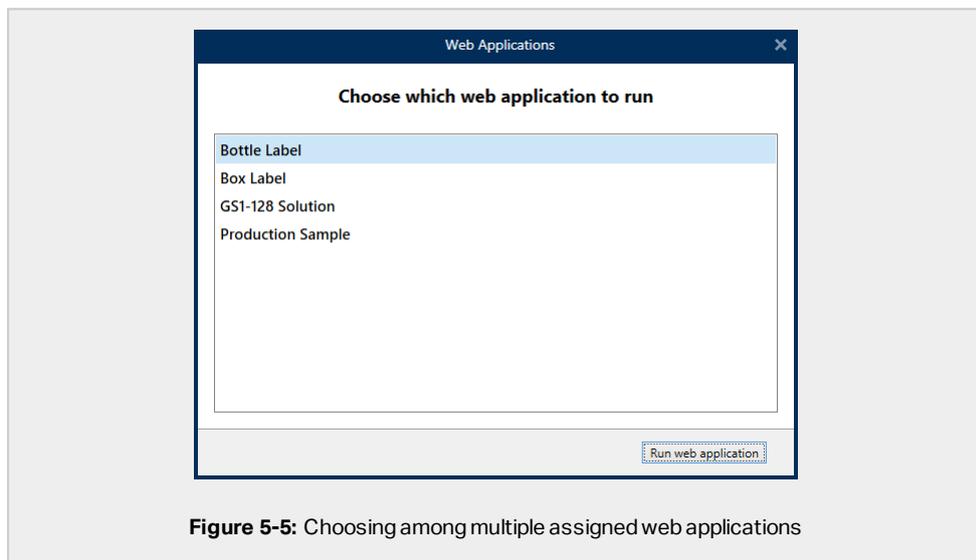
2. Select existing (organizational) users from the list or invite external (guest) users.
  - Existing users or groups belong to your company's active directory (**Windows users or groups**).
  - To invite guest users, go to **Administration > Users**. The procedure for inviting external guest users is described [here](#).
3. Click **Add**.
  - The added users or groups are now listed among the **Authorized Users** for your shared web application.
4. Click **Save**.
  - After you save changes on the Web Applications page, the added users or groups receive an email with a link to your shared web application.

You can later restrict access to your web applications. Remove the unwanted users or groups from the **Authorized Users**. Select them from the list and click **Remove**.

## 5.2.2 For users: accessing and using web applications

To open your shared web applications:

1. Click the invitation email link.
  - By default, the address of the shared web application is `https://subscription.onnicelabel.com/print`, where *subscription* is the name of your Label Cloud account.
  - The link takes you to the NiceLabel Web Printing page. Click **Launch Printing Solution**.
  - Before your first login, web applications require installation of a thin client named NiceLabel Web Client. Web Client installation instructions are available in section [To download and install the NiceLabel Web Client:](#)
2. The sign in window appears. Sign in using your Microsoft or Google account.
  - The shared web application window opens in NiceLabel Web Client.
  - If you have multiple applications assigned to your account, the application selection window appears. Select and click **Run Web Application** to start using the shared Web Application.



## 5.3 Managing your Label Cloud printers

Use the cloud Control Center **Printers** tab to monitor and control your printers that are managed by the Label Cloud. Each time one of your computers comes online, the **Printers** tab automatically updates the statuses of connected printers.

## 5.3.1 Licensed printers

The **Licensed Printers** page tells you which printers are using your license seats.

**NOTE:** If the number of used license seats exceeds the permitted number of seats, Label Cloud activates the so-called grace period. The software grants you a 30-day extension during which you can use a doubled number of printers. If you further exceed this number, printing becomes disabled on the additional printers.

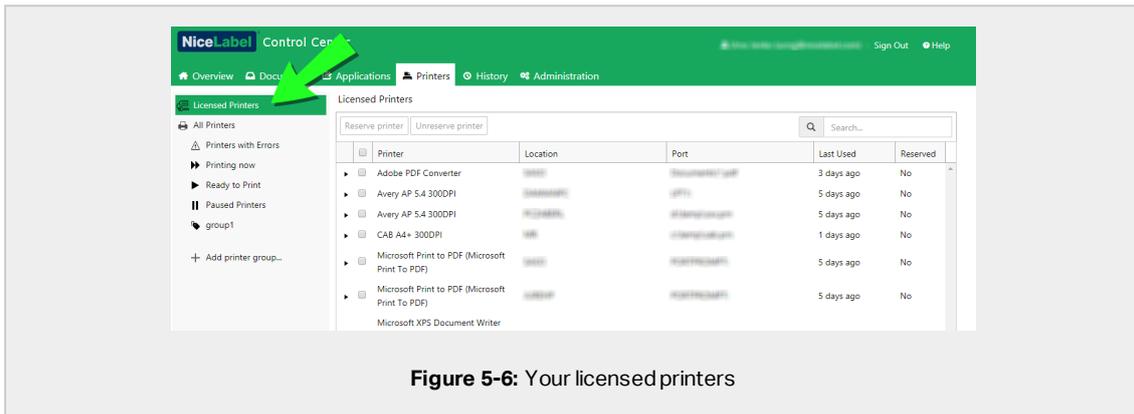


Figure 5-6: Your licensed printers

By default, Label Cloud removes a printer from the **Licensed Printers** list if you don't use it for seven days. If a printer is removed from the list, this frees up one license seat and allows you to use another printer.

- **Reserve printer** prevents the selected printers from being removed after idling for seven days or more. This option keeps the print seat reserved for the selected printer until you manually disable it.
- **Unreserve printer** cancels the reservation of selected printers.

Details on NiceLabel licensing are available in NiceLabel 2019 Licensing document. Download the document from [here](#).

## 5.3.2 All printers

Use the **All Printers** page to monitor and manage your printers ordered in custom groups:

- **All printers** lists all your printers that are connected to computers that run NiceLabel 2019 clients in your Label Cloud.
- **Predefined status printer groups:** list printers according to their current status.
- **+ Add printer group ...:** opens the **Add New Printer Group** dialog. This dialog creates and configures a custom printer group. Details on how to add new printer groups are described in [Control Center User Guide, section Printers](#).

Use these commands to control the currently active print jobs:

- **Pause** pauses current print jobs on selected printers.
- **Resume** resumes the paused print job on selected printers.
- **Delete documents in queue** immediately cancels and deletes the selected active print jobs.
- **Refresh** button reloads the list of printers as defined by the filtering criteria.
- **Settings** button allows you to configure the currently selected group of printers.

## 5.4 History

Cloud Control Center's **History** tab gives you a detailed history log of all Label Cloud events.

Your **History** tab helps you find the events that you're interested in. History can either display the events merged on a single list or split into the following categories:

- **Printing.** Shows all events directly related to print jobs.
- **Errors.** Shows reported printing errors.
- **System** serves as an audit log with documentary evidence of past activities.
- **Alerts** is a list of issued alerts in your printing system.
- **All Activities** gives you an aggregated overview of all past activities.

**NOTE:** You have to be signed in as an administrator to see the **History** tab.

**NOTE:** Your cloud Control Center automatically starts monitoring the events from all connected computers with installed NiceLabel 2019 clients.

# 6 Online support

Find the latest builds, updates, workarounds and FAQ on our product web site at [www.nicelabel.com](http://www.nicelabel.com).

For more information, visit:

- Knowledge base: <https://www.nicelabel.com/support/knowledge-base>
- NiceLabel Support: <https://www.nicelabel.com/support/technical-support>
- NiceLabel Tutorials: <https://www.nicelabel.com/learning-center/tutorials>
- NiceLabel Forums: <https://forums.nicelabel.com/>

**NOTE:** If you have a Service Maintenance Agreement (SMA), contact your premium support provider as specified in the agreement.

Americas

+1 262 784 2456

[sales.americas@nicelabel.com](mailto:sales.americas@nicelabel.com)

EMEA

+386 4280 5000

[sales@nicelabel.com](mailto:sales@nicelabel.com)

Germany

+49 6104 68 99 80

[sales@nicelabel.de](mailto:sales@nicelabel.de)

China

+86 21 6249 0371

[sales@nicelabel.cn](mailto:sales@nicelabel.cn)

[www.nicelabel.com](http://www.nicelabel.com)

