

PRODUCT WHITE PAPER

LABEL ARCHIVE

Minimizing Label Printing Errors with LABEL ARCHIVE

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Introduction

Keeping labeling errors at a minimum can be a problem as manufacturing firms face a growing number of customer and vendor label compliance standards.

Labeling standards for food manufacturers, government suppliers (Department of Defense), pharmaceutical manufacturers and healthcare suppliers are frequently changing, and managing revisions to existing label formats can be both tedious and expensive given the penalties for non-compliant labels.

These penalties are often times severe – one large retailer fines suppliers as much as \$2000 per incorrect label, and that cost can grow quickly when large quantities of products are shipped together. The penalties for non-compliant labels are severe enough that if an error is discovered, it is often worthwhile to try to track down and replace those labels.

Ensure Compliance and Minimize Label Printing Errors

Teklynx' LABEL ARCHIVE software can keep label printing errors to a minimum by providing a traceability layer for the label design and printing process, complete with archiving, approval, print history and security for label design and production environments.

Designed to work with Teklynx' LABELVIEW™ and CODESOFT® label design and printing software, LABEL ARCHIVE addresses the label control standards demanded by several industries, including healthcare, pharmaceuticals and manufacturing.

LABEL ARCHIVE includes Server, Client and Web modules for a complete and secure label printing system:

- **LABEL ARCHIVE Server** – The Server module (Figure 1) typically runs on a server machine as a centralized database, driven through a Windows® service. It allows administrator-level users to configure user management and messaging systems, as well as set up all label approval, archiving and security preferences.
- **LABEL ARCHIVE Client** – The Client module is an add-on to the Label Designer application (LABELVIEW or CODESOFT). It connects to the Server module to give authorized users the ability to perform document management activities (Check In, Check Out, Print

History, Version Control, Reprint, etc.) from within the Label Designer application.

- **LABEL ARCHIVE Web** – The Web module allows remote users (or customers) to connect to the Server via a Web browser and perform basic functions including viewing and approving documents and viewing print history records.

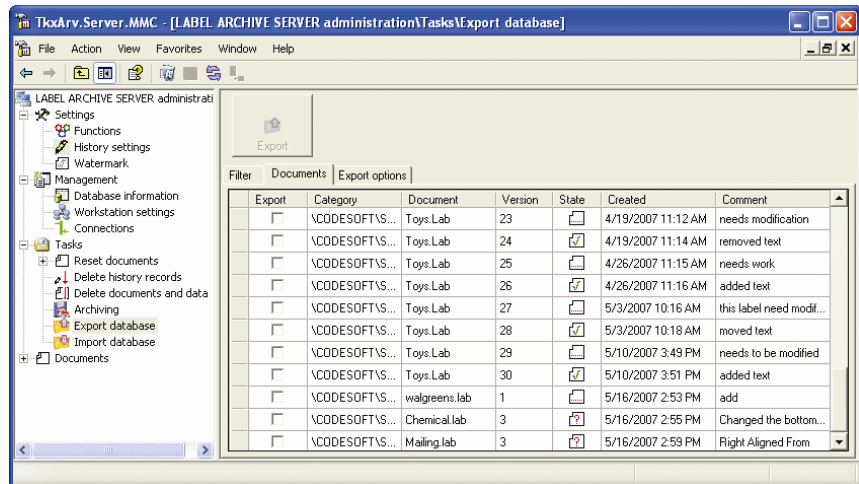


Figure 1 – LABEL ARCHIVE Server

Using LABEL ARCHIVE, manufacturers can be certain that only approved labels are entering production and that business rules are followed. LABEL ARCHIVE is uniquely designed with features that allow you to minimize label printing errors and make label compliance manageable, including:

- Customizable approval rules
- Automatic version control
- Traceability of print jobs

Customizable Approval Rules

Approval rules and user privileges can be customized to meet individual firms' business rules using LABEL ARCHIVE's flexible approval workflow configuration tool. Approvers can be notified via email and have the option to approve label designs from a web-based interface or over a local area network.

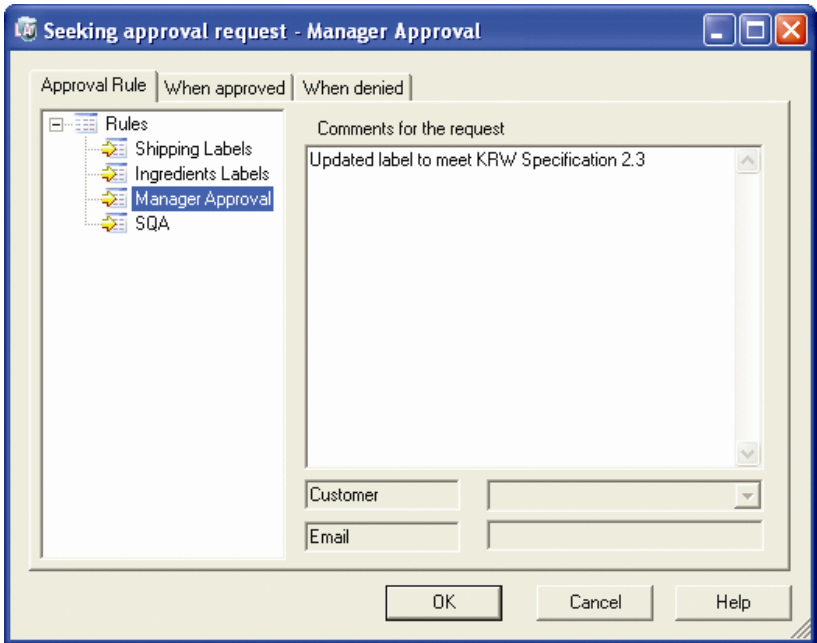


Figure 2 – Approval Rules

The electronic signatures used for approval are based on unique IDs and passwords to associate a digital pattern to a unique individual. These electronic signatures can be used to identify the who, and LABEL ARCHIVE can then track the what, where, and when.

LABEL ARCHIVE tracks all of a user's label design and printing activities and associates them to a log – including users' unique IDs.



Figure 3 – Approval Flow Diagram

Automatic Version Control

Development of compliant labels is often further complicated because many manufacturers rely on a person to design labels and at least one vendor compliance manager or other approver who has to sign off when a label is ready to enter a production environment. Mistakes can be made when version control is not enforced, and there is a risk that unapproved labels could enter the production environment.

In LABEL ARCHIVE, revision numbers are automatically added to updated label designs as they are introduced to the approval workflow. Not only does this minimize the potential for errors but it also makes it easy to locate earlier versions of label designs.

When a change is made to a label, the version number changes automatically. The system does not allow any changes to an approved label; instead, approved labels need to be versioned one number ahead and editing can be performed from there. This is a key component to a secure labeling system to ensure you are printing an approved version.

Traceability of Print Jobs

Another common source of errors in a label printing environment occurs when duplicate labels are allowed to enter production. LABEL ARCHIVE prevents duplicate labels from entering production by allowing for a watermark on any reprints or test prints. The watermark differentiates production approval labels from others and ensures the integrity of a tightly controlled system.

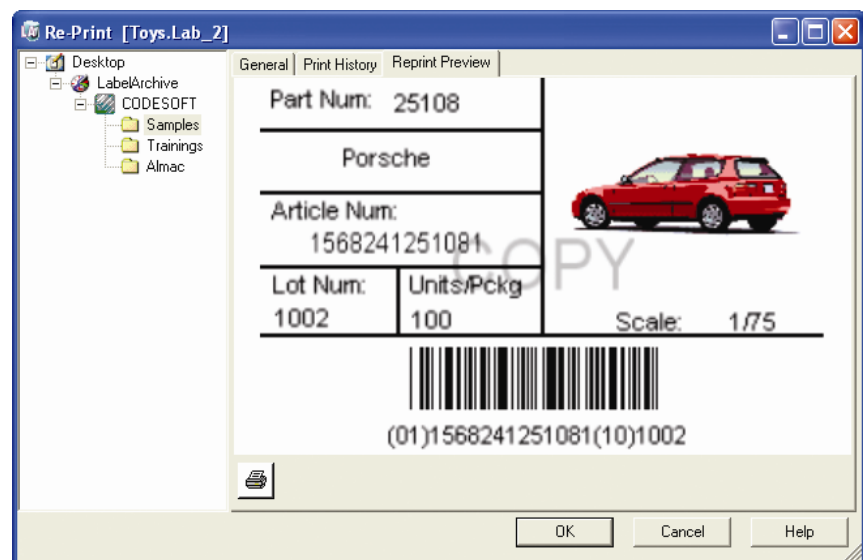


Figure 4 – Reprint Preview with Watermark

LABEL ARCHIVE serves as a “traceability layer” that provides answers to the questions of who, what, where & when as they relate to the design and printing of labels. Who designed the label? What workstation did they design it on and when? What data was printed, by whom, when?

Working in conjunction with the Approval Rules and Version Control functions, LABEL ARCHIVE is able to provide instant access to old versions of a label and allows you to produce exact reprints of a print job, with or without watermarks appearing on

the reprinted labels.

Archived data includes the label design, time of print job, variable data printed on specific labels, the user who printed, the printer that executed the job – covering the who, what, where and why of a print job.

Conclusion

LABEL ARCHIVE's unique feature set allows you to meet your labeling compliance needs and reduce costs by minimizing label printing errors. LABEL ARCHIVE features such as customizable approval rules, automatic version control, and traceability of print jobs provide you with a complete labeling solution that ensures compliance and addresses the label control standards of manufacturing and other key industries.

For More Information

For more information on LABEL ARCHIVE and its functionality, visit the Teklynx web site at <http://www.teklynx.com/labelarchive>.

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