

# Virtual Labels Overview

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## 1. Login link

Click on [this link](#) to login or go to [dc.virtualdoxx.com](http://dc.virtualdoxx.com) and select first menu VirtualLabel 2.

dc.virtualdoxx.com



**VirtualDoxx**  
RFID Technology.  
Content Management.

VirtualLabel 2






2. Enter credentials



3. Enter Data and go to spreadsheet tab and refresh

#	Field Name	Value	Example
1)	Name	<input type="text"/>	Smith, John Q
2)	File Number	<input type="text"/>	1234567
3)	Date	<input type="text"/>	01/01/2008
4)	Text	<input type="text"/>	Text



4. Add more data through *Add New Row* button

The screenshot displays the VirtualLabels software interface. At the top left is the VirtualLabels logo. The main navigation bar includes 'Data Entry', 'Spreadsheet', and 'Color' options. A 'Select Design' dropdown menu is set to 'Mpsmn\_layout\_01' with a '12' badge. Below this is a 'Spreadsheet' tab. The central toolbar contains several buttons: 'Upload CSV File' (2), 'Download Data' (3), 'Print / Preview' (4), 'Align' (5), 'Print Position' (6) with a value of 1, 'Ruler' (7) with an unchecked checkbox, 'Align left' (8) with a value of 15, and 'Align Down' (9) with a value of 18. Below the toolbar is a pagination bar showing 'Page 1 of 1' and a refresh button (10). At the bottom of the toolbar are 'Remove Checked', 'Remove Unchecked', 'Add New Row' (11), 'Sample Data', and 'Clear Data' buttons. The main area is a spreadsheet table with 10 rows and 10 columns. The columns are labeled: Action, Source, Person\_First\_Name, Person\_Last\_Name, Person\_Birth\_Date, Doctor Name, Year, Year 2, and Year 3. Each row has a checkbox in the 'Action' column.

	<input type="checkbox"/>	Action	Source	Person_First_Name	Person_Last_Name	Person_Birth_Date	Doctor Name	Year	Year 2	Year 3
1	<input type="checkbox"/>									
2	<input type="checkbox"/>									
3	<input type="checkbox"/>									
4	<input type="checkbox"/>									
5	<input type="checkbox"/>									
6	<input type="checkbox"/>									
7	<input type="checkbox"/>									
8	<input type="checkbox"/>									
9	<input type="checkbox"/>									
10	<input type="checkbox"/>									

1. Reload spreadsheet
2. Upload csv or excel file
3. Download entered data in csv format
4. Print pdf and then print through printer on label-sheet
5. Align label left-right or up-down if its off on paper
6. Change in case you want to print from 2<sup>nd</sup> or 3<sup>rd</sup> position on paper
7. Check it in case you need help in alignment top vertical lines are separated by 9 points 1/8<sup>th</sup> inch
8. Try to decrease or increase value by 9 points to see difference on paper
9. Try to decrease or increase value by 9 points to see difference on paper
10. Refresh data
11. Load sample data loaded already
12. Change label design in case you have more than one

5. Print/Preview button will print label for all data present in spreadsheet.



printLabelInPdf.htm 1 / 1 80%

click to print

Road Studies 01/01/2003 Anderson, Michael Anderson, Michael 01/01/2003 Road Studies	Bridge Studies 02/02/2004 Baxter, Theodore Baxter, Theodore 02/02/2004 Bridge Studies	Toll Roads 03/03/2005 Carmichael, Lucille Carmichael, Lucille 03/03/2005 Toll Roads	Acquisitions 04/04/2006 Dunbar, Charles Dunbar, Charles 04/04/2006 Acquisitions	Securities 05/05/2007 Everson, Sandy Everson, Sandy 05/05/2007 Securities	Land Funds 06/06/2008 Fairchild, Majorie Fairchild, Majorie 06/06/2008 Land Funds
AA	BB	CC	DD	EE	FF
N-N	AA	AA	U-U	V-V	AA
DD	X-X	R-R	N-N	EE	II

6. Adjust scaling in browser print dialogue or print using system dialogue (*Ctrl+Shift+P*)

# Print

1 sheet of paper

Destination

Microsoft Print to PDF

Pages

All

Color

Color

More settings

click here to expand and set scale setting to default

## More settings

Paper size

A4

Pages per sheet

1

Scale

Default

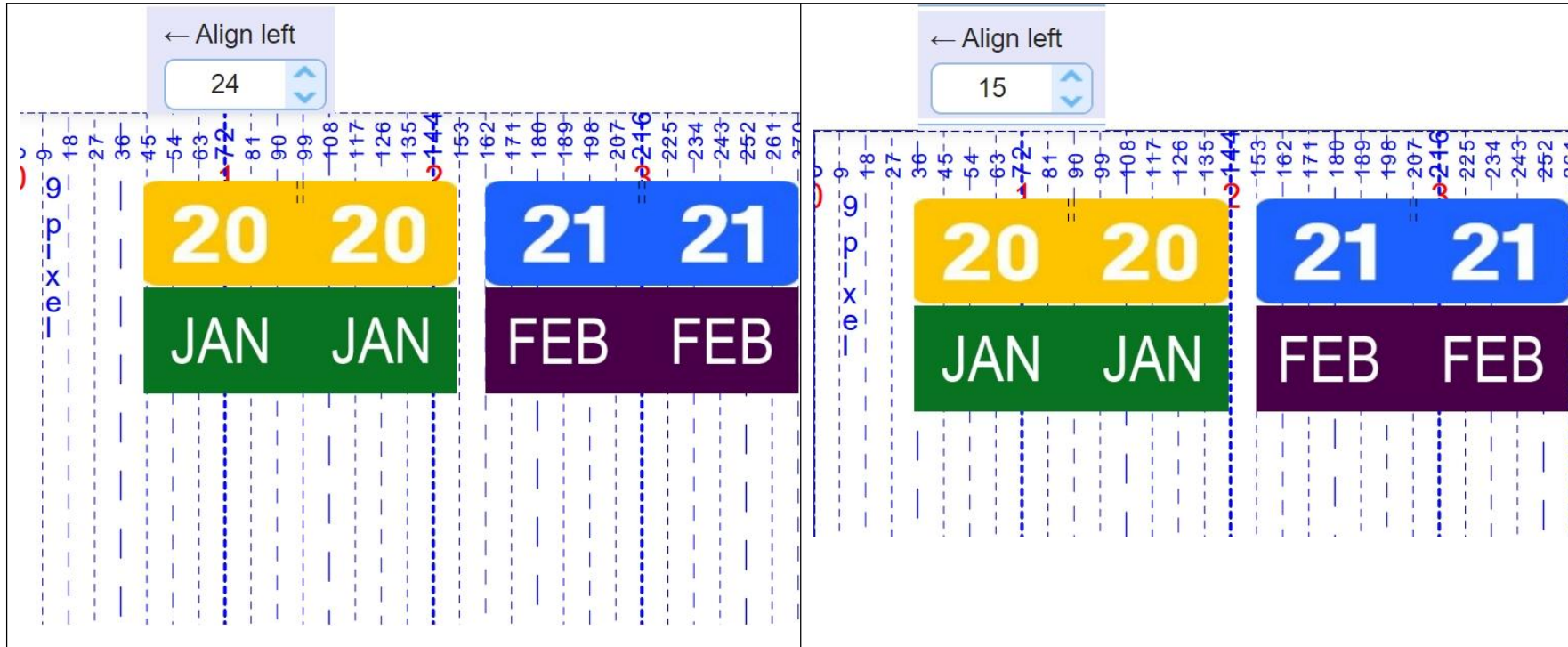
Print using system dialog... (Ctrl+Shift+P)



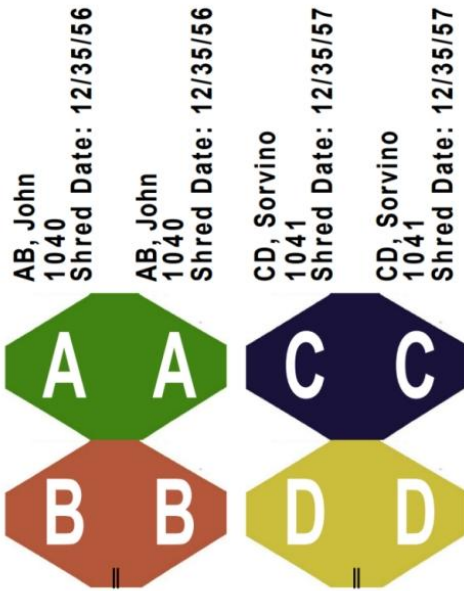
7. Adjust alignment if its off on paper.

Each line is separated by  $1/8^{\text{th}}$  inch (9 pixel)

For example, in below picture try by decreasing value from 24 to 15 which is 9 pixel ( $1/8^{\text{th}}$  inch)



Try it 2-3 iterations. When label is perfectly aligned, un-check Ruler-check box



## 8. Using MS excel to feed large data

### Upload CSV File

**Select files**  
Add files to the upload queue and click the start button.

Filename	Size	Status
Alpha06.csv	151 b	100%
Alpha06.csv	425 b	0%

click to select file

click to start upload

**Add Files** **Start Upload** Uploaded 1/2 files

Alpha06 - Excel

Year	Name	File Number	Date	Text	Designation Label Text	File Designation Color Bar
2023	Tolstoy, Leo	1234567	6/9/2023	Personnel File	MED	Light Blue
2023	Faulkner, William	7654321	6/9/2023	Personnel File	MED	Yellow
2023	Irving, John	1212345	6/9/2023	Personnel File	MED	Dark Blue
2023	Ghandi, Mahatma	1112223	6/9/2023	Personnel File	MED	Dark Purple
2023	Einstein, Albert	2223334	6/9/2023	Personnel File	MED	Pink



VirtualLabels

Data Entry Spreadsheet Align Color

Select Label Design Alpha06 Year,Designatio

Data-Entry x Spreadsheet x

Upload CSV File

Download Data Print / Preview Align Print Position 2

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Remove Checked Remove Unchecked Add New Row Sample Data Clear Data

	<input type="checkbox"/>	Action	Source	Year	Name	File Number	Date	Text	Designation Label Text	File Designation Color Bar
1	<input type="checkbox"/>	<a href="#">Edit</a>	File-01	2023	Tolstoy, Leo	1234567	6/9/2023	Personnel File	MED	Light Blue
2	<input type="checkbox"/>	<a href="#">Edit</a>	File-02	2023	Faulkner, William	7654321	6/9/2023	Personnel File	MED	Yellow
3	<input type="checkbox"/>	<a href="#">Edit</a>	File-03	2023	Irving, John	1212345	6/9/2023	Personnel File	MED	Dark Blue
4	<input type="checkbox"/>	<a href="#">Edit</a>	File-04	2023	Ghandi, Mahatma	1112223	6/9/2023	Personnel File	MED	Dark Purple
5	<input type="checkbox"/>	<a href="#">Edit</a>	File-05	2023	Einstein, Albert	2223334	6/9/2023	Personnel File	MED	Pink



Personnel File 1234567  
6/9/2023 Tolstoy, Leo  
Personnel File 1234567  
6/9/2023 Tolstoy, Leo  
Personnel File 7654321  
6/9/2023 Faulkner, William  
Personnel File 7654321  
6/9/2023 Faulkner, William  
Personnel File 1212345  
6/9/2023 Irving, John  
Personnel File 1212345  
6/9/2023 Irving, John  
Personnel File 1112223  
6/9/2023 Ghandi, Mahatma  
Personnel File 1112223  
6/9/2023 Ghandi, Mahatma  
Personnel File 2223334  
6/9/2023 Einstein, Albert  
Personnel File 2223334  
6/9/2023 Einstein, Albert  
Personnel File

