

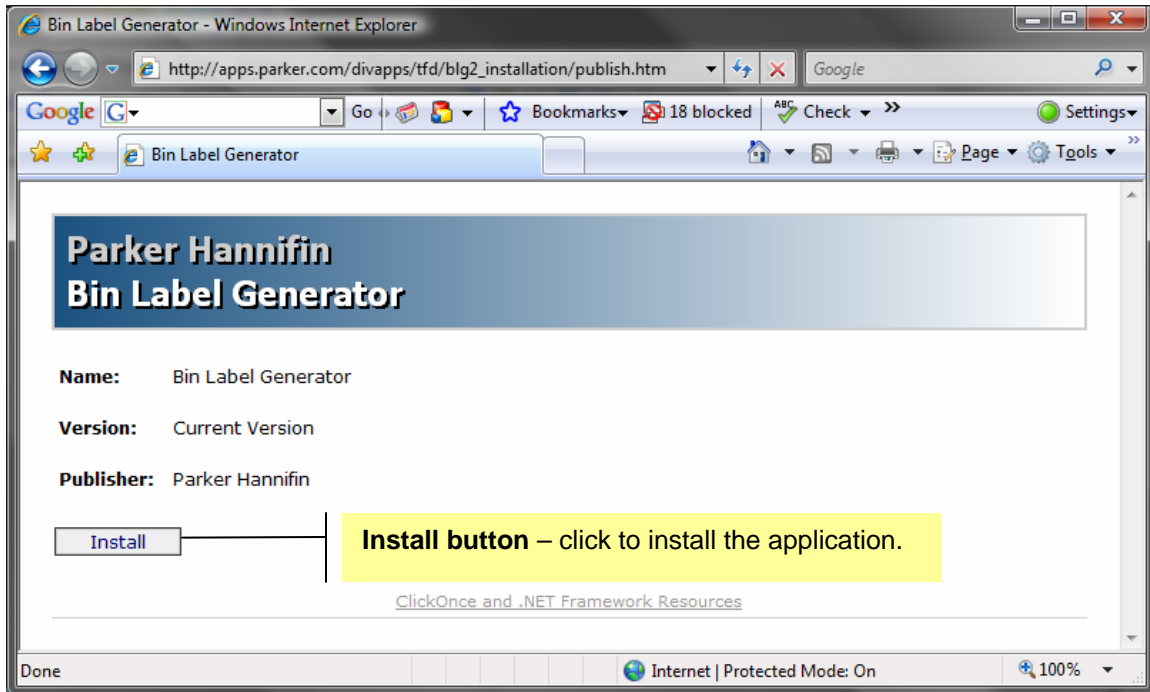
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# Installing the PH Bin Label Generator

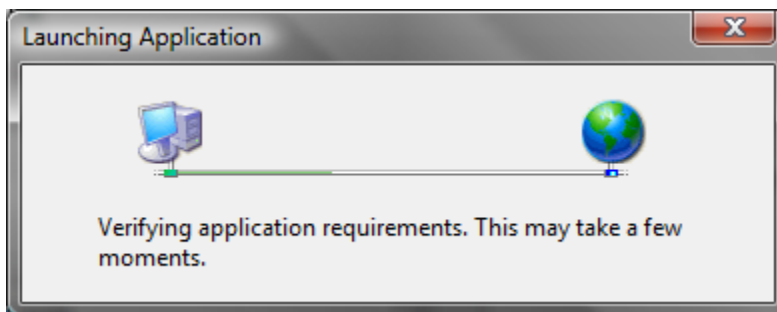
Users install the application by navigating to:

[www.parkerbinlabels.com](http://www.parkerbinlabels.com)



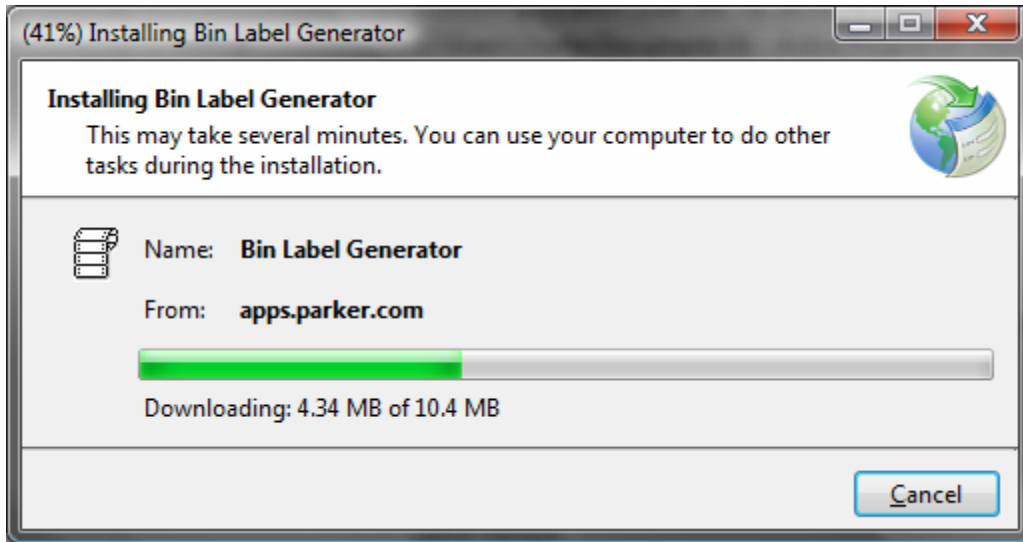
When the user clicks on the 'Install' button, the user is prompted to install the application through a series of security prompts which identify the application and publisher. The user installs the application and the application is launched.

**Auto update feature:** Once installed, a check is performed to verify that the version of the application being launched is the latest version. Each time the user opens the program, the same check is performed.



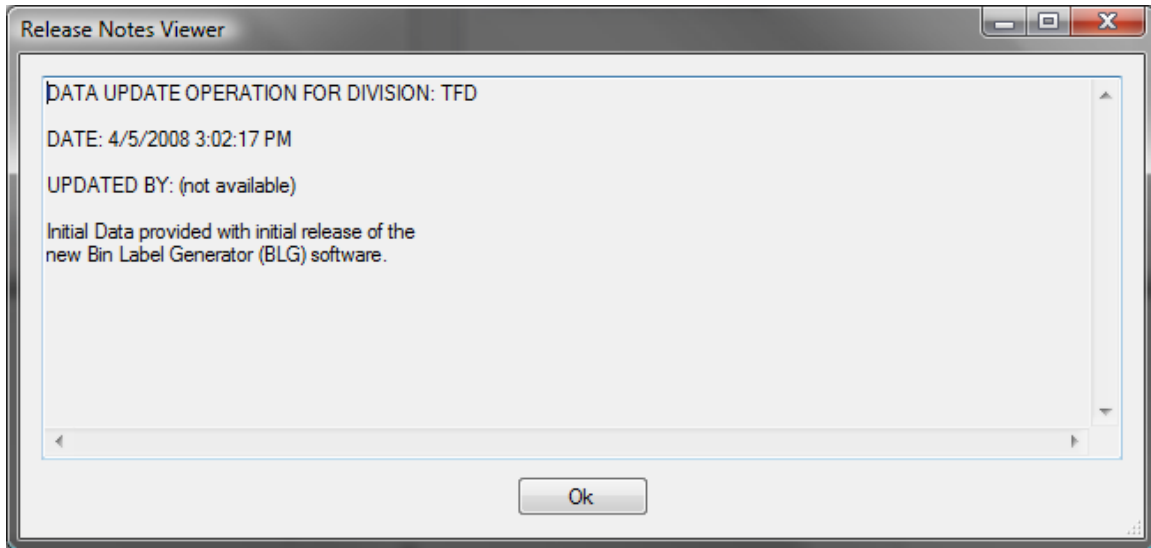
## Obtaining Application Updates

If there is a newer version of the application available, the user is prompted to download and install the update or skip the update until the next time the application is launched. As the updates are downloaded and installed, a progress bar displays the amount downloaded and the amount remaining.

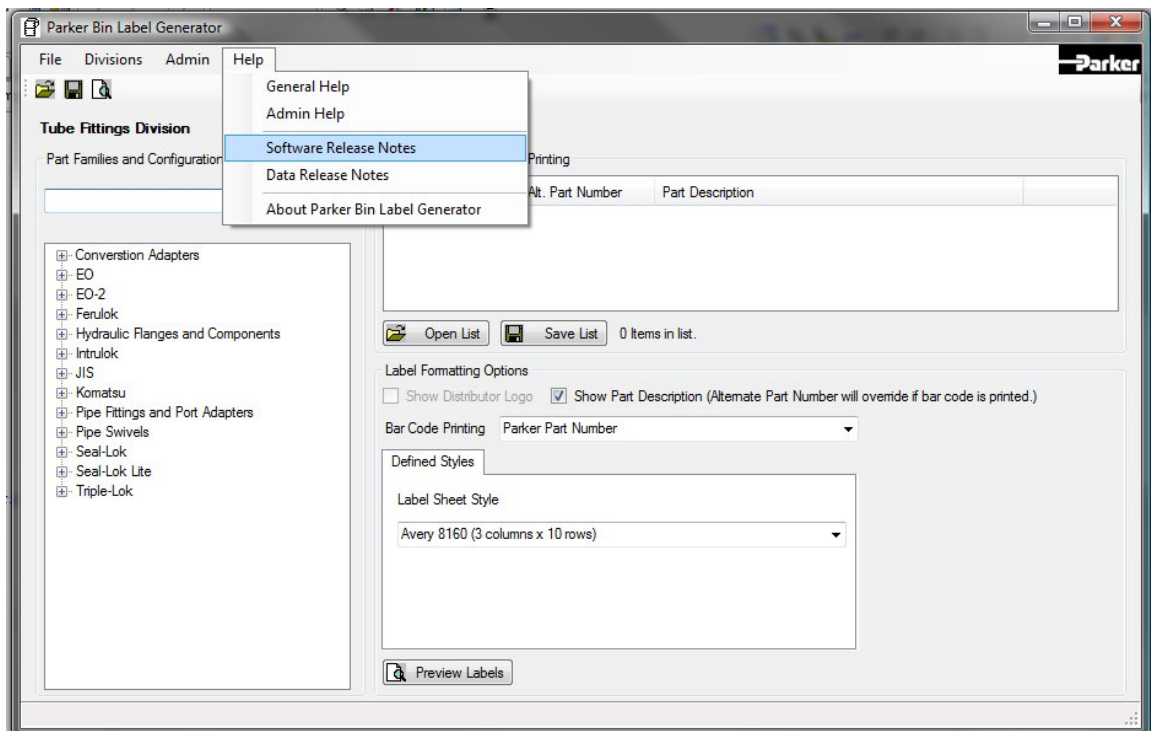


## Viewing the Update Notes

Users can view the Software Updates Notes – known as ‘Release Notes’. This allows users to see what portions of the application have been changed since the previous software release, after each update they perform. Users can also view the Data Release Notes which outline the primary changes to the data since the previous data update. The Release Notes viewer is available from the Help menu.

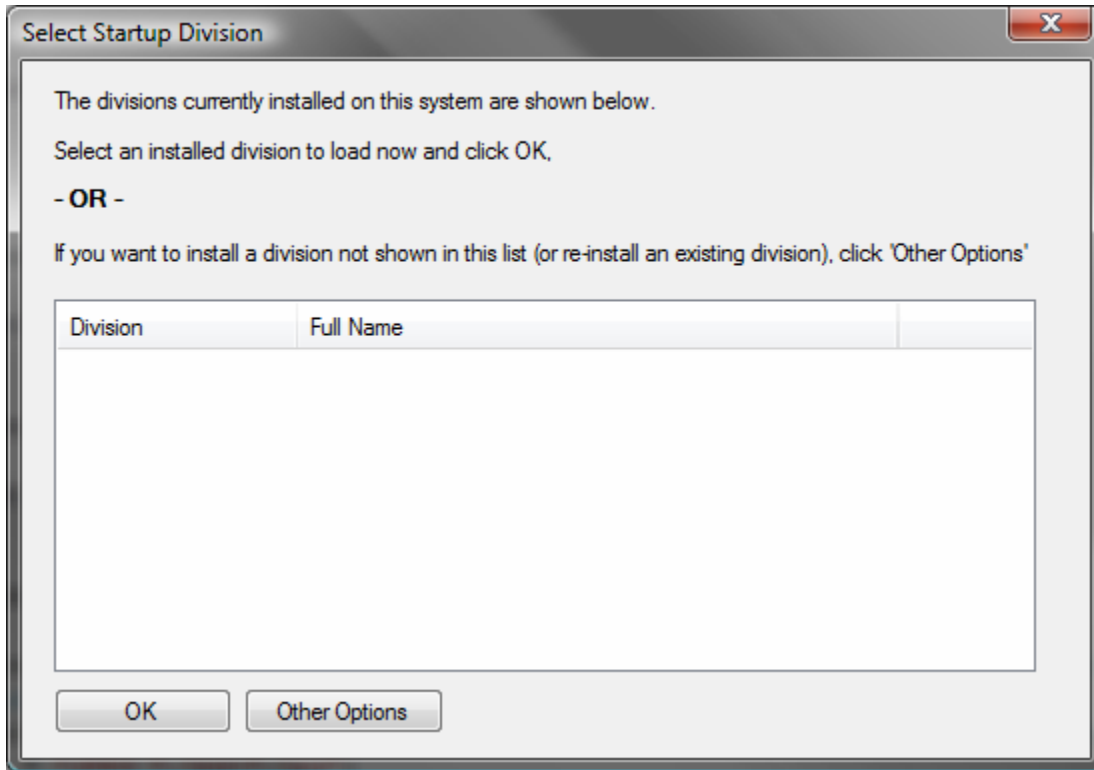


Choose Software Release Notes from the Help menu to view the Release Notes pertaining to the current software version installed.

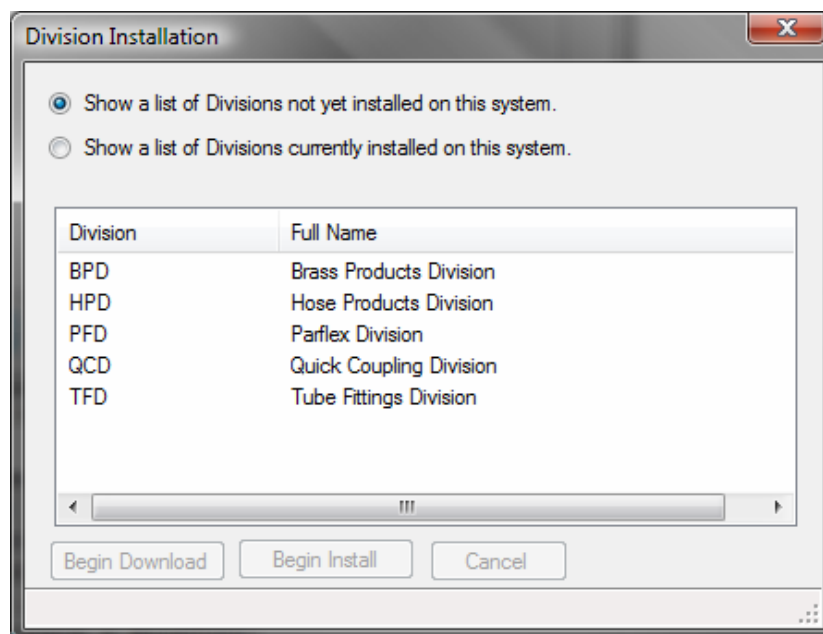


## Installing the Data and Images

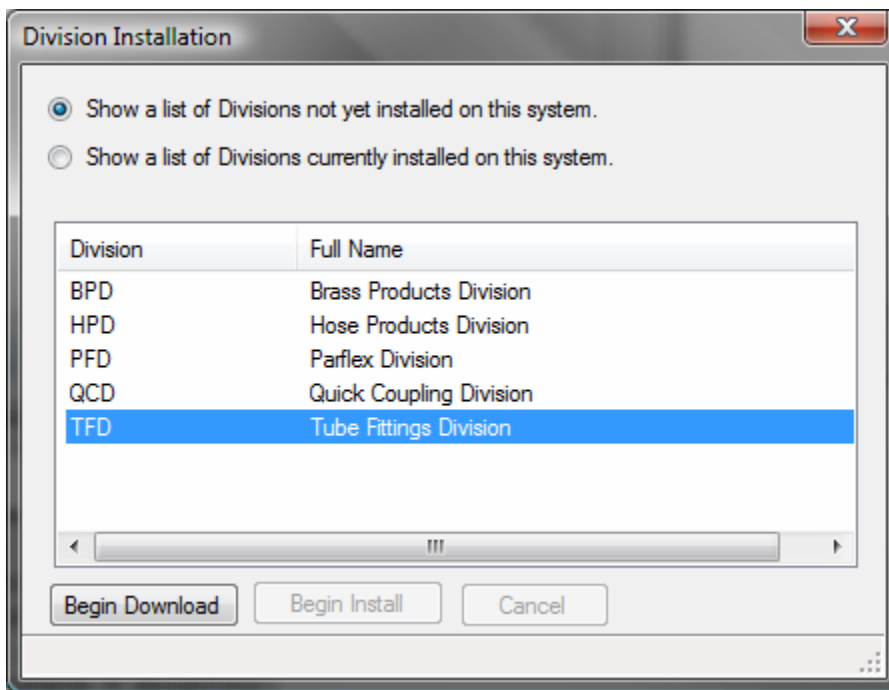
Initially, the application does not have any data to view and the following screen is displayed:



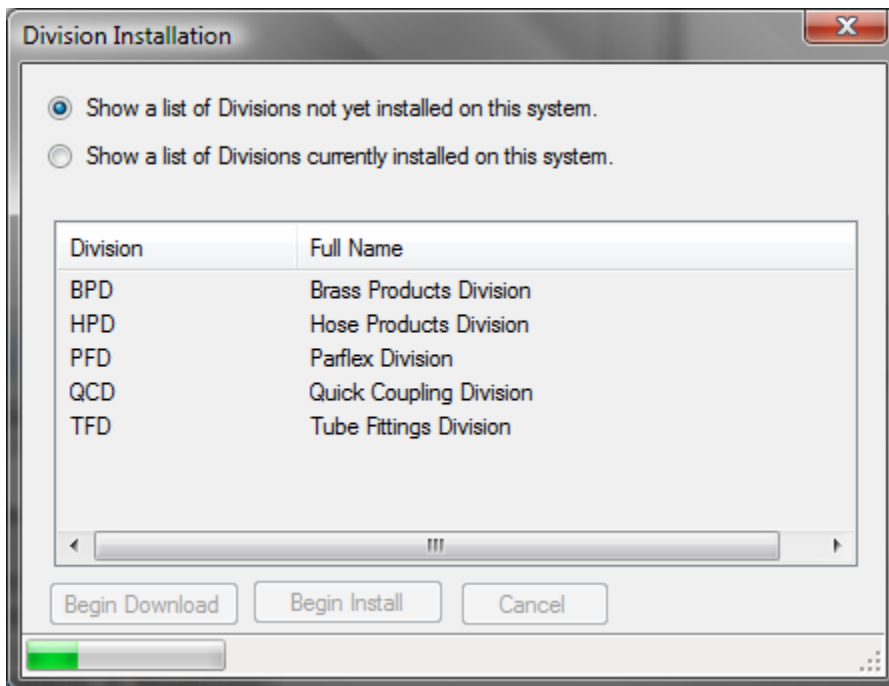
The user clicks the 'Other Options' button to install a new division, or if the dataset becomes corrupt, to re-install an existing division. After clicking this button, the following screen is displayed:



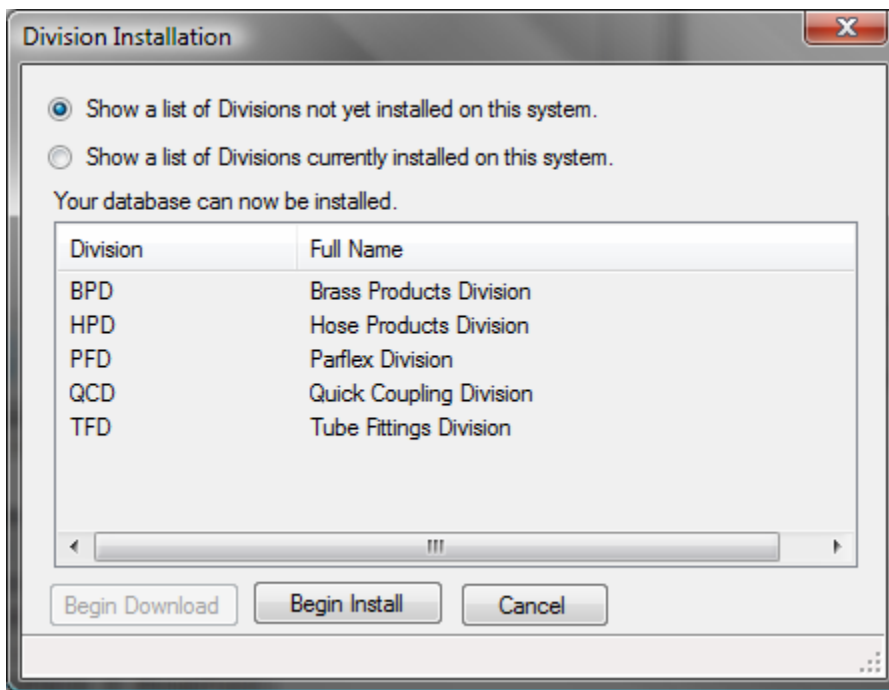
Next, the user selects a division from the list displayed and clicks the 'Begin Download' button, which is disabled until a division is selected to begin downloading the data and images from the hosting server.



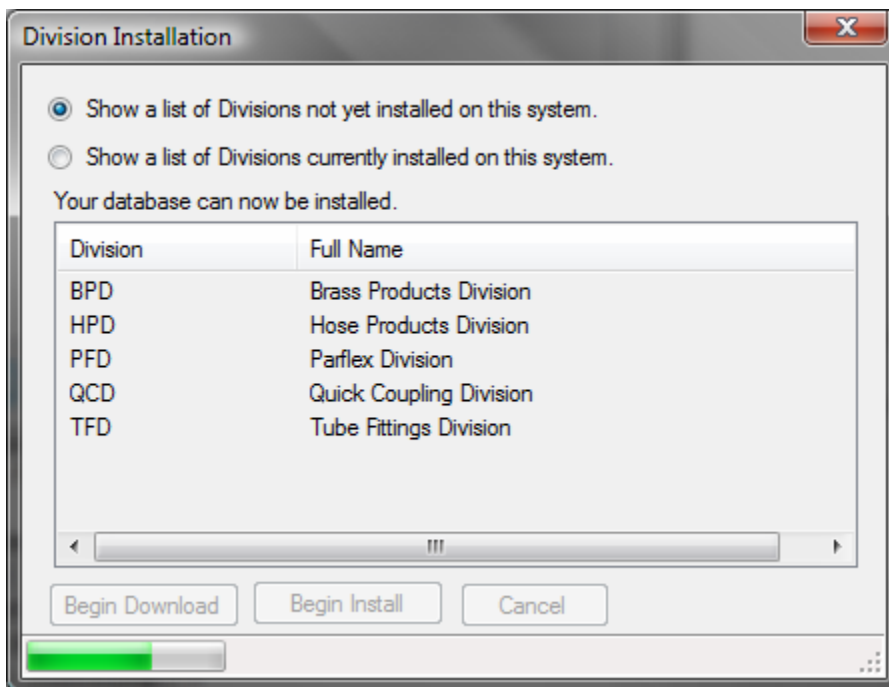
The download process can take a few minutes, even with a high-speed connection to the Internet, due to the volume of data and images being downloaded and verified. A progress bar at the bottom of the screen shows the progress of this step. It may take a minute to display the progress bar.



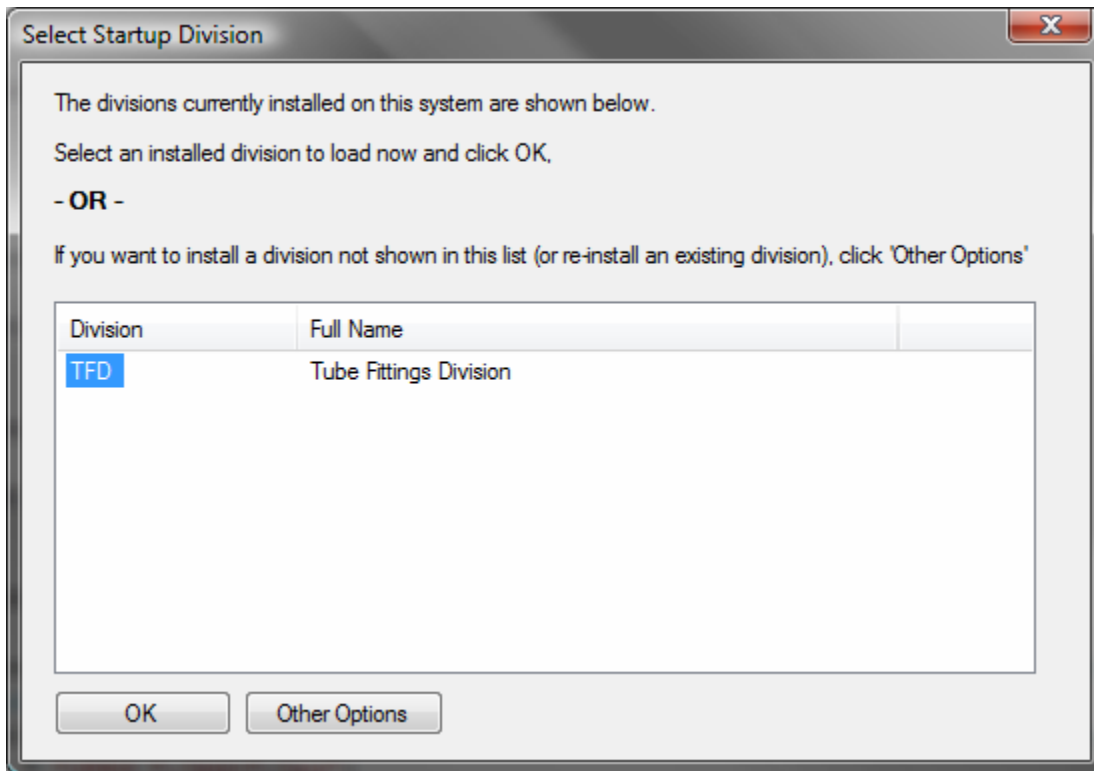
Once the download process is completed, the 'Begin Install' button is enabled and the user clicks this button to actually install the data and images and make them available to the user and application.



As with the download process, a progress bar at the bottom of the screen indicates the application's progress towards completing this step.



When this step is completed, the application closes this screen and returns to the 'Select Startup Division' screen with the newly installed division listed:



Select the newly installed division and click 'OK' to load the associated parts data and proceed to the main program screen.

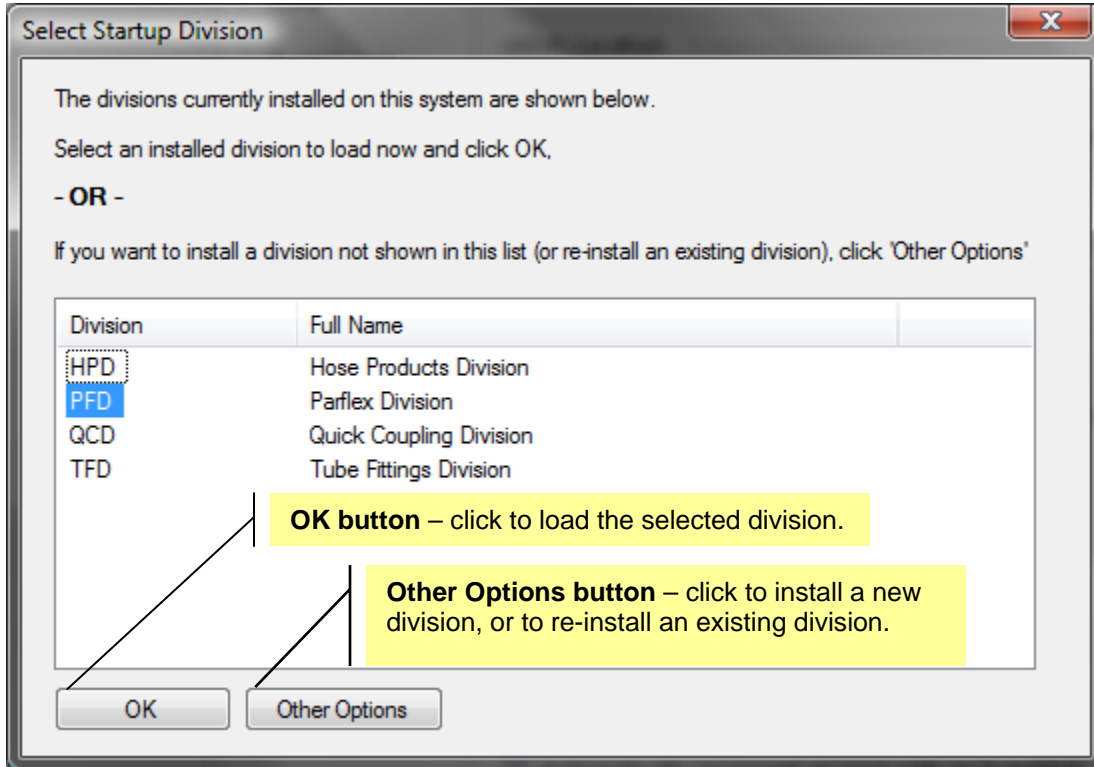


## Running the Program

The program is launched from the user's Start menu. Within the 'All Programs' group, users should look for 'Parker Hannifin' → 'Bin Label Generator', as shown below:

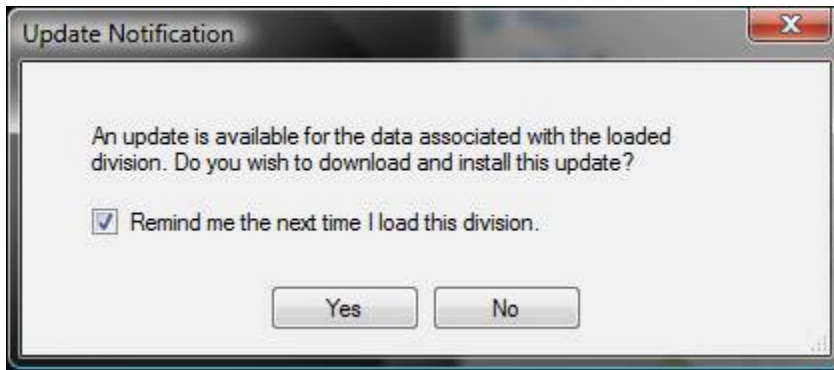


Once the application is launched, the Division Selection screen is displayed, showing the divisions currently installed.

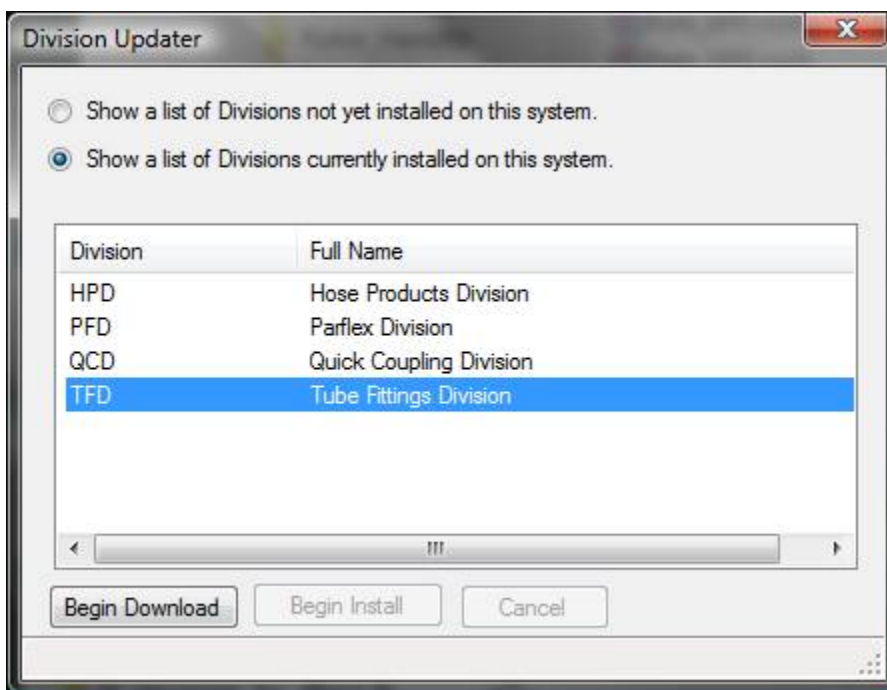


The user selects a division or clicks on the 'Other Options' button to install a new division, or re-install an existing division, should an existing division's data become corrupt at some point. If the division the user wants access to is listed in the list of existing divisions, the user selects it and clicks the 'OK' button. After a division has been installed or updated, or the user chooses an existing division to load and clicks the 'OK' button, the parts data for that division is loaded and the main application screen is displayed.

Periodically, updates to a division's data and images are published to the Parker server hosting the application and data. When the program loads the data of a selected division, the software looks to the server to see if the local copy is the latest available version. When the program detects that a newer version of the data is available, the user is prompted to download and install this data, or be reminded of the update the next time they access that division's program.



If the user clicks the Yes button, then the Division Updater screen is displayed and the division is selected for the user. The user can click the 'Begin Download' button to start the download.

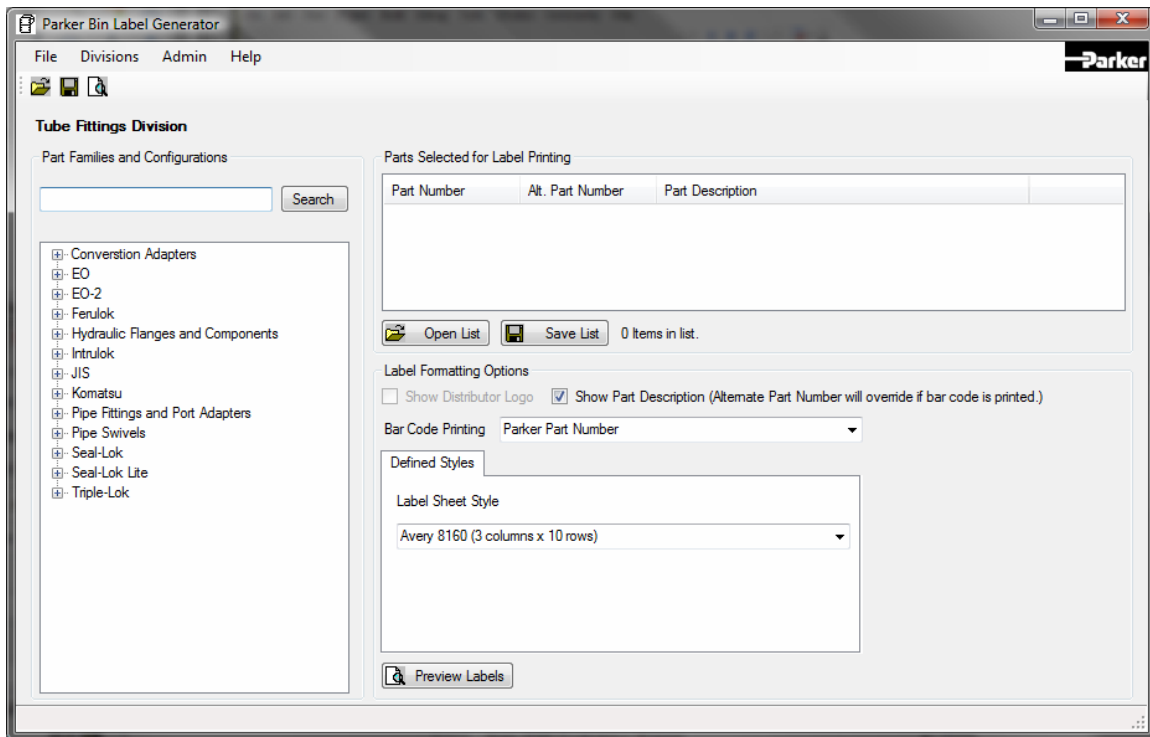


Detailed instructions for the data and images update process can be found in the [Installing Data and Image Updates](#) section of this document.

## Main Application Screen


From the application's main screen, the user can create, save and open print lists saved during previous selections. Users navigate the parts listing tree control on the left side of the screen in the Part Families and Configurations box to find the items desired for labels. Product families are shown by default, but the "+" sign next to the family can be clicked to show the configuration and further the "+" next to the configuration to show the part numbers. Users create print lists by dragging part numbers, part configurations and/or part families from the parts tree to the Parts Selected for Label Printing box in the upper right-hand portion of the screen.

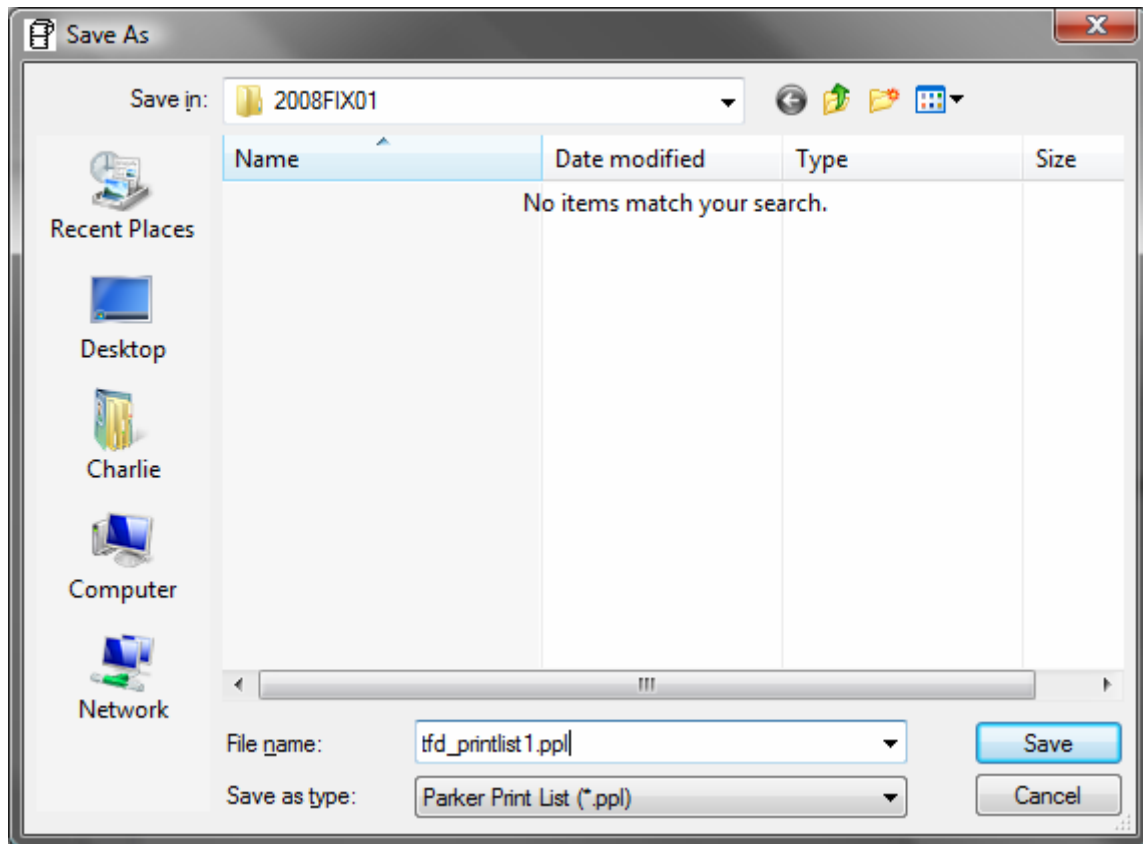
Other functionality available from this screen includes configuration of print settings and ability to select predefined label templates.



## Saving Print Lists

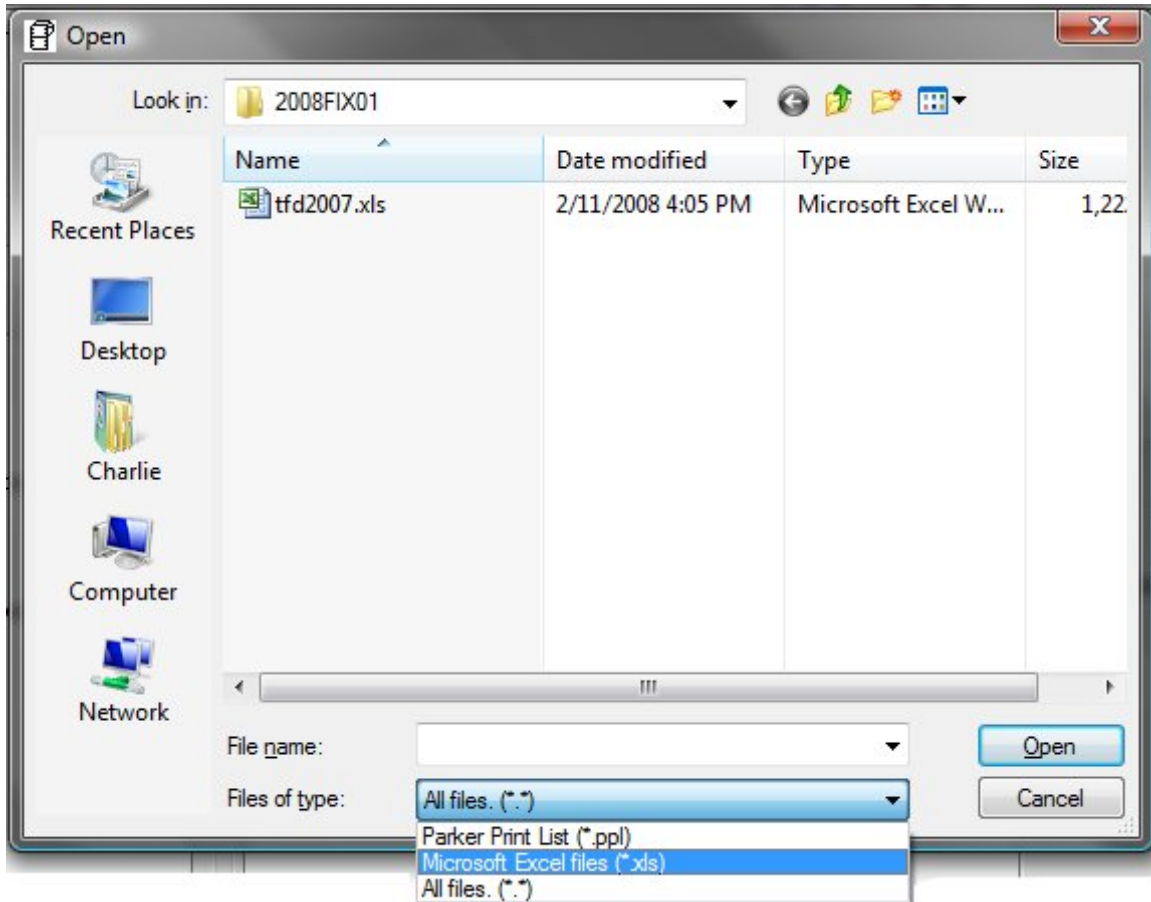
Users create print lists by dragging part number, configuration or family items from the 'Parts Families and Configurations' box to the 'Parts Selected for Label Printing' box. The new print list is edited to include Alternate Part Numbers if applicable and then users can save the edited print list to reuse at a later date without needing to re-create the list.

Users save the edited print lists by clicking the disk button  on the toolbar, clicking the 'Save List' button below the print list, or by clicking the 'File' → 'Save Set' menu item from the main menu. When saving a print list, a 'Save As' dialogue is displayed to allow the user to select a location and enter a file name to use for the parker print list file.



## Opening Print Lists and Importing Excel Files

Users open saved print lists by clicking the 'Open List' button below the print list, or by clicking the 'File' → 'Open Set' menu item from the main menu. When opening a print list, an 'Open File' dialogue is displayed to allow users to select the file being opened. Valid print list files have a file extension of '.ppl' which stands for Parker Print List, or '.xls' for Microsoft Excel files.



**Note:** Excel functionality is for legacy use only with print lists created with previous versions of this software. PPL versions contain additional data such as Alternate Part Numbers, Descriptions, etc. and are saved as ASCII formatted text files.

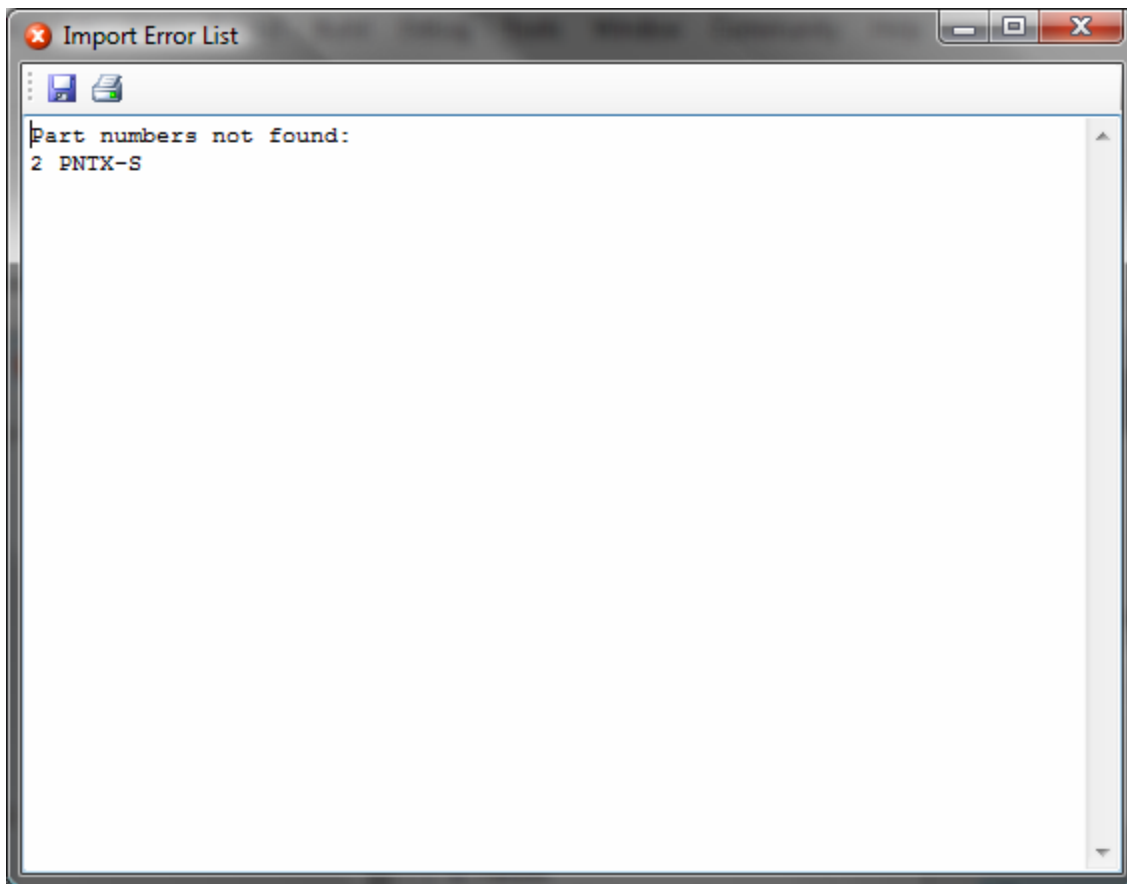
Once the Print List has been opened, users can edit them to enter or edit Alternate Part Numbers, and then save them as described in the [Saving Print Lists](#) section of this document.

When importing excel files, they must adhere to some basic formatting requirements. No column headings are allowed<sup>1</sup> and the spreadsheet data is to be arranged as follows:

- Parker Part Numbers are always included in the **first column** of the first worksheet.
- Alternate Part Numbers are always included in the **second column**. Leave this column blank if there are no Alternate Part Numbers.
- Additional columns are always ignored.

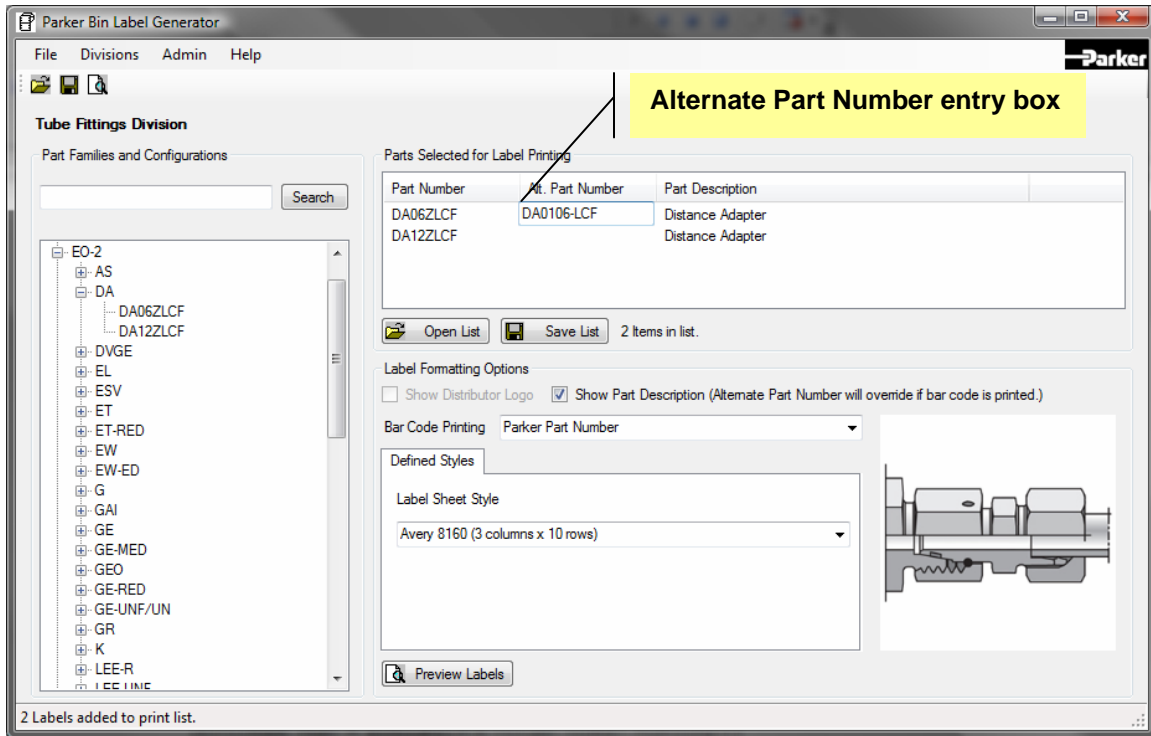
<sup>1</sup> If column headings are included in the first Row of the spreadsheet, the heading for the first column is considered to be a part number and will most likely be included in the list of import errors, described in this section.

Since it will only recognize parts that are in that division's database, if one or more part numbers are not found in the database, a window is opened containing a list of these part numbers. This list can be saved or printed for later use in determining the cause of the error.

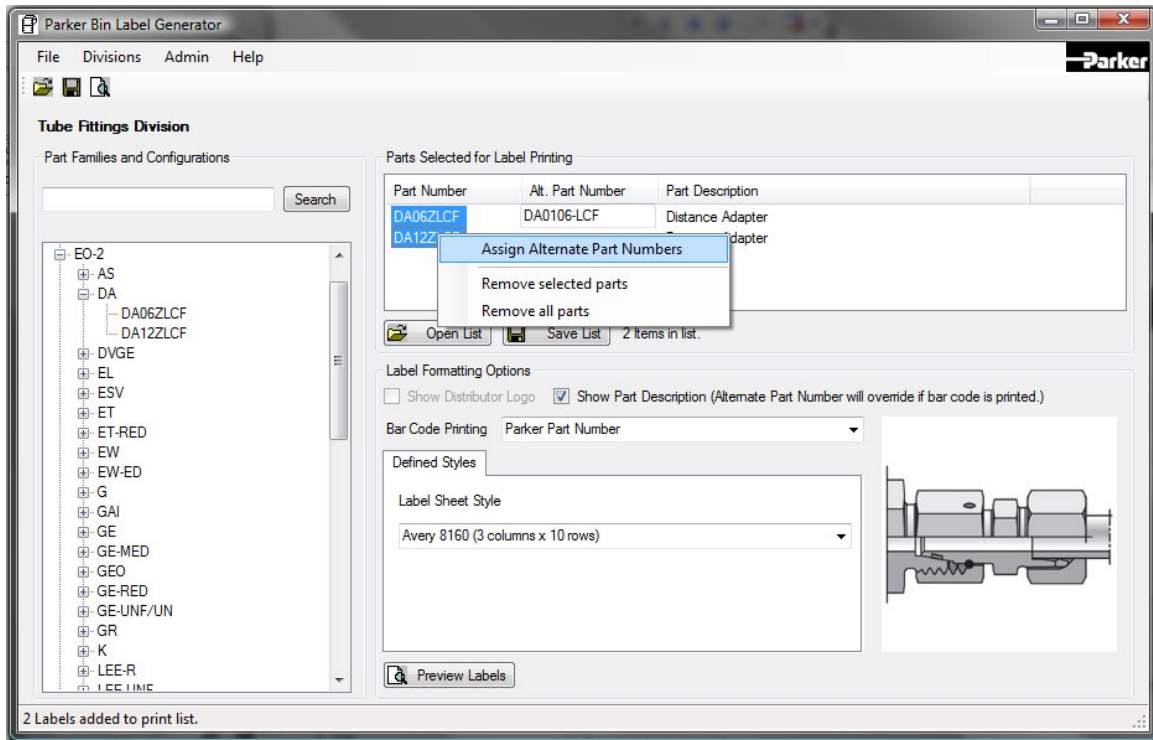


## Adding or Assigning Alternate Part Numbers

Users can enter alternate part numbers (such as customer part numbers) for individual parts by double-clicking the part number and entering the text in the entry box that appears next to the selected part number.

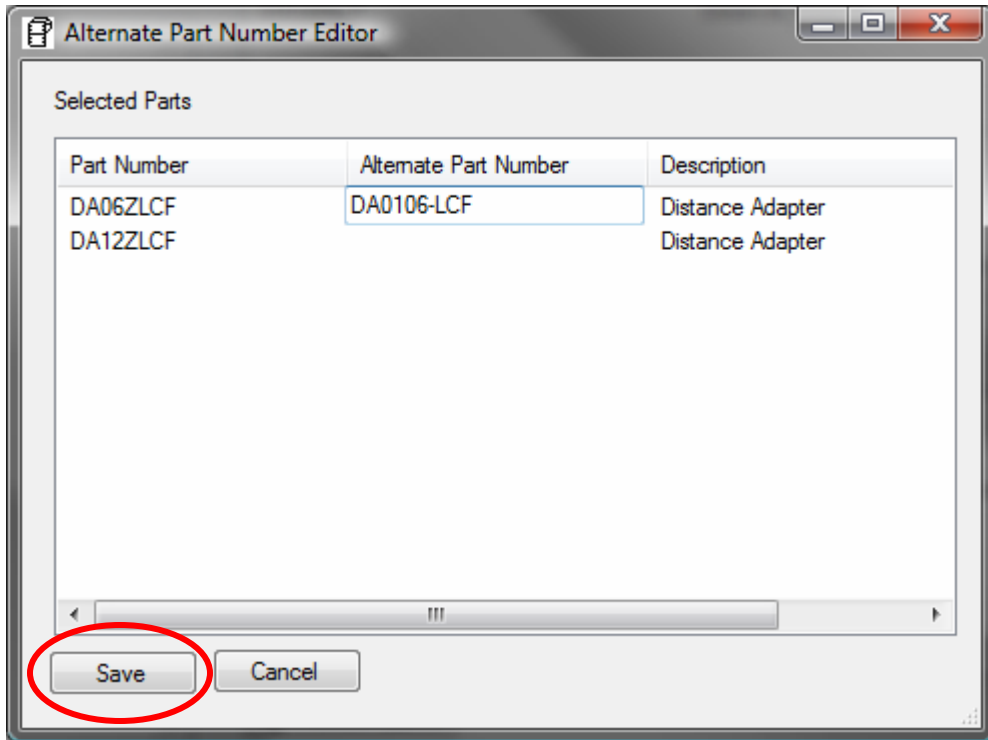


Users can also select multiple parts and then right-click on the selected part numbers and choose 'Assign Alternate Part Numbers' from the resulting context menu





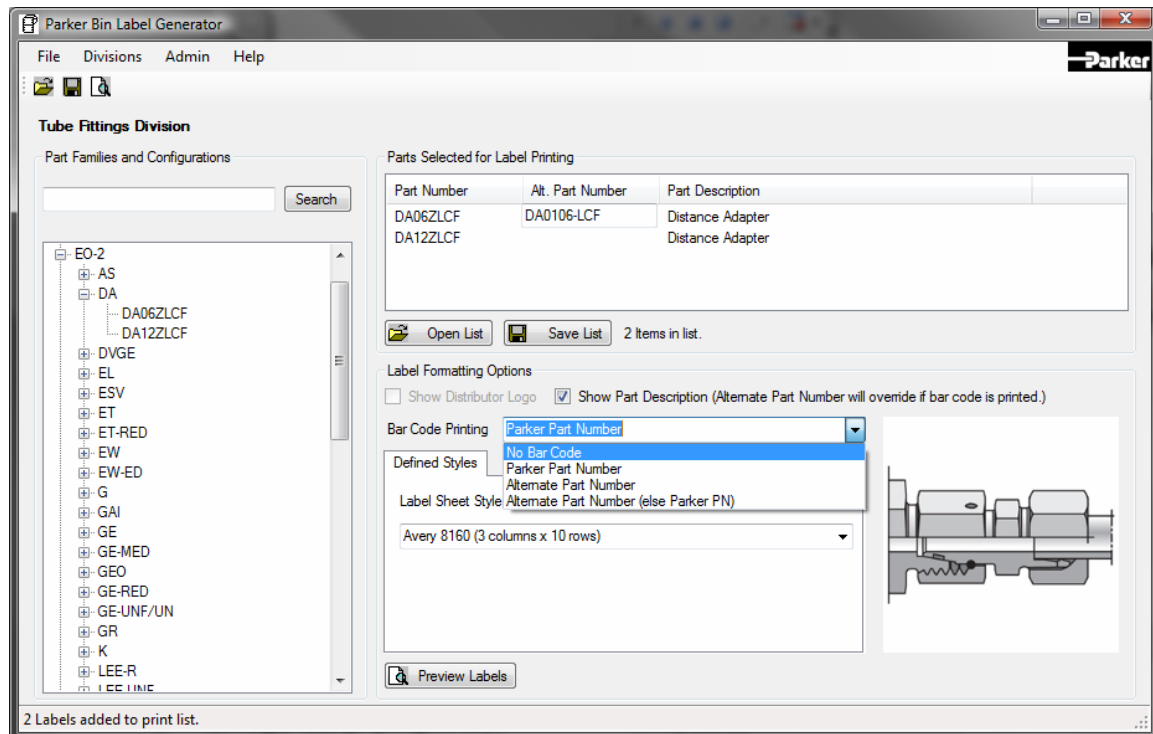
The Alternate Part Number Editor is similar to the list control in the main screen in that alternate part numbers are entered by double-clicking part numbers and entering the alternate part numbers in the entry boxes. Changes are not saved to the main screen's print list until the user clicks the 'Save' button, however, and all changes are discarded if the user clicks the 'Cancel' button.



## Barcode Options

Users have a variety of barcode printing options available. Bar code printing options include:

- ‘No Bar code’,
- ‘Parker Part Number’,
- ‘Alternate Part Number’ and
- ‘Alternate Part Number (else Parker PN)’.



The no bar code option simply means that the printed labels will not include a bar code.

The ‘Parker Part Number’ option means that the part number assigned by Parker Hannifin will be used to encode the bar code printed on the label.

The ‘Alternate Part Number’ option will only use the assigned alternate part numbers to generate bar codes. If there is no Alternate Part Number assigned, no bar code will be printed.

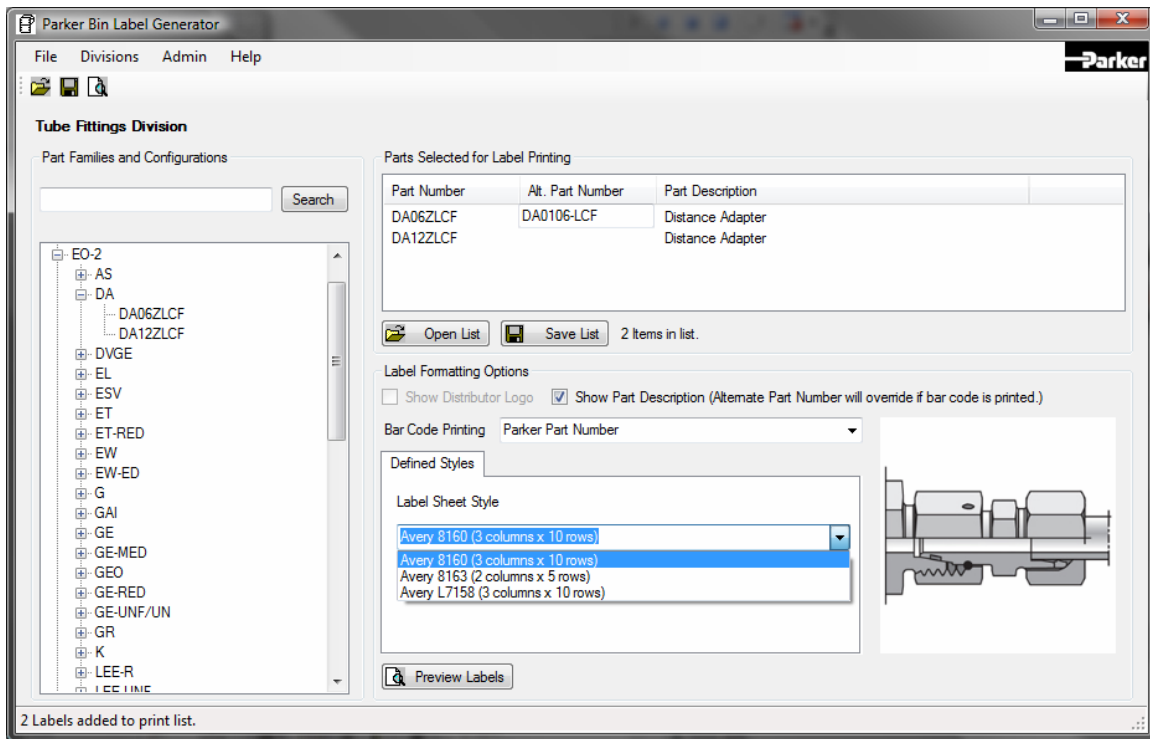
Choosing the fourth item, ‘Alternate Part Number (else Parker PN)’, will use the alternate part number to generate the printed bar code when available, but if no Alternate Part Number has been assigned, the part number assigned by Parker Hannifin will be used to generate the printed bar code.

## Label Templates

There are three predefined label templates for use with this application.

They include:

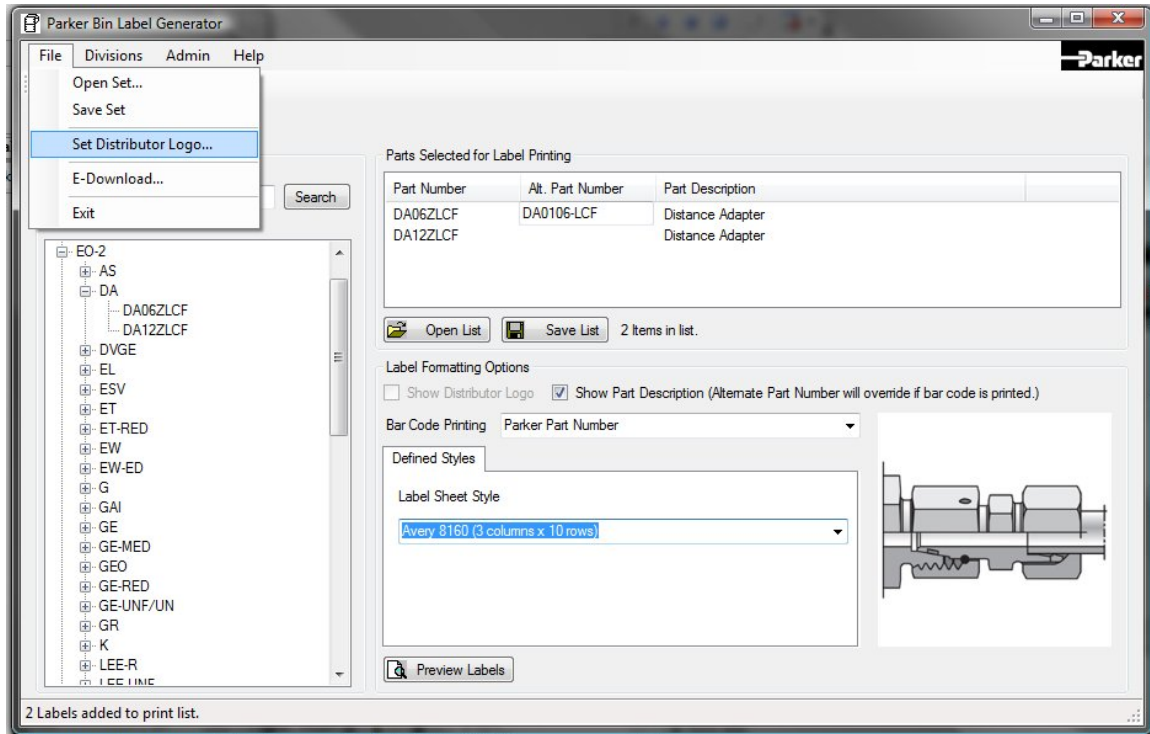
- Avery 8160 (3 columns x 10 rows),
- Avery 8163 (2 columns x 5 rows) and
- Avery L7158 (3 columns x 10 rows, European Standard)



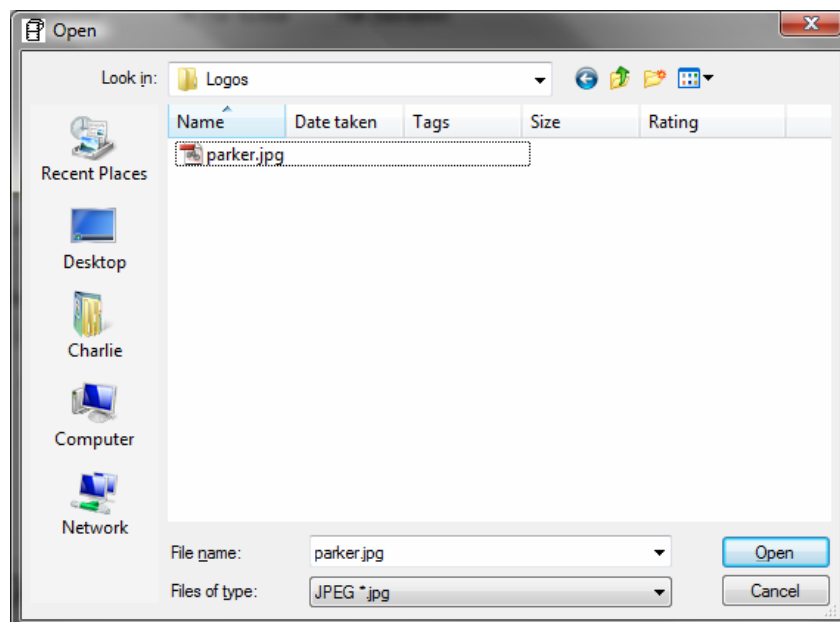
Users use these predefined settings to generate parts labels. When printing to the Avery 8160 or Avery L7158 formats, assigned Alternate Part Numbers will always replace the Part Description on the printed label if the bar code printing option is set to anything other than 'No Bar Code'.

## Distributor Logos

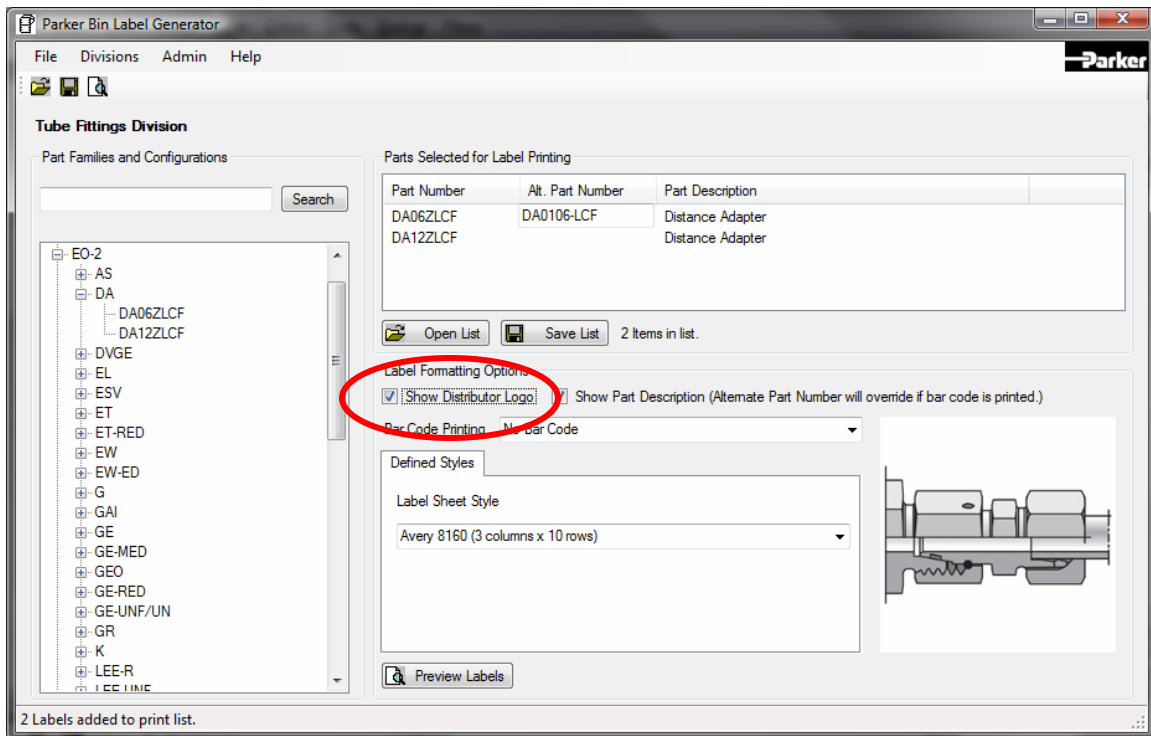
Users can include their own logos on printed bin labels. This option is disabled until a distributor logo has been defined by using the 'Set Distributor Logo' utility located as a menu item under the 'File' menu.



When selecting a logo image file, users browse to the location of the image file, select it and choose 'Open'. Distributor logo images must be in a JPEG format with a file extension of .jpg.



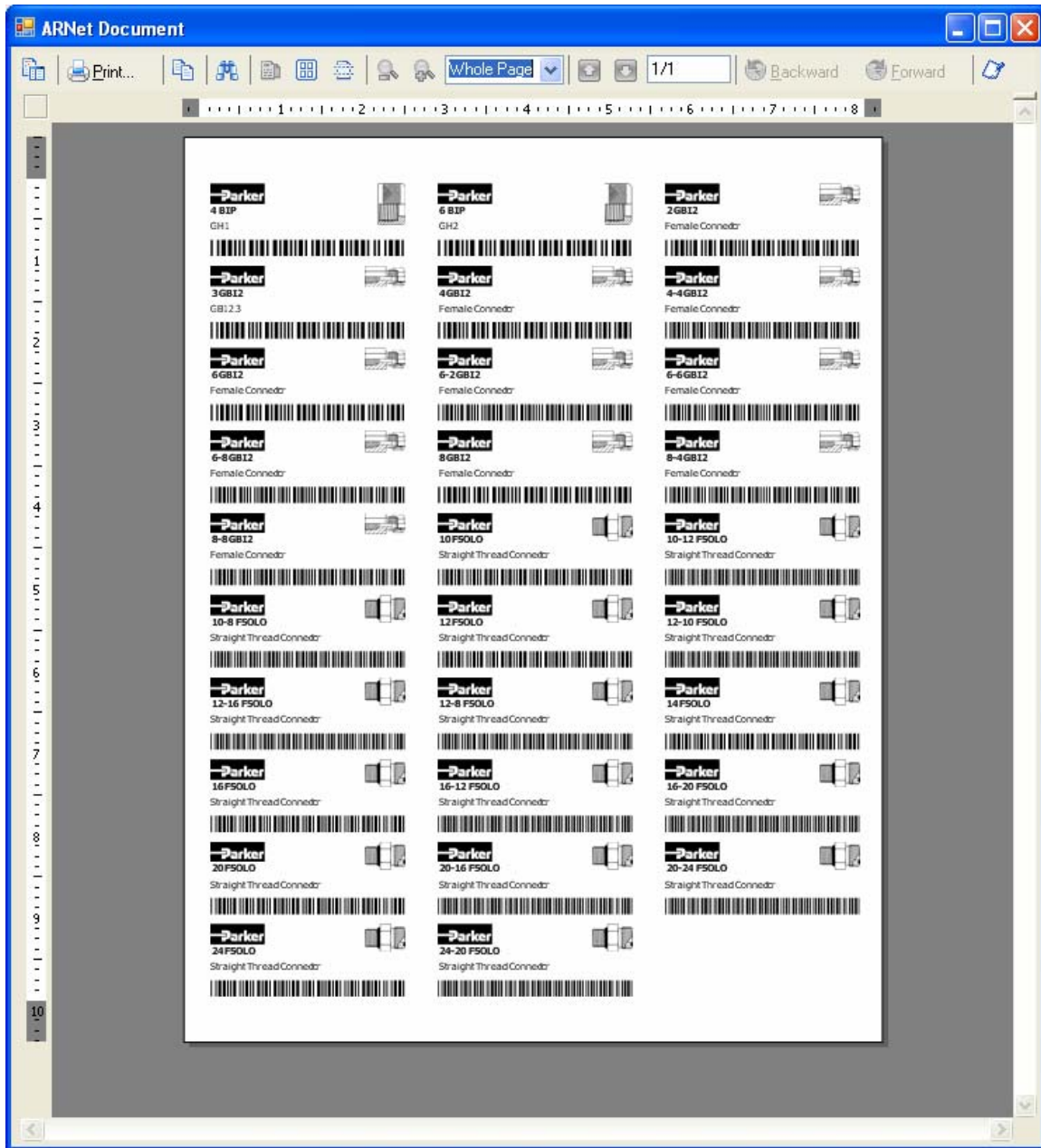
To include the configured distributor logo on the printed labels, the user checks the ‘Show Distributor Logo’ checkbox.



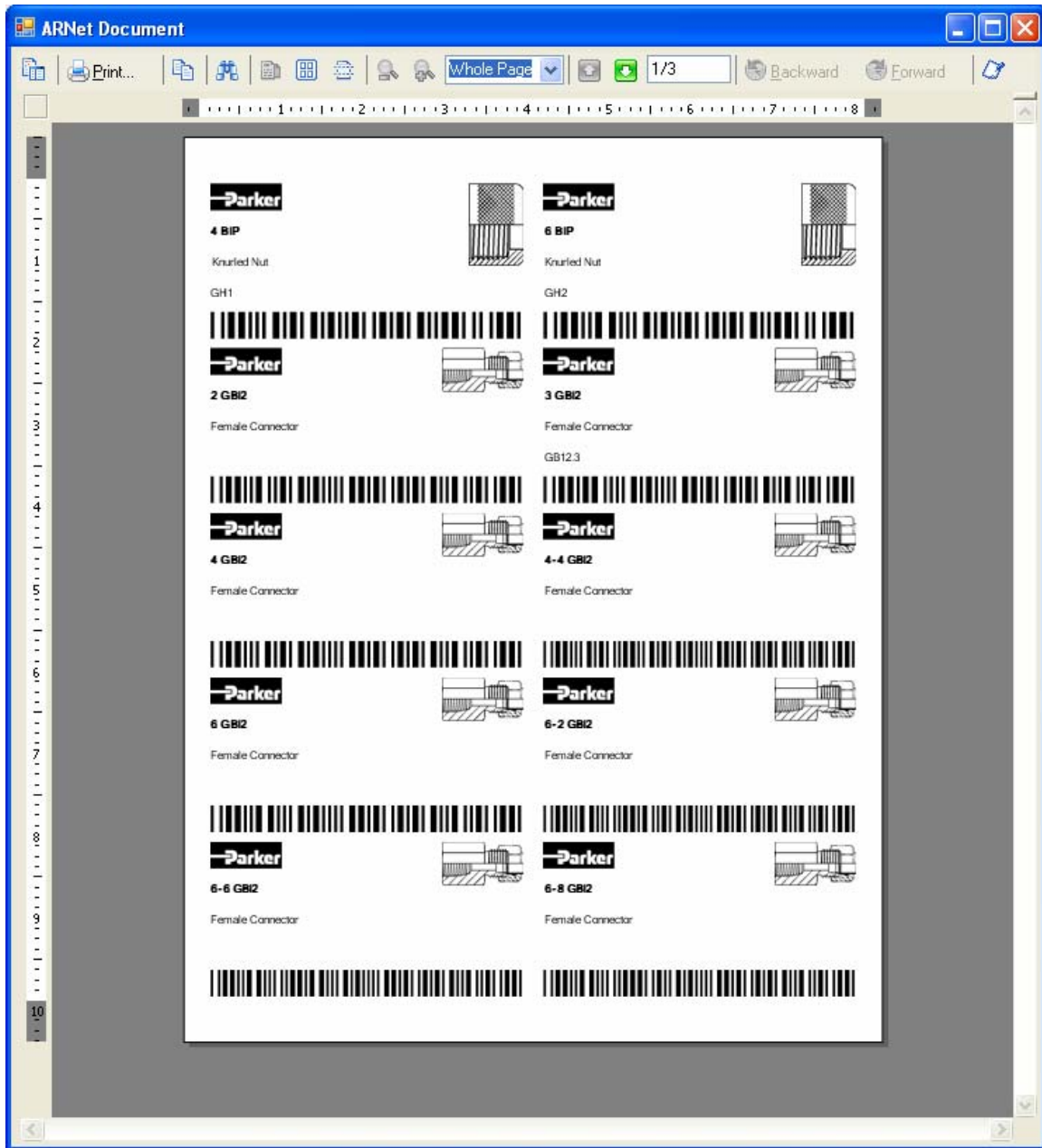
## Preview and Print Labels

The user clicks the ‘Preview Labels’ button to display a print preview of the selected labels and send a print request to a printer connected to the user’s Windows desktop.

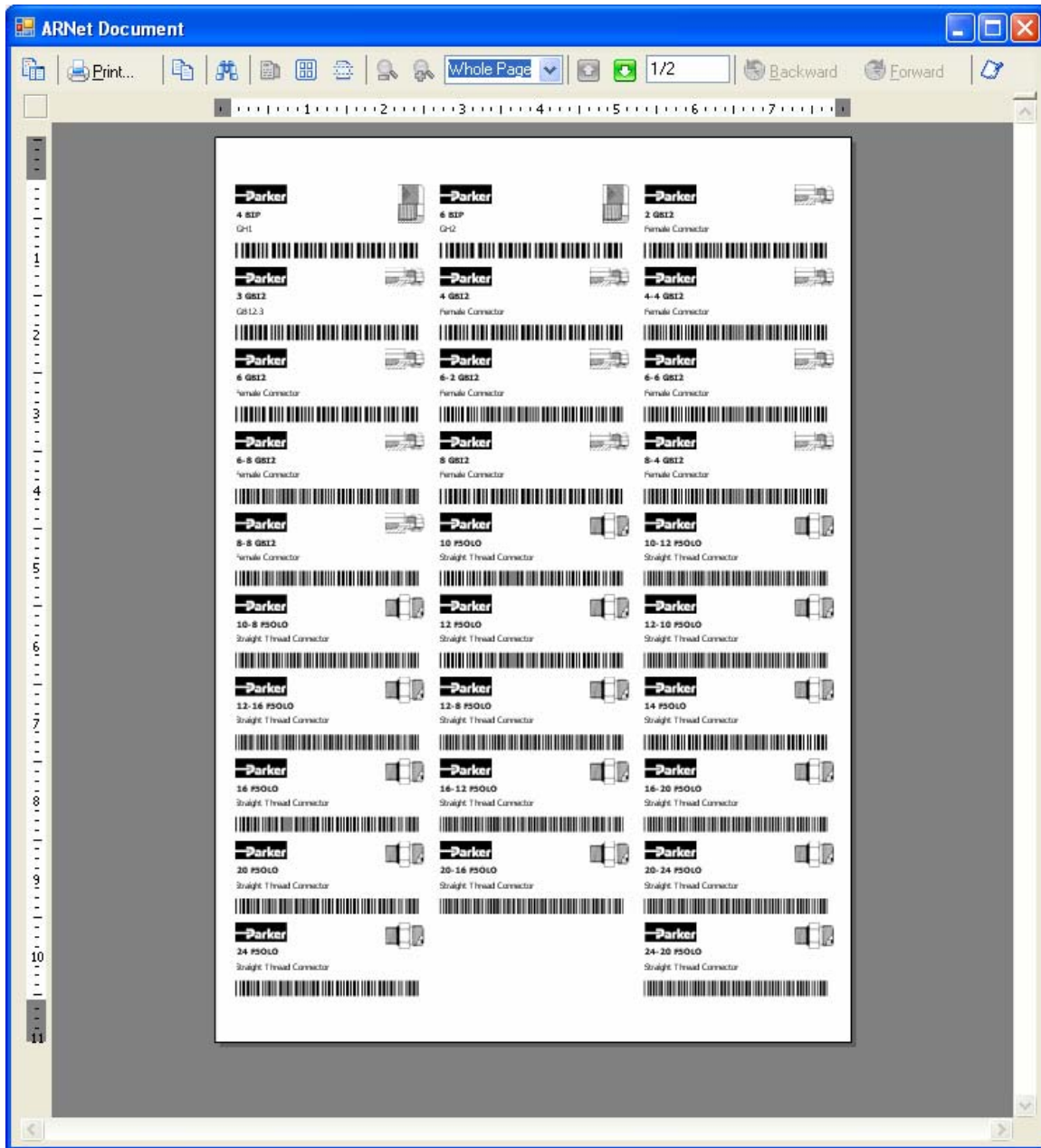
## Print preview of Avery 8160 label sheets:



## Print previews of Avery 8163 label sheets:



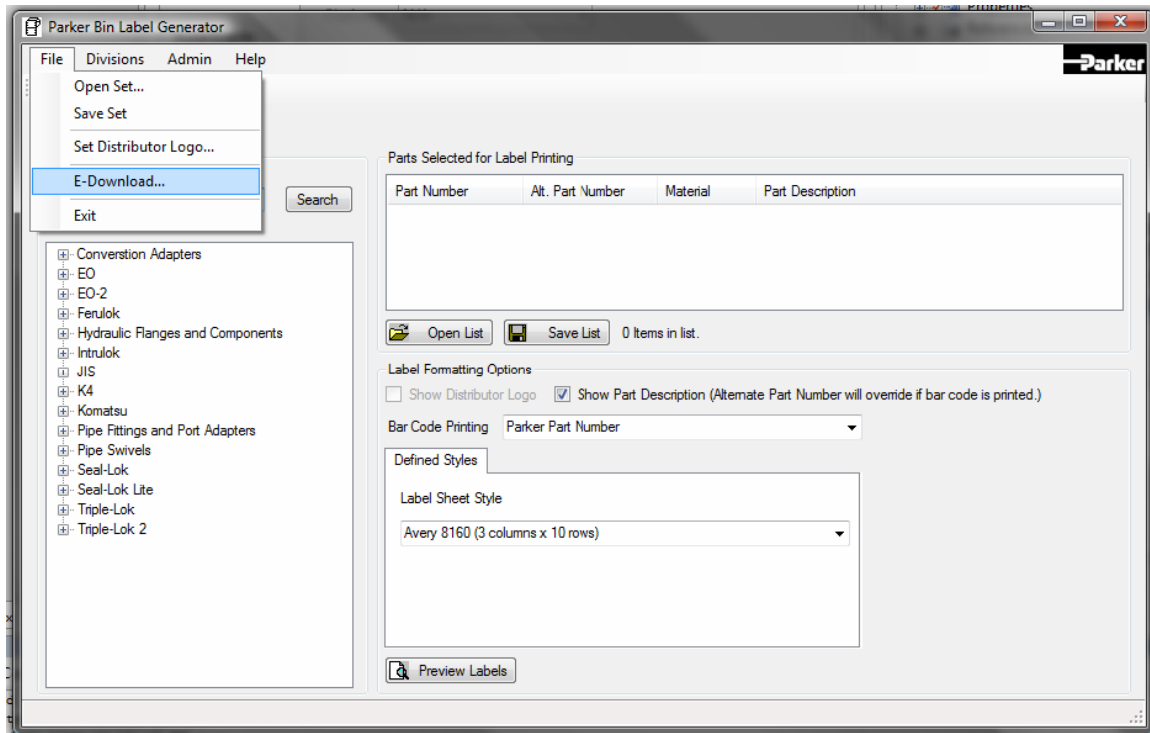
## Print previews of Avery L7158 label sheets:





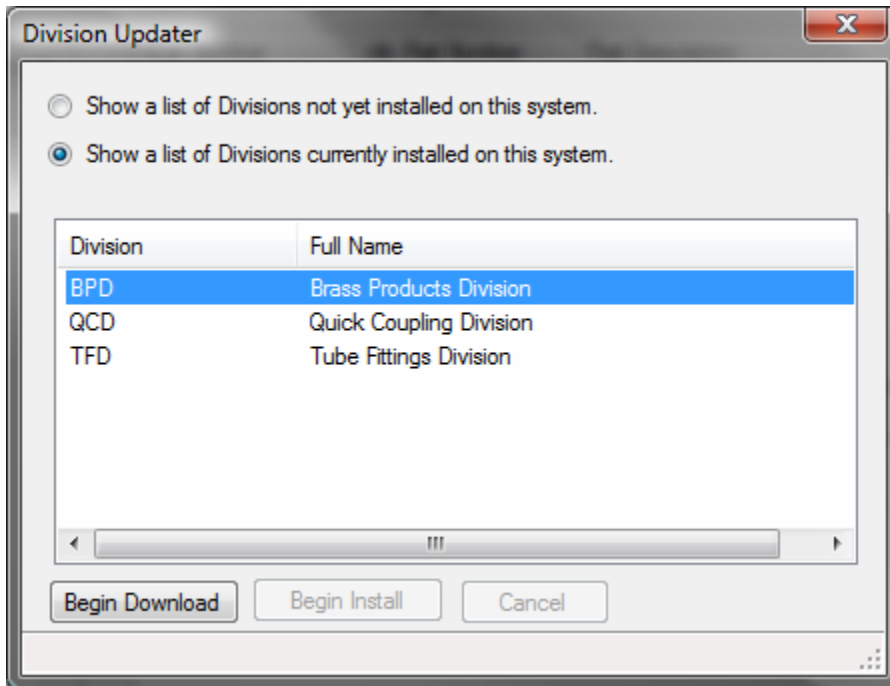
## Obtaining Data and Image Updates

Over time, each division may add new part numbers or entire product lines. To ensure that the user always has the most current and accurate data available to use in generating bin labels, the application automatically looks for updated data on the server where the master parts data and images are stored. Users are prompted when updates are available as they load a division at startup or switch divisions after the program has started (discussed in the next section of this document). Users can also *refresh* or update their data manually by choosing the E-Download menu option under the File menu:



The procedures for downloading and installing updated parts data and images is the same as it is for initially loading the data, described in the [Installing the Data and Images](#) section of this document. The only difference is that users select a division from the list of divisions currently installed on their system.

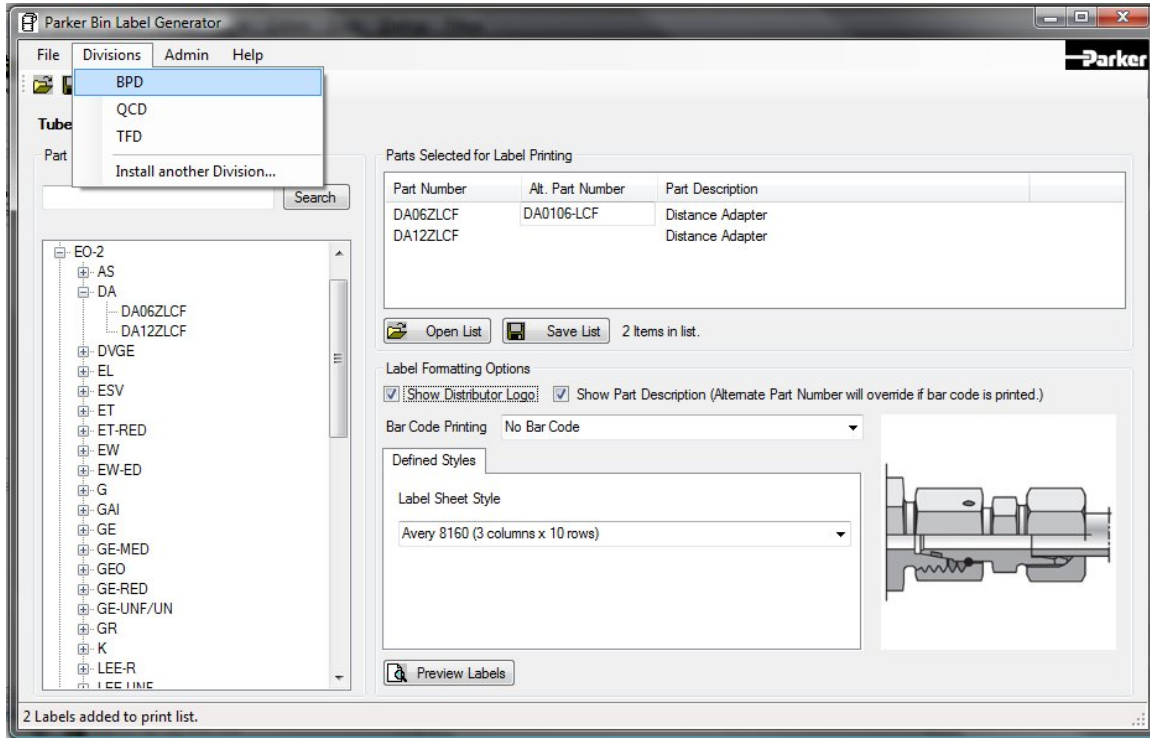
Users can also download and install data and images for other divisions by selecting the 'Show a list of Divisions not yet installed on this system' radio button, selecting the division from the displayed list of divisions not installed and following the same procedures used for updating data already installed.



Please note that parts data and images can be updated through either the division selector screen that displays the divisions already installed when starting the program, or by using the E-Download procedures discussed above.

## Switching Between Installed Divisions

When users have multiple divisions installed on a single system, switching between divisions is accomplished by choosing the appropriate division from the 'Division' menu.



## Installing Additional Divisions

If a division is desired that is not present in the list, users can choose to download and install that division's parts data and images by choosing the 'Install another Division' menu item under the list of installed divisions. The procedures for loading another division are the same as those for initially obtaining the parts data and images, described in the [Installing the Data and Images](#) section of this document.

