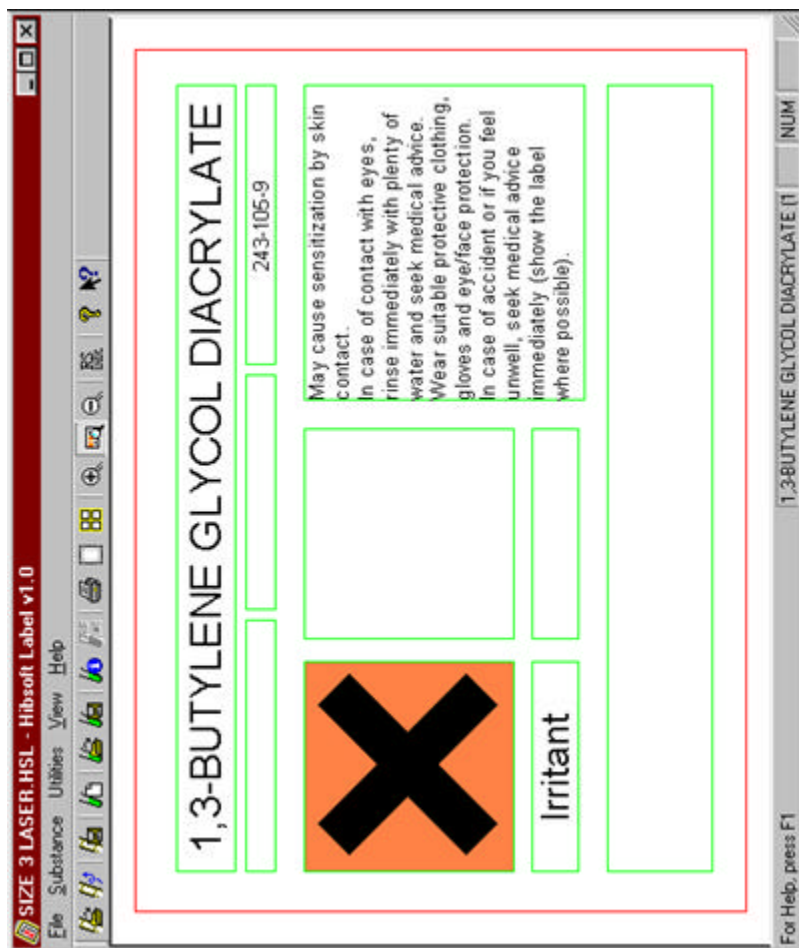


Hibsoft label



Version 1.0

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Hibsoft Label Screenshot

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1.2 Terms and Conditions

1.2.1 Glossary

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- Operation of the software implies acceptance of these terms.

1.3 **Minimum Requirements**



486 DX/2 66Mhz Processor (Pentium 133Mhz or above recommended)



Microsoft Windows 95 or later (Win 95 may need MS service packs to be applied)



16Mb Memory (32Mb recommended)



20Mb of free hard disk space



A windows compatible printer



Mouse recommended

2.1 Introduction

Hibsoft Label is the one-stop solution to hazard warning label production. Its comprehensive database provides a wide range of chemical danger information at your fingertips, and its companion program Label Designer provides complete freedom in designing your own range of labels.

2.1.1 Templates

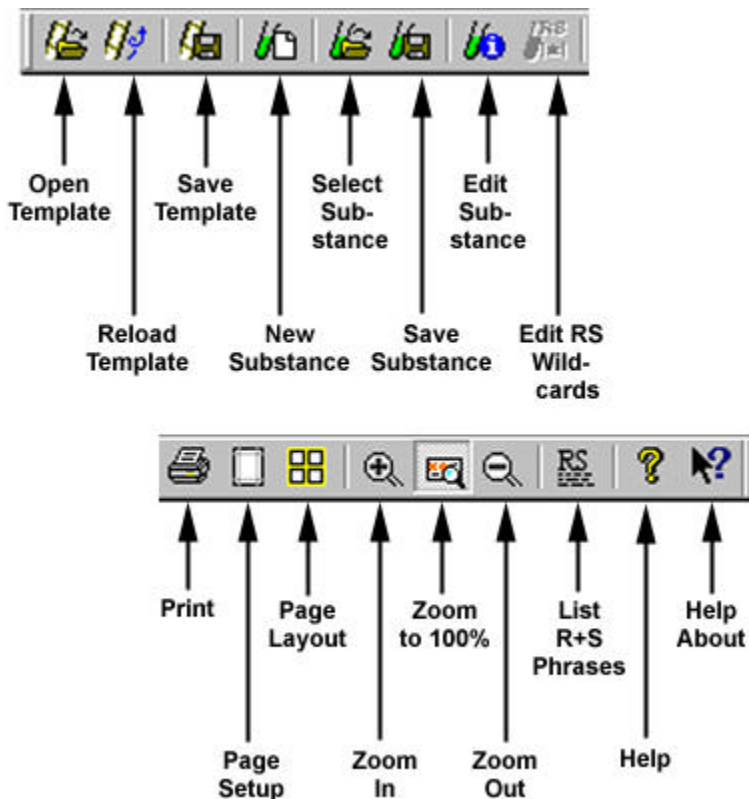
Label templates store your label designs. They contain information about size, layout and contents and need to be merged with a substance record in order to produce your finished labels. You can have many different label templates in order to produce many different label designs appropriate to your substances and usage. Hibsoft Label is supplied with a small number of ready made label designs, but if you have purchased Hibsoft Label Designer you will have complete control to add new or amend existing designs as necessary.

2.1.2 Substances

Substances are the hazardous products about which you need to produce warning labels. Information about all your substances is stored in a database. Substance records are grouped in folders and you can add new folders and new substances to your database as required. The substance database record contains all the risk and safety information about your substance that will be printed on your hazard warning label.

2.2 The Toolbar

The Toolbar provides all the tools you need to work with your label templates and substances.



2.3 Templates

2.3.1 **Load Template** (File / Open)

Click the **Load Template** button to load a stored label template. This opens a standard windows navigation box which you can use to locate your desired template.

2.3.2 **Reload Template** (File / Reload)

Click the **Reload Template** button to reload a label template. This is useful if you need to make some amendment to the template design in label designer – use this option to reload the template from the amended version.

2.3.3 **Save Template** (File / Save Template)

Click the **Save Template** button to save the template.

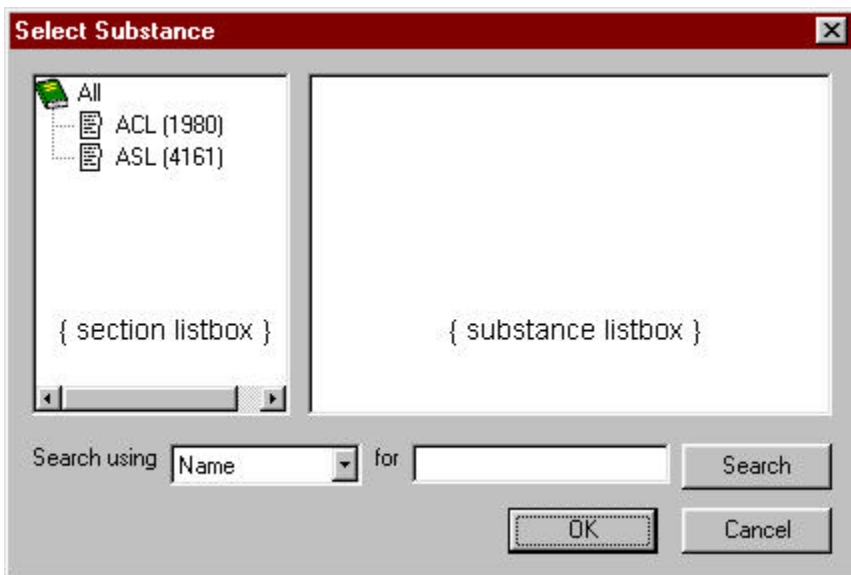
2.3.4 **Save Template As** (File / Save Template As)

Select **File** then **Save Template As** from the menu bar to save a copy of the template using a different name.

3.1 Select Substance (Substance / Select)

Select an existing substance from your substance database.

Click on the **Select Substance** button to open the Substance selector.



{ section listbox }

Substances are grouped or organised into 'sections'. This listbox shows the sections currently set-up within your substance database. Click on a section name to open the section and list the substances it contains.

{ substance listbox }

The substance listbox shows the substances contained within the currently opened section. To load a substance, click on it then click on the [OK] button.

Search using

You can search for a substance by:

Name
Substance Line 1
UN Number
EC Number
CAS Number
Index Number

Select your choice from this listbox - then enter your search criteria in the 'for' field and click on the [Search] button.

For

When searching for a substance, enter your search criteria here

[Search]

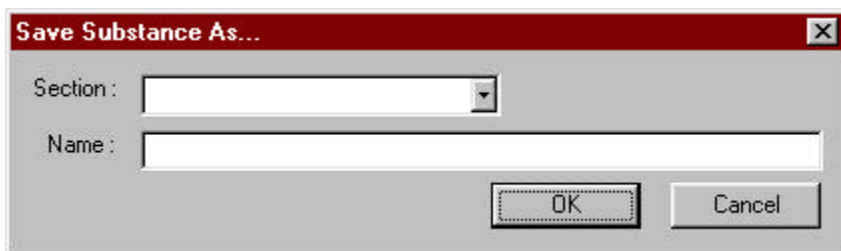
Click this button to begin a substance search – after choosing your search field and entering search criteria (see above).

NB: When searching for substances, search results are listed in order of the search field. To sort all substances by a given field, select that field then click on the search button whilst leaving the search for criteria blank.

3.2 Add Substance (Substance / New)

The New Substance function allows you to add new substance information to your hazard database.

Click the **New Substance** button. Enter the information about the new substance in the dialog box.



Section: Substance information is stored on the database grouped in sections. You can select an existing section from the drop down list to add your new substance to, or create a new section by typing in a new section name.

Name: Type in a descriptive name for the new substance.

Click the **OK** button to create the new substance record and proceed to enter its properties (you are automatically taken to the Edit Substance dialog – see section 3.3).

3.3 Edit Substance (Substance / Edit)

The Edit Substance dialog allows you to enter/edit substance information to your hazard database.

Click the **Edit Substance** button. Enter the information about the new substance in the dialog box.

Edit Substance

General | IOD/Diamonds | R+S Phrases | Variables | Advanced

Name:

Sub. Line 1:

Sub. Line 2:

Sub. Line 3:

UN Number: EC Number:

CAS Number: Index Number:

EC Label: ☐

Depot:

The edit substance dialog box contains a number of tabs which organise the data stored relating to a substance. Each of these tabs is described in detail on the following pages.

3.3.1 The General Tab

This is where you enter/update descriptive and identifying information about a substance.

The screenshot shows a dialog box titled "Edit Substance" with a red header bar and a close button (X). The dialog has five tabs: "General", "IOD/Diamonds", "R+S Phrases", "Variables", and "Advanced". The "General" tab is selected. It contains the following fields and controls:

- Name:** A text field containing "New Substance".
- Sub. Line 1:** An empty text field.
- Sub. Line 2:** An empty text field.
- Sub. Line 3:** An empty text field.
- UN Number:** An empty text field.
- EC Number:** An empty text field.
- EC Label:** A checkbox, currently unchecked.
- CAS Number:** An empty text field.
- Index Number:** An empty text field.
- Depot:** An empty text field.
- Buttons:** "Set Depot" and "Clear Depot" buttons are located to the right of the "Depot" field.
- Footer Buttons:** "OK", "Cancel", "Apply", and "Help" buttons are at the bottom of the dialog.

Sub Line 1: Type in the first line of the substance description, eg. Substance name.

Sub Line 2: Type in the second line of the substance description, eg. proper shipping name.

Sub Line 3: Type in the third line of the substance description.

UN Number:	Type in the UN number for the substance.
EC Number:	Type in the EC number for the substance.
EC Label:	Tick this box if the substance requires an EC label.
CAS Number:	Type in the CAS number for the substance.
Index Number:	Type in the Index number for the substance.
Depot:	<i>This field indicates the 'depot' (if any) you have associated with the current substance (see section 3.3.2 for more information on depots).</i>
[Set Depot]	Click this button to associate a substance with a depot (go to 3.3.2).
[Clear Depot]	Click this button to disassociate a substance from a depot.

3.3.2 Depots

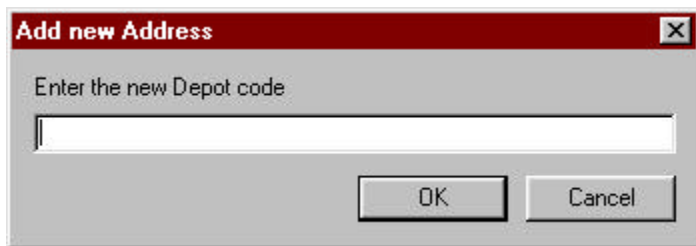
A depot is a variable address stored within the system. It can be used, for example, to stored addresses of despatch depots and/or customer addresses.

The screenshot shows a Windows-style dialog box titled "Addresses". At the top, there's a red title bar with the text "Addresses" and a close button (X). Below the title bar, on the left, is a label "Depot Code:" followed by a text input field containing "D001". To the right of this field is a "Search" button. Further right are two buttons: "OK" and "Cancel". Below the "Depot Code" field is a label "Address:" followed by a larger text area containing two lines of text: "St. Vincents Industrial Estate" and "Newcastle-upon-Tyne". To the right of this text area are three buttons: "Update", "Add", and "Delete". At the bottom of the dialog, there are three buttons: "<< Prev.", "Next >>", and "Search".

- | | |
|--------------------|--|
| Depot Code: | Type in a depot code then click on the Search key to find the record. |
| Address: | Enter or amend the depot address (as you want it to appear on your labels). |
| [OK] | Save changes and close dialog box. |
| [Cancel] | Ignore changes and close dialog box. |
| [Update] | Update modified address to database. |
| [Add] | Add a new depot. |
| [Delete] | Delete the current Depot. |

[<< Prev]	Select the previous depot record from the database.
[Next >>]	Select the next depot record from the database.
[Search]	Click the top Search button after entering a depot code to search for that record. NOTE that the lower search button is a legacy from a previous version and has no effect.

3.3.3 Add Depot

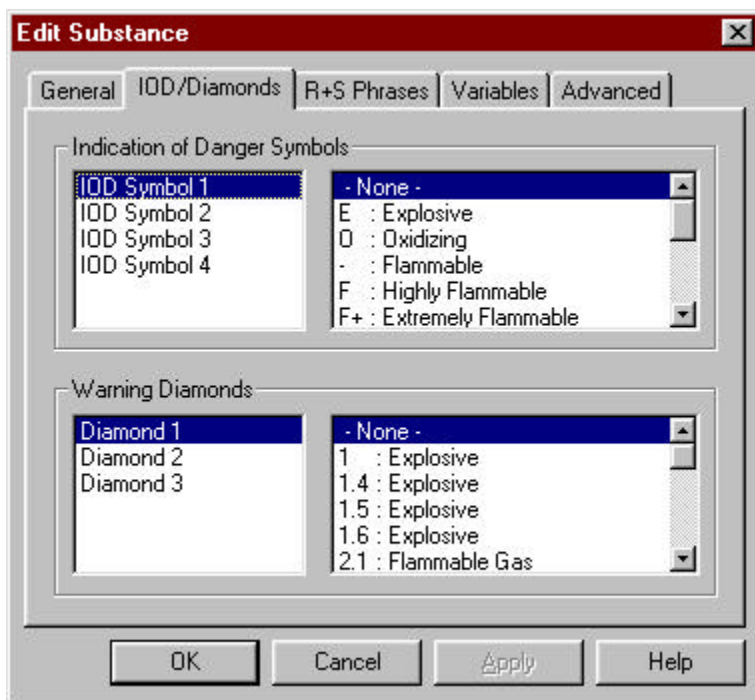


The screenshot shows a standard Windows-style dialog box titled "Add new Address". The title bar is red with a white close button icon. The main area is light gray and contains the text "Enter the new Depot code" above a white text input field. At the bottom right, there are two buttons: "OK" and "Cancel".

Enter the new Depot code: Enter a reference code for the new depot.

3.3.4 IOD/Diamonds Tab

This is where you enter information about the IOD (Identification Of Danger) symbols and Warning Diamonds that are required for your substance.



**Identification of
Danger Symbols:**

You can associate up to four IOD symbols with a substance.

If your substance requires one or more IOD warning symbols:

1. In the left hand box, click on 'IOD Symbol 1'.
2. In the right hand box, click on the type of IOD symbol required.
3. If a second symbol is required

repeat steps 1. and 2. for 'IOD Symbol 2'.

4. If a third symbol is required repeat steps 1. and 2. for 'IOD Symbol 3'.
5. If a fourth symbol is required repeat steps 1. and 2. for 'IOD Symbol 4'.

NB: If a symbol is not required ensure it's property is set to '- None -'.

Warning Diamonds

You can associate up to three Warning Diamonds with a substance.

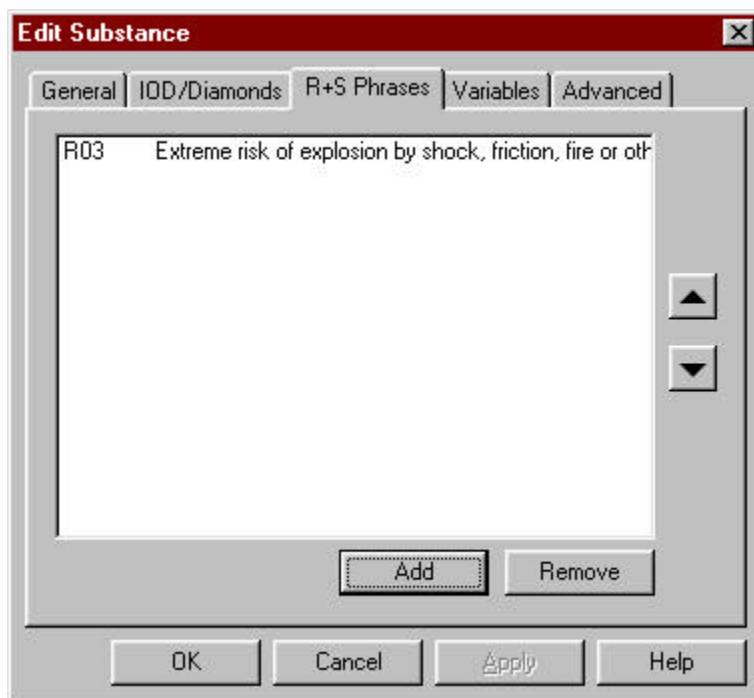
If your substance requires one or more Warning Diamonds:

1. In the left hand box, click on 'Diamond 1'.
2. In the right hand box, click on the type of Diamond required.
3. If a second Diamond is required repeat 1., 2. for 'Diamond 2'.
4. If a third Diamond is required repeat 1., 2. for 'Diamond 3'.
5. If a fourth Diamond is required repeat 1., 2. for 'Diamond 4'.

NB: If a Diamond is not required ensure it's property is set to '- None -'.

3.3.5 R+S Phrases Tab

This is where you link Risk and Safety phrases to your substance record. Note that if you have a multi-language version of Hibsoft Label, you only need to add the phrase in English – language translations are handled automatically.



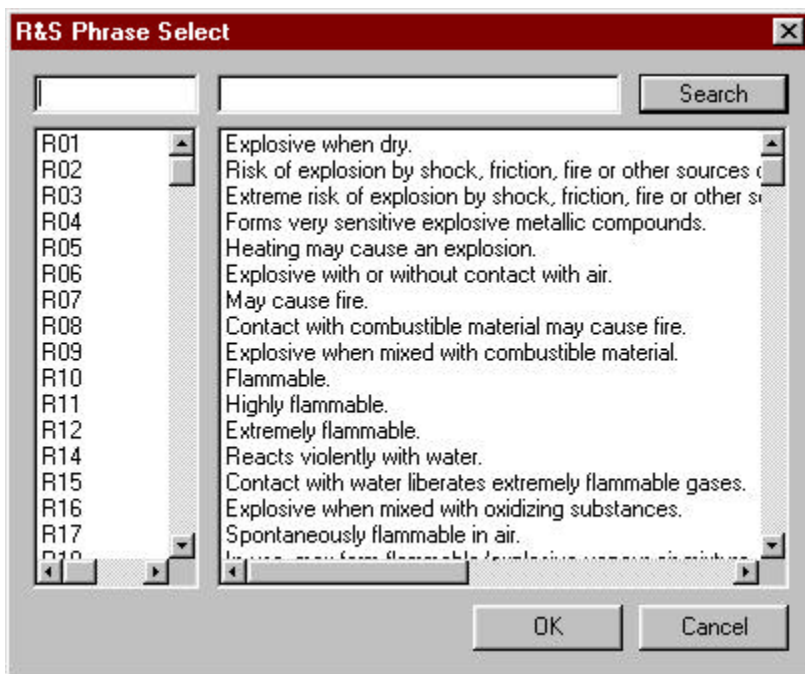
The Risk and Safety phrases (if any) already associated with your substance are listed in the main list box.

To **Add** a phrase, click on the **[Add]** button to open the phrase selector.

To **Remove** a phrase from the list for your substance, click on the phrase to highlight it then click on the **[Remove]** button.

3.3.6 Phrase Selector

The phrase selector contains a list of recognised Risk and Safety phrases which you can choose from to link to your substance.



You can locate a phrase by scanning through the risk codes in the left-hand listbox or descriptions in the right-hand listbox.

Alternatively, you can **Search** for a phrase by entering its code in the top left search box and then clicking on the **[Search]** button. You can also search by entering a partial description in the right search box and clicking on the **[Search]** button, eg. to find all phrases starting with the word “Toxic”, type ‘Toxic’ in the box at top right and click on the **[Search]** button.

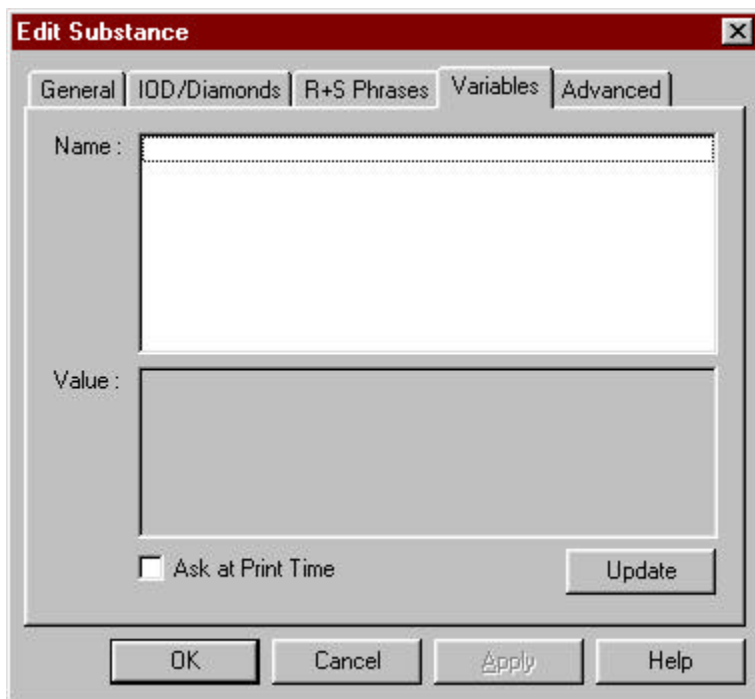
When you **Search** for a phrase the contents of the list-boxes will be limited to phrases that match your search criteria. To restore

the full list, delete the contents of both search boxes and click on the [Search] button.

To **Add** a phrase to the selected substance, click on the phrase to select it (phrase is highlighted) then click on the **[OK]** button (the phrase selector closes and the chosen phrase is added to your list).

3.3.7 Variables Tab

Your template designs can include variable fields which are receptacles for information that will be entered manually at print time. You can set-up your templates to automatically ask for information to complete these fields at print time and/or enter it here.



Name:

This box show the names of the variable fields which have been setup in the currently loaded template. Click on the name of a field to view/amend its contents.

Value:	This box shows the current contents of the selected variable field. You can overwrite the information here to change its contents (click on the [Update] button to store the amendment).
Ask at Print Time	Tick this box if you want to be prompted to enter information for these variable fields when you send a label to print.
[Update]	Click on this button to save your amendment after altering the contents of a variable field.

3.3.5 Advanced Tab

Here you can set up some advanced features for your substance record.

The screenshot shows the 'Edit Substance' dialog box with the 'Advanced' tab selected. The dialog has a title bar with a close button. Below the title bar are five tabs: 'General', 'IOD/Diamonds', 'R+S Phrases', 'Variables', and 'Advanced'. The 'Advanced' tab is active. It contains the following fields and controls:

- Barcode Data :** A text input field.
- Batch Number Prefix :** A text input field.
- Associate Label Template :** A text input field with two buttons to its right: 'Use Current' and 'Select...'.
- Created :** A text input field showing 'Fri, 21/02/2003 17:10'.
- Modified :** A text input field showing 'Fri, 21/02/2003 17:10'.
- At the bottom are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

Barcode Data: If you are printing a barcode on your hazard label, enter the data that is to be barcoded here.

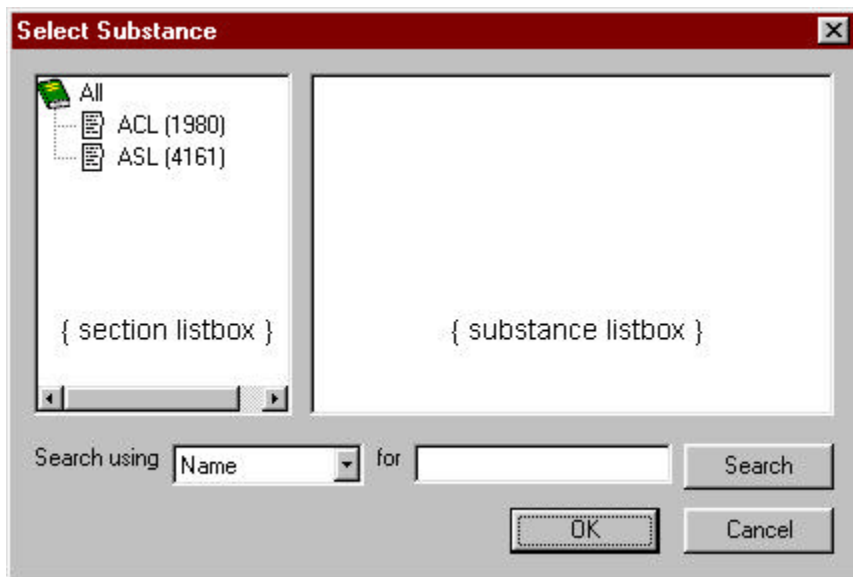
Batch Number Prefix: If your template design includes an automatic batch number (sequential label number) you can enter here a short text string that is to precede the batch number on the printed label.

Associate Label Template:	Shows the label template (if any) that is associated with the currently selected substance. <i>NB: You can associate each substance with a particular template (label design), so that when you select the substance, the proper template is loaded automatically.</i> To disassociate a template from a substance, simply delete the contents of this box.
[Select]	Click this button to open a file browser to select a template to associate with the current substance.
[Use Current]	Click this button to associate the currently loaded template with the selected substance.
Created:	Shows when your substance record was created.
Modified:	Shows when your substance record was last modified.

3.4 Delete Substance (Substance / Delete)

It is vital to take great care in deleting substances since any deletions cannot be undone other than by re-entering all the substance information manually.

Select **Substance** then **Delete** from the menu bar to open the Substance Selector.



{ section listbox }

List the 'sections' or groupings into which your substances have been organised. Click on the section name to containing the substance to be deleted to view its contents.

{ substance listbox }

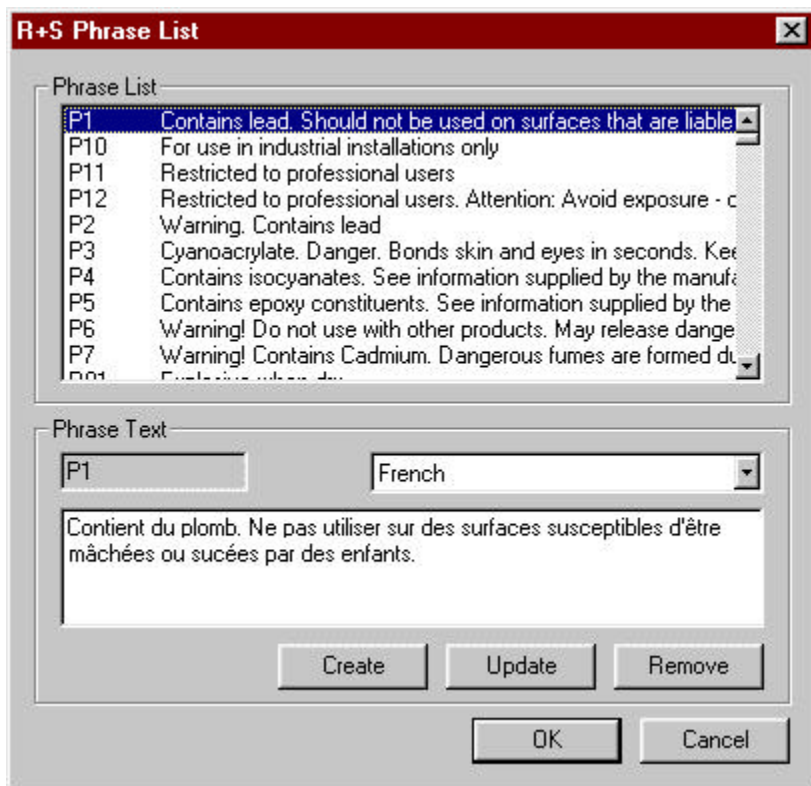
Lists the substances contained within the currently selected section. Click on the name of the substance you wish to delete then click on the [OK] button.

After you have selected a substance and clicked on [Ok] you will be asked 'Delete the Substance? Are you sure?'. Check that you have selected the correct substance and if you are sure you wish to proceed with the deletion answer 'Yes' (otherwise answer 'No' to abort the deletion).

3.5 **R+S Phrase List** (Utilities / R+S Phrase List)

The R+S Phrase List box allows you to look-up Risk and Safety phrases (including foreign language translations if you have a multi-lingual version of the software), and/or to create or amend R+S phrases.

Click on the **List R+S Phrases** button to open the List Box.



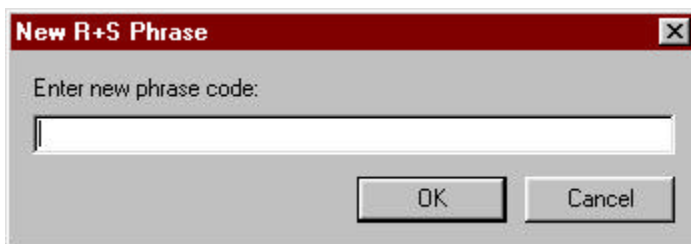
Phrase List

The Phrase listbox lists all the Risk and safety phrases currently stored in the database.

- Phrase Text** The phrase text section shows the full text for any phrase selected from the Phrase List (click on a phrase to select it). You can modify the phrase by overtyping the information here (then click on **[Update]** to save the amendment.
If you have purchased a multi-lingual version of Hibsoft Label, you can use the languages drop down to display the phrase text in a selected language translation.
- [Create]** Click this button to add a new phrase to the database.
- [Update]** Click this button to save any changes you have made to the currently selected phrase.
- [Remove]** Click this button to remove the currently selected phrase from the database.

3.5.1 Add R+S Phrase

Adding a Risk and Safety Phrase to the database.



Enter new phrase code: Enter the reference code that you wish to use for the phrase you are adding.

*When you click on the **[ok]** button, your new phrase will be created with an initial value of 'New Phrase'. To set the phrase*

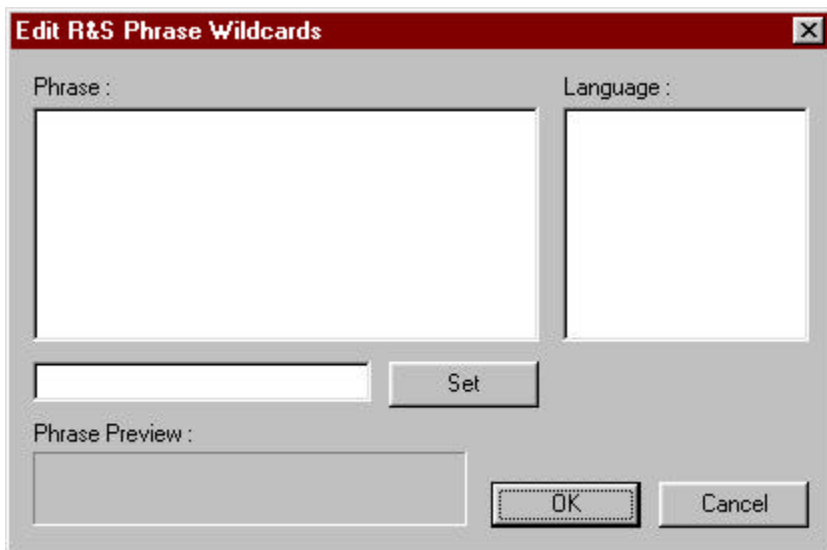
to your required wording, type in the sentence in the Phrase Text box of the Phrase List screen (see 3.4) then click on the [Update] button.

3.6 R&S Wildcards (Substance / Edit Wildcards)

Some Risk and Safety phrases may include ‘Wildcards’ or variable elements. These generally take the form ‘After contact with skin, wash immediately with plenty of ||.’. The ‘[*]’ is the wildcard and can be replaced with any word or sub-phrase as appropriate.*

Click on the **Edit Wildcards** button to open the edit box.

Note that you can only access the R&S Phrase Wildcards Edit box when you have selected a substance which includes R&S Wildcard phrases, otherwise the button will be grayed out (disabled).



Language

Use this listbox to select the language in which you wish to edit wildcard phrases. All wildcard phrases in the selected language are then displayed in the ‘Phrase’ listbox.

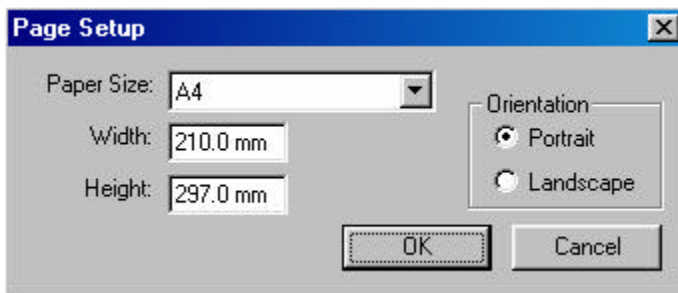
NB: Only those languages in which you have set up R&S phrases on your label template are available for selection.

Phrase	Use this listbox to select the wildcard phrase you wish to edit (you must first have selected a language to work in).
[Set]	Type the word or subphrase you wish to be substituted for the Wildcard into the text box to the left then click on the [Set] button to update the R&S phrase.
Phrase Preview	This box displays what your R&S phrase will look like with the Wildcard replaced.

4.1 Page Setup (File / Page Setup)

Use page setup to define your label stock, ie. the dimensions (height / width) of the backing sheets on which your labels are mounted. When using continuous stationery, set paper height to the height of one label.

Click on the **Page Setup** button on the toolbar (or select File / Page Setup from the menu bar).



Paper Size: **A4** – Sets the page size to standard A4 (210mm x 297mm).
 A5 – Sets the page size to standard A5 (148mm x 210mm).
 Custom – Allows you to select the page size (width and height) of non-standard stationery.

Width: Enter the width in millimetres of your stationery (this will have been correctly set for you if you selected standard A4 or A5 as your paper size).

Height: Enter the height in millimetres of your stationery (this will have been correctly set for you if you selected standard A4 or A5 as your paper size).

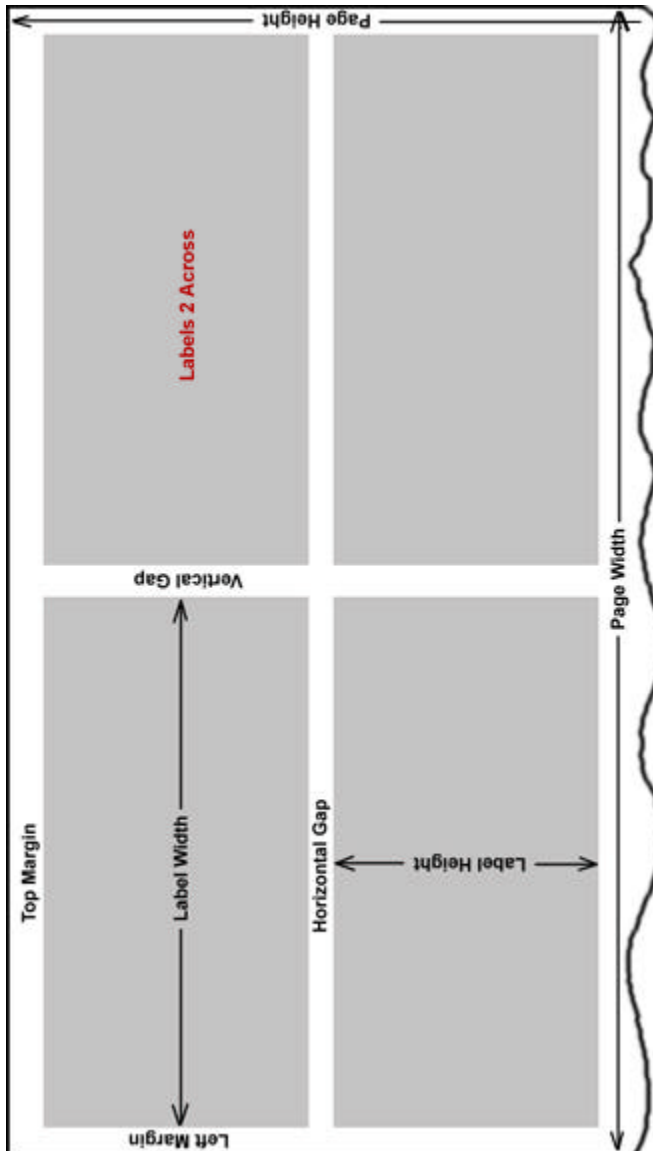
Orientation: Select **Portrait** if the vertical length of your label is greater than the horizontal (ie. the label prints along its short axis).

Select **Landscape** if the horizontal length of your label is greater than the vertical (ie. the label prints along its long axis).

When you have entered the parameters correctly click on **OK** to accept the settings and exit the dialog box.

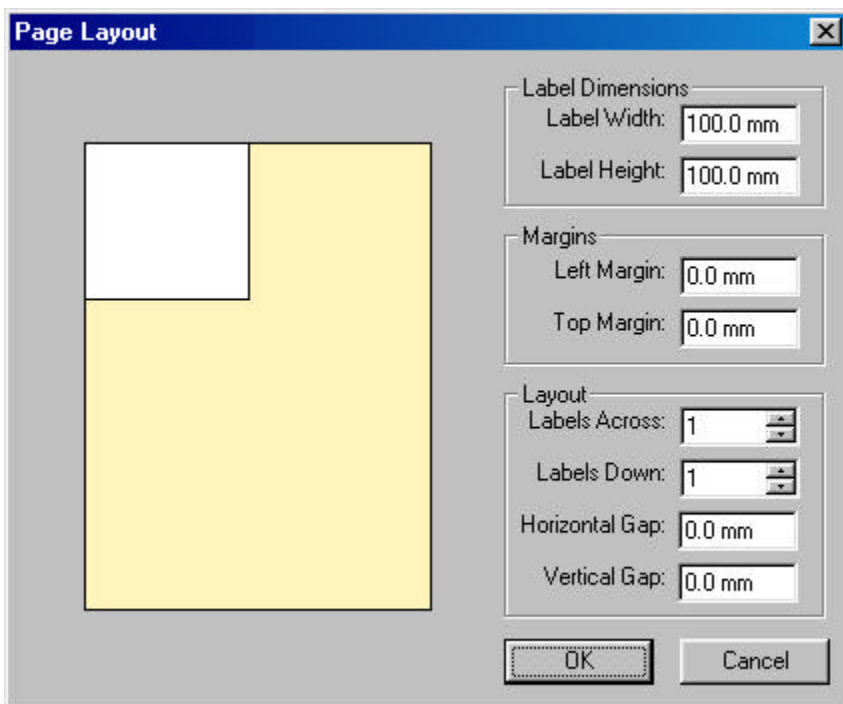
NB: When using continuous Stationery – set **Page Height** equal to the height of one label.

4.2 Page Layout (File / Page Layout)



Use Page Layout to define the dimensions of the label on which you are going to print and how they are mounted on the backing sheet(s).

Click on the **Page Layout** button in the tool bar (or select File / Page Layout from the menu bar).



Label Dimensions:

Label Width – the width (in mm.) of the actual label on which you are going to print.

Label Height – the height (in mm.) of the actual label on which you are going to print.

Margins:

Left Margin - If your labels do not extend to the left edge of the backing you will need to set a left margin equivalent to distance (in mm.) between the

left edge of the labels and the left edge of the backing.

Top Margin - If your labels do not extend to the top edge of the backing you will need to set a top margin equivalent to distance (in mm.) between the top edge of the labels and the top edge of the backing.

Layout:

Labels Across - number of labels mounted side by side across the width of the backing.

Labels Down - number of labels mounted one below the other down the length of the backing (single sheet stationery only – for continuous stationery always set to 1).

Horizontal Gap - distance (if any) between labels mounted across the width of your stationery (set to 0 if your labels are touching or mounted one wide).

Vertical Gap - distance (if any) between labels mounted down the length of your stationery (set to 0 if labels are touching).

When you have entered the parameters correctly click on **OK** to accept the settings and exit the dialog box.

4.4 **Print Label** (File / Print)

Sending your selected label to the printer.

Click on the **Print** button to send your label to print. If your label contains any variable text fields and you have selected the 'Ask at Print Time' option you will be prompted now to supply the information for each of those fields in turn.

When you have entered all the variable information, the Printer Dialog box will be displayed. Select your correct printer type from the list and the number of copies to print then click the **OK**.

Note that if you print labels of different types and/or sizes you may have to change settings in the printer driver in order for your labels to print directly. As these features are dependent upon your particular printer model and driver version it is not possible to cover this area comprehensively in this manual. However, some problems commonly associated with Thermal Printers are covered in **Section 6.2**.

5.1 Settings

The settings Dialog allows you to set-up various parameters to tailor your copy of Hibsoft Label to your particular preferences.

From the menu bar, select **Utilities / Settings** to open the Settings dialog.

5.1.1 The General Tab

The screenshot shows the 'Settings' dialog box with the 'General' tab selected. The dialog has a title bar with 'Settings' and a close button. Inside, there are two tabs: 'General' and 'DB Managment'. The 'General' tab contains three sections: 'Data Prefixes', 'Misc.', and 'Text Rotate Config.'. The 'Data Prefixes' section has three rows, each with a text input field and a checkbox: 'EC Number Prefix' with 'EC' in the field and 'Auto Prefix 'EC'' checkbox; 'UN Number Prefix' with 'UN' in the field and 'Auto Prefix 'UN'' checkbox; and 'CAS Number Prefix' with 'CAS' in the field and 'Auto Prefix 'CAS'' checkbox. The 'Misc.' section has two checkboxes: 'Load Template from Substance' (checked) and 'Pop-up Vars on Print' (checked), and a 'Default Search By' dropdown menu set to 'Name'. The 'Text Rotate Config.' section has two checkboxes: 'Invert Screen Rotation' (checked) and 'Invert Printer Rotation' (checked). At the bottom are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

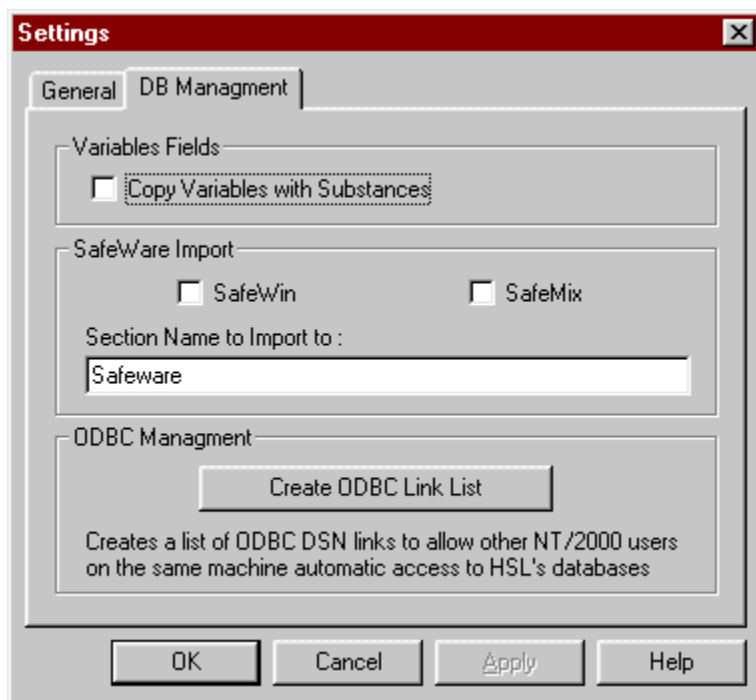
**EC Number
Prefix:**

Enter here the identifying prefix code for
EC Numbers.

Auto Prefix EC	Tick this box to automatically add the prefix code to EC numbers when you print your labels.
UN Number Prefix:	Enter here the identifying prefix code for UN Numbers.
Auto Prefix UN	Tick this box to automatically add the prefix code to UN numbers when you print your labels.
CAS Number Prefix:	Enter here the identifying prefix code for CAS Numbers.
Auto Prefix CAS	Tick this box to automatically add the prefix code to CAS numbers when you print your labels.
Load Template from Substance	Tick this box if you wish Hibsoft Label to automatically load the correct template when you select a substance. <i>NB: You must have associated a template with the substance (see section 3.3.5).</i>
Pop-up Vars on Print	Tick this box if you wish Hibsoft Label to prompt you for the values of variable fields when you send a label to print.
Default Search by:	Choose the Default Sort/Search option to be applied when you open the Select Substance dialog.
Invert Screen Rotation	Ignore – legacy from previous version.
Invert Printer Rotation	Ignore – legacy from previous version.

5.1.2 The DB Management Tab

The DB Management Tab contains options for administering Hibsoft databases and import facilities.



**Copy Variables
with Substances**

Ignore

SafeWin

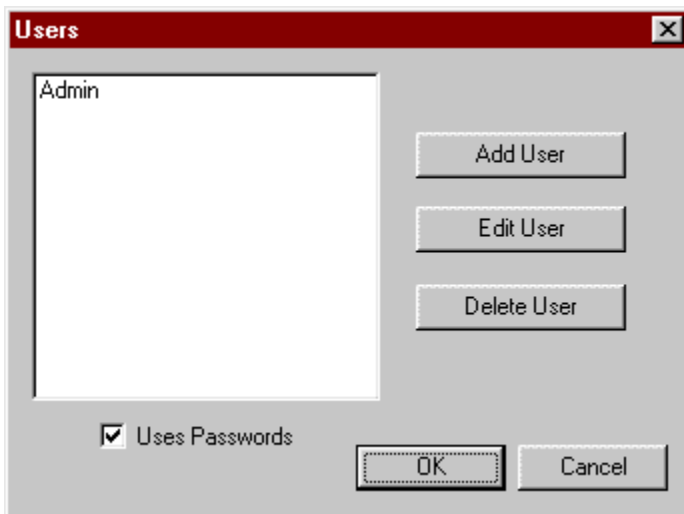
Tick this box if you are using Quasar SafeWin and wish Hibsoft Label to check for import data.

- SafeMix** Tick this box if you are using Quasar SafeMix and wish Hibsoft Label to check for import data.
- Section Name to Import to:** Enter a section name to import data to. *Your Safeware imports will then always appear grouped in that section in the Select Substance dialog.*
- [Create ODBC Link List]** If your PC operating system is Windows NT or Windows 2000, click this button to create a Linked List allowing all users on that PC to access the Hibsoft Databases.

5.2 User Management (File / Setup Users)

Hibsoft label can be configured with a series of password to allow different functionality to different users of the program.

From the menu bar, select **File / Setup Users** to open the Users dialog.



[Add User] Click this button to add a new user.

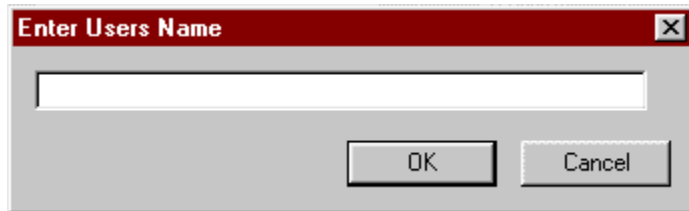
[Edit User] Click this button to change an existing users privileges.

[Delete User] To remove a user, highlight the user in the listbox then click on the [Delete User] button.

Uses Passwords Tick this box to enable password control (otherwise the software is open access).

5.2.1 Add User

Add a new user to Hibsoft Label's password control.

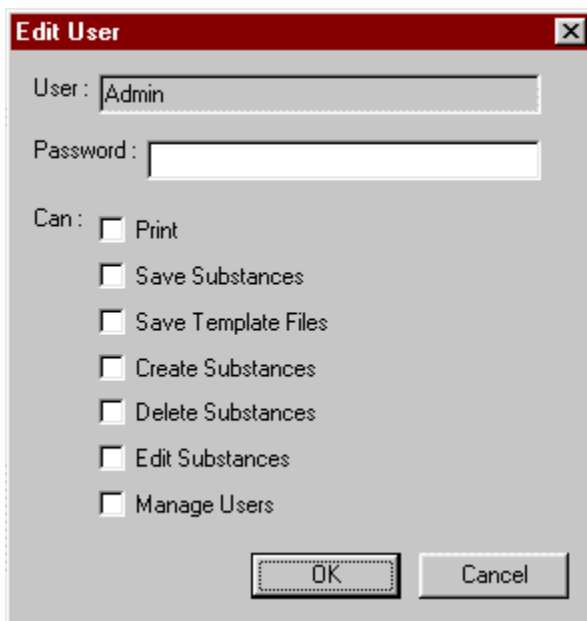
A screenshot of a Windows-style dialog box titled "Enter Users Name" in a red header bar. The dialog has a light gray background. It contains a single-line text input field. At the bottom right, there are two buttons: "OK" and "Cancel". A small "X" button is in the top right corner of the header bar.

**Enter Users
Name**

Enter a name for the user you are adding.

5.2.2 Edit User

Modify a user's privileges within the Hibsoft Label password control system.



Edit User

User : Admin

Password :

Can : ☐ Print
☐ Save Substances
☐ Save Template Files
☐ Create Substances
☐ Delete Substances
☐ Edit Substances
☐ Manage Users

OK Cancel

Password	Enter a password for this user.
Can: Print	Tick this box if you wish to allow this user to print labels.
Can: Save Substances	Tick this box if you wish to allow this user to save amendments to substances to the database.
Can: Save Template Files	Tick this box if you wish to allow this user to save changes to templates.

**Can: Create
Substances**

Tick this box if you wish to allow this user to create new substances.

**Can: Delete
Substances**

Tick this box if you wish to allow this user to delete substances from the database.

**Can: Edit
Substances**

Tick this box if you wish to allow this user to edit substance information before printing labels.

**Can: Manage
Users**

Tick this box if you wish to allow this user to add, amend or delete other users.

6.1 Tutorials

This section describes in fairly general terms the steps and procedures involved in accomplishing the major tasks you are likely to wish to perform in Hibsoft label. Refer to the section concerned at any stage for more information.

6.1.1 Printing a Hazard Label

- i. The first step is to select the substances for which you wish to print a label. From the menu bar select **Substance** and **Select**. Open the **Section** which contains the substance (or click on **All** to list substances in all sections), find the substance itself in the listbox then select it by clicking on the substance name and then the **OK** button. The information relating to the selected substance will now be loaded from the database.
- ii. If you have associated a template with the substance, the template will load automatically and be filled in with details relating to that substance. If you have not associated a template with the substance, then the substance information will fill in to whatever template you currently have loaded (which at this stage may not be the correct template for the style of labels you wish to print).
- iii. ** This step is not necessary if you have associated a template with the substance for which you wish to print a label (correct template is then loaded automatically).* The next step is to load the appropriate label template corresponding to the style, size and content of the labels you wish to print. From the menu bar choose **File** and **Open Template**, then select the appropriate template from the navigation box. The label template should then load and be populated with your substance information. You now see on screen an approximation of what your printed label will look like.

- iv. If you need to make any alterations to the substance information you can do so now by selecting **Substance** and **Edit** from the menu bar. Change the details as appropriate then click on **Ok**.
***Note** that you can make temporary changes to the substance information whilst printing the current label but without updating the database. When you come to select a new substance or exit the program you will be asked if you want to save the changes you have made the substance – if you don't wish to make the changes permanent answer **no**.*
- v. When you are happy that the template design and substance information are correct you are ready to print the template. From the menu bar select **File** and **Print**.
- vi. If any variable fields have been set up to **Ask at print time** you will be prompted to enter information for them now. Otherwise, or when you have finished updating the variable fields, a standard Windows **Print Dialog** will appear. Choose the correct printer making sure the properties are correct (ie paper size and orientation), enter how many copies are required and select **OK**.

6.1.2 Creating a Substance Record

Hibsoft label comes a large database of substances already included, but from time to time you may need to create records for new substances not yet included in the database.

- i. From the menu bar, select **Substance** and **New**. Use the drop-down to the right of the **Section** text box to select a section to add your substance to, or input the name of a new section to be created. Enter the **Substance Name** in the text box below.
- ii. The **Edit Substance** dialog box opens. This is where you will enter information about your substance.

- iii. On the **General Tab**, enter descriptive information about your substance, including **UN**, **CAS** and/or **EC** numbers. The **Set Depot** button allows you to associate an address with the substance. When you click on the Set Depot button an extra dialog box opens where you can select an existing address or create a new one. When adding or amending addresses, don't forget to click on the **Update** button to save your changes.
- iv. On the **IOD/Diamonds** tab, you will select the Indication of Danger and/or Warning Diamond symbols that need to be associated with your substance. You can add up to 4 IOD symbols, and up to 3 Diamonds. Simply select the IOD or Diamond option in the left hand box, and choose the symbol to associate with it from the right hand box.
- v. On the **R+S Phrases** tab you will add Risk and Safety phrases to your substance information. Initially, the R&S phrases list will be empty, to start adding phrases to your substance click on the **Add** button. This will open the R&S Phrase selector from which you can pick an existing phrase or **Add** a new one. You can add as many R&S phrases as are required. NB: If you have a multi-lingual version of Hibsoft Label you only need to add R&S phrases in the master language (English).
- vi. The **Variables** tab is where you associate substance information with template variables. If the template you currently have loaded does not contain any variable fields in its design this tab has no function.. will only be available on specifically designed templates (If there is nothing in the **Name** box it means there are no fields of this type on the template). Highlight the variable under **Name** and input the text under **Value**. If the text may change, place a tick in **Ask at Print Time** and a reminder to check will appear when this substance is printed (useful if the variable information may change at each print run).

- vii. The **Advanced** tab contains options to enter the text to be printed as a **Barcode** (only applicable if your template design includes a barcode field) and any text to be used as a **Batch Number Prefix**. Particularly useful is the option to **Associate Label Template** which can be set to automatically load the correct template whenever this substance is selected (select **Use Current** to associate the currently loaded template or choose **Select** to select any other saved template).
- viii. When you have worked through all the tabs entering the required details click on the **OK** button. The loaded template should now fill in with information you have entered for your new substance.

***Please note:-** although you can enter information for any or all of the substance fields, only those that have been specifically included in your template design will actually appear on your label.*

- ix. Select **Substance** and **Save** from the menu bar to save your new substance. You are now ready to print a label for the substance.

6.1.3 Creating a new multi-lingual risk phrase

Note that Hibsoft Label does NOT include a language translation engine, all existing foreign language translations have been pre-prepared and stored in its database. To create a new multi-lingual risk phrase you will need to have all foreign language translations prepared in advance.

- i. Click on the **R+S Phrases** button to open the R+S Phrase List window.
- ii. Select **English** from the language selector in the Phrase Text box.
English is the master language, therefore new phrases must be created initially in English.

- iii. Click on the **Create** button. In the New R+S Phrase box enter the identifying code for the new phrase (eg. P99) then click on the **Ok** button.
- iv. Back in the R+S Phrase List window, the new code has been added to the phrase list (it should be highlighted) but currently has no wording.
- v. Type in the English wording for the new phrase then click on the **Update** button.
- vi. For each additional language:
 - Select the language from the language selector.
 - Type in the foreign language phrase.
 - Click on the **Update** button.
- vii. Click on **Ok** to exit the R+S Phrase List box.

The multi-language phrase is now ready for use and may be added to any substance record where it is needed.

- viii. *To add the new phrase to the current substance:*
 - Click on the **Edit Substance** button.
 - Move to the **R+S Phrases** tab.
 - Click on the **Add** button.
 - Find the new phrase in the phrase selector. Click on either the phrase code or phrase text to select it.
 - Click on the **Ok** button (phrase selector).
 - Click on the **Ok** button (edit substance window).

NB: For the foreign language phrases to appear on your labels you must have included an R+S Phrase field in the appropriate language on your template design.

6.2 **Troubleshooting Thermal Printers**

In the following paragraphs you may be asked to access your printer driver. To do so in Win95/88/ME/2000/XP proceed as follows:

1. *Click on the 'Start Button'.*
2. *Select 'Settings' then 'Printers' from the pop-up menu.*
3. *Right-click on the icon for your printer model then select 'Properties' to open the printer driver dialog box.*

If the following instructions do not help you to resolve your problem, contact the Hibiscus help-desk or your other printer supplier for further assistance.

When I print a label the ribbon feeds out along with the label itself.

In your printer driver you need to find the setting for 'Print Method'. If this is set to 'Direct Thermal' it means your printer is set to work without a ribbon and therefore the ribbon take-up motor is switched off. Change the setting to 'Thermal Transfer' to correct the problem.

Whenever I try to print a label, the printer goes to 'Paper Jam'.

There are two probable causes for this:

1. Are you printing from a new template or a different one from that which you last used successfully : **YES** – check for mismatched label size settings in the printer driver.
2. Has the problem only begun since you loaded a new batch of labels: **YES** (or if you answered **No** to the above) – perform a sensor adjustment (if you do not already have one, contact Hibiscus and ask for an instruction sheet for your printer model).

The printer is saying paper out when it fact it has paper loaded.

Again, this can be caused by a mismatch between the label settings in the labelling software and the printer driver.

Notes