Setting Instructions for New RB Features

Facility addition:
- Facilities can now be associated with both users and items.
- To create a facility, select "Facilities" from the Data Management drop down menu. Here you can add a facility and all associated facility information.
- Facilities are added to a user in the Security Edit screen. Highlight the user and click "Edit User". On the pop up screen, you will see a field for "facility". Type in the facility and click "Save".
- To add a facility to an item, click on the "Other" tab on the left side of the item screen. The last text box is labeled "facility".

PDF Naming Change:
- To change the default way of naming PDF files, go to the RB settings screen. There is a setting called PDFNamingConvention, and here is where you can specify the way of naming PDF files.
- Changing the naming convention requires the use of any combination of replacement values: <<itemname>>, <<itemversion>>, <<labeltype>> , <<templatename>>, <<templateversion>>. To create the new way of naming, use these to create the structure of the new naming convention. For example, if you want to name your PDF files by their item name, item version, and template name, you would enter <<itemname>>_<<itemversion>>_<<templatename>>.pdf
- If you do not specify a value for PDFNamingConvention, RB will revert to its previous way of naming.
- There is also a setting titled PDFNamingInvalidCharReplacement. This denotes the character that will be used to replace invalid file name characters such as / \ ; * ? " < > |. If the resulting file creating using the PDFNamingConvention feature contains one of the listed invalid characters, the character will be replaced by whatever is specified in PDFNamingInvalidCharReplacement. By default, the replacement value is an underscore (_).

Drop Down menu within Item:

- The settings controlling the drop down menu function can be found in the field definitions screen found under the Data Management menu along the menu bar.
- The drop down feature only works for field definitions in the items file/form.
- To activate the drop down menu, find the item field you want to have the drop down option and highlight it with your cursor.
- Next, click "Edit" on the bottom right hand side to make that item field's information editable.
- Check the box next to "Drop Down" to activate the drop down feature.
- Along with the drop down, there are additional fields that you may choose to activate as well, but are not necessary to the functionality of the drop down.
- Drop Down: just checking this box will create a drop down in the text box of the selected item field where the user can either select from the drop down (populated by words/phrases already in RB's dictionary) or type in a new selection.
- When you select drop down, you must also select a language so that RB knows what to put in the drop down.
- Read Only (optional): when you select read only, the drop down field will no longer be editable; the user will only be able to select from the options listed in the drop down and cannot create their own. This will only work when Drop Down is selected.
- Validate (optional): selecting validate will have RB check the word/phrase in the particular field against what is in its dictionary. RB will only accept words/phrases that are found in the dictionary and will not allow other options. Validate is not case sensitive, so the dictionary will return all matching words/phrases regardless of case.
- Translate (optional): by default, when you select a choice from the drop down menu, the original word or phrase is displayed and saved in the item field. By selecting translate, the translated word/phrase will appear and be saved in the item field. For example, if the item field is to contain "hello" translated to the Spanish "hola", you would see "hello" if translate is not selected, and you would see "hola" if the translate box was selected.

Prompt feature:

- This feature allows for the user to be prompted at print time for certain item information.
- The format is prompt<caption>. This is entered into a field within an item. Within the caption is any information that the user would want displayed above the text box at print time. This can alert the user to what needs to be entered.
- At print time, if an item has fields that contain the prompt command, a pop up window will appear to prompt the user for the necessary information, with the word or phrase in the caption appearing above it. The user then enters the information and clicks "OK".
- An item can have more than one prompt. If this is the case, all prompts will show on the same pop up and all information can be entered at once.
- The prompt may be placed in the middle of a phrase or sentence – information entered when prompted will be placed within the phrase or sentence at the point of the prompt.
- Example: In the "Net Weight" field of an item, you may type "prompt<what is the current weight?> grams". In this example, at print time you will be prompted with the question "what is the current weight?" to tell you to enter the weight of the contents of the bag/box/etc that you are printing a label for. The label will then print with the number you entered for the weight with "grams" behind it.

Data Matrix feature:

- A data matrix image is generated from a .dll file. This data matrix image will be placed on the label.
- To turn on the DataMatrix setting, enter into RB's settings. There is a setting named ComponentCode_FieldName. By default this is empty. When you specify a field name in this setting, it will look to this item field for the component code, which will generate the data matrix.
- The product code must also be specified to generate a data matrix image. The setting in RB that controls this is the ProductCode_FieldName. This setting points to the item level field which holds the product code. By default this is empty.
- When the image is generated, it is saved to a location before being placed on the label. RB can be set so that the image is either saved for archiving purposes, or is deleted. The setting that controls this is DataMatrixImageDeleteAfterPrint, found in the RB settings. When this is set to "Y", data matrix images will be deleted. When this is set to "N", images will be saved.
- The setting DataMatrixImageDirectory controls the location where the image will be stored. If a directory is not specified, it will be created. The full path must be defined if created; if a directory is not set, then 'C:\RB\TEMP\DATAMATRIX\' will be used as default.
- The naming convention of the temporary image is: [Product Code]_[Component Code]_[Serial Number]_[Lot Number]_[Expiration date].bmp
- A counter is also essential to the creation of the data matrix image. Prior to creating a data matrix image, you will need to set up the counter.
  - Counter
    - The user can specify an alpha-numerical map. This counter will increment and placed onto a label.
    - Even though the counter is guaranteed to be unique and in ascending order, it is not guaranteed to be sequential. Even though all efforts are made for the counter to be sequential, for the sake of efficiency, if some unhandled error occurs, no effort is made to determine the last used counter.
    - As soon as the printing mechanism is triggered, the latest counter value is retrieved, incremented by the number of labels and updated in the database. This is done only once during a printing session so when printing multiple labels, this will not cause a slowdown.
    - When the counter reaches the maximum number allowed by the map, the counter resets back to 0. Eg, let us say the counter allows for three numerical digits. When the counter reached 999, it will reset back to 000.
  - Dictionary contains a new language called 'Counter'- this is where the counter is stored. NOTE: This is not a translation lookup (the original intent of Dictionary), but rather acts as a settings table in this case. Since we can hold several 'user defined variables' under the 'group' Counter, the user can create as many counters as they want as long as they are named unique. This gives the user flexibility to add more counters easily.

- The phrases, or the variable names of the counters, are referenced in the items table.
  - Setting Counter_DictPhrase_FieldName points to the item field which contains the Counter phrase.
- There is a limit of one counter per item due to the fact that only one phrase can be referenced in items table.
- Only A-Z characters can be used for the alpha characters and only 0-9 characters can be used for numeric.
- 'A' denotes the alpha characters and # denotes the numerical characters. E.g. AAA### means the first 3 characters are alpha and the last three characters are numeric.
- The counter is controlled by the Counter_DictPhrase_FieldName setting in RB's settings. This setting points to the field in the items table which specifies the correct phrase to use as the counter. It also turns the counter on or off. If this field is specified, then the counter will get incremented and a data matrix image can be generated.
- Once all the settings have been specified, you will create your label. To add the data matrix image to the label, you will need to add an image component and a text component and set their replacement values. For the image, set the replacement value to S_DATAMATRIX. This will put the data matrix image at this location on the label. For the text component, set the replacement value to S_COUNTER. This is where the counter will go.
- Make sure items associated with this template contain both Component Code and Counter phrase in the proper fields within the item.
- Note: Facility code is intertwined with the counter. The facility code is pulled from the facility field in the items table. If the facility field is blank, then the user's facility code is used.
- With the above steps taken, DataMatrix will be created and printed at proper place on label.