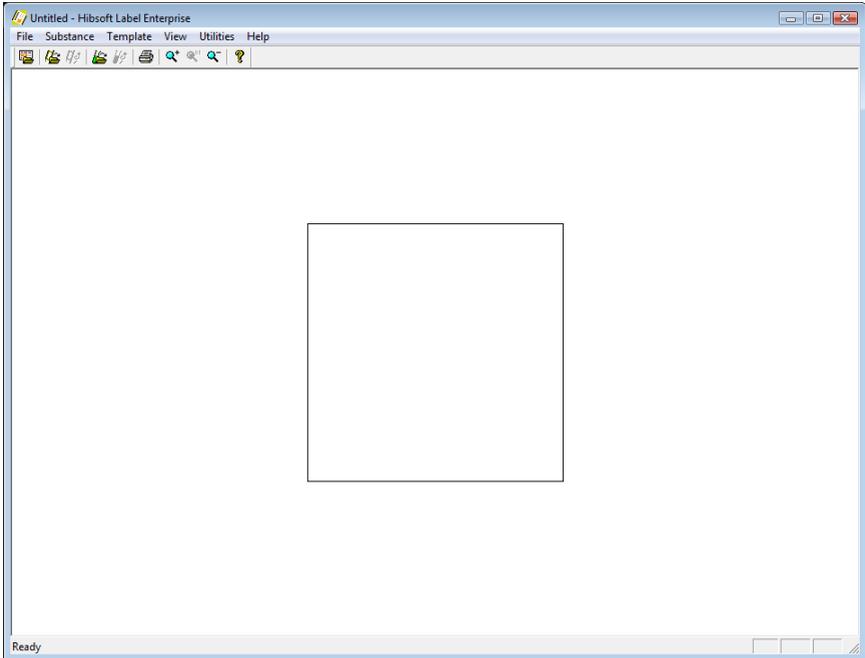


HibSoft Label Enterprise Labeller



Version 1.0

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Hibsoft Label Enterprise Labeller Screenshot

1.0 Introduction

Hibsoft Label Enterprise Labeller is a part of a suite of programs providing an advanced hazardous labelling solution, allowing you to print a wide variety of customised label designs.

1.1 Table of Contents

What is covered in this manual and where to find it.

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1.2 Terms Used in this Manual

Template – This is a stored label design. A template describes what information will be printed on a label and where that information will be inserted in the label layout, but does not contain any actual information about any specific chemical or substance. A template must therefore be merged with a **substance** in order to create a **label**. A single template can be merged with many substances (individually) to create labels that are identical in appearance (size, layout etc.) but contain different information.

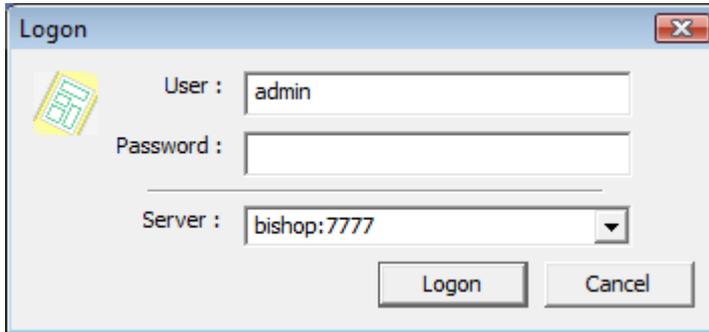
Substance - A substance is a chemical or other substance which is the subject of a label. A substance defines the information that is available to be printed on a label, but does not contain any information about the appearance of a label (ie. what information will be included in which locations). A substance must therefore be merged with a **template** in order to create a **label**. A substance can be merged with more than one template to create labels that differ in appearance (size, layout etc.) but contain the same information.

Label – A label is the merged result of a **template** and a **substance**. It contains specific information from the substance record laid out in the manner described by the template. Labels can be created at print time by separately selecting the required substance and template, and/or can be saved as a 'ready made' combination for later reuse.

1.3 Opening the Software

To open the HibSoft Label Enterprise Designer Program, click on the desktop icon or Click on the Start button then choose Programs / HibSoft / HibSoft DesignerEnt (may vary on different versions of Windows).

You will be required to log-in to the database using a username and password provided to you by your system administrator.



User Your user login name - identifies you to the system and determines your access rights.

Password Protects your login against unauthorised. Do not give out your password to anyone else.

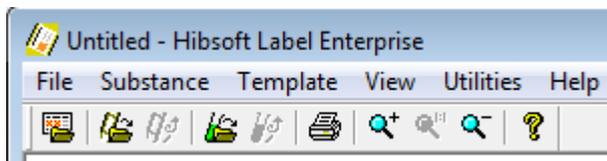
Server Identifies the database to which you wish to connect.
NB: Tampering with this setting could disable the program.

[Logon] Click this button to proceed - user name and password are validate and if accepted the program will open.

[Cancel] Click this button to cancel - program terminates.

Once you have successfully logged onto the database, the program will open up at the label design screen.

2.0 The Main Tool Bar

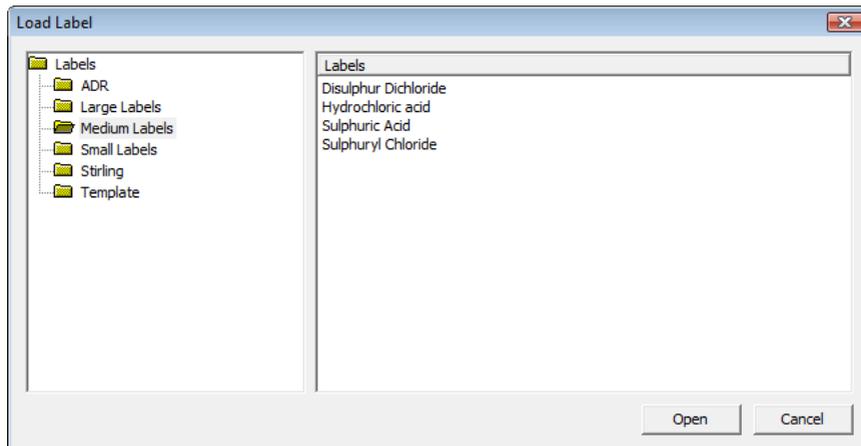


1 2 3 4 5 6 7 8 9 10

- 1 **Load Label** (load a saved production label)
- 2 **Open Template** (load a saved label template)
- 3 **Reload Template** (reload a saved label template)
- 4 **Load Substance** (load data about a selected substance)
- 5 **Reload Substance** (reload data about the current substance)
- 6 **Print** (Print the label)
- 7 **Zoom in 10%** (Enlarge the label image by 10%)
- 8 **Zoom 1:1** (Snap label image to normal resolution)
- 9 **Zoom out 10%** (Reduce the label image by 10%)
- 10 **Help** (About)

2.1 Load Label (File / Load Label)

Click this button to open a production label, ie. a previously saved combination of *Substance* and *Template*.



The panel on the left shows the list of folders in which your labels are stored (*these folders are customisable and those in your copy of the software may be completely different to those shown above*). The panel on the right shows the list of labels contained in the currently open folder.

Left Panel Double-click on any folder to access the labels it contains – these will then be listed in the panel on the right.

Right Panel Double-click on any label, or click once to select then click [Open], to open that label.

[Open] Open the currently selected label – first open a folder (left panel) then select a label (right panel).

[Cancel] Close dialogue without opening a label.

2.1.1 Loading a Label

1. Open the folder containing the required label (left panel - double-click folder name).
2. Locate the required label in the labels list (right panel).
3. To open the label, double click on the label name.

2.1.2 Popup Variables

If the template design linked to the label contains any popup variables (ie. variable fields that require user input), then you will be prompted to enter information for each of those fields.

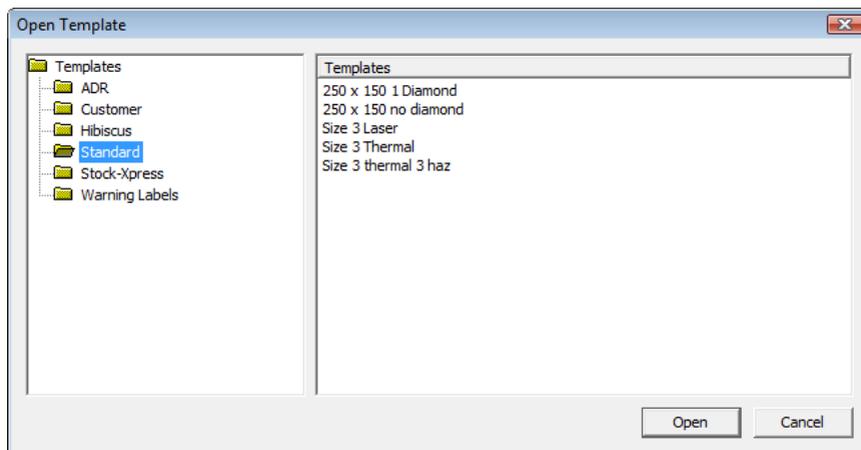


- | | |
|-----------------|---------------------------------------------------------------------------------------------------------------------|
| {Text} | Enter the text that you wish to appear in the field to which the popup variable relates. |
| [OK] | Protects your login against unauthorised. Do not give out your password to anyone else. |
| [Cancel] | Identifies the database to which you wish to connect.
NB: Tampering with this setting could disable the program. |

2.2 Open Template (Template / Open)

Click this button to open a Template.

*Note that a Template is only a label design, not a complete label. For a complete label you must also open a **substance**.*



The left panel contains the list of folders in which your templates are stored (will differ from those shown above).

The right panel contains the list of templates stored in the current selected folder.

Note that after loading a template, unless you have already loaded a substance, it will appear on the screen as empty boxes. Once you have loaded a substance, the boxes will be filled in with the relevant information pertaining to that substance.

Left Panel Double-click on any folder to access the templates it contains – these will then be listed in the panel on the right.

Right Panel Double-click on any template, or click once to select then click [Open], to open that template.

- [Open]** Open the currently selected template – first open a folder (left panel) then select a template (right panel).
- [Cancel]** Close dialogue without opening a template.

2.2.1 Loading a Template

1. Open the folder containing the template you wish to load (left panel – double-click on folder name).
2. Locate the required template in the templates list (right panel).
3. To open the template, double click on the template name.

2.2.2 Popup Variables

If you have a substance loaded prior to loading a template, and the template design contains any popup variables (ie. variable fields that require user input), then you will be prompted to enter information for each of those fields.



- {Text}** Enter the text that you wish to appear in the field to which the popup variable relates.
- [OK]** Protects your login against unauthorised. Do not give out your password to anyone else.
- [Cancel]** Identifies the database to which you wish to connect.
NB: Tampering with this setting could disable the program.

2.3 Reload Template (Template / Reload)

Click this button to reload the current template.

This is useful if you need to make design changes to a template. After saving your changes in the designer program, reload the template to update on-screen to the newer version.

After clicking the reload template button, the screen refreshes with the latest version of the currently selected template.

2.3.1 Popup Variables

If you have a substance loaded prior to loading a template, and the template design contains any popup variables (ie. variable fields that require user input), then you will be prompted to enter information for each of those fields.



- | | |
|-----------------|---------------------------------------------------------------------------------------------------------------------|
| {Text} | Enter the text that you wish to appear in the field to which the popup variable relates. |
| [OK] | Protects your login against unauthorised. Do not give out your password to anyone else. |
| [Cancel] | Identifies the database to which you wish to connect.
NB: Tampering with this setting could disable the program. |

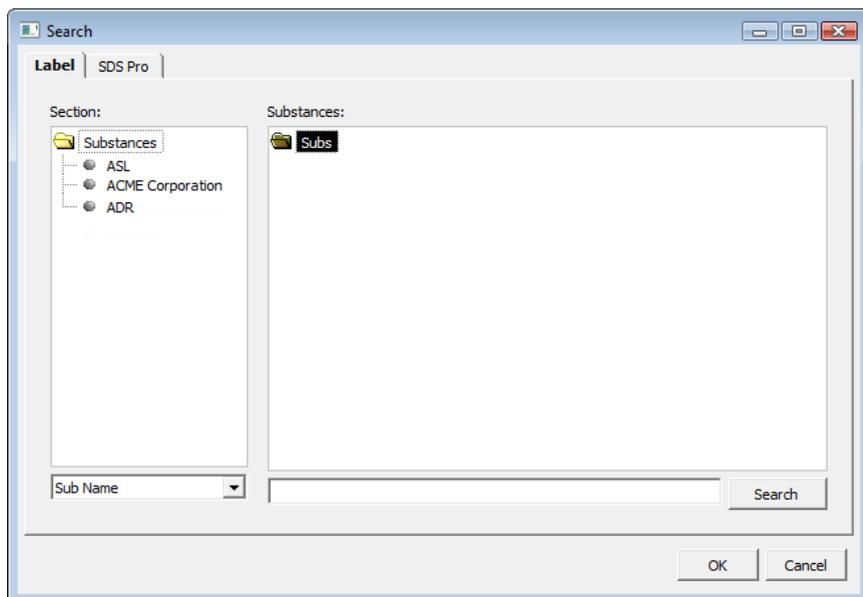
2.4 Open Substance (Substance / Open)

Click this button to open a substance record.

*Note that a substance record contains the labelling information about a particular substance but is not in itself a complete label. To produce a label you must combine a substance record with a **template**. Note also that Hibsoft Label Enterprise from load substance information from more than one source, ie. its own internal database and optional external databases.*

2.4.1 Loading a Substance from the Local Database

Select the 'Label' tab to load a substance from Hibsoft Label Enterprise own internal substance database (other tabs may or may be present depending on whether you have alternative data sources setup, eg. SDS Professional).



The left panel contains the list of sections in which your substance records are stored (will differ from those shown above).

The right panel contains the list of substance records stored in the currently selected section.

Note that a substance record only becomes visible on screen in the context of a template, ie. when you load a substance record, its information will be used to complete the appropriate fields in the template you currently have loaded on screen. If you have not yet loaded a template, the screen will remain blank until such time as you do so.

Section: (Left Panel) Click on a section to search for records in that section.

{Drop Down List} Select the field you wish to search on from the drop down list below the Sections panel.

Substances (Right Panel) Will be blank until you have conducted a search after which it will be populated with the results of the search. Double-click on any substance, or click click once to select then click [Open], to open that substance.

{Input panel} Enter your search criteria in the input box below the Substances panel then click on[Search].

[Search] Load the substance which is currently selected in the Substances panel.

[Open] Open the currently selected substance– first open a folder (left panel) then select a substance (right panel).

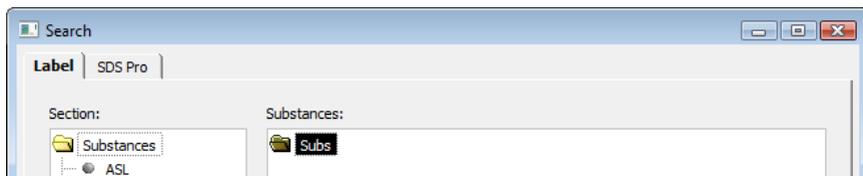
[Cancel] Close dialogue without opening a substance.

Loading a Substance

1. Select the section containing the template you wish to load (left panel – click on section name to highlight).
2. Select the field you wish to search on from the drop-down list beneath the Section panel (eg. select Sub Name to search through Substance Names).
3. Enter your search criteria in the input box below the Substances panel (eg. Enter 'Hydrogen' to return a list of substance names containing the word 'Hydrogen') then click on [Search].
4. Locate the required substance in the list in the substances panel and double-click on the substance name to open it.
5. Before the the substance records appears on screen, you may be required to enter information for any 'popup' variable fields contained in the currently selected template.

2.4.2 Loading a Substance from an External Database

HibSoft Label Enterprise has been designed to be able to access labelling data from outside databases such as compatible SDS systems. At the time of writing, SDS Professional (supplied by Safeware Quasar) and SafeText (supplied by Lexeus Ltd) are supported. Bespoke links to other software products may be possible. Any alternate data sources available on your system will appear as 'Tabs' on the substance search box.



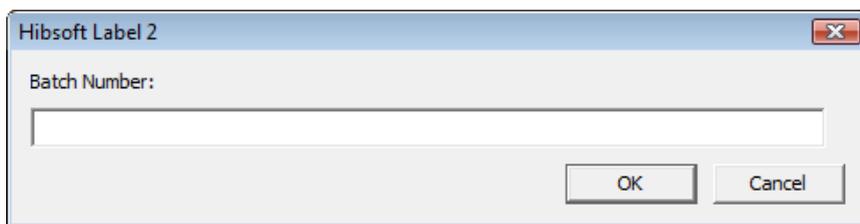
See your separate instruction sheet for loading substance data from external sources.

2.4.3 Searching

When searching for substances you can enter a full substance name (or part code), or just a partial name to bring up a list of matches to search through. The more precise you are the shorter the list will be.

2.4.4 Popup Variables

If you have a template loaded prior to loading a substance, and that template design contains any popup variables (ie. variable fields that require user input), then you will be prompted to enter information for each of those fields.



- | | |
|-----------------|---------------------------------------------------------------------------------------------------------------------|
| {Text} | Enter the text that you wish to appear in the field to which the popup variable relates. |
| [OK] | Protects your login against unauthorised. Do not give out your password to anyone else. |
| [Cancel] | Identifies the database to which you wish to connect.
NB: Tampering with this setting could disable the program. |

2.5 Reload Substance (Substance / Reload)

Click this button to reload the current substance.

This is useful if you need to update the substance information. After saving your changes in the substance editor, reload the substance to update on-screen to the newer version.

After clicking the reload substance button, the screen refreshes with the latest version of the currently selected substance.

2.5.1 Popup Variables

If you have a template loaded prior to loading a substance, and that template design contains any popup variables (ie. variable fields that require user input), then you will be prompted to enter information for each of those fields.



- | | |
|-----------------|---------------------------------------------------------------------------------------------------------------------|
| {Text} | Enter the text that you wish to appear in the field to which the popup variable relates. |
| [OK] | Protects your login against unauthorised. Do not give out your password to anyone else. |
| [Cancel] | Identifies the database to which you wish to connect.
NB: Tampering with this setting could disable the program. |

2.6 Print (File / Print)

Click this button to print the current label.

This option opens the standard Windows printer dialogue box.

2.7 **Zoom In** (View / Zoom / In 10%)

Click this button to zoom in the display by a factor of 10%.

This is useful when designing small labels as it makes the fields easier to work with on the screen.

2.8 **Zoom 1:1** (View / Zoom / To 100%)

Click this button to adjust the zoom factor to the default setting.

2.9 **Zoom Out** (View / Zoom / Out 10%)

Click this button to zoom out the display by a factor of 10%.

This is useful when designing large labels, where you may need to shrink the display in order to see the effect of the whole label on the screen at one time

2.10 Help (Help / About)

Click this button to bring up a window showing the current version information of the program.

3.0 Advanced Features

This section describes some of the more advanced features of the Hibsoft Label Enterprise Labelling program.

3.0.1 The Menu Bar

All of the features previously described in the previous section can be accessed from the menu bar as well as from the buttons on the tool bar. In addition, a small number of additional options can only be accessed from the Menu Bar (these are indicated below in red and are discussed in the remainder of this section.)

File

Load Label	Open a new label
Save Label As	Save the current label
Manage Labels	Organise labels
Print	Print the current label
Print Preview	Preview the current label
Print Setup	Adjust printer settings
Exit	Exit the program

Substance

Open	Open a new substance
Reload	Reload the current substance

Template

Open	Open a new template
Reload	Reload the current template
Import	Import a template

View

Zoom	
In 10%	Zoom in view by 10%
To 100%	Set zoom to default
Out 10%	Zoom out view by 10%

Tool Bar	Display/Hide the tool bar
Status Bar	Display/Hide the status bar

Utilities

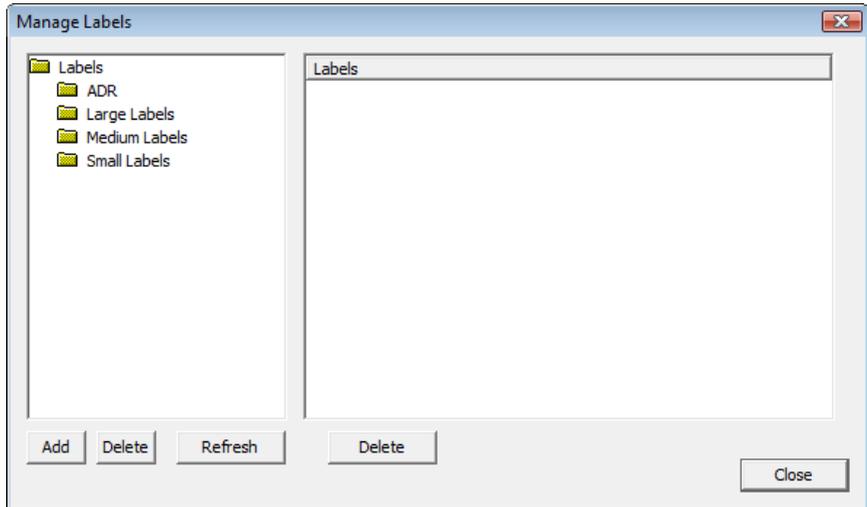
Show Console	Show the debugging console
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Help

About	About the program
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3.1 **Manage Labels** (File / Manage Labels)

Hibsoft label allows you to store substance and template combinations as ready made labels which you can quickly reload to when you need to print more. Labels are stored in folders which can be nested, enabling you to organise your different labels into categories and sub-categories according to usage, thus making it much easier to locate the correct label when the time comes to print a label.



3.1.1 **Adding Sections**

To create a new folder, simply click on the [Add] button, then type in a name for the new folder in the dialogue box that appears.

NB: You can create new folders 'on the fly' when you use the tneplate 'Save As' function.



Enter a name for the new label section Type in a name for the label section. Use names that are meaningful and descriptive of the templates you intend to store in that section. Click [Ok] to create the section.

[Ok] Click this button to create the section named above.

[Cancel] Click this button to cancel - close the dialog without creating a new section.

3.1.2 Deleting Sections

To delete a folder, simply select the folder you wish to delete, ensure the correct folder is highlighted, then click on the [Delete] button (below the folders browser). Note that you cannot delete a section which contains labels - you must first individually delete the labels or move them to other sections.

3.1.3 Deleting Labels

To delete a label, simply click on the label name to select it, ensure the correct label is highlighted, then click on the [Delete] button (below the label browser).

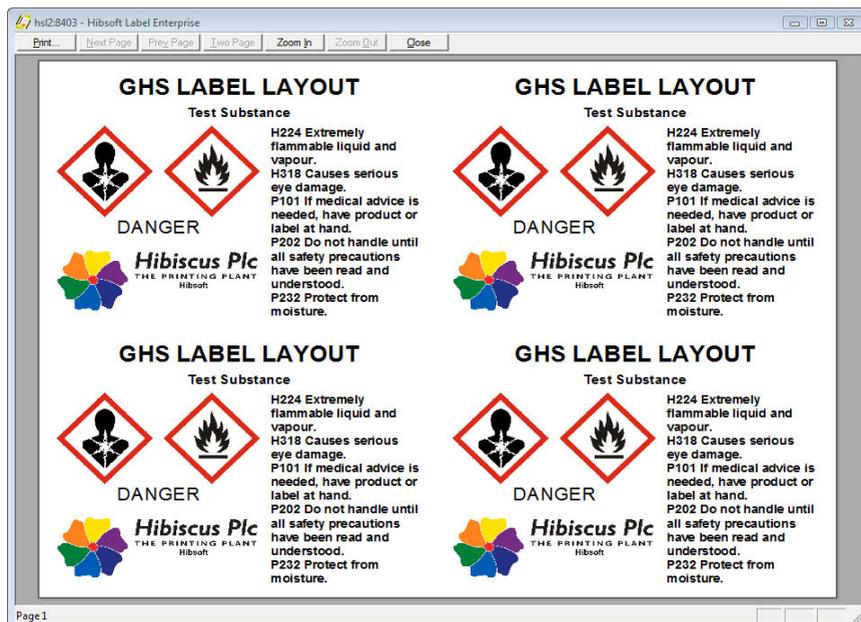
3.1.4 Moving Labels Between Folders

You can easily move labels between folders by using the drag and drop method, ie:

- 1) In the left panel, open the folder containing label to be moved.
- 2) In the right panel, click on the label and, holding down the mouse button, drag it over the folder in the left panel where you wish it to be placed, then release the mouse button..

3.2 Print Preview (File / Print Preview)

Choose this option to see an on screen preview of what your printed label or label sheet will look like.

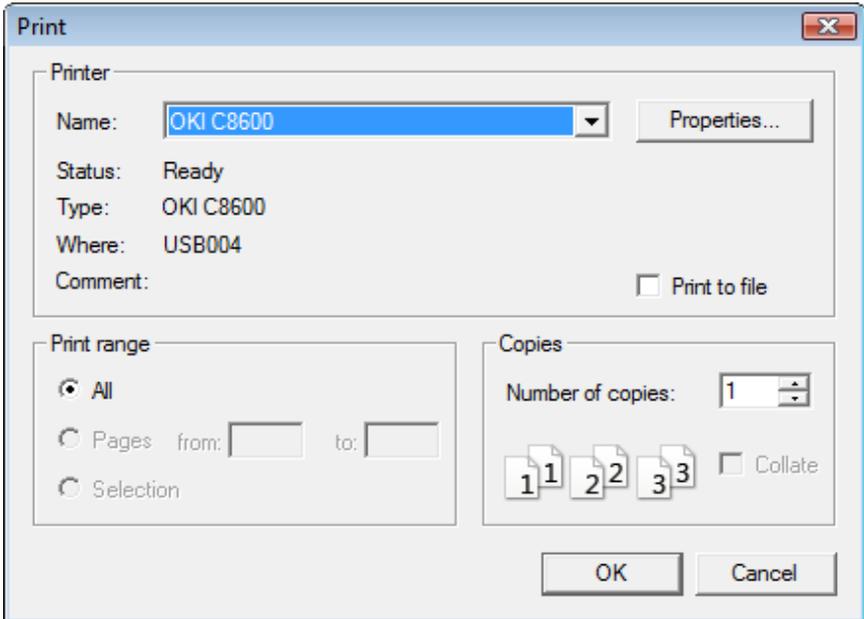


The above example illustrates four A6 sized labels printed on an A4 laser sheet.

[Print]	Print the label or label sheet.
[Next Page]	Show Next Page (if applicable).
[Prev Page]	Show Previous Page (if applicable).
[Two Page]	Show two pages side by side (if applicable).
[Zoom In]	Enlarge the image.
[Zoom Out]	Reduce the image.
[Close]	Close the preview.

3.3 Print Set-up (File / Print Setup)

Choose this option to open the standard Windows printer driver dialog, eg.



Select the label printer from the drop down list of printers available on your system then click on the [Properties] button to adjust it's settings*.

** Refer to the manual for your printer for available settings and their uses.*

3.4 **Import Template** (Template / Import)

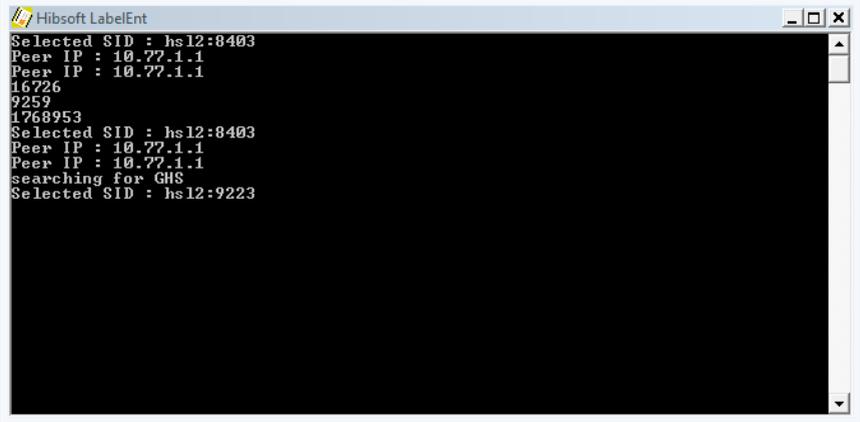
Choose this option to import a template that has been exported from another copy of Hibsoft Label Enterprise.

Choose the file to be imported from the standard Windows dialog.

Note that you can only import files of type L2T.

3.5 Show Console (Utilities / Show Console)

The console logs all operations being executed within the software and is only useful as a debugging tool. If you report a problem with your copy of Hibsoft Label Enterprise you may be requested to switch on the console and report on its contents.

A screenshot of a Windows-style console window titled "Hibsoft LabelEnt". The window has a black background with white text. The text shows a sequence of log entries: "Selected SID : hs12:8403", "Peer IP : 10.???.1.1", "Peer IP : 10.???.1.1", "16726", "9259", "1768953", "Selected SID : hs12:8403", "Peer IP : 10.???.1.1", "Peer IP : 10.???.1.1", "searching for GHS", and "Selected SID : hs12:9223". The window includes standard Windows window controls (minimize, maximize, close) in the top right corner and a vertical scrollbar on the right side.

```
Hibsoft LabelEnt
Selected SID : hs12:8403
Peer IP : 10.???.1.1
Peer IP : 10.???.1.1
16726
9259
1768953
Selected SID : hs12:8403
Peer IP : 10.???.1.1
Peer IP : 10.???.1.1
searching for GHS
Selected SID : hs12:9223
```

Notes