

HibSoft Label Enterprise Substance



Version 1.0

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Substance Enterprise

File Help

Substance :

Created : Modified :

Item	Value
Address	
Appearance	
Application	
Batch Number	
Chemical Name	
Company name	
Description	
EU Number	
Logo	
Odour	
Packaging	
Prod Code	

Language : English (en)

RS :

PH :

Indication of Danger Symbols

Hibsoft Label Enterprise Substance Screenshot

1.0 Introduction

Hibsoft Label Enterprise Substance is a part of a suite of programs providing an advanced hazardous labelling solution and allows you to maintain your own unlimited database of substances.

Note that although Hibsoft Label Enterprise permits you to access substance data from other software packages for labelling purposes, the substance editor only permits you to edit substance information held within it's own local database. To amend substance information which is retrieved from other packages you must make those amendments at source.

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What is covered in this manual and where to find it.

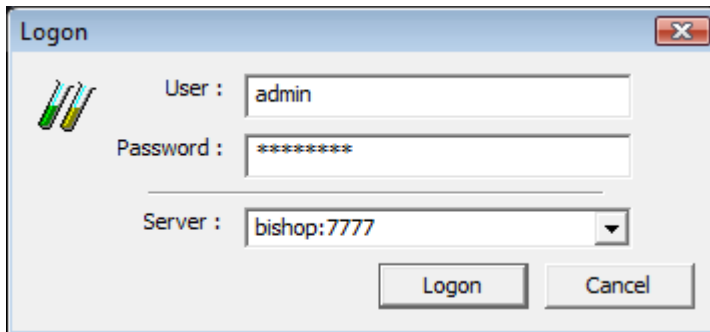
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1.2 Opening the Software

To open the HibSoft Label Enterprise Designer Program, click on the desktop icon or Click on the Start button then choose Programs / HibSoft / HibSoft DesignerEnt (may vary on different versions of Windows).

You will be required to log-in to the database using a username and password provided to you by your system administrator.



User Your user login name - identifies you to the system and determines your access rights.

Password Protects your login against unauthorised. Do not give out your password to anyone else.

Server Identifies the database to which you wish to connect.
NB: Tampering with this setting could disable the program.

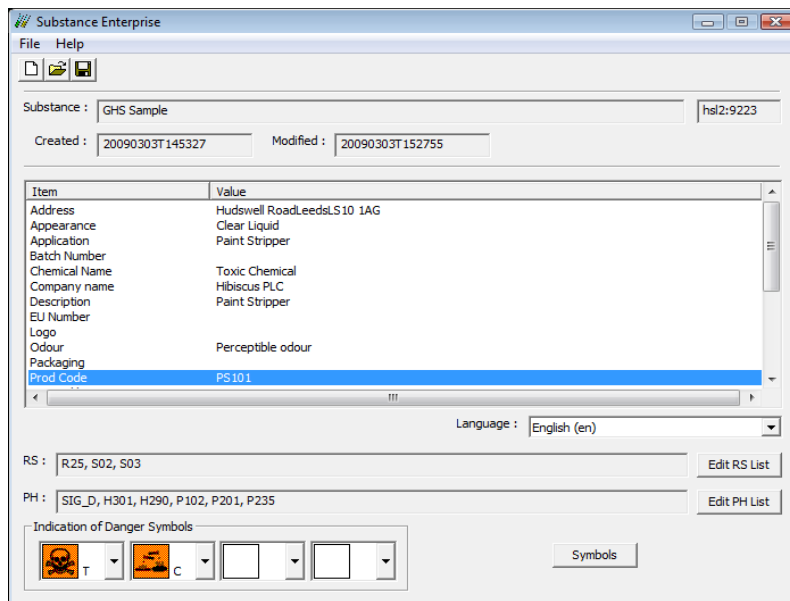
[Logon] Click this button to proceed - user name and password are validate and if accepted the program will open.

[Cancel] Click this button to cancel - program terminates.

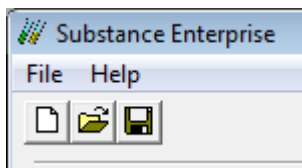
Once you have successfully logged onto the database, the program will open up at the label design screen.

2.0 The Main Screen

The main screen allows you to look-up details of existing substances within Label Enterprise's own substance database as well as creating new substances or deleting old ones.



2.01 The Toolbar



1 2 3

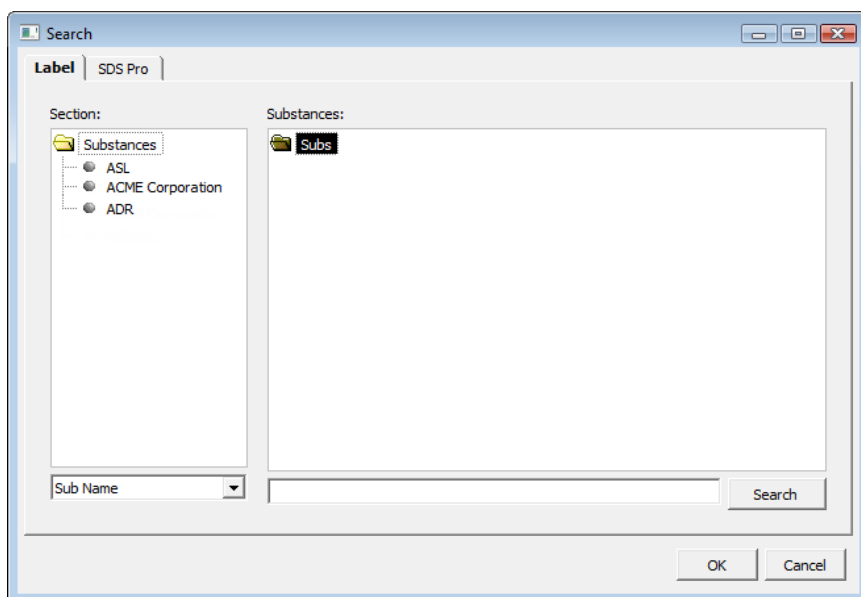
- 1 **New Substance** – create a new substance.
- 2 **Edit Substance** – load an existing substance (for editing).
- 3 **Delete Substance** - delete an existing substance.

2.1 New Substance (File / New)

Click the New Substance button to begin adding a new substance to the database. See section 3.0 for information on entering data.

2.2 Amend Substance (File / Load Substance)

Click the Amend Substance button to amend the currently stored information about any substance.



Note: That you can only amend substance records which appear on the 'Label' tab (ie. those in Label Enterprise's own database).

1. In the left panel, click on the name of section containing the substance record you wish to edit.
2. Select the field to search on from the dropdown below the left panel.
3. Type the search criteria in the input box below the right panel.
4. Click on the [Search] button .
5. Locate the required record in the list returned in the right panel. To open it, double click on the substance name.

See section three for instructions on entering data.

2.3 Delete Substance (File / Delete)

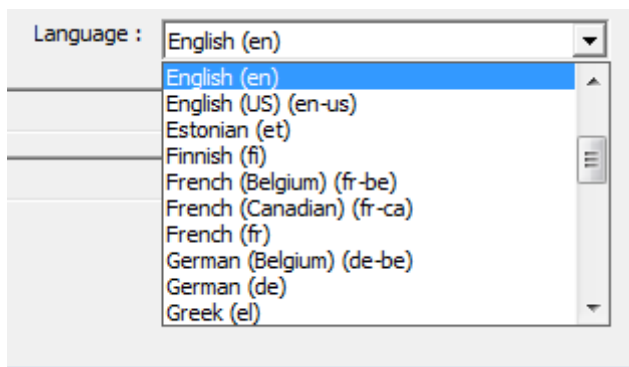
See Manage Substances.

3.0 Entering Data

The following sections describe how to add or amend data for each of the fields in a substance record.

3.1 Language Selection

Before you begin entering or editing data for a substance record you must first select the language you wish to work in. By default, English is selected, but you can change this using the language drop-down:



If you need to have the substance information available in multiple languages, after completing entering the record in the first language (see below) simply return to the language selector, select the next language and complete entering the data fields in that language (and so on until all required languages are completed).

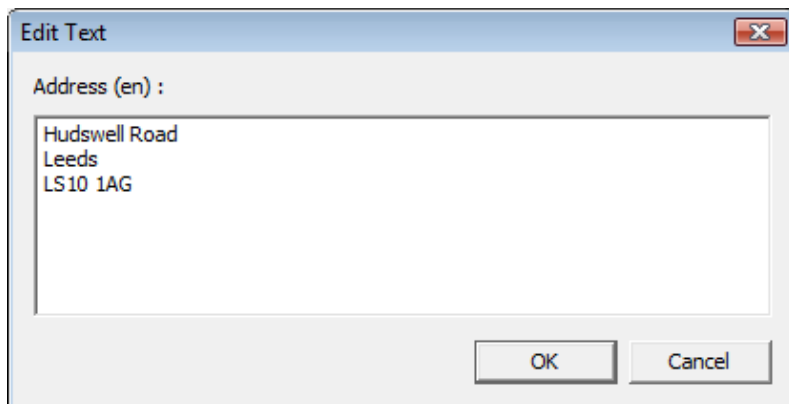
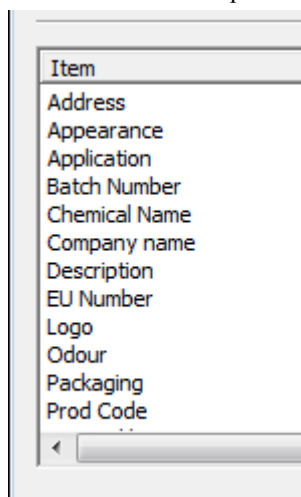
NB: Hibsoft Label Enterprise does not contain a language translation engine. Ready made translations are included in the software for Risk and Safety Phrases and IOD and diamond symbol captions. For all other data required in multiple languages, the appropriate translations must be provided and entered by the user.

3.2 Entering Text Fields

Available text fields are listed in the 'Items' column of the main panel.

To add or update data in a field, first of all select the language you wish to work in (see 3.1) then double click on the field name in the Item list to bring up a dialog box to enter data for that field.

NB: The field list is customisable and on your system may differ from that represented here.



The edit box shows the name of the current field and (in brackets) the currently selected language.

Type in the contents for the field in the appropriate language then click on [Ok] to store the update or [Cancel] to discard.

3.3 Adding/Removing Phrase Codes ([Edit RS/PH List])

Hibsoft Label Enterprise is supplied with ready made translations for all standard CHIP R&S phrases and GHS P&H phrases in all main European languages. To add R&S or P&H phrases to your substance, simply attach the required codes to the substance record and the phrases are then available in all languages.

RS :

PH :

Indication of Danger Symbols

To begin adding or deleting phrases code to/from a substance record click on the [Edit RS List] or [Edit PH Phrase] button.

Edit PH Phrase List

Code	Text
SIG_D	Danger.
H301	Toxic if swallowed.
H290	May be corrosive to metals.
P102	Keep out of reach of children.
P201	Obtain special instructions before use.
P235	Keep cool.

Code	Text
H200	Unstable explosives.
H201	Explosive; mass explosion hazard.
H202	Explosive, severe projection hazard.
H203	Explosive; fire, blast or projection hazard.
H204	Fire or projection hazard.
H205	May mass explode in fire.
H220	Extremely flammable gas.
H221	Flammable gas.
H222	Extremely flammable aerosol.
H223	Flammable aerosol.
H224	Extremely flammable liquid and vapour.
H225	Highly flammable liquid and vapour.
H226	Flammable liquid and vapour.
H228	Flammable solid.
H240	Heating may cause an explosion

Language :

The left panel shows which phrases (if any) are currently added to the substance.

The right panel shows the list of available phrase codes and their associated texts (note that this panel shows the full set of codes, not just those of the selected type).

The language selector is only for ease of use, so that the user may view the phrases in the language they are most comfortable with. Once a phrase code is added to a substance it is available in all languages.

The [New], [Edit] and [Delete] buttons are used to maintain and update the list of phrases - See section 4.2.

3.3.1 Phrase Types

The first part of any phrase code (usually just the first letter) indicates the type of phrase, eg:

R	CHIP Risk Phrases.
S	CHIP Safety Phrases.
IOD	CHIP IOD Captions.
H	GHS Hazard Phrases.
P	GHS Precautionary Phrases.
SIG	GHS Signal Words
DIA	Transport Diamond classes.
ADR	ADR Phrases.

It is possible to set up your own range of phrase codes to suit your own particular requirements - e.g. care or usage statements applicable to your own range of products. If you add your own phrases it is highly recommended that you add them to the substance in the R&S list (you will need to use filters to separate them on the label) and keep the GHS list 'pure'.

3.3.2 Filtering Phrases

You can filter the phrase code list by phrase code or phrase contents (or part thereof) as follows:

Filter by Phrase Code - Type a code (or part code) in the entry box above the 'Code' column and click on the [Filter] button - ie. type 'R' in the entry box to filter the list to only show Risk phrases (beginning with 'R').

Filter by Phrase Contents – Type a keyword in the entry box above the 'Text' column and click on the [Filter] button - ie. type 'Fire' in the entry

box to filter the list to only show Risk phrases which contain the word 'fire'.

3.3.3 Adding Phrase Codes to a Substance

To add phrase codes to a substance:

1. Locate the required phrase code in the right panel (use the slider bar to scroll up and down the list).
2. Click on the required phrase code in the right panel to select it.
3. Click on the [<<] button to copy the selected phrase code to the left panel.
4. Repeat 1 to 3 until all required phrase codes have been added.
5. Click on the [Ok] key to close the dialog and save the changes (or click [Cancel] to close and undo changes).

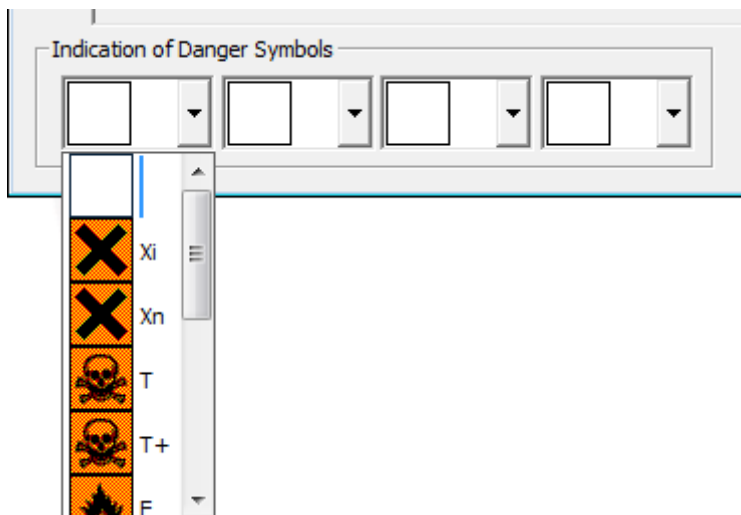
3.3.4 Removing Phrase Codes from Substance

To remove phrase codes from a substance:

1. Locate the phrase code that is no longer required in the left panel (use the slider bar to scroll up and down the list).
2. Click on the phrase code in the left panel to select it.
3. Click on the [>>] button to remove the selected phrase code from the left panel.
4. Repeat 1 to 3 until all unrequired phrase codes have been removed.
5. Click on the [Ok] key to close the dialog and save the changes (or click [Cancel] to close and undo changes).

3.4 Adding/Removing CHIP IOD Symbols

You can up to four IOD (Indication of Danger) symbols to any substance record (very few substances require even three) and adding them is as easy as selecting options from a list.



The IOD symbols current attached to your substance record are shown in the four boxes in the bottom left corner of the screen.

3.4.1 Adding/Changing an IOD Symbol

To add a symbol, click on the drop down button (inverted triangle symbol) to the right of the box in which you wish to place the symbol to open the pick list. Click once on any symbol to select it at that position.

3.4.2 Removing an IOD Symbol

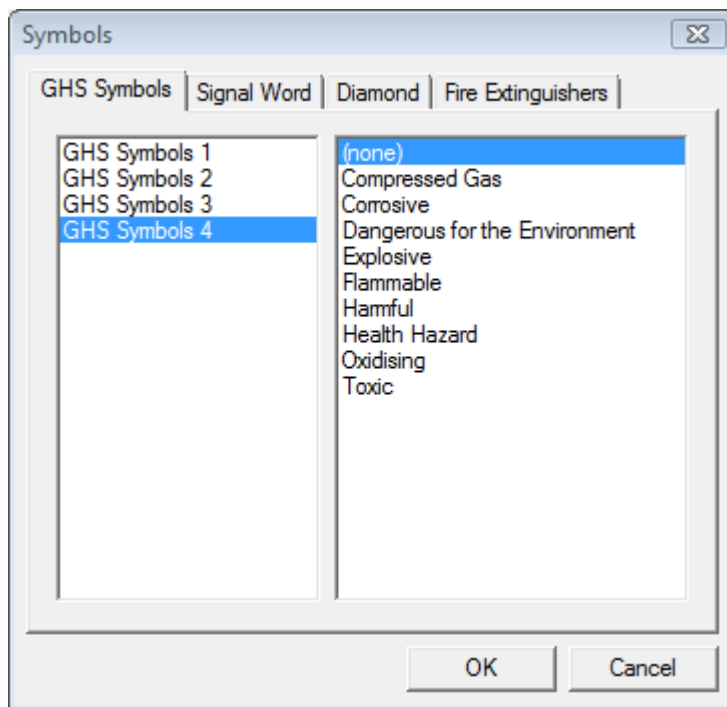
As above (3.4.1) but select the blank IOD symbol from the pick list.

3.5 Adding/Removing GHS Symbols

You can up to four GHS Symbols to any substance.

3.5.1 Adding/Changing GHS Symbols

1. Click on the [Symbols] button on the main screen to open the Symbols browser then select the /GHS Symbols\ tab.



2. In the Left Panel, choose the position in which you wish to place the GHS Symbol (click once to highlight).
3. In the Right Panel, choose the GHS symbol type (click once to highlight).
4. Click on [OK] to save the selection or [Cancel] to undo.

3.5.2 Removing GHS Symbols

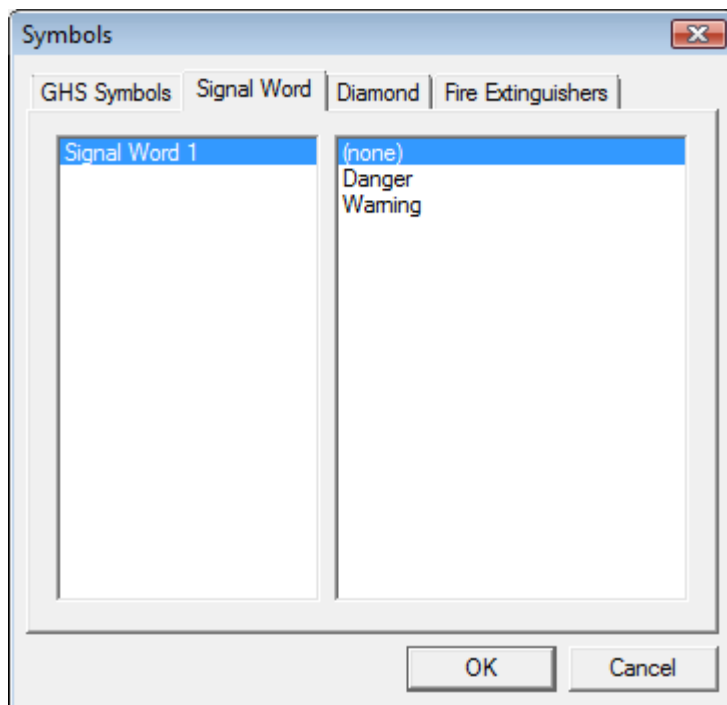
As above (3.5.1), but select (none) from the GHS Symbols list.

3.6 Adding/Removing Signal Words

You can add any required GHS Signal Word to any substance as required by the product.

3.6.1 Adding/Changing Signal Words

1. Click on the [Symbols] button on the main screen to open the Symbols browser then select the /Signal Words\ tab.



2. In the Left Panel, choose the position in which you wish to place the Signal Word (click once to highlight).
3. In the Right Panel, choose the Signal Word (click once to highlight).
4. Click on [OK] to save the selection or [Cancel] to undo.

3.6.2 Removing Signal Words

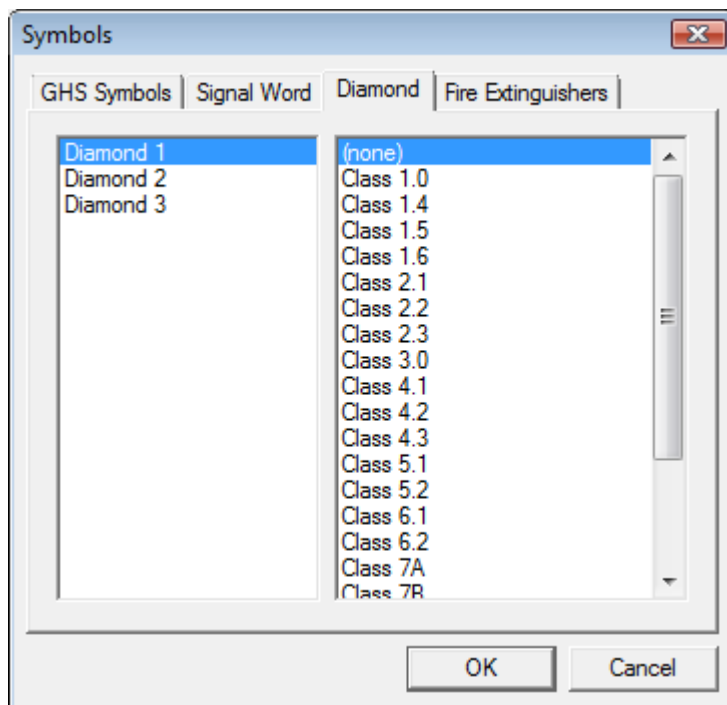
As above (3.6.1), but select (none) from the Signal Word list.

3.7 Adding/Removing Diamond Symbols

You can add up to three Diamond Symbols to any substance – these are only required if you intend to produce transport labels.

3.7.1 Adding/Changing Diamond Symbols

1. Click on the [Symbols] button on the main screen to open the Symbols browser then select the /Diamonds\ tab.



2. In the Left Panel, choose the position in which you wish to place the diamond (click once to highlight).
3. In the Right Panel, choose the diamond class (click once to highlight).
4. Click on [OK] to save the selection or [Cancel] to undo.

3.7.2 Removing Diamond Symbols

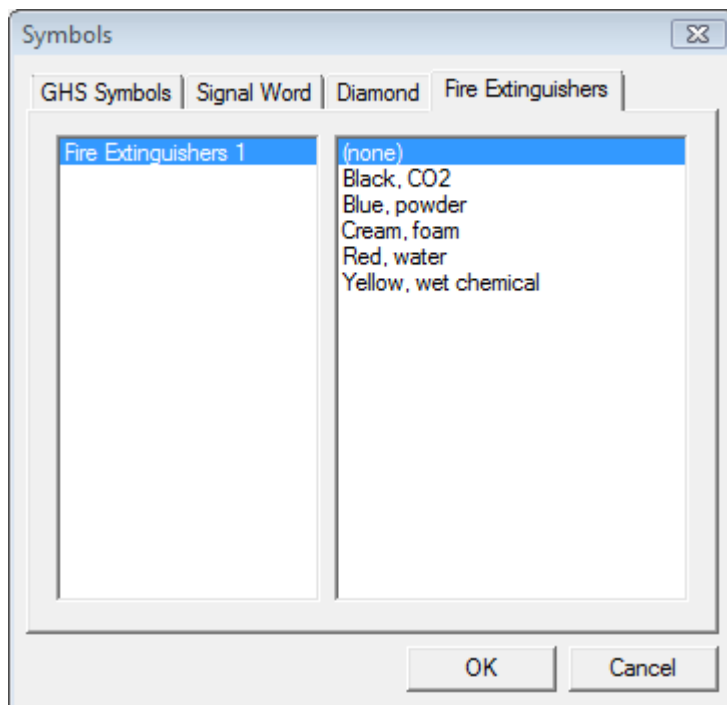
As above (3.7.1), but select (none) from the diamond class list.

3.8 Adding/Removing Fire Extinguishers

You can add a Fire Extinguisher Symbol to any substance indicating the correct type of appliance that should be used to tackle any fires.

3.8.1 Adding/Changing Fire Extinguishers

1. Click on the [Symbols] button on the main screen to open the Symbols browser then select the /Fire Extinguishers\ tab.



2. In the Left Panel, choose the position in which you wish to place the Fire Extinguisher (click once to highlight).
3. In the Right Panel, choose the Fire Extinguisher (click once to highlight).
4. Click on [OK] to save the selection or [Cancel] to undo.

3.8.2 Removing Fire Extinguishers

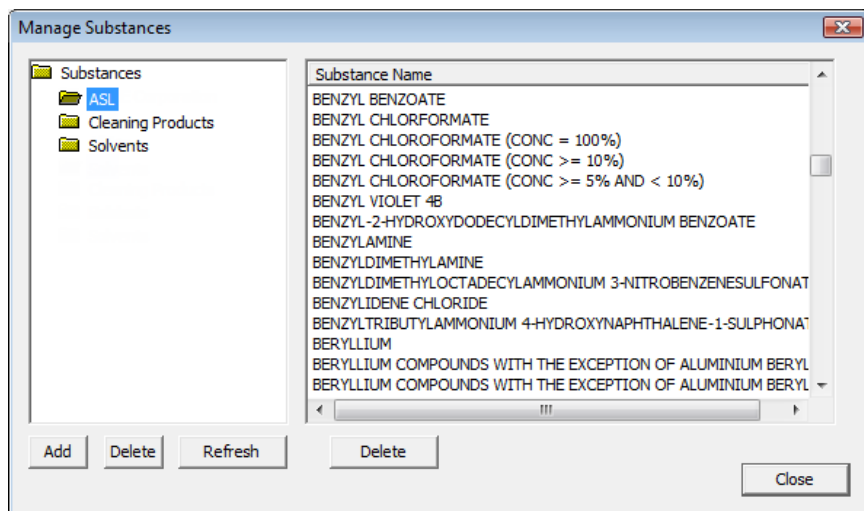
As above (3.8.1), but select (none) from the Fire Extinguishers list.

4.0 Advanced Features

This section will introduce some more advanced features of the substance editor, aside from the simple editing and maintenance of substances - in particular the substance manager and Risk and Safety phrases editor.

4.1 Managing Substances (File / Manage Substances)

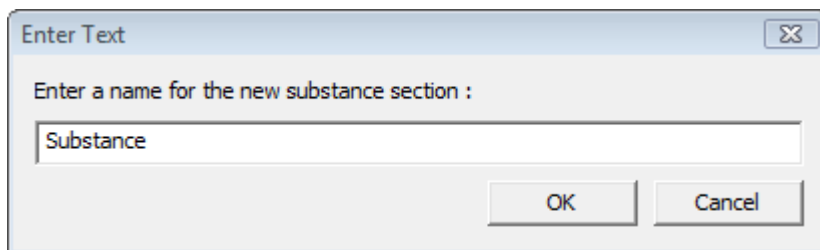
Substances are stored in user definable folders or 'section' so that you can group them according to usage.



4.1.1 Adding Sections

To create a new folder, simply click on the [Add] button, then type in a name for the new folder in the dialogue box that appears.

NB: You can create new folders 'on the fly' when you use the substance 'Save As' function.



Enter a name for the new substance section Type in a name for the substance section. Use names that are meaningful and descriptive of the substances you intend to store in that section. Click [Ok] to create the section.

- [Ok] Click this button to create the section named above.
- [Cancel] Click this button to cancel - close the dialog without creating a new section.

4.1.2 Deleting Sections

To delete a folder, simply select the folder you wish to delete, ensure the correct folder is highlighted, then click on the [Delete] button (below the folders browser). Note that you cannot delete a section which contains substances - you must first individually delete the substances or move them to other sections.

4.1.3 Deleting Substances

To delete a substance, simply click on the substance name to select it, ensure the correct substance is highlighted, then click on the [Delete] button (below the substances browser).

4.1.4 Moving Substances Between Folders

You can easily move substances between folders by using the drag and drop method, ie:

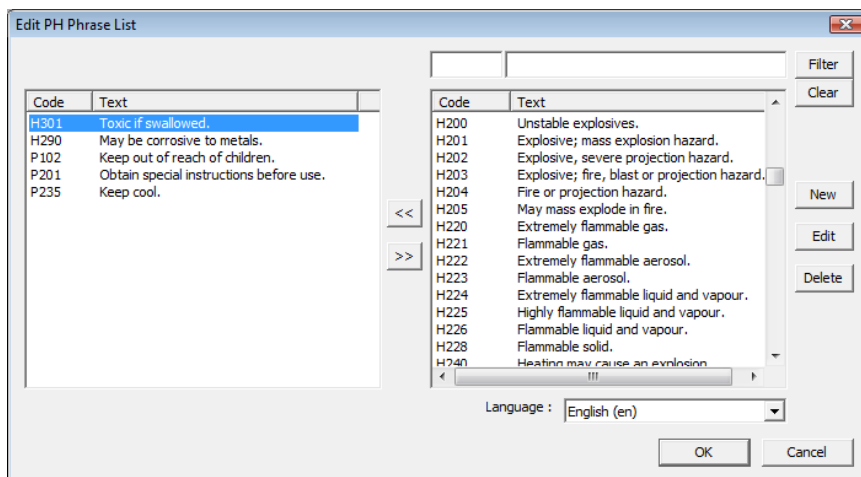
- 1) In the left panel, open the folder containing the substance to be moved.
- 2) In the right panel, click on the substance and, holding down the mouse button, drag it over the folder in the left panel where you wish it to be placed, then release the mouse button..

4.2 Managing Phrases ([Edit RS List] / [Edit PH List])

When loading substance information from external data sources the CHIP R&S and/or GHS P&H phrases appropriate to the substance are normally passed from the source database. When loading substance information from Label Enterprise's own internal database the R&S and or P&H phrases are also taken from its own internal store. You can update and maintain this store within the program as well as add your own custom phrases.

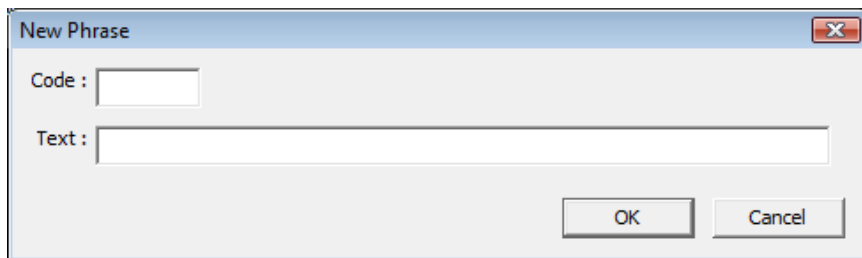
Two Phrase Lists are maintained within the software, one for CHIP R&S phrases and one for GHS P&H phrases. It is also possible to create and store custom phrases for other types of usage, ie. product advisories. It is advised that any custom phrases be added to the product in the R&S list and separated on the label by means of filters.

From the main screen, click on the [Edit RS List] or [Edit PH List] button to open the appropriate list.



4.2.1 Adding New Phrases

To add a new Phrase to the phrase list click on the [New] button.



The screenshot shows a standard Windows-style dialog box titled "New Phrase". It contains two input fields: "Code :" followed by a small rectangular text box, and "Text :" followed by a larger rectangular text box. At the bottom right of the dialog, there are two buttons labeled "OK" and "Cancel".

Code

Enter a phrase code for the new phrase. Phrase codes consist of a Group Identifier (indicating the the type of phrase, followed by a unique reference - usually numeric). The standard set of Group Identifiers are:

- R CHIP Risk Phrases.
- S CHIP Safety Phrases.
- IOD CHIP IOD Captions.

- H GHS Hazard Phrases.
- P GHS Precautionary Phrases.
- SIG GHS Signal Words

- DIA Transport Diamond classes.

- ADR ADR Phrases.

eg. Any phrase beginning with an 'R' is a CHIP Risk phrase, any beginning with an 'H' is a GHS Hazard phrase etc.

You may create new phrase groups for your own requirements provided that they do not clash with any of the above. For example, you may have set phrases giving advice on how your products should be used.

It is recommended that you use a three letter group identifier followed by a numeric reference (eg. NEW001). You **MUST NOT** use any group identifiers beginning with the letters, R, S, P or H.

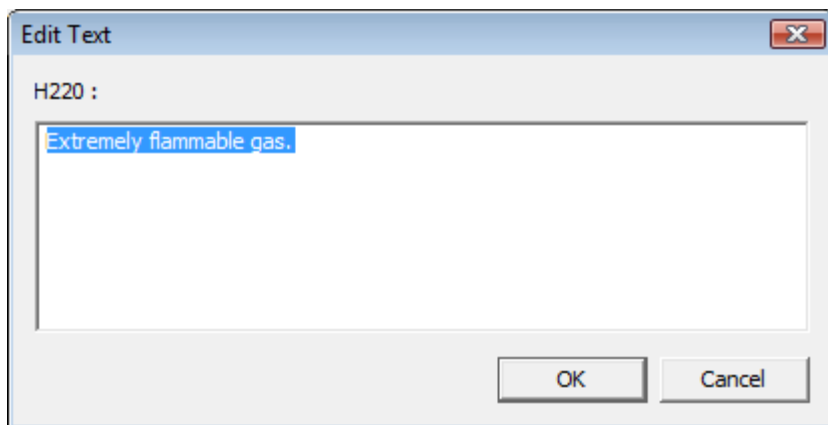
Text	Enter the text of the new phrase.
[Ok]	Click this button to create the new phrase entered above.
[Cancel]	Click this button to cancel - close the dialog without creating the new phrase.

Multi-Language Phrases

To create multi-language phrases (you must be able to provide the translations for each language) first create the base phrase in English as above. Once the English phrase has been created the phrase code will then appear in all other languages but without the text. Add the text in other languages by editing the phrase as in 4.2.2.

4.2.2 Editing Phrases

To edit a phrase, first select the language to be edited from the language selector, then select the phrase code in the phrases lists (right hand panel) and click on the [Edit Button].



{Main Panel}	Shows the current contents of the phrase (if any). Overtyping with the new text for the phrase*.
[Ok]	Click this button to close the editor and store the change.

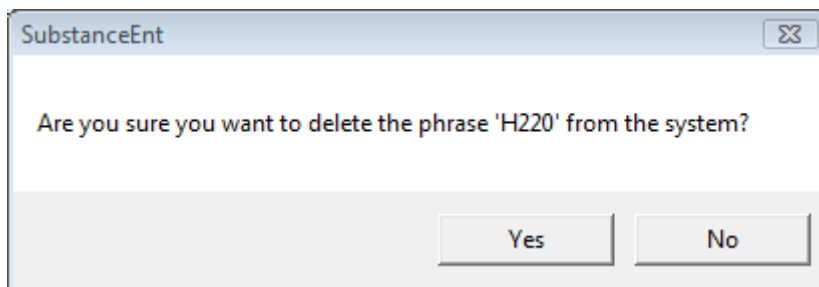
[Cancel] Click this button to cancel - close the editor but ignore the change.

**To enter foreign language phrases using non-standard latin characters you may need to use a foreign language keyboard emulator such as SCO Unipad to type the text then cut and paste it into Hibsoft Label Enterprise.*

4.2.3 Deleting Phrases

To delete a phrase from the phrase list:

- a) Select 'English' from the Language selector.
- b) Select the phrase code from the phrases list (right panel).
- c) Click on the delete button.



To prevent you deleting phrases inadvertently a question box will pop up asking you to confirm the deletion. Answer [Yes] to delete the phrase in all languages.

Notes