

TEKLYNX® LABEL ARCHIVE

VERSION 2.0

SETTING THE STANDARD



ADMINISTRATOR'S 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.

**About your
Product**

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

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

CHAPTER 1

Introduction

Welcome!

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

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

The great 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 Teklynx 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 3 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 **Server** are:

- A PC with Windows® 2000 SP4, Windows® XP SP2, or Windows® Server 2003 SP1
- 256 MB RAM minimum (512 MB 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 2.0
- Microsoft® Data Access Components (MDAC) 2.8
- Supported database management systems (DBMS): Microsoft® SQL Server™ family (Microsoft® SQL Server™, Microsoft® SQL Server™ Desktop Engine (MSDE), Microsoft® SQL Server™ Express) or Microsoft® Access

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.

To install **LABEL ARCHIVE Server**:

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

The **LABEL ARCHIVE** CD window appears. Select **LABEL ARCHIVE Server** and click on **Install**.

If the CD-ROM does not start up automatically, go to **Start > Run**, type **cdsetup.exe**, and click **OK**.

Step 2 > The **Installation Wizard** will appear. Click **Next**.

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



Figure 1 License Agreement

Step 4 > Select the setup type: Typical or Custom.

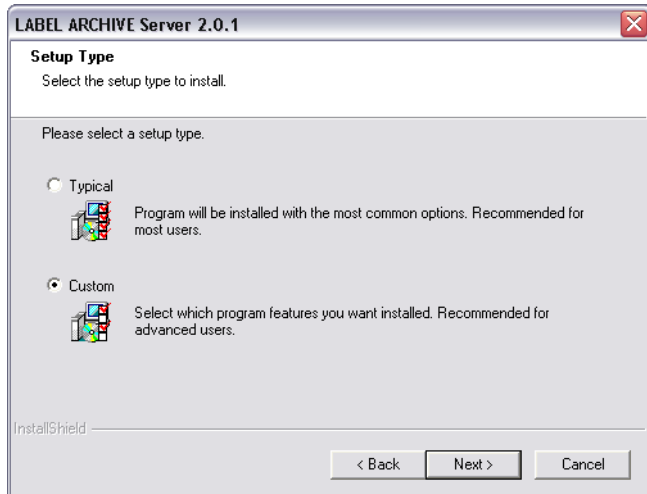


Figure 2 Setup Type

If you select **Typical**, the LABEL ARCHIVE Server component and **UMSS/MSGs** subsystems will be installed. You will need to select the database type before the installation can be completed. All other settings are automatically defined during the installation. The path by default on which the files will be installed is “<system drive>\Program Files\Teklynx\.”

Selecting a **Custom** installation will allow you to select the components you wish to install, and to customize their setup on your machine. If you choose **Custom**, you will be guided through the following steps:

Step 1 > Choose the Destination Location.

In this step you can choose the folder where the files will be installed. The step is available only with the **Custom** installation type.

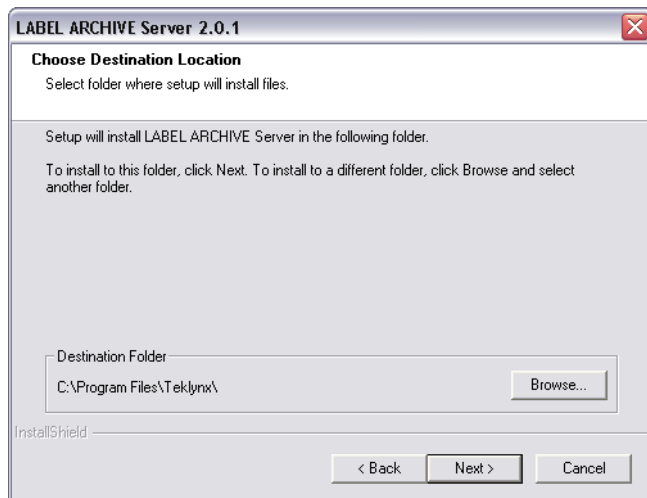


Figure 3 Choose Destination Location

Step 2 > Select the features you wish to install.

Here you can select which components you'd like to install:

- LABEL ARCHIVE Server
- UMSS and MSGS
- LABEL ARCHIVE Web

Depending on the components you choose to install, the following steps may differ in order.



LABEL ARCHIVE Server needs UMSS/MSGS to run. Therefore if you want to install only **LABEL ARCHIVE Server**, you must make sure that UMSS/MSGS has already been installed.

Step 3 > Select the database type that you want to use.

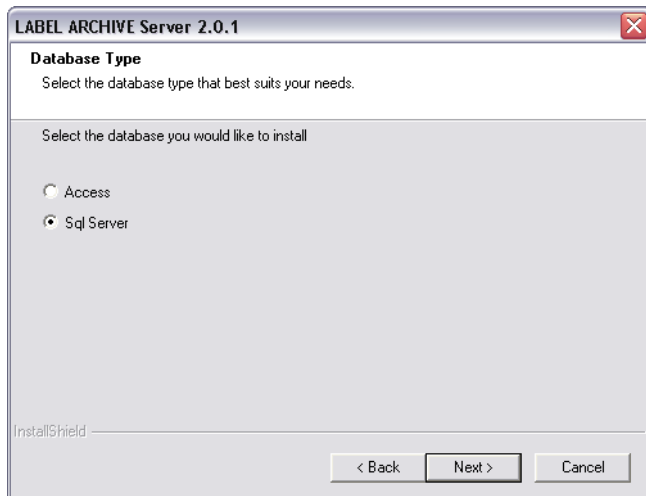


Figure 4 Database Type

If you select an SQL Server type DBMS, you will be asked to enter the instance of the desired SQL Server (choose from the drop-down menu or search for a specific location by clicking on **Browse...**).



Figure 5 Database Server



Special installation instructions for SQL configurations with “named instances”:

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

1 - (Local)/*DB instance name*

2 - (*Workstation name*)/*DB instance name*

You must select an item that contains a workstation name to ensure a correct connection. In our example, you must choose item #2.

Step 4 > Select the Web site on which you want to deploy LABEL ARCHIVE Web.

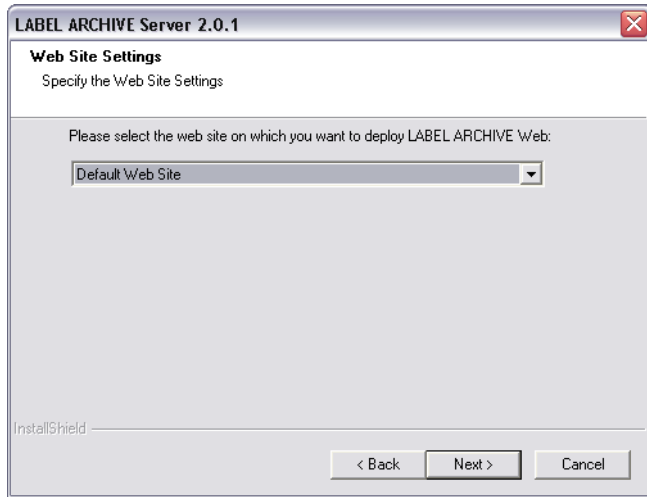


Figure 6 Web Site Settings

Step 5 > Enter the name of the Web site's virtual directory.

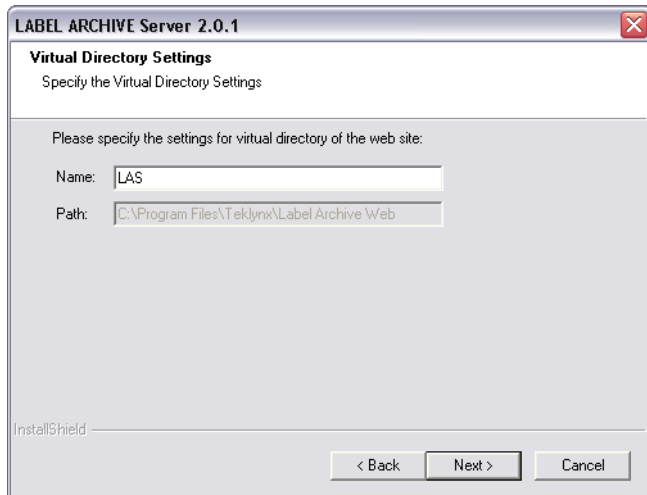


Figure 7 Virtual Directory Settings

- **Installing LABEL ARCHIVE Web module**

If you are installing the LABEL ARCHIVE Web module **only**, you will be prompted with the LABEL ARCHIVE Server Settings window. This window allows you to select the LABEL ARCHIVE Server address and ensure that LABEL ARCHIVE is already installed and ready to run.

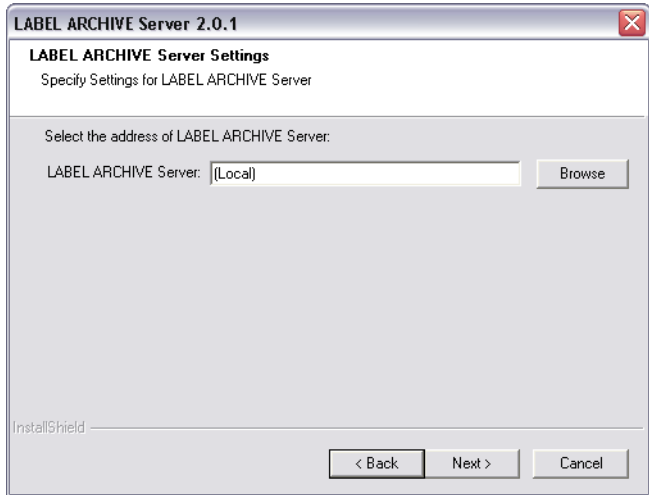


Figure 8 LABEL ARCHIVE Server Settings

- **Installing LABEL ARCHIVE Server**

If you are installing the LABEL ARCHIVE Server component **only**, you will be prompted with the UMSS and MSGS Servers window so that you can specify the location of the UMSS/MSGS server.

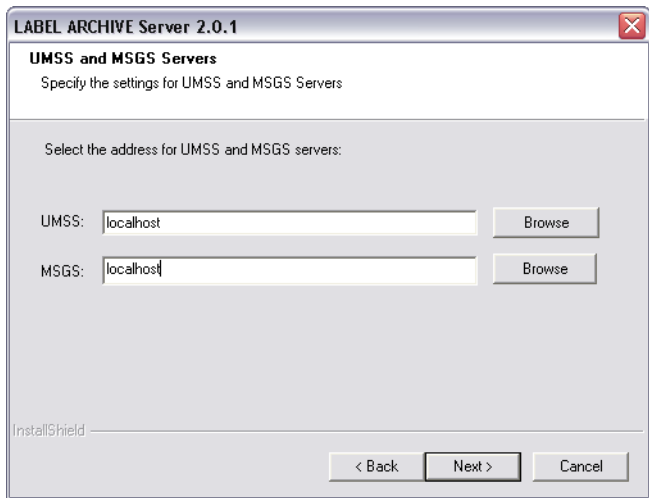


Figure 9 UMSS and MSGS Servers

Step 6 > Final installation step: If you are sure that the parameters entered in the previous steps are correct, click **Install** to complete the installation. If you want to review or change any of your installation settings, click **Back**.

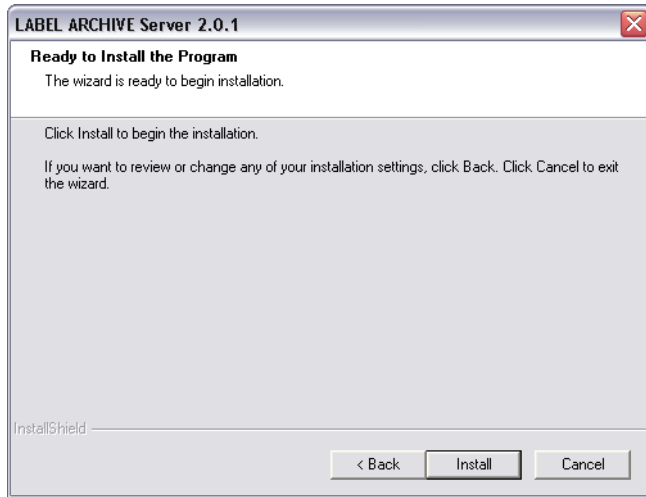


Figure 10 Ready to Install the Program

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 > Go to **Start > Programs > Teklynx > License Manager**. A wizard is displayed.

Step 2 > Choose **Activate** and follow the wizard screens. You will need to enter the activation code 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 **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**.

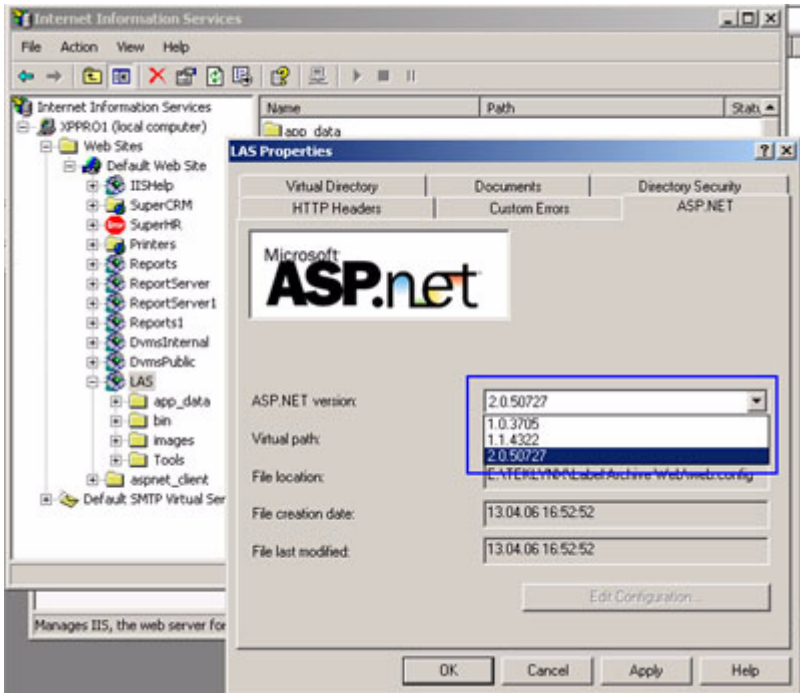


Figure 11 Web Site Properties

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 on **Next**.

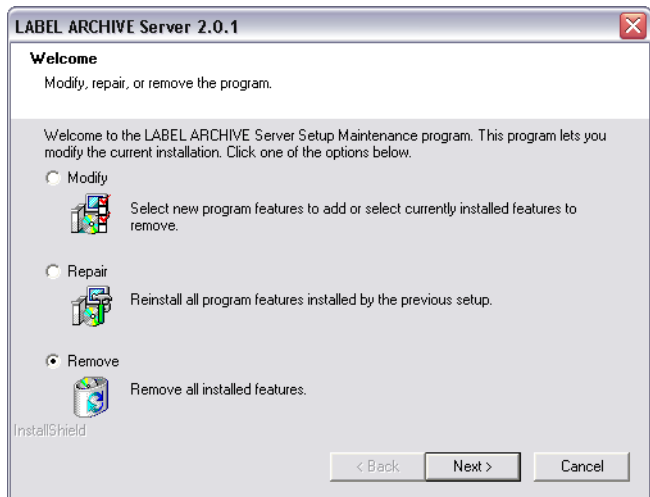


Figure 12 Modify, Repair, or Remove the Program

The uninstallation program asks you:

- Do you want to delete Databases: LABEL ARCHIVE, UMSS, MSGS? (if you used SQL Databases)?

- or -

- Do you want to backup Databases: LABEL ARCHIVE, UMSS, MSGS? (if you used Access Databases)?

The uninstallation program will delete the installed components from your computer and optionally the databases if specified.

LABEL ARCHIVE Repair

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

In this mode the setup 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).

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 will propose to select the components to be installed.

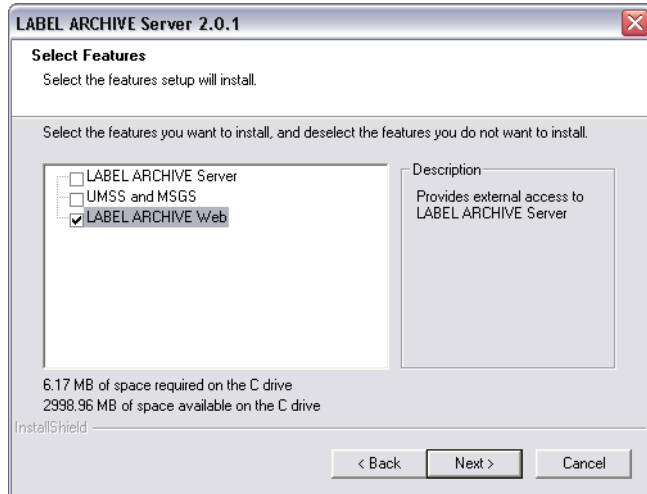


Figure 13 Modify Features

Configuring E-mail Sending

In order for **LABEL ARCHIVE** to send e-mail notifications, an e-mail sending action must be created in the MSGS subsystem. For more details about how to use MSGS, please refer to your MSGS guide.

To configure e-mail sending:

Step 1 > Connect to the MSGS subsystem (accessible from the **Teklynx Servers Administration** shortcut).

Step 2 > Create a standard filter for the LAS application with the following property:
MSGCODE = MSG_SENDMAIL.

Step 3 > Create an SMTP action handler, and indicate the parameters that your company uses for sending e-mails through SMTP protocol (**Configuration** button).

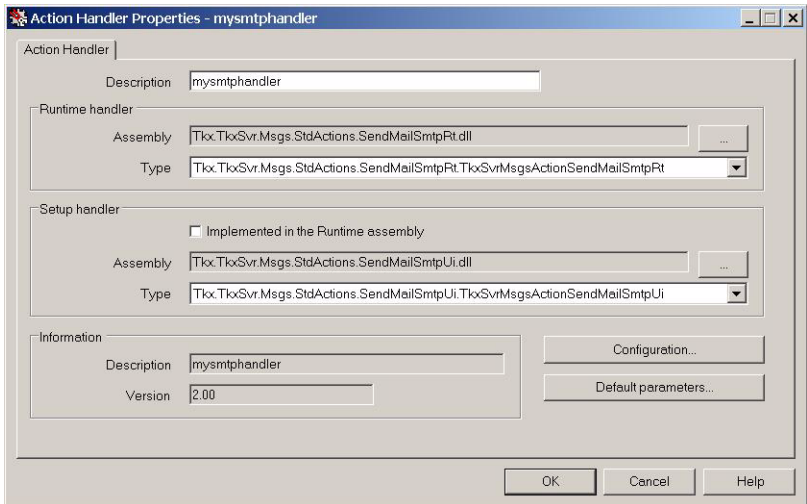


Figure 14 SMTP Action Handler Properties

Step 4 > Create an action that uses your filter and your action handler. In the parameters zone, indicate the following four variables: **%TONAME%**, **%TOADDRESS%**, **%SUBJECT%**, **%MSGTEXT%**.

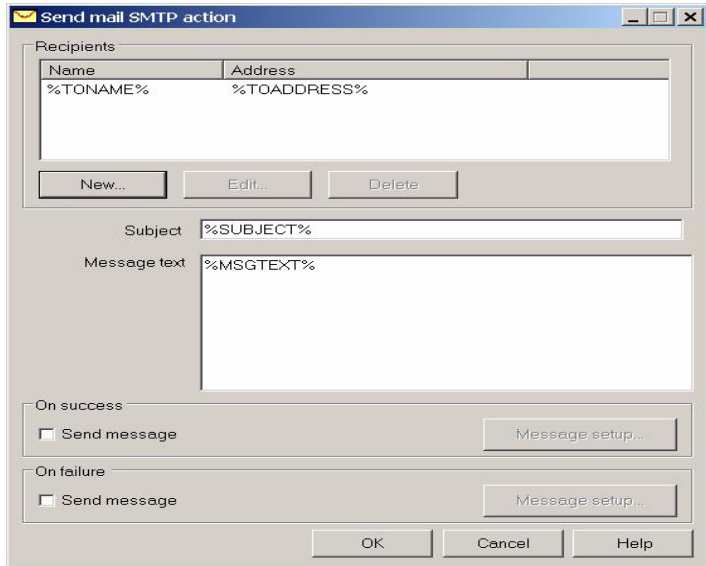


Figure 15 E-mail Configuration

Your e-mail sending mechanism is ready for use.

Later on, when **LABEL ARCHIVE** will need to send e-mail notifications, it will automatically create internal MSGS messages. These MSGS messages will be instantly captured by the MSGS action that you just created and which is permanently waiting in background. The action will populate the different variables and send e-mails via the SMTP server.

Note

When declaring the SMTP server, make sure that the SMTP provider allows sending e-mails from the network where LABEL ARCHIVE Server is installed.

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 your UMSS administrator's guide.



In UMSS, when you create a new user for **LABEL ARCHIVE**, you must not choose authentication "Windows" in the parameters of that user. Please choose "**UMSS**" authentication only.

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 on **LABEL ARCHIVE**, and also on UMSS and MSGS subsystems. Their typical role is to be in charge of the 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.

- **PRINTUSERS**

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

Different from 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 Run-Time 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 **PrintUsers** 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 (usually Program Files\Teklynx\Label Archive Server\).

Once you have opened “TkxArv.server.config”, go to the following xml section: <configuration>, then <tkxsvr>, <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' 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.

Special Notes

- The user interfaces to administrate **LABEL ARCHIVE Server** and **Client** are made using the MMC (Microsoft Management Console) snap-in, so they can be manipulated like any standard MMC component in Windows.
- If you want to install the database on a computer that is different from the one that hosts the **LABEL ARCHIVE Server** processes and services, then full SQL Server is required.
- 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 "TkxArv.server.config". This file is located in the installation directory (usually Program Files\Teklynx\Label Archive Server). 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 automatically start. 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.

CHAPTER 3

LABEL ARCHIVE Client Installation

System Requirements

The basic software and hardware requirements needed to run the **Client** are:

- A PC with Windows® 2000 SP4, Windows® XP SP2, or Windows® Server 2003 SP1
- 256 MB RAM minimum (512 MB 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 2.0
- A Label Designer product and version that is compatible with this version of LABEL ARCHIVE

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 drive.

The **LABEL ARCHIVE** CD window appears. Select **LABEL ARCHIVE Client** and click on **Install**.

If the CD-ROM does not start up automatically, go to **Start** > **Run**, type **cdsetup.exe**, and click **OK**.

Step 2 > The **Installation Wizard** will appear. Click **Next**.

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



Figure 16 License Agreement

Step 4 > Enter the required customer information.

Please indicate:

- User Name
- Company Name
- Who will be able to use this application: only you or anyone who uses the computer

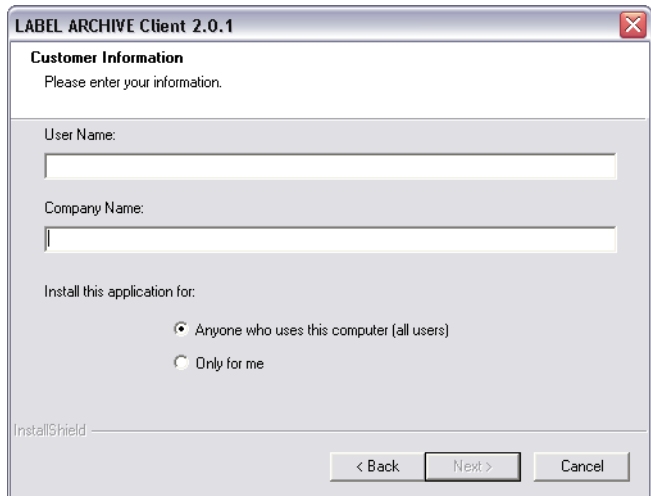


Figure 17 Customer Information

Step 5 > Choose the Destination Location.

At this stage you can choose the folder where the files will be installed.

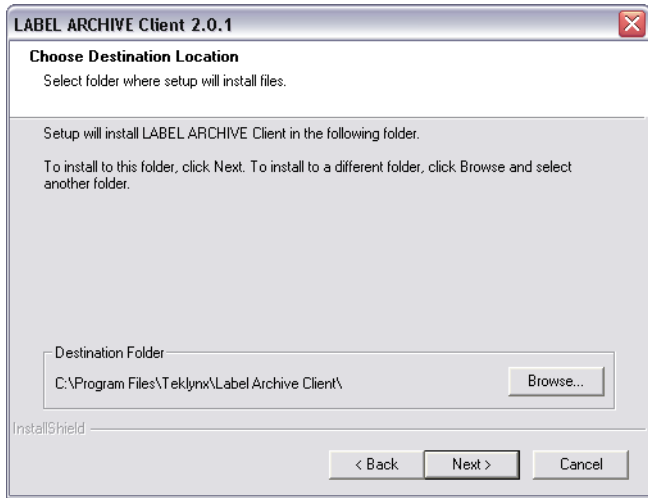


Figure 18 Choose Destination Location

Step 6 > Select the **LABEL ARCHIVE Server** name.

Select the name of the **LABEL ARCHIVE Server** machine to which the Client will connect.

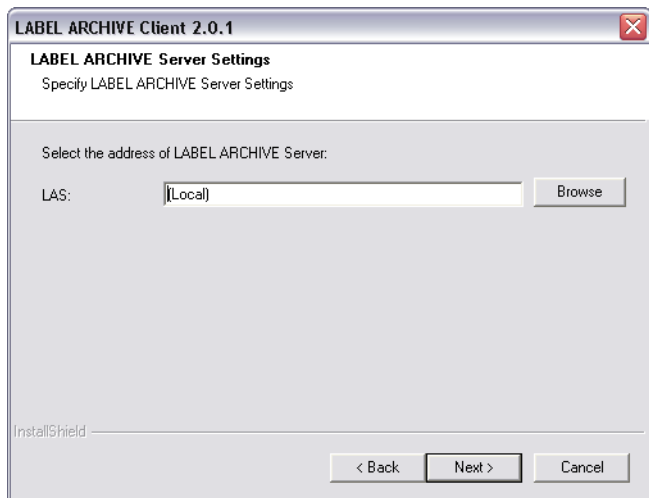


Figure 19 LABEL ARCHIVE Server Settings

If you are sure that the parameters entered in the previous steps are correct, click on **Install** to continue the installation.

If you want to review or change any of your installation settings, click on **Back**.

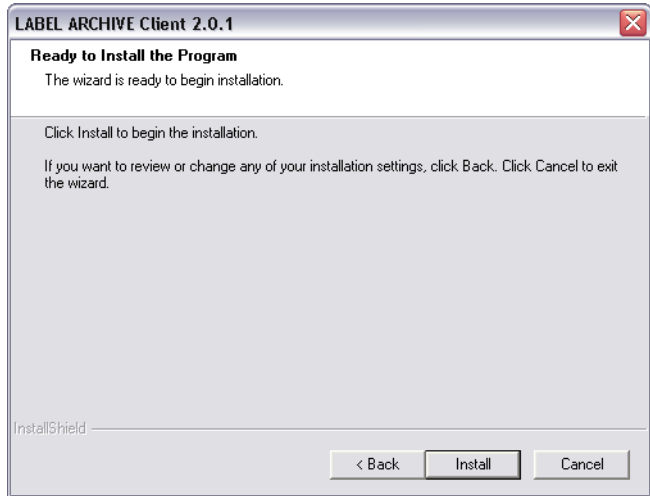


Figure 20 Ready to Install the Program

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 on **Change/Remove**.

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

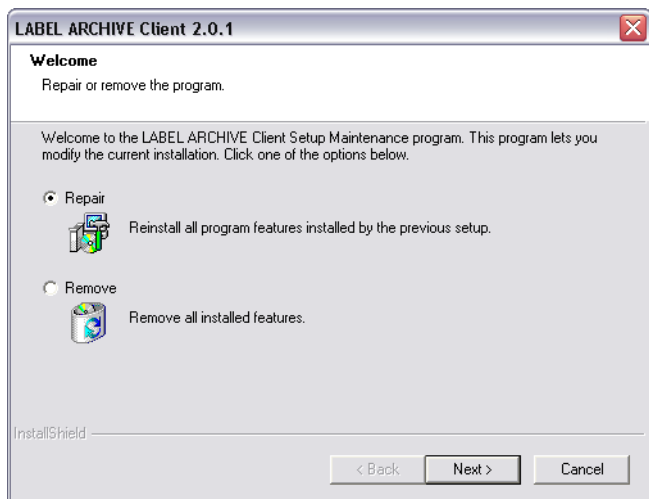


Figure 21 Repair or Remove the Program

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** proved to be corrupted, 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.

CHAPTER 4

LABEL ARCHIVE Server Administration

Logging In

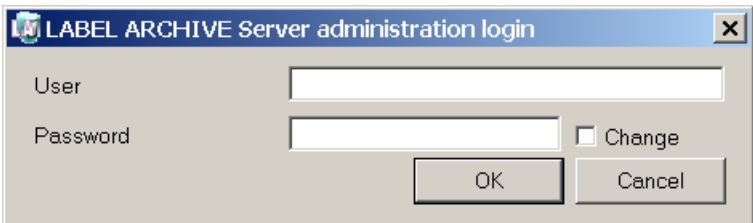


Figure 22 LABEL ARCHIVE Server Administration Login

To launch **LABEL ARCHIVE Server Administration**:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2 > LABEL ARCHIVE Server Administration**.

Step 2 > Type a valid user name and password (i.e., defined in UMSS and having appropriate permissions).

The **Change** check box allows changing the password at any time.

General Layout

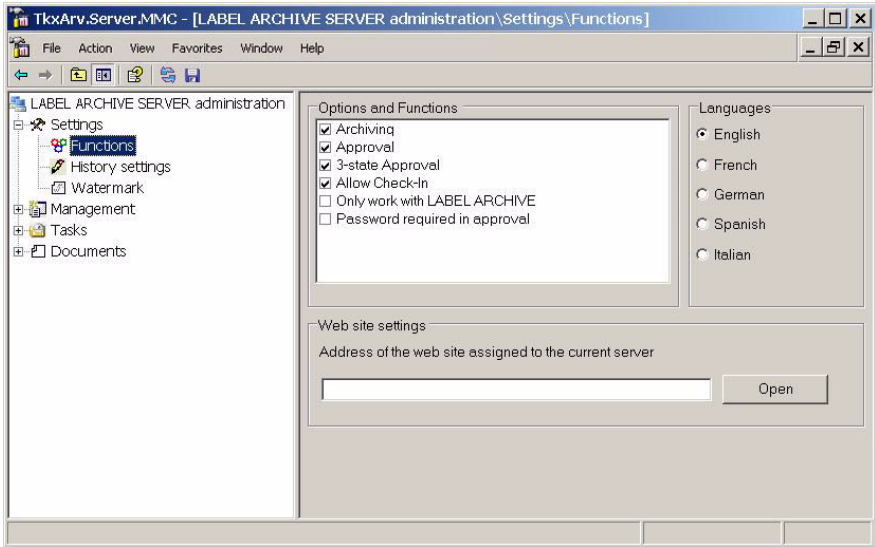


Figure 23 LABEL ARCHIVE Server Administration

Upon successful login, the Administration window will appear.

This window allows changing different settings for the **LABEL ARCHIVE Server** module.


Note


The settings for the client are accessible from LABEL ARCHIVE Client Administration.


General Layout

The layout of the Administration window of **LABEL ARCHIVE Server** follows the **Microsoft Management Console (MMC)** standard.

Three buttons are added to the default set of MMC:

 **Save:** Saves all changes made in the current window.

 **Refresh:** Cancels all changes made in the current window and refreshes its state.

 **Add:** Context-dependent button to create additional items.

Navigation Tree

In this tree control the user can select all functions available in the Administration program.

Depending on the selected node in the navigation tree, the right-side work panes are updated.

Work Pane

Depending on the selected node in the navigation tree, the work pane displays the associated settings.

Navigation

Single functions are chosen by selecting a node in the navigation tree. When there is no functionality for a parent node, a page is shown to indicate that you must select a subnode.

Settings Node

To access the Settings node:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Server Administration**.

Step 3 > Select the **Settings** node in the navigation tree.

This node allows changing functional, history and watermark settings for **LABEL ARCHIVE Server**.

When you select the **Settings** node, the **Functions**, **History** and **Watermark** subnodes become available.

Functions Subnode

To access the Functions subnode:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Server Administration**.

Step 3 > Select the **Settings** node in the navigation tree.

Step 4 > Select the **Functions** subnode in the **Settings** node.

This subnode allows changing functional settings for **LABEL ARCHIVE Server**.

The following settings are available in this subnode:

- **Archiving**

When archiving is switched **On**, the versioning is active for all documents. At check-in a document can no longer be overwritten and a new version needs to be created. When archiving is switched **Off**, the document version number is not increased at check-in. New documents overwrite previous ones.

- **Approval**

If approval is **Off**, then only the **Final** state can be assigned to documents. If approval is **On**, then at least two document states can be assigned: **Draft** and **Final**.

- **3-state Approval** **3-state Approval** can only be activated if **Approval** is enabled. When it is **On**, the **In Approval** state can be chosen for documents.

Note

The following settings: Archiving, Approval, and 3-State Approval are defined both at category level in LABEL ARCHIVE Client Administration, and at global level in LABEL ARCHIVE Server. To be activated for a given document, they need to be switched ON both at category level and at global level.

- **Allow Check-in** When **On**, **LABEL ARCHIVE Server** allows read/write access to documents. When switched **Off**, the documents can only be read. This setting is a global setting for all documents in **LABEL ARCHIVE**. It overrides the individual user permissions (set in UMSS).

- **Only work with LABEL ARCHIVE** This setting affects the Label Designer application. When switched **On**, the Label Designer will not allow working with documents that are stored in the Windows file system.

- **Password required in approval** Defines whether user password confirmation is required to complete the approval process.

The **Languages** options allow you to specify the desired language for the user interface.

Note

For a language change to be fully effective you need to close and re-open the application.

Web site settings allows you to set the URL of the **LABEL ARCHIVE Web Module** and browse to it using **Open**.

History Settings Subnode

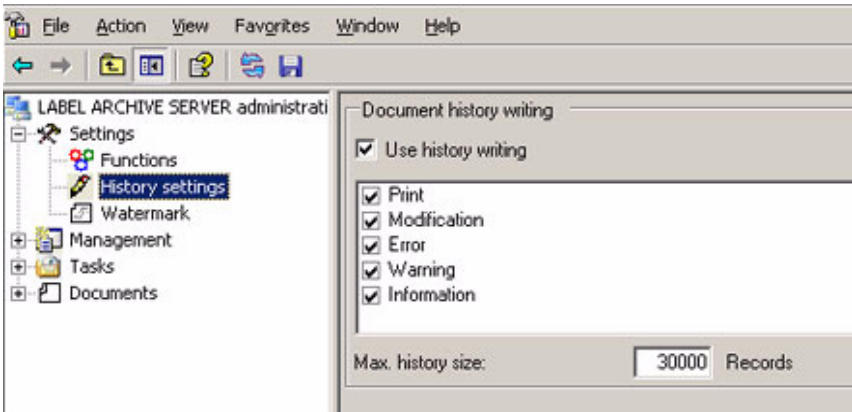


Figure 24 History Settings Subnode in Settings

To access the History Settings subnode:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Server Administration**.

Step 3 > Select the **Settings** node in the navigation tree.

Step 4 > Select the **History Settings** subnode in the **Settings** node.

This subnode allows changing the history trace settings of **LABEL ARCHIVE**.

The following settings are available in this subnode:

Use History writing: This is a global setting that determines whether the client application can write history entries into the database or not. When switched **On**, the history writing options are enabled, allowing you to define which history entries will be stored. When switched **Off** (or when no history writing options are selected), future client history events will not be stored in the database.

Print: When switched **On**, the PRINT HISTORY entry will be written to the database after each print job.

Modifications: When switched **On**, the MODIFICATION HISTORY entry will be written to the database after each change saved to any document.

Errors: When switched **On**, the ERROR HISTORY entry will be written to the database after error events.

Warnings: When switched **On**, the WARNING HISTORY entry will be written to the database after warning events.

Information: When switched **On**, the INFO HISTORY entry will be written to the database after information events.

Watermark Subnode

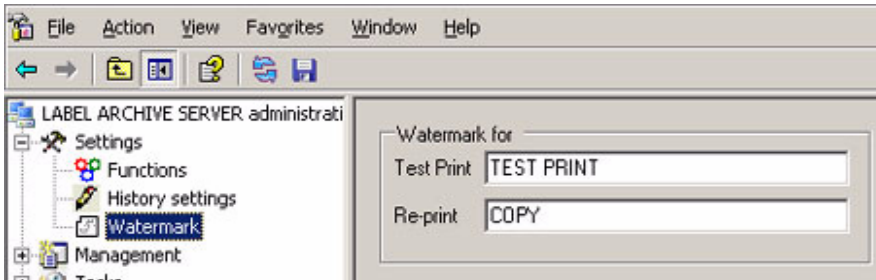


Figure 25 Watermark Subnode in Settings

To access the Watermark subnode:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Server Administration**.

Step 3 > Select the **Settings** node in the navigation tree.

Step 4 > Select the **Watermark** subnode in the **Settings** node.

This subnode allows changing watermark printing settings for **LABEL ARCHIVE Server**.

The following settings are available in this subnode:

TestPrint: Specifies the text which will be printed over the document when a user performs a test print (printing a preview) of the LABEL ARCHIVE document. When it is left empty, no watermark is printed.

Re-print: Specifies the text which will be printed over the document when a user performs a reprint of the LABEL ARCHIVE document. When it is left empty, no watermark is printed.

Management Node

To access the Management node:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Server Administration**.

Step 3 > Select the **Management** node in the navigation tree.

This node allows reviewing the **LABEL ARCHIVE** database statistics, connection and workstation information.

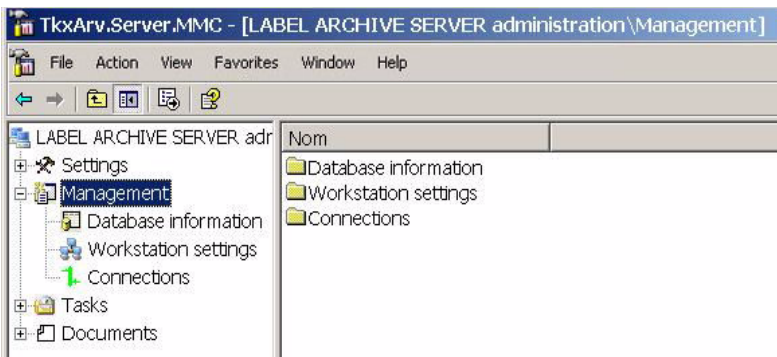


Figure 26 Management node

When you select the **Management** node, the **Database Information**, **Workstation Settings**, and **Connections** subnodes become available.

Database Information Subnode

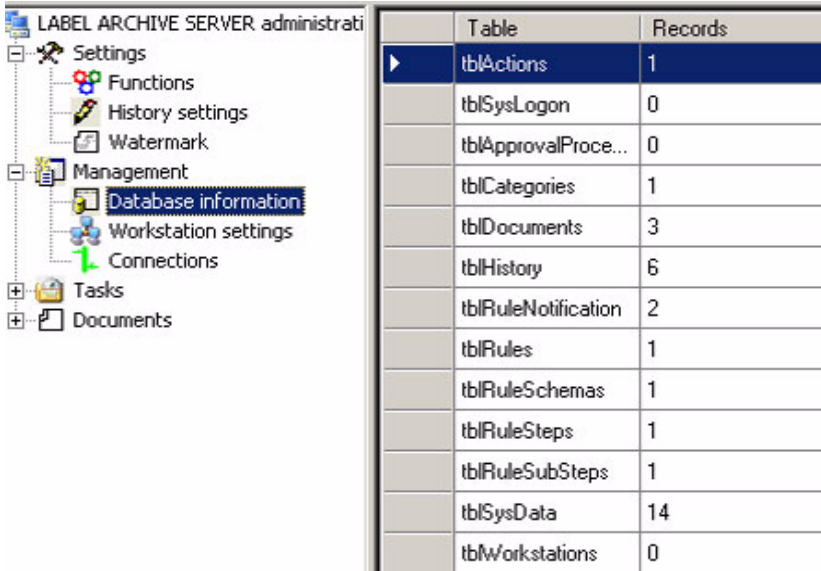


Figure 27 Database Information subnode in Management

To access the Database Information subnode:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Server Administration**.

Step 3 > Select the **Management** node in the navigation tree.

Step 4 > Select the **Database Information** subnode in the **Management** node.

This subnode allows you to view statistical information on the **LABEL ARCHIVE** tables in the database, tables list and number of records per table.

Note

The tables of the UMSS and MSGS subsystems are not displayed in this subnode.

Workstation Settings Subnode

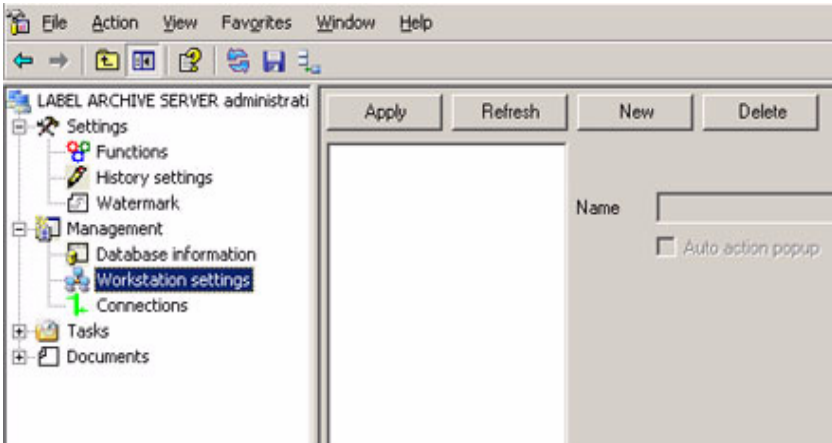


Figure 28 Workstation Settings subnode in Management

To access the Workstation Settings subnode:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Server Administration**.

Step 3 > Select the **Management** node in the navigation tree.

Step 4 > Select the **Workstation Settings** subnode in the **Management** node.

This subnode allows defining workstations that will NOT receive notifications about user actions. For example, when setting up an automated system, you may not want document approval prompts to appear for certain workstations.

To add a new workstation to the list, click the **New** button, and then enter the workstation name in the corresponding **Name** text box. To save the changes, click **Apply**.

The following controls are displayed:

- **Apply** Applies any changes made to the workstations list.
- **Refresh** Displays the latest information about the workstations list from the database.
- **New** Adds a new workstation to the list.
- **Delete** Deletes a workstation from the list.
- **Auto action popup** When unchecked, the workstation does not receive notifications about user actions.

Connections Subnode

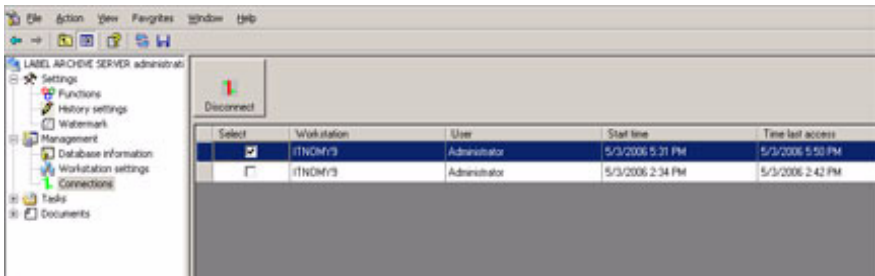


Figure 29 Connections subnode in Management

To access the Connections subnode:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Server Administration**.

Step 3 > Select the **Management** node in the navigation tree.

Step 4 > Select the **Connections** subnode in the **Management** node.

This subnode shows the currently active connections to **LABEL ARCHIVE Server**.

The **Disconnect** button allows disconnecting selected clients from **LABEL ARCHIVE Server**.

Tasks Node

To access the Tasks node:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Server Administration**.

Step 3 > Select the **Tasks** node in the navigation tree.

This node allows performing different operations with database documents, such as resetting states, archiving, import/export, etc.

When you select the **Tasks** node, the **Reset Documents**, **Delete History Records**, **Delete Documents and Data**, **Archiving**, **Export Database**, and **Import Database** subnodes become available.

Reset Documents Subnode

To access the Reset Documents subnode:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Server Administration**.

Step 3 > Select the **Tasks** node in the navigation tree.

Step 4 > Select the **Reset documents** subnode in the **Tasks** node.

This subnode contains two additional subnodes: **Check out state** and **Valid from date**, which allow resetting documents based on the Checkout state or Valid from date.

The **Checkout state** subnode shows a list of all currently checked out documents.

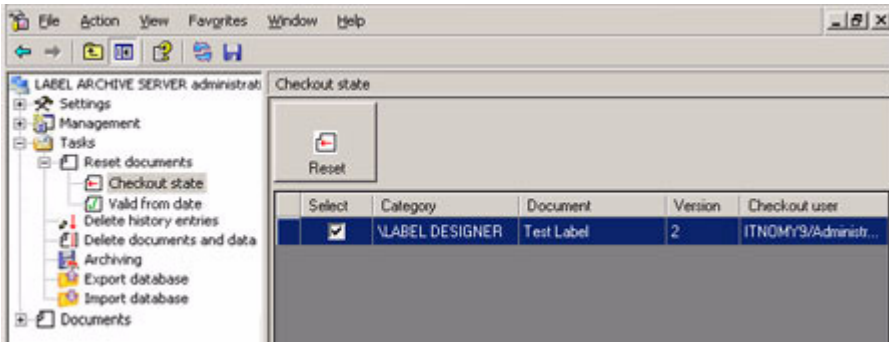


Figure 30 Checkout State subnode in Reset Documents

If desired, you can select documents using the check box in the **Select** column, and then reset their state using the **Reset** button.

The **Valid from Date** subnode allows modifying that date for any document that is in **Final** state.

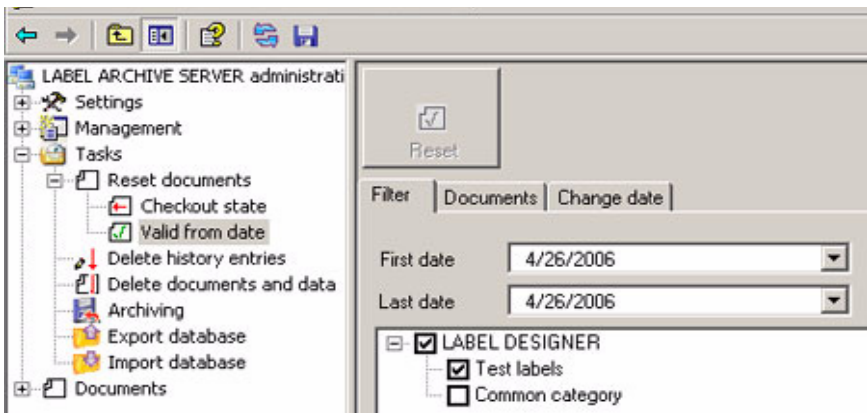


Figure 31 Valid from Date subnode in Reset Documents

The Valid from Date subnode contains three tabs:

Filter tab allows filtering **Final** documents by date interval and by category.

Documents tab allows selecting documents individually.

Change date tab allows changing the Valid from Date of selected documents.

If desired, you can select documents using the check box in the **Select** column, and then reset their Valid from Date using the **Reset** button.

Delete History Records Subnode

To access the Delete History Records subnode:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Server Administration**.

Step 3 > Select the **Tasks** node in the navigation tree.

Step 4 > Select the **Delete History Records** subnode in the **Tasks** node.

This subnode allows deleting history records using state, date interval and category tree filters.

The Delete History Records subnode contains two tabs:

Filter tab allows filtering documents by date and category.

Documents tab allows selecting documents individually and then clicking on **Delete** to clear their history entries.

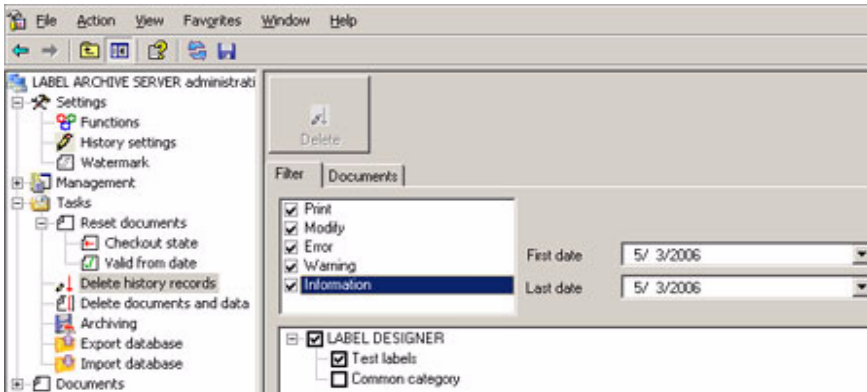


Figure 32 Delete History Records subnode in Tasks

Delete Documents And Data Subnode

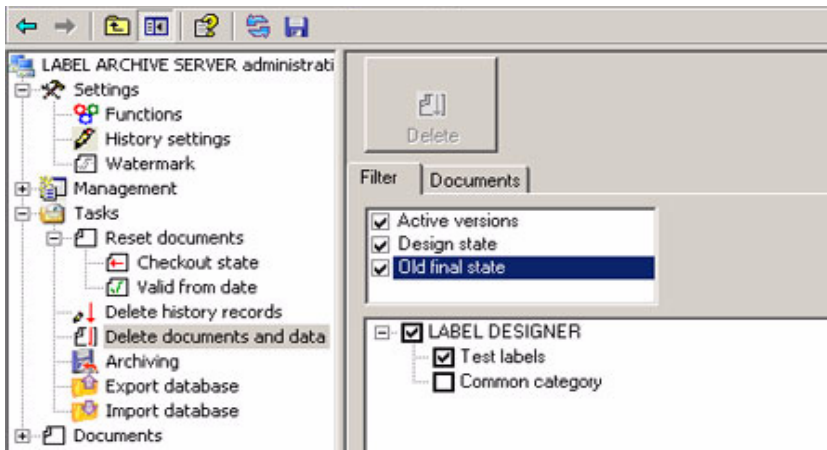


Figure 33 Delete Documents and Data subnode in Tasks

To access the Delete Documents and Data subnode:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2.**

Step 2 > Select **LABEL ARCHIVE Server Administration.**

Step 3 > Select the **Tasks** node in the navigation tree.

Step 4 > Select the **Delete Documents and Data** subnode in the **Tasks** node.

This subnode allows deleting documents from the **LABEL ARCHIVE Server** database using state and category tree filters.

The Delete Documents and Data subnode contains two tabs:

Filter tab allows filtering documents by state and category.

Documents tab allows selecting documents individually and then clicking on **Delete** to delete the documents.

Archiving Subnode

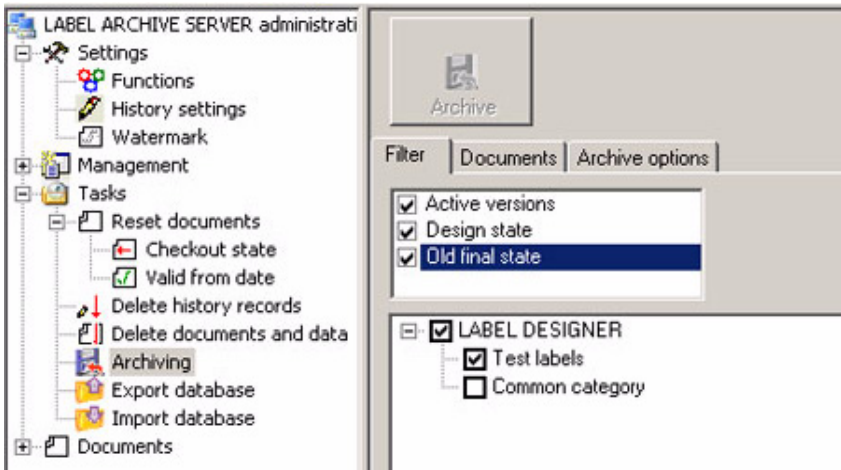


Figure 34 Archiving subnode in Tasks

To access the Archiving subnode:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Server Administration**.

Step 3 > Select the **Tasks** node in the navigation tree.

Step 4 > Select the **Archiving** subnode in the **Tasks** node.

This node allows archiving the **LABEL ARCHIVE Server** database to a Microsoft® Access file (.mdb file). Filtering is performed by document state and by category. Please note that the **Archiving** task will create a backup of all database tables including approval rules, user actions, etc.

The Archiving subnode contains three tabs:

Filter tab allows selecting documents by document states (**Active versions**, **Design state**, **Old final state**) from the specified categories.

Documents tab allows selecting the desired documents for archiving manually by selecting check boxes.

Archive Options tab allows specifying the Access database file (.mdb file) for archiving in the **Database** text field. The **Browse** button allows selecting a file from the list of existing databases or creating a new database archiving file. The **Delete after archive** check box allows removing the selected documents from the **LABEL ARCHIVE** database after performing the archiving operation.

The **Archive** button performs the archiving operation.

Export Database Subnode

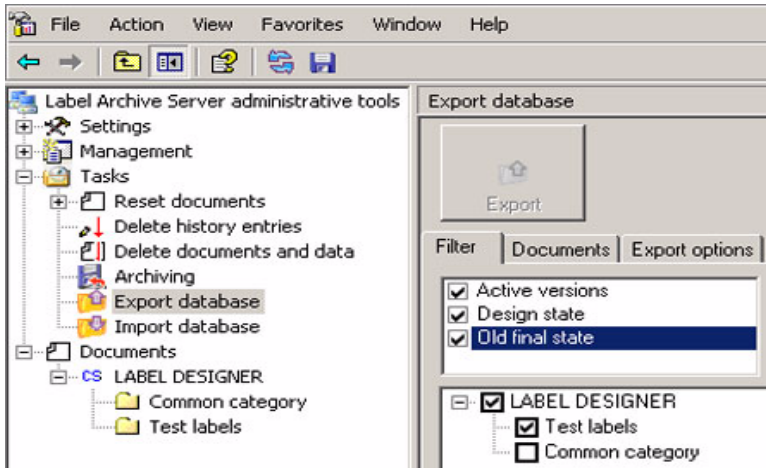


Figure 35 Export Database subnode in Tasks

To access the Export Database subnode:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Server Administration**.

Step 3 > Select the **Tasks** node in the navigation tree.

Step 4 > Select the **Export Database** subnode in the **Tasks** node.

This subnode allows exporting the database to a Microsoft® Access file (.mdb file). Please note that the **Export** task creates a backup only for documents, categories and sysdata database tables.

The Export Database subnode contains three tabs:

Filter tab allows selecting documents by document states (**Active versions**, **Design state**, **Old final state**) from the specified categories.

Documents tab allows selecting the desired documents for exporting manually by selecting check boxes.

Export Options tab allows specifying a database file for exporting in the **Database** text field. The **Browse** button allows selecting a file from the list of existing databases or to creating a new database exporting file.

The **Export Database** button performs the exporting operation.

Import Database Subnode

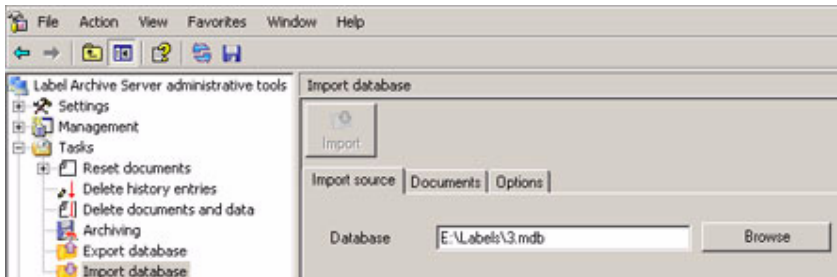


Figure 36 Import Database subnode in Tasks

To access the Import Database subnode:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Server Administration**.

Step 3 > Select the **Tasks** node in the navigation tree.

Step 4 > Select the **Import Database** subnode in the **Tasks** node.

This node allows importing the existing database from a Microsoft® Access file (.mdb file) to the **LABEL ARCHIVE** database. Please note that the **Import** task works only with a database structure that is compatible with your **LABEL ARCHIVE** version.

The Import Database subnode contains three tabs:

Import source tab allows specifying the existing Access database file (.mdb file) in the **Database** text field or using the **Browse** button to browse the file system to select a file.

Documents tab allows selecting the desired documents for importing manually from the specified database by selecting check boxes.

Options tab allows specifying the target category in the **LABEL ARCHIVE** system database for import. Use the **Target root category** tree for this purpose.

Create sub folder check box allows importing the whole categories structure from the source Access database file (.mdb file) to the **LABEL ARCHIVE** database. If it is unchecked, no categories will be created and all documents will be written to the target root category.

Conflict resolution options allow setting the behavior of an import when encountering documents that have the same names and versions.

Stop import terminates the import task when a first document conflict is encountered.

Skip documents skips any duplicate conflicting document.

Overwrite target overwrites any target conflicting document.

Import Database button performs the importing operation.

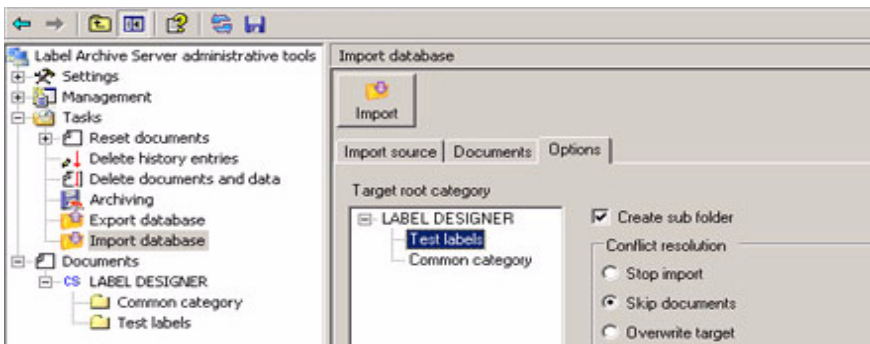


Figure 37 Import Database Options

Documents Node

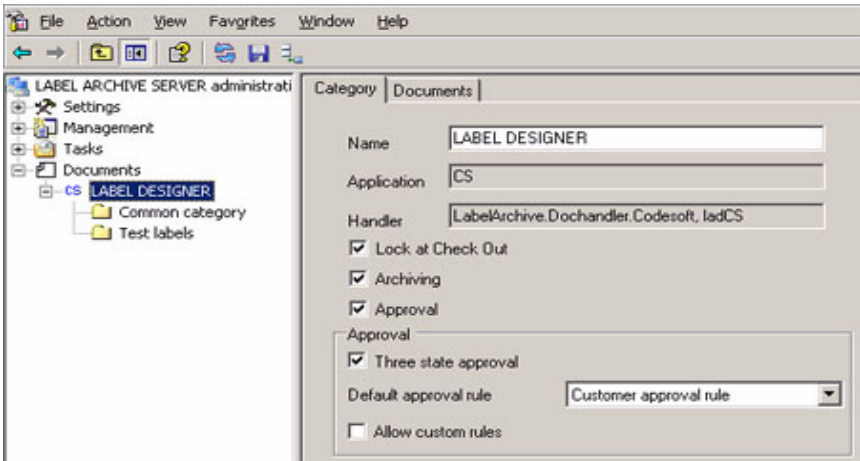


Figure 38 Documents node

To access the Documents node:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Server Administration**.

Step 3 > Select the **Documents** node in the navigation tree.

This node allows changing document handling settings for **LABEL ARCHIVE**.

This Documents node contains two tabs: **Category** and **Documents**.

Category

- **Name** The name of the currently selected category.
- **Application** Shows the name of the Label Designer application in which the category was created. It has to be changed if a user wants to work with another Label Designer.

- **Handler** Shows the name of the technical class which can work with documents stored in the category.
- **Lock at check out** When **On**, if a document is checked out by one user, other users can only do a reprint. When **Off**, other users can also open a document for print only.
- **Archiving** When archiving is switched **On**, the versioning is active for all documents. At check-in a document can no longer be overwritten and a new version needs to be created. When archiving is switched **Off**, the document version number is not increased at check-in. New documents overwrite previous ones.
- **Approval** If approval is **Off**, then only **Final** state can be assigned to documents. If approval is **On**, then at least two document states can be assigned: **Draft** and **Final**.
- **3-state Approval** **3-state Approval** can only be activated if **Approval** is enabled. When it is **On**, the **In Approval** state can be chosen for documents, in addition to the **Draft** and **Final** states.

Note

The following settings: Archiving, Approval, and 3-State Approval are defined both at category level in LABEL ARCHIVE Client Administration, and at global level in LABEL ARCHIVE Server. To be activated for a given document, they need to be switched ON both at category level and at global level.

- **Default approval rule** Shows the approval rule selected by default for documents of this category.
- **Allow custom rules** When **On**, the user who submits a document for approval can choose a specific approval rule, different from the default one.

Documents

This tab displays the list of documents. You can view document states, versions and other information in the grid.

CHAPTER 5

LABEL ARCHIVE Client Administration

Logging In



Figure 39 LABEL ARCHIVE Client Login

To launch **LABEL ARCHIVE Client Administration**:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2 > LABEL ARCHIVE Client Administration**.

Step 2 > Type a valid user name and password (i.e., defined in UMSS and having appropriate permissions).

The **Change** check box allows changing the password at any time.

Administration

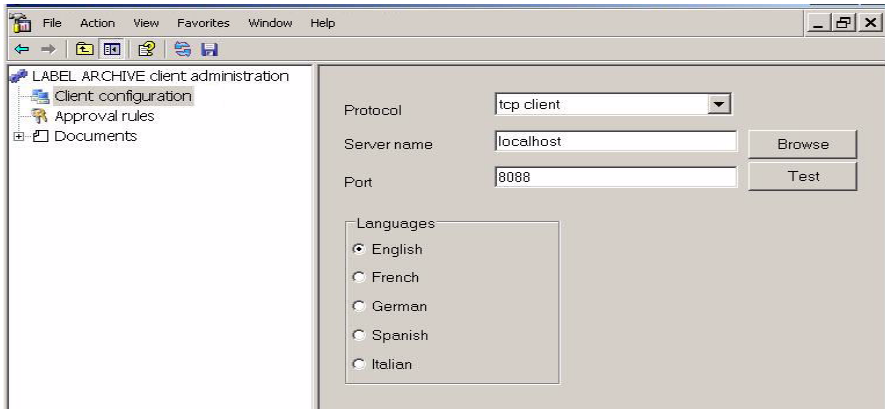


Figure 40 LABEL ARCHIVE Client Administration

Upon successful login, the Administration window will appear.

This window allows changing different settings for the **LABEL ARCHIVE Client** module.


Note


The settings for the server are accessible from LABEL ARCHIVE Server Administration.


General Layout

The layout of the **LABEL ARCHIVE Client** Administration window follows the **Microsoft Management Console (MMC)** standard.

Three buttons are added to the default set of MMC:

 **Save:** Saves all changes made in the current window.

 **Refresh:** Cancels all changes made in the current window and refreshes its state.

 **Add additional item:** This is a content-dependent button which appears on **Approval rules** and **Documents** tree screens.

- **Navigation Tree** In this tree control the user can select all functions available in the Administration program.

Depending on the selected node in the navigation tree, the right-side work panes are updated.
- **Work Pane** Depending on the selected node in the navigation tree, the work pane displays the associated settings.
- **Navigation** Single functions are chosen by selecting a node in the navigation tree. When there is no functionality for a parent node, a page is shown to indicate that you must select a subnode.

Client Configuration Node

To access the Client Configuration node:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2.**

Step 2 > Select **LABEL ARCHIVE Client Administration.**

Step 3 > Select the **Client Configuration** node in the navigation tree.

This node allows the client to set up the connection to the **LABEL ARCHIVE Server.**

- **Protocol** The type of protocol used for the **LABEL ARCHIVE Server** connection. It can be TCP, HTTP or HTTPS.
- **Server Name** The name of the **LABEL ARCHIVE Server** machine on the network.
- **Port** The port used by **LABEL ARCHIVE Server** to receive client messages. The default port setting is 8088.

The **Browse** button displays all accessible host computers on the network from which the user will need to select the desired LABEL ARCHIVE Server instance.

The **Test** button allows testing the connection to the **LABEL ARCHIVE Server.**

The **Languages** options allow you to specify the desired language for the user interface.

Note

For a language change to be fully effective you need to close and re-open the application.

Approval Rules Node

To access the Approval Rules node:

Step 1 > Go to **Start** > **Programs** > **Teklynx** > **LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Client Administration**.

Step 3 > Select the **Approval Rules** node in the navigation tree.

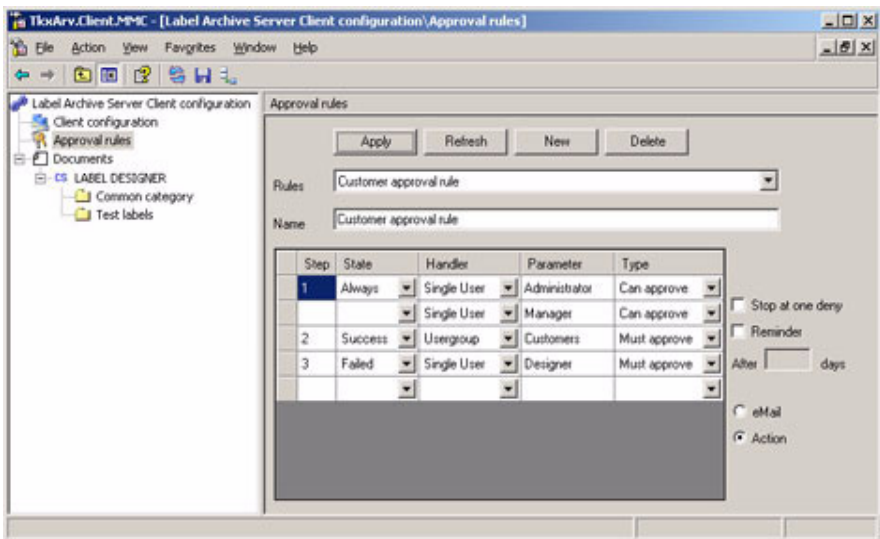


Figure 41 Approval Rules node

This node allows creating custom approval rules, and specifying the number of steps, parameters, notification options, etc. You can see the currently available rules using the **Rules** drop-down list.

The Approval Rules node displays four buttons:

- **Apply** Applies any changes made on this screen.
- **Refresh** Displays the latest information from the database about the approval rules.
- **New** Creates a new rule. You can specify a rule name in the **Name** text box.
- **Delete** Deletes the selected rule.

The main grid in the middle of the Approval Rules work pane displays the steps that make up the currently selected rule. You can specify the following parameters for each approval step:

- **State** Possible values: **Always**, **Failed**, **One of the steps failed**, **One of the steps succeeded**, **Success**.
 - **Always:** The current step will always be executed, no matter if the previous step failed or not.
 - **Failed:** The current step will be executed if the previous one failed.
 - **One of the steps failed:** The current step will be executed if one of the previous steps or substeps failed.
 - **One of the steps succeeded:** The current step will be executed if one of the previous steps or substeps succeeded.
 - **Success:** Works if the previous step or substep succeeded.
- **Handler** Defines whether an action is required by a single user or by a user group in order to complete the current step. Possible values: **Single User**, **Usergroup**.
- **Parameter** Specifies the user name or user group name according to the previous Handler field.

- **Type** Defines the type of user participation in the approval workflow. Possible values are: **Can Approve**, **Must Approve**.
- **Stop at one deny** Allows terminating the execution of the entire rule upon first deny of an approval workflow.
- **Reminder** Allows setting an approval reminder to appear after the specified number of days.

The **e-mail** and **Action** options define the type of approval notification — via e-mail message (single users only) or via an action table on the Label Designer startup.

Documents Node

To access the Documents node:

Step 1 > Go to **Start > Programs > Teklynx > LABEL ARCHIVE 2**.

Step 2 > Select **LABEL ARCHIVE Client Administration**.

Step 3 > Select the **Documents** node in the navigation tree.

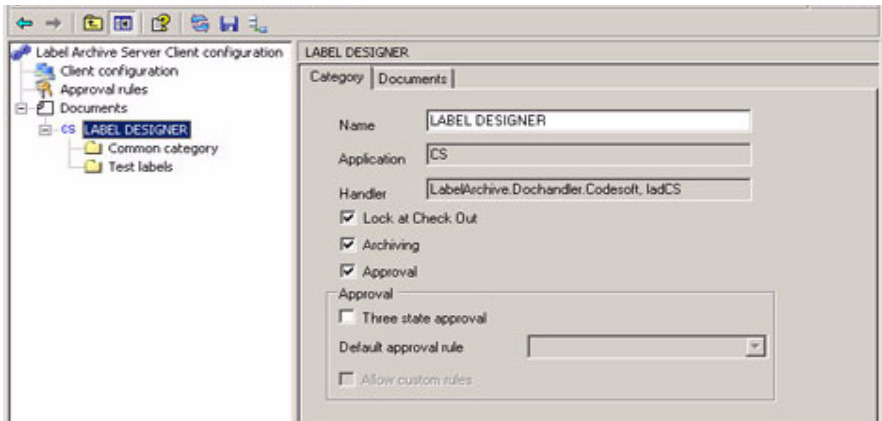


Figure 42 Documents node

The Documents node contains two tabs: **Category** and **Documents**.

Category	This tab allows changing document handling settings for LABEL ARCHIVE .
• Name	The name of the currently selected category.
• Application	Shows the name of the Label Designer application in which the category was created.
• Handler	Shows the name of the technical class which can work with documents stored in the category.
• Lock at check out	When On , if a document is checked out by one user, other users can only do a reprint. When Off , other users can also open a document for print only.
• Archiving	When archiving is switched On , the versioning is active for all documents. At check-in a document can no longer be overwritten and a new version needs to be created. When archiving is switched Off , the document version number is not increased at check-in. New documents overwrite previous ones.
• Approval	If approval is Off , then only Final state can be assigned to documents. If approval is On , then at least two document states can be assigned: Draft and Final .
• 3-state Approval	3-state Approval can only be activated if Approval is enabled. When it is On , the In Approval state can be chosen for documents, in addition to the Draft and Final states.
	Note
	The following settings: Archiving, Approval, and 3-State Approval are defined both at category level in LABEL ARCHIVE Client Administration, and at global level in LABEL ARCHIVE Server. To be activated for a given document, they need to be switched ON both at category level and at global level.
• Default approval rule	Shows the approval rule selected by default for documents of this category.

- **Allow custom rules**

When **On**, the user who submits a document for approval can choose a specific approval rule, different from the default one.

Documents

This tab displays the list of documents. You can view documents states, versions and other information in the grid.



United States
1-414-837-4800

France
33-562-601-080

Germany
49-6103-30026-0

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