

Admin User Guide

Definitions

Substance – a chemical or product about which you wish to store information and/or create labels.

Template – a blueprint for the design of a label. It describes the content and layout of the label.

Label – the printed result of combining a substance with a template.

Administering Users

1. From the menu bar, select **File** then **Setup Users**. If you do not already have any users setup when you enter this section of the program an error message may occur – this is normal, just click on [Ok] to continue – *The User administration box will open.*
2. To set up a new user click on the [Add User] button – *The new user box will open.*
3. Enter the name for the new user and click on [Ok] – *The user properties box will open.*
4. Enter the rights for the new user by ticking the appropriate boxes.

| | |
|----------------------------|--|
| Password | The password the user will enter to access the program. |
| Print | User can print labels. |
| Save Substances | User can save amendments to substances. |
| Save Template Files | User can save amendments to templates. |
| Create Substances | User can create new substances. |
| Delete Substances | User can delete substances, |
| Edit Substances | User can edit substances (but cannot save changes unless Save Substances is ticked). |
| Manage Users | User can access this area of the program to administer users. |

Click on [Ok] to save the new user record.

Repeat steps 2 thru. 4 to create user records for all persons who will access the program.

5. To begin using passwords to control entry to the program click on the **Uses Passwords** tickbox. Click on [Ok] to close the users box then exit the program. When you re-enter the program you will be prompted for a username and password.

NB: BEFORE ENABLING PASSWORDS ensure you have created at least one Admin user (ie. with the Manage Users box ticked. If you fail to do so you will lose future access to this area of the program (in this event contact Hibiscus PLC for advice).

Creating a Substance Record

1. From the menu bar, select **Substance** then **New** (or click on the New Substance button) - *The 'Save Substance As' dialog box will open.*
2. Choose a Section in which to store your new substance by **either**:
 - a) clicking the down arrow to the right of the substance box and selecting an entry from the list, **or**
 - b) entering the name of a new Section (into which you can later add additional substances).
3. Enter the descriptive name of the substance in the 'name' box - *The 'Edit Substance' dialog box will open.*
4. **The 'General' Tab**
Enter the following information (where applicable):
 - Substance Line 1** (eg. technical name)
 - Substance Line 2** (eg. contains)

Substance Line 3 (eg. proper shipping name)

UN Number

EC Number

EC Label (yes/no indicator)

CAS Number

Index Number

Depot*

The depot field corresponds to an entry in a database of addresses which you can choose to appear on your labels. If you know the code of the required depot, enter it in the Depot Field (leave blank if you do not wish to use depots). To select a depot from the database click on Set Depot then use the [Next >>] and [<< Prev] buttons to move through the database to find the required record. To add a depot, select [Set Depot] then click on [Add], input a **Depot Code that the new record will be referenced by, and input the address in the **Address** box. To save the record, click on [Update] then [OK].*

5. **The IOD/Diamonds Tab**

You can select up to four IOD (Hazard Warning) symbols and three Warning Diamonds to link to your substance.

- IOD** – Select IOD Symbol 1 in the left hand window then select the required symbol from the list on the right. Repeat for IOD Symbol 2, 3 and 4 (if required).
- Diamonds** – select up to three warning diamonds in the same manner as above (NB: Not available in Janitor version).

6. **The R+S Phrases Tab**

Notice that the phrase list box on a new substance is initially empty. To add Risk and Safety phrases to your new substance click on [Add]. Scroll down the list to find the required phrase, click on the phrase to highlight it, then click on [OK] to add it to the phrase list. Repeat until all required phrases have been added.

NB: Refer to the Label Manual for information on creating new phrases.

7. **The Variables Tab**

Variables are additional fields which have been added to specific templates. You can only access variable fields which appear on the currently loaded template, if you have not loaded a template or have loaded a template which has no variable fields this tab will be empty – otherwise:

Highlight a variable name in the **Name** field and enter the required text in the **Value** field below, then click on [Update]. Place a tick in the **Ask at Print Time** box if you wish to be prompted to review this information whenever you print a label.

8. **The Advanced Tab**

- Barcode Data** – if you wish to include a barcode on labels for your product, enter the information to be car-coded here (will only appear on templates on which you have created a barcode field).
- Batch Number Prefix** – if you wish to print batch numbers on labels for your product you can enter here any information you wish to appear before the barcode.
- Associate Label Template** – associates a template to the substance so that whenever that particular substance is selected the correct template is automatically loaded. To associate the currently loaded template click on [Use Current], alternatively click on [Select] to open a browser to choose from all of your available templates.

9. When you have finished entering substance information, click on [OK] to close the Edit Substance box. The template should fill with the information entered. Select **Substance** and **Save** from the menu bar to save the information.

Please note:- the particular information that appears on any label you print from any substance you create depends on the template design, ie. only those fields which have been included in the template design will appear on the printed label.