

**TEKLYNX CENTRAL GHS
Installation Guide**

The information in this manual is not binding and may be modified without prior notice.

Supply of the software described in this manual is subject to a user license. The software may not be used, copied or reproduced on any medium whatsoever, except in accordance with this license.

No portion of this manual may be copied, reproduced or transmitted by any means whatsoever, for purposes other than the personal use of the buyer, unless written permission is obtained from Teklynx Newco SAS.

© 2011 Teklynx Newco SAS,
All rights reserved.

TEKLYNX and its products are trademarks or registered trademarks of Teklynx Newco SAS. All other brands and product names are the trademarks of their respective owners.

Rev – 150411

Table of Contents

Chapter 1: Getting Started	1-1
About this Manual	1-1
Product Components	1-1
System and Server Requirements	1-2
Other Documentation Resources	1-2
Chapter 2: Installation	2-4
Welcome!	2-4
About TEKLYNX CENTRAL GHS	2-4
Installing TEKLYNX CENTRAL GHS	2-5
Chapter 3: Using the Command Center	3-14
The Command Center	3-14
Managing Software Maintenance Agreements	3-14
Managing Licenses	3-16
Using the Label Designer	3-20
Using the Label Manager	3-20
Using the Print Manager	3-22
Using the Printing Interface	3-24
Using the Workstation Install Module	3-25

CHAPTER 1

Getting Started

About this Manual

This manual is designed to provide you with the basic information you need to install, configure, and use TEKLYNX CENTRAL GHS.

Typographic Conventions

This manual uses the following conventions to distinguish between different types of information:

- Terms taken from the interface itself, such as menu names, commands and button names appear in **bold**.
- Keys appear in uppercase, as in the following example:
“Press the SHIFT key.”
- Numbered lists indicate a procedure to follow.
- The sequence for selecting a command from a menu will be described, but a button is also available for many functions.
- Angle brackets <> indicate system setup information that must be entered by keyboard. Enter only the information, not the brackets.

Product Components

Your software is packaged with the following components:

- DVD
- This documentation

System and Server Requirements

Processor	Minimum: 2 GHz or faster
Operating System	<ul style="list-style-type: none"> Windows Server 2003 x32/x64 (including R2 edition) Windows Server 2008 R2 x64
Memory	1 GB of free RAM
Hard Disk Space	Minimum 1.5 GB of free disk space
Supporting Software	<p>On the server: Microsoft Internet Information Services (IIS) 6.0 or 7.0 Microsoft SQL Server 2005 or later .NET Framework 3.5 SP1 .NET Framework 4.0 ASP .NET 2.0</p> <p>On the print client: Microsoft Internet Explorer 7 or later</p> <p>On the label designer client: Microsoft Internet Explorer 6.0 SP1 or later .NET Framework 3.5 SP1 Microsoft Data Access Components (MDAC) 2.8 or later Adobe Acrobat Reader 6.0 or later</p>
Video Card	DirectX 9.0 minimum
Additional Requirements	Administrator rights to the computer used during installation

Other Documentation Resources

Product CD

In addition to any printed documentation that may be included with your product, you can find all available TEKLYNX CENTRAL GHS documentation in PDF format on the product DVD. The PDF documents can be viewed in Adobe Acrobat Reader and printed for easy reference.

To access the TEKLYNX CENTRAL GHS documentation on the DVD, click the **Installation Guide** button available on the DVD's opening screen.

You can also download product documentation at www.teklynx.com.

Other Product Documentation

Supplementary manuals for CODESOFT, LABEL ARCHIVE, LABELNET, and SENTINEL are also included on the DVD. For more detailed instructions on these products, refer to the corresponding product documentation.

User and administration manuals for these applications are also available online at www.teklynx.com.

CHAPTER 2

Installation

Welcome!

Thank you for purchasing TEKLYNX CENTRAL GHS. This installation guide contains information on how to install and configure TEKLYNX CENTRAL GHS, in addition to using the Command Center to interact with CODESOFT, LABEL ARCHIVE, LABELNET, and SENTINEL.

About TEKLYNX CENTRAL GHS

TEKLYNX CENTRAL GHS is designed specifically to address Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and other chemical labeling requirements. TEKLYNX CENTRAL GHS manages enterprise labeling users, licenses, and installation within one interface.

This command center coordinates TEKLYNX's proven label design, printing, security, and tracing applications to simplify administration.

TEKLYNX CENTRAL GHS offers the following features:

GHS Compliance – GHS compliance will create consistent protection for people who are potentially exposed to chemicals and simplify regulations for companies producing chemicals.

Label Design Security and Traceability – You can create all of your label templates in the label designer and secure them in the label database. All modifications and print requests are tracked in the database to provide an audit trail of print and label history.

Browser-Based Printing Interface – The browser-based printing interface uses a unique data input model that allows you to eliminate unnecessary user steps by limiting access to labels at the work order, workstation, and printer level. In

addition, the configurable interface allows you to use terminology specific to your business environment, which reduces training time for new users.

Label Printing – Print requests that are sent from a host system or the browser-based user interface are processed and sent to networked printers.

Installing TEKLYNX CENTRAL GHS

- 1 Insert the DVD, click **TEKLYNX CENTRAL GHS Installation**, and then click the **Install** icon. If the DVD does not automatically launch, use the Windows Run command to type the letter of the DVD drive followed by **index.hta** (for example, D:\index.hta) and press ENTER.

The **TEKLYNX CENTRAL GHS Installer** opens.

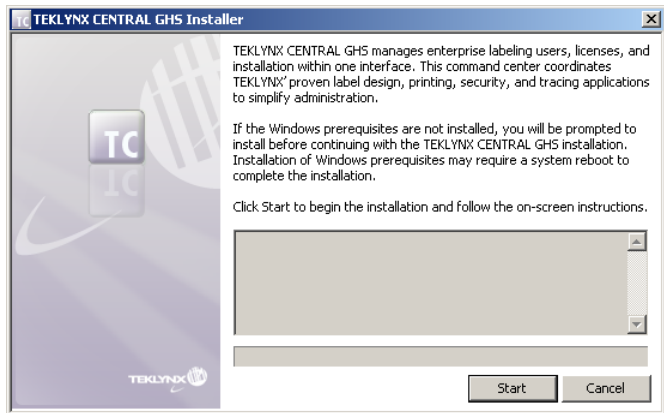


Figure 2-1 TEKLYNX CENTRAL GHS Installer

- 2 Click **Start**. If a required Windows application is missing on your system, the installation program will prompt you to install the prerequisite file.

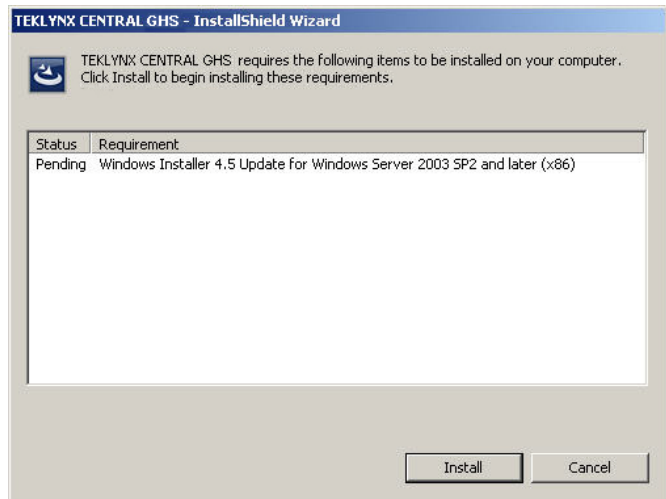


Figure 2-2 Required Windows Prerequisites

Click **Install** to install any required prerequisites.

Installation of Windows prerequisites may require a system reboot to complete the installation. If a system reboot is required, a message will appear prompting you to restart your computer. Click **Yes** to restart your computer.

- 3 If all required Windows prerequisites are already installed, or after the installation of any necessary prerequisites has finished, the **TEKLYNX CENTRAL GHS Installation Wizard** appears.



Figure 2-3 TEKLYNX CENTRAL GHS Installation Wizard

4 Click **Next**.

The **License Agreement** window appears.

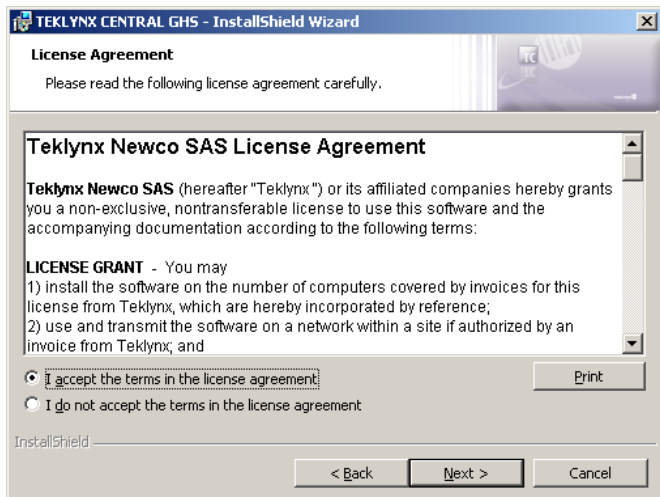
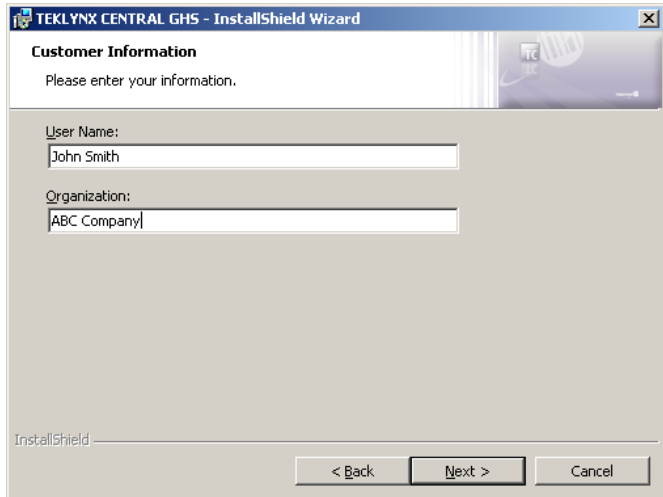


Figure 2-4 License Agreement window

- 5 Read the license agreement. If you agree with the terms of the license agreement, select **I accept the terms of the license agreement** and click **Next**.

The **Customer Information** window appears.



The screenshot shows a window titled "TEKLYNX CENTRAL GHS - InstallShield Wizard" with a close button (X) in the top right corner. The window has a header bar with the title and a small graphic on the right. Below the header, the text "Customer Information" is displayed, followed by the instruction "Please enter your information." There are two text input fields: "User Name:" with the text "John Smith" and "Organization:" with the text "ABC Company". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". The "InstallShield" logo is visible in the bottom left corner of the window.

Figure 2-5 Customer Information window

- 6 Enter your name and the name of your company and click **Next**.

The **Destination Folder** window appears.

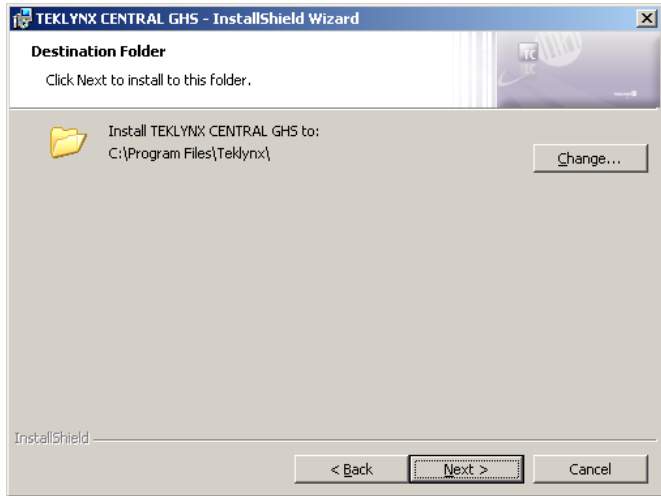


Figure 2-6 Destination Folder window

- 7 The default installation folder is **C:\Program Files\Teklynx** (recommended). If you must change the installation folder, click **Change** and browse to the desired location. Click **Next**.

The **Web Site Selection** window appears.

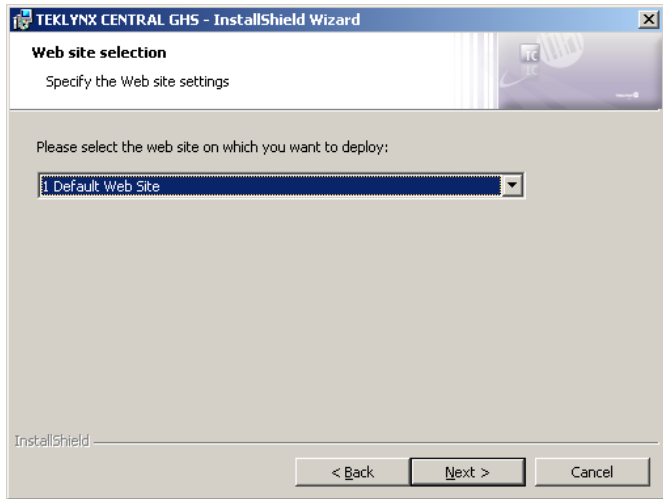


Figure 2-7 Web Site Selection window

- 8 From the drop-down list, select the IIS web site. The IIS web site is the site from which the TEKLYNX CENTRAL GHS browser-based printing interface will launch on client workstations. Click **Next**.

The **Virtual Directory** window appears.

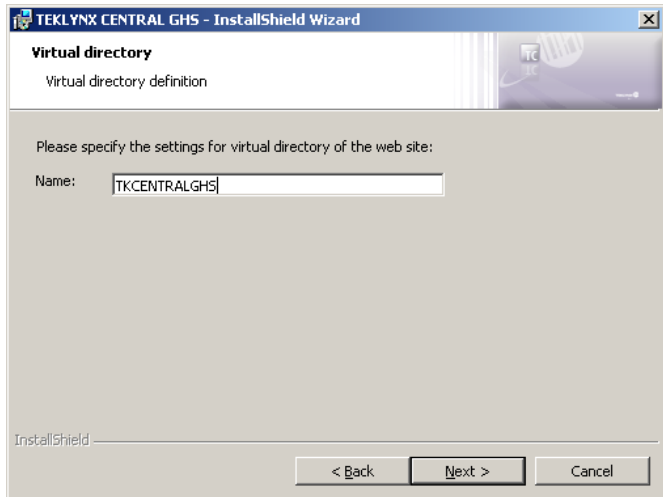


Figure 2-8 Virtual Directory window

- 9 Specify the virtual directory name for the TEKLYNX CENTRAL GHS browser-based printing interface. The virtual directory is part of the path that displays in the browser address bar when a user launches the printing interface. Click **Next**.

The **Database Server** window appears.

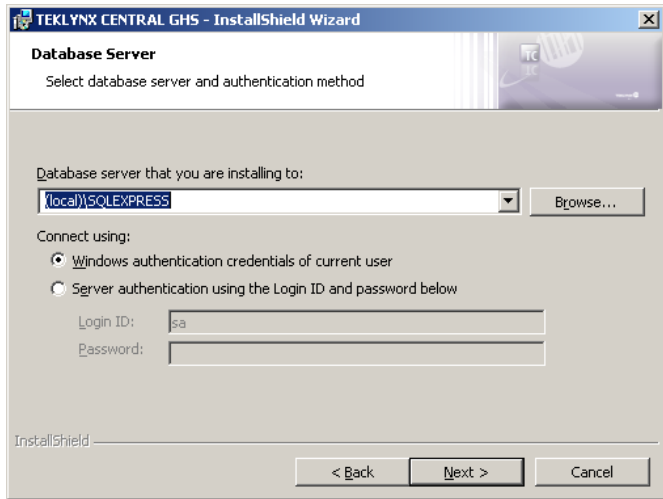


Figure 2-9 Database Server window

- From the drop-down list, select the SQL database server. This is the server that stores your configuration data (including label data and the relationships between items and labels).

Note: SQL configurations with “named instances” require special installation. During TEKLYNX CENTRAL GHS installation, the wizard may display several possible database servers; for example, (Local)/DB instance name or (Workstation name)/DB instance name. You must select an item that contains a workstation name to ensure a correct connection. Click Next.

You are ready to install TEKLYNX CENTRAL GHS.

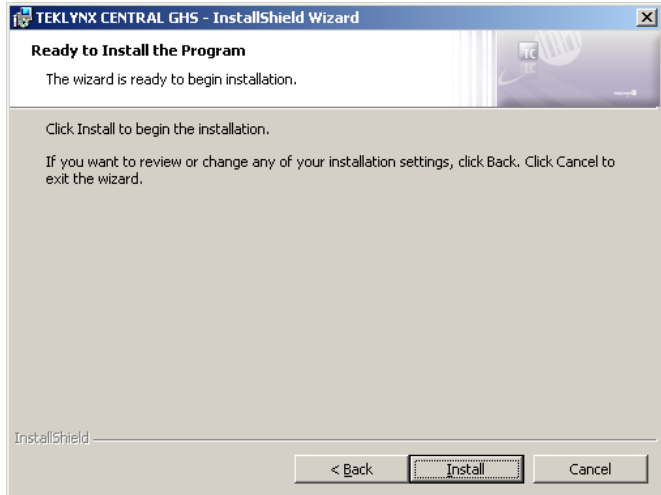


Figure 2-10 Ready to Install window

- 11** Click **Install** to begin installing TEKLYNX CENTRAL GHS. The installation wizard will indicate when installation is complete.
- 12** Click **Finish** to exit the wizard.
- 13** When installation is complete, click **Close** to exit the TEKLYNX CENTRAL GHS Installer.

CHAPTER 3

Using the Command Center

Once TEKLYNX CENTRAL GHS has been installed, it can be used to administer all components of your enterprise labeling solution.

The Command Center

The TEKLYNX CENTRAL GHS Command Center provides access to all components of your enterprise labeling software.

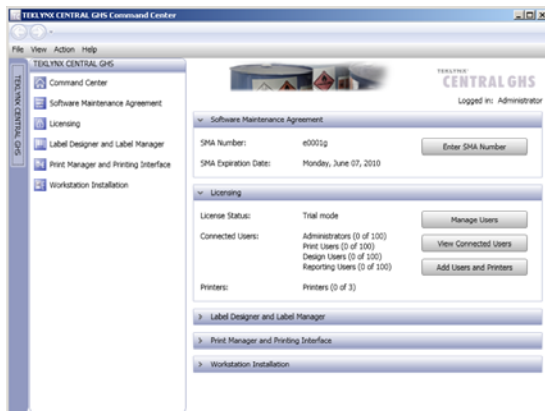


Figure 3-1 TEKLYNX CENTRAL GHS Command Center

Use the default user to log into TEKLYNX CENTRAL GHS for the first time. The username for this account is **administrator** and the password is **admin**.

Managing Software Maintenance Agreements

A TEKLYNX Software Maintenance Agreement (SMA) gives you access to the latest software updates and training manuals

for your registered TEKLYNX products. Entering your SMA number into the Command Center gives you quick access to your registration and expiration information. The system will also remind you when your SMA contract is up for renewal.

Entering SMA Information

To enter your SMA number in TEKLYNX CENTRAL GHS:

- 1 Click the **Enter SMA Number** link in the Software Maintenance Agreement (SMA) section. The **SMA Number** window opens.

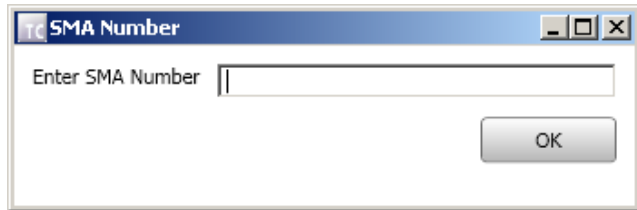


Figure 3-2 SMA Number window

- 2 Type your SMA number in the **Enter SMA Number** field.
- 3 Click **OK**.

TEKLYNX CENTRAL GHS will query the TEKLYNX SMA Center to locate the expiration date of your maintenance agreement. If your system does not have an Internet connection, an error message will appear.

Managing Licenses

The Licenses section of the Command Center allows you to manage user licenses and roles.

Adding/ Configuring User Rights

To add or configure user rights:

- 1 Click the **Manage Users** link in the Licensing section.

The **UMSS-MSG** window opens.

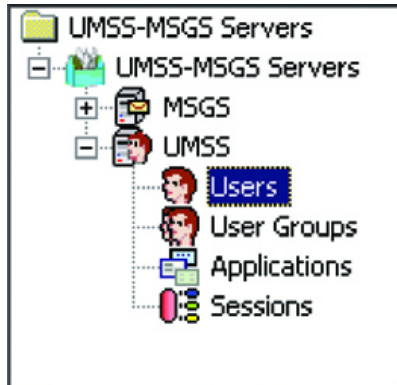


Figure 3-3 UMSS-MSGS window

- 2 In the file tree on the left, go to **UMSS-MSGS Servers > UMSS > Users**, and right-click to select **New > User**.

The **User Properties - New** window opens.

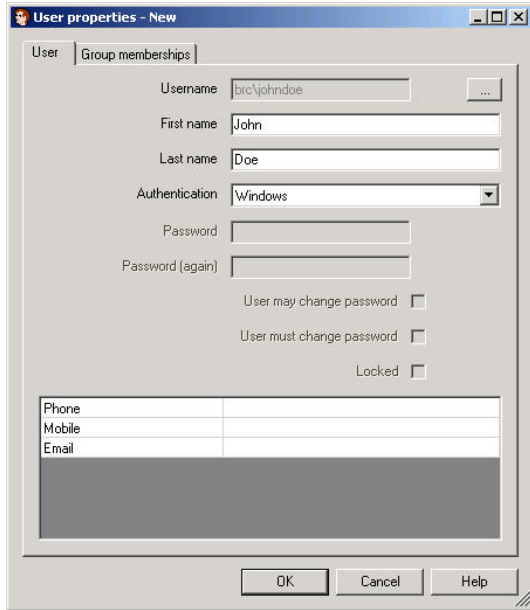


Figure 3-4 User Properties - New window

- 3 On the User tab, enter the user's first and last name in the appropriate fields.

Then, if:

- Using UMSS authentication, enter a user name and password, and confirm the password.
 - Using Active Directory, select **Windows** from the **Authentication** drop-down list and click the **Browse** button to locate the appropriate user.
- 4 On the Group Memberships tab, select the user groups that the user should belong to.

The following user groups can be used:

- **Administrators** – This user group is used by the installed components of TEKLYNX CENTRAL GHS and provides initial access to the application to set up other

users. You must have at least one user in this user group. This user can then create the TEKLYNX CENTRAL GHS Administrator in user group ACAdministrator.

- **PrintUsers** – This user group should not be used. TEKLYNX CENTRAL GHS print users should be added to the ACPrintUser group.
- **ACAdministrator** – These administrators can connect to the TEKLYNX CENTRAL GHS Command Center, design labels, approve labels, print labels, and create reports.
- **ACDesignUsers** – Designers have the ability to design labels and approve labels.
- **ACPrintUsers** – Print users have the ability to print from the web printing interface.
- **ACReportUsers** – Report users have the ability to generate audit and print history reports.

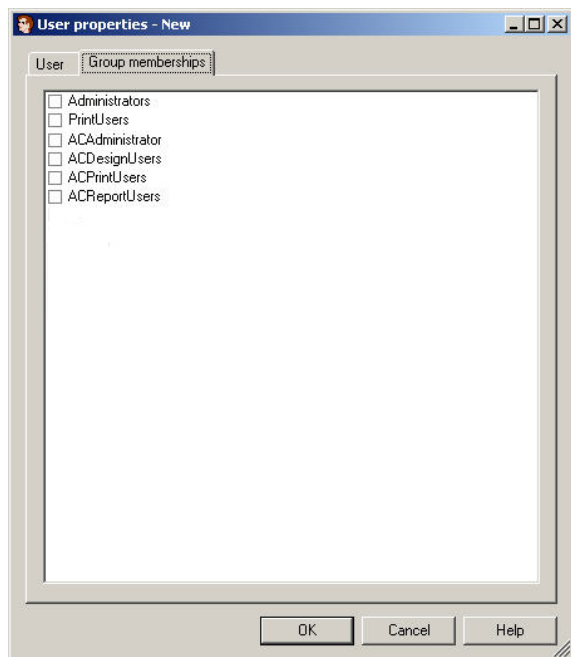


Figure 3-5 User Properties - Group Memberships tab

- 5 Click **OK** to save your user and group settings.

Viewing Connected Users

To view connected users:

- 1 Click the **View Connected Users** link.

The **Users** window appears.

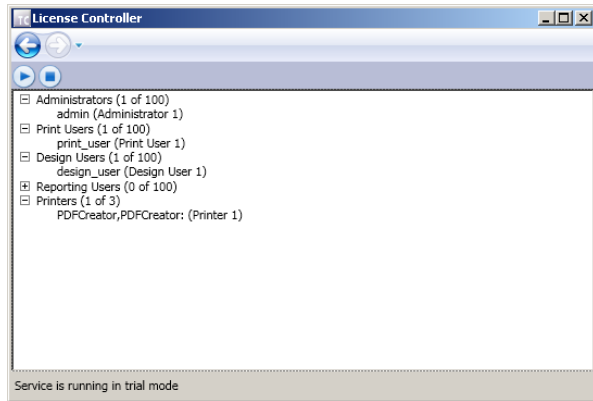


Figure 3-6 Users window

- 2 Expand each user group to display the connected users.

Adding Licenses

To activate or add licenses:

- 1 Click **Add Users and Printers**. The **License Activation** window appears.

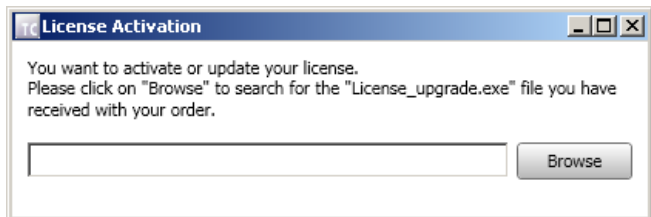


Figure 3-7 License Activation window

- 2 Click **Browse** and locate the License_upgrade.exe file.
- 3 Follow the instructions displayed in the wizard to activate or add a TEKLYNX CENTRAL GHS license.

Using the Label Designer

The Label Designer and Label Manager section of the Command Center provides links to launch the label designer application, where you can design and test print labels.

The label designer is powered by CODESOFT. For more information on designing and test printing labels, refer to the *CODESOFT 9 User Guide*. For more information on checking labels in and out of the label database, refer to the *LABEL ARCHIVE User Guide*.

To launch the label designer, click the **Design and Test Labels** link in the Label Designer and Label Manager section.

Using the Label Manager

The Label Designer and Label Manager section of the Command Center provides links to manage labels and define approval rules.

The TEKLYNX CENTRAL GHS label manager is powered by LABEL ARCHIVE. For more information on managing labels, refer to the *LABEL ARCHIVE Administrator Guide* and *LABEL ARCHIVE User Guide*.

Managing Labels

- 1 Click the **Manage Labels** link in the Label Designer and Label Manager section. This will launch the LABEL ARCHIVE Server application.
- 2 To delete labels:
 - a In the LABEL ARCHIVE Server application, select **Console Root > LABEL ARCHIVE Server Administration > Tasks > Delete documents and data** from the Console Root tree in the left pane.
 - b On the **Filter** tab, choose the categories and types of

labels to search for.

- c On the **Documents** tab, choose the labels to delete and click **Delete**.

Note: This action will permanently delete labels from the label database.

3 To archive labels:

- a In the LABEL ARCHIVE Server application, select **Console Root > LABEL ARCHIVE Server Administration > Tasks > Archiving** from the Console Root tree in the left pane.
- b On the **Filter** tab, choose the categories and types of labels to search for.
- c On the **Documents** tab, choose the labels to archive.
- d On the **Archive Options** tab, browse to the folder where the archived database will be stored. Enter a name for the backup file and click **Save**.

If you want to delete the label(s) from the label database, select **Delete after archive** and click **Archive**.

4 To reset the label's check out state:

- a In the LABEL ARCHIVE Server application, select **Console Root > LABEL ARCHIVE Server Administration > Tasks > Reset documents > Checkout state** from the Console Root tree in the left pane.
- b Select the desired label and click **Reset**.

Managing Approval Rules

- 1** Click **Configure Approval Rules**. The LABEL ARCHIVE Client application will launch.
- 2** In the LABEL ARCHIVE Client application, select **Console Root > LABEL ARCHIVE Client Administration > Approval rules** from the Console Root tree in the left pane.
- 3** To create a new approval rule, click **New**.
- 4** Enter a name for the new rule in the **Name** field.
- 5** Select when the step should be processed in the **State**

drop-down list.

- 6 Select whether the step applies to a single user or a user group in the **Handler** drop-down list.
- 7 Select the user or user group in the **Parameter** drop-down list.
- 8 If the step is mandatory, select **Must Approve** in the **Type** drop-down list.
- 9 Click **Apply**.

Using the Print Manager

The Print Manager and Printing Interface section of the Command Center provides links to create maps, configure sentinels, and monitor sentinels.

The TEKLYNX CENTRAL GHS print manager is powered by SENTINEL. For more information on managing sentinels, refer to the *SENTINEL Administrator's Guide* and *SENTINEL User Guide*.

Configuring Printing for Data Watches

Two sentinel watches (LABELNET and Preview) are automatically created for the browser-based printing interface during the installation. Printers must be configured for both of these watches.

To add or remove printers:

- 1 Click the **Configure Data Watch** link in the Print Manager and Printing Interface section of the Command Center.
- 2 Select the LABELNET sentinel and click **Properties**.
- 3 On the Process tab, select **CODESOFT Printing**. Click **Settings** to launch the CODESOFT Printing Plug-in properties, where you can add or remove printers and define default settings.
- 4 After you have configured the printer, click **OK**.
- 5 Select the Preview sentinel and click **Properties**.

- 6 On the Default Values tab, select a printer from the **Printer** drop-down list.
- 7 Click **OK**.

Creating Additional Data Watches

Additional sentinel watches are required if you are sending data to TEKLYNX CENTRAL GHS at print time to trigger a print request.

To create a sentinel watch:

- 1 Click the **Configure Data Watch** link in the Print Manager and Printing Interface section of the Command Center.

Note: Data watches install automatically for the web printing module.

- 2 Click **File > New**.
- 3 On the **General** tab, enter a name and group for the data watch. If you are sending data within a file, select the map you created for the file.
- 4 On the **Input** tab, select how the data input will be sent to TEKLYNX CENTRAL GHS (that is, what will trigger the print request). If you are sending data within a file, click **File Capture**. Click **Settings** to define the folder where the file will be created to trigger the print request.
- 5 On the **Process** tab, select **CODESOFT Printing**. Click **Settings** to launch the CODESOFT Printing Plug-in properties, where you can add or remove printers and define default settings. On the **Archiving** tab of the CODESOFT Printing Plug-in properties, enter a username and password for a print user in the PrintUser group.
- 6 Click **OK**.
- 7 Check the **Enable** option in the **Manager** window.

Managing Printing Status

To activate a sentinel watch or monitor status:

- 1 Click the **View Printing Status** link in the Print Manager and Printing Interface section of the Command Center.
- 2 To activate a watch, select the watch and select **Activate** from the SENTINEL menu.
- 3 To monitor print status, select **Information** from the **View** menu. The **Information** window opens. Select the Log tab to view print status.

Creating Map Files

A map file is required if you are sending data within a file to TEKLYNX CENTRAL GHS at print time to trigger a print request. Because the necessary sentinels and map files are automatically created when TEKLYNX CENTRAL GHS is installed, you will only need to create map files if you have a specific need.

To create a map file:

- 1 Create a sample of the data that will be sent to trigger the print job.
- 2 Click the **Create Map** link in the Print Manager and Printing Interface section of the Command Center.
- 3 Click **File > New** and follow the instructions in the wizard to create a new map file.

Using the Printing Interface

The Print Manager and Printing Interface section of the Command Center provides links to configure and test the printing interface.

The TEKLYNX CENTRAL GHS label manager is powered by LABELNET. For more information on configuring the printing interface, refer to the *LABELNET Installation Guide*.

Configuring the Printing Interface

To configure the printing interface:

- 1 Click the **Configure Printing Interface** link in the Print Manager and Printing Interface section of the Command Center.
- 2 Configure the printing interface to match your business needs.

Testing the Printing Interface

To test the printing interface:

- 1 Click the **Launch Printing Interface** link in the Print Manager and Printing Interface section of the Command Center.
- 2 Enter a user name and password for a user with print access from the ACPrintUser group.
- 3 Enter information based on your business process and click **Print**.

Using the Workstation Install Module

The Workstation Install section of the Command Center allows you to remotely install the label designer application on client workstations.

Installing software on a client workstation

- 1 Click the **Install Label Designer** link in the Workstation Install section of the Command Center.

The **TEKLYNX CENTRAL GHS Remote Installation** window appears.

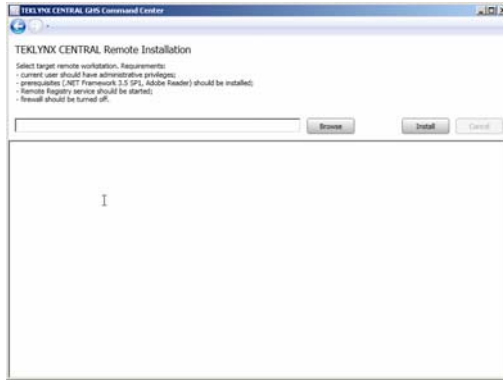


Figure 3-8 TEKLYNX CENTRAL GHS Remote Installation window

- 2 Click **Browse** and locate the remote workstation. Select the client workstation in the list.

Note: The user who is attempting to install the application via TEKLYNX CENTRAL GHS must be an administrator on the remote workstation for the installation to be successful.

- 3 Click **Install** to begin the installation.

Installing client applications from the DVD

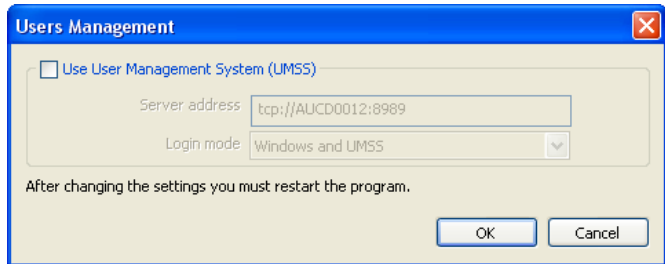
You can also install the label designer and label manager applications directly from the TEKLYNX CENTRAL GHS DVD.

- 1 On the client workstation, insert the DVD and install the Label Designer Client application.
- 2 Install the Label Manager Client application from the DVD. During the installation process, you will be asked to select the LABEL ARCHIVE Server. Enter or select the name of the server on which TEKLYNX CENTRAL GHS is installed.
- 3 Edit the CS.ini file, which is installed in **C:\Documents and Settings\All Users\Application Data\Teklynx\CODESOFT 9**. For Windows Vista and 2008 users, this file is located in

C:\ProgramData\Teklynx\CODESOFT 9.

Add the line **UMSSAVAILABLE=1** in the General section of the file.

- 4 Launch CODESOFT. The application will launch in evaluation mode.
- 5 Go to **Tools > Users Management**. The **Users Management** window opens.



- 6 Select the **Use User Management System (UMSS)** option.
- 7 In the server address **tcp://localhost:8989**, replace **localhost** with the name of the server on which TEKLYNX CENTRAL GHS is installed.
- 8 Click **OK**.
- 9 You will be prompted for a username and password. Use the username and password of a TEKLYNX CENTRAL GHS administrator.
- 10 Restart CODESOFT for the changes to take effect.