TEKLYNX®

LABEL ARCHIVE

LABEL ARCHIVE
Administrator's Guide

Table of Contents

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.

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 the LABEL ARCHIVE Web module.

LABEL ARCHIVE Server

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 the Label Designer application. When the user invokes LABEL ARCHIVE from the Label Designer, 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 a label designer 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:

- a CD-ROM

- 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**

LABEL ARCHIVE Server Installation

System Requirements

The basic software and hardware requirements needed to run the LABEL ARCHIVE Server application are:

- A PC with Windows Server 2008/2008R2, Windows Server 2012/2012R2.

- 1 GB RAM minimum (2-4 GBs recommended) and 1 Ghz processor

- A VGA monitor or better

- A hard drive with at least 500 MB of free disk space

- Microsoft® .NET Framework 3.5 SP1

- Microsoft® Data Access Components (MDAC) 2.8

- Supported database management systems (DBMS): Microsoft® Access, SQL Server 2008/2008 R2/2012 and Oracle 11 or higher.

<div></div>

Note

Access and SQL Server Express are not recommended

for a configuration with multiple clients.

Installation

Before running the installation program, check the configuration of your server machine.

LABEL ARCHIVE Server installation requires administration rights on the server machine. Please check that all needed permissions are granted, both at the operating system level, and at the DBMS level, as you will be installing new Windows services, copying program files, setting up a Web module on Internet Information Services (IIS), and creating new databases on your DBMS.

> If you are installing the Web module, and your platform does not yet have Microsoft ® IIS installed, it is recommended that you install Microsoft .NET Framework 3.5 **after** IIS so that the ASP.NET service registration can be done automatically.

To install LABEL ARCHIVE Server:

Step 1 > Place the CD-ROM in the appropriate disk drive.

The LABEL ARCHIVE CD window should appear. Select **LABEL ARCHIVE Server** and click **Install**.

If the CD-ROM does not start up automatically, go to **Start** > **My Computer** and double-click on the LABEL ARCHIVE CD-ROM.

If the CD does not automatically open, go to Windows Explorer and locate the CD-ROM drive letter and click on it to view its contents. Double-click on the **Index.hta** (or just "Index" if you have file extensions hidden) file located on the CD.

The **Installation Wizard** window will appear.

Figure 1 Installation Wizard window

Step 2 > Click **Next**.

The **License Agreement** window will appear.

Figure 2 License Agreement window

Step 3 > Read the license agreement. If you agree with the terms of license agreement, select **I accept the terms of the license agreement**.

Step 4 > Click **Next**.
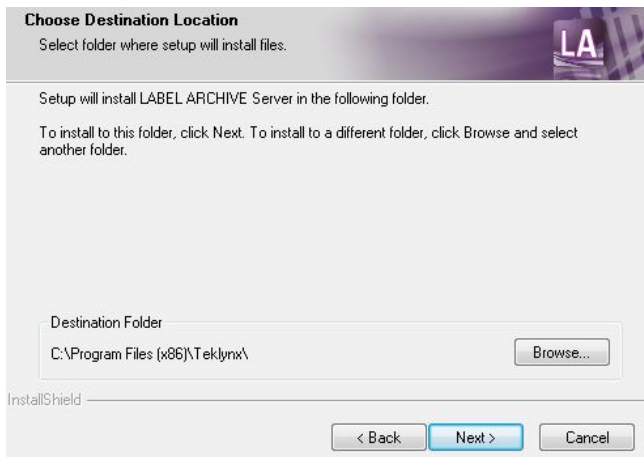
The **Destination Location** window will appear.

Choose Destination Location
Select folder where setup will install files.

Setup will install LABEL ARCHIVE Server in the following folder.

To install to this folder, click Next. To install to a different folder, click Browse and select another folder.

Destination Folder

C:\Program Files (x86)\Teklynx\   Browse...

InstallShield

< Back   Next >   Cancel

Figure 3 Destination Location window

Step 5 > Choose the destination folder.

In this step, you are able to select which folder the files will be installed in. The default install folder is **C:\Program Files\Teklynx** and it is recommended that you do not change it.

Step 6 > Click **Next**.
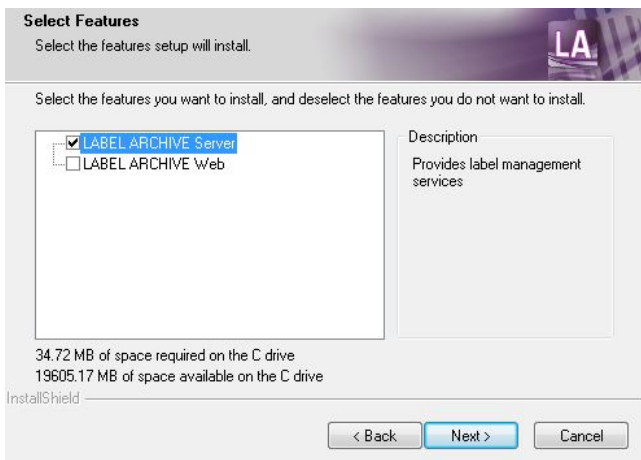
The **Select Features** window will appear.

Figure 4 Select Features window

By default, the LABEL ARCHIVE Web module is not selected. To view and approve labels through a Web browser, select **LABEL ARCHIVE Web**.

Step 7 > Click **Next**.
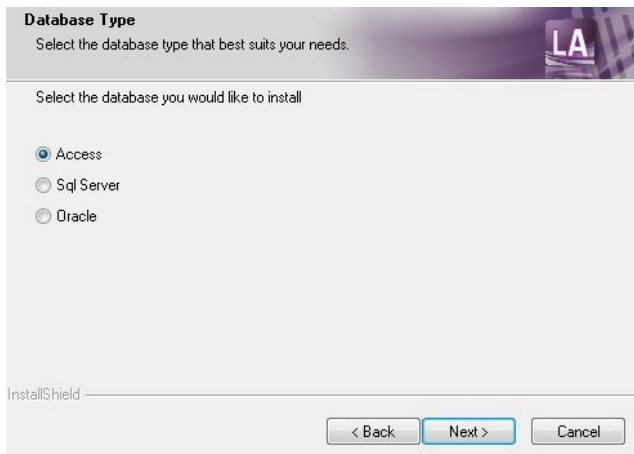
The **Database Type** window will appear.

Figure 5 Database Type window

Step 8 > Select the database type.

There are three database options to choose from: **Access**, **SQL**, and **Oracle**. Based on which option you select, perform the following:

SQL: Click **Next** and continue to **Step 9**.

Oracle: Click **Next** and skip to **Step 11**.

Access: Click **Next** and skip to **Step 20**.

Step 9 > If you selected **SQL**:

The **SQL Authentication** window will appear.

Figure 6 SQL Authentication window

You will be asked to enter the instance of the desired SQL Server. Choose the server from the drop-down menu or search for a specific location by clicking **Browse**. After all the fields are filled out, click **Next**.

During LABEL ARCHIVE Server installation, the wizard may display several possible Database Servers. For example:

- (Local)/DB Instance name

- (Workstation name)/DB Instance name

You must select an item that contains a workstation name to ensure a correct connection.

Step 10 > Click **Next**.

Step 11 > If you selected **Oracle**:

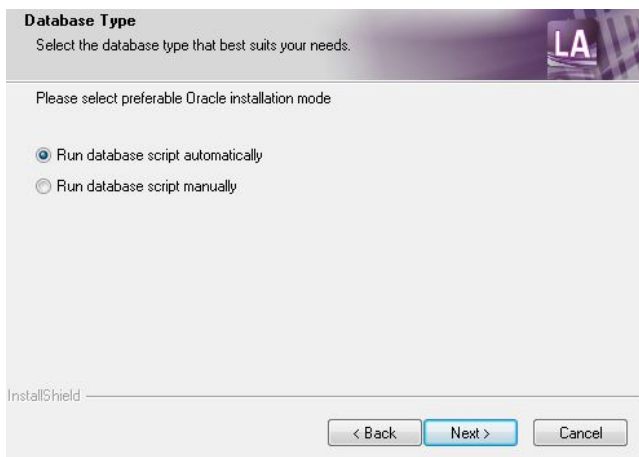The **Oracle Script Selection** window will appear.

Figure 7 Oracle Script Selection window

Step 12 > Select an installation mode. Depending on which option you select, perform the following:

- **Run database script automatically**: Click **Next** and continue to **Step 13**.

- **Run database script manually**: Click **Next** and skip to **Step 16**.

Step 13 > If you selected **Run database automatically**:

The **Database Connection Properties** window will appear.
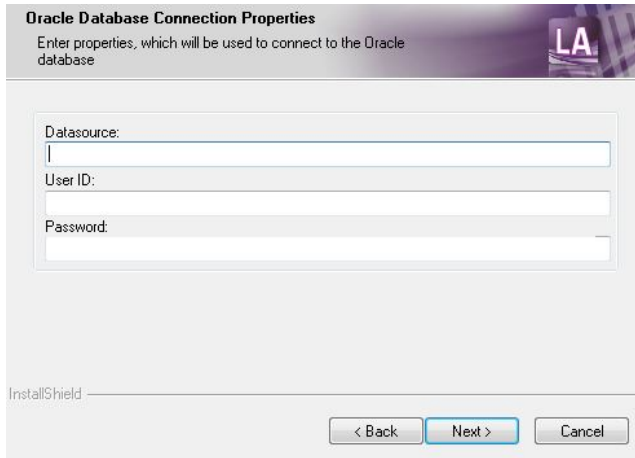

Figure 8 Database Connection Properties window

Step 14 > You will be prompted to enter the following information:

- Datasource

- User ID

- Password of your Oracle database.

Step 15 > Click **Next** and continue to **Step 22**.

Step 16 > If you selected **Run database script manually**:

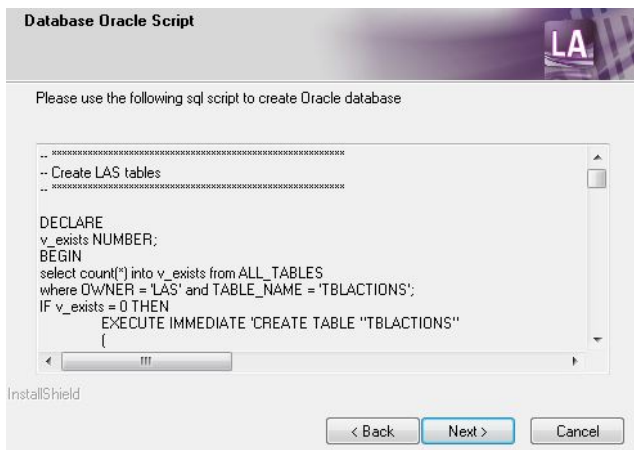The **Manual Database Information** window will appear.
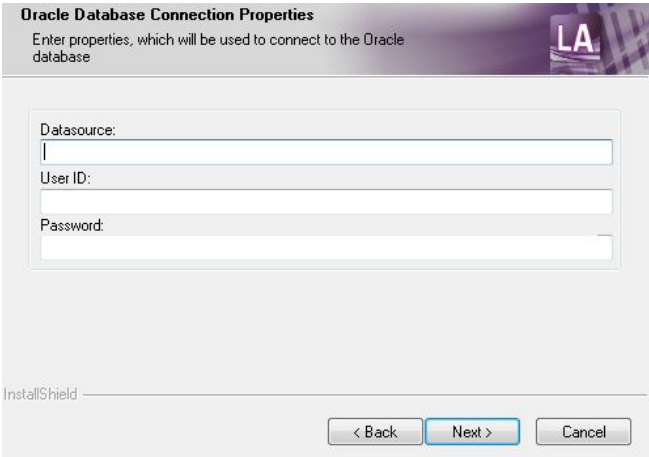
Figure 9 Manual Database Information window

This window displays SQL script text that you can use in order to set up an Oracle Database.

Step 17 > Click **Next**.

The **Oracle Connection Properties** window will appear.

Figure 10 Oracle Connection Properties window

Step 18 > Fill out the three fields shown with the following information about the created Oracle database:

- Datasource

- User ID

- Password

Step 19 > Click **Next** and continue to **Step 20**.

The **UMSS and MSGS Servers** window will appear.

Figure 11 UMSS and MSMG Servers window

If you are installing TEKLYNX software for the first time, select the **I want to install a new UMSS-MSGS module** option and follow the steps in the UMSS-MSGS installation wizard.

If you have previously installed TEKLYNX software, you may have an existing user management module installed. To check, go to **Control Panel** > **Add/Remove Programs**. If UMSS-MSGS appears in the program list, select the **I want to connect LABEL ARCHIVE to an existing UMSS-MSGS module in my company's network** option.

Step 20 > Click **Next**.

The **Web Site Settings** window will appear.

Please select the web site on which you want to deploy LABEL ARCHIVE Web:

Default Web Site

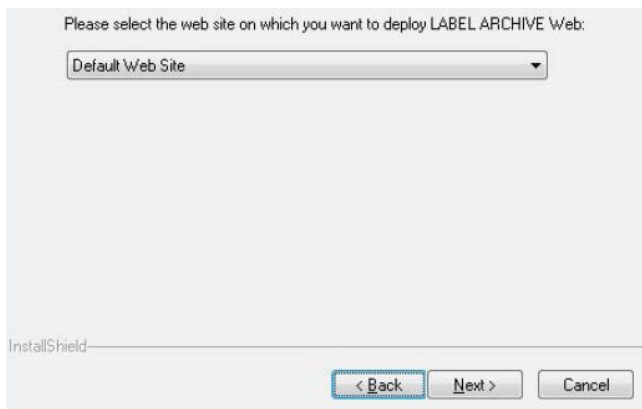InstallShield

< Back   Next >   Cancel
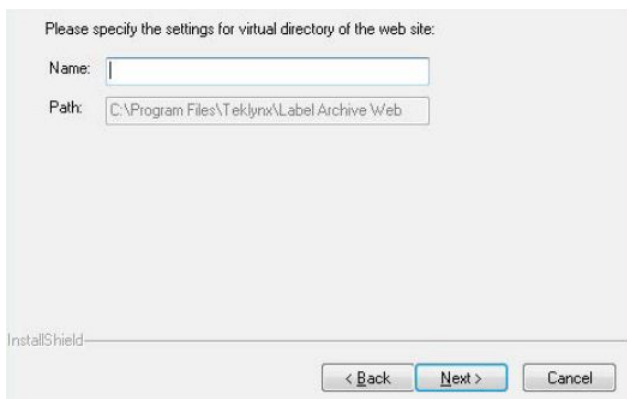
Figure 12 Web Site Settings window

Step 21 > Select the Web site on which you want to run the LABEL ARCHIVE Web module.

Step 22 > Click **Next**.

The **Virtual Directory Settings** window will appear.

Please specify the settings for virtual directory of the web site:

Name:

Path: C:\Program Files\Teklynx\Label Archive Web

InstallShield

< Back   Next >   Cancel

Figure 13 Virtual Directory Settings window

Step 23 > Enter the name of the Web site's virtual directory.

Step 24 > Click **Next**.

The **Ready to Install** window will appear.

Ready to Install the Program
The wizard is ready to begin installation.

Click Install to begin the installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

InstallShield

< Back   Install   Cancel
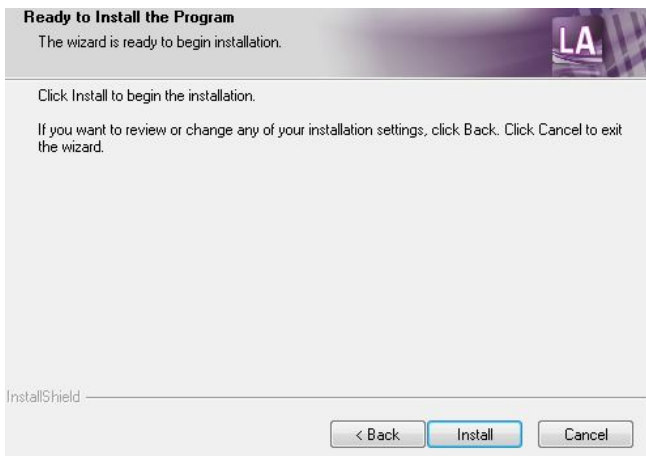
Figure 14 Ready to Install window

Step 25 > Finish the installation by clicking **Install**.

You have successfully installed the LABEL ARCHIVE Server module.

Software License Activation

You can use LABEL ARCHIVE in trial mode for 30 days. After that period the server is blocked. Any connection attempt results in an error message "Maximum number of connections reached," and if you stop the LABEL ARCHIVE Windows service, you will not be able to restart it again. To continue to use the software you must activate the license.

To activate the software license:

Step 1 > Launch the **Activation Wizard** from C:\Program Files\Teklynx\Label Archive Server\UpgradeWizard.exe. A wizard is displayed.

Step 2 > Choose **Activate** and follow the wizard screens. You will need to enter the serial number and password that was provided to you when you purchased the software.

Note

If you activate the license once the trial period is expired, you will need to reboot the LABEL ARCHIVE Server computer.

LABEL ARCHIVE Web Module Configuration

After installing the LABEL ARCHIVE Web module, you should verify the Web site settings:

Step 1 > Go to **Control Panel > Administrative Tools > Internet Information Services**.

Step 2 > In the navigation frame on the left, navigate to the Web virtual directory folder (i.e., (local computer)**\Web Sites\Default Web Site\LAS**).

Step 3 > Right-click on the Web virtual directory folder (i.e., the LAS folder) and select **Properties**.

Step 4 > Click on the **ASP.NET** tab.

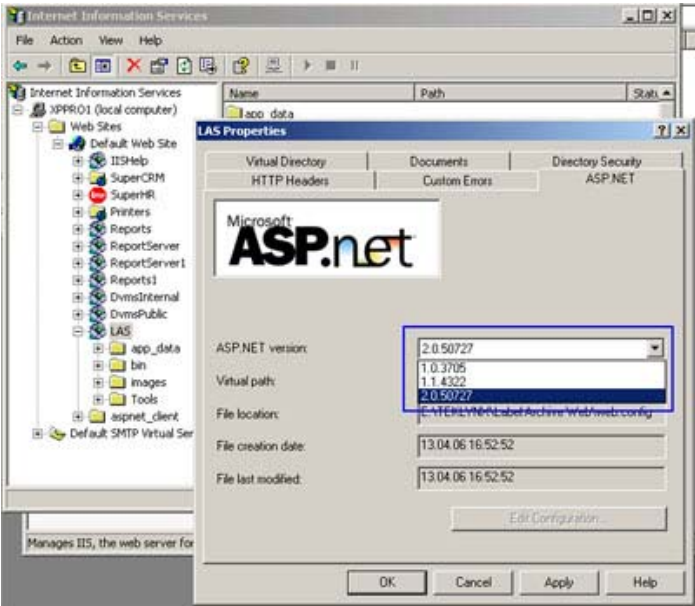**Step 5 >** Verify that the **ASP.NET version** is set to **2.0.50727**.

Figure 15 Web Site Properties window

Uninstallation

To remove the different server components from your computer:

Step 1 > Go to **Control Panel > Add or Remove Programs**.

Step 2 > Select **LABEL ARCHIVE Server** and click on **Change/Remove**.

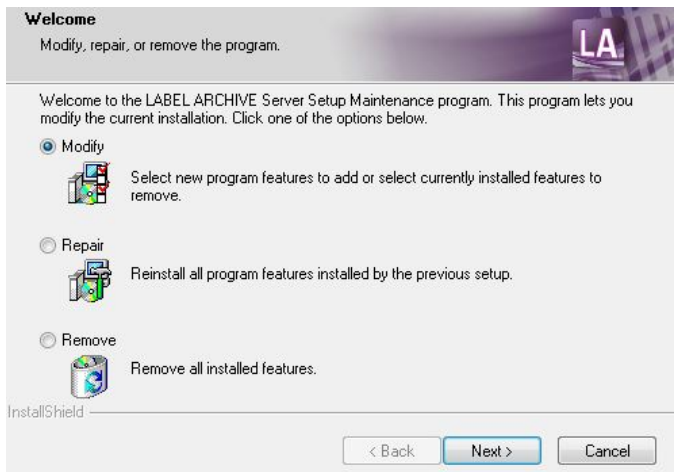**Step 3 >** In the next window, select the **Remove** option and click **Next**.

Figure 16 Modify, Repair, or Remove the Program window

The uninstallation program will delete the installed components from your computer and optionally the databases if specified. You will be asked whether you want to also remove the UMSS-MSGS module. Please note that the UMSS-MSGS module is also used for other TEKLYNX products.

LABEL ARCHIVE Repair

If the installed LABEL ARCHIVE Server components proved to be corrupted, you can fix them using the **Repair** mode (see Figure 12).

In this mode, the setup application will reprocess the installation of the different components. The installation settings that you entered during the last installation will be reused.

SQL Database: In this mode, the structure of SQL Database will be repaired (for example, if your SQL database structure was corrupted).

Oracle Database: In this mode, the structure of Oracle Database will be repaired (for example, if your Oracle database structure was corrupted).

Access Database: In this mode, the Access Database will be overwritten, but before starting the repair process, the setup will propose to create backup-files for your databases, and after the repair you will be able to replace the database.

LABEL ARCHIVE Modification (Add/Remove Features)

If you want to add components which were not previously installed, you can use the **Modify** mode (see Figure 12). In this mode, the setup application will propose to select the components to be installed.
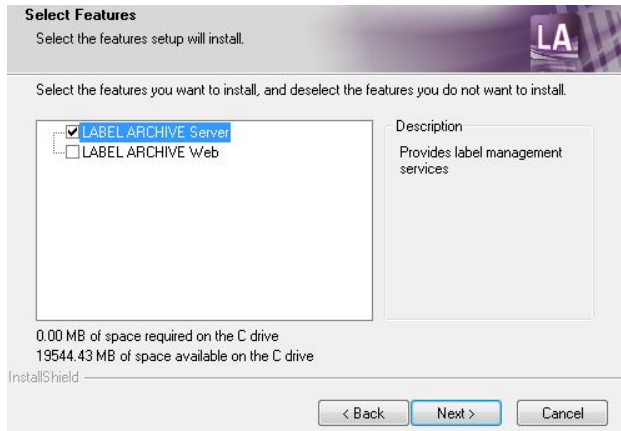
Figure 17 Select Features window

Special Notes

- The administration user interfaces LABEL ARCHIVE Server and Client are created using the MMC (Microsoft Management Console) snap-in, so they can be manipulated like any standard MMC component in Windows.

- Full SQL Server is required to install the database on a computer that is different from the one that hosts the LABEL ARCHIVE Server processes and services.

- Remote SQL Server running on Windows 2000 should have Service Pack 4 installed.

- If you install LABEL ARCHIVE with the Access database, the database is protected by a password, initially set to *tkllas*. To replace it with a new password, edit the **TkxArv.server.config** file. This

file is located in the installation directory. Once the file is opened, type the new password in the following xml section:

<configuration>, then <TkxArv.DataAdapters>, <DataAdapter name="oledb"....Password= ***newpassword***>. Then stop/start the Label Archive Server Windows service.

- For SQL Server 2005, make sure that remote connections are allowed (disallowed by default).

- If you have a firewall, you must unblock ports 8088 and 8989.

- LABEL ARCHIVE Server Windows service: The Server program is run through a Windows service named LABEL ARCHIVE Server, which is configured by default to start automatically. The service has a dependency link with the UMSS/MSGS Windows service, named TkxSvr Servers service. You can start and stop Windows services manually by using the standard Windows administration tool.

Before doing administration work on LABEL ARCHIVE Server (i.e., changing parameters and options, importing/exporting data, etc.), it is highly recommended to first ensure that all clients are disconnected. If you change some settings, you may then want to stop and restart the LABEL ARCHIVE Server Windows service for all changes to be effective.

LABEL ARCHIVE Client Installation

System Requirements

The basic software and hardware requirements needed to run the LABEL ARCHIVE Client application are:

- A PC with Windows Vista SP2, Windows 7 SP1, Windows 8 and Windows 8.1

- 1 GB RAM minimum (2-4 GBs recommended) and 1 Ghz processor

- A VGA monitor or better

- A hard drive with at least 500 MB of free disk space

- Microsoft .NET Framework 3.5 SP1

- TEKLYNX CODESOFT

Installation

Before running the installation program, check the configuration of your PC.

To install LABEL ARCHIVE Client:

Step 1 > Place the CD-ROM in the appropriate disk drive.

The LABEL ARCHIVE CD window should appear. Select **LABEL ARCHIVE Client** and click **Install**.

If the CD-ROM does not start up automatically, go to **Start** > **My Computer** and double-click on the LABEL ARCHIVE CD-ROM.

If the CD does not automatically open, go to Windows Explorer and locate the CD-ROM drive letter and click on it to view its contents. Double-click on the **Index.hta** (or just "Index" if you have file extensions hidden) file located on the CD.

The **Installation Wizard** window will appear.

Figure 1 Installation Wizard window

Step 2 > Click **Next**.

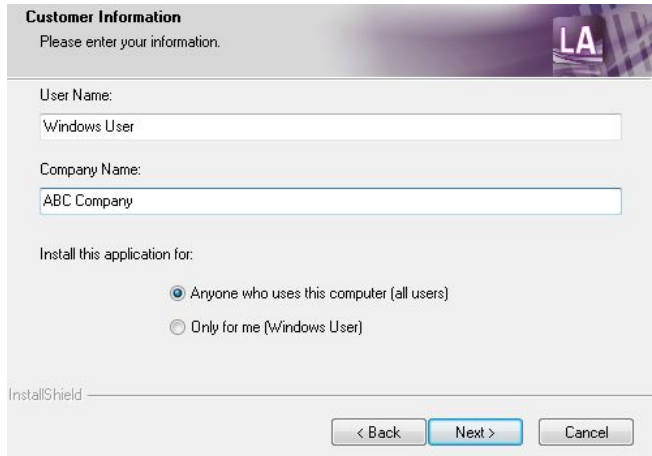The **License Agreement** window will appear.

Figure 2 License Agreement window

Step 3 > Read the license agreement. If you agree with the license agreement, select **I accept the terms of the license agreement**.

Step 4 > Click **Next**.

The **Customer Information** window will appear.

Figure 3 Customer Information window

Step 5 > Enter the following customer information:

- User name

- Company name

- Who will be able to use this application (only you, or anyone who uses the computer)

Step 6 > Click **Next**.
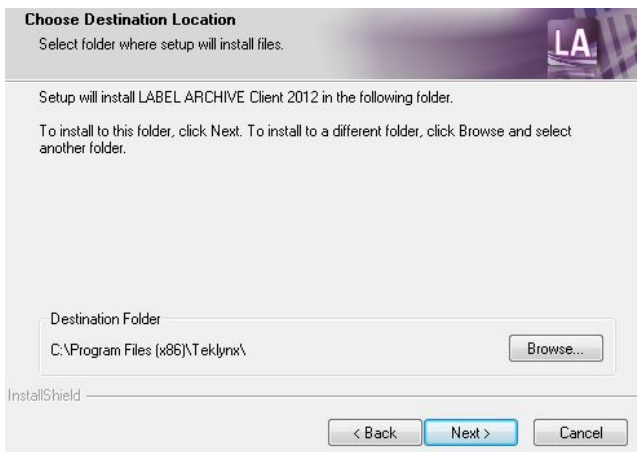
The **Destination Location** window will appear.

Choose Destination Location
Select folder where setup will install files.

LA

Setup will install LABEL ARCHIVE Client 2012 in the following folder.

To install to this folder, click Next. To install to a different folder, click Browse and select another folder.

Destination Folder

C:\Program Files (x86)\Teklynx\   Browse...

InstallShield

< Back   Next >   Cancel

Figure 4 Destination Location window

Step 7 > Choose the folder where the files will be installed.

In this step, you are able to select which folder the files will be installed in. The default install folder is **C:\Program Files\Teklynx\LABEL ARCHIVE Client** and it is recommended that you do not change it.

Step 8 > Click **Next**.

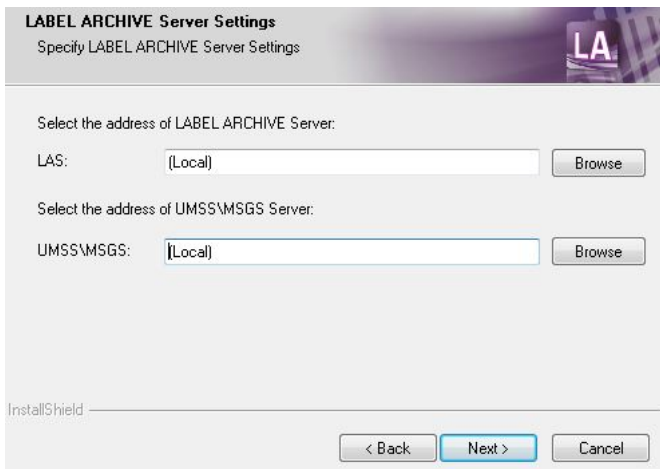The **LABEL ARCHIVE Server Settings** window will appear.

Figure 5 LABEL ARCHIVE Server Settings window

Step 9 > Browse to and select the location of the LABEL ARCHIVE Server machine to which the client will connect.

Step 10 > Browse to and select the location of the UMSS\MSGS Server machine to which the user will be authenticated.

Step 11 > Click **Next**.
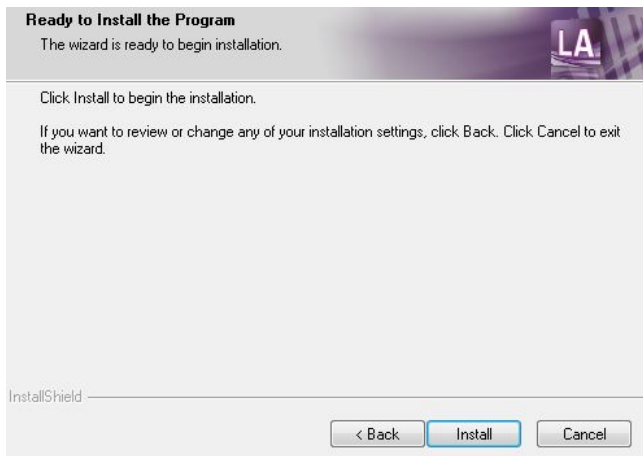
The **Start Installation** window will appear.

Figure 6 Start Installation window

Step 12 > If you are sure that the parameters/settings entered in previous steps are correct, click **Install**. You have successfully installed the LABEL ARCHIVE Client.

If you want to review or change any of the installation settings, click **Back** to return to the previous screens.

Uninstallation

To remove the **LABEL ARCHIVE Client** from your computer:

Step 1 > Go to **Control Panel > Add or Remove Programs**.

Step 2 > Select **LABEL ARCHIVE Client** and click **Change/Remove**.

Step 3 > In the next window, select the **Remove** option and click **Next**.
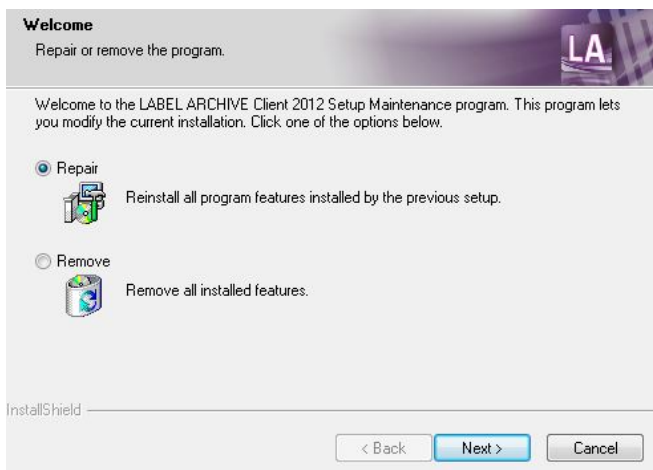

Figure 7 Repair or Remove the Program window

The uninstallation program will delete the installed components of **LABEL ARCHIVE Client** from your computer.

LABEL ARCHIVE Client Repair

If the installed LABEL ARCHIVE Client is corrupt, you can fix it using the **Repair** mode.

In this mode, the system will redo the installation of LABEL ARCHIVE Client. The installation settings that you entered during the last installation will be reused.

LABEL ARCHIVE User and Password Management

Managing Users and Permissions

LABEL ARCHIVE uses the UMSS subsystem to manage all users and permissions. At any time, the administrator can create, modify, or delete users, passwords, and user groups. For more details about permissions management, please refer to the *LABEL ARCHIVE User guide.*

Predefined User Profiles

At install time, the system creates predefined user groups. These groups correspond to typical profiles that a company may need to use to manage the different user permissions for all LABEL ARCHIVE business processes.

Five different user groups are available:

• ADMINISTRATORS

Administrators have all rights for LABEL ARCHIVE, and also on UMSS and MSGS subsystems. Their typical role is to have full IT responsibility of the entire system.

A default Administrator user is provided. Its initial password is **admin**.

Additional users can be created and assigned to the Administrators group.

• MANAGERS

Managers' typical role is to be in charge of the business data and processes of LABEL ARCHIVE. Managers can define system settings, create approval workflows, or be required

to approve documents before delivery in production.

Compared to Administrators, Managers do not have permission to administrate the database or define workstation settings. They cannot perform operations like import DB, export DB, force undo check-out, DB archive, or manage workstations.

A default Manager user is provided. Its initial password is empty.

Additional users can be created and assigned to the Managers group.

• DESIGNERS   Designers' typical role is to be in charge of the creation and management of a document or a set of documents. Designers can create documents, modify documents, check-in new versions, submit documents for approval, and participate in approval processes.

Compared to Managers, Designers do not have permission to modify system settings, create or modify approval schemes, or modify categories.

A default Designer user is provided. Its initial password is empty.

Additional users can be created and assigned to the Designers group.

• PRINT USERS   Print Users' typical role is to open documents and print them in production.

Compared to Designers, Print Users do not have permission to modify documents, and they can only access documents that are in Final state.

Print Users can use the Runtime version of the label designer to carry on their activities.

A default PrintUser user is provided. Its initial password is empty.

Additional users can be created and assigned to the PrintUser group.

• CUSTOMERS   In some cases, documents may need to be approved by
                          Customers before delivery in production.

                          Customers, therefore, are given minimum access to the
                          system, including browsing their documents and all related
                          details, and taking part in an approval workflow.

                          Customers can use the LABEL ARCHIVE Web module,
                          through an Internet browser, and receive notifications by
                          e-mail.

                          A default Customer user is provided. Its initial password is
                          empty.

                          Additional users can be created and assigned to the
                          Customers group.

                          You can freely modify, customize or delete the
                          predefined groups, users and permissions, except
                          for the Administrator.

Note

**To view all permissions that are granted to a given User,
select the related Group from the "User Groups" node
in UMSS, and click on the Permission tab.**

Changing the Administrator Password

                          The predefined Administrator user is also used by the
                          LABEL ARCHIVE system itself.

                          Its initial password is *admin*. If you change this password,
                          you will also need to manually change the configuration file
                          of LABEL ARCHIVE Server.

                          After such an operation, if you do not update the
                          LABEL ARCHIVE Server configuration file
                          accordingly, the system will not work properly.

How to Update the Config File

The configuration file to be updated is called **TkxArv.server.config**. It is located in the installation directory.

Once you have opened **TkxArv.server.config**, go to the following xml section: <configuration>, then <tkxsvr>, <clients>, <umss>, <client>.

You will find the <logonconfig> tag, which has the following elements: defaultusername (Administrator), and defaultpasswordhash, (hash for 'admin' password).

Replace the old password hash value with the new password hash value.

The password hash value is stored in the UMSS 'USERS' database table, within the 'PASSWORDHASH' field.

Once the replacement is done (using copy/paste), you must restart the LABEL ARCHIVE Server Windows service.

Note

Through proper management of security and access rights on the databases and the server system, you can ensure that only authorized users can perform such operations.

Note

You can also create additional users and give them administrator rights, by assigning them to the Administrators group.

Adding and Configuring Active Directory Users

Active Directory   Active Directory is a special-purposes database used to store non-dynamic data such as users, groups, and configuration data. By adding and configuring users in Active Directory, administrators can now automate LABEL ARCHIVE login using Windows authentication.

To add and configure an Active Directory User in LABEL ARCHIVE:

Step 1 > Launch the LABEL ARCHIVE Server.

Step 2 > Log in using a known user account, or use the default user name **Administrator** and the default password **admin**.

Step 3 > In the console tree on the left, select **LABEL ARCHIVE Server Administration** > **Settings** > **Functions**, and confirm that the **Allow different user connection** option is selected in the **Options and Functions** area.

Note

This is the default setting.
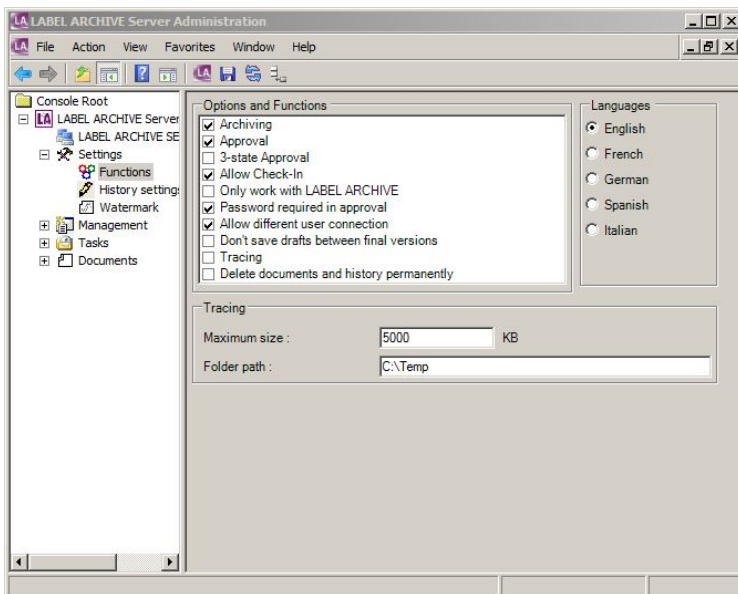
Figure 1 Setting LABEL ARCHIVE administrative options

Step 4 > Close the LABEL ARCHIVE Server.

Step 5 > Launch the LABEL ARCHIVE Client.

Step 6 > Log in using a known user account, or use the default user name **Administrator** and the default password **admin**.

Step 7 > In the console tree on the left, select **LABEL ARCHIVE Client Administrator** > **Client configuration**, and confirm that the **Always prompt login** option is not selected in the **Connection** area.

Note

This is the default setting.
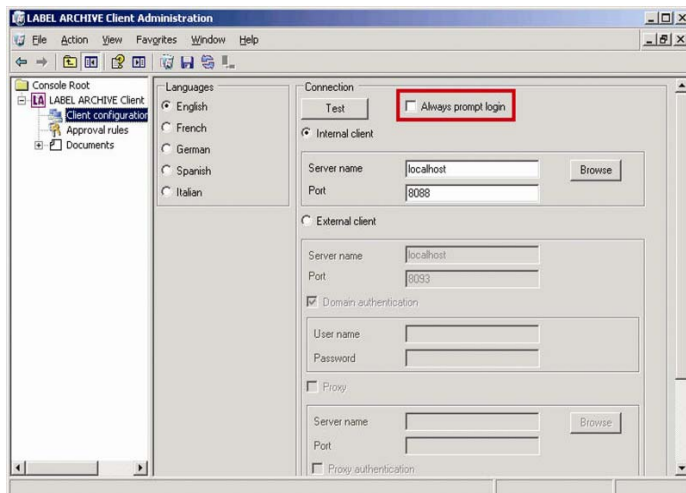
Figure 2 Enabing automatic prompts at log in

Step 8 > Close the LABEL ARCHIVE Client.

Step 9 > From the **Start** menu, select **All Programs** > **Teklynx** > **UMSS-MSGS Servers Administration** to launch UMSS.

Step 10 > Log in using a known user account, or use the default user name **Administrator** and the default password **admin**.

Step 11 > In the console tree on the left, right-click **UMSS-MSGS Servers** > **UMSS** > **Users**, and then select **New** > **User**.

Step 12 > From the **Authentication** drop-down menu, select **Windows**.

Step 13 > Click the ⬚ button.

Step 14 > Click **Locations**.

Step 15 > From the **Locations** area, select the domain network that the user is on, and click **OK**.
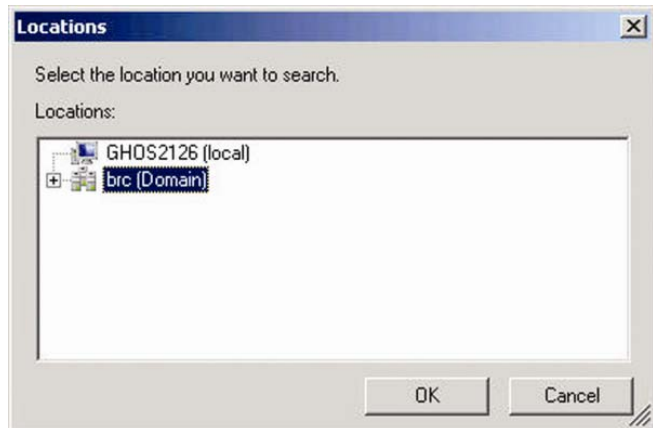
Figure 3 Selecting the domain network

Step 16 > Enter the user's last name in the **Name** field, and click **Find Now**.

Step 17 > From the **Search results** list, select the appropriate user and click **OK**.
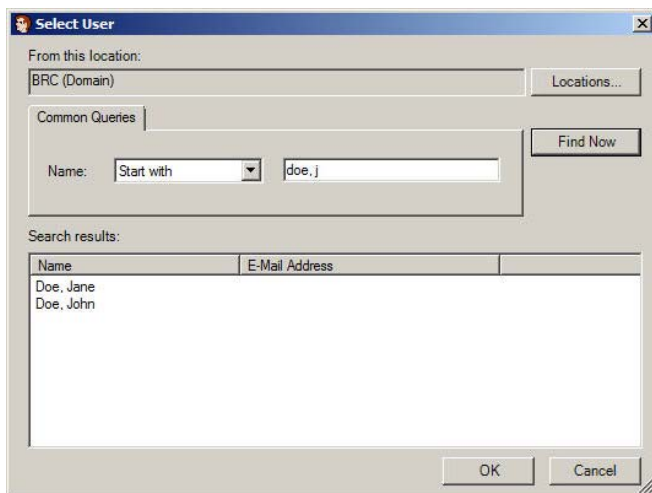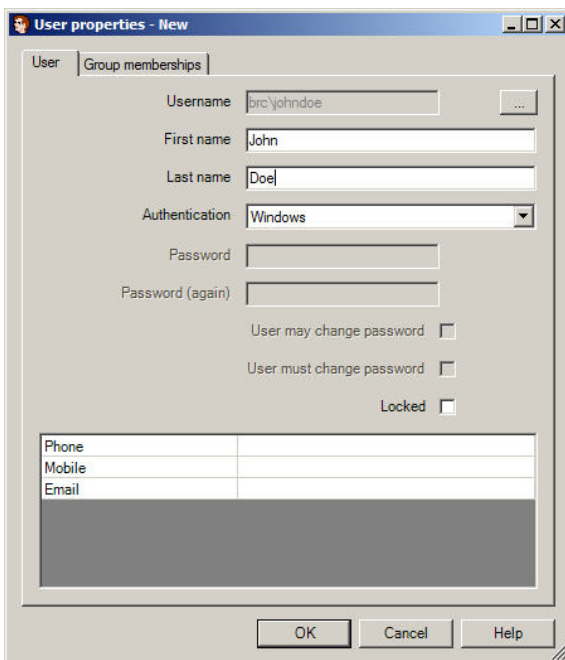
Figure 4 Searching for users

Step 18 > In the **User Properties - New** dialog box, select the **User** tab and do the following:

- Enter the user's first name in the **First name** field.

- Enter the user's last name in the **Last name** field.

- If desired, enter the user's phone, mobile and e-mail information in the areas provided.

Note

Because the user's passwords are being managed by the Windows account, the User may change password, User must change password, and Locked options aren't available.

Figure 5 Adding user information

Step 19 > From the **Group memberships** tab, double-click to select the groups that the user should belong to, and click **OK**.
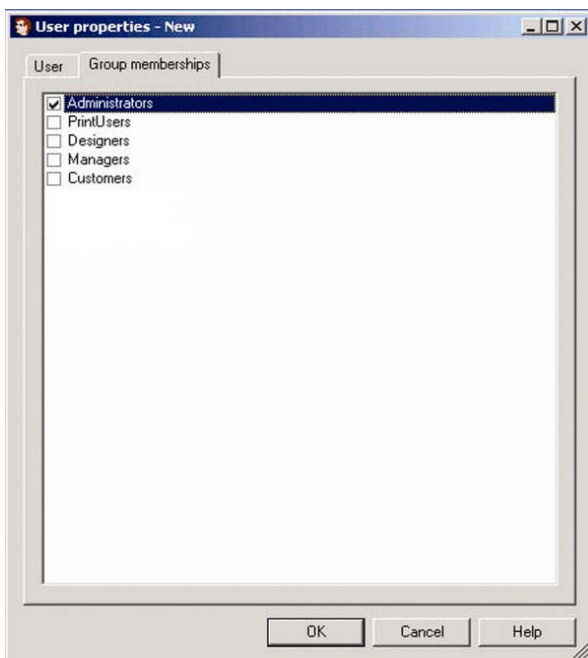
Figure 6 Defining group memberships

Step 20 > From the **File** menu, select **Save** to save the MMC (Microsoft Management Console) file.

If prompted to update MMC, click **Yes**.

Step 21 > Launch CODESOFT.

Step 22 > From the **File** menu, select **LABEL ARCHIVE** > **Connect** to automatically connect to LABEL ARCHIVE.

Note

If you launch the LABEL ARCHIVE Client or the LABEL ARCHIVE Server, you will be prompted to enter a username and password. To log in without having to enter them, select the Use Windows Authentication check box and click OK.
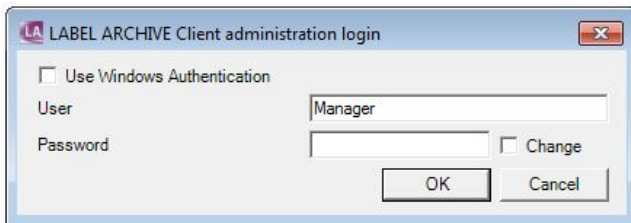

Figure 7 Enabling Windows authentication

Setting the Standard

TEKLYNX
BAR CODE SOFTWARE

www.teklynx.com

Microsoft
GOLD CERTIFIED
. *Partner*