

PRODUCT WHITE PAPER

# LABEL ARCHIVE

## Generating Reports with LABEL ARCHIVE

TEKLYNX International  
March 19, 2010



# Introduction

New LABEL ARCHIVE 3.0 functionality offers:

- **Expanded search criteria.** Save time searching for specific labels and label versions by using new options to search by user, city, code, state, and name values.
- **Expanded reporting options.** New variable label data options allow you to search for and display variable label data in your reports. These options show you which labels have variable data and what that data is.
- **Improved report formatting.** Customizable formatting options make reports easier to format and read.

## Generating Reports with LABEL ARCHIVE

1. Launch CODESOFT.
2. From the **File** menu, select **LABEL ARCHIVE > Connect**.
3. If Active Directory is not configured, you'll be prompted to log in. Enter your username and password, or use the default user name **Administrator** and the default password **admin**.
4. From the **File** menu, select **LABEL ARCHIVE > Versions** to launch the **Versions** windows and see all the labels stored in LABEL ARCHIVE.
5. On the **General** tab, select the label versions you want to report on.
6. On the **Report** tab:
  - a. Select **Page Format Settings (Portrait or Landscape)**, **Header** information for page headings, **Body** information for group headings, and **Footer** options as desired.
  - b. In the columns area, select those fields that you want to display in the report.

**Note:** The column heading **Percentage** refers to the column width percentage in relation to the page size.
  - c. In the **Search Criteria** area, select the appropriate **Date Range** and **Events**, then enter the values that you want to display in the report.

**Tip:** If you want to display all of your records, clear all of the **Value** fields.

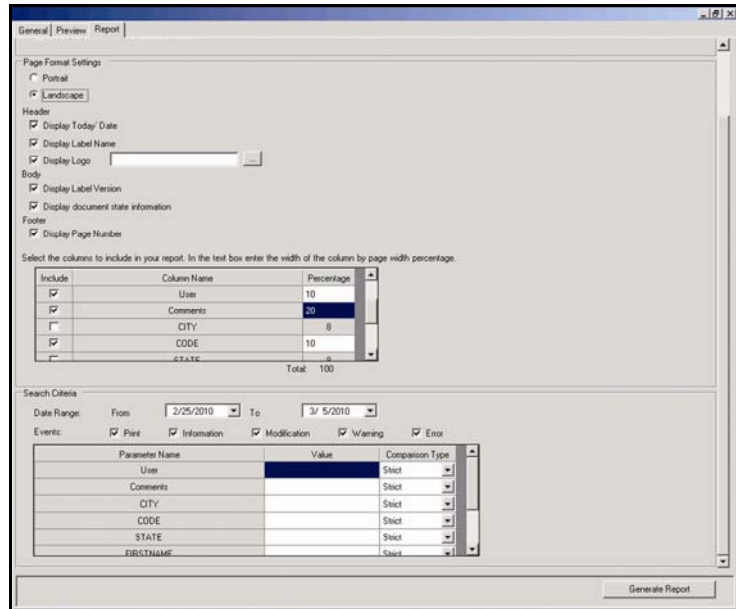


Figure 1: Searching for reports

d. Click **Generate Report**.

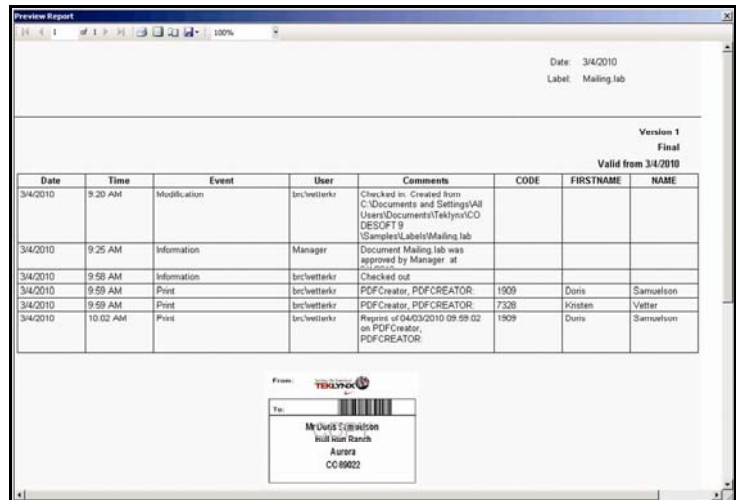



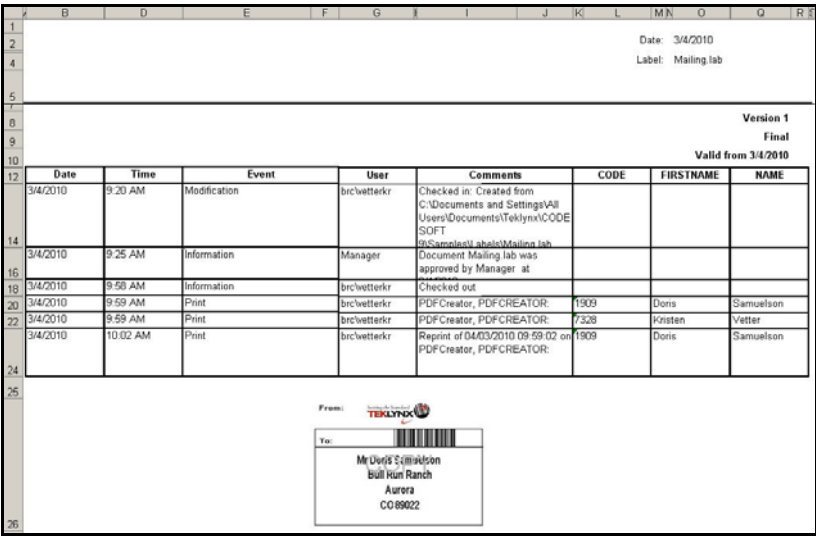
Figure 2: A sample report

# New Feature: Export Reports to Excel and Acrobat

New functionality allows you to quickly and easily export your reports to Excel and Acrobat file formats.

### To export a report:

1. Generate a report (using the steps above).
2. From the open report, click  (**Export**) and select the desired application from the drop-down list (**Excel** or **Acrobat (PDF) file**).



Date	Time	Event	User	Comments	CODE	FIRSTNAME	NAME
3/4/2010	9:20 AM	Modification	brc\vetterkr	Checked in: Created from C:\Documents and Settings\All Users\Documents\Teklynx\CODE SOFT			
3/4/2010	9:25 AM	Information	Manager	Document Mailing lab was approved by Manager at			
3/4/2010	9:58 AM	Information	brc\vetterkr	Checked out			
3/4/2010	9:59 AM	Print	brc\vetterkr	PDFCreator, PDFCREATOR:	1909	Doris	Samuelson
3/4/2010	9:59 AM	Print	brc\vetterkr	PDFCreator, PDFCREATOR:	7328	Kristen	Vetter
3/4/2010	10:02 AM	Print	brc\vetterkr	Reprint of 04/03/2010 09:59:02 on PDFCreator, PDFCREATOR:	1909	Doris	Samuelson

Figure 3: A report exported to Excel

## For More Information

For more information on LABEL ARCHIVE and its functionality, visit the Teklynx web site at <http://www.teklynx.com/labelarchive>.

Copyright 2010 Braton Groupe sarl. All rights reserved.

This white paper is for informational purposes only. Product specifications are likely to change.

TEKLYNX and CODESOFT are registered trademarks of Braton Groupe sarl or its affiliated companies. Other product or company names mentioned herein may be the trademarks of their respective owners.