Print User Guide

Definitions

The following terms are used throughout this guide and are defined here for clarity:

Template – a blueprint or map for the design of a label. It describes the size, shape, and layout of the label (ie. what information is to be included and where it is to appear on the finished label). A template **does not** contain any information about the actual product being labelled.

Substance – a chemical or formulation to which the finished label refers. Information about the substance may be held primarily within Hibsoft Label Enterprise's own database or read in from a compatible Safety Datasheet software product (eg. SDS Professional). The substance record specifies, amongst other things, the actual information content that is (or may be, according to usage) required for labelling that substance, eg. hazard symbols, warning diamonds, risk and safety phrases etc. When you wish to print a label, Hibsoft Label Enterprise requests the information from the appropriate data source and then formats it according to your chosen label template.

Label – the result of combining a substance with a template. Note that you can save an association between a template and a substance in order to quickly reload the complete label in a single operation at a later date. Furthermore, you can associate one substance with more than one label and vice versa. For example, if you have a substance 'ACME Super Solvent' and three different label designs, say, small medium and large, then you could save 'labels' as ACME Super Solvent Small, ACME Super Solvent Medium, and ACME Super Solvent Large. Each would then load the same basic labelling information but in the different label formats.
NB: A 'label' is an association, **not** a snapshot – therefore if you amend a label design or substance information you do not need to update all your 'labels', they will always print the latest information on the latest design.

Logging on to the Program

1. You can open the program by clicking on the 'HibSoft LabelEnt' icon on your computer screen or by selecting '**(All) Programs / HibSoft / HibSoft LabelEnt**' from the Start Menu (click on the [Start] button in the bottom left corner of your computer screen).

2. On entering the program you will be requested to login.
   a) Enter your username in the 'User' box.
   b) Enter your password in the 'Password' box.
   c) Do not change the setting in the 'Server' box unless you are having problems and are instructed to do so by Hibiscus PLC or your IT department.
   d) Click on [**Ok**].

3. If your username and password are valid you will be granted access and the main program screen will open up. Please note that depending on your password level, some program functions may not be available to you.

Selecting a Substance and Template (as separate entities)

1. **To open a Template** (if none is open or if you wish to use a different Template from that which is currently open):
   a) Select **Template** then **Open** from the Menu bar. The template browser will open showing a list of folders in which your templates have been categorised.
   b) Double-Click on any folder to see the list of templates contained in that folder.
   c) Double-click on any template (or click-once to highlight then click on the [**Open**] button) to load the template.

   Note that you if you already have a Substance in the computers memory, ie. from printing a previous label, then the Template will load with all the information filled in appropriate to that substance (which may be incorrect for your current needs – to fill the template with the correct information you now need to load the appropriate substance. Note also that this is only an approximation - the coloured field outlines do not appear on the printed label, and due to differences in screen and printer fonts (characters) the formatting may differ slightly. Furthermore, your template may be designed to include non-printing fields (useful to display instructions on screen to the operator).

2. **To load a Substance** (if none is open or if you wish to use a different substance from that which is currently open):
   a) From the menu bar, select **Substance** then **Open** (or click on the Select Substance button {test tube and folder icon} on the button bar).
   b) The Select Substance browser will open. If your software is connected to an external data source you will see two tabs, one titled 'Label' (Label Enterprise' own database) and one titled with the name of your external data source. Whichever one you use the most frequently should be set as the default (on top) with the other lying behind it.

   To load a substance from an external data source (if applicable):

   c1) Select the tab for the external data source (unless it is already on top).
   c2) *Either*: Enter the name of the Substance in the **Substance** box and click on the upper [**Search**] button.
   Or: Enter the Part Code of the substance in the Part Code box and click on the lower [**Search**] button.
   Note that in either case you can enter a partial name or code to bring up a listing of all records matching that criteria, ie. type in the first few letters of the substance name to list all substances with names beginning with that combination, or type % followed by a few letters to list all substances with that combination anywhere in their names.
   For example:
sulphur	*returns*	**Sulphur** Dioxide, **Sulphur** Tetrachloride, **Sulphur**ic Acid, etc.
%sulphur <u>*also*</u> *returns*		Di**sulphur** Dichloride (additionbal to the above).
   c3) Locate the substance in the list and double-click on it to load the substance data.

   To load a substance from Label Enterprise' own database:

   c4) Select the tab entitled 'Label' (unless it is already on top). The local substance database browser will open showing a list of folders in which your substances have been categorised.
   c5) Select the folder for the group of substances in which your substance belongs then:
   [i] Choose the search field from the drop down list in the bottom left of the browser window.
   [ii] Type in the search criteria in the input box in the bottom right of the browser window.
   c6) Locate the substance in the list and double-click on it to load the substance data.

3. **To Save the Template and Substance combination as a Label**
   a) Go to **File** and **Save Label As** from the Menu bar. The labels browser will open showing a list of folders in which your labels have been categorised.
   b) Click on the folder in which you wish to store the label (or click 'Add Section' to create a new folder – a pop-up box will appear in which to type the folder name).
   c) Type the name of the new label in the input box at the bottom of the labels browser.
   d) Click the [Save] button to save the label.

4. Go to **Entering Dynamic Data**.

Selecting a Stored Label

1. A template and substance combination as selected in the section above can be stored as a ready made label for later reuse – thereby speeding up label selection and eliminating errors of printing substances on the wrong template. To reload a previously store label proceed as follows:
   a) Select **File** then **Load Label** from the Menu bar. The labels browser will open showing a list of folders in which your templates have been categorised.
   d) Double-Click on any folder to see the list of labels contained in that folder.
   e) Double-click on any label (or click-once to highlight then click on the [**Open**] button) to load the label.

2. Go to **Entering Dynamic Data**.

Entering Dynamic Data

1. Once you have selected either a ready made label or a template/substance combination you will be prompted to enter any dynamic data that may be required to complete the label, eg. Batch number, operator name, expiry date etc. These items may be pop-up boxes for you to type in information or pick lists for you to select from a list of choices (or both) and will vary according to the needs of the individual label design.

2. When you have entered all the required information you are ready to print the label.

Printing a Label

Once you have successfully loaded and completed a **substance** and a **template** you are ready to begin printing **labels**. To do so:

1. Select **File** then **Print** from the menu bar or click on the print button from the button bar (note that these options are disabled until you have selected a substance).

2. The program will open the standard MS Windows printer selection box. Select the appropriate printer and enter the number of copies required to print. You may if you wish click on the [**Properties**] button to change printer properties such as paper size and orientation (in most cases this will not be necessary). The options available to you at this stage will depend on the model of your printer.

3. Click on [**Ok**] to begin printing.

* **For more detailed information on any of these procedures please refer to the electronic manual supplied with your software.**

Hibiscus PLC, Hudswell Road, Leeds LS10 1AG
For technical support call 0113 2424272 and ask for IT Support