

USER GUIDE

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About this manual

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.

CHAPTER 1

Introduction

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 Client applications 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 an 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
- A Serial Number and password, which allows you to activate the license of LABEL ARCHIVE Server on your server machine

Note

If you have not purchased a license 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 a license. 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 LABEL ARCHIVE

Connecting to LABEL ARCHIVE

To connect to LABEL ARCHIVE:

Step 1 Open CODESOFT and click File > LABEL ARCHIVE.

A submenu of additional commands appears.

File	e Edit	View	Object	Data source	Tools	Wi	indow	Help	
	LABEL ARCH	HIVE			۰.	~	Connec	t	
*	New				Ctrl+N		Discon	nect	a
7 0	Open				•	۵	Check	Out	
	Template La	bels				-35	Check I	In	
	Insert					*	Check I	In As	-
	Import				•	•	Save D	raft	L
	Close					-	Undo C	Check Out	
	Close All					2	History		
	Save				Ctrl+S		Reprint		
8	Save As				•	0	Version	15	
	Export				•	2	Actions		

Figure 1 LABEL ARCHIVE Commands in CODESOFT

Step 2 In the **File > LABEL ARCHIVE** submenu, click **Connect**. A connection dialog box is displayed.

Step 3 Enter the user and password that have been defined for LABEL ARCHIVE.

Note

If your user is configured to use Windows Active Directory, you will be automatically logged in when you select Connect.

Once successfully authenticated, the menu items that the user's profile and settings are allowed to use will be enabled.

User Actions List

king approv	al (1) Approval History Documents in Approval	
Туре	Action / Event	Done
21	Document 'Label 1.lab' version 1 is seeking approval	

Figure 2 User Actions and Events list

When connecting to LABEL ARCHIVE Server, the system checks in a specific actions list and determines whether there are action entries present for that user. If actions are available, they are displayed in this window.

If you double-click on a given action, different processes may be run depending on the action type:

- Info Message Information type messages are simply checked as Done.
- Seeking Approval If the actions list contains a message about a document waiting for approval, you can click on the message to display the Approval window. See Approval Request for more information.
- Document Approved This type of notification message is simply checked as Done. The message contains the document and the name of the person who has approved it.
- Approval Denied In this type of message, the system displays a dialog box that includes the following:
 - Document details, such as category, document name, and version
 - · Date when approval process was started
 - · Information about the user who initiated the approval
 - · Person who denied the approval
 - · Comment about the denial

Messages that are checked as **Done** no longer appear in the window. You can remove the check mark by clicking on the check box in the row.

Version Control

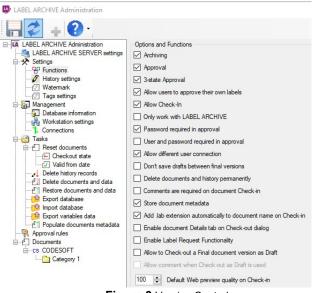


Figure 3 Version Control

To enable version control, launch LABEL ARCHIVE Server and browse to **Console Root** > **LABEL ARCHIVE Server** > **Settings** > **Functions** in the navigation tree.

Enable the **Archiving** setting. (This setting is enabled by default.)

There are two options for version control.

The default option is to increase the label's version number every time the label is checked in. This option stores all drafts of the label as a different version. When the draft is checked in during the approval process, the version number will increase.

The second option for version control only increases the version number once per approved label (Final version). All drafts of the label have the same version number. When the draft is checked in during the approval process, the version number does not change. To enable this option, select the **Don't save drafts between final versions** option in the Options and Functions list.

Check Out

CODESOFT	Document	Version	State	Valid From	Expiration date	Created	by User	in Use	Used by	Com
	Identty1.lab	2	<u></u>			03/09/2021 10:41	desktop-skh99e6\1	F	desktop-skh99e6\1	
	Formula Jab	1	f7]	21/08/2015 02:00		21/08/2015 17:25	WIN-UAM4CVC5			
	Toyslab	1	Z	21/08/2015 02:00		21/08/2015 17:25	WIN-UAM4CVC5			
	Chemical Jab	1	1	21/08/2015 02:00		21/08/2015 17:26	WIN-UAM4CVC5	-	desktop-skh99e6\1	
	DVD Label Jab	1		21/08/2015 02:00		21/08/2015 17:30	WIN-UAM4CVC5			
	Mapped Variables Jab	1	Ø	03/09/2021 08:33		03/09/2021 08:31	desktop-skh99e6\1			
	¢									
	K K Page:1	> > >	Pages:1	Expert	Drawings	Print	Seve Locally			
	IK K Page:1			Export sated By User:	t Drewings	Print	Serve Locally		М	Vetadi

Figure 4 Check Out window

To open the Check Out window, click File > LABEL ARCHIVE > Check Out.

This window allows checking out a document from the LABEL ARCHIVE Server database. Once a document is checked out, other users will have restricted access, depending upon the category settings.

The left tree pane shows the categories (folders) into which documents are classified. Category settings allow defining different management rules for each category. See the *LABEL ARCHIVE Administrator's Guide* for more information.

When you click on a category in the tree, sub-categories are expanded.

When the **Read Only** check box is enabled, the selected label will open in read-only mode. The user will not be able to make any modifications to the label. When a label is checked out with the **Read Only** check box enabled, multiple users can open the label (even when the **Lock at Check Out** option is enabled in the LABEL ARCHIVE Server Administration settings). The search pane allows you to enter search criteria to find the label you are looking for. The search supports the wild card character * at both the beginning and end of the search string so the users can search for part of the document name.

The search is done on all sub-folders and pages. You can search using the following fields: **Document Name**, **Valid From Date**, **Date Created**, **Created By User**, **Tags and Metadata**.

To search by Document Name enter a document name or part of a document name with the wild card character and click the **Search** button.

To search by user, enter a username or part of a username with the wild card character and click the **Search** button. Please note that the workstation name is prefixed to the username. If you don't know the workstation name, add a wild card character to the beginning of the username.

To search by **Date Created** or **Valid From Date**, select the check box and select a date from the calendar. The calendar can be accessed by clicking on the drop down arrow. Click the **Search** button to view the results.

When you click on a column in the grid, the results will be sorted by that column. The arrow that displays indicates if the results are sorted in increasing or decreasing order.

Export drawing shows label details report screen. User can export Document Objects Report right to the file system (PDF, Excel, Word).

Print dublicates CODESOFT printing functionality.

Save Locally stores selected label on disk drive.

The **OK** button opens the selected document in CODESOFT.

The **Cancel** button closes the window without any further action.

The **Help** button opens online help for the current window or tab.

General Tab	To access the Check Out window's General tab:
	Step 1 Go to File > LABEL ARCHIVE > Check Out.
	Step 2 In the source tree, select the category containing the desired document.
	The General tab shows detailed information on the selected document.
	This tab shows the list of documents which are stored in the selected category.
	By default, document versions in the list are collapsed. When expanding a document to view the different versions of that document, all versions are shown. The most recent version is shown on the top. When selecting a document version from the list, the other tabs (Preview tab, Report tab) are enabled.
	The following column headings are displayed on the General tab:
• First Column	An expand/collapse button is displayed when the document has several versions.
• First Column • Document	· · · · · ·
	has several versions.
• Document	has several versions. The document name.
Document Version	has several versions. The document name. The document version number.
Document Version	has several versions. The document name. The document version number. The document state. Possible states are:
Document Version	 has several versions. The document name. The document version number. The document state. Possible states are: ✓ Final: Approved for production
Document Version	 has several versions. The document name. The document version number. The document state. Possible states are: ✓ Final: Approved for production ✓ In Approval: Seeking approval, after design
 Document Version State 	 has several versions. The document name. The document version number. The document state. Possible states are: ✓ Final: Approved for production ✓ In Approval: Seeking approval, after design ✓ Draft: Under design

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Created	The date when the document version was created.
• By User	The name of the user who created the document.
• In Use	Displays one of the following icons to indicate the usage status:
	Label is checked out by a user
	➡ Label is checked in by a user
• Used By	The name of the user who has checked the document.
Comment	Lists any comments associated with the document.
	Note Only one user can check out a given document. Once a document is checked out, the other users have restricted access to it. The level of restriction is determined at category level, by the Lock at check out setting. To disable the lock at check out, launch LABEL ARCHIVE

Server and select Console Root > LABEL ARCHIVE > Documents > CODESOFT from the navigation tree and disable the Lock at Check Out option.

Preview Tab

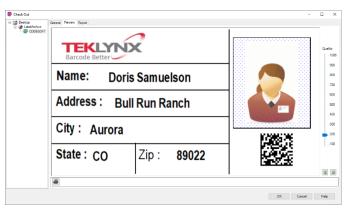


Figure 5 Preview tab in Check Out

Step 1 Go to File > LABEL ARCHIVE > Check Out.

Step 2 On the **General** tab, select the document version that you want to preview.

Step 3 Click the Preview tab.

The **Preview** tab shows a preview image of the document selected in the **General** tab.

When this tab is activated, the preview is generated for the selected document version. It's possible to adjust image quality by using slider.

Click 🚑 to print the document preview.

Report Tab

E ∰ Desktop E ∰ Labe/Active ⊕ ∰ CODESOFT	General Preview	Report							
	Current document Search Options								
	Page Format Settings Define your search criterias and specify the display options on the report								
	Column Name		Filter Value	Comparison Type)	Display	Fixed	Percentag	
	Date			Strict	~			17	
		Time		Strict	~			17	
		Event		Strict				17	
		LAS User		Strict	~			17	
		LAS Workstation		Strict	~			17	
		Comments		Strict	~	M	П	17	
							Tı	otel: 100	

Figure 6 Report tab in Check Out

To access the Report tab:

Step 1 Go to File > LABEL ARCHIVE > Check Out.

Step 2 On the **General** tab, select the document for which you want to generate a report.

Step 3 Click the Report tab.

The **Report** tab displays report options for the document selected in the **General** tab. See the *LABEL ARCHIVE Admin Guide* for more information.

Check In

sktop LabelArchive	General								
CODESOFT	Document				Valid From	Expiration date		by User	in Us
	■ Food.lab	1			3/18/2016	3/24/2016	3/18/2016 3:41	SIGURD-PC/M	
	Fruits.lab			?			3/18/2016 5:44	SIGURD-PC/M	
	Identity.lab			1	8/18/2016	3/25/2016	3/18/2016 3:44		- E
							3/18/2016 3:30	SIGURD-PC/M SIGURD-PC/M	
	Tags	Page:1	>		Pages:1				
			^		Pages:1	Version		4	
	Tags	No tags			Pages:1			4	
	Tags Name	No tags Identity.lab			Pages:1			4	

Figure 7 Check In window

To open the Check In window, click File > LABEL ARCHIVE > Check In.

This window allows checking in new versions of documents that have previously been checked out.

The **OK** button checks the document into LABEL ARCHIVE. Once successfully checked in, this window is automatically closed.

When checking in a new version of a document that is already in LABEL ARCHIVE, the source tree is disabled, the document can only be archived within its current category (folder). The source tree is enabled only in the **Check-In As** function, when you need to choose a different name and category for the document.

The **Cancel** button closes the window without any further action.

The **Help** button opens online help for the current window or tab.

General Tab	To access the Check In window's General tab:
	Step 1 Check out any document.
	Step 2 Go to File > LABEL ARCHIVE > Check In.
	The General tab shows detailed information on the document to be checked in.
• Name	The document name.
• Author	The name of the user who created or modified the previous document version. Once the new version is checked in, the new user name will be displayed.
• Version	The document version number. (If the Archiving setting is enabled in LABEL ARCHIVE Administration, the version number is automatically increased from the last version. If the Don't save drafts between final versions setting is enabled, the version number will only increment when there is a new Final version.)
State	You can select the desired document state. The global list of possible states in LABEL ARCHIVE is:
	DraftIn ApprovalFinal
	Note The list of states allowed by your configuration depends upon the settings which have been defined in LABEL ARCHIVE Administration. If 3-state Approval is OFF, then the In Approval state is not available. If Approval is OFF, then the Draft state is not available. See the LABEL ARCHIVE Admin Guide for more information.
Valid From	Start date of document validity for printing.
Expiration Date	Expiration date of document validity.
Comment	Type any comments pertaining to this document version.

Valid from Date	Enabled when the document state is set to Final . You can enter the date from which the document version is considered valid. Note that this date cannot be backdated.
 Expiration date 	Enabled when the document state is set to Final . You can enter the expiration date of document validity.

Check In As

To open the **Check In As** window, click **File > LABEL ARCHIVE > Check In As**. The **Check In As** window also displays when checking in a label that is not already in the LABEL ARCHIVE database.

The **Check In As** window allows you to check in a document using a different name (similar to a typical **Save As** command) and if desired, within a different category.

During Check In As the source tree is enabled.

The OK button checks the document into LABEL

ARCHIVE. The Cancel button closes the window

without any further action.

The **Help** button opens online help for the current window or tab.

General Tab To access the Check In As window's General tab:

Step 1 Check out a document or create a new one.

Step 2 Go to File > LABEL ARCHIVE > Check In As.

The **General** tab shows detailed information on the document to be checked in.

This tab shows the list of documents that are stored in the selected category.

The following Category buttons are available:

Create a new category.

Delete an existing category, together with its affiliated sub-categories and documents. Sufficient privileges are required to perform such an operation.

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• Name	The document name, which can be modified.
• Author	The name of the user who created or modified this document version.
Version	The document version number. When using Check In As to check in a document, the version is automatically set to 1.
• State	Select the desired document state. The global list of possible states in LABEL ARCHIVE is: • Draft • In Approval • Final
• Valid From	Note The list of states allowed by your configuration depends upon the settings which have been defined in LABEL ARCHIVE Administration. If 3-state Approval is OFF, then the In Approval state is not available. If Approval is OFF, then the Draft state is not available. See the LABEL ARCHIVE Administrator's Guide for more information. Start date of document validity for printing.
Expiration Date	Expiration date of document validity.
Comment	Type any comments pertaining to this document version.
Valid from Date	Enabled when the document state is set to Final . You can enter the date from which the document version is considered valid. Note that this date cannot be backdated.
Expiration date	Enabled when the document state is set to Final . You can enter the expiration date of document validity.

History

To open the **History** window, click **File > LABEL ARCHIVE > History**.

This window shows all history events for a document version stored in LABEL ARCHIVE.

Done button closes the window without any further action.

Help button opens online help for the current window or tab.

General Tab To access the **History** window's **General** tab:

Step 1 Go to File > LABEL ARCHIVE > History.

Step 2 In the source tree, select the category containing the desired document.

The search pane allows you to enter search criteria to find the label you are looking for. The search supports the wild card character * at both the beginning and end of the search string so the users can search for part of the document name.

The search is done on all sub-folders and pages. You can search using the following fields: **Document Name**, **Valid From Date**, **Date Created**, **Created By User**.

To search by Document Name enter a document name or part of a document name with the wild card character and click the **Search** button.

To search by user, enter a username or part of a username with the wild card character and click the **Search** button. Please note that the workstation name is prefixed to the username. If you don't know the workstation name, add a wild card character to the beginning of the username. To search by **Date Created** or **Valid From Date**, select the check box and select a date from the calendar. The calendar can be accessed by clicking on the drop down arrow. Click the **Search** button to view the results.

When you click on a column in the grid, the results will be

sorted by that column. The arrow that displays indicates if the results are sorted in increasing or decreasing order.

The **General** tab shows the list of documents which are stored in the selected category.

For information on the column headings displayed on the **General** tab, see the **Check Out** section.

History Tab

	General History										
E- CODESOFT	Print Modification	First day	LAS user name	TC user na	ame		Job Filter		Search		
	Error	12/16/2019					Job Name			ADDRES	S
	Warning	Last day	LAS workstation	TC workst	ation				Value		
		12/24/2019							Proces	ss only fin	st record
			Quantity printed				Ignore Job Name		□ Ignore	Variable !	Search
		Apply									
	Date	Туре	Info	TC User Name	TC Workstation	Job Name	Workstation	User	Qi Pr	uantity inted	Printer job Id
	12/19/2019 12:58	52 Modification	Checked in: New version				WIN-TSGDHUI8	Tatyana	0		
	12/19/2019 12:55	:02 Information	Checked out				WIN-TSGDHUI8	Tatyana	0		
	12/19/2019 12:55	:33 Print	Bullzip PDF Printer, BULLZIP				WIN-TSGDHUI8	Tatyana	16		
	12/19/2019 12:55	58 Information	Checked in: Closed				WIN-TSGDHUI8	Tatyana	0		
	12/19/2019 1:18:	18 Information	Checked out				WIN-TSGDHUI8	Tatyana	0		
	12/19/2019 1:18:	25 Print	Bullzip PDF Printer, BULLZIP				WIN-TSGDHUI8	Tatyana	1		
	12/19/2019 1:18:	25 Information	Checked in: Closed				WIN-TSGDHUI8	Tatyana	0		
	12/23/2019 11:55	:54 Information	Checked out				WIN-TSGDHUI8	PrintUser	0		
	12/23/2019 11:55	:54 Information	Checked in: Closed				WIN-TSGDHUI8	PrintUser	0		
	12/23/2019 5:14:	34 Information	Checked out				WIN-TSGDHUI8	PrintUser	0		
	12/23/2019 5:14:	34 Information	Checked in: Closed				WIN-TSGDHUI8	PrintUser	0		
	12/23/2019 5:14:	39 Information	Checked out				WIN-TSGDHUI8	PrintUser	0		

Figure 8 History tab

To access the History tab:

Step 1 Go to File > LABEL ARCHIVE > History.

Step 2 In the source tree, select the category containing the document, and then click on the desired version.

Step 3 Select the **History** tab to view the events that are linked to the selected document version.

Note

If Don't save drafts between final versions setting is enabled, the version number will only increase when there is a new Final version. With this setting enabled, modifications will still be tracked in the label history. When the **History writing** setting is enabled in LABEL ARCHIVE Server, the system tracks and keeps a history of events that occur for each document.

The following types of history events can be tracked:

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

The **First day** and **Last day** fields allow you to select time boundaries for showing history events.

The **Apply** button launches the history search process. The **Job Filter** zone allows the user to search a particular label that has been printed by using the **Job Name** assigned to the printed label. This is especially useful if you are using a print management application which may print hundreds or thousands of copies of a same label. Using the **Job Name** filter allows the user to quickly find the specific information desired. Wildcard characters are available.

Search variable area allows the user setting specific Variable from dropdown and its Value as search criteria. Ignore Variables Search checkbox allows bypassing this search feature.

The **Help** button opens online help for the current window or tab.

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

Step 4 Select a Print event and click **History** data. The data that printed on each label of that print event will display in the history data window. (See Figure 8.)

Reprint	
	To open the Reprint window, click File > LABEL ARCHIVE > Reprint .
	This window allows you to select a print job history record for a given document version, and to rerun the entire original print job with its former parameters and variable data.
	In the Reprint window, the source tree is enabled.
	The OK and Cancel buttons simply close the window without any further action.
	The Help button opens online help for the current window or tab.
General Tab	To access the Reprint window's General tab:
	Step 1 Go to File > LABEL ARCHIVE > Reprint.
	Step 2 Select the document from the source tree.
	The search pane allows you to enter search criteria to find the label you are looking for. The search supports the wild card character * at both the beginning and end of the search string so the users can search for part of the document name.
	The search is done on all sub-folders and pages. You can search using the following fields: Document Name , Valid From Date , Date Created , Created By User .
	To search by Document Name enter a document name or part of a document name with the wild card character and click the Search button.
	To search by user, enter a username or part of a username with the wild card character and click the Search button. Please note that the workstation name is prefixed to the username. If you don't know the workstation name, add a wild card character to the beginning of the username.
	To search by Date Created or Valid From Date , select the check box and select a date from the calendar. The calendar can be accessed by clicking on the drop down arrow. Click the Search button to view the results.

Print History

Tab

When you click on a column in the grid, the results will be sorted by that column. The arrow that displays indicates if the results are sorted in increasing or decreasing order.

The **General** tab shows the list of documents which are stored in the selected category.

From this tab you must select the document version for which you want to view the print history. Then on the **Print History** tab, select the print history record that you want to reprint. On the **History Data** tab you can view the data that printed on each label of the print job. Finally, on the **Reprint Preview** tab, you can preview and reprint the original document instances.

For information on the column headings displayed on the **General** tab, see the **Check Out** section.

- - > E-CA Desktop E-CA LabelArchive General Print History History Data Reprint Pr Job Fib Eirst da LAS user name 同• Variable MATRIX 12/ 8/2017 Job Name Last day LAS workstation Value 12/15/2017 E. Quantity printed Ignore Job Name Ignore Variable Search Quantity Date Info Job Name Workstatio User IC C Page:1 > > Pages:1 OK Cancel Help

Figure 9 Print History tab in Reprint

To access the Reprint window's Print History tab:

Step 1 Go to File > LABEL ARCHIVE > Reprint.

Step 2 Select the desired document from the source tree.

Step 3 Select the desired document version on the **General** tab.

The **Print History** tab allows reprinting documents from the print history. It is available only if a document is selected. The table shows all print events from the database for the specified period. If no document is selected then a warning message is shown.

The **First day** and **Last day** fields allow you to select time boundaries for showing print events.

The **Job Filter** zone allows the user to search a particular label that has been printed by using the **Job Name** assigned to the printed label. This is especially useful if you are using a print management application which may print hundreds or thousands of copies of a same label. Using the **Job Name** filter allows the user to quickly find the specific information desired. Wildcards characters are accepted. **Search variable** area allows the user setting specific

Variable from dropdown and its Value as search criteria. Ignore

Variables Search checkbox allows bypassing this search feature.

The event list columns are:

• Date: Event date

• **Info:** Description of the print event (with printer name and port)

• Workstation: Name of the workstation from which the print event was initiated

· User: User ID of the person who initiated the print event

• Job Name: The name assigned to the print job.

The **Help** button opens online help for the current window or tab.

Desktop Octobered Octobered Octobered Octobered	General Docum Versio Printer	an: 1			t Preview	ROMPT:					
		MATRIX	STATE	CODE	NAME	ADDRESS	ZIP	CITY	FIRSTNAME	Successful	
		1909Semuel	CD	1909	Samuelson	Bull Bun Banch	85072	Airon	Dots		
		1909McDoug	i IL	1909	McDougel	1 Arport Drive	60542	Cricago	Creig	2	
		1909Aborde	TX	1909	Aberdeen	15 State Street	75043	Dallas	Roxie		
		1909Mason	CA	1909	Mason	2421 Prospect Ave.	94704	Betoeley	John		
		1909Cole	IN	1909	Cole	3434 Washington Blvd.	46241	Indianapolie	Warren		
		19090'Hare	WA	1909	OHare	4950 Pulman Ave. NE	98105	Seattle	Ned		
		1909Yee	NY	1909	Yee	2938 42nd Street	10032	New York	Emersion		
		1909Anders	OR	1909	Anderson	8947 San Andreas	97603	Klamath Falls	Jack		
		1909Aland	M	1505	Alland	17 Norfolk Way	48011	Brringham	Mary		
		1205Hland	M	1903	Alland	17 Notok Wey	48011	Bminghen	May		

Figure 10 History Data tab in Reprint

To access the Reprint window's History Data tab:

Step 1 Go to File > LABEL ARCHIVE > Reprint.

Step 2 Select the desired document from the source tree.

Step 3 Select the desired document version from the **General** tab.

Step 4 Select the desired print history record from the **Print History** tab.

Step 5 Click **History Data** to visualize data contained into a record from the **Print History** tab.

This tab presents all data contained in a print history record. It shows data which appear in a specific document (Document Name, Document version, Printer used). It is available only if a document is selected. If no document is selected, a warning message appears.

The **Event List** columns are the database's fields which are selected to create a label.

Successful column indicates correct print jobs (set by default).

The **OK** and **Cancel** buttons simply close the window without any further action.

The **Help** button opens online help for the current window or tab.

Reprint Preview Tab

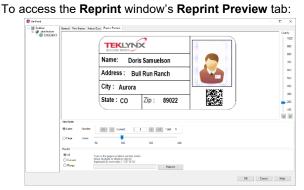


Figure 11 Reprint Preview tab in Reprint

Step 1 Go to File > LABEL ARCHIVE > Reprint.

Step 2 Select the desired document from the source tree.

Step 3 Select the desired document version on the General tab.

Step 4 Select the desired print history record on the Print History tab.

Step 5 Click **History Data** to visualize data contained into a record from the **Print History** tab.

Step 6 Click **Reprint Preview** to display all labels having been printed in a print job.

The **Reprint Preview** tab gives a preview of the document for the print event selected in the **Print History** tab.

View Mode Two reprint modes can be selected: per label and per page. **Per label mode**: Allows you to display all of the labels printed in the print job one by one. A slider allows you to browse the different labels. · A slider allows you to zoom the label **Per page mode:** Allows you to display all of the labels printed on each printed page. A slider allows you to browse the different output page and show the exact labels that have been printed on each of them. A slider allows you to zoom the entire page. Reprint This section allows you to: Reprint all pages from the print job. Reprint only the current page that is displayed, · Reprint a range of page using the following syntax: 1;2;5;8-10;50-100. The **Reprint** button initiates the reprint of the document. It reruns the original print job with its former parameters and variable data.

The **OK** and **Cancel** buttons simply close the window without any further action.

The **Help** button opens online help for the current window or tab.

Versions

Desktop											
CODESOFT	Document	Version	State	Valid From	Expiration date	Created	by User	in Use	Used by	Commen	nt
	Identity Jab	1	2	9/20/2019 10/30/2019	10/31/2019	9/20/2019 1:51 10/29/2019 1:49		E	SIG-PC\Manag	per	
		-									
	<read onlyre<="" td=""><td>< Page:1</td><td></td><td>> Pages:1</td><td></td><td>Exp</td><td>ort Drawings</td><td>Print</td><td></td><td>Save Locally</td><td></td></read>	< Page:1		> Pages:1		Exp	ort Drawings	Print		Save Locally	
	□ read only I< Search	< Page:1						Print			
	read only I<	< Page:1	Cre	> Pages:1 ested By User. iid From Date:	10/23/2019	Tag Name:		Print		Save Locally Metadata Search	

Figure 12 Versions window

To open the Versions window, click File > LABEL ARCHIVE > Versions.

This window shows the versions history of a document stored in LABEL ARCHIVE.

When the **Read Only** check box is enabled, the selected label will open in read-only mode. The user will not be able to make any modifications to the label. When a label is checked out with the **Read Only** check box enabled, multiple users can open the label (even when the **Lock at Check Out** option is enabled in the LABEL ARCHIVE Server Administration settings).

The search pane allows you to enter search criteria to find the label you are looking for. The search supports the wild card character * at both the beginning and end of the search string so the users can search for part of the document name.

The search is done on all sub-folders and pages. You can search using the following fields: **Document Name**, **Valid From Date**, **Date Created**, **Created By User**, **Tags and Metadata**.

To search by Document Name enter a document name or part of a document name with the wild card character and click the **Search** button.

To search by user, enter a username or part of a username with the wild card character and click the **Search** button. Please note that the workstation name is prefixed to the username. If you don't know the workstation name, add a wild card character to the beginning of the username.

To search by **Date Created** or **Valid From Date**, select the check box and select a date from the calendar. The calendar can be accessed by clicking on the drop down arrow. Click the **Search** button to view the results.

When you click on a column in the grid, the results will be sorted by that column. The arrow that displays indicates if the results are sorted in increasing or decreasing order.

Export drawing shows label details report screen. User can export Document Objects Report right to the file system (PDF, Excel, Word).

The **Check Out** button allows you to directly check out the selected document version.

The **Done** button closes the window without any further action.

The **Help** button opens online help for the current window or tab.

Note

In LABEL ARCHIVE, a document may have several versions in Draft state and several versions in Final state, but no more that one version in the In Approval state is allowed. The Don't save drafts between final versions setting controls when the version numbers are increased. See the Version Control section of this document for more information.

General Tab	To access the Versions window's General tab:
	Step 1 Go to File > LABEL ARCHIVE > Versions.
	Step 2 Select the desired folder.
	For information on the column headings displayed on the General tab, see the Check Out section.
Preview Tab	To access the Versions window's Preview tab:
	Step 1 Go to File > LABEL ARCHIVE > Versions.
	Step 2 Select the document version to preview.
	Step 3 Select the Preview tab.
	The Preview tab shows the preview of the selected document version. When this tab is activated, the preview is generated.
	The Print button initiates the print of the document version preview.
Report Tab	To access the Versions window's Report tab:
	Step 1 Go to File > LABEL ARCHIVE > Versions.
	Step 2 On the General tab, select the document version for which you want to generate a report.
	Step 3 Click the Report tab.
	The Report tab shows the report options for the document selected on the General tab. See the <i>LABEL ARCHIVE Admin Guide</i> for more information.

Seeking Approval Request

pproval Rule When approved	Comments for the request	
🦾 🚑 Manager Rule		*
		*
	Customer	Ŧ
	Email	

Figure 13 Seeking Approval Request window

The **Seeking Approval Request** window appears if you select the **In Approval** state for a document during Check In or Check In As.

This window allows you to select a predefined rule for the approval workflow and to specify parameters when required. You may set up a list of users and/or user groups who will be notified when the document is approved or when the approval is denied.

The **OK** button confirms all changes done and sends the request to **LABEL ARCHIVE Server**.

The Cancel button closes the window without any action. The

Help button opens online help for the current window or tab.

Approval Rule Tab

This tab allows you to select a predefined rule for the approval workflow and to specify required parameters.

The left tree pane shows all predefined rules. When there is a predefined rule for the category, this rule is automatically selected.

The Parameters section on the right side depends on the rule definition. When selecting a node in the rules tree, the right section is updated to show the required settings for the rule.

• **Comments** You can type a comment to be added to the approval request

• **Customer** Subject to approval rule, this edit field allows you to specify the name of the customer who will approve the current document.

• **E-mail** E-mail address of the customer, used in the case of e-mail notification

When Approved and When Denied Tabs

IMG	Name	e-mail	Action list
8	Administrator		V

Figure 14 When Approved tab in Seeking Approval Request window

The **When Approved** and **When Denied** tabs can be selected from the **Seeking Approval Request** window, which appears if you select the **In Approval** state for a document during Check In or Check In As.

These tabs allow you to specify a list of users and/or user groups who will be notified when the document is approved or denied. By default, the table displays the name of the user who starts the approval process.

The **E-mail** and **Action** check boxes allow you to specify how the notification message will be delivered.

Note

E-mails can only be sent to single users.

The **Add user** and **Add user group** buttons allow adding users or user groups to the notification list.

Approval Request

Groups Groups Gelf)	Category	Document	Version
Self)	///CODESOFT	Identity.lab	2

Figure 15 Approval Request window

The **Approval Request** window appears when you click on a **Seeking Approval** event in the actions list (the Actions list pops up at connection time when there are pending actions for the connected user).

This window allows you to select documents seeking approval, preview and print them, view changes history, and approve or deny them.

The left tree pane shows all user groups of which the current user is a member.

The **OK** and **Cancel** buttons close the window without any further action.

The **Help** button opens online help for the current window or tab.

General Tab This tab gives access to all documents seeking approval. When selecting a node in the left tree pane, all documents in this group are shown in the right grid. The document list columns are:

• **Category** The folder where the document seeking approval is stored.

• **Document** The name of the document seeking approval.

• Version The version number of the document seeking approval.

Preview Tab This tab shows a preview of the document selected in the General tab.

When this tab is activated, a preview is generated for the selected document. It's possible to adjust preview quality via slider.

The **Print** button initiates the print of the preview image.

History Tab This tab shows all history events from the database for the specified time and selected event types. By default, all event types are selected.

For more information on the **History** tab in the **Approval Request** window, see the **History** section.

Approval Tab

Approva	al request									
General	Preview	History	Approval	Commer	nts for previous ac	tions Attach	ment			
Comme	ents									
										*
	ser/group in	approval						 		
Name			Co	ndition						
UN Nor	ne									
🔲 valio	id from date		🛄 expi	ration date	9					
3/18/	2016		3/18/2	2016				Approve		Deny
									Close	Help

Figure 16 Approval tab in Approval Request window

This tab allows approving or denying a document.

The **Comments** field allows adding a comment to the approval or the denial.

The **Approve** button allows approving the document.

The **Deny** button allows denying the document. (Text must be added in the **Comment** field in order for this button to be activated.)

It possible to set document validity dates in the range between **Valid From** and **Expiration** dates.

Note

If the Password required in approval setting has been enabled in LABEL ARCHIVE Server, then a dialog box will pop up to ask you to confirm your password right before completing the approval/denial process.

Attachment Tab This tab allows the user attaching document to the approval process. Maximum upload size is 5Mb (parameter in tblSysData).



France +33 (0) 562 601 080 **Germany** +49 (0) 2103 2526 0 Singapore +65 6908 0960 United States +1 (414) 837 4800

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