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| International Chromascan Client (ICC) |
| Complete User Manual |
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| Logging into Tint Centre | |
| Navigation on Desktop | * Upon installation of Tint Centre Application, there will be an icon displayed on your desktop (right image). * Double select this in order to run the application. |
| Terms and Conditions | * You will then be presented with this following Confidentiality agreement. In order to continue select **‘I Agree’.** * If you select ‘I Disagree’ the application will not open as you are disagreeing with the AkzoNobel confidentiality agreement. |
| Automatic Update | **Note**: If the user does not disable ‘Automatic Updates’ in the systems Set-Up (during installation), every time Tint is opened on their desktop, they will be prompted to perform an update on the systems database.   * Select ‘**Yes’** to perform an Update, or ‘**No’** to automatically open the system up.      * If ‘Yes’ is selected, the system will generate a full update on the specific region the users application is set to. The following screen will show:       **Note**: A full update should average around 5 minutes  Upon completion of the automatic update; if successful the application will open as below.   * SetUp Information Tab – this is where the user can set up any default settings.      * If the automatic Update fails – the user will be presented with this error message:     **Note**: for details of error you need to retrieve a ‘log-file’ to send over to the Operational Support team. (Instructions in Section 12)   * Now Tint Centre is opened and User can set fields in the Set-Up area according to each regional needs.   **Note**: The user can see when the last Update was created via the text shown at the top of the screen: |

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| Set Up | |
| Navigation to Set Up Page | * In order to navigate to the Set up area in the application, you take the following steps:   Select ‘Administration’ Tab Select ‘SetUp Information’ Tab |
| Set Up Screen | The user will then be presented with the following screen, whereby specific functions can be set in the system |
| Update Settings | * The user can decide whether they would like Tint Centre to generate automatic updates or to manually create an update. For automatic updates to work the PC must be switched on. As most PC’s are regularly turned off, it is better to disable automatic updates. * It is within this section of the SetUp area whereby the automatic update and update file location are specified.      * If the user would like to set daily automatic updates; ensure that the ‘*Disable automatic updates*’ option is unchecked. This will then allow for a time selection. Use the drop down boxes to choose the appropriate time for automatic updates.     Once saved, this will be the time daily automatic updates are performed at – Only if the PC is left on and connected to the network.   * In order to select the file location where the update will be carried out from, the user must find the file by selecting into the ‘Update Location’ field:   Select the ‘Browse’ button to search for the location.     * The example here uses the EMEA database file from the mapped network drive (for Akzonobel users);   [*\\flgn39\mpcbucoICC$*](file:///\\flgn39\mpcbucoICC$)   * **NOTE**: ensure you select the correct regional update file corresponding to the location and region chosen in the Set-up      * Once the correct file is chosen, please select ‘OK’. * ‘Save’ must be selected after any change to ensure that the system saves it for future use.        * If the user does not need automatic updates and prefers to manually update whenever needed – Ensure you select the ‘Disable automatic updates’ check box and Save.      * **NOTE**: If the user wishes to ‘Browse’ to the update location file, the ‘Disable automatic updates’ option must be un-ticked.   This allows for the browse button to function, therefore if left un-ticked, the browse button will not work. When completed your browse to the specific update file, remember to tick the check box once again and Save to ensure your settings are stored into the system. |
| History Settings | * The History Settings is where the user selects the location for all **Backup and Restore** documents.      * Every time a BackUp is carried out in Tint Centre, the system will store the data file in this set location. Therefore, when a database Restore is carried out, it is within this same location where a specific backup file is chosen for the restore. * The user must select the ‘Change location’ button to browse to the specific location. * In all cases the location for ‘History settings’ should be:   ***C:\Program Files (×86)\Tint Centre Application\Data***  **NOTE**: This is also where all Log Files are stored. Therefore when reporting an error, the user must ensure they retrieve the corresponding log-file from this ‘Data’ folder.  Select ‘OK’ after the file is chosen.     * Select Save! |
| Location and Region Settings | * The user selects which Location and Region they would like TintCentre to work within. * **NOTE**: the Region must match the update file set in the Update Location field. If the regions do not correspond, the update is likely to fail. * To choose a Location, the user must select into the drop-down list and will be presented with the full list of locations:      * Select the appropriate Location. * **NOTE**: Tint Centre will automatically input the Region based upon the Location choice.   *E.G.* for the country Poland in this example, the corresponding region is automatically set to EMEA. Therefore, if an Americas location was chosen, the AMS Region would automatically corrrespond and for all Asia locations, the AP region would automatically correspond.       * The ‘Location Code’ is also automatically displayed dependant on the Location chosen. * **NOTE**: ‘Region’ field and ‘Location Code’ field are greyed out as they are automatic fields and the user cannot manually input data into these fields. * **NOTE**: After any change, ensure you select SAVE to store the changed settings into the system. |
| Costing Module Setting | * To ensure the Costing Module function is activated, the user must leave the check box blank. (as below):      * **NOTE**: Save after any change * This will then enable the costing module function and presents the following buttons in the ‘Administration’ navigation bar:      * If the box is ticked and then saved;     The costing module will be disabled. Therefore the system will remove the costing module functions from the navigation bar as below: |
| Print SettingsLabelling Settings | The following Label settings allow the user to select what ‘format’ and language the labels will be printed as.    ***Label Format***:     * Use the drop down list and select the appropriate format. * E.g. If the user wanted to print out labels from an A4 printer, they would choose either the ‘8 labels on A4 sheet’ or 4 labels on A4 Sheet’ depending on the size required. * **NOTE**: Zebra labels (big/small) are specific for the Zebra Label Printer. * Once saved, when the user prints a product, the system will automatically send the label to this set printer. * **NOTE**: It is important to check this field every time an update is created, in order to ensure the correct Label Format is set to the user’s specific requirements.   ***First Label and Second Label Language****:*   * The user must select what language they would like the labels to be written in.     Select a language from the drop down list. At the present time only English is available.     * Where a ‘Second Language’ is not needed, select ‘Not Used’ from the drop down list. The second language function is currently unavailable. * Save any settings before moving away from this section. |
| Default Print Settings | * There are a range of ‘Default Print Settings’ on the bottom section of the SetUp Page: * These allow the user to pre-set defaults for printing options.   ***Print Labels Settings:***         * Select the drop down boxes to choose which ‘printer’ and ‘printer drawer’ to print **Labels** from. * Select ‘SAVE’ to ensure the system stores the setting. * This will be the ‘default printer’ now whenever the user comes to print a label.   **Print Formulations Settings:**     * Select the drop down boxes to choose which ‘printer’ and ‘printer drawer’ to print **Formulations** from. * Select ‘SAVE’ to store the setting * This well be the ‘default printer’ now whenever the user comes to print a Formulation.   ***Default Print Actions:***   * These settings allow the user to choose a ‘printing action’     E.g. If the user would like to default the system to always print labels (when a product is selected to be printed) then ensure the checkbox is ticked for ‘Print Labels.  SAVE after any change!   * *Print Formulations*: If this option is selected, the sytem will default to always printing Formulations when a product is printed * *Print Lables*: If this option is selected, the system will default to always printing Labels when a product is to be printed * *Send to dispenser*: If this option is selected, the system will default to always sending products to the assigned dispenser when a product is printed.   ***Default Print:***     * ‘Default Print’ was created for testing purposes. * Therefore the user can create some default print settings in the form above and this will activate a ‘default print’ button in the ‘Formulations’ page. * E.G. Within the ‘Formulations’ Page, if the ‘Default Print’ button is activated, the button will appear in the navigation as below.      * Therefore when a product is selected, the user can select the ‘default print’ button and this will then immeditaely bring up the print preview of the printed label/formulation with the data taken from the Defualt Print form (in SetUp page). This is to show how the label will look when printed. * If the ‘Disable Default Print’ option is ticked (as below) in the SetUp area, the button will be removed from the navigation.     **NOTE**: It is recommended that you keep this box ‘ticked’ if you will not use the button in everyday use of the system. |
| Unit Volume for Cost | * The user can select the specific unit volume for cost – from this drop down list.     **NOTE**: it is IMPORTANT that the correct volume is selected in the Set-Up area. If the wrong volume is selected (i.e. 1US Gallon for EMEA region) the calculation for the new formula will **not** be calculated correctly.   * SAVE any changes |
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| Default Pack Size | * The user can use this drop down list to select the Pack Size which will then be available from a drop down list when the ICC is in use (Section 3.5).     **Note**: The user MUST select the correct volume dependent upon the region the user is working with in the system. Multiple selections are allowed, but must be in the same units. |
| Batch Start Number | * The user can enter in a Batch Start Number in the Set-Up area. |
| Colorant Name | * This is where the user can select the Colorant Name for new Formulations.     **Note**: The user must select the appropriate name dependant on what region they are working within. Select GVA for EMEA and AP. Select US Code for Americas. |
| Fractional Part | * The user must select which Fractional Part to set the system to for Formulation entry.     **Note**: This is extremely important as the user must ensure the correct fractional part is chosen for their used region. If the wrong fractional part is selected in the Set-Up area, the calculations will not be correct for the specified region. Select 48 and 96 for EMEA and AP. Select 64 and 128 for Americas. |
| Saving | **Note**: the user MUST ensure that after every change made in the Set-Up Page of the system; they ‘Save’ before leaving the page.     * If the user does not save the changes made and then leaves the page, the settings created will not be saved into the system. Which will then cause problems in the functional use of Tint where specific changes were made.. |

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| Formulations Page The ‘Formulations Page’ is where the user can:   * Search for a product * View a product * Print a product * New Formulation Entry | |
| Navigating to Formulations | * To Navigate to the Formulations page; you take the following steps:   Main Actions Formulations     * The user will be presented with the following Page |
| Searching for a Product | Specific Data Search  * The user can search for specific products via the individual search boxes: * Specific searches can be made on the following: * Brand (drop-down search box) * Product Code * Shade Code * Base Code * Description * Collection (drop-down search box) * Standard * To carry out a search enter in specific data in the relevant field and select ‘Find’. * **NOTE**: the ‘Enter’ key on a users keyboard will also return the searched results. * E.G. In this case a search is made on Product Code: PH     (For this example the system is set to the EMEA database, therefore will search from the EMEA data).   * The system has searched on all records with ‘PH’ products: * The user can see how many products the search has returned, via the ‘Records Returned’ box at the bottom of the page. * You can use the scroll bar to look through all records. * In order to re-fresh the search, select the ‘Clear’ button. This will remove any data in the search fields.    Search ALL  * A search can also be made on all products. Therefore the system will return all products in the (regional specific) database. This is a good way to see how many records the update procedure returns. Please be aware that it takes a few seconds to display all the records. * Select ‘ALL’ from the Brand search list and select ‘Find’:      * You will be prompted with the below message:      * Select ‘Yes’. (this will take a few moments to load) * The system will return ALL records from the regional update file:      * You can see how many records the regional update has returned, via the ‘Records Returned’ box. |
| Opening a Product | * In order to view a product, either double-select the ‘Product Code’ or use the ‘Select’ button from the top navigation bar:      * The following form will open (as an example): |
| Creating a New Formulation | * You can create a new formulation either in the ‘View Formulations’ Window (as above) or straight from the Formulations page. * The following data entry form will open:      * The user must enter in the correct details and figures In this form to receive an accurate calculation.   NOTE: The calculations will process from the ‘default’ settings set in the SetUp page.   * E.g. I have inputted a ‘new’ formulation here taken from an existing product. * You first have to enter in the Product Code. You will be presented with a warning message asking if you would like to create a new shade – select Yes!      * The Brand name will then be automatically inserted in based upon the Product code. * Then insert data for the following:   - Description  - Standard  - Label Standard  - Contrast (not mandatory)  - Density (not mandatory)     * The user must then enter in the details at the bottom section of the form:   **NOTE**: The calculation based on the smallest default pack size chosen in the SetUp page.  E.g. here the calculation is going off a 5 litre formula:     * The example used here is working off the EMEA database, therefore the GVA’s are chosen and then the user must enter in the ‘CC’ value:      * Select ‘Calculate’:      * As you can see the calculation has filled in the correct values for the fields. * The new formulation is now created! * Within this form you can ‘Edit’ the formulation, ‘Print’, create a ‘New’ formulation and      * ‘Close’ the form:   **Note**: Any formulas that are manually input in the ICC will be overwritten or deleted following a database update. |
| Printing a Product | * A user can print a product, using the ‘Print’ icon in the Formulations page. * The Icon is presented in the top navigation of the page:      * In order to print a product, the user must select a product from their search results and then select the print icon. * Alternatively upon double selection of the Product Code, the ‘View Formulations’ page will open – the user can also print from here. * Upon selecting a product to print, the ‘Print Labels’ Form will show   E.g. Product selected to Print: CL183B  Print Labels Form:     * The user must enter in data for the following fields: * Number of Packs * Base Batch Number * Order Number * Customer * Delivery Address (Not mandatory) * Comments (Not mandatory) * First and second label language (if needed) * The greyed out fields are automatic data entry fields * It is extremely important the user enters in the correct Base Batch Number. The Base Batch number will appear on the label which allows for full traceability in the event of future queries or complaints.      * Once everything is entered, select the ‘Process’ button to continue to print the label.      * The Print Preview Form opens:      * Within this form you can preview the Formulations and Label via the tabs:      * Select the ‘Label Preview’ tab to see the Label print preview * Select the ‘Formulation Preview’ tab to see the Formulation print preview. * **NOTE**: The default print settings which were created in the SetUp page of the software, are converted into the settings at the top of the form:      * However the user can still change the settings within this page if necessary. * As you can see with this example, the Print actions are set to print the formulations and labels – therefore that is what will be printed. * When the user is happy to proceed to print, select the Print icon.      * The user will be presented with the following message:      * To close the Print Preview Form, select the ‘Close’ icon:      * The user will then be left with the following form:      * You can close via the ‘Close’ Icon * To Reject a print select the ‘Reject’ icon:   You will be presented with this form:     * Enter in the Reject Reason and select ‘Reject’. |
| Default Print | * The ‘Default Print’ action is chosen in the SetUp page * If this function is enabled, the ‘Default Print’ icon will be displayed in the navigation bar on Formulations Page:      * In order to use this function the user must follow these steps: * Search for a product * Select the Product Code and then select the ‘Default Print’ icon   **OR**   * Open a product and then select the ‘Default Print’ icon within the View Formulations page. * The user will then be presented with the Print Preview of the product chosen. The details will have been entered from the ‘default print settings’ inputted in the SetUp page: * Therefore by-passing the data entry in the ‘Print Labels’ Form. * **Note**: The information printed onto these labels will be whatever the user has set in the ‘default print settings’ in the SetUp Page:   e.g.    This is used for testing purposes – e.g. by using the default print button, the user can see how the labels/formulations are to be printed. |

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| Mix History | * Mix History is one of the reporting tools in the Tint Centre software. * Searches can be made to view the Mix History recorded in the software. |
| Navigating to Mix History Page | * To navigate to the Mix History Page, take the following steps:   Main Actions Mix History   * The user will be presented with the following page: |
| Generating a Search | * In order to create a search, the user must enter/select some data: * A search can be made on the following fields: * Brand (drop down list) * Product Code * Description * Mix Batch No * Date of Production (date selection) * Order Number * Customer Name * Select ‘Find’ to return the search     E.g. A search has been made here to show ALL brands:  **Note**: the user will be prompted to ask to view all records    Select Yes   * The Software will search on ALL products Mix History within the system * See how many Records have been returned at the bottom of the screen. * Use the scroll bar to scroll through all the columns within the report. * The user can sort each column by selecting onto the column ‘Title’      * To clear the search, select the ‘Clear’ icon * To view a product you can: * Double select the Order Number * Select the correct product, and then choose the ‘Select’ Button      * The Print Labels form will open: |
| Printing | * The user can print the reporting results:     Select ‘Print’ Icon   * You will be prompted with a confirmation message:   Select ‘Yes’   * The report will then be printed. *(this will be sent to the defaulted printer for your PC).* |

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| Production Report | * The Production Report is a main reporting tool in the software. * Searches can be made to view the production report between 2 specific dates or a yearly report. * This report can be exported to Microsoft Excel |
| Navigating to Product Report | * In order to navigate to the Production Report, take the following steps:   Main Actions Production Report     * The user will be presented with the following page: |
| Generating a Search | * In order to generate a search for the Production Report, the user must select a ‘From’ date and ‘To’ Date. This will generate a report of data between 2 set dates.   E.g. The example here uses dates (01/10/2014 – 01/01/15):     * Select ‘Find’ * The results are presented as below:      * This report shows all products recorded in the system from the dates searched upon. * The user can use the scroll bars to scroll across the columns and to scroll up and down to see all results. * To clear results, select the ‘Clear’ Icon. This will re-fresh the date search so you can create a new search. * A search can also be create to generate a report for data within ‘This Year’. * The user must select ‘This Year’ as below:      * This will generate a report for all data within the system for the current year. |
| Printing Report | * The user can print the generated report via the ‘Print’ icon at the top Navigation bar: * Upon selecting this icon, the user will be prompted to print the report:   Select Yes   * The report will then be printed. *(this will be sent to the defaulted printer for your PC* |
| Exporting Report to Excel | * This Production Report can be exported to Excel. * After a search is generated, select the ‘CSV’ icon to export to Excel:      * The system will ask you to save the report, therefore choose an appropriate location.      * Ensure you save the file as an appropriate name for future use. * The file will now be saved in the location selected. * To open the file, navigate to the location where it was saved and open.      * ***NOTE***: when the file is opened, the data exported from ICC will be displayed as follows. No editing or column divides are present; therefore in order to make the report look readable, some editing is needed      * The user must select the first column and then go into ‘Data’ in the navigation bar, and then select ‘Text to Columns’.      * The following Wizard Form should arise. Simply follow the steps. However ensure to select the ‘Delimited’ field as this will separate the data into columns via the semi colons inserted into the list of data      * Then select the ‘Semicolon’ from the list of delimiters. This will show the data in columns as shown in the ‘Data Preview’      * The next tab will ask you to select a format to set the column data too, just select the General Field as this will not alter the data.      * Once the ‘Finish’ button is selected, the system will then configure all the data in the spreadsheet into the appropriate columns set. See below as to how the data should be presented:      * However, if you see, the ‘Date’ column does not show the correct data, therefore simply alter the column length to ensure the date data shows correctly in the column. Columns and the table can be edited to the users preference, for example as below:      * This report is now at the users disposal. * Now the data is displayed in an appropriate format for a report and can be used to analyse figures etc. The user can now save this accordingly. |

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| Back Up – Restore | * The Client software can generate Back-up copies of the mix-history data which are then stored. * If the user wants to ‘restore’ the Mix History data in the system from a previous ‘back-up’ file, the chosen file is then inserted back into the system. * **Note**: ALL Back Up’s are stored in 1 location:   ‘C’ Drive – Program Files (x86) – Tint Centre Application – **Data**   * This is set in the SetUp page as below: |
| Navigation | * In order to Navigate to the BackUp and Restore functions, you take the following steps:     Administration Create BackUp / Restore BackUp |
| Back Up | * To create a BackUp, select the ‘Create BackUp’ Icon from the top Navigation bar.      * The user will be notified of the BackUp process:      * Once completed, the user must check the ‘Data’ folder to see if the BackUp file has been created:   E.g.     * The file will be created as shown in the above screen shot. * The user can open this Zip File and view all data within it:      * BackUp process is now complete. |
| Restore | * In order to Restore data from a previous BackUp file, the user must select the ‘Restore BackUp’ Icon.      * The user will be prompted to create a Restore:      * Select ‘Yes’ * The system will then open your ‘my documents’ for you to select a ‘BackUp’ file to restore.   E.g.     * Ensure you select the correct file. * Note: BackUp files are always stored in the same location:   **Tint Centre Application – Data**   * Select ‘Open’ * The system will then generate a full restore      * Once completed, Tint Centre Application will automatically re-start. * Therefore, when the system re-opens, the user must accept the confidentiality agreement:      * **Note**: The system has to re-start in order to process the full restore. * When the software re-opens, the restore is complete and the user can see that the Mix History data from the back-up file, has been brought back into the system. * If for any reason the restore fails – the user must retrieve a copy of the log-file generated by the software and send it to:   **Anisha Showan**  **Anisha.showan@akzonobel.com** |

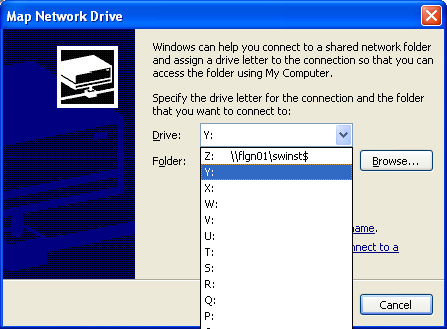
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| Manual Update | * In order to create a manual update, the user must ensure that the Update Location is set to the correct file location.   E.g In this case, the location is the EMEA Update file, taken from the Mapped Drive     * Select the ‘Manual Update’ icon from the top Navigation Bar      * The user will be prompted to perform the update.      * Select Yes. * The Update will commence. * The user will be presented with a progress bar to show status of update process:      * Upon completion of the Update, the system will open up for continued use. |

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| Costing | * The Costing Module allows the user to enter/change colorant costs and also allows for searches to be made for product costs. |
| Navigation to Costing Module | * **NOTE**: For the Costing Module to be functioning in the Client, it is important the configuration is created in the Set Up page.   E.g. in the SetUp page, ensure that the ‘Disable Costing Module’ checkbox is left un-ticked. (as below)     * This will allow the Costing Module to be accessible to the users. * If the checkbox is ticked, the system will remove the Costing Module function from the navigation bar. * In order to navigate to the Costing Module pages, take the following steps:   Administration Costing/ Cost Analysis |
| Costing | * The ‘Costing Page’ allows the user to enter or change Colorant Costs. * Select the ‘Costing’ Icon to open this page: * The Costing Page will open as below:      * The user can change the costs of any Colorant, by double selecting into the ‘Cost’ field (right column) of the relevant Colorant. * Simply type in the correct cost and select ‘Save’ * Whenever a system update is performed, the system will remember these costs. * **NOTE**: Ensure these costs are correct as they will be transferred to the Cost Analysis function if the user would like to generate a report based on the costs of colorant. |
| Cost Analysis | * The Cost Analysis page within the software allows the user to create searches on products costing. * The searches can also be exported to Excel as reports, or can be printed. * Note: these costs will be taken from the costing’s created in the ‘Costing’ Page (as above). * Select the Cost Analysis Icon to open this page. * The following page will open:      * Searches can be made on the following: * Brand (drop down search list) * Product Code * Base Code * Description * Collection (drop down search list) * Standard * Once the appropriate search criteria is entered, select the ‘Find’ button to generate the search. * For example, here a search has been made on the Product Code: PP      * The user can use the scroll bars to scroll down and across to see all results. * The user can Print these results via the Print Icon at the top navigation:      * These searched results can also be exported to Excel as with the Production Report. * To export to Excel, select the ‘CSV’ icon: * This will work in the same as the Production Report when it is exported to Excel. Therefore follow those same instructions for Excel formatting etc. (Section 5.4 Page 44) |

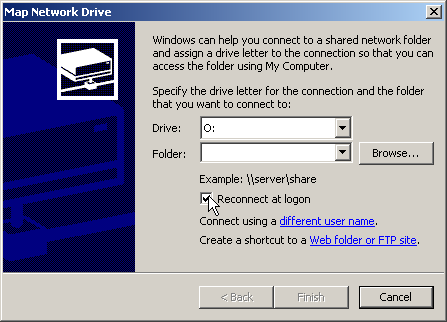
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| Managing Dispensers | * In order to navigate to the ‘Manage Dispenser’ Page, take the following steps:   Administration Manage Dispensers     * The following page will open: |
| Add a PrismaPro Dispenser | * In order to add a Primsa Pro dispenser, follow these steps:      * Add Dispenser: * Select the PrismaPro from the ‘Type’ drop down list. Give the dispenser a name, and select Save.      * This Dispenser will now be saved into the ICC. |
| Add a new Corobshop Dispenser | * In order to add a new dispenser to the Client, the user must configure the Corobshop PC first. * In Corobshop – File – Options – Formula exchange Tab * Locate the file Formula.dat on the Corobshop PC (note the file directory \*) * Select the ‘Via Network’ checkbox.      * In the Client software, select the ‘Add a New Dispenser Icon: * The following form will open:      * Name the Dispenser, and Click Export file location and browse to the correct location (highlighted location above). * Select ‘Save’ |
| Configuring more than 1 Dispenser to a single PC (via a network drive) | * This scenario should be used when there are more than 1 dispensers connected to 1 single PC. This therefore allows the user to send formulations to different dispensers from the same computer. * This is done through adding all dispensers to a network drive. The user must then map to this drive and configure the client so that the dispenser ‘export file location’ is linked to this mapped drive location. * **NOTE**: In order to create a network drive to use for this, you must contact your local help desk and request a mapped network drive.   E.g. Follow this example:   * **On the central PC** (where Tint Centre will run and formulations selected on here to send to dispensers)…. * Map to the Network Drive and Set up a folder within this drive for each dispenser:      * As you can see, each folder has been named differently to distinguish between the different dispensers. * AUTO1 * AUTO2 * AUTO3 * AUTO4 * AUTOWB (water base) * **Now on the dispenser machine**… * Map to the same Network Drive * In Corobshop – File – Options – Formula exchange Tab      * Locate the file for specified dispenser from the network drive e.g. AUTO4\Formula.dat * Select the ‘Via Network’ checkbox and ‘OK’. * Then add/configure all dispensers in the Client (as below):      * With all Dispensers now set up in the Client, the user can now select which dispenser to send formulations to when a product is printed.   E.g.   * When a product is printed, in the ‘Print Preview’ form, the user can select which dispenser to send the product to as below: |
| Edit Dispenser | * To Edit a Dispenser, select into a Dispenser and select the ‘Edit’ icon from the top navigation:      * Save any changes |
| Delete Dispenser | * To Delete a Dispenser, select into the dispenser which is to be deleted and select the ‘Delete Dispenser’ icon from the top navigation.      * Select ‘Yes’ to delete. |

# How to Map to a Network Drive:

* To map a network drive you will need to do the following.
* Open Windows Explorer.
* Select Tools and then select Map Network Drive



* The system will automatically select a drive letter for you, but if you wish to change it click on the drop down arrow next to the Drive selection and select an appropriate drive letter.
* In the Folder box, specify the name of network share (this can normally be acquired from another machine in the office that has access to the same drive or by using the Browse… button to navigate to the share). Network share names always follow the format \\servername\sharename (e.g. \\flgn01\network)

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* Make sure that the Reconnect at logon box is checked and click on Finish.
* This will then add the mapped drive in Windows Explorer, and should be accessible immediately (assuming you have the necessary security permissions). If you don’t have permissions to access the share you should complete the relevant access form held in the Access to Servers section on [www.international.intra/esit](http://www.international.intra/esit).

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| Zebra Printer Set-Up and Calibration | * The Zebra Printer is a label printer. * Therefore if you are using a Zebra Printer for printing out labels within the Client Software, you need to ensure you create the correct settings and ensure calibration before use. * This will ensure your labels are printed with the correct formatting (dependent on the size of the label) * First connect the Zebra printer to your PC and follow the installation instructions (with Zebra Printer package) |
| Calibration Instructions | * Perform these steps when using the printer for the first time:  1. Close the Tint application 2. **Turn on** the printer 3. Load Paper into the printer  * Open top cover * Insert\Change paper * Close top cover. Status Light will be blinking green (pause mode) * **Press Feed Button**. Status light will change to solid green (ready mode)   cid:image001.png@01D02A63.B30E6BA0   1. Calibrate media (via the following path):   Windows - Control Panel - Devices and Printers : Zebra Printer(Right click)->Printing preferences -> Tools tab)   * Select ‘Calibrate media’ * Click ‘Send’      1. Set Media (Options Tab):   **NOTE**: There are 2 sizes of labels for the Zebra Labels. Big and Small. Therefore ensure you enter in the correct sizing’s dependent on what size label you are using to print.  **Big Labels**:   * Paper Format: inch * Orientation: Landscape * Width: 4.00 * Height: 6.00 * Unprintable Area: 0.00   (left, right, up, down)    **Small Labels:**   * Paper Format: mm * Orientation: Landscape * Width: 101.00 * Height: 75.00 * Unprintable Area: 0.00   (left, right, up, down)   * Select ‘APPLY’ and then ‘OK’.  1. Open Tint Centre Application 2. Set the label size and Zebra Printer in the SetUp page of the Client:        1. Zebra Printer will now be configured in the Client. 2. Print a Label   **NOTE**: These steps must be followed every time the paper format (size of label) is changed. |

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| Retrieving Log Files | * When an error occurs in the Client Software, often there will be a warning message to users to:   “Refer to Log File”   * This is a text file which includes text to notify the user where an error has occurred. (in a string of text and numbers). * The user must retrieve this log file and send it to:   [Anisha.showan@akzonobel.com](mailto:Anisha.showan@akzonobel.com)  (include some description of the error you received in the email).   * This will help to uncover why or how the error occurred. |
| How to find the Log File | * All log files are stored in the ‘Data’ folder (where Back-Up files are stored). * File Destination:   **‘C’ Drive – Program Files (x86) – Data**   * The log file will be in the name of ‘Tint.log’ as an example.   E.g. With this example, I have highlight where a log file has been automatically stored by the Client software:   * This is the ‘Log-File’ the system will be referring to. * Therefore, send this file to the support team if you have an error.   **Note**: We will try our best to resolve the issue. If it is an error we have not come across before we will escalate it to our outsourced developers and will get back to you as soon as possible with an answer/solution. |

# Zebra Printer and Label Purchasing Guide

## Zebra Printer GK420d

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| **Company** | The Barcode Warehouse  [www.thebarcodewarehouse.co.uk](http://www.thebarcodewarehouse.co.uk) |
| **Make** | Zebra GK420d – Compact Direct Thermal  Desktop Label Printer |
| **Price** | £199.99 ex VAT £239.99 inc VAT  *(RRP £354.00 ex VAT £424.80 inc VAT)* |
| **Link to Website** | <http://www.thebarcodewarehouse.co.uk/barcode-printers-label-printers/desktop/GK42-202520-000/> |
| **Delivery and Shipment** | Worldwide delivery available.  Competitive rates for shipment in the EU and worldwide  Refer to Website for regional shipping costs  UK Tel: 0800 599 9899  International: +44 (0) 1636 602000  Note: This company also sells Zebra Printer compatible Labels, however there are alternative companies with better rates. See below. |

## Zebra Printer (Model GK420d) Labels

**Zebra Label Sizing’s**:

Big: 102mm x 152mm

Small: 102mm x 76mm

### Big Zebra Labels

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| **Company** | Northern Label Systems Limited |
| **Size** | Direct Thermal Label: 102mm x 152mm (38mm core) |
| **Price** | £5.95 (250 labels in a roll) |
| **Discounts** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Quantity | 5+ | 10+ | 20+ | 50+ | 100+ | | Price | £4.45 | £3.95 | £2.88 | £2.77 | £2.65 | |
| **Link to Website** | <http://www.northern-label-systems.co.uk/direct-thermal-labels/bdirect-thermal-label-102mm-x-152mm-bbr-for-small-desktop-label-printers.html> |
| **Delivery and Shipment** | Delivery charges are £6.95 for all order under £100.00 excluding VAT - delivery is free for all orders over this amount.  Scottish Highlands, Northern and Southern Ireland as well as all offshore destinations will have a £5.00 additional delivery charge added.  Note: This company also sells labels via Amazon. However through buying directly through their website you can earn savings by bulk buying |

### Small Zebra Labels

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| **Company** | Northern Label Systems Limited |
| **Size** | Direct Thermal Label: 102mm x 76mm (25mm core) |
| **Price** | £6.15 (500 labels in a roll) |
| **Discounts** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Quantity | 5+ | 10+ | 20+ | 50+ | 100+ | | Price | £5.13 | £4.10 | £3.90 | £3.69 | £3.49 | |
| **Link to Website** | <http://www.northern-label-systems.co.uk/direct-thermal-labels/bdirect-thermal-label-102mm-x-76mm-bbr-for-small-desktop-label-printers.html> |
| **Delivery and Shipment** | Delivery charges are £6.95 for all order under £100.00 excluding VAT - delivery is free for all orders over this amount.  Scottish Highlands, Northern and Southern Ireland as well as all offshore destinations will have a £5.00 additional delivery charge added.  Note: This company also sells labels via Amazon. However through buying directly through their website you can earn savings by bulk buying |

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| **Company** | Labels Discounter (EU Only) |
| **Size** | 102mm x 76mm (25mm core) |
| **Price** | £8.46 (930 labels in a roll) |
| **Discounts** | |  |  |  | | --- | --- | --- | | Number | Price per piece | You save | | 1 | £7.00 | 0% | | 10 | £6.85 | 3% | | 50 | £6.75 | 4% | | 100 | £6.60 | 6% | | 500 | £6.46 | 8% | |
| **Link to Website** | <https://www.labeldiscounter.com/en/zebra-verzendetiketten-compatible-102mm-x-76mm-kern-25mm.html> |
| **Delivery and Shipment** | EU Only  Shipping Costs Apply (Free delivery over certain purchase amount)  Refer to Website for EU regional shipping costs |