
KLARA – BARCODE 1.24

Summary version 1.24

News

- You may use Swedish when browsing on names in "Register a product"
- New function regarding "Release of products" (Pls. note! You may need an additional license.)

Other

- If a mixture has been chosen in "Register a product" the molecule symbol disappears
- Bug-fix regarding "Discard a product"
- Optimising of performance

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Revision history

Version#	Status	Created by	Date	Comments
V 1.15_eng	Active	Björn Orheim	2014-07-31	Translation from V 1.15
V 1.16_eng	Active	Anders Thorén	2014-10-28	Description of new functionality
V 1.17_eng	Active	Anders Thorén	2015-03-31	New functions added
V 1.18_eng	Active	Anders Thorén	2015-06-30	Optimising performance, bug fixes
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.

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 has an English interface.

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.

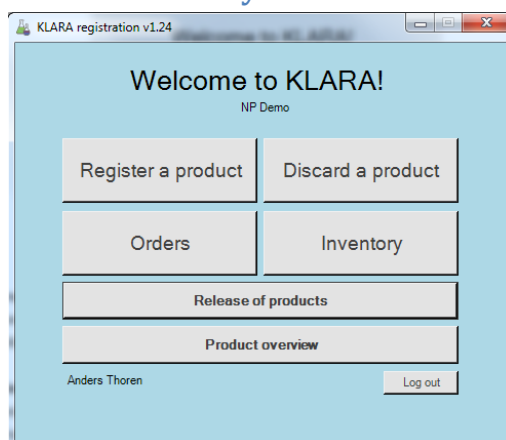
Access to barcode functionality is handled by administrators in the regular web interface.

Label printers needs normally to be connected 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 a product

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

2. Release of products (Requires additional license)

The function handles requirements regarding release of products before barcodes/products can be handled properly. A colleague has to 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 in order to activate the function.

3. Discard a product

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.

4. 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. This is however best done in web-KLARA.

Here you can also make copies of labels and also generate completely new barcodes for products already registered in a storage but lacking barcodes. Transactions of these articles has to set to either "Inventory" or "Purchase" in order to be shown.

5. Orders

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.

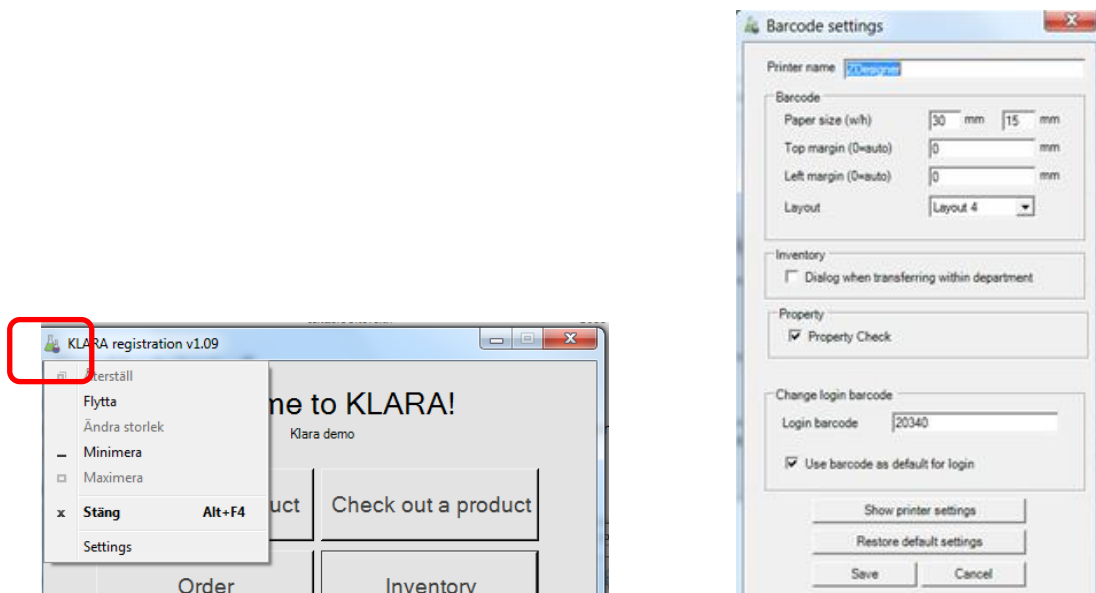
6. Product overview

The latest packages which have been registered or discarded are shown.

3 Detailed description

3.1 Local settings

You can change some local preferences regarding printers, label layout, etc. To reach this interface click on the icon with bottles at the top left followed by "Settings".

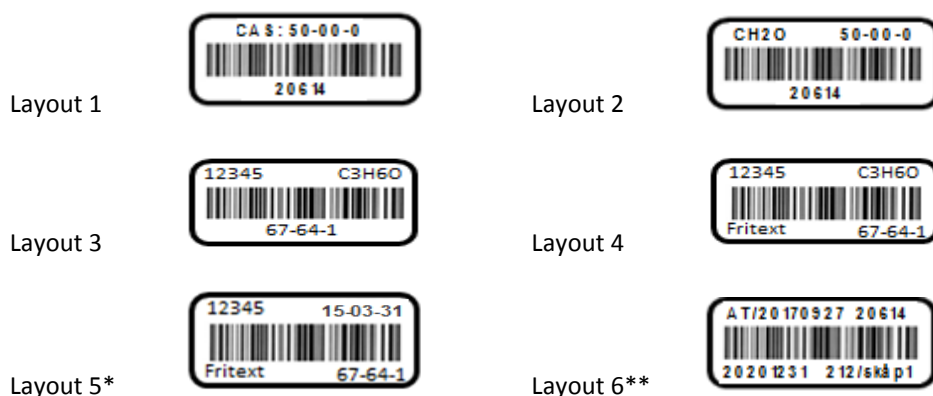


Printer name* – type the printer's name

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.



*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.

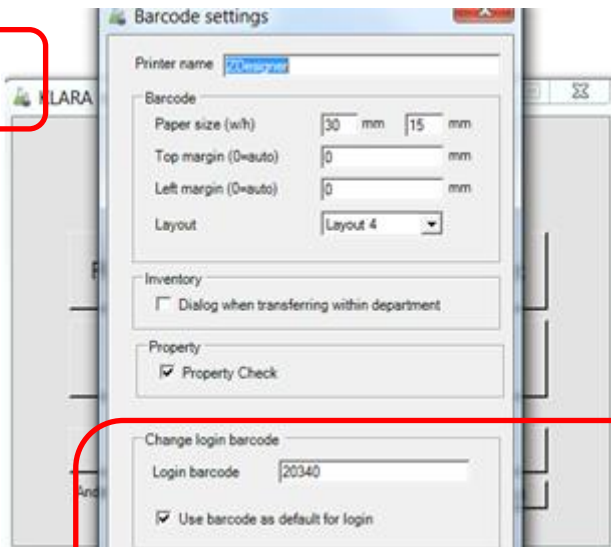
**Regarding layout 6 the best-before-date can be presented (lower left corner). In order to add that date a rule must be set to your department. In the upper left corner your initials and print-date is presented.

Inventory – 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 9.

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.

"Settings" in the top left corner, click on the image.



Scan or type your barcode.

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 a product

The following picture will be presented for the user searching for a product.

NEW: search on KLARA-id
(Ex. id=61370)

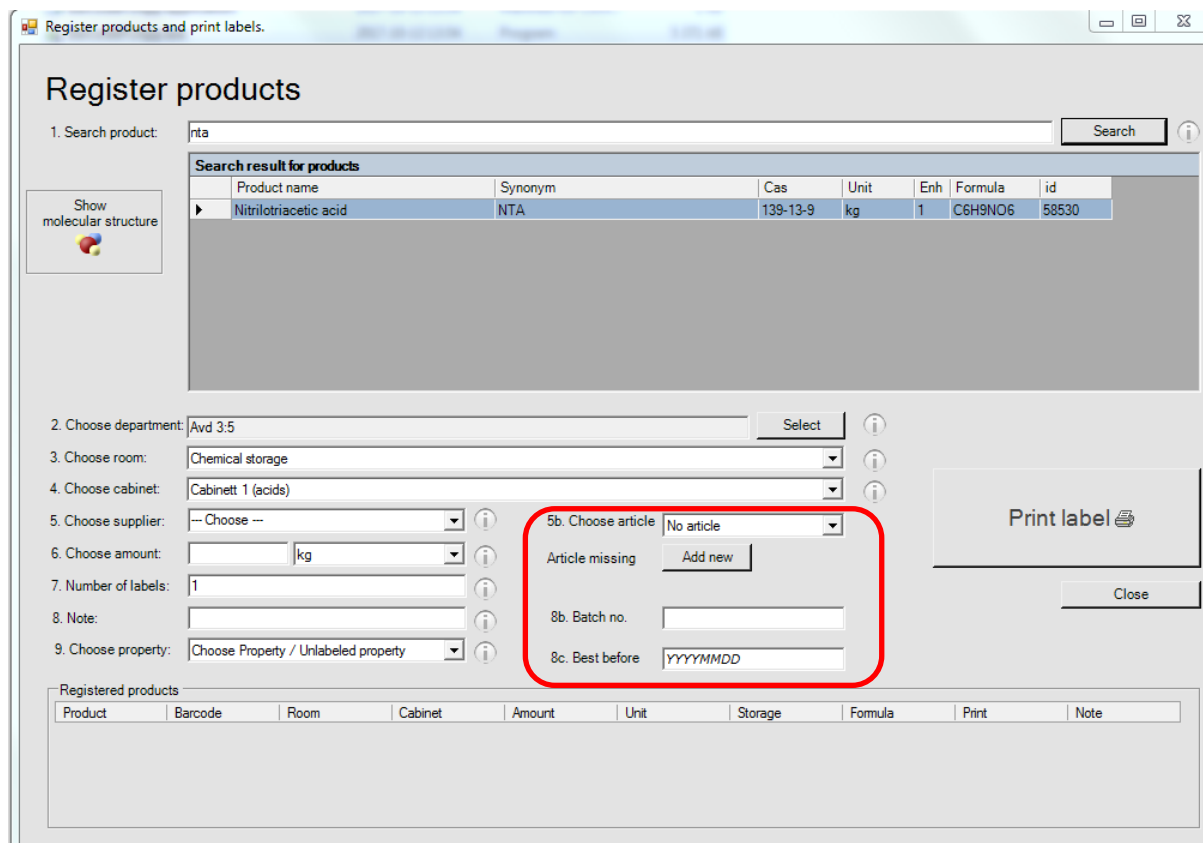
Molecular structure can be presented.

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.
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.
5. **SELECT** supplier.
6. **SELECT** package size and unit.
7. **SELECT** the number of packages and click "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
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. **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.

If you are experiencing problems when printing, you can click the printer icon under "Checked-in products" 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.



Register products and print labels.

Register products

1. Search product: nta Search

[Show molecular structure](#)

Product name	Synonym	Cas	Unit	Enh	Formula	id
Nitrilotriacetic acid	NTA	139-13-9	kg	1	C6H9NO6	58530

2. Choose department: Avd 3:5 Select

3. Choose room: Chemical storage

4. Choose cabinet: Cabinett 1 (acids)

5. Choose supplier: --- Choose ---

6. Choose amount: kg

7. Number of labels: 1

8. Note:

9. Choose property: Choose Property / Unlabeled property

5b. Choose article: No article

Article missing Add new

8b. Batch no.

8c. Best before: YYYYMMDD

Print label

Close

Product	Barcode	Room	Cabinet	Amount	Unit	Storage	Formula	Print	Note
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3.3 Release of products

In order 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 produced and put on bottles and vice versa. A rule must be set onto your department.

An administrator can activate the function to the departments. This is done in 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 however release your own, they are not even presented to you.

If anything is incorrect with a label/product, you tick the box "NOK" and 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".

Barcode	Product	CAS	Supplier	Art no	Batch nr	Amount	Unit	Registration date	Use before	NOK	OK
20718	Nitric acid	7697-37-2	3B Scientific ...	123321	dsaf	1	liter	20180529	20190101	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20716	Methanol	67-56-1	Apoteket AB	214215	bar	1	liter	20180529	20190202	<input type="checkbox"/>	<input type="checkbox"/>
20715	Methanol	67-56-1	Sigma-Aldrich...	322415	BA987	1	liter	20180529	20180531	<input type="checkbox"/>	<input type="checkbox"/>
20705	Sticky Bond		Apoteket Pro...			1	liter	20180523		<input type="checkbox"/>	<input type="checkbox"/>

Dismissed products:

Product	CAS	Supplier	Art no	Batch nr	Amount	Unit	Registration date	Use before
Methanol	67-56-1	Merck Millipore			1	liter	20180529	

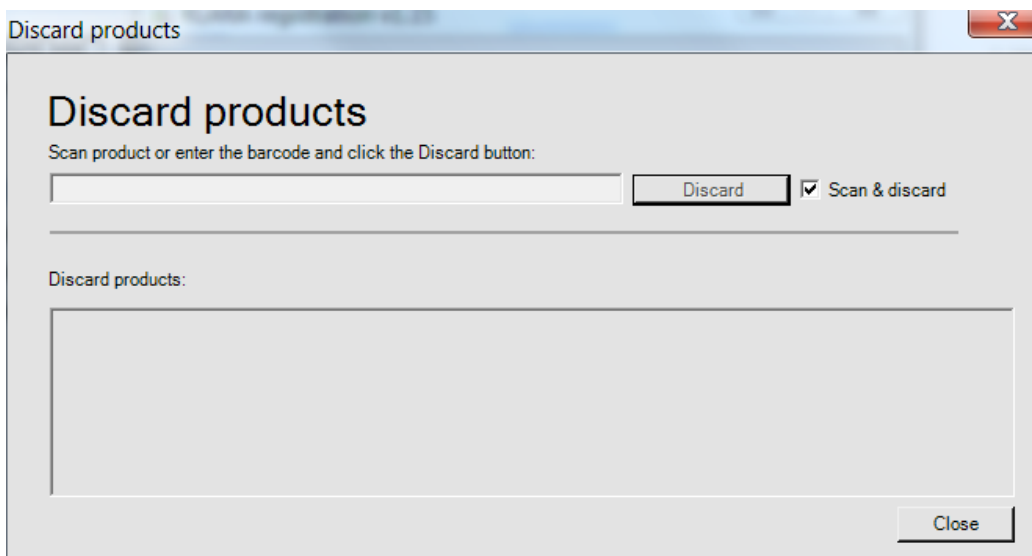
Pls. Note! It is allowed to reprint labels on non-released products. This is done in the function described in section 3.4.2. Notes can be edited and a new date and signature are printed.

3.4 Discard a 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.

A new warning has been introduced when discarding a product belonging to another department than your own, if entering the barcode manually.

If you try to discard a product that has not yet been released you will be informed of this and the procedure is then aborted.



The default mode of this feature is that you can directly scan the product. You can mark 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" which activates the fields where you can enter the barcode ID number. Click "Discard". If you cannot read the ID number, you can search for it in regular web-KLARA.

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

Finish by clicking "Close".

3.5 Inventory

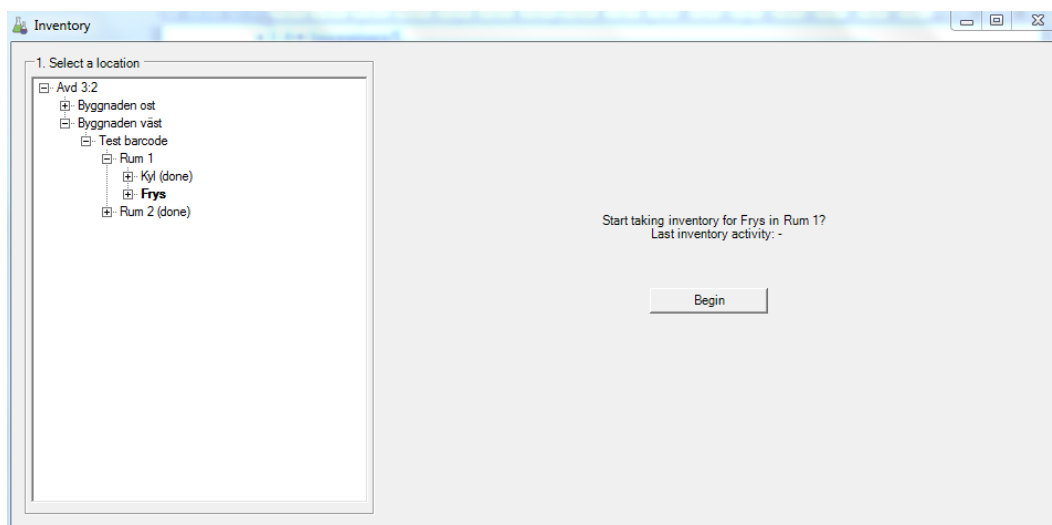
3.4.1 Make inventory or reallocate

This function can be used in two ways. The first by doing a complete overhaul of the stores and to correctly place packages which are now located in spaces other than the system states. When finishing, you will get a residual list of packages which according to KLARA is specified to be placed in the current space even though you haven't scanned them yet. You choose whether to keep them in the space or discard them. This feature is linked to web-KLARA's rules for inventory as designated by the administrator.

The second use is that you can continually move the containers to a new space or to scan through your cabinets and thereby placing the packages in the correct spaces. You will not at this stage obtain a residual list. This means that discarded but not checked out packages are still there and that these need to be removed one by one.

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.

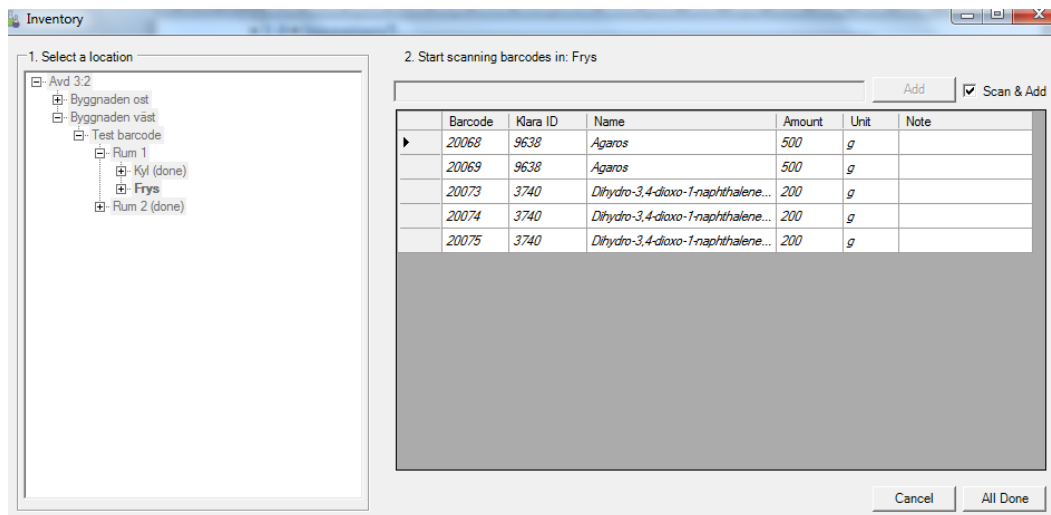
If you try to move a product that has not yet been released you will be informed of this and the procedure is then aborted.



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

On the right side products are listed in corresponding rooms, cabinets etc.

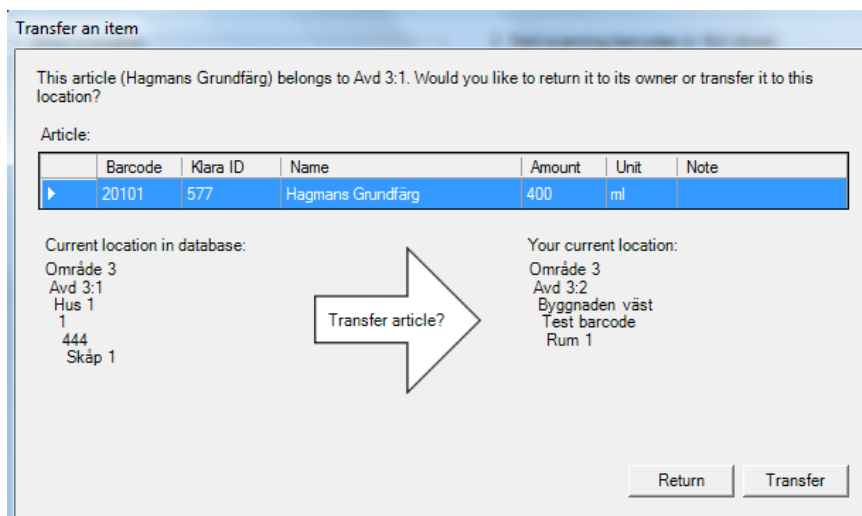
You can also scan a barcode defined for the shelf itself. This is to help you to quicker and more accurate choose the right shelf. Check item 3.4.3 how to generate a barcode defined to a shelf. Note that this function requires additional licensing.



Scan the packages in the cabinet. If the code is not readable, deselect "Scan & Add" and then click "Add". As you scan the products are marked in bold.

If the product is placed in another room but within **your department**, you may get a message on the screen that you have to address this. Whether this is the case depends on a setting made by the administrator under "Settings".

If the product placed correctly in this or other space but in **another department**, you will to get a message on the screen that you have to address.



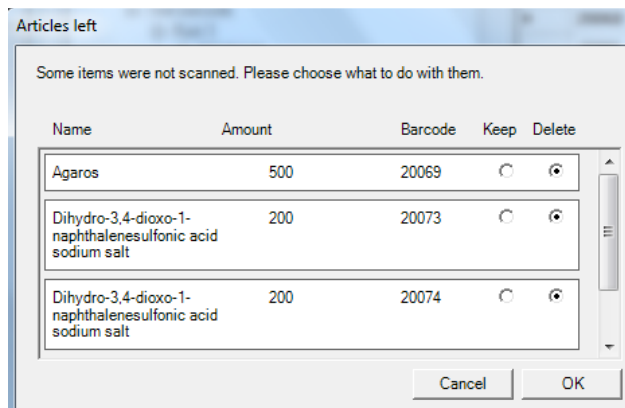
"Return" means that nothing happens; the warning closes and you can continue to scan. "Transfer" means that the package is moved to your area and chosen space.

If the package has previously been discarded, it is re-placed to the current space.

If you are not completely finished with making inventory, click "Partly done" and continue later.

If you are completely finished with making inventory, click "Done". If you have packages registered in this space which you have not scanned, you will get a residual list to manage. For each package you need to decide

whether to keep it in the space or discard the package. Note that the default mode is to delete. If you cancel this step, the status of the inventory for this space is set to "Partly done".



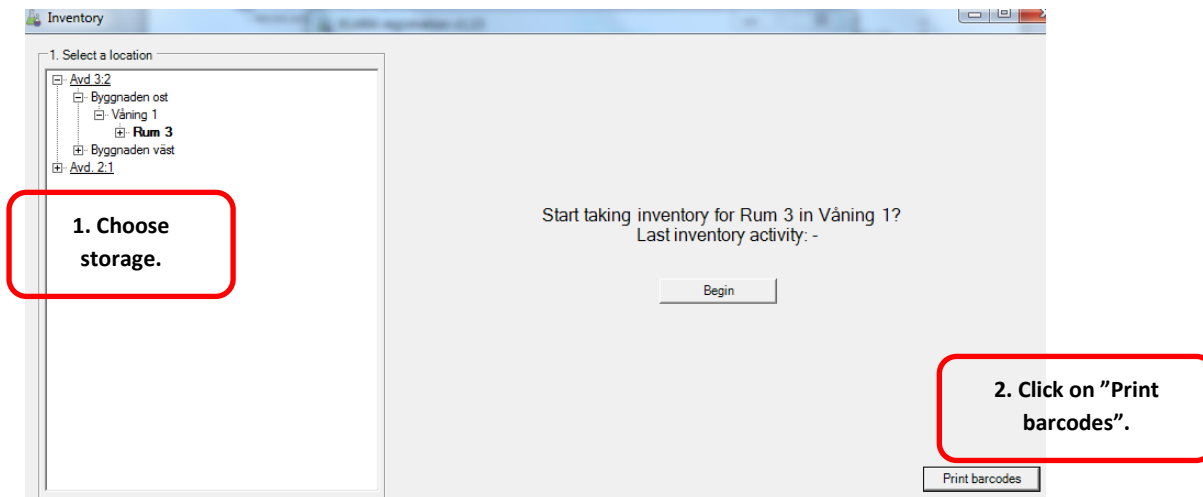
3.4.2 Generate label on holdings that do not have barcodes or print copies of barcode labels

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 have to be set to either "Inventory" or Purchase".

Click on "Inventory" from the Start menu and select the space that has chemicals for which you want to print labels for. Then click "Print barcodes".

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.



Barcode	Product	Supplier	CAS	Amount	Note
20271	L-Ascorbic acid		50-81-7	1 kg	
20274	L-Ascorbic acid		50-81-7	1 kg	anders
20523	Chlorine tablets	Millipore		1 kg	test
20099	Hagmans microavfettin	Hagmans kemi		10	
-	Form St. Sulfoness			200 ml	

Copy of barcode are created

You can alter your own note printed on the barcode.

New barcode will be generated.

3. 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.

3.4.3 Print out a label defined to a cabinet or shelf (requires additional license)

Click on "Inventory" and select division and room/cabinet/shelf in order to generate a label defined to the shelf. Click on "Print location barcode".

3.6 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 from users and coordinated by an administrator. The aim is to "co-order" requests from a group of users, 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. The data can be collected in XLS.

All products connected to orders which are not fully delivered is presented in a list once you have entered the view.

Order date	Client	Product	CAS	Formula	Article number	Pack size	Number	Delivered	Supplier
2013-12-12 02...	Systemägare	2-Propanol	67-63-0	C3H8O	1.01040	2.5 liter	1	0	Merck
2014-02-05 01...	Systemägare	2-Mercaptoethyla...	156-57-0	C2H7NS.ClH	54326	50 mg	3	0	Merck
2014-02-26 11...	Torbjörn Miller	Acetone > 25%	67-64-1	C3H6O	12324	2 liter	2	0	Sigma
2014-02-05 01...	Systemägare	Borax	1303-96-4	B4H2O7.10H...	123456	500 mg	2	0	Sigma-AL...
2013-12-10 03...	Systemägare	Ethylene glycol mo...	109-96-4	C3H8O2	123456	100 ml	2	0	Sigma-AL...
2014-01-23 02...	Systemägare	Ethylene glycol mo...	109-96-4	C3H8O2	123456789	500 ml	2	0	Sigma-AL...
2013-12-10 03...	Systemägare	Ny kemi			123-456-789	1 kg	1	0	Sigma-AL...
2013-10-14 11...	Systemägare	Formaldehyde >=2...	50-00-0	CH2O	123-www	1 liter	1	0	Sigma-AL...
2013-06-13 03...	Anders Thoren	Formaldehyde >=2...	50-00-0	CH2O	123-www	1 liter	5	0	Sigma-AL...
2013-10-13 10...	Anders Thoren	Formaldehyde >=2...	50-00-0	CH2O	123-www	1 liter	2	0	Sigma-AL...
2014-02-26 11...	Torbjörn Miller	Cholsäure Natrium...	206986-87-0	C24H39NaO5...	2323	1 g	2	0	Sigma-AL...

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

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

Finish by clicking "Close".

3.7 Product overview

This function lists the last and checked out the packages. Copies of the barcodes can be generated on checked-in packages. Report on each group can be printed.

Product overview

Product overview

Checked in products:

Preview report

Print report

Product	CAS	Amount	Unit	Print label	Barcode
Acetic Acid >90%	64-19-7	3	liter		SH8
Guanidinium chloride	50-01-1	1	g		SH43
Formaldehyde >=25%	50-00-0	1	liter		SH40
Formaldehyde 4% buffred solution	50-00-0	5	liter		SH4
Formaldehyde 4% buffred solution	50-00-0	1	liter		SH39
Formaldehyde >=25%	50-00-0	1	liter		SH38
Formaldehyde >=25%	50-00-0	1	liter		SH37

Checked out products:

Preview report

Print report

Product	CAS	Amount	Unit	Checked out date	Barcode
Acetic Acid >90%	64-19-7	4	liter	20120229	SH9
Formaldehyde 4% buffred solu...	50-00-0	2	liter	20120222	SH7
Formaldehyde 4% buffred solu...	50-00-0	2	liter	20120222	SH6
Formaldehyde 4% buffred solu...	50-00-0	5	liter	20120222	SH5
Formaldehyde 4% buffred solu...	50-00-0	1	liter	20120522	SH42
Guanidinium chloride	50-01-1	1	g	20120521	SH41

Close