Management system for lab chemicals IASO R7 Operating manual (CHEMICAL MANAGER)

1. Introduction

CHEMICAL MANAGER is the subsystem of IASO R7 developed to support daily entry tasks in laboratories, such as Registration of chemicals, Check-out, Return, Change storage location, inventory count and printing barcodes. You can do all operations on the web.

To start IASO R7, enter the URL (IP address or domain address) of IASO R7 server.

http://(IP address, or domain address)/iasor7/

Main functions of IASO R7.

- Check-out/Return

  Chemicals are registered before use (Check-out) and after use to keep their logs of used-quantity (Return). It is possible for IASO R7 to connect with an electronic balance. Refer to "Connection setup for electronic balance".

- Registration

  New chemicals purchased and so on are registered to IASO R7.

- Subdivided Registration (option)

  It is able to register each chemicals repackaged into smaller sizes.

- Change storage location

  A registered storage location of a chemical bottle can be changed to other place.

- Waste registration

  Chemical bottles to be wasted are registered with their disposal type and remaining quantity at the time being wasted.

- Inventory

  An inventory object can be selected, checked and registered.
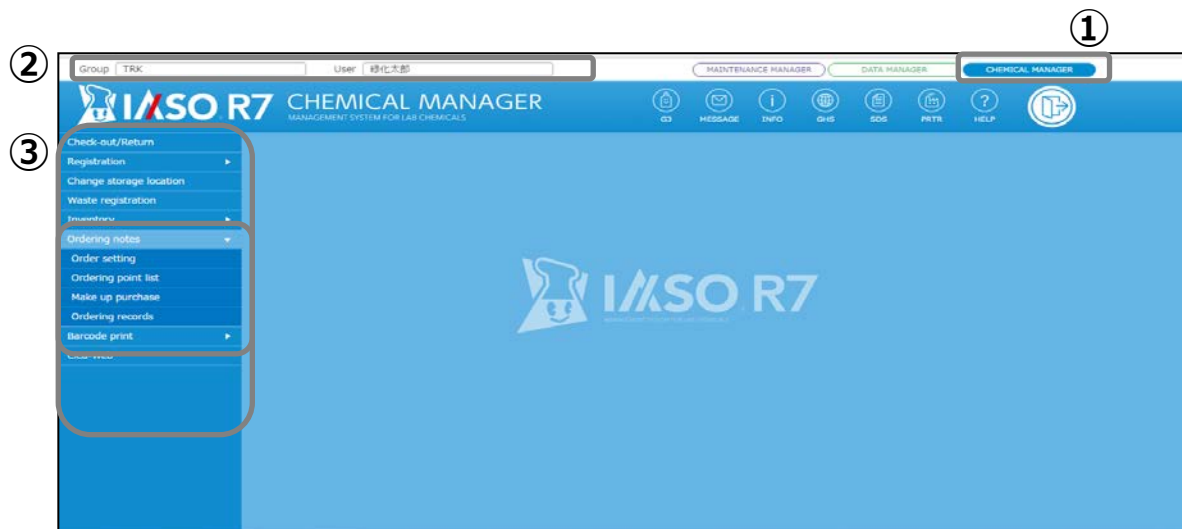
- Ordering notes

  It is the function to put Ordering point. Ordering point means a required number of a chemical in inventory. When the number of chemicals falls below their Ordering points, purchase orders can be made.
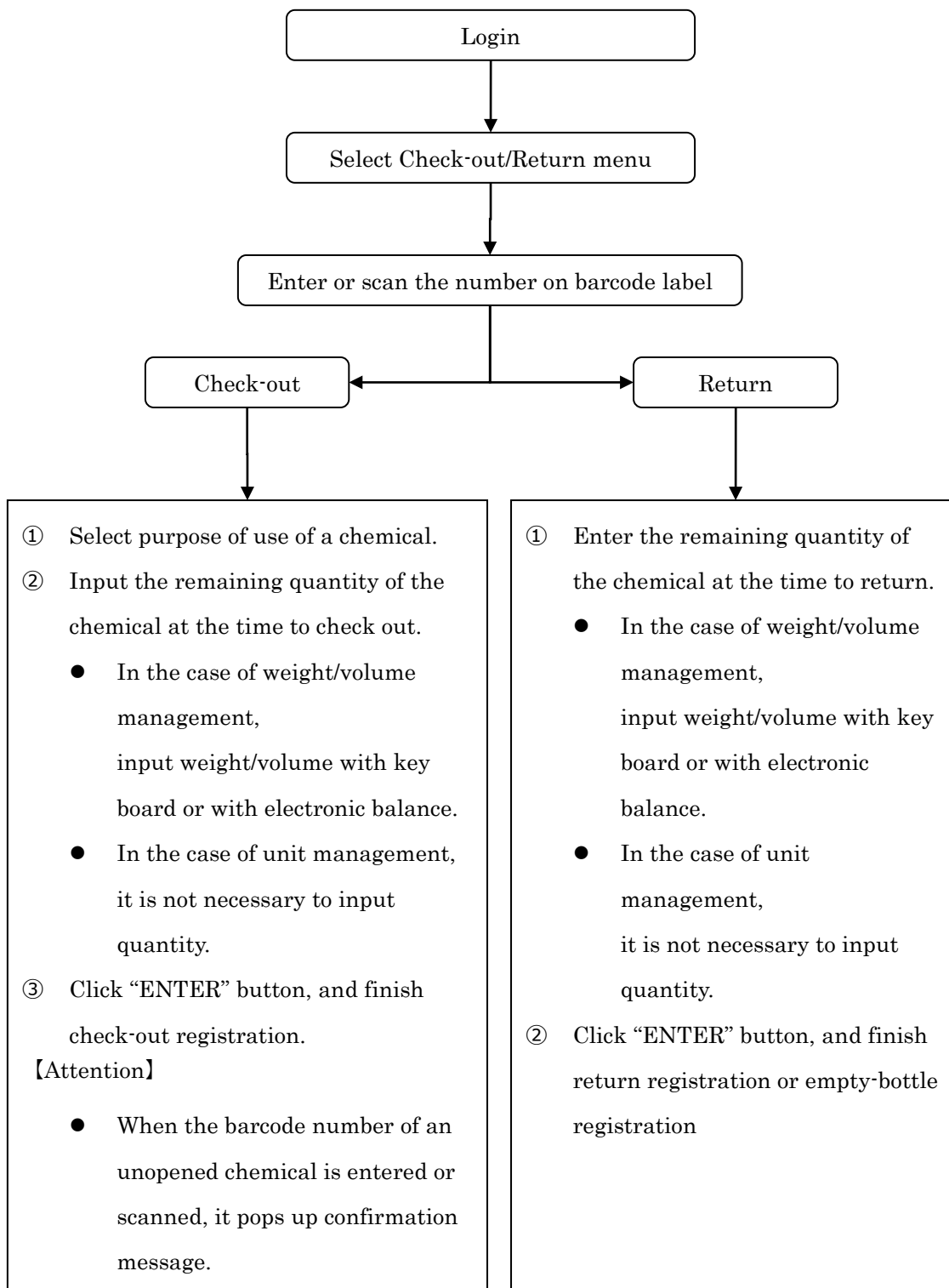
- Barcode print

  Special barcode seal designed for IASO R7 can be printed.

2. Initial screen and Menu

① Click the tab "CHEMICAL MANAGER", and the initial screen opens.

② A group name and a user name of the logging-in user are displayed on the upper left of the screen.

③ The menu of CHEMICAL MANAGER is displayed. Click a menu button, and it open a function screen or submenu. In case of submenu, click the function you want to open.

3. Check-out/Return flow

```
┌─────────────────────────────────┐
│              Login              │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│   Select Check-out/Return menu  │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────────────┐
│  Enter or scan the number on barcode label│
└─────────────────────────────────────────┘
           ◄─────────────────►
┌──────────────┐          ┌──────────────┐
│  Check-out   │          │    Return    │
└──────────────┘          └──────────────┘
```

Check-out	Return
① Select purpose of use of a chemical. ② Input the remaining quantity of the chemical at the time to check out. • In the case of weight/volume management, input weight/volume with key board or with electronic balance. • In the case of unit management, it is not necessary to input quantity. ③ Click "ENTER" button, and finish check-out registration. 【Attention】 • When the barcode number of an unopened chemical is entered or scanned, it pops up confirmation message.	① Enter the remaining quantity of the chemical at the time to return. • In the case of weight/volume management, input weight/volume with key board or with electronic balance. • In the case of unit management, it is not necessary to input quantity. ② Click "ENTER" button, and finish return registration or empty-bottle registration

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【Registration method of chemicals】

- Two methods are available for registering chemicals, which are "Check-out/Return" and "Consumption".

- "Check-out/Return" permits rigorous management of uses of chemicals. Chemicals input by "Check-out/Return" are managed according to "Check-out/Return flow" noted above. When you check them out, IASO R7 records date and time, user name, and use purpose. When you return them, it records date and time, and used quantity.

- "Consumption" fits to easy management. Chemicals input by "Consumed" are not necessary to "Check-out" and managed only by "Return". When you return them, IASO R7 records date and time, user name, use purpose, and used quantity.

4. Check-out/Return

This is the procedure to register chemicals before and after use, those are Check-out and Return.

① Click the menu "Check-out/Return", and the initial screen opens.

4.1. Check-out registration

This is the way to check-out registration before use of chemicals.

① Enter the IASO-number on the barcode of a chemical to use by a keyboard or by a barcode reader. After finish of inputting, check the cursor being on the barcode number, press Enter key on a keyboard. Then, the number entered is added to the list of numbers of object chemicals, and information of the chemical bottle having the number displayed at the bottom of the screen.

② Click "Use purpose" to select your purpose of use of the chemical.

③ Enter the remaining quantity of the chemical at the time to check out by a keyboard or through an electronic balance. About setup for an electronic balance, refer to (4.3.Balance connection).

- In the case of the chemical managed by weight/volume, input weight/volume including tare.
- In the case of unit management, you do not need to enter quantity.
- In the case of consumption management, it is not necessary to input quantity at the time of check-out.

④ After input, click "ENTER" button to finish check-out registration.

⑤ Displayed confirmation screen, check the information is accurate and click "OK" button.

　　　※ If you click "Clear" button, the screen is reset into initial display state.

【Attention】

- Click "Chemical info" displayed by clicking "INFO" button on the upper side of screen, and the detailed information of the chemical on the display opens.
- If the expired chemical is selected, the massage "Use overdue" is displayed
- If unusual increase or decrease is detected at the time of check-out, the massage "Unusual increase or decrease is detected" is displayed. Unusual increase or decrease is the measured value out of an acceptable value that can be set in Chemical Mater.

4.2. Return registration

This is the way to return registration after use of chemicals.

① Enter the IASO-number on the barcode of a chemical to use by a keyboard or by a barcode reader. After finish of inputting, check the cursor being on the barcode number, press Enter key on a keyboard. Then, the number entered is added to the list of numbers of object chemicals, and information of the chemical bottle having the number displayed at the bottom of the screen.

② Enter the remaining quantity of the chemical at the time to return by a keyboard or through an electronic balance. About setup for an electronic balance, please check (4.3.Balance connection).

- In the case of the chemical managed by weight/volume, input weight/volume including tare.
- In the case of unit management, you cannot enter quantity.
- In the case of consumption management, enter the actual quantity used.

③ After finish of inputting, click "ENTER" button, and confirmation screen is displayed.

⑤ ⑥

④ If you need to comment, enter comments in "Comment III" in registration confirm-entry screen.

⑤ When returning, click "Return" button for return registration.

⑥ If the bottle gets empty, click "Empty bottle" button for empty-bottle registration.

【Attention】

※ In the case of the chemical managed by weight/volume, don't forget to input weight/volume of the empty bottle.

4.3. Balance connection

This is the way to set up connection with an electronic balance.
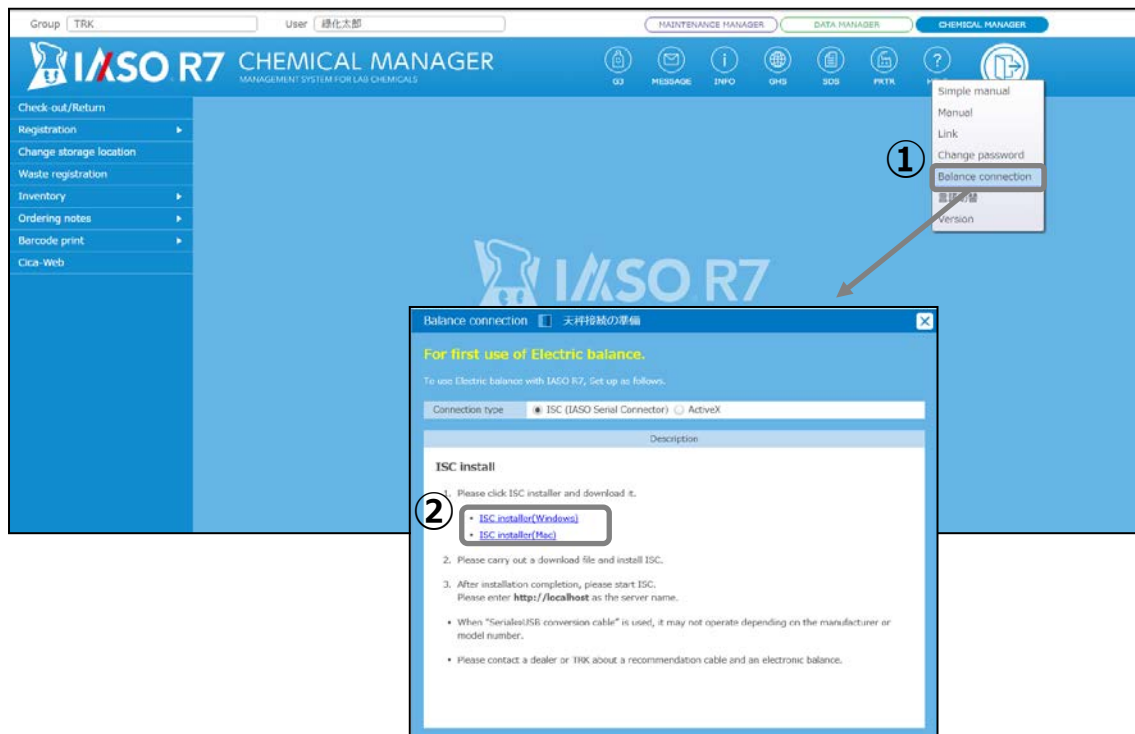
① Click "Balance connection" in "HELP" on tool bar, the screen "Balance connection" opens.

② Click the link "ISC install" and download the ISC installer compatible with PC your using

After finish of download, execute downloaded files and install ISC.

【In the case of not using an electronic valance】

If you do not use an electronic balance, the setup is not necessary. But the message like following image is sometimes displayed by the circumstances you use. Then, please setup with a following procedure.

① Select "Do not show this message again".

② Click "OK" button.

5. Registration

This is the way to register new purchased chemicals to the system.

① Click "Registration" menu, and the registration screen opens.

② Enter the IASO-number on the barcode of a chemical to register by a keyboard or by a barcode reader. After finish of inputting, check the cursor being on the barcode number, press Enter key on a keyboard and identify a chemical.

③ You can identify a chemical from "Chemical search" button. About Chemical search, refer to [Introductory manual 9. Chemical search p.43]

※ If you click "Clear" button, the screen is reset into initial display state.

④ Click "Storage location" button and select a place to keep the chemical

⑤ Input "Shelf life", "Distributor", "Condition on delivery", "LOT number", "Purchase price", "Comment II" and content rate of "PRTR" if you need.

⑥ After finish of inputting, click "ENTER" button, and the display to get barcode numbers opens.

　　※ Print P-touch label is an optional function.

　　※ Print P-touch label is compatible only with Internet Explorer. Other browsers are not available if it can display.

　　※ When using Print P-touch label, click "Print P-touch label" button, and the screen of Print P-touch label opens

⑦ Enter an IASO barcode number to associate with a new registered chemical.

⑧ If the chemical you want to register is already used (opened), check the check box. Then the text box to input the appearance remaining quantity and shelf life opens. Enter them of the chemical you want to register.

⑨ After finish of inputting, click "Submit" button to finish registration of the chemical.

※If you click "Clear" button, the screen is reset into initial display state.

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5.1. Print P-touch label(option)

This is the way to print P-touch label.

① Click "Print P-touch label" button, and the screen for Print P-touch label open.

② Enter an IASO barcode number in the space "IASO Barcode No." to number a chemical bottle.

　　※ "Unused barcode" means IASO barcode numbers that have not been numbered for any chemicals. You can select any of them. Click the link of the number.

③ When you register an used chemicals (or an opened chemicals), and when you get a number for a registered chemical again, check the check box "Opened". Then a text box open. Input the apparent remaining quantity and shelf life of the chemical to it.

④ After finish of entering them, click "Submit" button, and a preview screen is displayed.

　　※If you click "Clear" button, the screen is reset into initial display state.
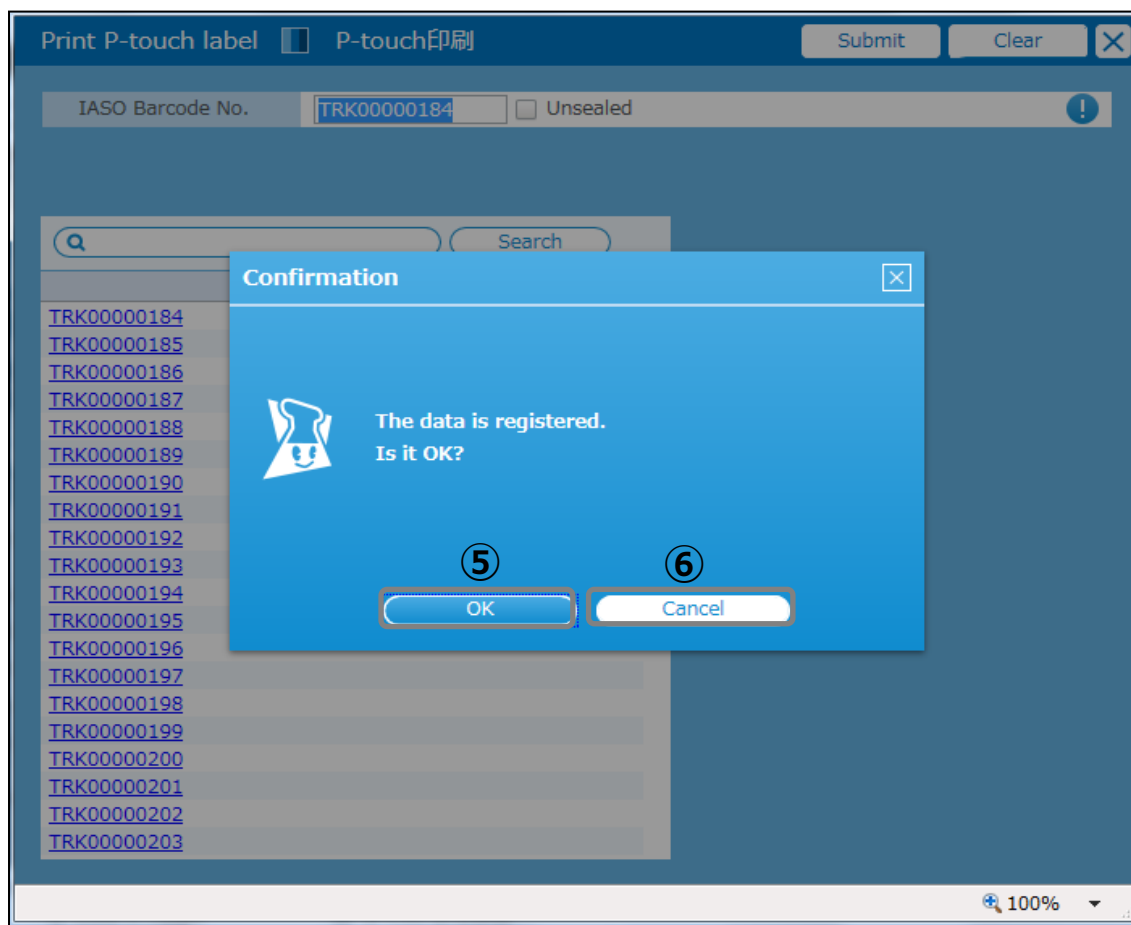
⑤ To print P-touch label, click "OK" button.

Refer to "5.2 Setup for Print P-touch label".

⑥ If you do not print P-touch label, click "Cancel" button.

【Attention】

● If words length of the chemical name and so on is too long to print on label, it prints only possible range of the words.

【POINT】

- ”Register” means registering information and depository of a chemical to IASO R7.
- You can input some information about a chemical (like Lot. No. and purchase price) at the same time as registering it.
- In the case that you maintain the shelf life blank, it is set as indefinite period.
- IASO barcode numbers are used to identify chemical bottles registered to IASO R7. Do not use the number overlapping with any chemicals in IASO R7.
- IASO barcode number is consist of

    ”Group-identifying code” + ”arbitrary eight-digit number”

    (Example: ABC12345678)
- In the case that you register an opened chemical, it is treated as a chemical put in store in midstream. You can't change this setting. Be careful.
- When you use a chemical for the first time from registration, the confirmation message of opening is displayed.

    ※ In the case of a chemical put in store in midstream, the message dose not displayed.

5.2. Setup for Print P-touch label

This is setup you have to do before using Print P-touch label.
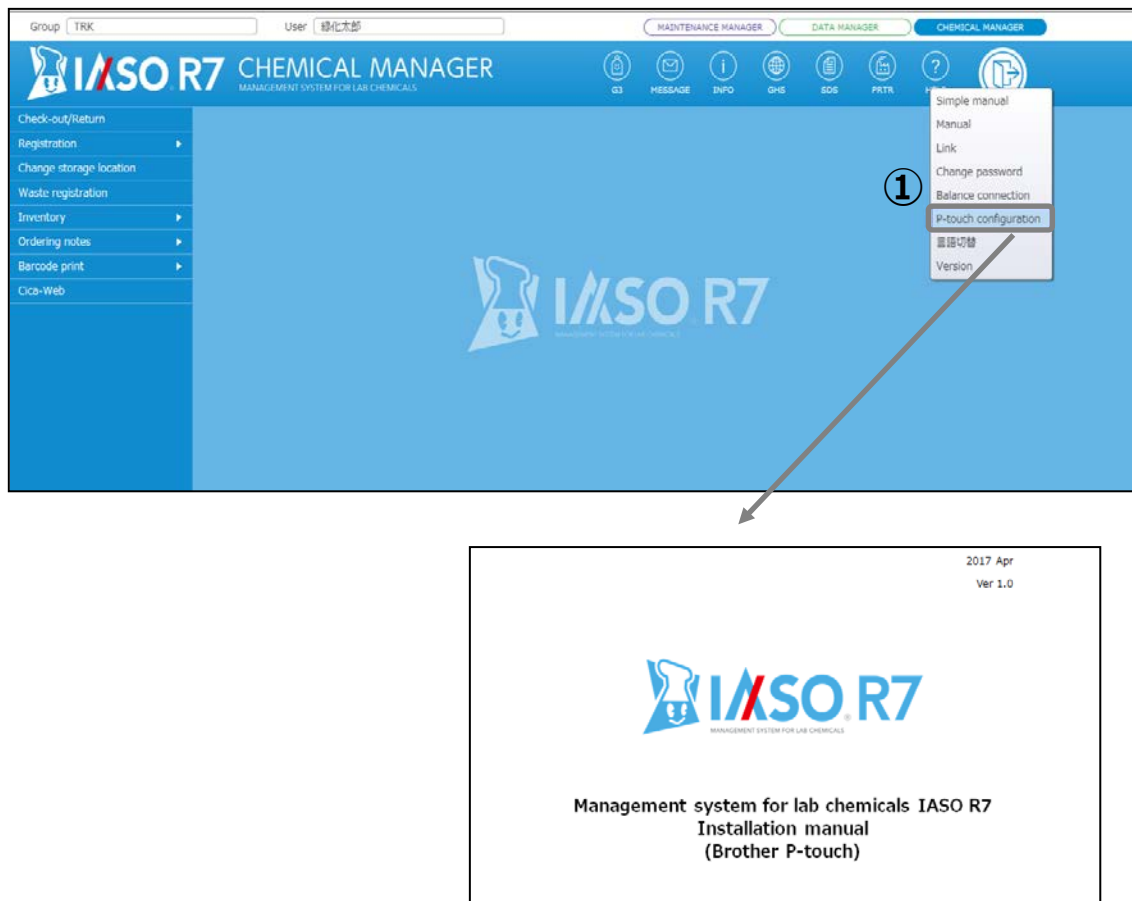
① Click "Setup for P-touch" in "HELP" of tool-bar.

② The install-manual, Brother P-touch, opens as a PDF document.

③ Install the label-template of IASO R7, the driver of bother's label-printer and b-pac according to the manual.

5.3. Subdivided Registration (option)

This is the way to register each chemicals repackaged into smaller sizes.

① Click "Subdivided Registration" in "Registration" menu, and a screen of subdivided registration opens.

② Enter the IASO-number on the barcode of a chemical you want to subdivide by a keyboard or by a barcode reader. After finish of inputting, check the cursor being on the barcode number, press Enter key on a keyboard and identify a chemical.

③ Click "ENTER" button, and the screen opens to get a barcode number for a destination bottle.

④ Enter the destination number to "IASO Barcode No." space.

⑤ Enter a "Subdivided qty.".

⑥ Input "Shelf life".

⑦ Input "LOT number".

⑧ Input "Comment II".

⑨ Click "Storage location" button and select a storage location to register.

⑩ If you want to add other destination bottles, click "Add" button to add information of destinations.

⑪ If you want to delete a destination, check a check box of the destination and click "Delete" button.

⑫ After finish of inputting, Click "Submit" button to finish the registration.

※ If you click "Clear" button, the screen is reset into initial display state.

6. Change storage location

A registered storage location of a chemical bottle can be changed to other place.

① Click "Change storage location" menu, and the screen to change storage location opens.

② Enter the IASO-number on the barcode of a chemical you want to change storage location by a keyboard or by a barcode reader. After finish of inputting, check the cursor being on the barcode number, press Enter key on a keyboard. Then, the number entered is added to the list of numbers of object chemicals, and information of the chemical bottle having the number displayed at the bottom of the screen.

③ Click the link "IASO Barcode No." displayed in the list of object chemicals, and the information of the appropriate chemical bottle is displayed at the bottom of the screen.

④ Check the check box of the list of object chemicals and click "Delete" button, the checked IASO Barcode No. is delete from the list.

⑤ Click "Storage location (changing to)" button and select a place for new storage location.

⑥ After finish of inputting, click "ENTER" button to finish changing location.

   ※ If you click "Clear" button, the screen is reset into initial display state.

7. Waste registration

In the case of disposal chemical bottles, they need waste registration.

① Click "Waste registration" menu, and the screen of waste registration opens.

② Enter the IASO-number on the barcode of a chemical you want to register as a waste by a keyboard or by a barcode reader. After finish of inputting, check the cursor being on the barcode number, press Enter key on a keyboard. Then the information of the appropriate chemical bottle is displayed at the bottom of the screen.

③ Click "Disposal type" button and select a disposal type.

④ Enter quantity of a disposal chemical in "Waste quantity".

⑤ After finish of inputting, click "ENTER" button to finish waste registration.

　※If you click "Clear" button, the screen is reset into initial display state.

【Attention】

● Waste registration is the system to manage quantities of waste chemical bottles by disposal type when they get old and so on.

● You can register a waste quantity regardless of the way of management.

➢ In the case of unit management, the content of a chemical bottle is indicated as a waste quantity in the initial state.

➢ In the case of other managements, an apparent remaining quantity is indicated as a waste quantity in the initial screen.

- If the disposal type have already being set as necessary contents at the first registration and if a disposal type is set in Chemical master, the disposal type set in Chemical master has priority.

8. Inventory
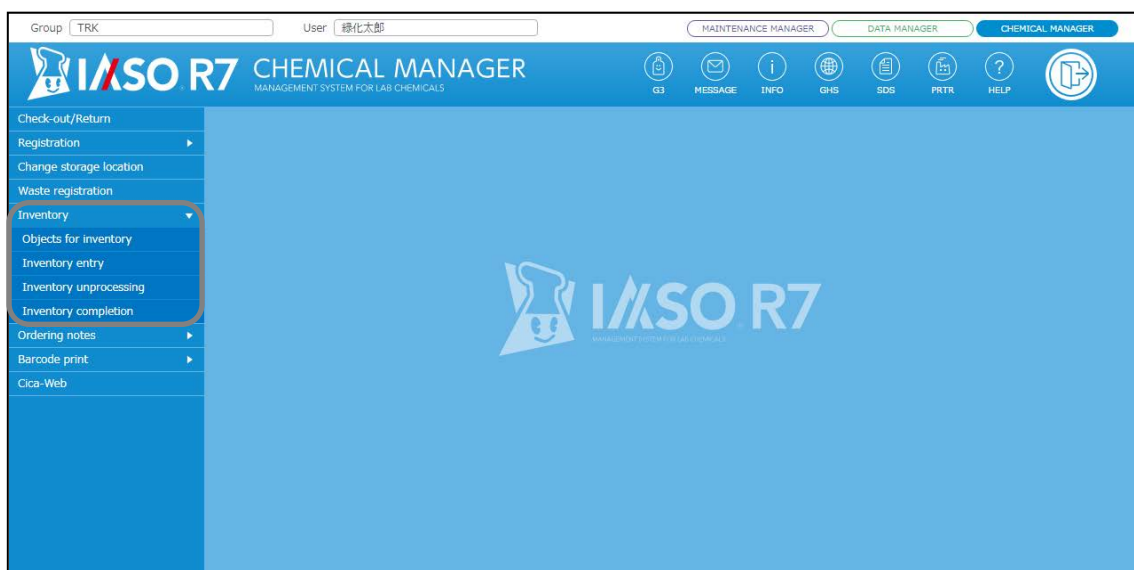
In managing chemicals, differences between information of chemical bottles in IASO R7 and that of actual ones can comes in, because of error-measure, vaporization of chemicals, loss and so on. Then the inventory entry is necessary to make an adjustment.

To start inventory, select object chemicals in the screen "Objects for inventory". During the period of inventory, register conclusions of inventory of chemical bottles in the inventory entry screen. To complete inventory, select "Inventory completion" in the inventory-finish screen.

During the period of inventory, it gets impossible to use Registration, Subdivided registration, Check-out, Change storage location and Waste registration. It effects on other users even belong to other groups (in the case of using the same storage location with other groups). Before starting inventory, get confirmation of a system administrator.

Click "Inventory" menu, and "Objects for inventory" is displayed as a sub menu. During the period of inventory entry, "Inventory information", "Inventory entry", "Inventory unprocessing" and "Inventory completion" are also displayed. If you click them, each appropriate screen opens. In this section, the purpose of each processes are explained, and their procedures are done in the following sections.

- Objects for inventory

  You can select objects for inventory by indicating the storage locations and regulations. The appropriate chemical bottles to the selected storage locations and regulations are set as objects for inventory.

- Inventory information

  It displays all ongoing inventories.

- Inventory entry

  You can select and inventory the object chemical bottles. Registration of the actual state of chemical bottles to IASO R7 corrects differences between the data in IASO R7 and the actual state of chemical bottles.

- Inventory unprocessing

  It displays the list of object chemical bottles that have not been finished inventory.

- Inventory completion

  This is to complete inventory. If there are some unfinished chemical bottles, you can select to keep the data being registered in IASO R7 or to register them as empty bottles.

8.1. Objects for inventory

You can select objects for inventory by indicating the storage location and regulations.
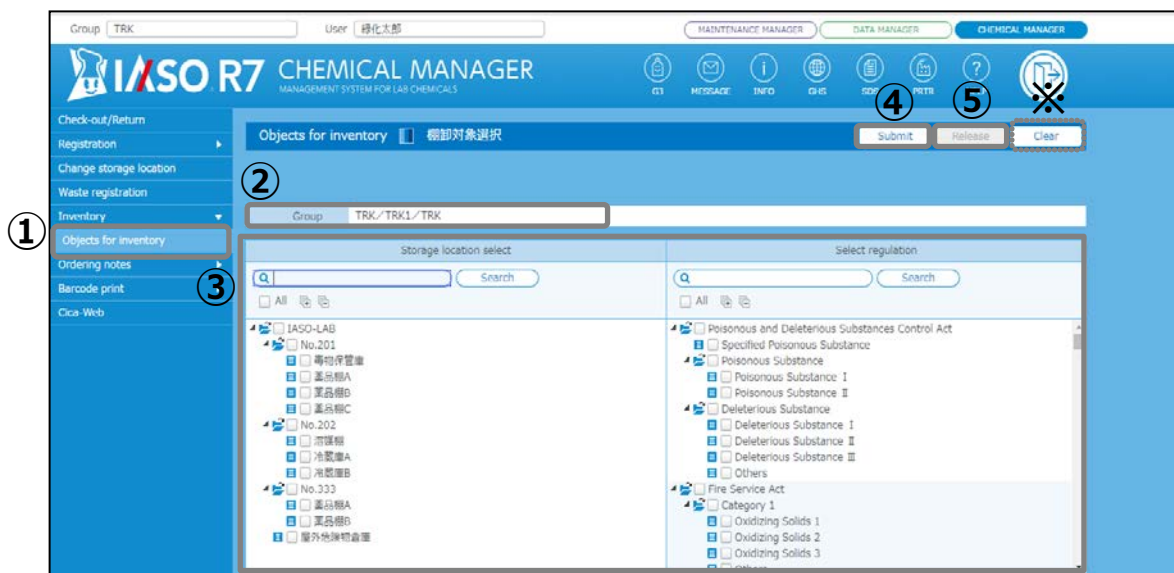
【Startup inventory】

① Clock "Objects for inventory" in "Inventory" menu, and the screen for selecting inventory objects opens.

② If you are logging in as a user of SYS group, click "Group" button and select a group to start inventory.

In the case of general user, a group to start inventory is the one of the user logging in.

③ To select object chemicals to inventory, check the object storage locations and regulations.

④ After select objects, click "ENTER" button, and inventory starts.

※If you click "Clear" button, the screen is reset into initial display state.
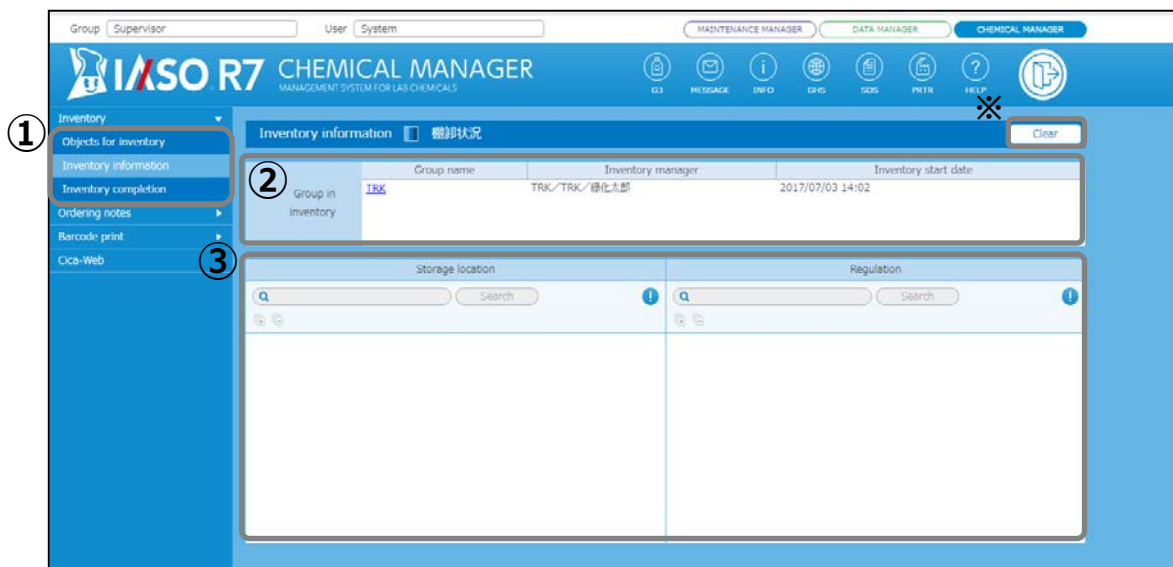
【Cancel inventory】

⑤ Click "Cancel" button, and the inventory is canceled.

【Attention】

● If you cancel the inventory, the inventory entries you have done is not reflected to IASO R7. To reflect the inventory entry to IASO R7, click "Inventory completion".

8.2. Inventory information

It displays all ongoing inventories.

① Click "Inventory information" in "Inventory" menu, and the screen of the inventory information opens. This function can be used by users in SYS group.

② In the space "Group ongoing inventory", a list of the person in charge of the inventory is displayed.

③ Click "Group name", and the storage locations and the regulations being inventoried by a selected person is indicated in red.

※If you click "Clear" button, the screen is reset into initial display state.

8.3. Inventory entry

You can inventory selected chemical bottles.

① Click "Inventory entry" in "Inventory" menu, and the screen to entry information for inventory.

② Enter the IASO-number on the barcode of a chemical you want to inventory-entry by a keyboard or by a barcode reader. After finish of inputting, check the cursor being on the barcode number, press Enter key on a keyboard. Then the information of the appropriate chemical bottle is displayed at the bottom of the screen.

③ Select the state of the object chemical bottle from the radio button "Status".

④ Input weight/volume of the object chemical bottle measured for inventory with key board or with an electronic balance.

To balance by an electronic balance, click "Measure" button to the right of "Measured weight/volume".

⑤ If you need to comment, enter comments in "Comment II".

⑥ After finish of inputting, click "ENTER" button to register inventory entry.

※If you click "Clear" button, the screen is reset into initial display state.

8.4. Inventory unprocessing

It displays the list of object chemical bottles that have not been finished inventory entry.

① Click "Inventory unprocessing" in "Inventory" menu, and the screen of the list of unporocessing inventory opens.

② Set a number of items displayed together using "Display count". Select a number from the pull-down menu, and the list of unprocessing inventory is renewed.

③ Set an indication sequence of the list using "Sort". Select a sort from the pull-down menu, and the list of unprocessing inventory is renewed

④ Indicate the storage locations and regulations, and the list of unprocessing inventory is displayed.

⑤ Click the link "IASO Barcode No.", and the record list of the appropriate chemical bottle is displayed.

⑥ Click the "Detail print" button, and you can download the list of unprocessing inventory as a PDF document.

8.5. Inventory completion

This is the procedure to complete inventory.
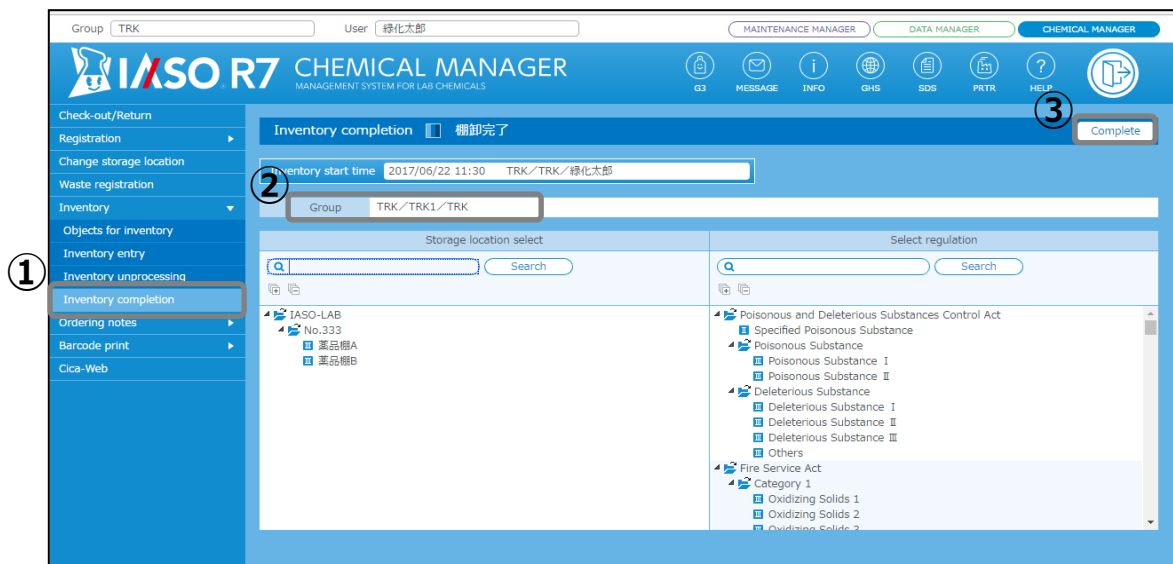
① Click "Inventory completion" in "Inventory" menu, and the screen of inventory completion opens.

② If you are logging in as a user of SYS group, click "Group" button and select a group to complete inventory.

In the case of general user, a group to complete inventory is the one of the user logging in.

③ Click "Complete" button to complete inventory. In the case of the completed inventory, that is the case that all object chemical bottles are entered, it completes the inventory. In the case of the uncompleted one, that is the case that some chemical bottles are not yet entered, the screen of inventory completion (that displays the list of uncompleted inventories) opens.

IASO Barcode No.	Chemical name	Maker name	Grade name	Quantity	Latest value
TRK00000005	Hydrochloric acid	Kanto Chemical Co., Inc.	特級	500ml	(Sealed)
TRK00000006	Hydrochloric acid	Kanto Chemical Co., Inc.	特級	500ml	(Sealed)
TRK00000007	Hydrochloric acid	Kanto Chemical Co., Inc.	特級	500ml	(Sealed)
TRK00000021	Acetic acid	Kanto Chemical Co., Inc.	特級	500ml	(Sealed)
TRK00000028	Ammonium sulfate	Kanto Chemical Co., Inc.	特級	500g	(Sealed)
TRK00000034	Acetic anhydride	Kanto Chemical Co., Inc.	特級	500ml	(Sealed)
TRK00000051	Boric acid	Kanto Chemical Co., Inc.	特級	500g	*****
TRK00000053	Cation mixed standard solution···	Kanto Chemical Co., Inc.	イオンクロマトグラフィー用	50ml	*****
TRK00000056	Disodium dihydrogen ethylene···	Kanto Chemical Co., Inc.	特級	500g	*****
TRK00000071	Silver nitrate	Kanto Chemical Co., Inc.	特級	500g	420g
TRK00000072	Silver nitrate	Kanto Chemical Co., Inc.	特級	500g	(Sealed)
TRK00000073	Silver nitrate	Kanto Chemical Co., Inc.	特級	500g	(Sealed)
TRK00000074	Hydrogen peroxide	Kanto Chemical Co., Inc.	特級	500ml	480g
TRK00000075	Hydrogen peroxide	Kanto Chemical Co., Inc.	特級	500ml	(Sealed)
TRK00000076	Hydrogen peroxide	Kanto Chemical Co., Inc.	特級	500ml	(Sealed)
TRK00000077	Potassium chloride	Kanto Chemical Co., Inc.	特級	500g	(Sealed)
TRK00000078	Potassium chloride	Kanto Chemical Co., Inc.	特級	500g	(Sealed)
TRK00000079	Hydrochloric acid	Kanto Chemical Co., Inc.	鹿1級	500ml	540g
TRK00000080	Hydrochloric acid	Kanto Chemical Co., Inc.	鹿1級	500ml	(Sealed)
TRK00000081	Hydrochloric acid	Kanto Chemical Co., Inc.	鹿1級	500ml	(Sealed)

【In case of inventory completion】

④　Click "ENTER" button, and the inventory completed.

【In case of empty-bottle registration of selected chemical bottles】

⑤　Check the chemical bottles to register as empty bottles.

⑥　To register the checked chemical bottles as empty bottles, click "Empty bottle" button.

⑦　Click "Submit" button to complete the inventory, and the checked chemical bottles are registered as empty bottles.

【Attention】

- Because all chemical bottles registered in the selected storage location are inventoried, the chemical bottles of other group can be displayed in the list of uncompleted inventories. Be careful not to register them as empty bottles.

- In the case of the inventory completed in midstream, it is impossible to inventory only chemical bottles uncompleted inventory-entry or mismatching.

9. Ordering notes
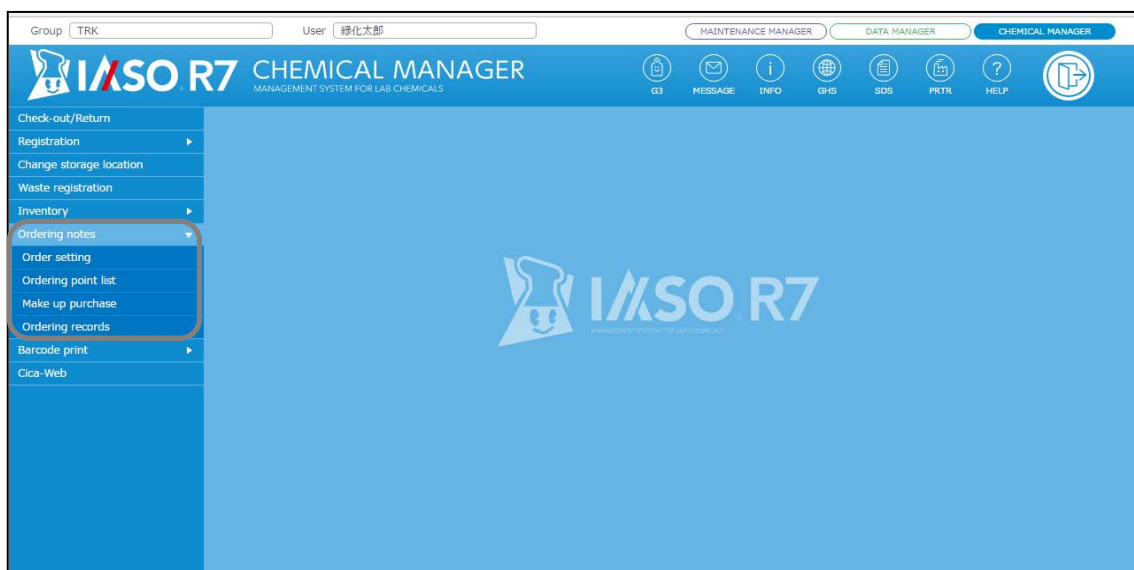
Chemicals are necessary for daily research and development. It is something to avoid that lack of stock of chemicals stops your work. Then it becomes important to set ordering point and to keep chemicals stably in stock. Using ordering notes of IASO R7, you can set ordering point, make ordering notes and check ordering records.

Click "Ordering notes" menu, and "Order setting", "Ordering point list", "Make up purchase" and "ordering records" are displayed as submenus. Click them, and the appropriate screen opens. In this section, the purpose of each processes are explained, and their procedures are done in the following sections.

- Order setting

  You can set ordering point. Ordering point means the level to order chemicals. If you order only in case the stock comes its ordering point and under, you do not need to keep excess stock and can use chemicals stably.

- Ordering point list

  It displays the list of chemicals whose stocks are under their ordering points. You can select chemicals to order from this list and make ordering notes all at one go.

- Make up purchase

  It is to make ordering notes. The chemicals to be ordered are selected in the screen for searching chemicals or in the list of ordering points. You can view the ordering notes on the web browser.

- Ordering records

  It displays tabulated ordering records. The ordering records are registered when the ordering notes are made. You can search or delete ordering records by indicating the ordering user and the ordered distributor.

9.1. Order setting

This is the procedure to set ordering points.

① Click "Order setting" in "Ordering notes" menu, and the screen for setting ordering points opens.

② Click "Chemical search" button to select a chemical you want to set an ordering point for.

③ "Storage location name", "Number of order" and "Remaining of order" is displayed in the area of storage location.

④ Click the link of storage location name, and the screen "Order setting" opens.

⑤ Select the type of ordering point from "Number of orders" and "Remaining" and enter the ordering point.

※1 The unit of interior content of a chemical is displayed as a unit of remaining amount.

⑥　After finish of inputting, click "Submit" button to register the ordering point.

　　※2 To reset the ordering point, "Submit" it in blank.

　　※3 If you click "Clear" button, the screen is reset into initial display state.

9.2. Ordering point list

It displays the list of chemicals whose stocks are under their ordering points.

① Click "Ordering point list" in "Ordering notes" menu, and the screen of ordering point list opens.

② Set a number of items displayed together using "Display count". Select a number from the pull-down menu, and the list of ordering points is renewed.

③ To make an ordering note, check "Oder" of the chemical you want to order.

④ Click "Make up purchase" button, and the screen to make an ordering notes opens.

　※If you click "Clear" button, the screen is reset into initial display state.

9.3. Make up purchase

This is the procedure to make ordering notes.

① Click "Make up purchase" in "Ordering notes" menu, and the screen to make ordering notes opens.

② Click "Chemical search" button and select chemicals you want to make ordering notes for. Selecting a chemical adds a line of information of the chemical.

③ To input a chemical directly for making the ordering notes, click "Add" button. Clicking "Add" button adds lines of information of chemicals. After adding the line to input information of a chemical, input one of the chemical you want to order.

④ Click "Distributor" button and select a distributor you want to order.

⑤ Input delivery requirements. The date after the day making ordering notes can be delivery requirement.

⑥ To delete a line of information of a chemical, check the check box of the line and click "Delete" button.

⑦ In the case of need of notes, enter in the "Memo" space.

⑧ After inputting, click "Download" button and download the ordering notes as CSV format.

⑨ After inputting, click "Preview" button and display a screen of the ordering notes.

⑩ Click "PRINT" button in the screen of the ordering notes and the information of ordering is recorded to the ordering records.
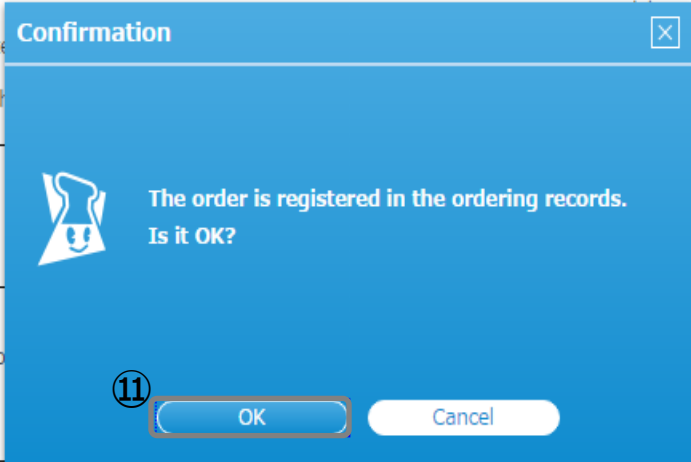
					Maker
	Name				**Price**
1	Barium chlo dihydrate				Kanto Che mical Co., Inc.
					11,500
2	1,2-Dichloroeth ane	10149-00	107-06-2	500ml 特級	Kanto Che mical Co., Inc.
				5 @1,400	7,000

Order memo ▯ 発注メモ ⑩ PRINT ✕

Order memo

Order date 2017/06/22

(Distributor)   (Ordering party)

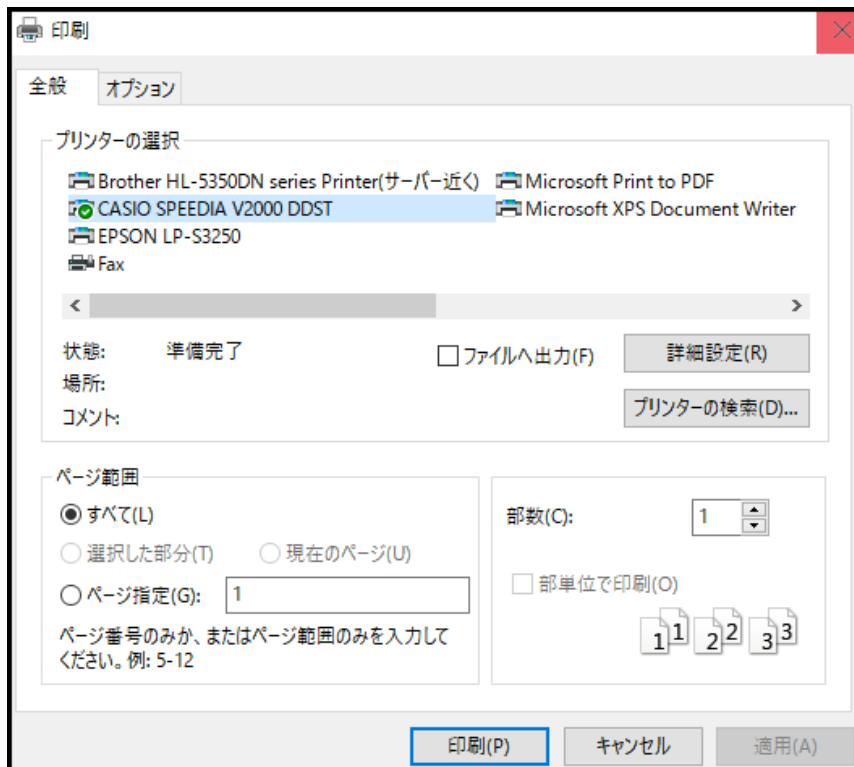Desired delivery date

Please find our purch

Confirmation ⊠

The order is registered in the ordering records.
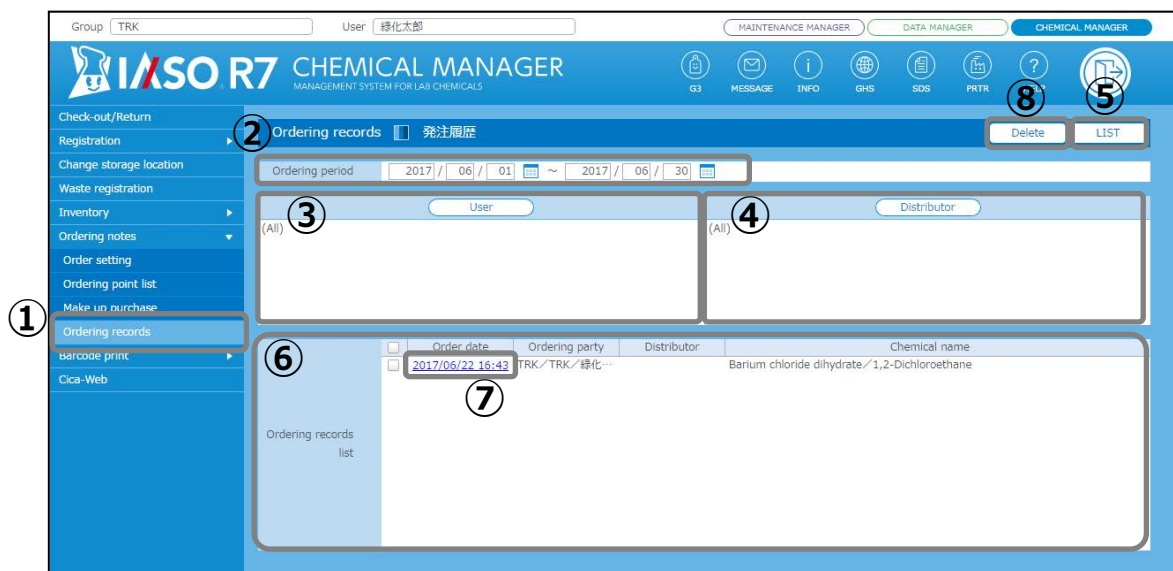Is it OK?

⑪   OK   Cancel

Memo

⑪   After registration of the ordering records, the standard screen for printing of the web browser.

※ After registration of the ordering records, close the screen of the ordering notes manually.

9.4. Ordering records

It displays tabulated ordering records.

① Click "Ordering records" in "Ordering notes" menu, and the screen of ordering records opens.

② Enter a period you want to search the ordering records into "Ordering period".

③ Click "User" button to select the user who made the target ordering notes.

④ Click "Distributor" button to select the distributor which were ordered with the target memos.

⑤ After finish of inputting, click "LIST" button to start the search of ordering notes.

⑥ The results of the search are displayed on "Ordering records list".

⑦ Click the link "Order date" in "Ordering records list", and the appropriate ordering memo is displayed in the screen to make ordering notes. About the screen to make ordering notes, refer to (9.3 Make up purchase).

⑧ To delete ordering records, check the check box of the ordering records and click "Delete" button.
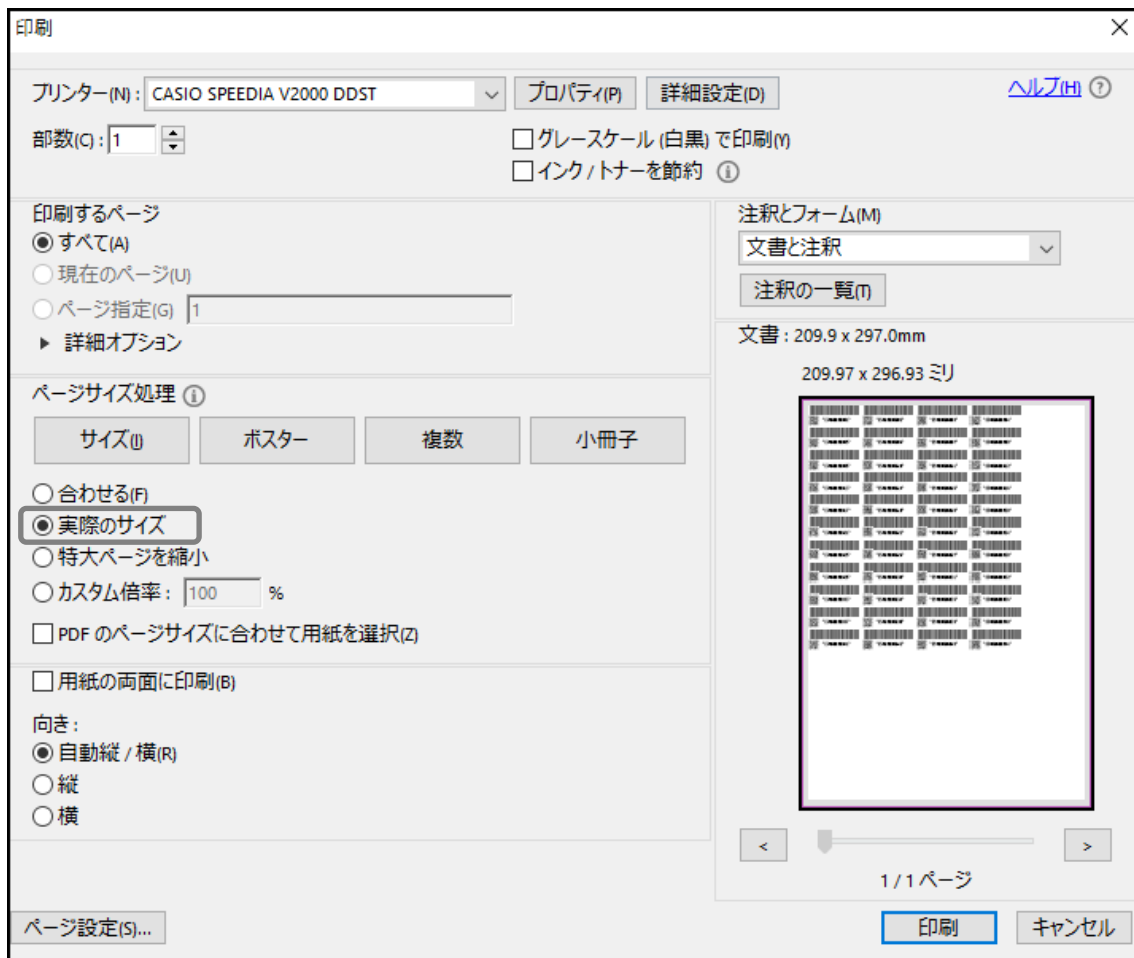
10. Barcode print
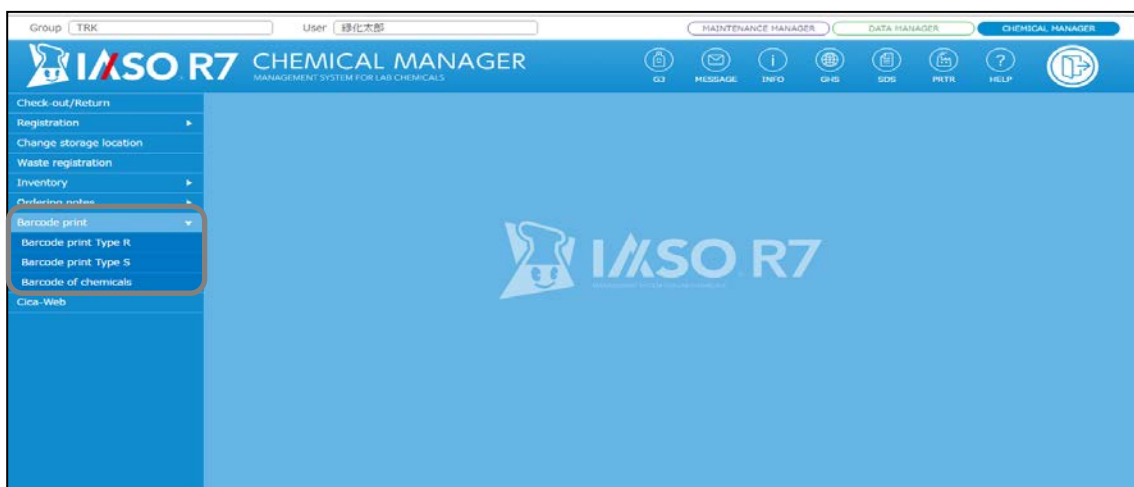
To be registered on IASO R7, chemicals need to be identified by their labeled barcodes and issued IASO barcode numbers. Inputting labeled barcodes and writing IASO barcode number direct on chemical bottles are inefficient and can cause errors. Generally, printed barcodes are used. Labeling barcodes and IASO barcode numbers are printed in advance, read by a barcode reader at the registration of the chemicals, and attached the chemical bottles. "Barcode print" of IASO R7 can print labeling barcodes and IASO barcode numbers.

Click "Barcode print" menu, and "Barcode print Type R", "Barcode print Type S", "Barcode of chemicals" and "Re-Print P-touch label (option)" are displayed as submenu. In this section, the purpose of each processes are explained, and their procedures are done in the following sections.

- Barcode print Type R

  It prints IASO barcode numbers with normal size.

- Barcode print Type S

  It prints IASO barcode numbers with smaller size.

- Barcode of chemicals

  It prints labeling barcodes for chemicals.

- Re-Print P-touch label (option)

  It prints registered chemicals using Print P-touch label.

【Attention when printing PDF files】

"Barcode print Type R", "Barcode print Type S" and "Barcode of chemicals" are output as PDF files. If their printing magnification is changed by the printer's setting, like "Scaling page", barcodes are sometimes printed incorrectly. Make sure to print them with same magnification, not with scaling settings like "Scaling page".

10.1. Barcode print Type R

It prints IASO barcode numbers with normal size.

① Click "Barcode print Type R" in "Barcode print" menu, and the screen to print barcodes opens.

② In the case of logging in as SYS group user, select an identifying code you want to print. The group ID of a group indicated by the selected identifying code is set as a "Group ID". In the case of logging in as a general user, the group ID of the user logging in is printed as an identifying code.

③ In the case of logging in as a SYS group user, select group ID to print. Selecting group ID set its identifying code.
In the case of logging in as a general user, the group of the user logging in is the group for printing.

④ Set a print target with "Range" specification or "Individual" designation. Case of "Range" specification, "Starting barcode", "Ending barcode" and "Count" can be used. Case of "Individual" designation, the space for inputting IASO barcode numbers on the right of the screen can be used.

【Range specification】

⑤ Input the number to finish printing into "Ending barcode". After inputting, "Count" is calculated automatically.

⑥ Input the number of sheets to print into "Count", and "Ending barcode" is calculated automatically.

【Individual designation】

⑦ Input IASO barcode number you want to print into the space on the right of the screen.

【After selection of print target】

⑧ After finish of inputting, click "PRINT" button and download the PDF file on which IASO barcodes are output. After finish of download, open the PDF file and print it.

※If you click "Clear" button, the display return to the initial screen.

【Setting of PDF】

⑨　To set margin of barcodes, click "Setting of PDF".
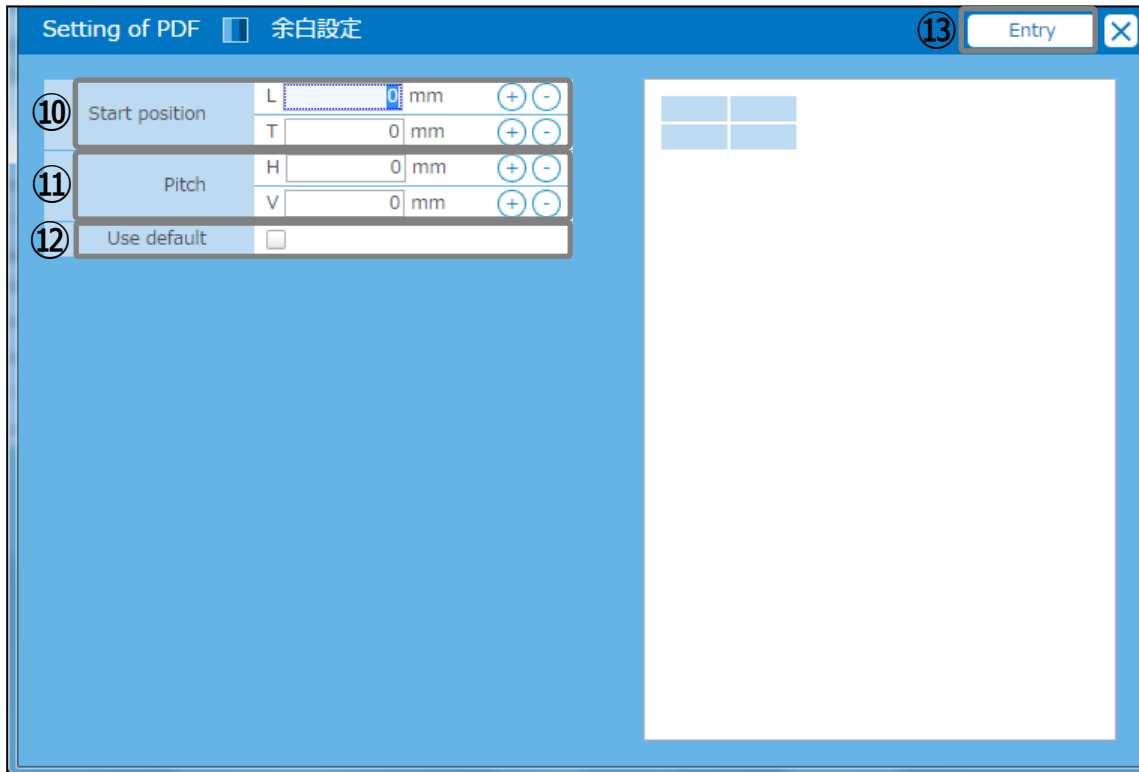
⑩　Input the point to start printing in "L" and "T" in "Start position". After finish of inputting, the input value is reflected in the print image on the right of the screen.

⑪　Input space of print target in "H" and "V" in "Pitch". After finish of inputting, the input value is reflected in the print image on the right of the screen.

⑫　To use the default value, check "Use default". Checking here make it impossible to input in "L", "T", "H" and "V".

⑬　After finish of inputting, click "Entry" button and register the setting of PDF.

【Attention】

● "L" of beginning point means the margin on the left side of the printing paper.

● "T" of beginning point means the margin on the top of the printing paper.

● "H" of space means the blank space between print targets in horizontal position.

● "V" of space means the blank space between print targets in vertical position.

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10.2. Barcode print type S

It prints IASO barcode numbers with smaller size.

① Click "Barcode print Type S" in "Barcode print" menu, and the screen to print barcodes opens.

② In the case of logging in as SYS group user, select an identifying code you want to print. The group ID of a group indicated by the selected identifying code is set as a "Group ID". In the case of logging in as a general user, the group ID of the user logging in is printed as an identifying code.

③   In the case of logging in as a SYS group user, select group ID to print. Selecting group ID set its identifying code.

In the case of logging in as a general user, the group of the user logging in is the group for printing.

④   Set a print target with "Range" specification or "Individual" designation. Case of "Range" specification, "Starting barcode", "Ending barcode" and "Count" can be used. Case of "Individual" designation, the space for inputting IASO barcode numbers on the right of the screen can be used.

【Range specification】

⑤   Input the number to finish printing into "Ending barcode". After inputting, "Count" is calculated automatically.

⑥   Input the number of sheets to print into "Count", and "Ending barcode" is calculated automatically.

【Individual designation】

⑦   Input IASO barcode number you want to print into the space on the right of the screen.

【After selection of print target】

⑧   After finish of inputting, click "PRINT" button and download the PDF file on which IASO barcodes are output. After finish of download, open the PDF file and print it.

※If you click "Clear" button, the display return to the initial screen.

⑨   To set margin of barcodes, click "Setting of PDF". About setting of PDF, refer to (10.1.Barcode Type R 【Setting of PDF】).

10.3. Barcode of chemicals

It prints labeling barcodes for chemicals.

① Click "Barcode of chemicals" in "Barcode print", and the screen to print barcode of chemicals.

② Click "Chemical search" button and select the chemical to print a labeling barcode.

③ After finish of selection, click "PRINT" button and download the PDF file on which IASO barcodes are output. After finish of download, open the PDF file and print it.

10.4. Re-Print P-touch label (option)

It prints registered chemicals using Print P-touch label.
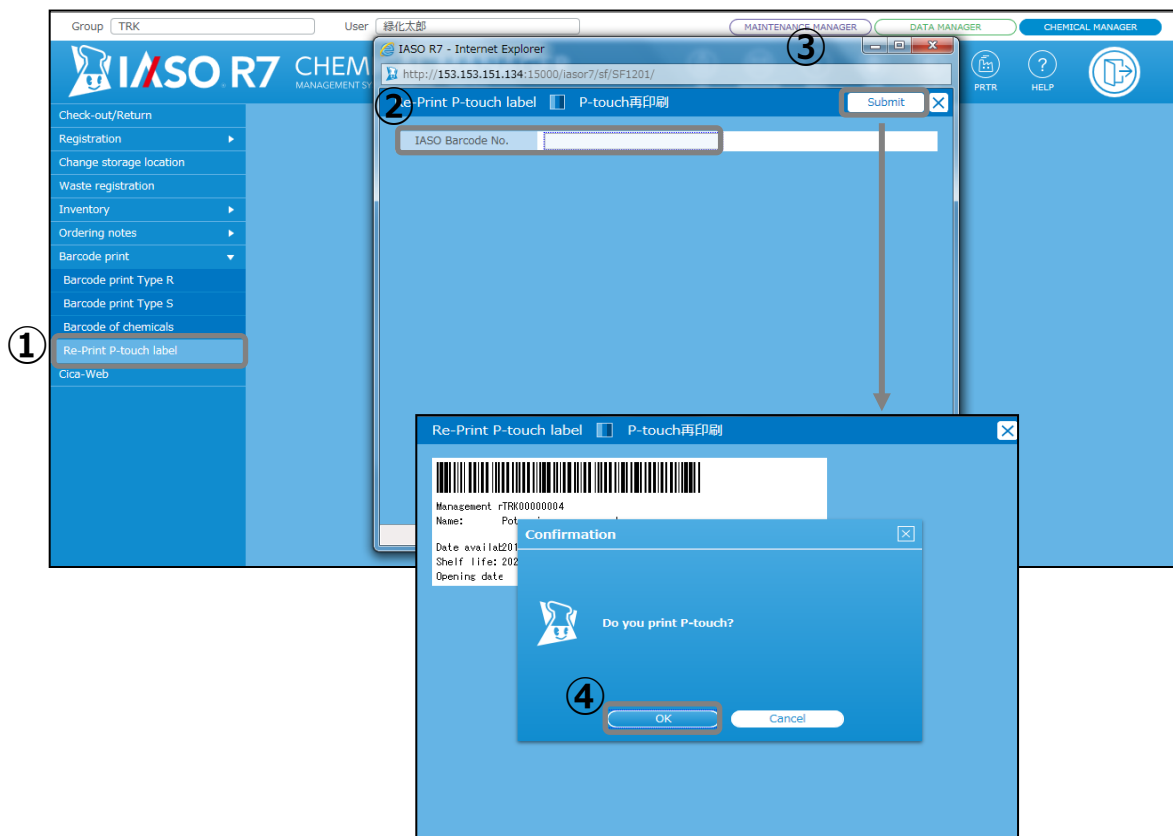
① Click "Re-Print P-touch label" in "Barcode print" menu, and the screen for Re-Print P-touch label opens.

② Input the IASO barcode number of the chemical you want to reprint.

③ After finish of inputting, click "ENTER" button, and the confirmation dialogue is displayed.

④ Click "OK" to print.