



## WEB GUIDE

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# About This Manual

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## Typographical Conventions

This manual distinguishes between different types of information using the following conventions:

- Terms taken from the interface itself, such as commands, appear in **bold**.
- Keys appear in small caps, for example: “Press the SHIFT key.”
- Numbered lists mean there is a procedure to follow.
- When the conjunction -or- appears next to a paragraph, it means there is the choice of another procedure for carrying out a given task.
- When a menu command contains submenus, the menu name followed by the command to select appear in bold. Thus, “Go to **File > Open**” means choose the **File** menu, then choose the **Open** command.



This symbol highlights important information on how a particular command or procedure works.



Following this symbol, you will find hints and tips for optimizing tasks, speeding up commands, and so on.

**About your  
Product**

Some of the functions described in this manual may not be available in your product.

For the complete list of specific features available in your software, refer to the specification sheet provided with the product.

## CHAPTER 1

# Introduction

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## Welcome!

Congratulations! You have just acquired a complete and secure product solution to store barcode labels, trace the history of design modifications and print events, manage label versions and set up approval workflows.

LABEL ARCHIVE Server and Clients run on your company's network in conjunction with CODESOFT, and an optional Web module can also be used to provide limited access to external users.

The scalability of this product allows you to also install all components on your PC, and work in standalone mode like a simple desktop application.

## **LABEL ARCHIVE Modules**

The LABEL ARCHIVE package contains several modules: LABEL ARCHIVE Server, LABEL ARCHIVE Client and LABEL ARCHIVE Web module.

### **LABEL ARCHIVE Server**

The LABEL ARCHIVE Server is a centralized database driven through a Windows® service. It establishes the connection with the different data sources, and processes all client requests: Check In, Check Out, Print History, Document Approval, etc. The Server also uses two subsystems to operate: UMSS (User Management System) and MSGS (Messaging System). UMSS and MSGS respectively perform user configuration and messaging functions.

### **LABEL ARCHIVE Client**

The LABEL ARCHIVE Client is the add-in for CODESOFT. When the user invokes LABEL ARCHIVE from CODESOFT, this add-in connects to the Server and checks user rights. If the connection is successful then the user is allowed to perform different document management actions such as Check In and Check Out, and is given access to the centralized label storage database. The actions allowed depend upon the security settings and permissions that have been granted to the group to which the user belongs.

### **LABEL ARCHIVE Web Module**

The LABEL ARCHIVE Web module is a Web application accessible from any Web browser on the Internet or an intranet. Upon successful user Web authentication, this module establishes a connection with LABEL ARCHIVE Server and gives access to limited functions including viewing documents and history records, and approving documents before delivery in production.

## **How It Works**

LABEL ARCHIVE Server typically runs on a server machine. On the internal network, any client station that has CODESOFT and the LABEL ARCHIVE Client add-in can interact with the server at any time. All LABEL ARCHIVE components can also be installed on a single PC. In that case the system works in standalone mode, like a simple desktop application.

## Product Description

LABEL ARCHIVE is designed to run on any computer running a supported Windows® operating system.

Your product includes the following components:

- DVD
- complete documentation
- a license agreement
- an activation code, which allows you to activate the license of LABEL ARCHIVE Server on your server machine

### Note

**If you have not purchased an activation code yet, you can still use LABEL ARCHIVE for 30 days. During this trial period you can install as many clients as you want, and the system will accept up to three simultaneous connections to the server. After the trial period you will need to purchase an activation code. All the work that was done during the trial period is kept in the database, and you can continue it after activation without any disruption.**



## CHAPTER 2

# Using the LABEL ARCHIVE Web Module

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## Web Log In



**Figure 1** Web Access Log In window

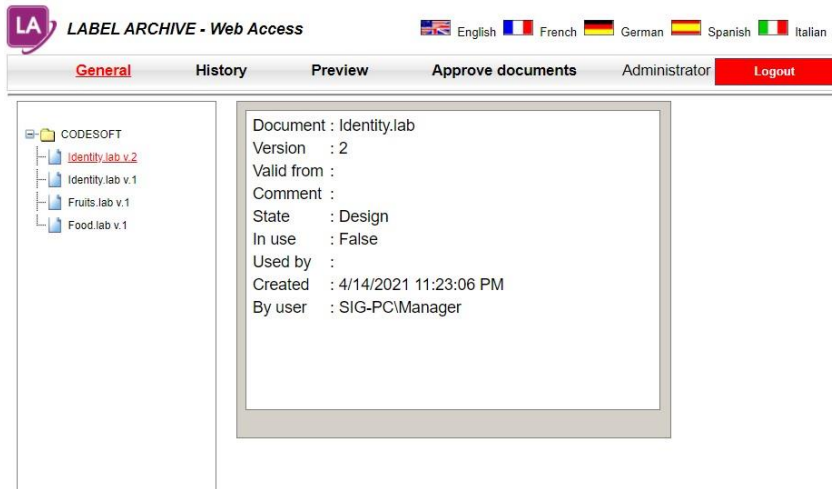
The LABEL ARCHIVE Web module gives access to limited functions for users or customers that are outside the LABEL ARCHIVE internal network. Web module users can view labels and history records, and can approve documents before delivery in production. These users simply need a Web browser and Internet access. They do not technically need to have CODESOFT installed on their PC.

When connecting to the LABEL ARCHIVE Web module, the first Web page to appear is the **Log In** window.

On this authentication page you can also select the desired Web interface language and change your password.

Once successfully authenticated, you can use the available Web functions to view and validate documents.

## General Tab



**Figure 2** General tab in Web Access window

To access the **Web Access** window's **General** tab:

**Step 1** > Go to the **Log In** window and enter a valid user name and password.

**Step 2** > In the source tree, select the desired document version.

The **General** tab will be activated. This tab shows information related to the document version that is selected in the source tree.

The left tree pane shows the categories in the LABEL ARCHIVE database and related document versions. When you click on a folder in the tree, any existing subfolders are expanded.

The following fields are displayed on this tab:

- **Document** The document name.
- **Version** The document version number.
- **Valid from** The date from which the document is valid, when the document is in **Final** state.
- **Comment** Comments which may have been entered for this document.
- **State** The document state. Possible states are: **Design, In Approval,** and **Final**.
- **In Use** Indicates whether the document is used. Possible states are: **True** and **False**.
- **Used By** Name of the user who has checked out the document.
- **Created** Date when the document was created or last modified.
- **By User** Name of the user who created or last modified the document.

**Note**

**You can change the language at any time using the country flags near the top of the Web Access window.**

## History Tab

LA LABEL ARCHIVE - Web Access

English French German Spanish Italian

General **History** Preview Approve documents Administrator Logout

CODESOFT

- Identity.lab v.2
- Identity.lab v.1
- Fruits.lab v.1
- Food.lab v.1

Print  
 Modification  
 Error  
 Information  
 Warning

First day: 4/7/2021  
 Last day: 4/15/2021  
 Job Name:   
 Ignore Job Name  
 Apply

Date	Type	Info	Job Number	Workstation	User Name	Quantity Printed
4/14/2021 11:23:06 PM	Modification	Checked in: New version		SIG-PC	Manager	

**Figure 3** History tab in Web Access window

To access the Web Access window's **History** tab:

**Step 1** > Go to the **Log In** window and enter a valid user name and password.

**Step 2** > In the source tree, select the desired document version.

**Step 3** > Click on the **History** tab.

The **History** tab shows all history events that occurred for the selected document version. The list shows all records from the database that match the specified date boundaries and the selected event types.

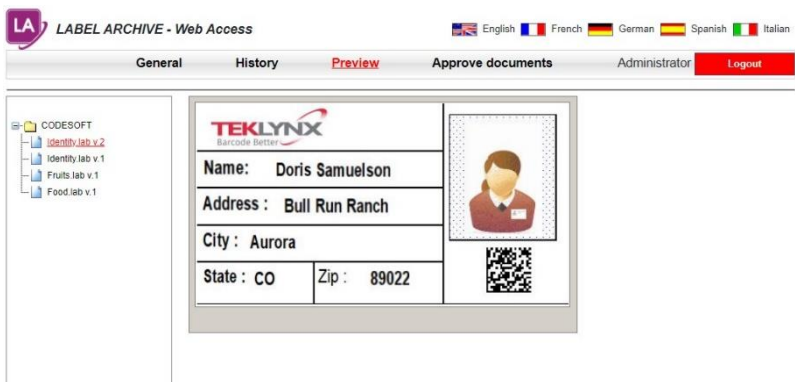
Available events are:

- **Print:** Print events
- **Modification:** Modifications that were made to a document
- **Error:** Error type events
- **Warning:** Warning type events
- **Information:** Information type events

The event list columns are:

- **Date:** Event date
- **Type:** Type of event
- **Info:** Description of the event, when applicable
- **Workstation:** Name of the workstation from which the event was initiated
- **User:** User ID of the person who initiated the event
- **Job Name:** The name assigned to the print job

## Preview Tab



**Figure 4** Preview tab in Web Access window

To access the **Web Access** window's **Preview** tab:

**Step 1** > Go to the **Log In** window and enter a valid user name and password.

**Step 2** > In the source tree, select the desired document version.

**Step 3** > Click on the **Preview** tab.

The **Preview** tab shows a preview of the document selected in the source tree.

## Approve Documents Tab



**Figure 5** Approve Documents tab in Web Access window

To access the **Web Access** window's **Approve Documents** tab:

**Step 1** > Go to the **Log In** window and enter a valid user name and password.

**Step 2** > In the source tree, select the desired document version.

**Step 3** > Click on the **Approve Documents** tab.

The **Approve Documents** tab shows the list of documents to be approved.

Several fields are displayed:

- **Approval By** The name of the user who must approve the document.
- **Document** The document name.
- **Version** The document version.

**Approval** opens the **Document Approval** window.

**Logout** allows you to exit the LABEL ARCHIVE Web module.

# Document Approval Window

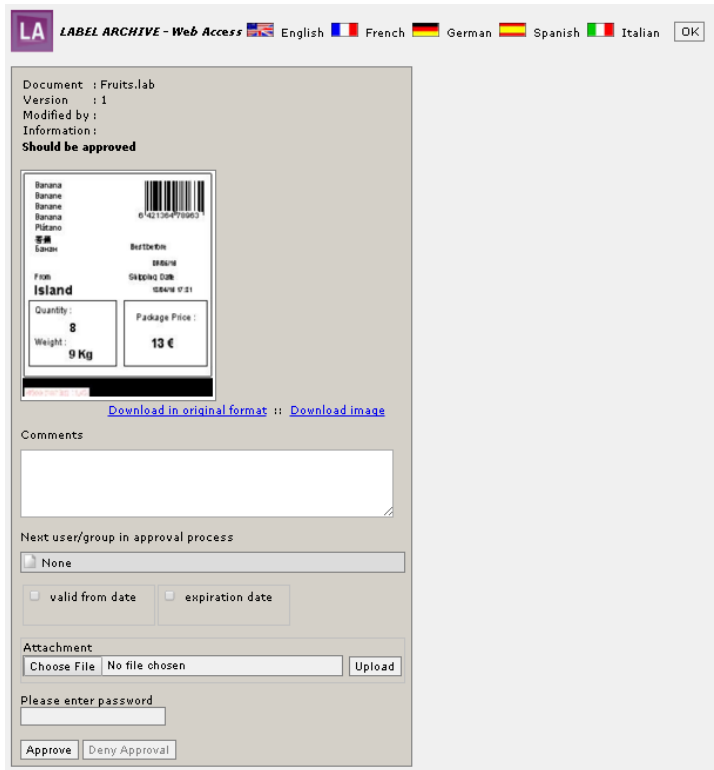


Figure 6 Document Approval window

To access the **Document Approval** window:

**Step 1** > Go to the **Log In** window and enter a valid user name and password.

**Step 2** > In the source tree, select the desired document version.

**Step 3** > Click on the **Approve Documents** tab.

The **Approve Documents** tab shows the list of documents to be approved.

**Step 4** > Choose the document for approval and click the **Approval** link.

The **Document Approval** window displays a preview of the document and allows you to approve or deny it.

The following fields are displayed:

- **Document** The document name.
- **Version** The document version number.
- **Modified by** The name of the last user who modified the document.
- **Information** Any document comments typed by the last user.
- **Comments** Allows typing approval or denial comments.

**Download in original format** link allows downloading the file from the Web server in the appropriate Label Designer format.

**Download image** link allows downloading the document in .BMP image format.

**Next user/group** shows the next person or group to approve.

**Valid from date** controls start date of document validity.

**Expiration date** controls end date of document validity.

**Attachment** allows user to upload file related to approval process. **Choose** button will prompt file selection dialog and **Upload** button will send it to server.

**Approve** button allows approving the document.

**Deny Approval** button allows denying the document.

Depending upon settings defined in LABEL ARCHIVE Server, you may be asked to enter your password for confirmation.





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