EcoOnline

KLARA – BARCODE 1.27

Summary version 1.27

Bug fixes on previous version.

Summary previous version 1.26

Some major updates have been made on the interface without it specifically have been any changes to the actual functionality. However, some new features have though included.

News

- The starting page have been more clearly divided up into all available function, whereas some earlier where not easily accessible.
- Direct reference to the "Inventory" tab has been removed.
- Resetting the status of transactions has been introduced to make it easier to start/restart an inventory (admin feature).
- A possibility to register country on imported products have been introduced. This applies only if the settings have been made by an administrator.
- Enhanced functionality if one organisation uses premises from another organisation (example: University / Region).
- Language encoding into Swedish.
- A search function has been included to the order feature.
- Enhanced functionality regarding barcode duplicates (can occur if barcodes have been imported from other systems).
- Extended logging.
- More easily accessible setting function.
- More easily accessible manuals.
- New FAQ
- Update on FrameWork (FW).

Other

- Completion with customer-specific development.

Table of contents

Revision history

Version#	Status	Created by	Date	Comments
V 1.19_eng	Active	Anders Thorén	2015-10-04	New functions added. Adapting performance when using Bluetooth scanners. Optimising performance, bug fixes.
V 1.20_eng	Active	Anders Thorén	2016-12-30	New functions added. Optimising performance, minor bug fixes.
V 1.21_eng	Active	Anders Thorén	2017-02-17	Optimising performance.
V 1.22_eng / v 1.23_eng	Active	Anders Thorén	2017-10-27	New functions added. Optimising performance. Bug-fixes.
V 1.24	Active	Anders Thorén	2018-06-01	New function added. Optimising performance. Bug-fixes.
V 1.25	Active	Anders Thorén	2018-06-18	Bug-fix.
V 1.26	Active	Anders Thorén	2022-12-15	New interface and functions. Update on client customised functions.
V 1.27	Active	Anders Thorén	2023-03-09	Bug fixes

Related documents

KLARA Manual for inventory staff

KLARA Manual för administratörer (Swedish only)

1   Introduction

KLARA is a web-based system with the purpose of making it easier and more time efficient for management and staff to make inventories, compile, view and follow up information about chemicals and chemical products which are used by the organisation in a cost-effective way.

KLARA has been supplemented by a PC application to handle unique cans / bottles using barcode labels.

This quick reference guide describes how these components work and how they interact with the regular web interface.

2   General requirements and overview

The application is an option for the regular KLARA.

The application is developed in and for Windows environment.

The application can be run on a Mac if you install and run Windows for Mac.

The application requires internet access.

The application is installed locally to computers.

Information about updated versions is displayed to the user at log-on, administrator rights on the computer may be required.
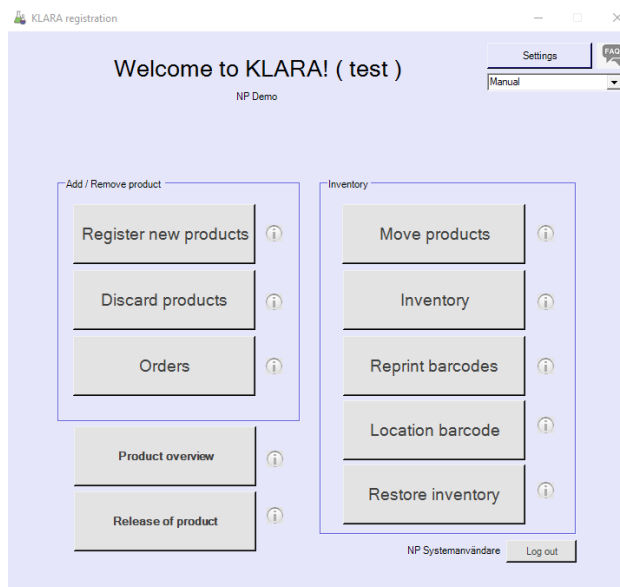
Access to barcode functionality is handled by administrators in the regular web interface.

Label printers needs normally to be installed locally to each computer used by the application.

Label size is dynamically adjustable.

Several different label layouts are available to choose from.

2.1   General description of functionality

1. **Register new products**
    Printing labels, unique to each individual jar / bottle. Information is recorded as purchases in web-KLARA.

2. **Discard products**
    Empty packages are discarded and placed in the department's list of discarded products in web-KLARA. These packages/jars are normally excluded when the user searches for a bar code.
    To discard a product can be done with the scanner but it is not required.

3. **Orders (Additional licence is needed)**
    This feature requires an additional license and is also connected with web-KLARA in which users manage internal orders of chemicals. The functionality of the PC application concerns the printing of barcode labels for chemicals received.

4. **Product overview**
    The latest packages which have been registered or discarded are shown.

5. **Release of products (Additional licence is needed)**
    The function handles requirements regarding release of products before barcodes/products can be handled properly. A colleague must verify that the label is correct and has been put on the right bottle. A rule must be set in webKLARA to the department/s to activate the function.

6. **Move products**
    The function is used to move products from one position to another. The function includes (optionally) the possibility of getting warned if you place a product incorrectly (e.g., an acid in a cupboard intended for bases).

7. **Inventory**
    Overall inventory of a department's store facilities may be done with or without the scanner.

Misallocations can be corrected, the residual list of non-scanned containers and jars handled.
After completing the inventory, containers and jars can be moved between the storage spaces.
The function includes (optionally) the possibility of getting warned if you place a product incorrectly (e.g., an acid in a cupboard intended for bases).

8. **Print barcodes**
You make copies of labels and generate completely new barcodes on products already registered in a storage but lacking barcodes. Transactions of these articles must be either "Inventory" or "Purchase" to be shown.

9. **Location barcodes (Additional licence is needed)**
You print unique barcodes on a position (e.g., cupboard or shelf). This will help you fast reaching the correct position instead of manually selecting it from a property structure.

10. **Restore inventory** (Administers function)
A possibility of restoring the inventory status of products so that the system treats the barcodes as unscanned. The function aims to deselect the status of products created during the current year but where the actual inventory is carried out later in the year.

3   Detailed description

3.1   Local settings

You can make some local settings regarding printer, label layouts and so on. To reach the interface, click on "Settings" from the staring page.
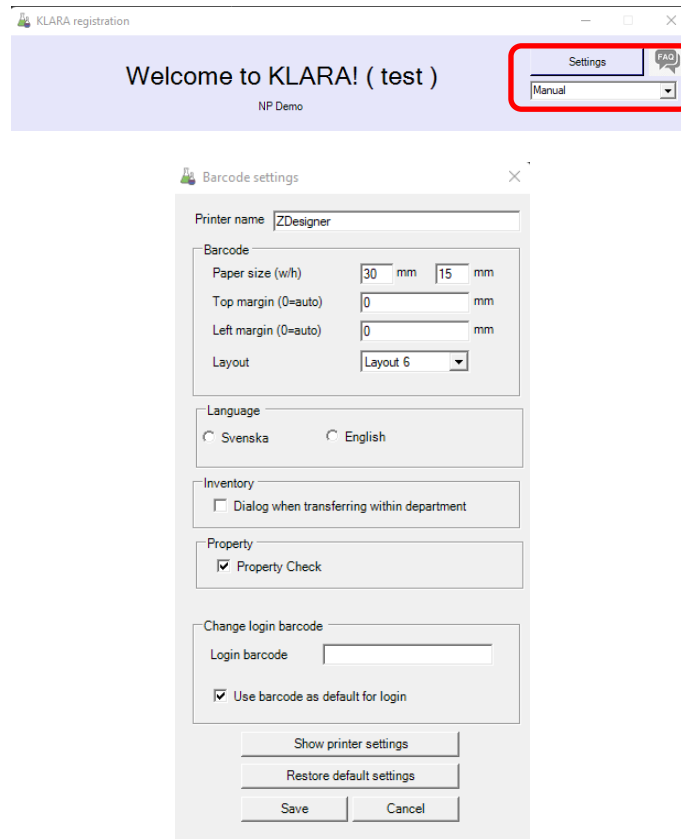
Printer name* – type the printer's name

Paper size* – label size you are using. The minimum size is 26 mm * 12 mm.

Margin – if you need to adjust the printer for better fit of the label, specify the margins here. Normally you do not enter anything here, the label is centered.

Layout – Currently there are six layouts of the labels, which in various ways describe e.g., where the CAS number is shown.

Layout 1

Layout 2

Layout 3

Layout 4
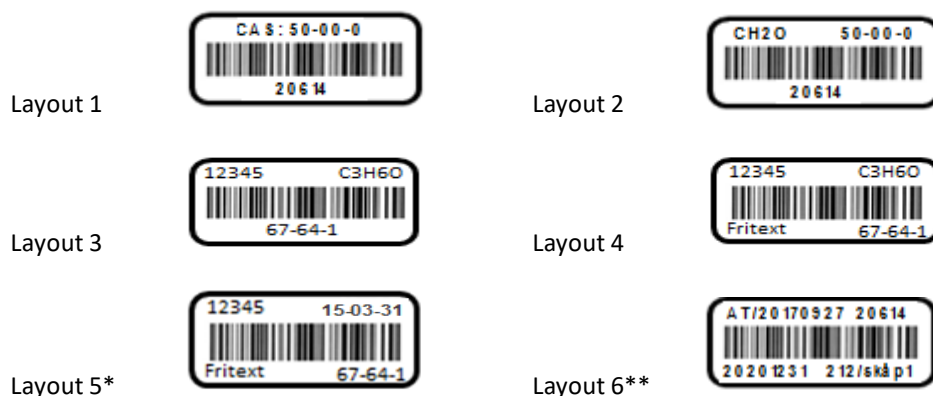
Layout 5*

Layout 6**

*Regarding layout 5 it is also mandatory to make a note on the label (item 8 in "Register a product"). The printing date is also shown in the right-hand upper corner of the label.

**Regarding layout 6 the best-before-date can be presented (lower left corner). To add that date a rule must be set to your department. In the upper left corner, your initials and print-date are presented.

Language – Select preferred

Inventory / Move chemicals– If you select "*Dialog when transferring within the department*" you will get a warning message if you scan a product which is stored in another location (e.g., room, cabinet) than the one you are currently working with. You will always receive a warning message if your scan products belonging to another department.

Property (requires additional license) – If you select this a function is activated regarding monitoring if a product is placed in a correct place (e.g., acids – bases). Read more at 3.2, item 10.

Change login barcode (requires additional license) - Function to log into the application using a barcode connected to the user. The barcode can be scanned or typed using the keyboard. You also specify which one is the default login procedure.

Show printer settings - To facilitate troubleshooting of the printer installation it is possible to present the printer settings that are currently in use.

Restore default settings – Resets the settings to the software's predefined values.
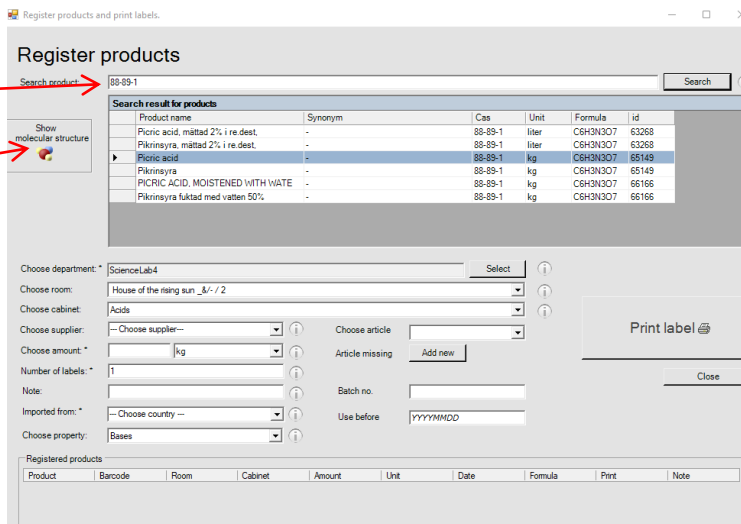
Finish editing with "Save" or "Cancel".

3.2   Register new products

The following picture will be presented for the user searching for a product. Please note that tailormade settings may present the interface differently in your organisation.

New: Search on KLARA-id (e.g., id=61370)

Molecular structure can be presented.

1. Search product by entering the exact name, partial name (eg. * Ethano * to search on all names containing the "ethano") or CAS number. If you want to search on KLARA-id you enter "id=" followed by the number. Click on "*Search*". You can also search on Swedish names.
   SELECT the product by clicking on the line and the whole row is highlighted. If you cannot find the product in question, add it in the web-KLARA interface.

2. **SELECT** department. If the department has access to an advanced interface some additional input fields will be available.

3. **SELECT** which room the product is stored in. If you are not sure where the product is placed, check "Not located". Unplaced cans can be placed correctly in regular web-KLARA or by scanning them.

4. **SELECT** cabinet (only possible if you have first identified the room). This field is not mandatory and unplaced cans can be placed correctly in regular web-KLARA or by scanning them.

5. **SELECT** supplier.

6. **SELECT** package size and unit.

7. **SELECT** the number of packages.

8. **Note.** Enter your own text, a maximum of 255 characters. If the label layout 4 or 5 is used, the first six characters are printed on the label. If No 5 is used this is a mandatory text field.
   If you use No 1 through 3 the information is not printed out but will appear in web KLARA.

9. **Imported from** Om the entry field is presented it is mandatory to state the country you bought the product from. If it is missing use "*Other*" and contact your administrator and ask for it to be added. Update the transaction in the web application.

10. **Choose property (requires additional license).** By choosing a characteristic on a product (predefined selections) you can be given a warning if you place a product on a shelf that does not match the product. Characteristics on storage areas are set in the web-KLARA.
    Products with a chosen characteristic are allowed on a shelf that has no characteristic.

11. Finally, you click on "Print label". Place the labels on the packages. To cancel, you can either start over and select a different product in your hit list or search all over again.

If you are experiencing problems when printing, you can click the printer icon under "Checked-in products" (lower part of interface) and print a copy. Exit by clicking "Close".

Advanced input

In KLARA on the web there are settings regarding some additional inputting of data. Detailed data can be reported on specific articles and its batch-number, best-before-date, concentration, and purity. The barcode application now uses some of these input fields, namely article number, batch-number, and best-before-date. In combination with label no. 6 the best-before-date can be printed on the label.

3.3 Discard products.

Discarding of empty packaging is done by scanning the barcode or typing the reference number of the barcode if scanning is not possible for some reason. A third option is to remove them in regular web-KLARA.

If you enter the barcode via the keyboard and the product belongs to a department you do not control, a warning is presented on the screen.

If you try to discard a product not yet released, you will be informed of this, and the procedure is then aborted, see section 3.6.

The default mode of this feature is that you can directly scan the product. You can scan them continuously one after another. The function makes no difference whether the package you scan belongs to your department or not.

If you cannot or will not use the scanner, deselect "Scan & discard" and enter the barcode manually. Click "Discard". If you cannot read the full barcode, you can search for it in the web-KLARA. A warning is shown when discarding a product belonging to another department than your own, if entering the barcode manually.

If you have scanned the wrong product, it can be reallocated in the function "Move products", "Inventory" or in the interface in the web-KLARA.

Finish by clicking "Close".

3.4   Orders (requires additional license)

"Orders" is aimed to make it easy to quickly print barcode labels for packages that have been registered as internal orders and coordinated by an administrator. The main goal with this is to coordinate purchases, selecting the right vendor and to reduce the number of deliveries. The order is not linked to any supplier's online shop but only serves as a basis for ordering.

All products for orders that are not fully delivered is presented in a list once you have entered the view.

A search function has been included to this feature.

SELECT your product by clicking on the row of the product you received and enter the number of packages in the input field in the left lower corner. You can enter comments (maximum of 255 characters) under "Note", the first 6 characters are printed on the label. Click "Print". If you want different comments on the same article, print labels one at a time.

The number of delivered packages are registered on the product and the purchases are now displayed also in web-KLARA. The product is removed from the list when all packages are delivered, otherwise it remains, and you can print new barcode labels on final delivery.

You can delete an order by selecting it and clicking "Remove".

Finish by clicking "Close".

3.5 Product overview

The function lists the most recently registered and discarded barcodes. Copies of the barcodes can be generated on newly registered chemicals. Report on each group can be printed out.

3.6 Release of products (requires additional license)

To use this function your organisation, need an additional license. You can handle requirements regarding releasing of products where a colleague of yours need to verify the barcodes you have printed and put on bottles. A rule must be set onto your department in the web application.
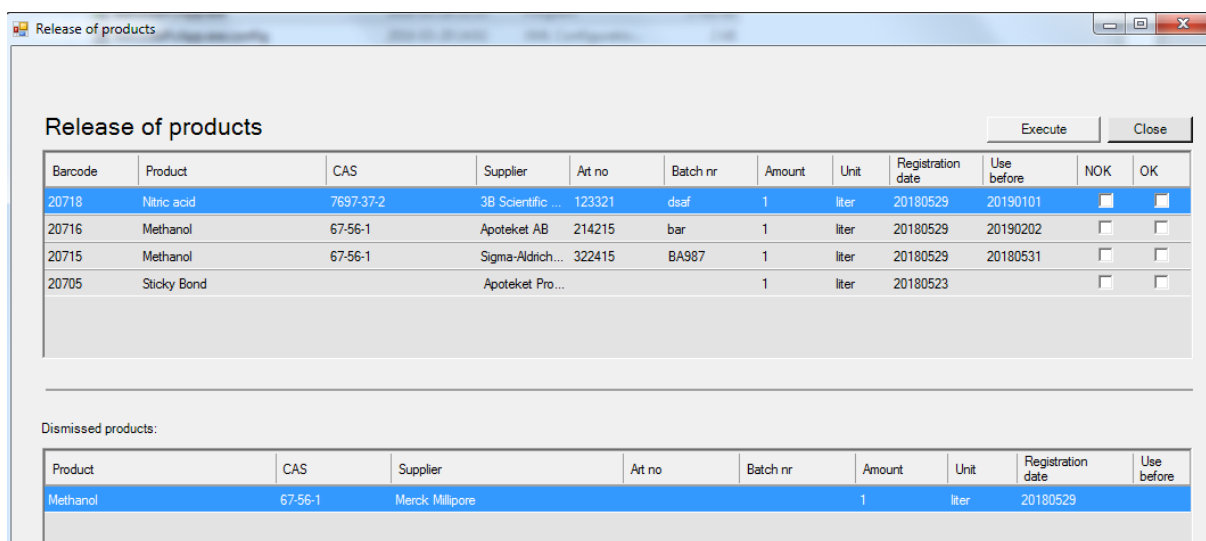
An administrator activates the function to the departments in the webKLARA where rules are set. Additional information is presented in the ordinary administrator´s manual.

You print barcodes via "Register a product" but with the difference that the barcodes first need to be verified by another person in your department. The barcodes cannot be handled in the application until then. The verification is managed in "Release of products".

Any colleague in your department can release your products. You cannot release your own, they are not even presented to you.

If anything is incorrect with a label/product, you tick the box "NOK", if everything is ok you tick "OK". Click on "Execute" to continue . The windows is closed.

Released products can now be handled as usual. Dismissed products are presented at the bottom and can no longer be handled in the application. A new label has to be printed out in "Register a product".

Note! It is allowed to reprint labels on non-released products. This is done in the function described in section 3.9 – "Print barcodes". Notes can be edited, and a new date and signature will be printed.

3.7   Move products

The function is used to move products that are placed in other places than the system specifies or that have been discarded and are to be retaken.

SELECT department, and the space you would like to move products into, followed by "Begin".
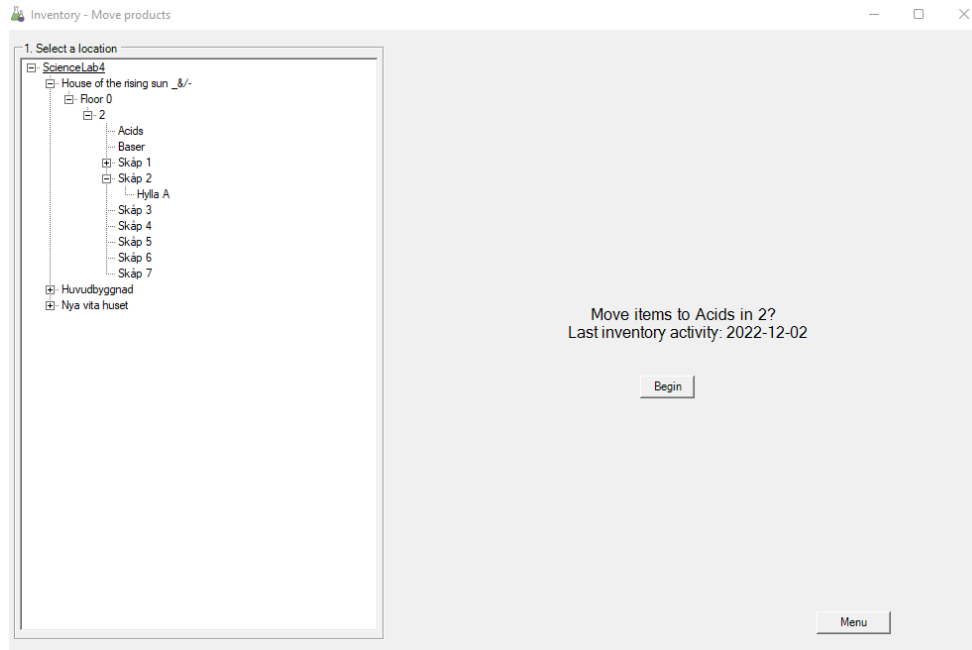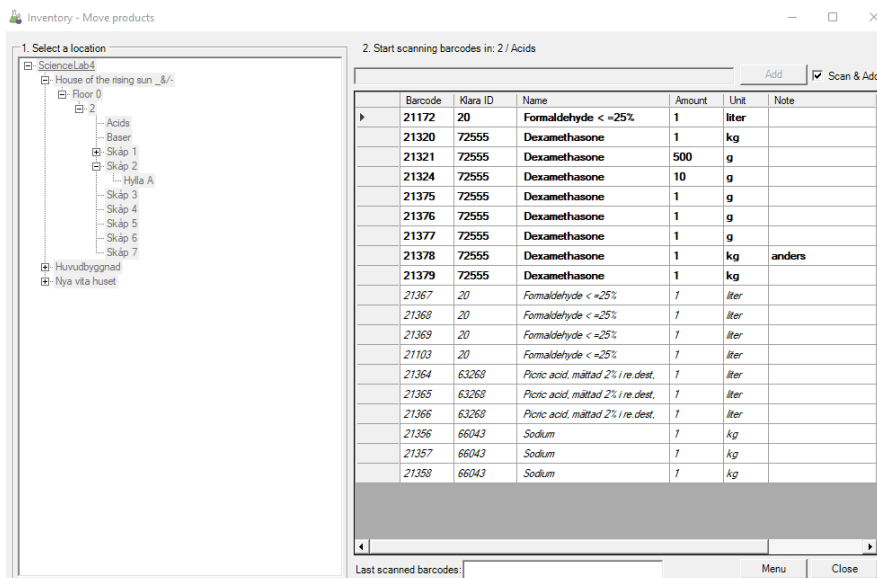

Scan the item in the space. If they can't be read deselect the box "Scan", and enter the barcode manually. Click on "Add".

As you go along the products are shown in corresponding rooms, cabinets etc. on the right-hand side.

"Close" if you want to select a different space, or "Menu" to get back to the starting page.

If a product is placed in a different space but still belongs to your department, you might get a warning on the screen. This depends on your settings.

If a product belongs to another department, you always get the warning.

Click "Return" and nothing happens; the warning closes and you can continue to scan. Click "Transfer" and that the item is moved to your department and chosen space.

3.8   Inventory

Description

The function is used to inventory and update the location of barcodes that may now be reported in other areas in the system or that perhaps have been discarded.

- The inventory takes place per space, usually a cabinet, and ends with a residual list of packages you have not scanned that according to KLARA are placed in the space in question. You choose to keep them or discard them.

- If you are using "Property check" you will get warnings on the screen if you try to move chemicals to a space that does not correspond to the products characteristics set by you when the barcode was printed.

- If you try to move a product that has not yet been released, you will be informed of this, and the action is then aborted.

- If you scan a product previously discarded, this is moved back in again.
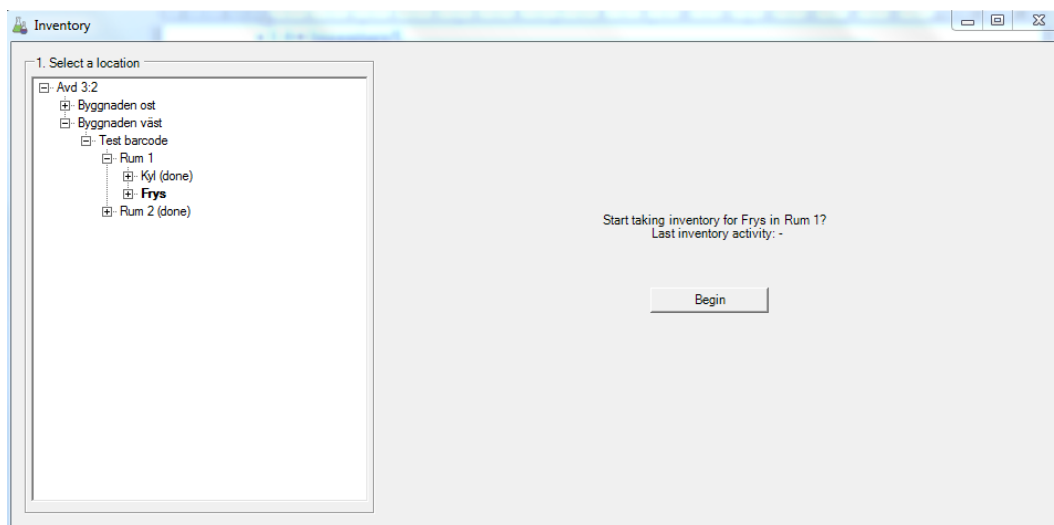
Taking inventory

**SELECT** department, followed by the room and appropriate cabinets or shelves. Click "Begin".

On the right-side products now present in the space are listed.

NOTE. You can also scan a barcode defined for the space itself. This is to help you to quicker and more accurate choose the right space. Check chapter 3.10 how to generate a barcode defined to a shelf. Note that this function requires additional licensing.
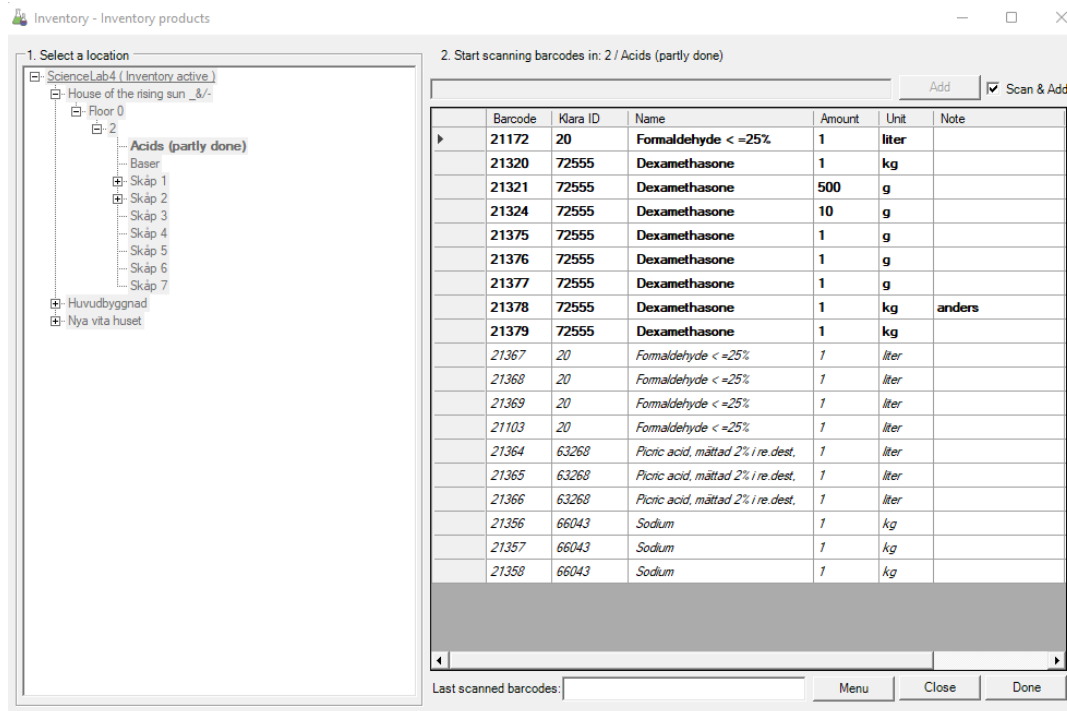
Scan the items in the space. If the code is not readable, deselect "Scan & Add" and then click "Add". As you scan the products they are marked in bold.

If a product is placed in a different space, then the selected one, you might get a warning on the screen. This depends on your settings.

If a product belongs to another department, you always get the warning.
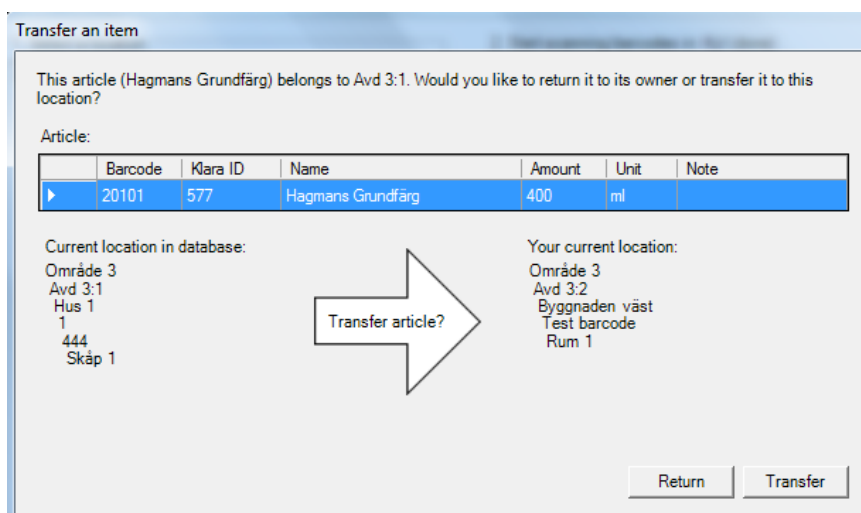
Click "Return" and nothing happens; the warning closes and you can continue to scan. Click "Transfer" and that the package is moved to your department and chosen space.

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Anders Thorén	*2023-03-09*

If you scan a product previously discarded, this is moved back in again.

If you are not finished with making inventory, click "Close" and continue later.
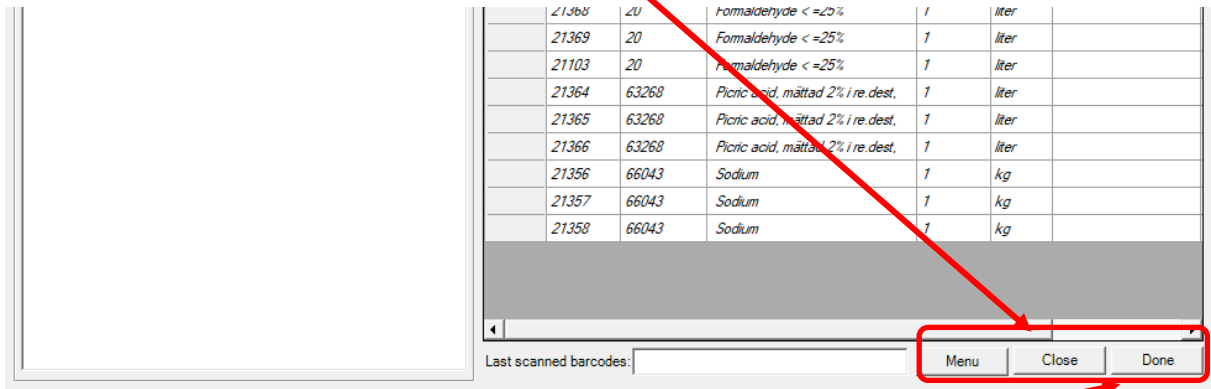
If you are finished with making inventory, click "Done". If you have items registered in this space that you have not scanned, you will get a residual list to manage. For each item you need to decide whether to keep it in the space or discard the package. Note that the default mode is discard to all of them. If you cancel this step, the status of the inventory for this space is set to "Partly done" and no items are discarded.
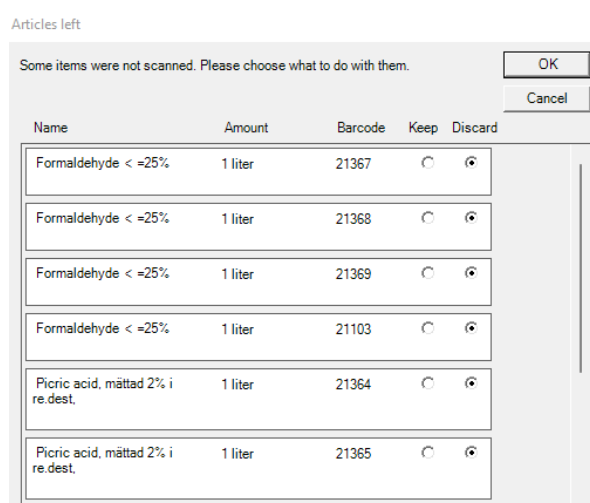
3.9 Reprint barcodes (copies or to generate on existing holdings)

Generate label on holdings that do not have barcodes or print copies of barcode labels.

If you have transactions recorded in KLARA which lack barcodes, these can be generated in the application. The function is also used if you wish to print copies of barcodes. Transactions must be set to either "Inventory" or Purchase".

Select the transactions which you want to print new barcodes for or copy old barcode labels.

You can also easily alter the free text field used in label layout 4 and 5 and then reprint the barcode label.

Select the position

2. Click on "Print barcodes".
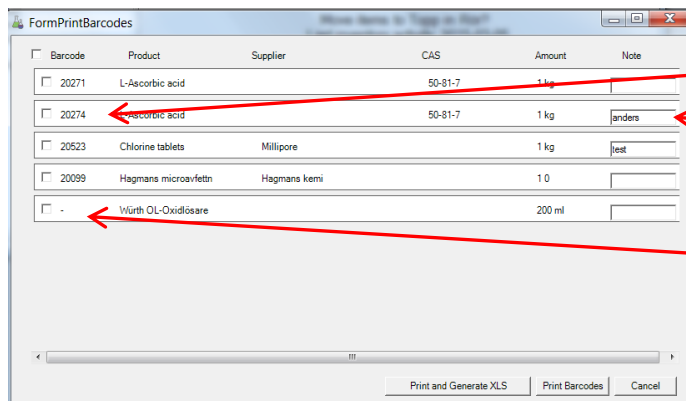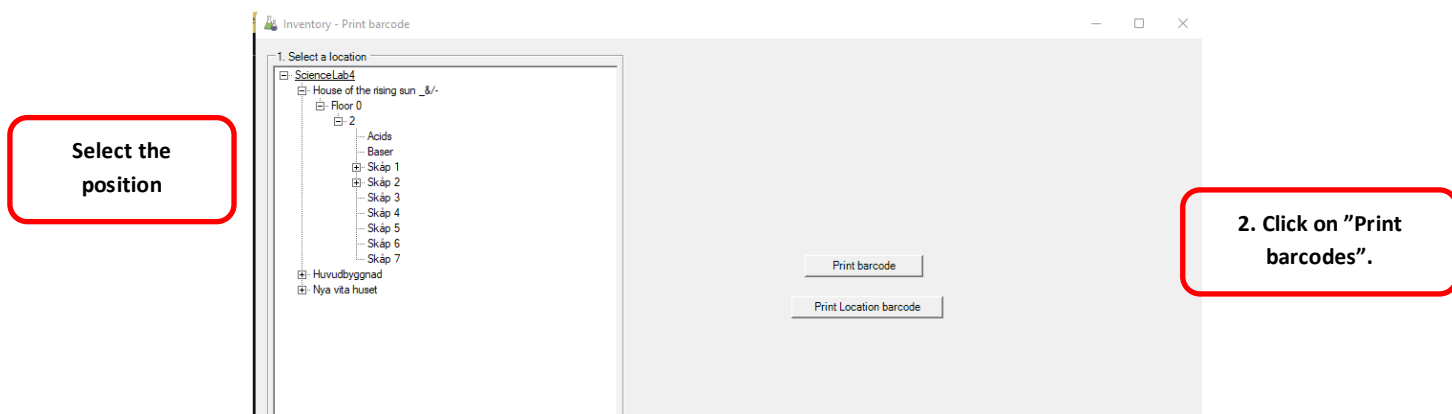
Copy of barcodes are created

You can alter your own note printed on the barcode.

New barcode will be generated.

Choose transactions and then "*Print Barcodes*" or "*Print and generate XLS*".

If you choose; "*Print & Generate XLS*, an Excel document is saved to your desktop and can be used as a support document when labelling your stock.

3.10 Position barcodes (requires additional license)

SELECT department, followed by the room and appropriate cabinets or shelves. Click "Print position barcode".
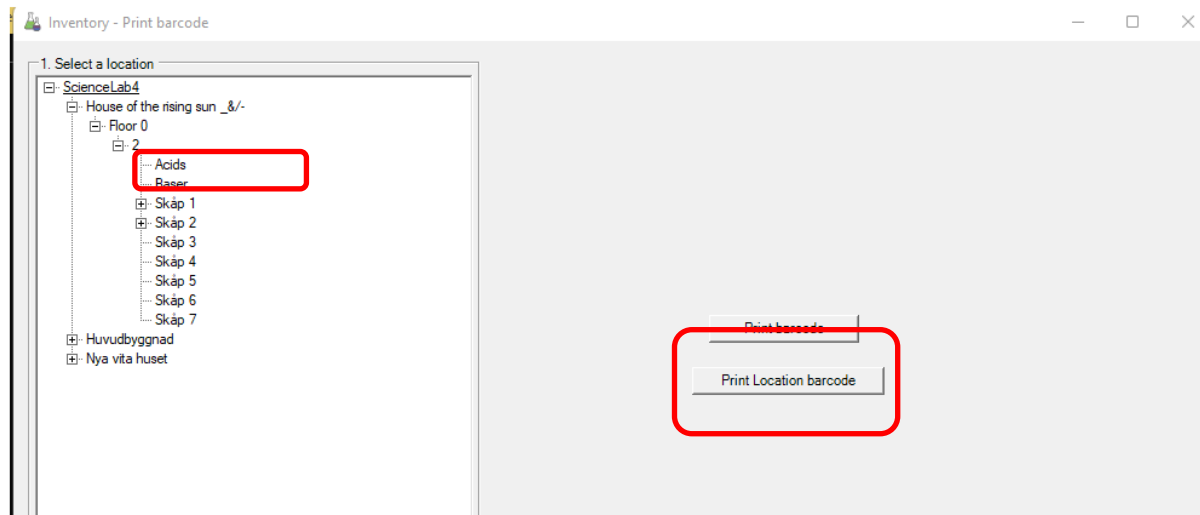
3.11 Reset inventory status

New function that is aimed at administrators and is relevant in cases where you want to start a new inventory or start an inventory that does not fall at the turn of the calendar year.

We wish that those of you who think you need to use this function, contact EcoOnline before you use the function for the first time. We can then help you clarify the function's purpose.

Summary of the function

In cases where users take inventory in the middle or at the end of a year, the user may have already created new barcodes for products purchased. These are by definition marked as being in a location. This differs from products that were copied from one year to another and were not handled in the system in the current year. The former is not included in the remaining list that can be drawn up in connection with an inventory. It is only those that have not been handled and thus not scanned during an inventory that appear on a backlog list.

The purpose of this function is to reset the products' status to "unscanned", which in the long run means that even products purchased during the current year will be presented on the backlog if they are not scanned.

To restore the status of the products, one department at a time is selected. Nothing other than this status change on the products takes place, they are still in the same room/cabinet and still belong to the same department.