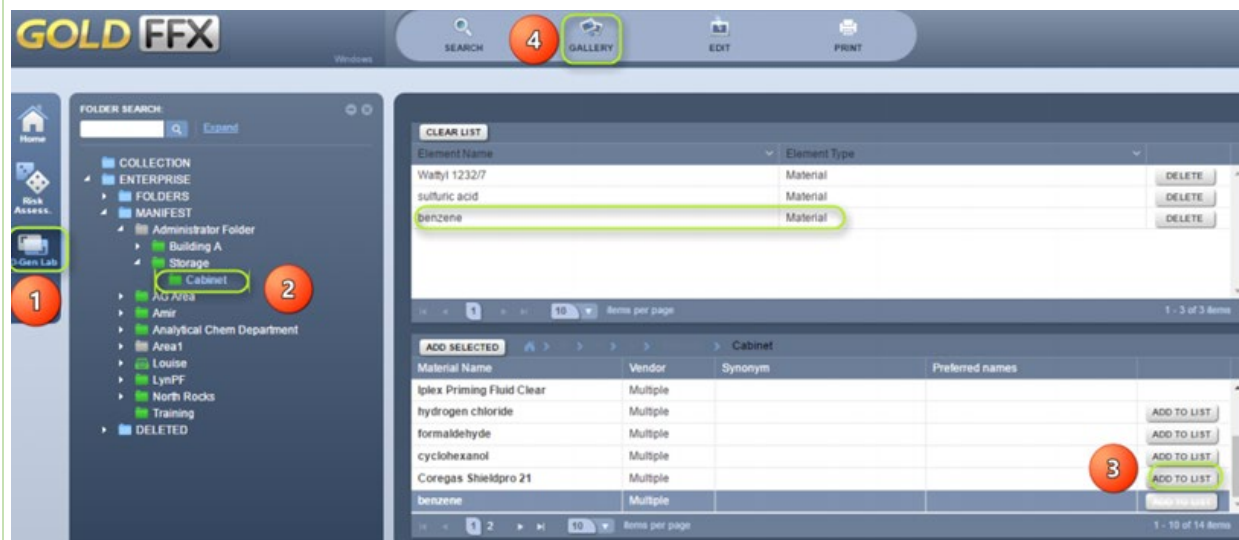


Activity ①: Display Folder/Store List

ADD MATERIAL INTO ELEMENT LIST

Display Label Gallery	
Action	Description
<i>Steps to fill in required information</i>	<i>Tasks</i>
① Open the D-Gen Label module	» click on the <i>D-Gen Lab Module</i> button 
② Search for a material OR display contents of a folder/store	» click on “a folder/store” [in this exercise, we will choose material already existing in a location/store]
③ Identify material name in the folder/store list and “Add to List”	» click the “Add to List” button to create a list of material to use in generating a label. [in this exercise, we will choose the material already existing in a location/store, e.g. benzene. <i>Add to List</i> will display the material in the <b>Element List</b> pane]
④ Open the Label Gallery to choose label type and format	» click the “Gallery” button to load the gallery window to choose type of label and format. [in this exercise, we will choose the 1 conical already existing in a location/store, e.g. benzene. <i>Add to List</i> will display the material in the <b>Element List</b> pane]

Image display [for the steps above]



Activity ②: Display Label Gallery

Choose Label Format

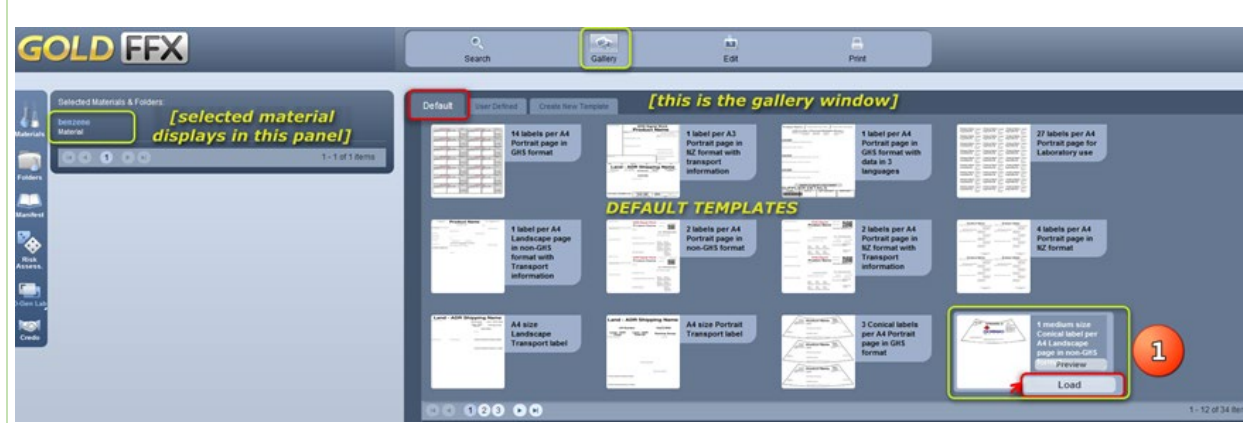
Display Label Gallery: Select the type of label and format

Action	Description
--------	-------------

*Steps to fill in required information*      *Tasks*

❶ *load the label template and format*      » *move mouse pointer onto the label thumbnail/picture and click on “Load” [load label template name, e.g. 1 medium Conical label per A4 Landscape page in non GHS]*

*Image display [load label template]*




❷ *Customise label template*      » *label template displays the default frames and respective data calculations to render into the label) [the current label has the following data points listed in the table below as background information]*

<b>Label Format Data Points for the Template Frames</b> [Label template name, e.g. 1 medium Conical label per A4 Landscape page in non GHS]	
Template Frames Data points	Actual Data/Graphics to be filled once label is generated
Product Name	Material Name or name of the product, e.g. Benzene
GHS Signal Word	Danger or Warning
Chemwatch Number	CW1114 (equivalent to UN number for pure substances)
Dangerous Goods Diamond	DG Class diamond graphic
Risk Phrases	<b>DSD Classification for physical, health or environmental hazards</b>
Safety Phrases	<b>DSD Classification for physical, health or environmental hazards</b>
GHS PPE Graphics	GHS PPE Graphics
Ingredients	Pure substance will have composition %
General First Aid	First Aid information (general considerations)

Activity Details for Customising Label	Actual Data/Graphics to be filled once label is generated
DSD hazard pictograms	EU Hazard graphics
CLP Hazards	GHS Classification
GHS Graphics	GHS pictograms
Contact Details	Emergency Contact Details
Issue date	DOM (date of manufacture, MSDS)

**Activity 3**: Customise Label Template  
**Emergency Contact**

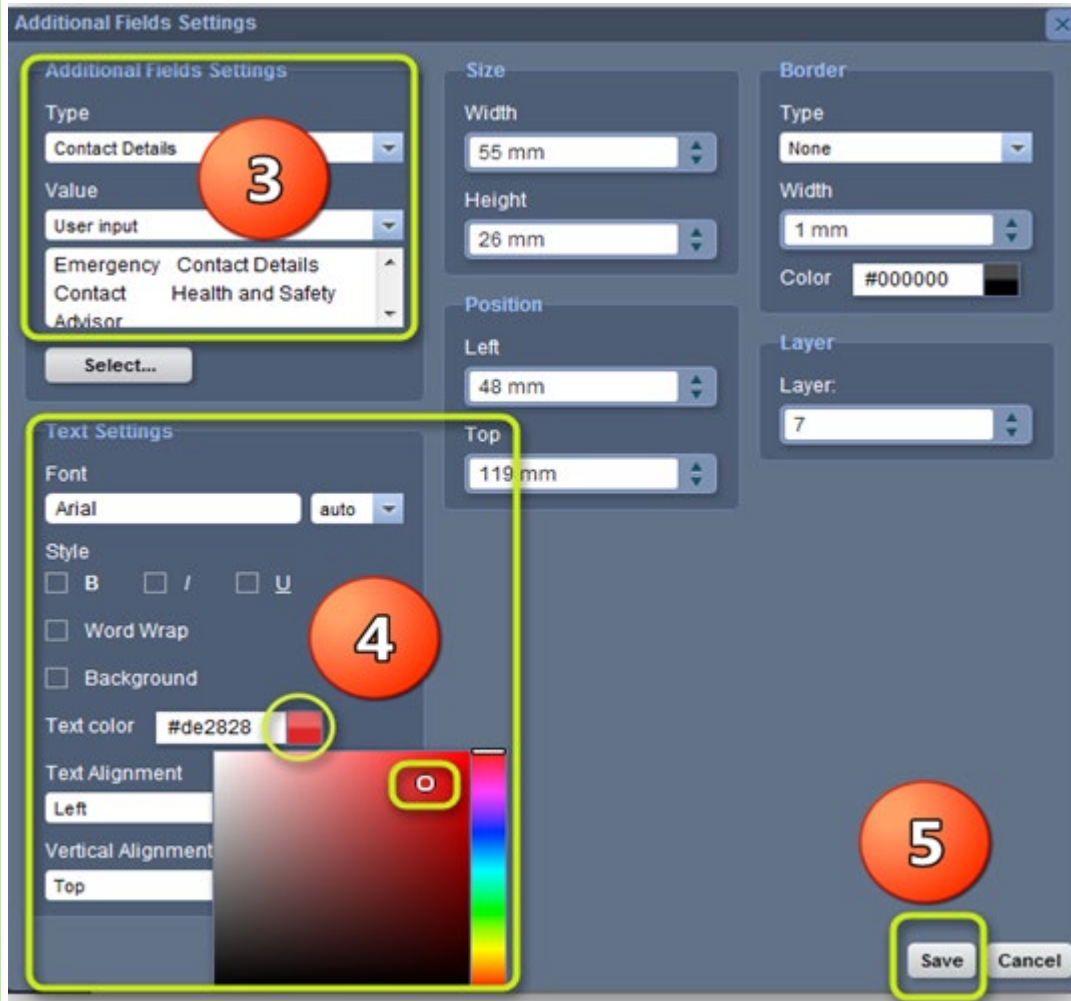
*Insert Frames and Data Points for*

Customise Label Template: Insert Frames and User Data [Emergency]									
Action	Description								
<i>Steps to fill in required information</i>	<i>Tasks</i>								
<b>1</b> Edit Contact Details frame [Emergency Information]	» click on the <i>Contact Details frame</i> to display edit options								
<b>2</b> Edit details	» press “ <i>Edit</i> ” [Edit panel will load <i>Additional Fields Settings</i> ]								
<i>Image display [edit frame]</i>									
<b>3</b> Enter Contact Details [Additional Fields Settings]	» type the contact details in the input value field and customise text settings [choose colour, bold, etc]. Adjust frames where applicable. [example provided below]								
	<table border="1"> <thead> <tr> <th>Emergency</th> <th>Contact Details</th> <th>Text Colour</th> </tr> </thead> <tbody> <tr> <td>Contact name</td> <td>Health and Safety Advisor</td> <td rowspan="2">Red</td> </tr> <tr> <td>Tel number</td> <td>180022222</td> </tr> </tbody> </table>	Emergency	Contact Details	Text Colour	Contact name	Health and Safety Advisor	Red	Tel number	180022222
Emergency	Contact Details	Text Colour							
Contact name	Health and Safety Advisor	Red							
Tel number	180022222								

4 Customise Settings	» customise text settings [choose colour, e.g. red, bold, etc]. Adjust frames where applicable
5 Save input	» click the save button to save data input

**Image Display**

[Additional Fields Settings]



**Note:**

! You can reduce the size of the text frame for contact details and insert border, colour and position the layout.

Activity 4: Customise Label Template

GHS Classification Data

**Input GHS Classification : GHS=CLP, Non GHS = DSD**

Action	Description
--------	-------------

<i>Steps to fill in required information</i>	<i>Tasks</i>
--	--------------


**1** Enter data point for GHS Classification  
 [Generating Classification data]

» click on the **Text icon**  from the Label Toolbar



*Background Information on the Label Toolbar*



<b>Label Toolbar icons and Descriptions</b>		
<b>Label Toolbar Icon</b>	<b>Icon Name</b>	<b>Description</b>
	Text Settings	The text icon provides a wide range data points to choose from. These data points are fields that can be assigned to the label template to fill the label with information. The main data points are; DG Data, Identification, Ingredients, Physical Properties, PPE, Regulatory, Safety, Supplier Details and User Text. Each of these data points contain more specific information pertaining to the category of data to choose from.

Text Settings

TEXT SETTINGS

**Text Type**  
HAZCHEM

-- Select --

Sentence Count  
Default

Font  
Arial auto

Text Alignment  
Left

Vertical Alignment  
Top

Style

B  /

Word Wrap

Background

Uppercase

Text color #000000

One Per Line

Caption

RTL direction

SIZE

Width  
50 mm

Height  
20 mm

Resize Box to Content

POSITION

Left  
0 mm

Top  
0 mm

BORDER

Type  
None

Width  
1 mm

Color #000000

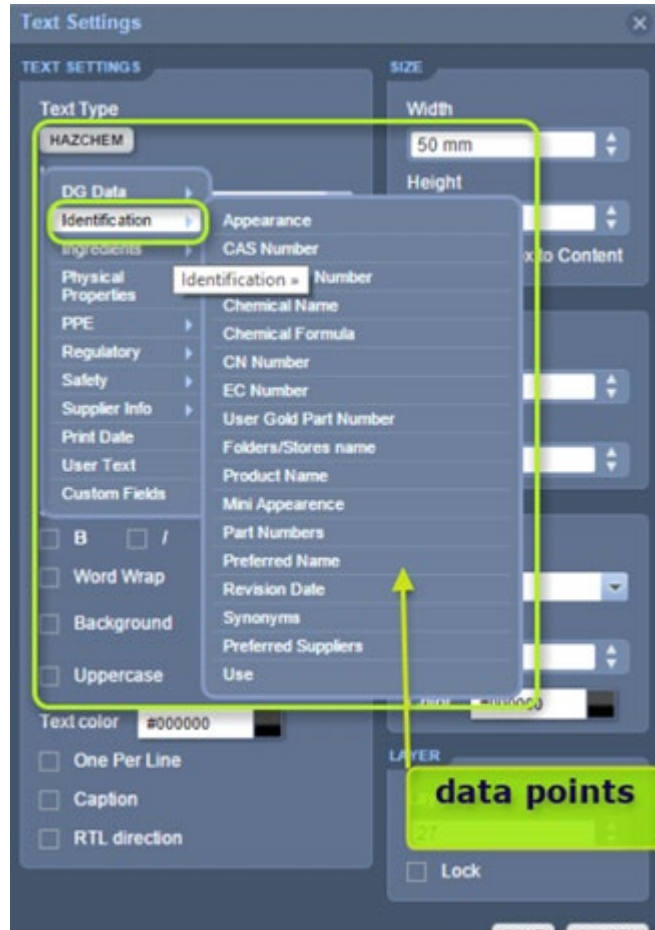
LAYER

Layer:  
27

Lock

SAVE CANCEL

**Text Editor Panel**



### Graphic Settings

The graphic option allows user to add pictograms and images for DG and GHS data, PPE Information, Chemwatch Hazards bars, Dashboard Statistics, Logos and other custom images into the label. Here are some examples of GHS, PPE and DG pictograms.

#### GHS Pictograms



#### DG Diamonds


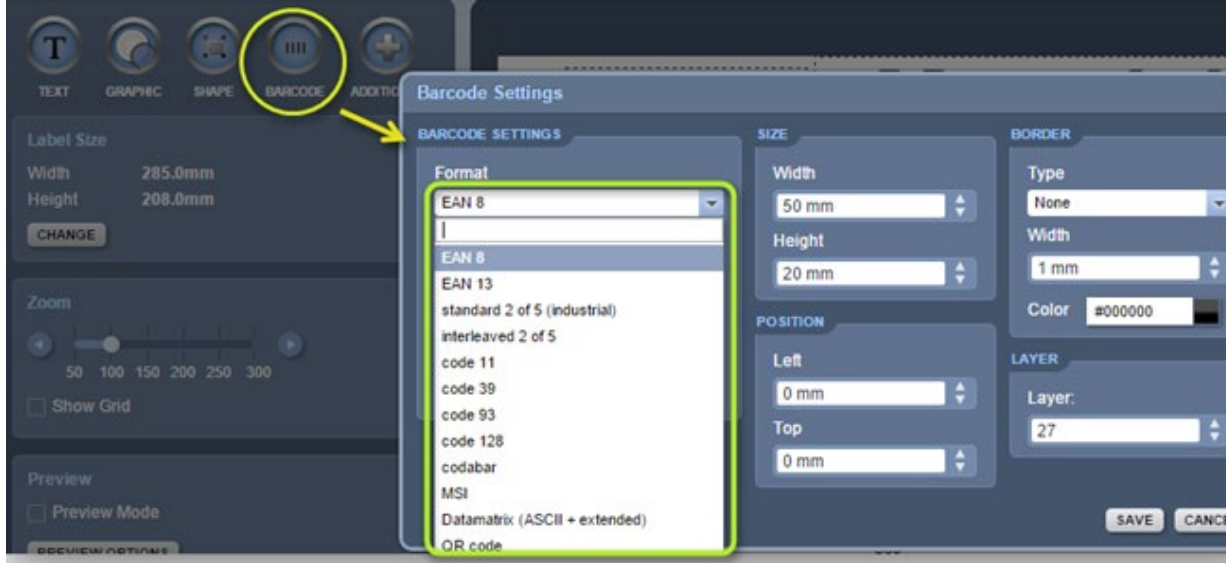



#### Personal Protective Equipment ( PPE)

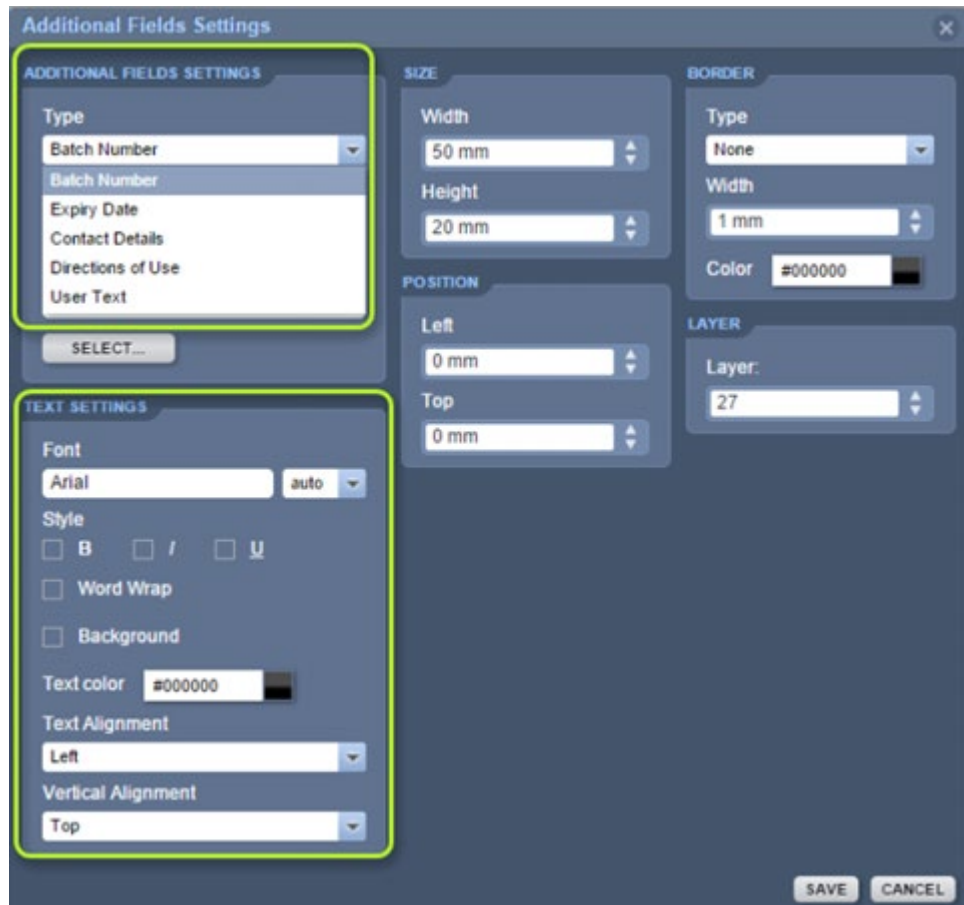


### Shape Settings

Shape Settings allow users to apply shapes into the label template and set the size and type of border and colour as well position the shape in the label.

	<b>Barcode Settings</b>	Add custom barcodes and QR codes to the label. Position the barcode field, upload user input where applicable and choose orientation.
		
	<b>Additional Settings</b>	Additional settings provide users with the ability to assign various types of additional information such as batch numbers, expiry date, directions of use, contact details and/or user input data and edit settings to edit custom data or upload data.





**Label Size Panel**


Label size

Set label size in this panel by clicking the change button to assign width or height



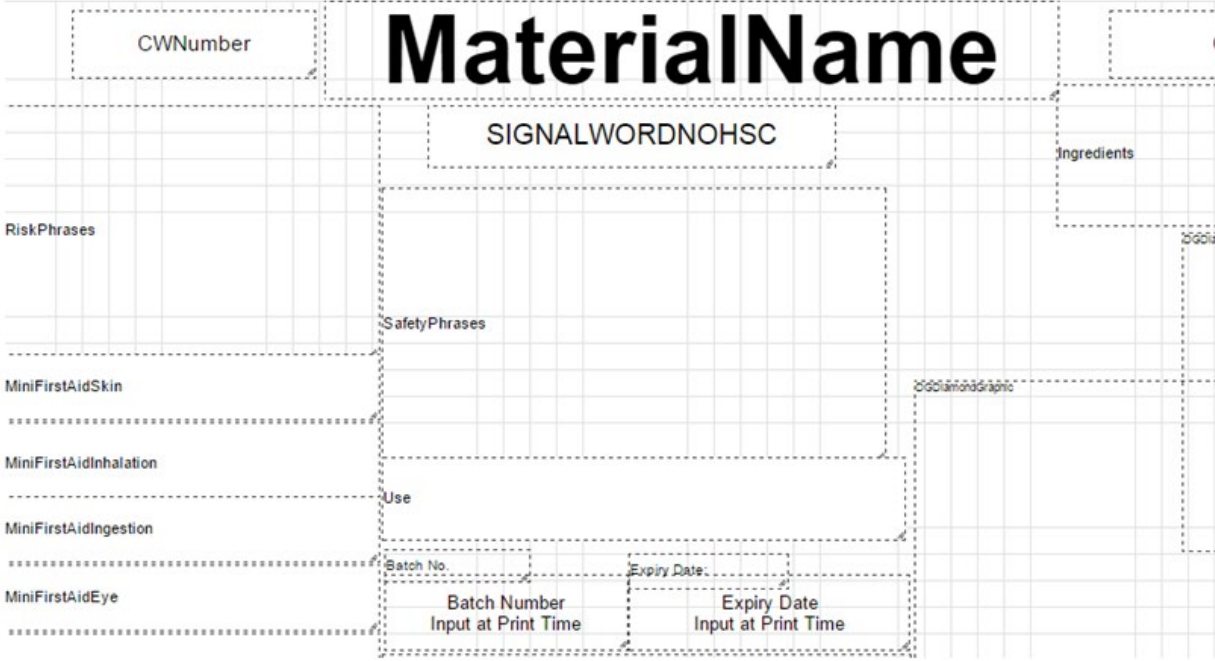
Zoom

Set a zoom percentage and show the grid by selecting checkbox to check alignment of the label template fields.



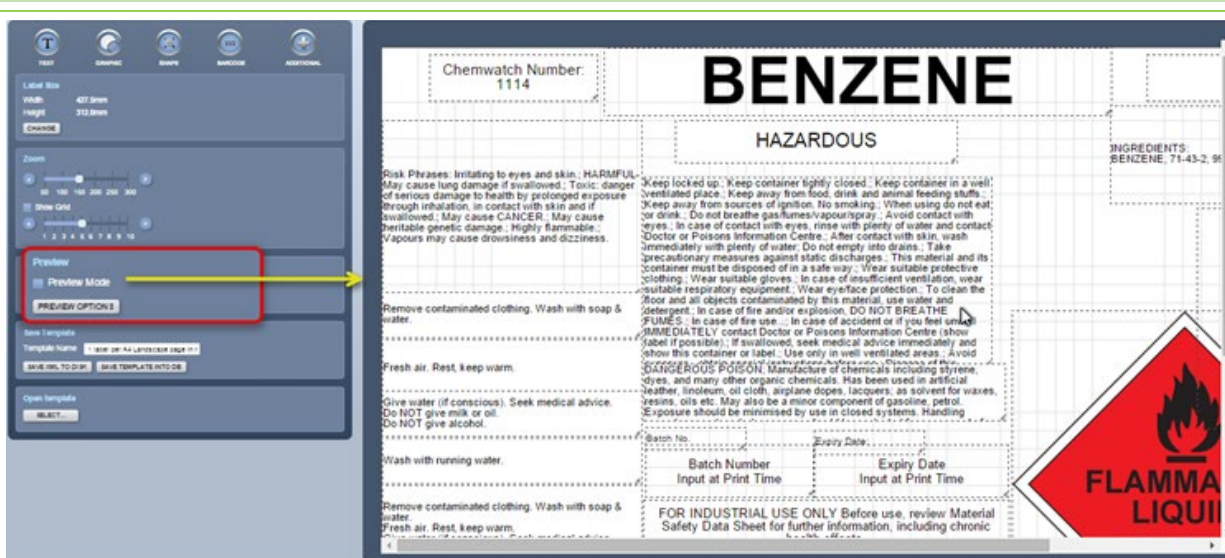
Zoom: 50 100 150 200 250 300  
 Show Grid  
1 2 3 4 5 6 7 8 9 10

Show Grid on label template  Show Grid



The image shows a label template with a grid background. The main text is 'MaterialName' in a large, bold font. Other fields include 'CWNumber', 'SIGNALWORDNOHSC', 'RiskPhrases', 'SafetyPhrases', 'Ingredients', 'MiniFirstAidSkin', 'MiniFirstAidInhalation', 'MiniFirstAidIngestion', 'MiniFirstAidEye', 'Use', 'Batch No.', 'Expiry Date', 'Batch Number Input at Print Time', and 'Expiry Date Input at Print Time'. There are also labels for 'G001a' and 'G001b' on the right side.

Preview mode	Description
Preview Label	Provides options to preview the template when preview mode checkbox is selected.



Preview options



The preview options button provides filling text information by setting language, country, MSDS format and choose the material to use for the label



Save Template

Save Template into DB  
*(Saves the label template into the database in order to make it available to users and it will be saved into the user defined*

Assign template name and use the option to save the template into the database. This option is recommended.

<p><i>tab once a new template name is assigned to the label template).</i></p>	
<p>Open Template</p>	<p>This option allows user upload their own custom label into the database for further use.</p> 
<p><b>2</b> Choose data settings [example provided below]</p>	<p>» click the text type icon from the Text Settings panel » [If the material is classified as a hazard, the information will be generated when filling the data]</p>
<p><b>3</b> Apply Regulatory settings</p>	<p>» move mouse to select GHS Classification through the arrow path as shown » [Regulatory\GH\GHS Classification]</p>
<p><b>4</b> Save input data</p>	<p>» save the regulatory settings</p>
<p><b>Image Display</b> [Text settings steps]</p>	





**Note:**

 [Choose language, style and font text, colour, adjust frame sizes, positioning etc. However, you may position the frame manually after saving the data input]

**Activity 5:** Customise Label Template

**EU Hazard Graphics**

Input EU Hazard Graphics : DSD Pictograms	
Action	Description
<i>Steps to fill in required information</i>	<i>Tasks</i>
<p><b>1</b> Input the graphic settings for EU hazard pictogram [hazard graphics]</p>	<p>» click on the <b>Graphic icon</b>  from the Label Toolbar</p> 

<p>2 Choose data settings [example provided below]</p>	<p>» click the <i>Graphic type icon</i> from the Graphic Settings panel » [If the material is classified as a hazard, the information will be generated when filling the data]</p>
<p>3 Apply Hazard and GHS graphics settings</p>	<p>» move mouse to select <i>hazard pictograms</i> through the arrow path to apply settings [Graphic type\Label Elements\Hazard Pictogram] ▶ Repeat the same steps to apply <i>GHS graphics</i> » move mouse to select <i>hazard pictograms</i> through the arrow path to apply settings [Graphic type\Label Elements\Hazard Pictogram]</p>
<p>4 Save input data</p>	<p>» save the graphics settings data [align the hazard pictograms manually to a specific position/area on the label by clicking and hold and drag frame to desired position]</p>

Image display [hazard pictograms setting]

Image display [GHS Graphics setting]

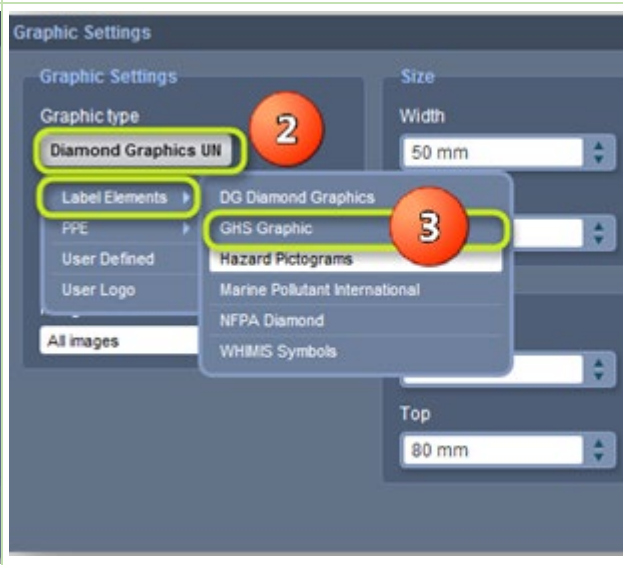
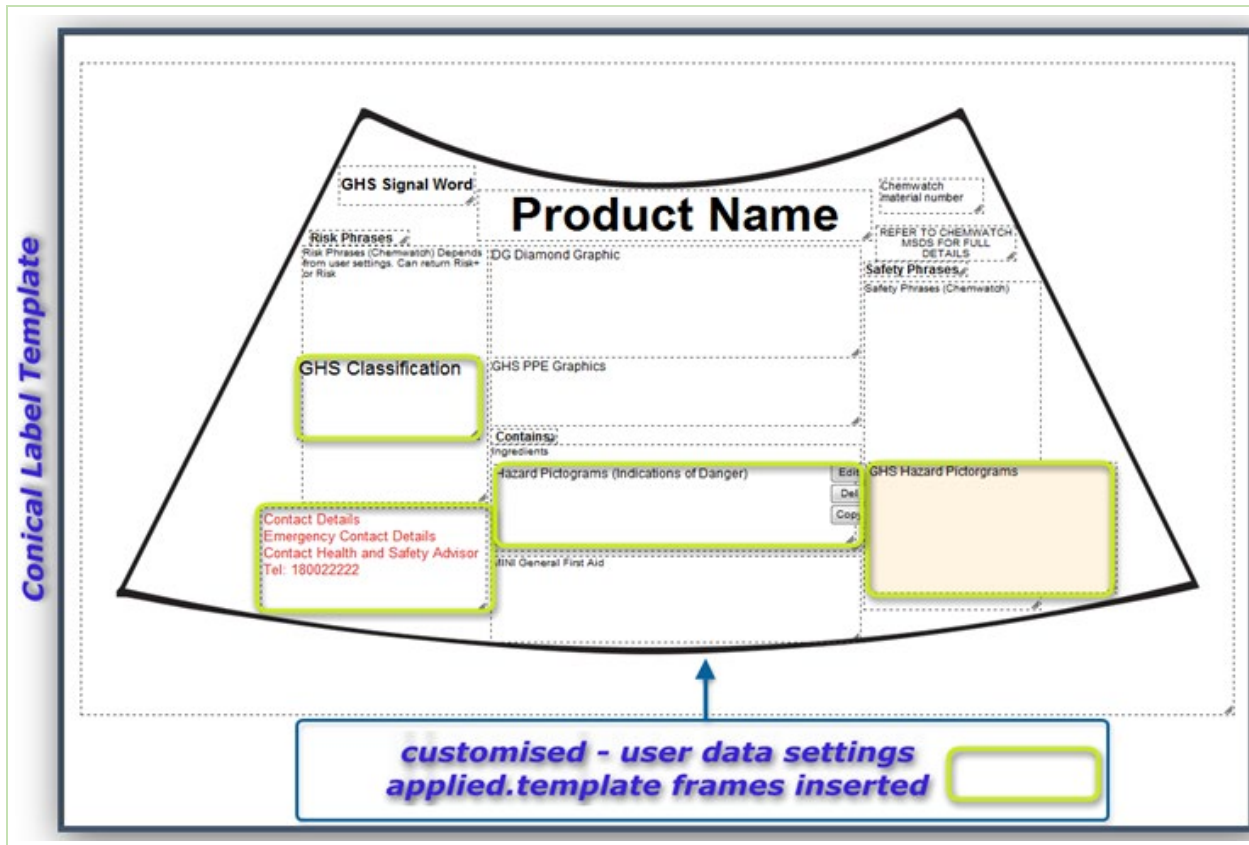



Image Display [applied data and graphic settings into template]



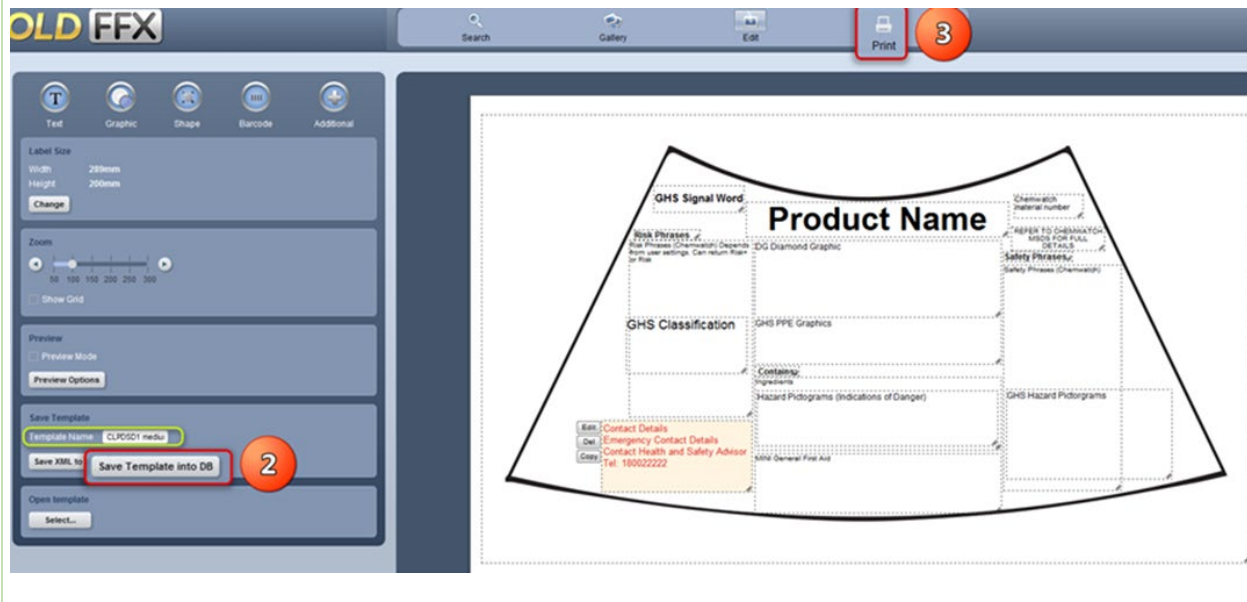
Activity **6**: Rename Template and Save

*Fill in the Template and Print Label*

Save Template and Fill in Data: Print Label	
Action	Description
<i>Steps to fill in required information</i>	<i>Tasks</i>
<p><b>1</b> Confirm label information [Label Size and Template name]</p> 	<p>» check the label size and template name</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>rename template to be saved as customised label template in "User Defined Tab"</li> <li>rename template by typing the label new name in the template name text field</li> </ul>
Original Template name <input type="checkbox"/>	<i>New Template Name [user defined]</i>
1 medium Conical label per A4 Landscape page in non GHS	CLPDS01 medium Conical label per A4 Landscape page in non GHS

<p>2 Save template into database(DB)</p>	<p>» click the “Save Template into DB” button          » Saving the template is recommended as it may become useful in the future]</p>
<p>3 Print label template</p>	<p>» select the print icon to fill in data and further customise label template</p> <ul style="list-style-type: none"> <li>• selecting print icon allows to choose the material and fill in data to generate the actual based on the default and customised data</li> </ul>

**Image Display** [Print template to fill in data]



**Activity 7**: Fill Data, Print or Save Custom Label

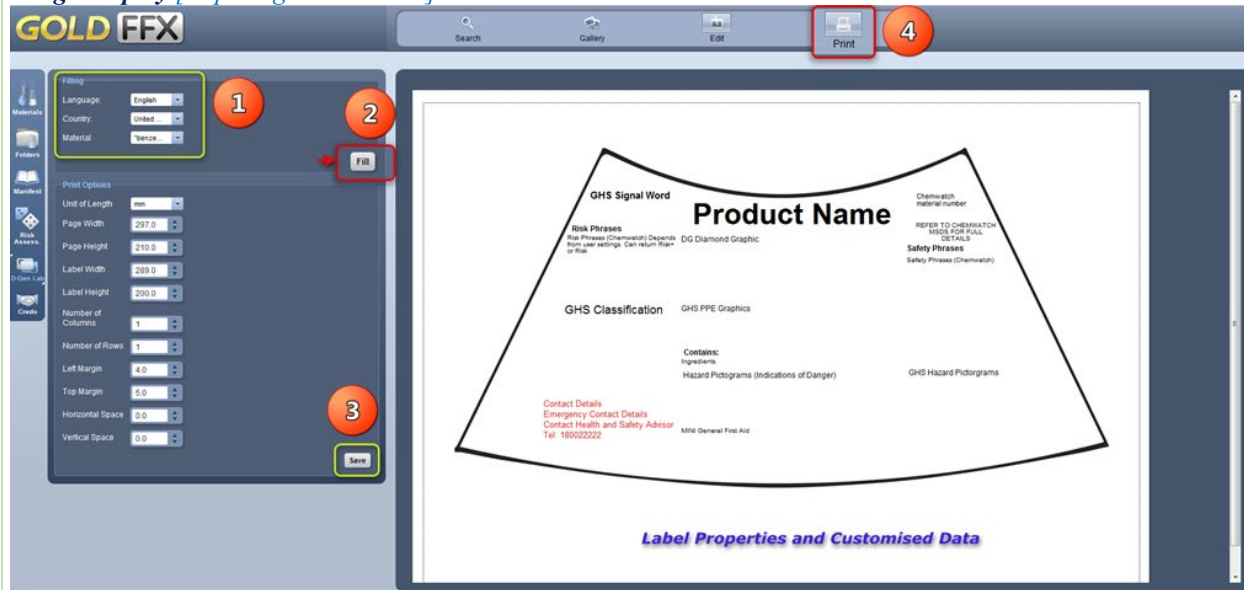
**Generate Label for the Material**

CUSTOM LABEL: Generate Label for the Material					
Action	Description				
Steps to fill in required information	Tasks				
<p>1 Filling Setting [select data for language/country/material]</p>	<p>» click on the drop down arrow in the Filling Settings to filter applicable information. [Note that the default data is based on the filter settings for the application and the material entered in the element list, e.g. benzene]</p> <table border="1" data-bbox="558 1843 1421 1892"> <thead> <tr> <th data-bbox="558 1843 756 1892">Language</th> <th data-bbox="761 1843 1133 1892">Country</th> <th data-bbox="1138 1843 1421 1892">Material</th> </tr> </thead> </table>		Language	Country	Material
Language	Country	Material			

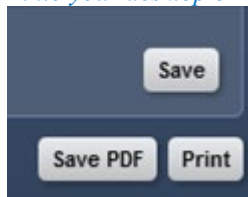


	English	United Kingdom	Benzene
3 Fill the label template with data	» click on the <b>“Fill”</b> button. [Note that the default data is based on the filter settings, text settings, classification settings,, size and frames, format, etc].		
3 Save Label properties	» click on the <b>“Save”</b> button.		
4 Print Final Custom Label	» click on the <b>“Print”</b> button to finally print the custom label		

**Image Display [steps to generate label]**



**Print or Save Label:** Select the respective icon from the Panel. Note that if you select “Save”, the program saved label in the system, however, if you choose “Save PDF” option, then the program will save it in acrobat reader, in turn, you can then use the pdf to save it further into your desktop or external drive for future use.



**Danger**

**BENZO899 (BENZENE)**

Chemwatch  
Number: 1114

**Risk Phrases**

May cause CANCER.; May cause heritable genetic damage.; Highly flammable.; Irritating to eyes and skin.; Toxic; danger of serious damage to health by prolonged exposure through inhalation, in contact with skin and if swallowed.; HARMFUL-May cause lung damage if swallowed.

Flam. Liq. 2, Carc. 1A, Muta. 1B, STOT RE 1, Asp. Tox. 1, Eye Irrit. 2, Skin Irrit. 2



**Contains:**

benzene, 71-43-2, 99.9



REFER TO CHEMWATCH  
MSDS FOR FULL  
DETAILS

**Safety Phrases**

Avoid exposure - obtain special instructions before use.; In case of accident or if you feel unwell IMMEDIATELY contact Doctor or Poisons Information Centre (show label if possible).



Contact Details  
Emergency Contact Details  
Contact Health and Safety Advisor  
Tel: 180022222

FIRST AID: Wash with running water.; Give water (if conscious). Seek medical advice.; Do NOT give milk or oil.; Do NOT give alcohol.; Fresh air. Rest, keep warm.; Remove contaminated clothing. Wash with soap & water.

