



WHALETEQ

UDiBar

Medical Device Labeling Management Software

User Manual

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WhaleTeq Co. LTD

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1 Product Introduction

UDiBar is a Medical Device Labeling Management Software specifically designed for medical devices. Through UDiBar's software validation and verification reports (V&V Reports), companies can quickly implement a management system compliant with QMS and ISO 13485 standards. This system features the ability to generate compliant UDI barcodes, supports comprehensive barcode tracking and management, and boasts a fully accessible database to ensure data traceability. It also provides conversion formats compatible with various international databases. Operating the software via PC, users can create UDI accounts, manage company information, and perform operations such as product creation, barcode generation, label editing, barcode checking, and data retrieval on a PC, making UDiBar an ideal choice for one-stop management of medical devices.

2 Equipment Installation

2.1 System Requirements

Windows OS only:

- Microsoft Windows 7 64-bit or later
- Microsoft .NET Framework 4.7.2 or later
- System administrator privileges (installing software, drivers, and Microsoft .NET Framework required)

Windows 10 64-bit or later

2.2 Hardware Requirements

- 1.5 GHz CPU or higher
- 1GB RAM or higher
- USB port
- Internet connectivity

4GB or higher memory

Hard drive: at least 10 GB

**An internet connection is required to verify user authorization during the initial setup.*

2.3 Installing Microsoft .NET Framework 4.7.2 at the First Time

Since WhaleTeq's software is developed based on Microsoft .NET Framework 4.7.2, please ensure that your operating system has Microsoft .NET Framework 4.7.2 or a later version installed.

If your computer does not yet have Microsoft .NET Framework 4.7.2 or a later version installed, please download it from the Microsoft website . [Click here](#) to watch a tutorial video on downloading and installing the Microsoft .NET Framework (starting at 2:03).

3 Notes on Using UDiBar

3.1 Obtain GS1 Preamble

Before using the UDiBar system, users must first apply for a GS1 pre-code [from the GS1 Taiwan](#) website. The pre-code contains the country code and the manufacturer code.

4 Software Installation

4.1 File Installation

Please download the SQL and AP (UDiBar) installation files from the WhaleTeq official website.

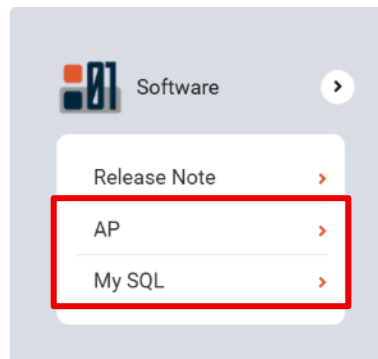


Figure 1 Download database and software

4.2 Install the Host Database: UDiBar MySQL

- (1) Choose a storage location.

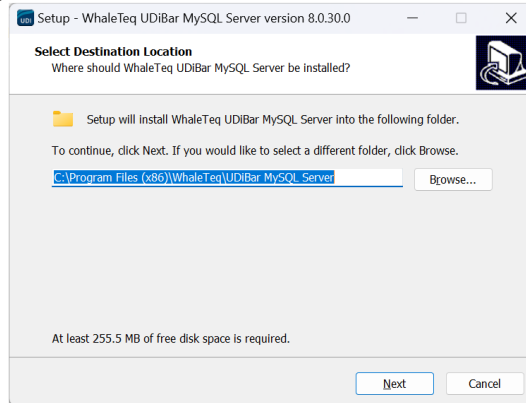


Figure 2 Database installation path

- (2) Click "Install" to install.

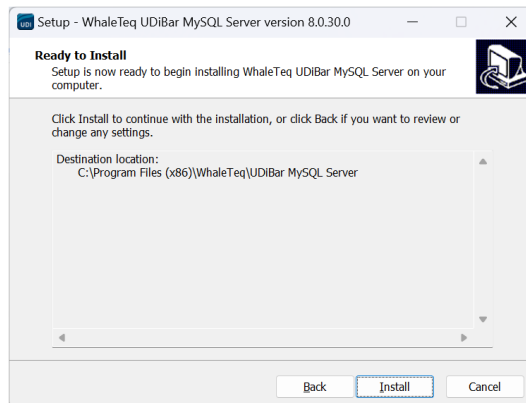


Figure 3 Install host database

- (3) System installation in progress.

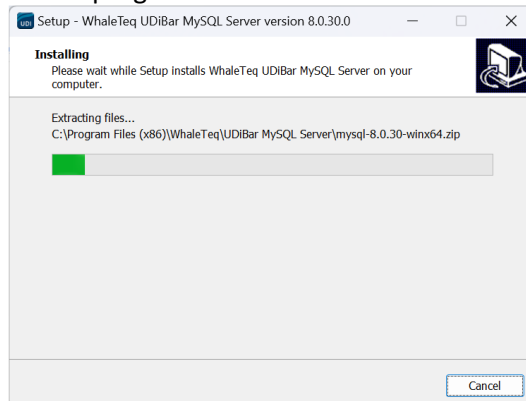


Figure 4 Host database installation in progress

- (4) Click "Finish" to complete the installation.

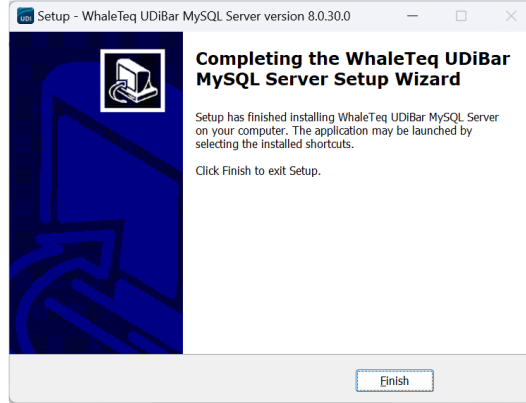


Figure 5 shows the completed installation of the host database

4.3 Install the Software: WhaleTeq UDiBar

- (1) Choose the software system language.

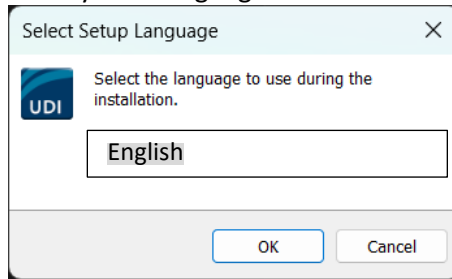


Figure 6 Install the software and select the system language

- (2) Choose a storage location and click " Next ".

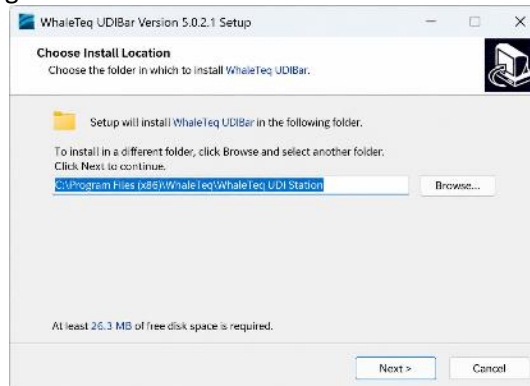


Figure 7 Installation path for the software

- (3) Select the desktop shortcut and click "Next".

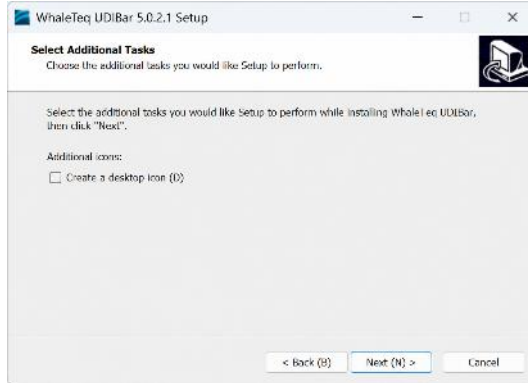


Figure 8 Installing the software

- (4) Click "Install" to install.

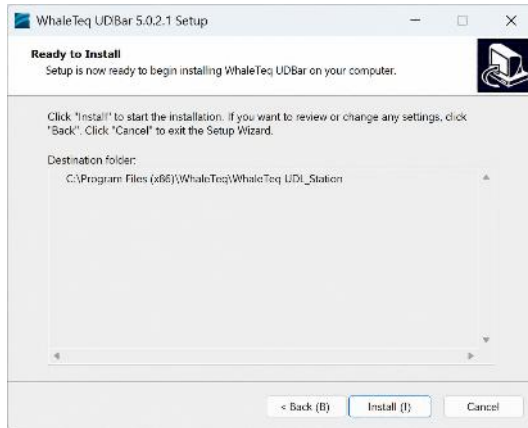


Figure 9 Installing the software

- (5) Click "Finish" to complete the installation

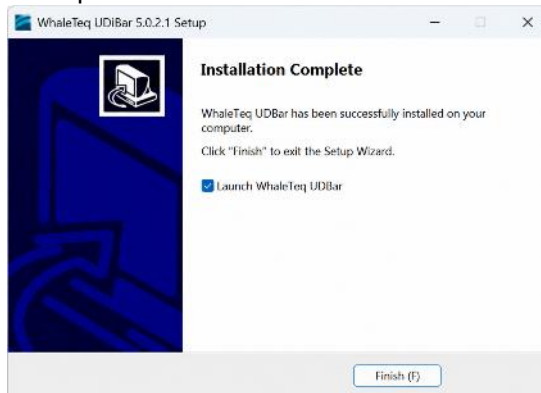


Figure 10 shows the completion of installing the user-end software

5 Preparatory Work

5.1 Apply for An Account

5.1.1 Apply for an administrator account

- (1) When using UDiBar for the first time, a login failure window will pop up. Click OK to enter the authorization/user management page settings page to authorize, and then click " Confirm " .

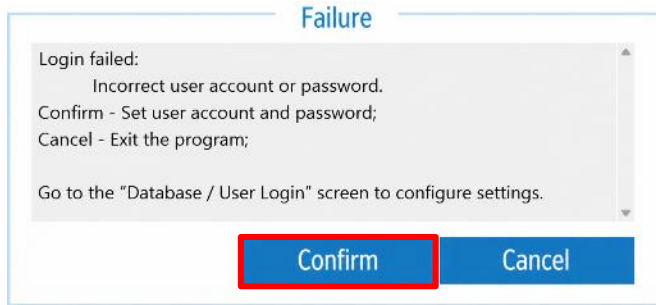


Figure 11 shows the completion of installing the user-end software

- (2) Click "License" on the Authorization/User Management page to access the Authorization window.

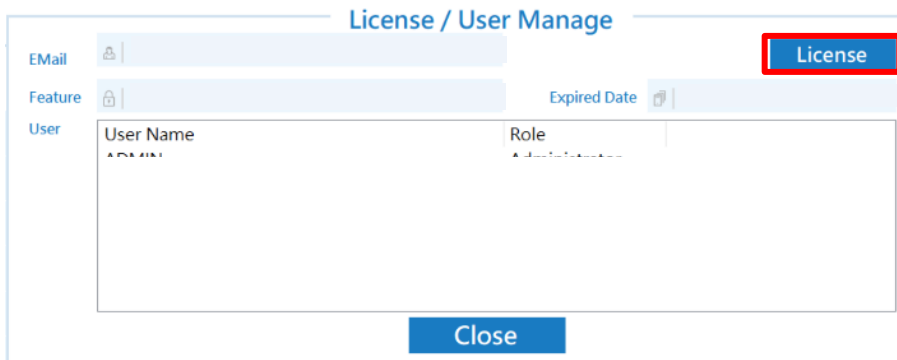


Figure 12 Authorization/User Management Window

- (3) The administrator enters the registration email and password.



Figure 13 Entering the authorized account and password

Note 1: When purchasing UDiBar, WhaleTeq will provide an account and password via email. If you have not received the email after purchasing, please [contact WhaleTeq](#).

5.2 Set User Permissions (ADMIN)

- (1) Log in to the UDiBar software using your ADMIN account ([see section 5.5 for some settings details](#)) and click "User Manage".

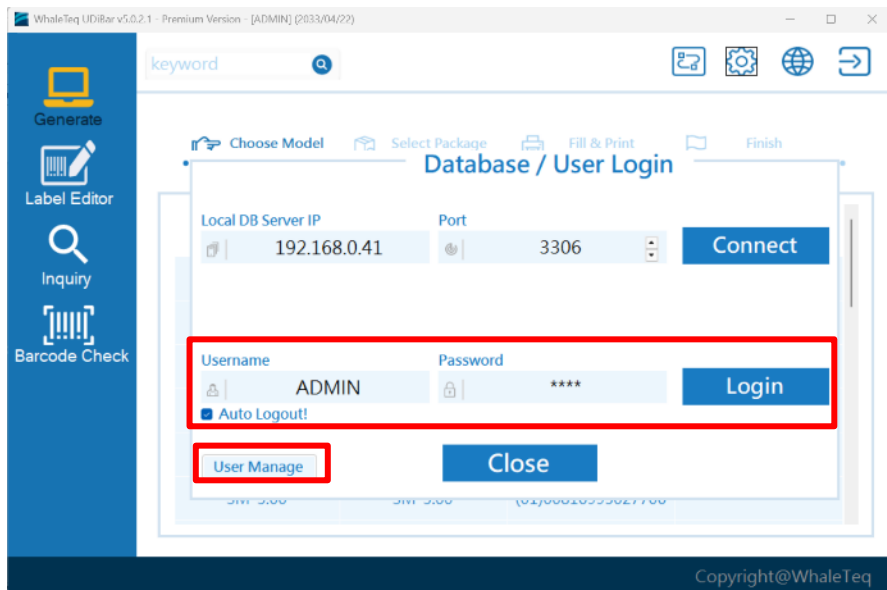


Figure 14 Setting user permissions by administrator

- (2) Click on the ADMIN account, then click "Add User".

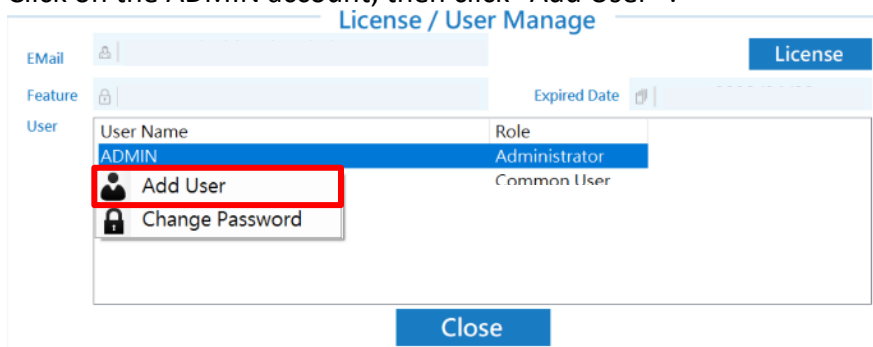


Figure 15 Adding users by administrator

- (3) A user/password settings window will pop up. Enter your username, password, and confirm password.

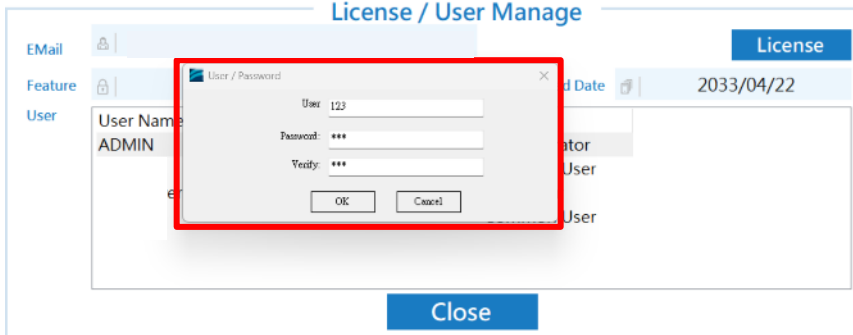


Figure 16 Create account by administrator

- (4) Use the drop-down menu to select each user's role: Super User or Common User. (See section [8. Supplementary Information](#) for details on user permissions .)

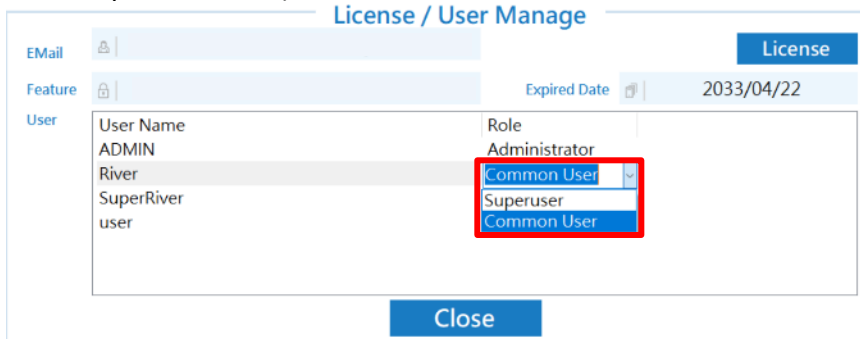


Figure 17 Drop-down menu for setting user permissions

5.3 Change User Password (ADMIN)

- (1) Select the user account and click " Change Password " .

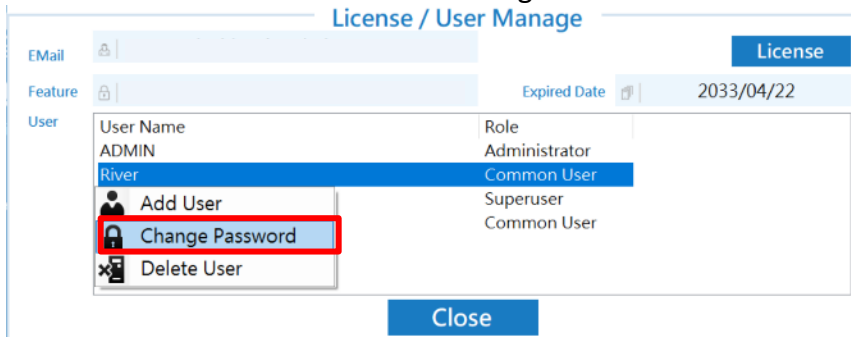


Figure 18 Administrator changes user password

- (2) A user/password window will pop up, allowing you to change your password directly.

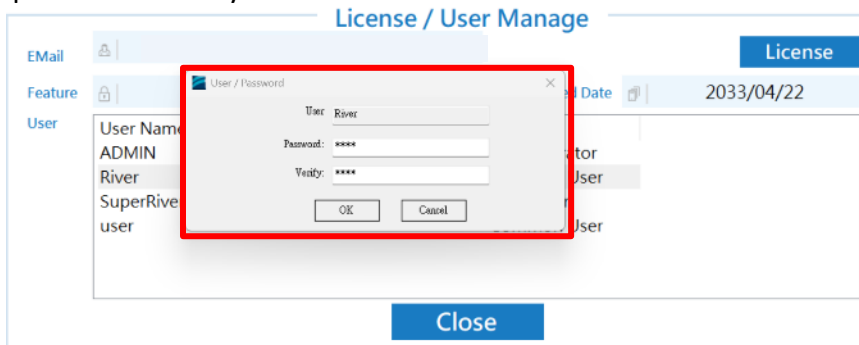


Figure 19 Setting the user password

5.4 Remove User Password (ADMIN)

- (1) Select any user account and click " Remove User " .

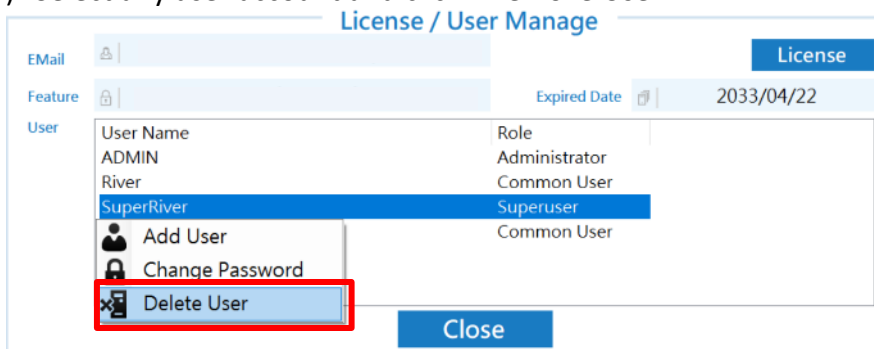


Figure 20 Administrator removes user account

- (2) A pop-up window appears. Click "OK" to remove the user from the user account list.

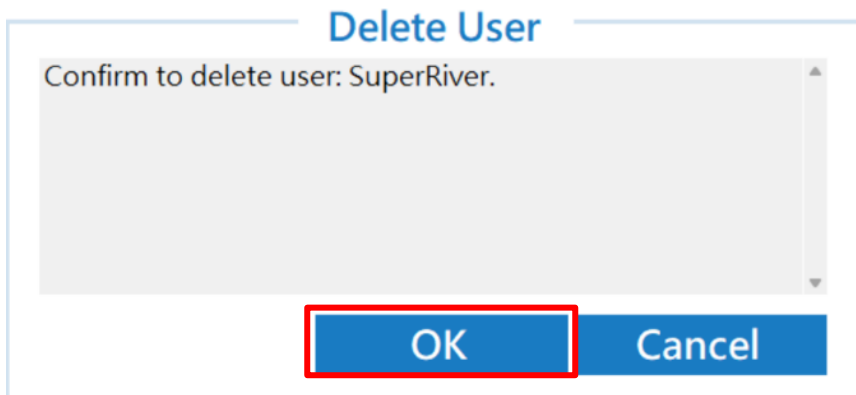


Figure 21 User removal confirmation

5.5 Login to UDiBar Local Database

5.5.1 Database host IP

(1) Click  , select Database > DB IP/User Login.

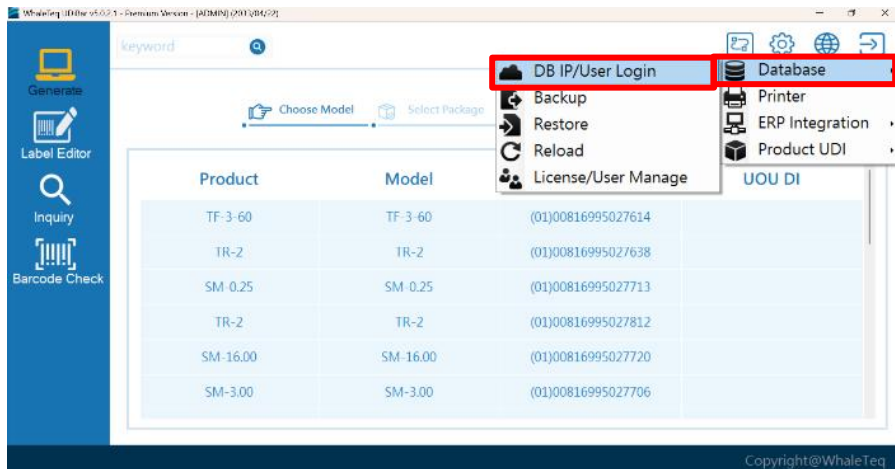


Figure 22 First login requires setting the database host IP address

(2) Specify the database host IP: Host IP, Port: 3306. After setting, click "Connect".

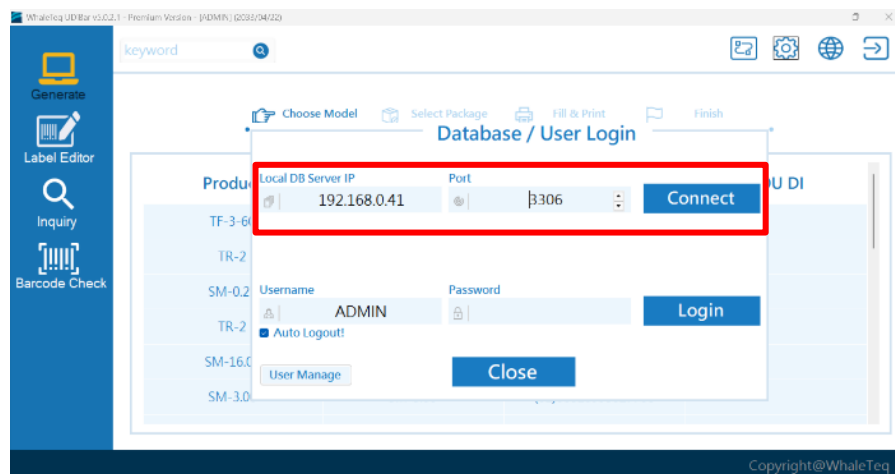


Figure 23 Setting the host IP

Note 1: If the user's PC and the database host are on the same one, please set the IP address to: **localhost**

Note 2: The database host IP is the server within the user organization.

- (3) Click "Link". A pop-up window indicates that the link is successful. Click "OK" and the software will automatically reopen.

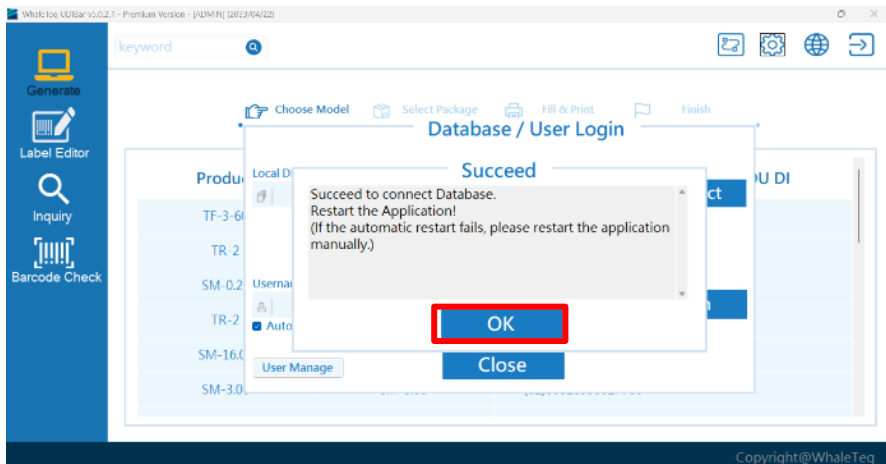


Figure 24 Connecting to the cloud database

5.5.2 User account login

- (1) Following the previous step, enter your username and password, and then click "Login".

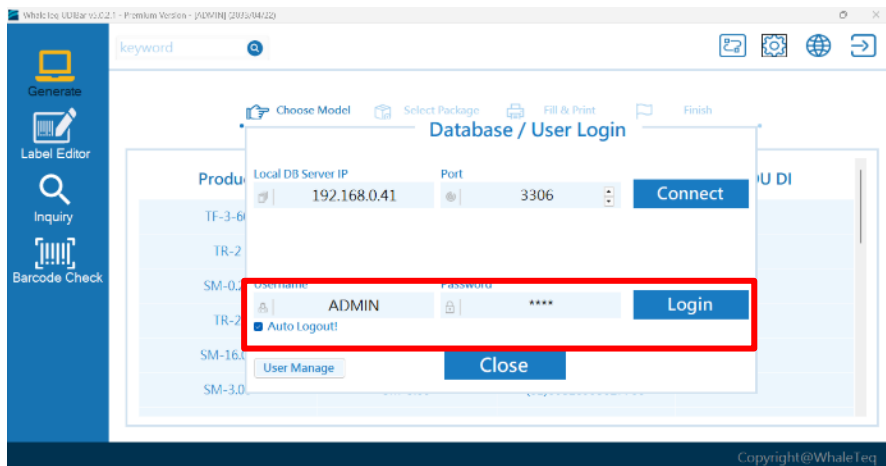


Figure 25 Enter user account

- (2) Click "OK" to successfully log in to the UDiBar software.

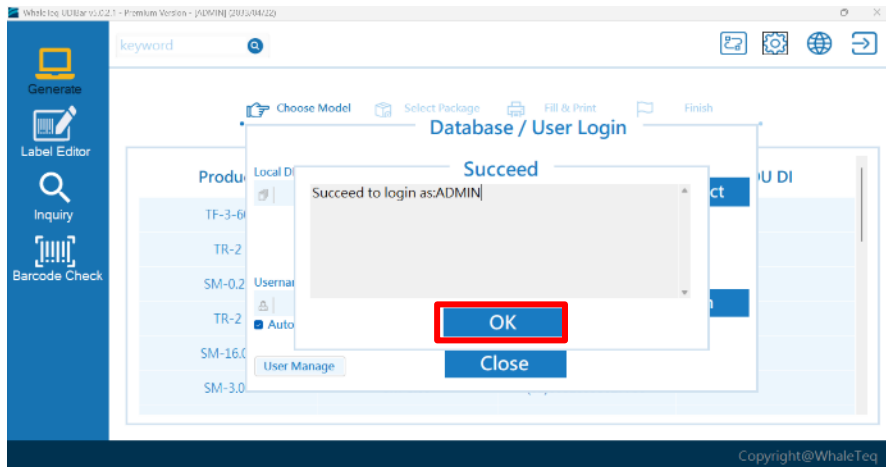




Figure 26 shows successful login to the UDiBar software

6 Printer Settings

6.1 Printer Connection

- (1) Click on Settings  in the upper right corner of the homepage, select Label Printing > Printer, and enter the printer settings page .
- (2) Click the printer option  Select the correct printer to connect to.
- (3) Print settings need to be synchronized with Windows settings.

6.2 Printer Paper Setting

- (1) Set the printer's paper size, print quality, and position in Windows Print.

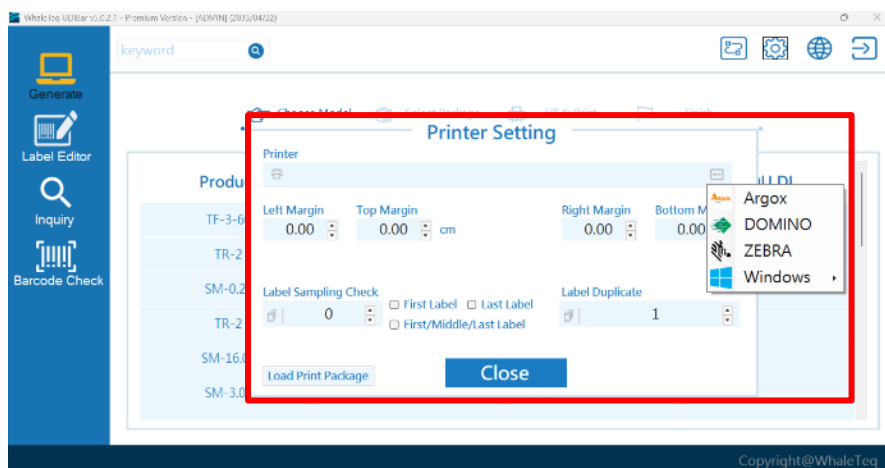
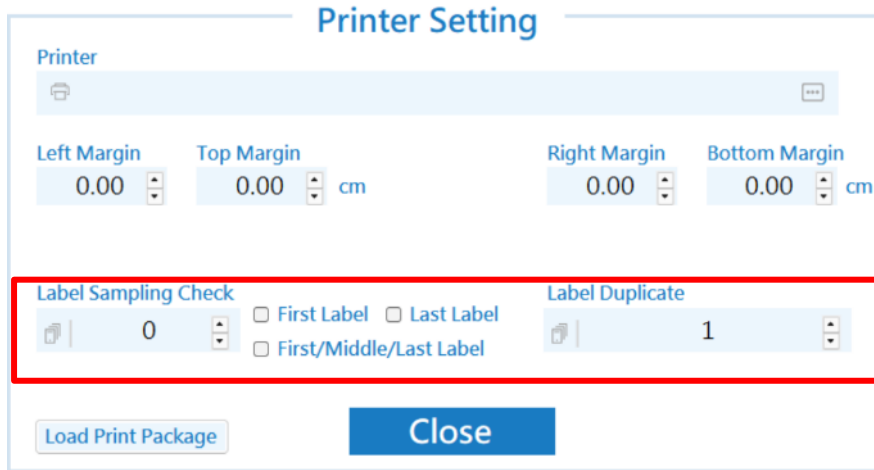


Figure 27 Setting printer values

6.3 Barcode Sampling Inspection

- (1) You can set your own sampling rules , including : first/ middle/last label, and the number of samples.
***Sampling example: Using 6 as a representative number means that when the printer is printing, every 6 barcodes will be performing a sampling inspection once; if no inspection is performed, set the number to 0.**
- (2) Once all settings are complete, click "Close" to finish setting up the printer.



Printer Setting

Printer

Left Margin: 0.00 cm Top Margin: 0.00 cm Right Margin: 0.00 cm Bottom Margin: 0.00 cm

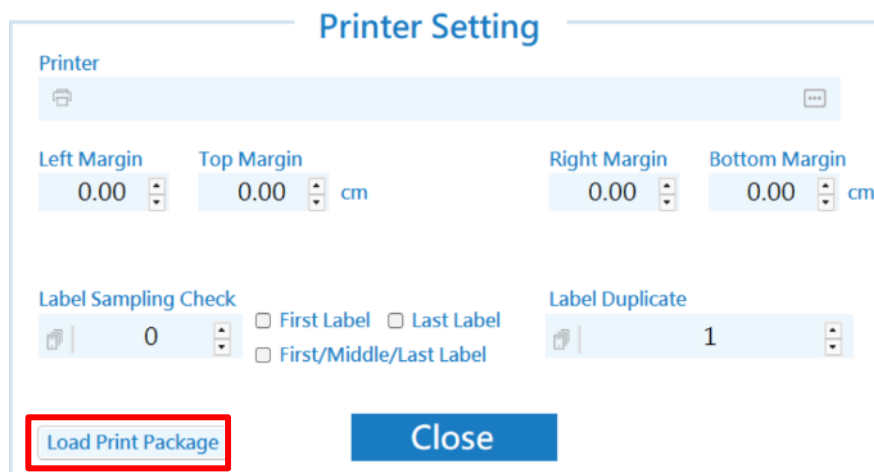
Label Sampling Check (highlighted):
 Printer icon | 0 | First Label Last Label
 First/Middle/Last Label

Label Duplicate:
 Printer icon | 1

Buttons: Load Print Package, Close

Figure 28 Barcode Sampling Inspection Setup

Note 1: If you are using a print package for output, you can load the print package from the printer settings page .



Printer Setting

Printer

Left Margin: 0.00 cm Top Margin: 0.00 cm Right Margin: 0.00 cm Bottom Margin: 0.00 cm

Label Sampling Check:
 Printer icon | 0 | First Label Last Label
 First/Middle/Last Label

Label Duplicate:
 Printer icon | 1




Buttons: Load Print Package (highlighted), Close

Figure 29 Loading Print Package Settings

7 Function Introduction

7.1 Database Backup and Restore

7.1.1 Database backup - manual

- (1) Click on Settings  in the upper right corner of the homepage, then select database  >Backup , go to setting page.
- (2) After selecting the backup location, click "OK" ; then click "Start" to perform the backup .
- (3) The system automatically generates a backup file after selecting a folder .

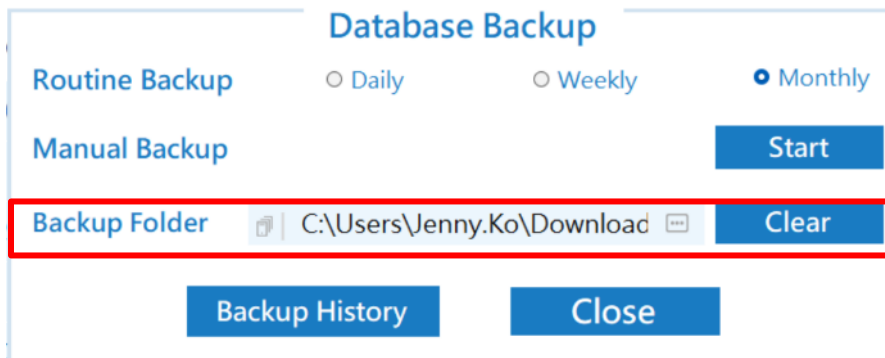






Figure 30 Manual backup of the database

7.1.2 Database backup - regular

- (1) Click on Settings  in the upper right corner of the homepage, then select database  >Backup , go to setting page.
- (2) Set the scheduled backup period (daily/ weekly /monthly).
- (3) Click  After selecting the location to store the backup data, click "OK" .
- (4) The system will automatically generate backup files.

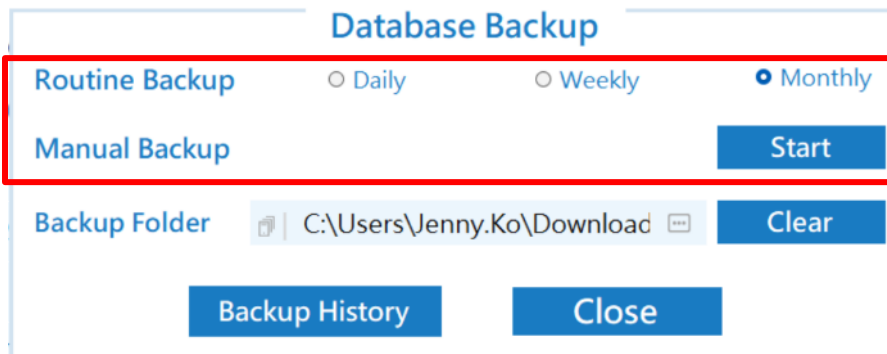






Figure 31 Regular database backups

7.1.3 Database restoration (For ADMIN use only)

- (1) Click the top right corner of the homepage  and select "Database"  > Restore , and enter the setting page.
- (2) Click , select the location for the database backup, and then click "Start" to begin the restoration.
- (3) The page displays the number of records that have been restored to the database and a notification.

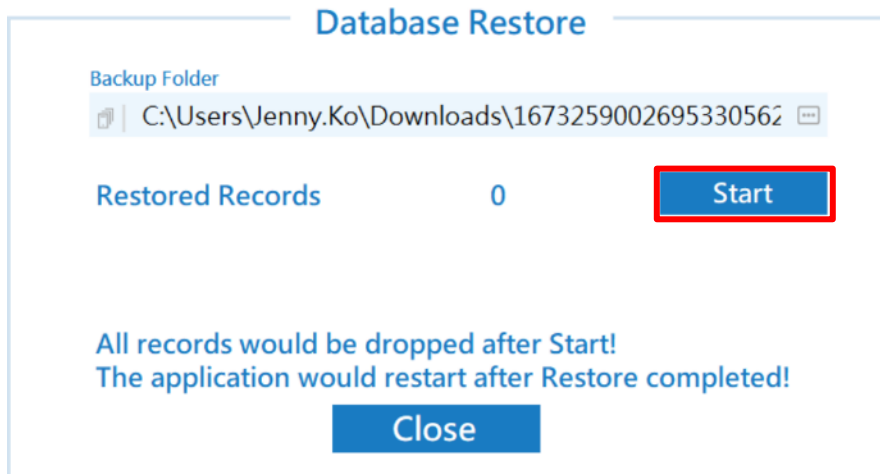





Figure 32 Database restoration

7.1.4 Database overload

- (1) Click the top right corner of the homepage  and select Database  > Reload .
- (2) A pop-up window will appear indicating that the software has restarted. Click "OK".
- (3) The software window closes and restarts, while the database is reorganized.

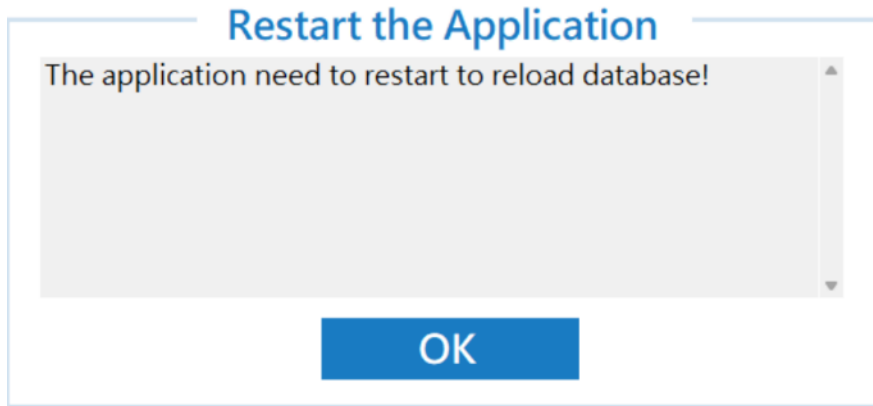




Figure 33 Database reload

7.2 Create Products

7.2.1 Add product (Superuser and User only)

- (1) Click the "Label Editor" icon on the left side of the homepage .
- (2) Click "Add Product  " in the lower right corner of the window, and enter the product name, model, DI, package, quantity, and PI information.

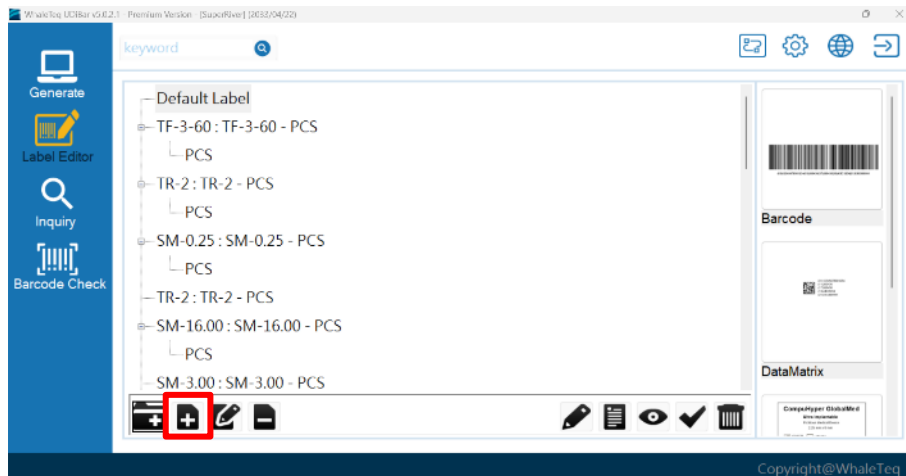
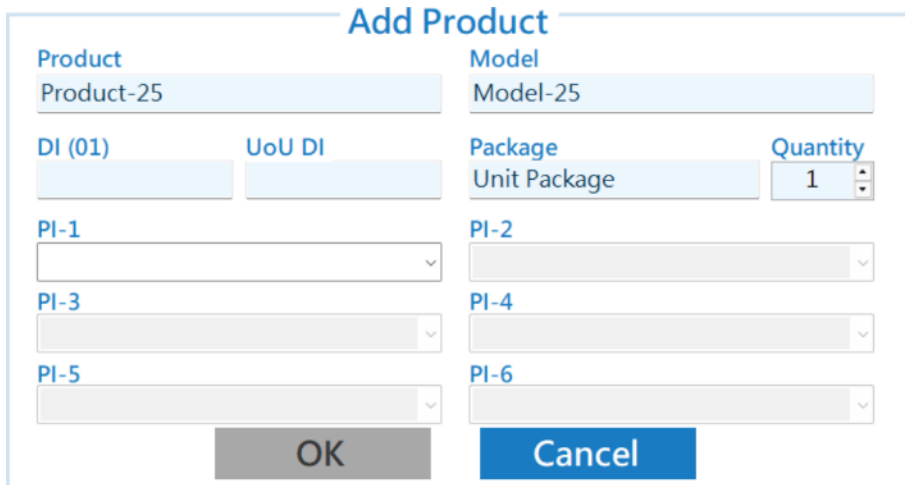


Figure 34 Add Product Button




The 'Add Product' dialog box contains the following fields:

- Product:** Product-25
- Model:** Model-25
- DI (01):** [Empty]
- UoU DI:** [Empty]
- Package:** Unit Package
- Quantity:** 1
- PI-1:** [Dropdown]
- PI-2:** [Dropdown]
- PI-3:** [Dropdown]
- PI-4:** [Dropdown]
- PI-5:** [Dropdown]
- PI-6:** [Dropdown]

Buttons: OK, Cancel

Figure 35 Fill in the product details

7.2.2 Batch creation

- (1) Click on Settings  in the upper right corner of the homepage, then select Product UDI > Import CSV.
- (2) Select the location to store the UDI batch files, and import them after confirming the files.

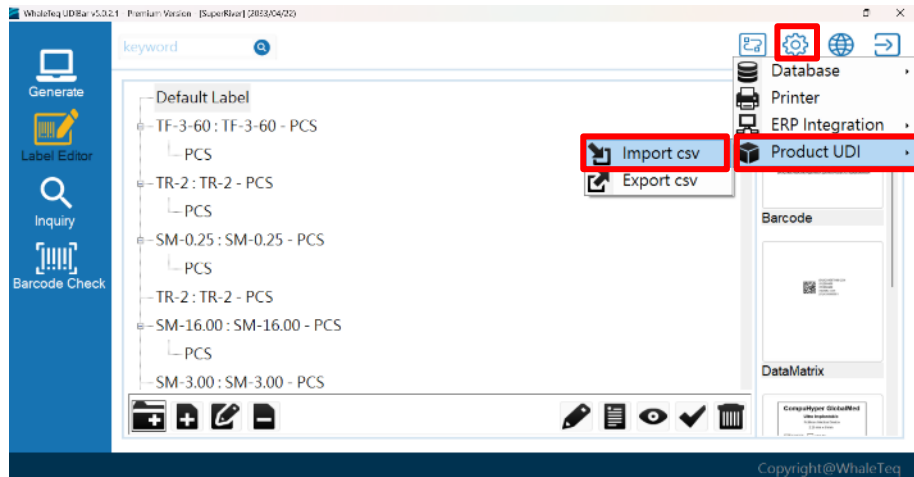


Figure 36 shows the products established in batch

Note 1: If this is your first time importing product information, please click "Export CSV" to request a template.

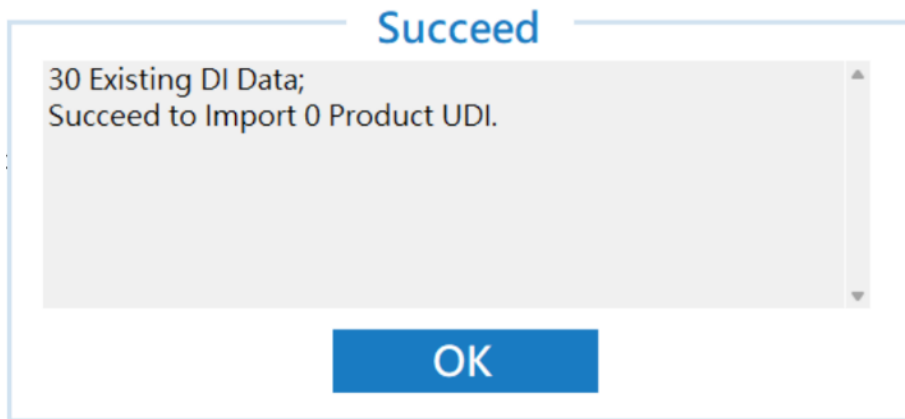




Figure 37 Exporting CSV files

7.2.3 Add new package

- (1) Click the "Label Editor" symbol on the left side of the homepage .
- (2) After selecting the main product for which you want to add package, highlight the text in blue, and then click "Add Package" in the bottom left corner. .

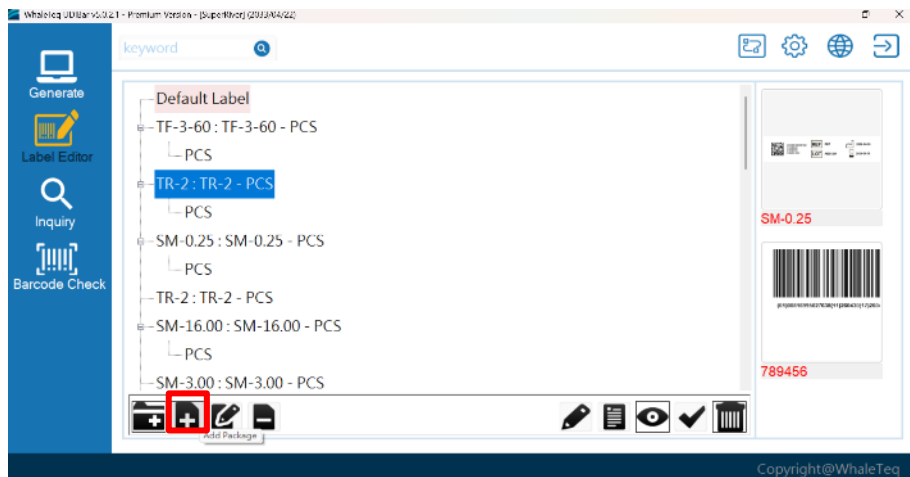


Figure 38 Add Package Button

(3) Enter the DI, Package, Quantity, and PI information.

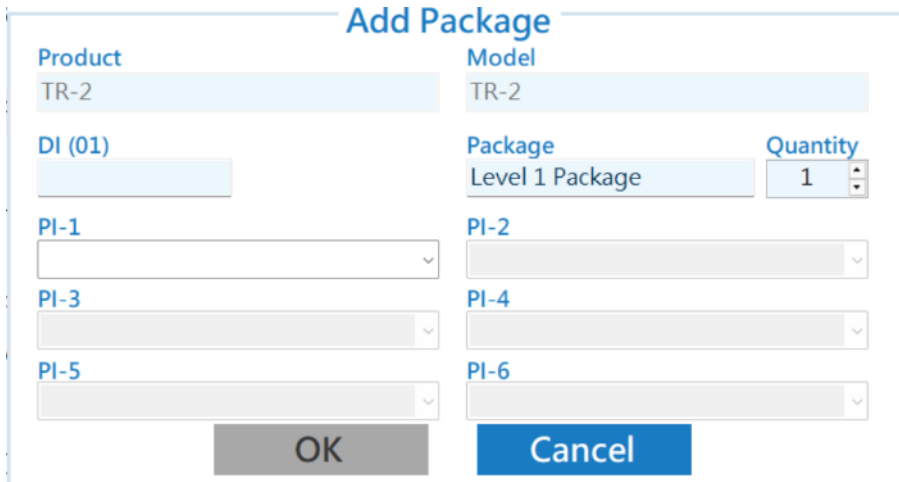



Figure 39 Fill in the detailed packaging information

7.2.4 Edit product and package

(1) To edit product information, click 

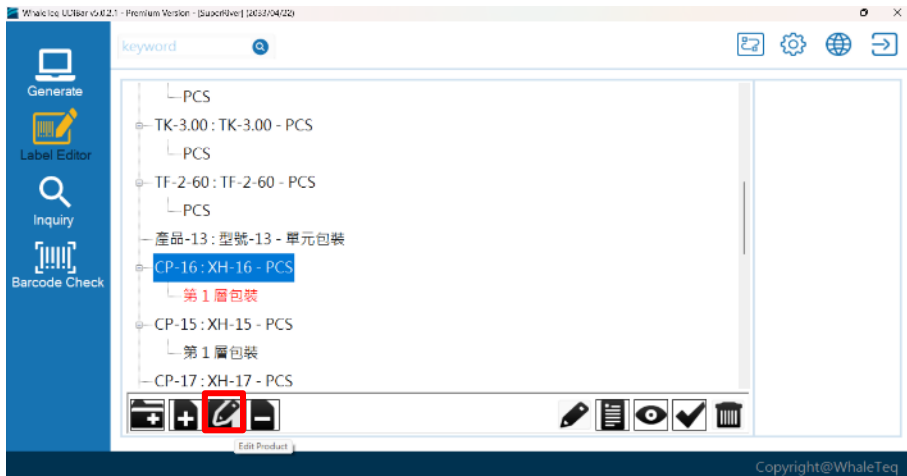


Figure 40 Edit Product Button

Note 1: Only unapproved products (marked in red) can be edited.

- (2) After making the changes, click "OK" to complete the modification.

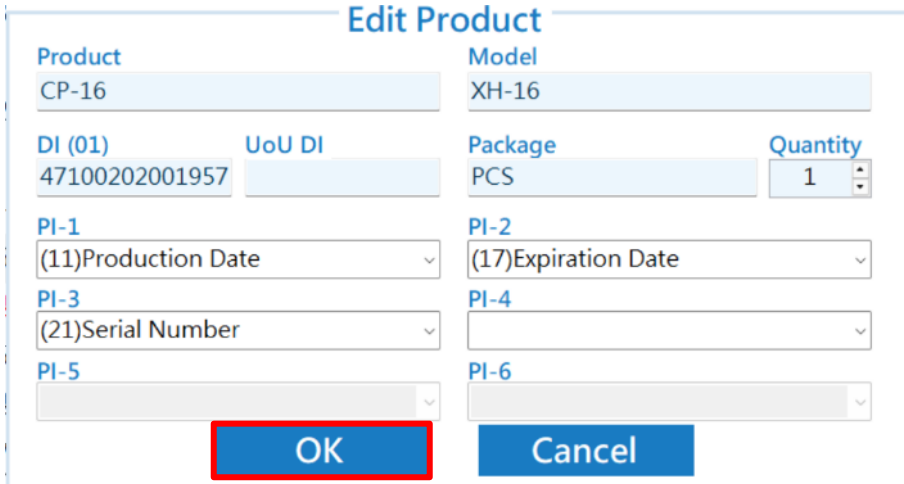



Figure 41 Edit Product Information

7.2.5 Remove product and package

- (1) To delete product information, click 

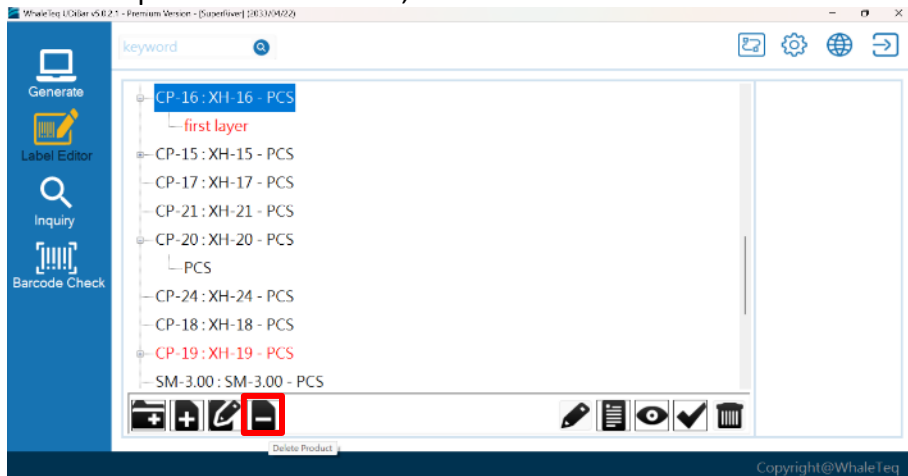
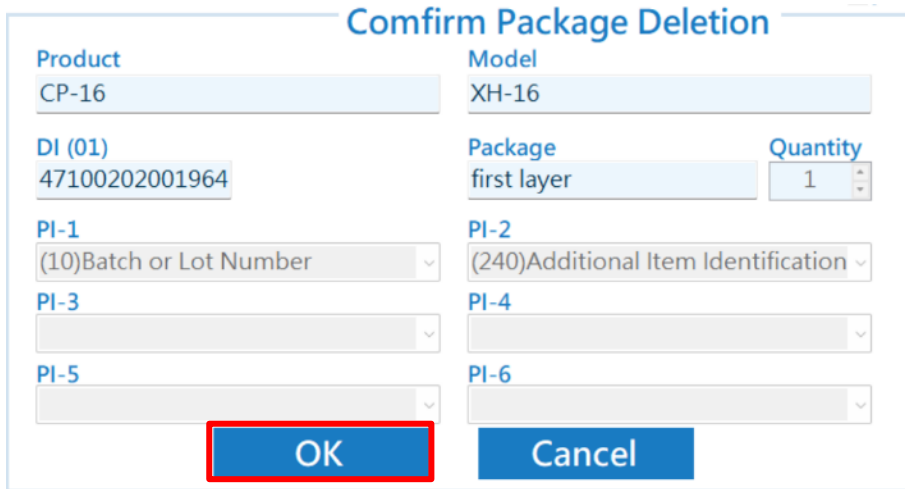


Figure 42 Deleting Product Button

Note 1: Only unapproved products (*marked in red*) can be edited.

- (2) After the pop-up window asks you to "Confirm Product Deletion", click "OK" to successfully delete the product.



The dialog box is titled "Confirm Package Deletion". It contains the following fields:

Product CP-16	Model XH-16	
DI (01) 47100202001964	Package first layer	Quantity 1
PI-1 (10)Batch or Lot Number	PI-2 (240)Additional Item Identification	
PI-3	PI-4	
PI-5	PI-6	

At the bottom, there are two buttons: "OK" (highlighted with a red box) and "Cancel".

Figure 43 Confirms the deletion of products

7.2.6 Inspect the product and package

- (1) To view product/package information, click 

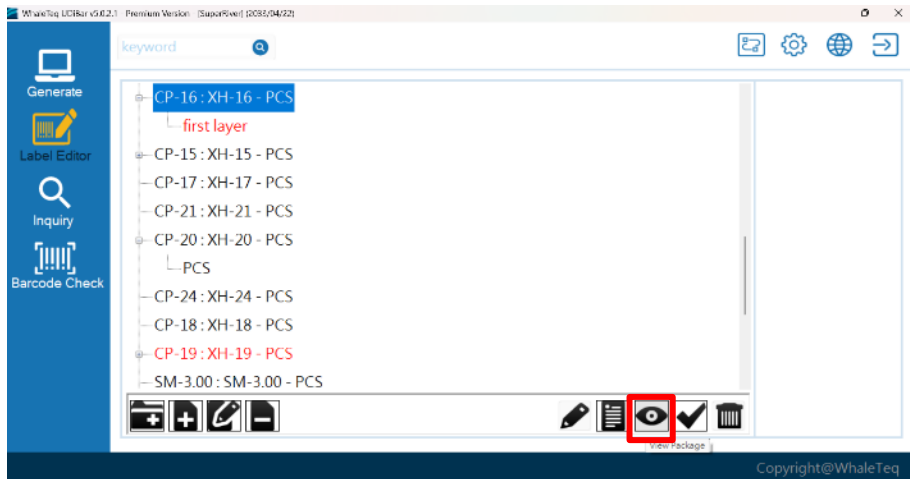


Figure 44 View Product and Package Button

- (2) A pop-up window will appear, check details for each package.

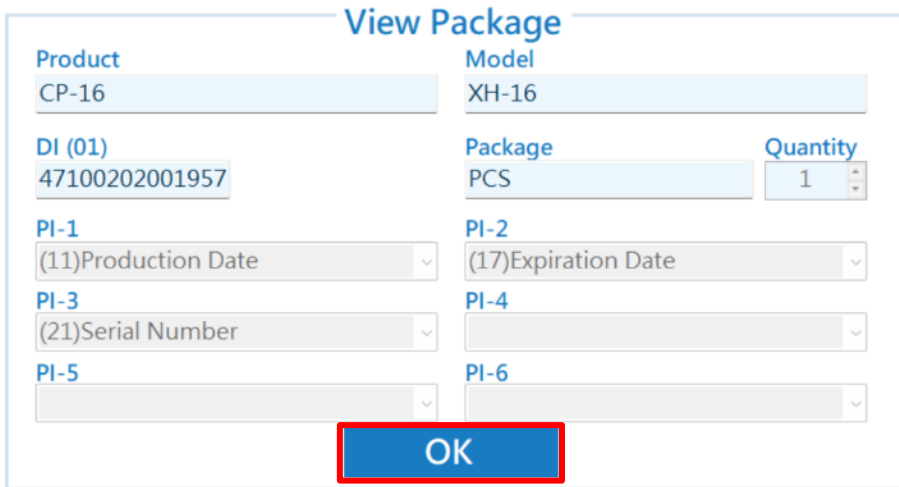



Figure 45 View Package

7.2.7 Approve Product DI

- (1) Login with your ADMIN or Superuser account .
- (2) Click on the product displayed in red text; after the text turns blue , click  at the bottom right corner.

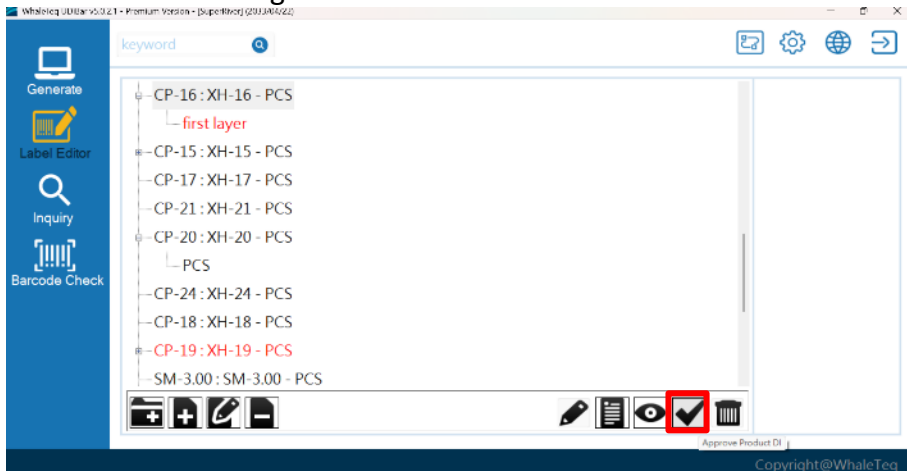
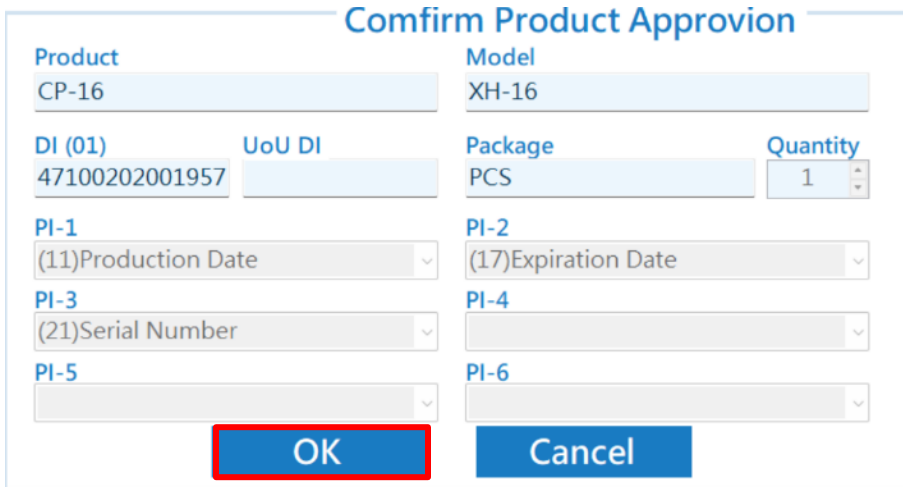


Figure 46 Approve Product DI Button

- (3) After confirming that the product launch page information is correct, click "OK" .



Confirm Product Approval

Product CP-16		Model XH-16	
DI (01) 47100202001957	UoU DI	Package PCS	Quantity 1
PI-1 (11)Production Date		PI-2 (17)Expiration Date	
PI-3 (21)Serial Number		PI-4	
PI-5		PI-6	

Figure 47 Product launch review

- (4) Returning to the product list page, approved products will be displayed in black, indicating successful launch.

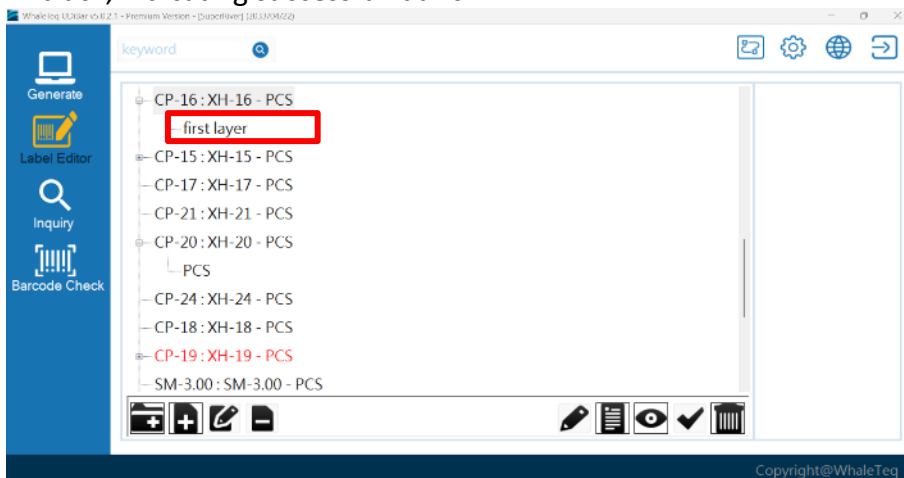



Figure 48 shows the text displayed in black after the product is successfully launched

7.2.8 Seal product and package

- (1) To seal the product after production is complete, click 

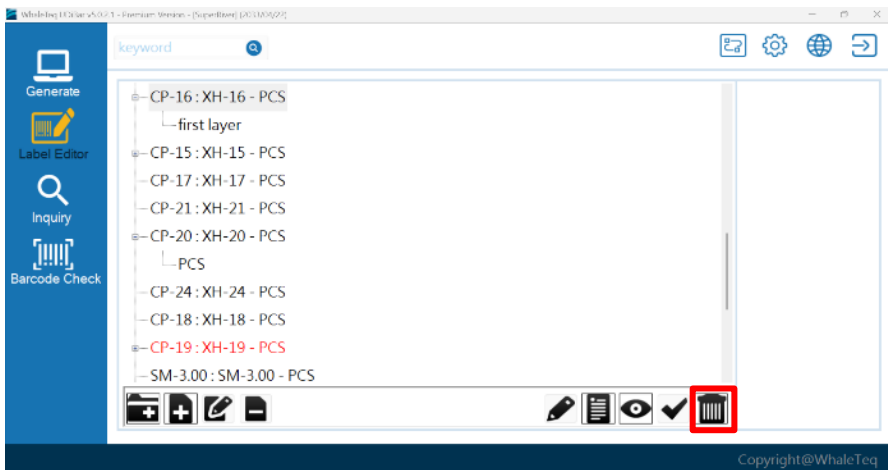


Figure 49 Seal Product Button

- (2) Confirm that the product information is correct, click " OK " .

Comfirm Product Phaseout

Product CP-16		Model XH-16	
DI (01) 47100202001957	UoU DI	Package PCS	Quantity 1
PI-1 (11)Production Date		PI-2 (17)Expiration Date	
PI-3 (21)Serial Number		PI-4	
PI-5		PI-6	
OK		Cancel	

Figure 50 Confirmation of information on sealed product

(3) To confirm product sealing, click "OK" .

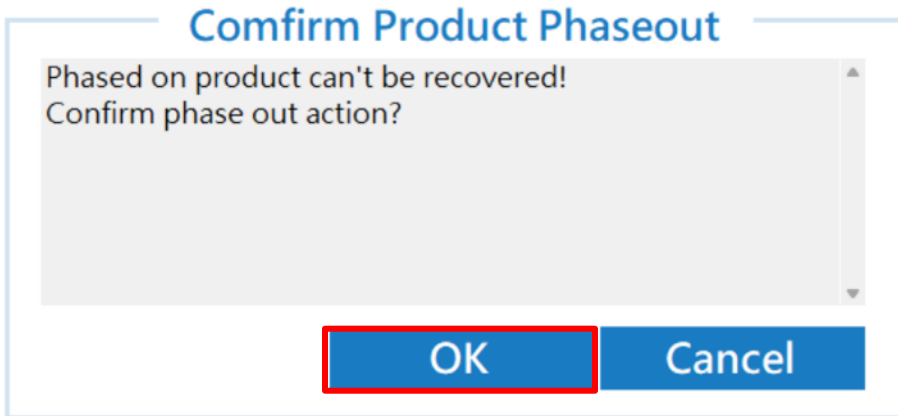


Figure 51 Confirmation of sealed products

Note 1: Once the product is sealed, it cannot be restored.

(4) Sealed products will be displayed in gray font.

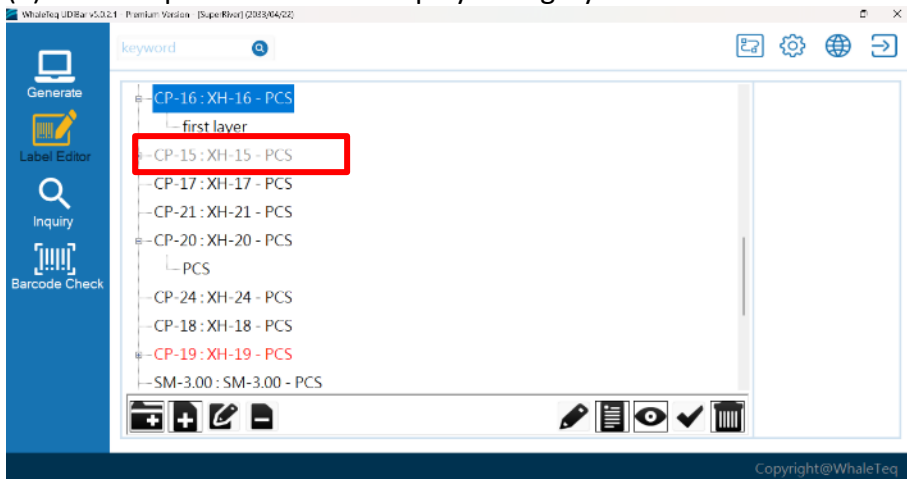


Figure 52 shows the product lettering turning gray after sealing.

7.3 Label Editing

7.3.1 Add labels

- (1) Click on the product DI, and after the text is highlighted in blue, move the mouse to the label editing column on the right.

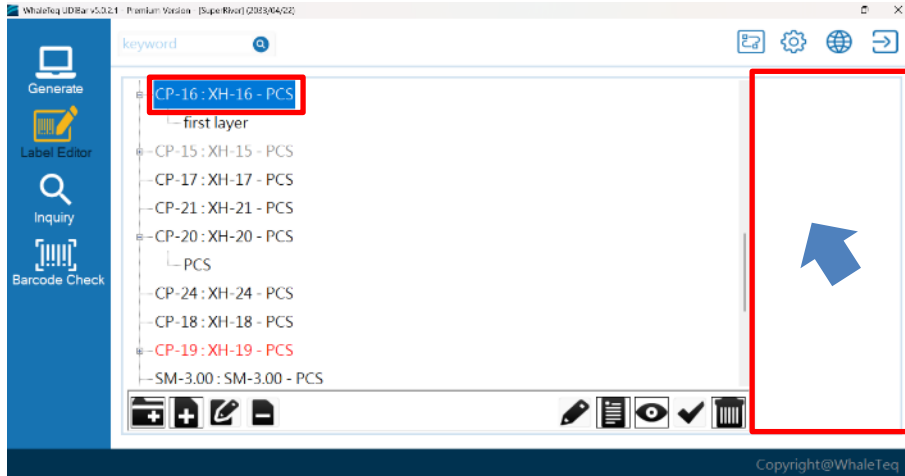



Figure 53 shows moving the mouse to the right-hand label editing column.

- (2) Right-click and click New .

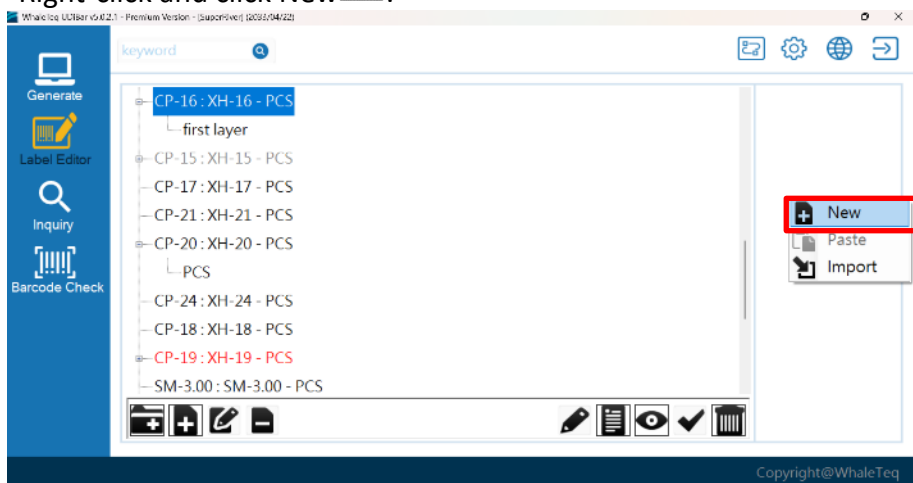


Figure 54 Click to add a label

- (3) After clicking, you will enter "Page Setup", where you can set the label width and height and printer resolution yourself.

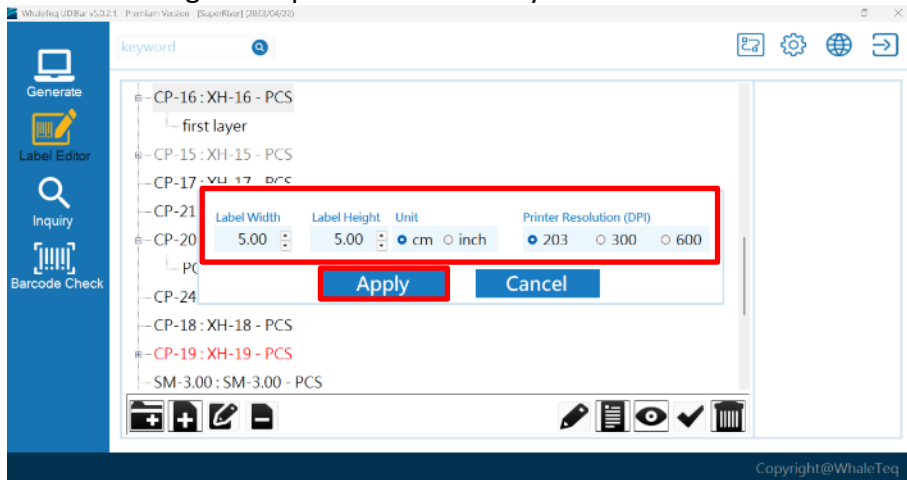


Figure 55 Click to enter the "Page Setup" pop-up window

Note 1: The printer resolution should be consistent with the resolution of the computer being used.

- (4) Press "OK" to complete the addition of the label, and a pop-up window for editing the label will appear.

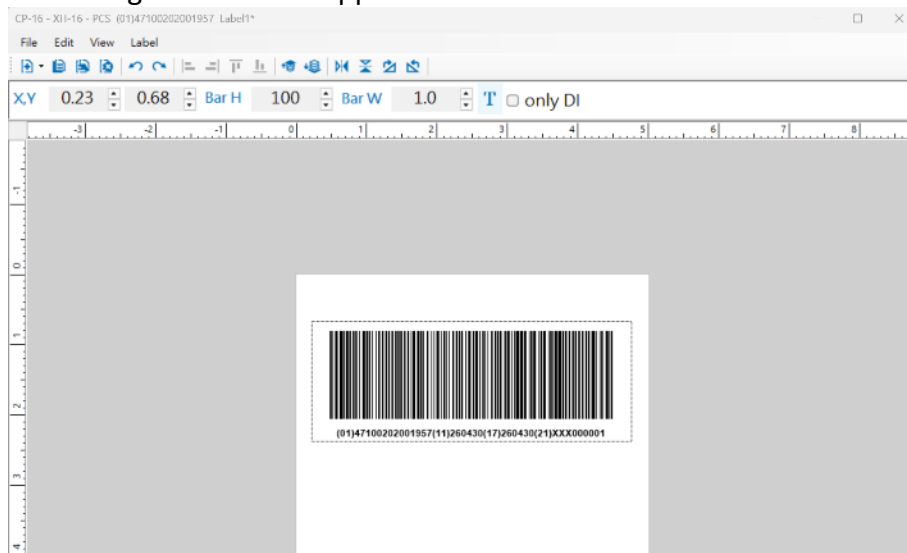


Figure 56 shows the pop-up window for editing label

- (5) After completing the label editing (see [7.3.2](#)), confirm and save, then click Close . You will then return to the label editing page, where you can see the label you just edited in the label column on the right.

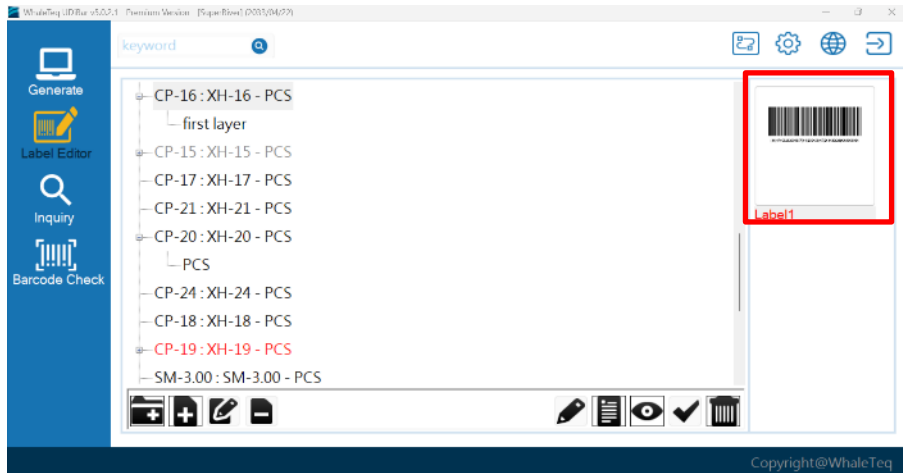


Figure 57 Label successfully saved

7.3.2 Label editing function

7.3.2.1 File

Provides basic operation functions for label editing:

- **Save (Ctrl+S)** : Save the current label settings.
- **Print (Ctrl+P)** : Print the content of the current label.
- **Exit** : Close label editing function.

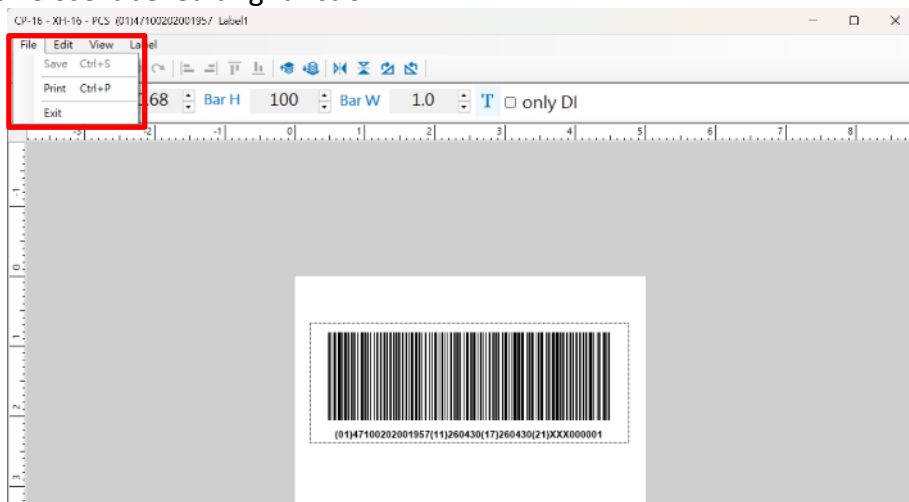


Figure 58 File function

7.3.2.2 Edit

Provides editing and modification functions for labels:

- **Undo (Ctrl+Z)** : Revert to the previous state.
- **Redo (Ctrl+Y)** : Re-execute the restored operation.
- **Copy (Ctrl+C)** : Copy the selected label.
- **Paste (Ctrl+V)** : Paste the copied label.
- **Delete (Del)** : Deletes the selected label.

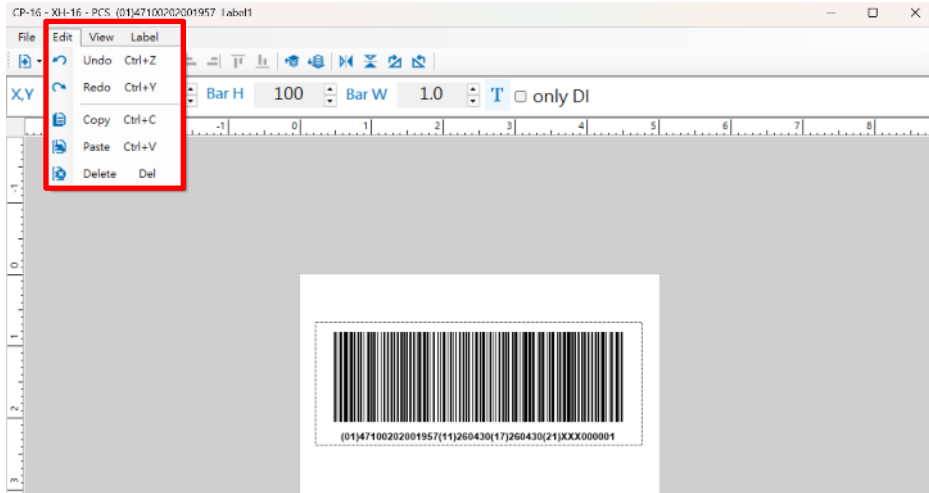


Figure 59 Edit function

7.3.2.3 View

Provides label display and scaling functions:

- **Zoom in (Ctrl++)** : Zoom in on the label display size.
- **Zoom out (Ctrl+-)** : Reduces the display size of the label.
- **Zoom to Window (Ctrl+B)** : Adjusts the display ratio to fit the view size.
- **Actual size (Ctrl+0)** : Displays the label at the actual print scale.
- **Unit switching : inches/ centimeters**

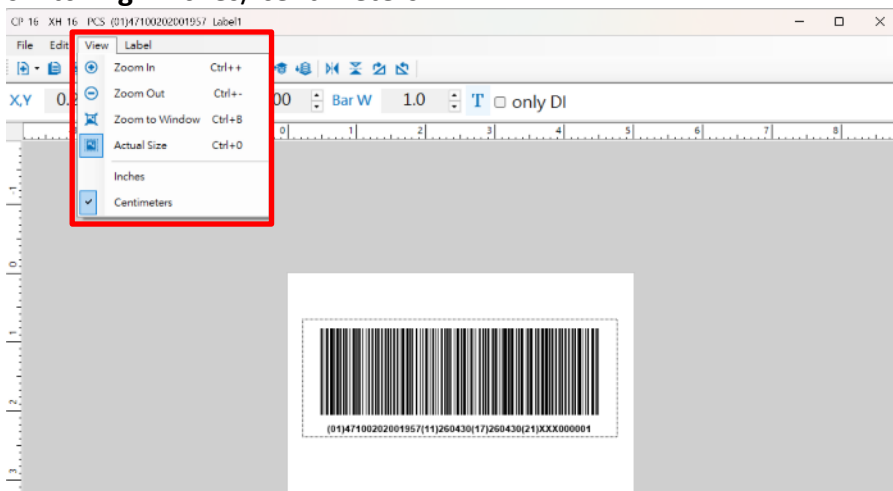


Figure 60 View function

7.3.2.4 Label

Used to set the attributes of the tag itself:

- **Label size** : Sets the width and height of the label.
- **Label background** : Sets the background display for the labels.
- **Clear background** : Removes the currently set label background.

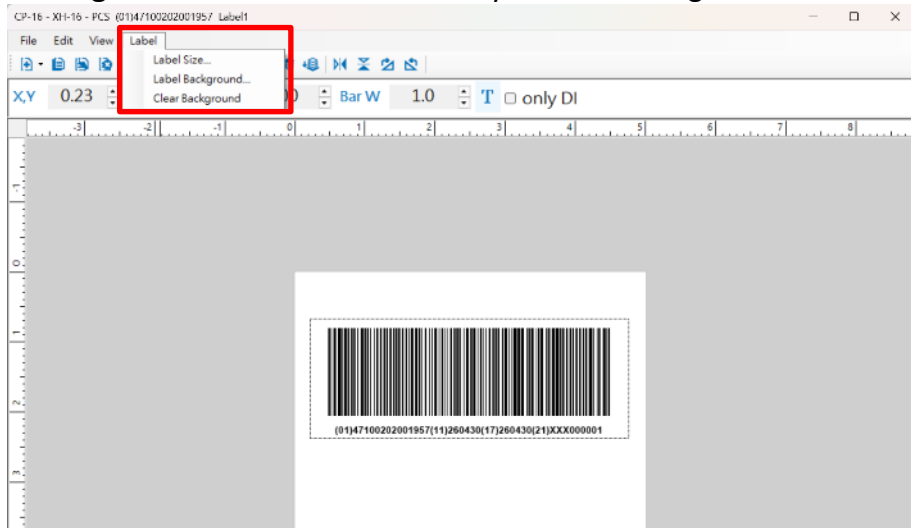



Figure 61 Label function

7.3.3 Label editing toolbar

7.3.3.1 Object editing function

Used for adding and managing barcode, component, and PI information in labels.

- (1) **Add** : Click  to add the required barcodes, components, and existing PI information. (See [section 7.3.3.6 for details](#))

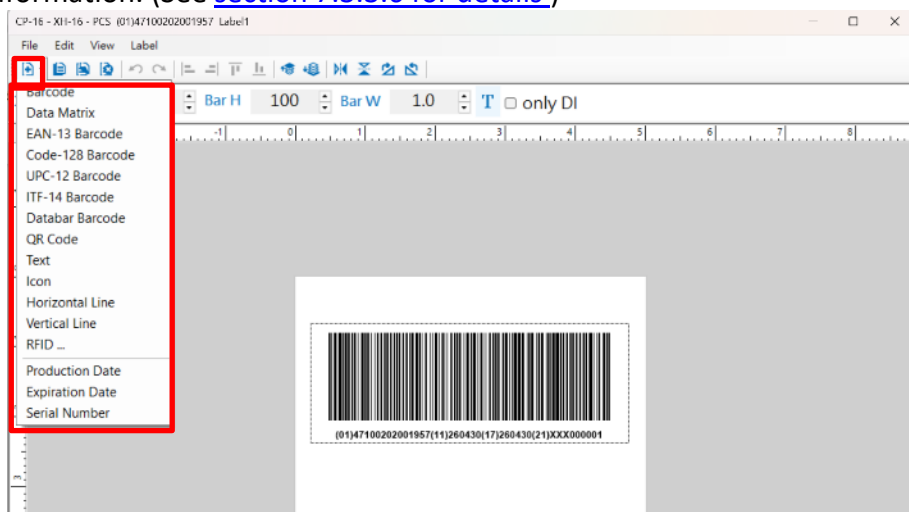



Figure 62 Click to select the object to add

- (2) **Copy** : Click  to copy the selected barcode, component, and existing PI information.

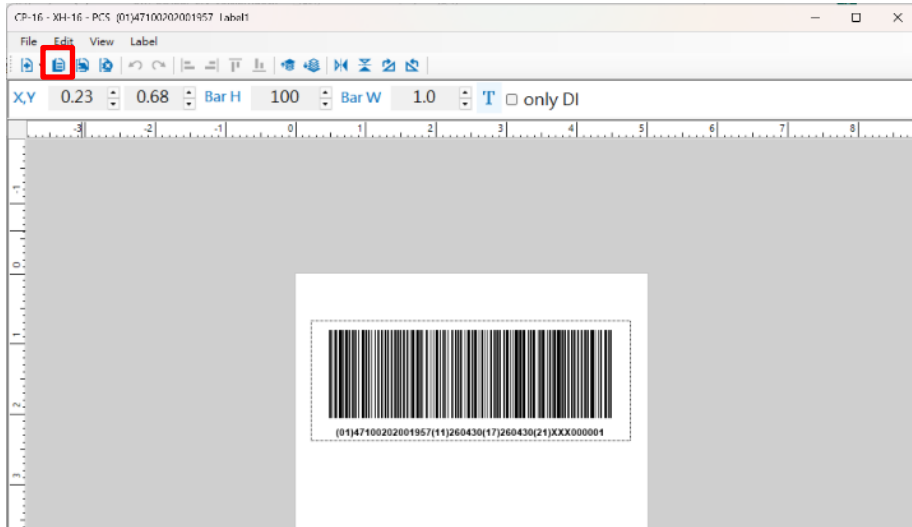



Figure 63 Click to select the object to copy

- (3) **Paste** : Click  to paste the copied barcode, component, and established PI information.

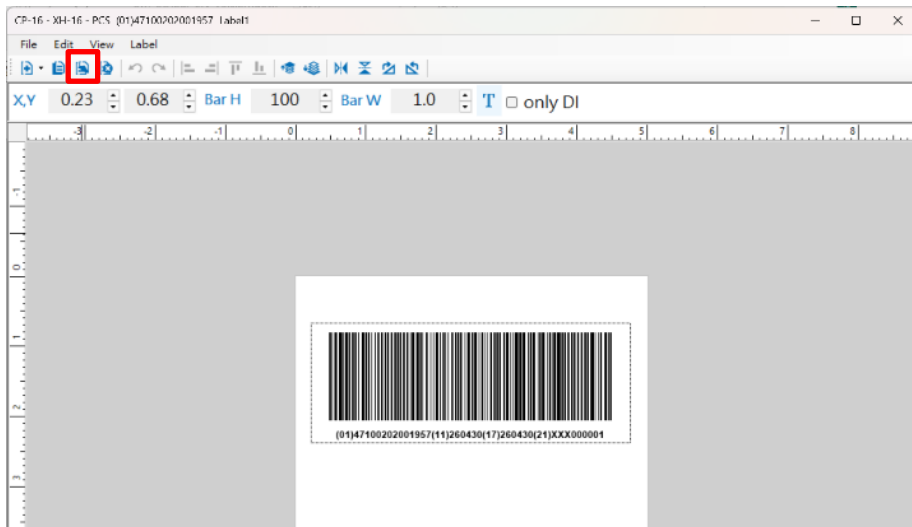



Figure 64 Click to select the object to paste

- (4) **Delete** : Click  to delete the selected barcode, component, and existing PI information.

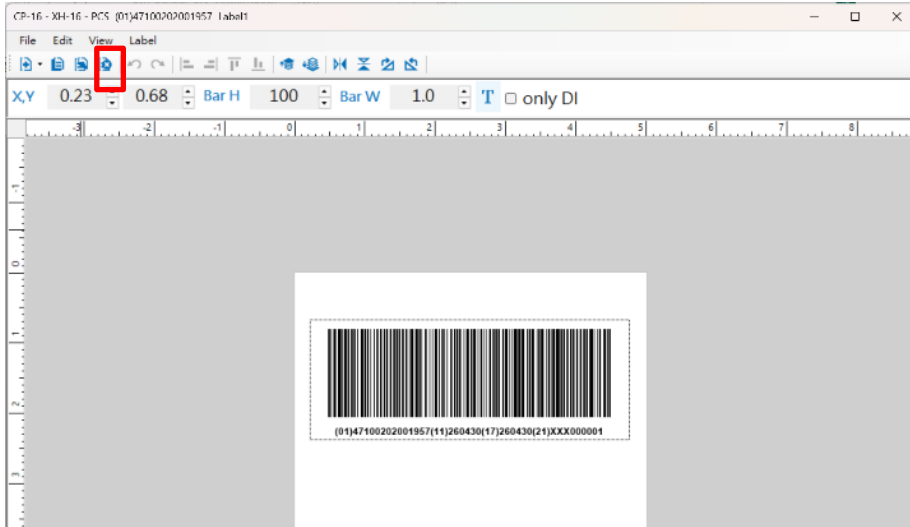



Figure 65 Click to select the object to delete

7.3.3.2 Operation undo function

Used to undo or repeat actions.

- (1) **Undo** : Click  to return to the previous operation state.

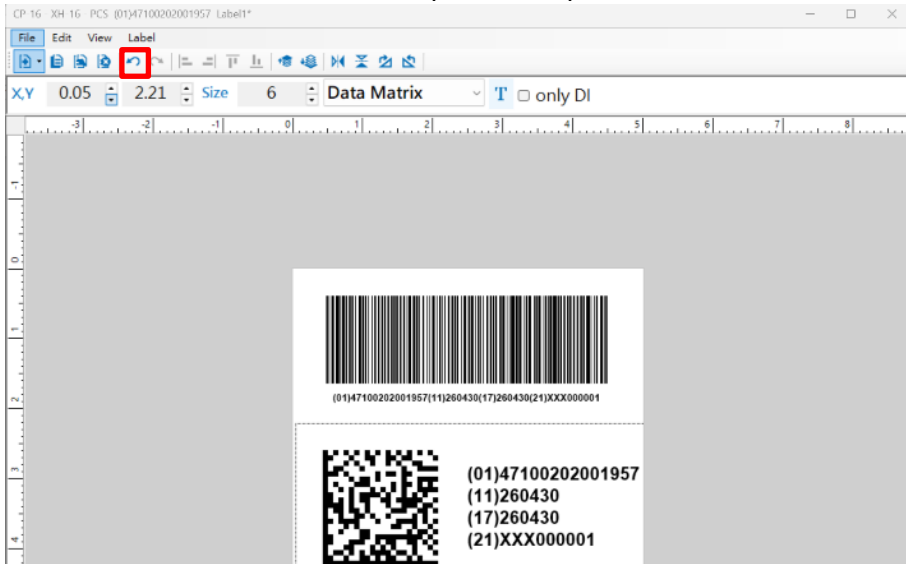


Figure 66 Click to undo previous operation

(2) **Redo** : Click  to re-execute the restored operation.

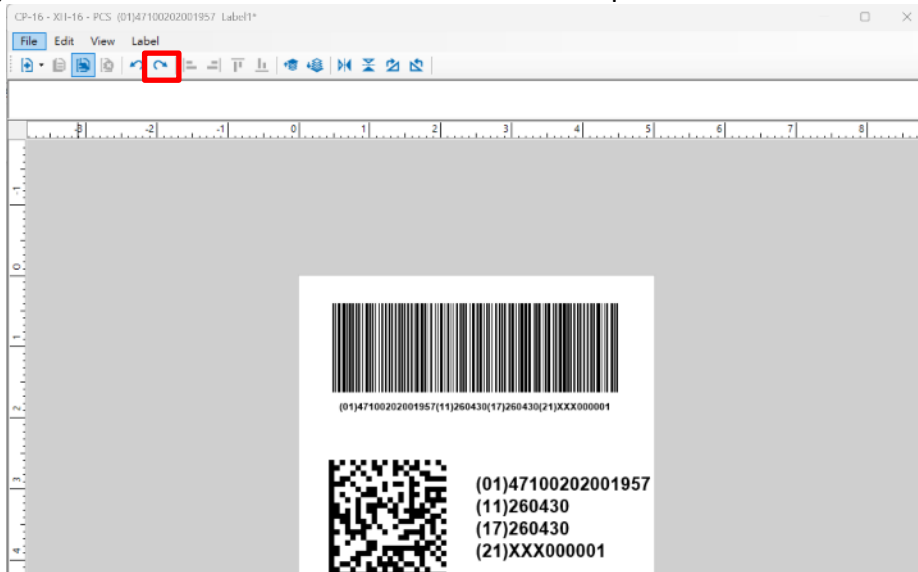


Figure 67 Click to redo the previous operation

7.3.3.3 Object alignment function

Used to adjust the arrangement of multiple label items.

(1) **Align to the left** : Click  to align the selected objects to the left.

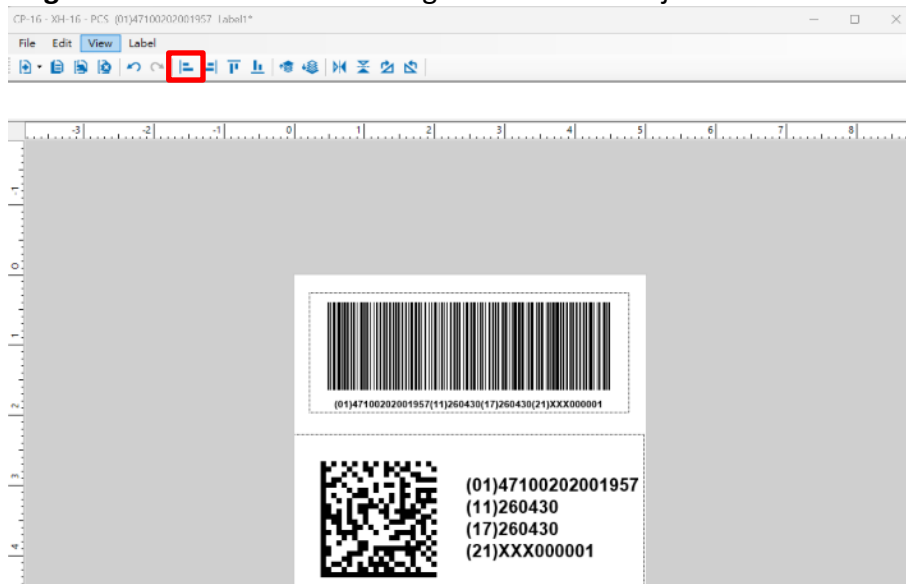


Figure 68 Click on the object you want to left-align

(2) **Right Align** : Click  to align the selected objects to the right.

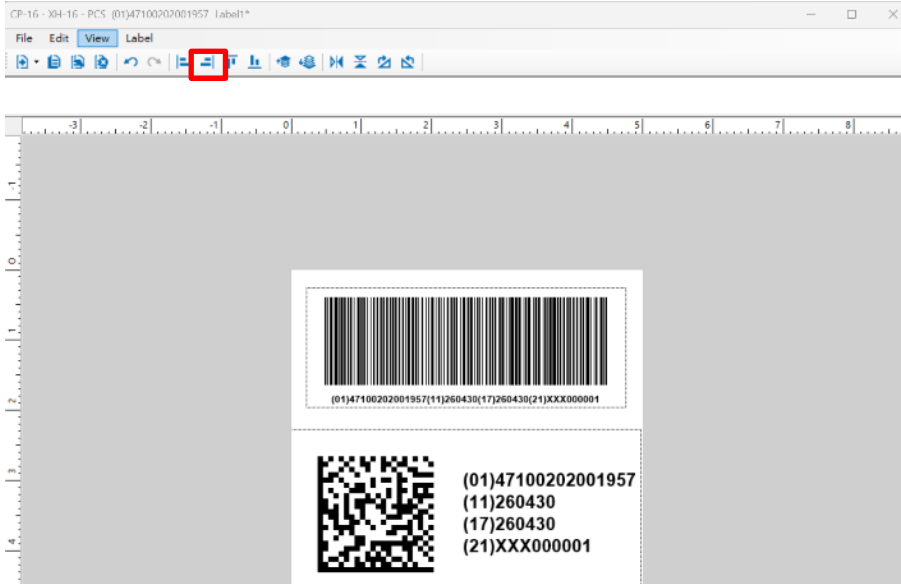


Figure 69 Click on the object you want to right-align

(3) **Align to top** : Click  to align the selected objects upwards.

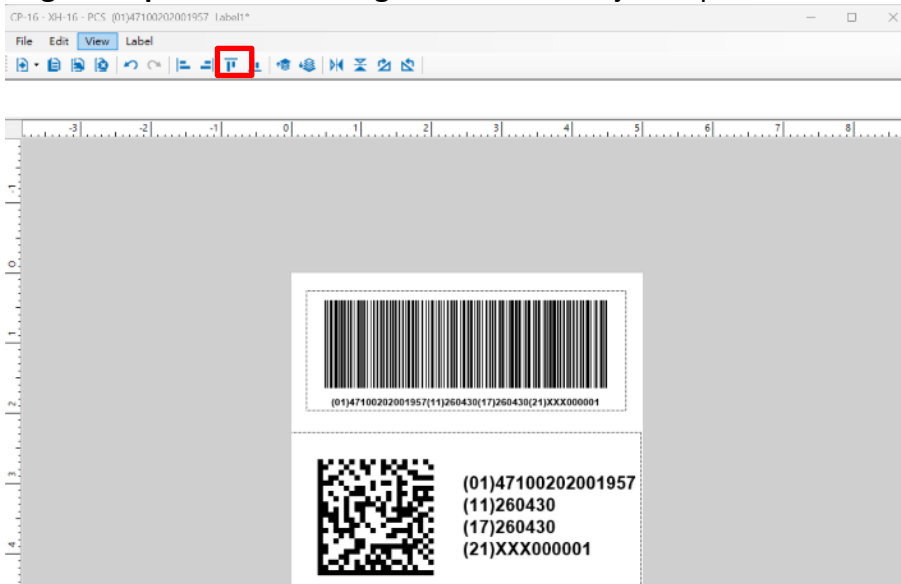


Figure 70 Click on the object to be aligned to the top

- (4) **Align to bottom** : Click  to align the selected objects downwards.

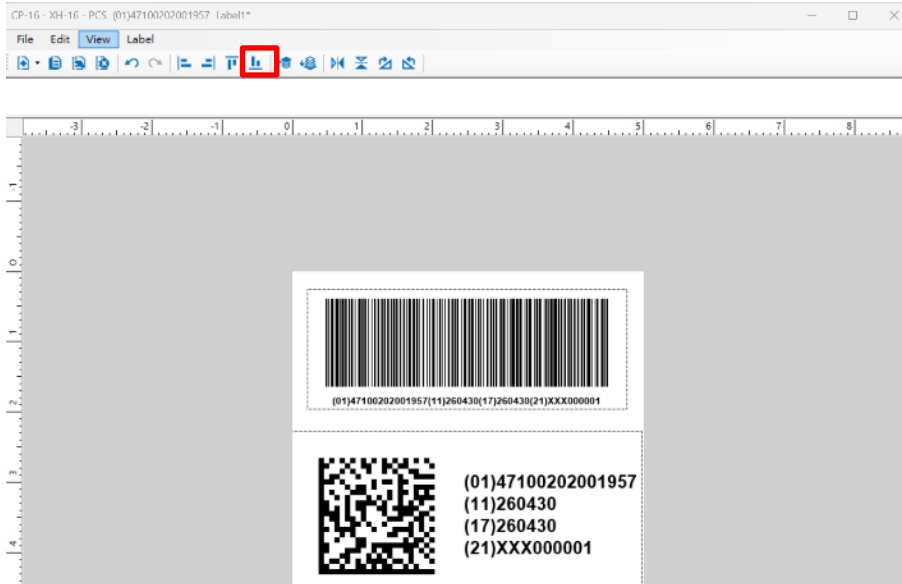


Figure 71 Click on the object to be aligned to the bottom

7.3.3.4 Layer order function

Used to adjust the display hierarchy of objects.

- (1) **Move to top** : Moves the selected object to the top layer for display.



Figure 72 shows how to move an object to the upper layer using the layer function

- (2) **Move to bottom** : Moves the selected object to the bottom layer for display.



Figure 73 shows how to move an object to a lower layer using the layer function

7.3.3.5 Direction and rotation functions

Used to adjust the direction and angle of the label object.

- (1) **Flip horizontally** : Flips the selected objects horizontally.



Figure 74 uses the horizontal flip function

- (2) **Flip vertically** : Flips the selected object vertically.



Figure 75 uses the vertical flip function

- (3) **Rotate 90 degrees clockwise** : Rotate the selected object 90 degrees clockwise.

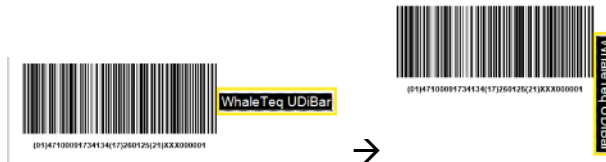


Figure 76 shows the function of rotating 90 degrees clockwise

- (4) **Rotate 90 degrees counterclockwise** : Rotate the selected object 90 degrees counterclockwise.



Figure 77 uses the 90-degree counter-clockwise rotation function

7.3.3.6 Add labels, objects, and PI information

Users can add various types of barcodes, graphics, text, RFID and product identification (PI) content in the label editing mode, and adjust their position and size as needed.

I. Barcode

Supports 1D barcode editing, providing the following settings:

- Adjustable X/Y axis position
- Adjustable length and width
- It can be set to display only DI codes

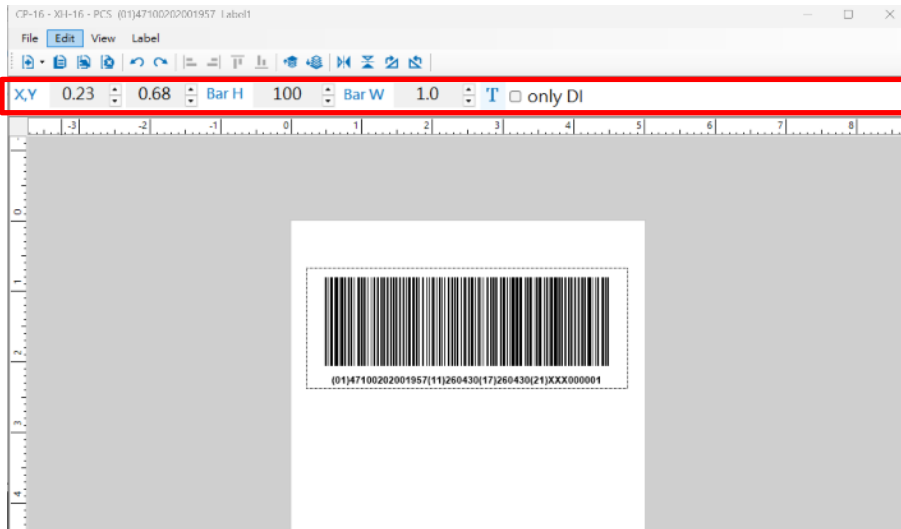


Figure 78 Click the barcode to edit

II. QR code (2D code)

Provides QR code editing function, including:

- Adjustable X/Y axis position
- Resizable
- It can be set to display only DI codes

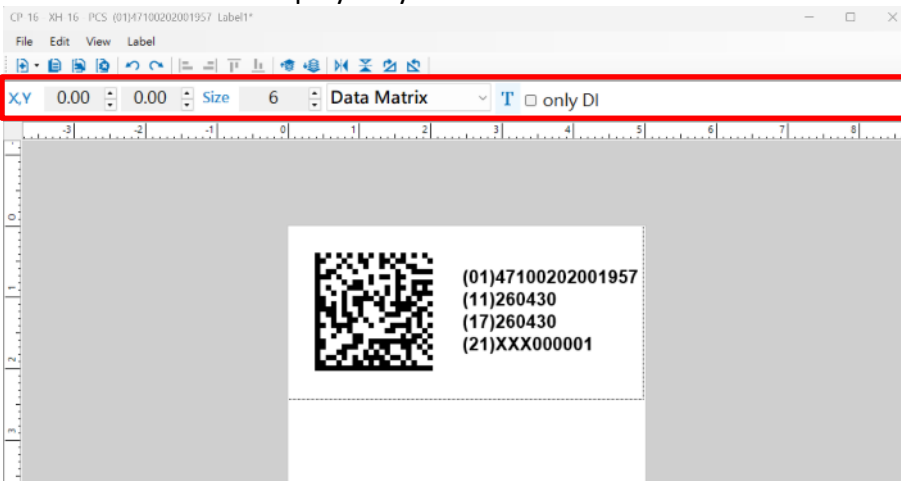


Figure 79 Click the QR code to edit

III. EAN-13 barcode

Provides EAN-13 barcode format settings, with the following functions:

- Adjustable X/Y axis position
- Adjustable length and width
- Able to enter up to 13 digits numbers

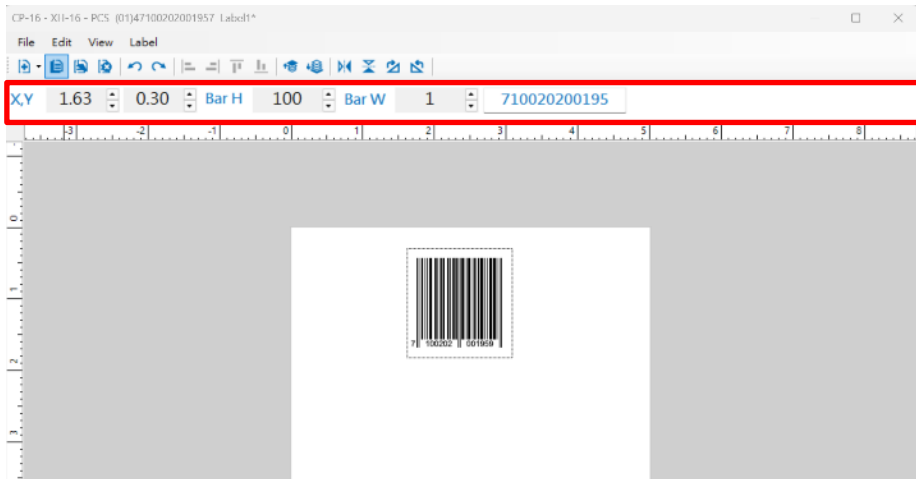


Figure 80 shows the editable items when clicking the EAN-13 barcode

Note: The last code is the check code, which is automatically calculated by the system and is not displayed in the editing field below.

IV. Code-128 barcode

Provides Code-128 barcode setting function:

- Adjustable X/Y axis position
- Adjustable length and width
- Supports flipping
- Able to enter 12-digit numbers
- Supports font editing

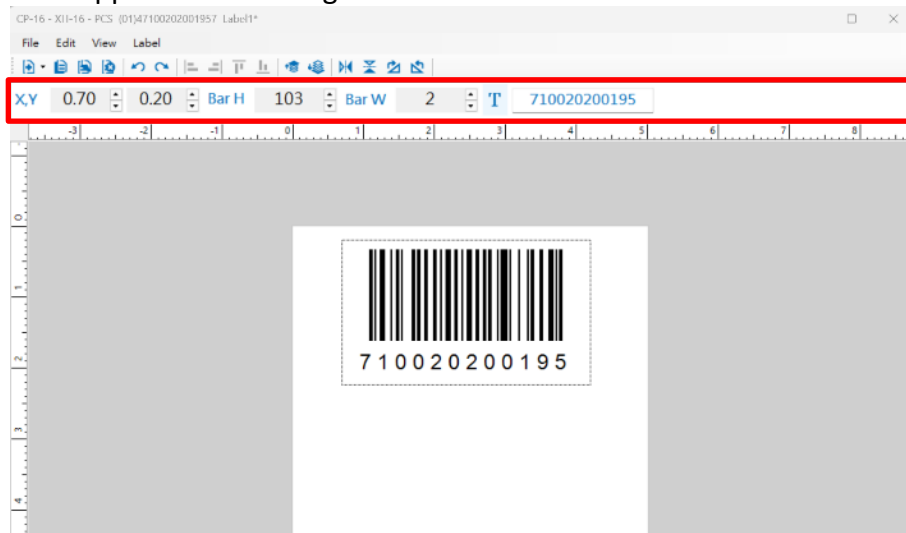


Figure 81 shows the editable item when clicking the Code-128 barcode

V. UPC-12 barcode

Provides UPC-12 barcode setting function:

- Adjustable X/Y axis position
- Adjustable length and width
- Able to enter 12-digit numbers

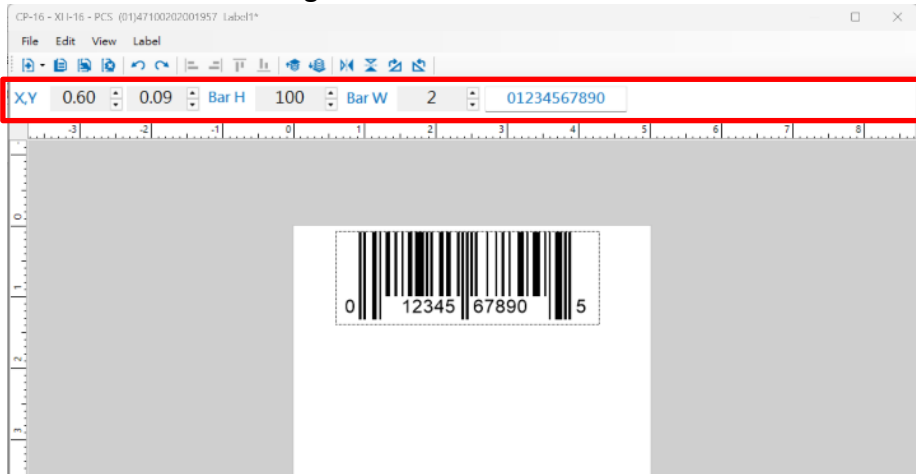


Figure 82 shows the editable items when clicking the UPC-12 barcode

VI. ITF-14 barcode

Provides ITF-14 barcode setting function:

- Adjustable X/Y axis position
- Adjustable length and width
- Able to enter 14-digit numbers

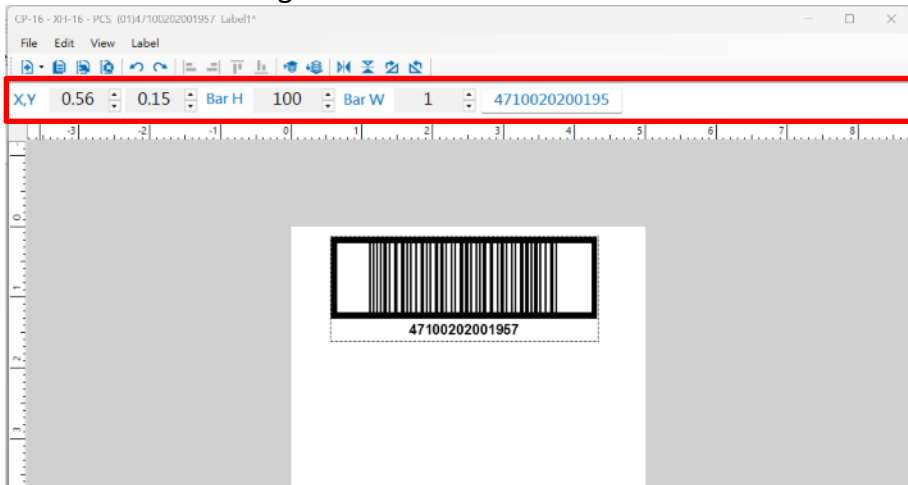


Figure 83 shows the editable items when clicking the ITF-14 barcode

VII. Databar barcode

Provides Databar barcode setting function:

- Adjustable X/Y axis position
- Adjustable width
- Able to enter 13-digit numbers

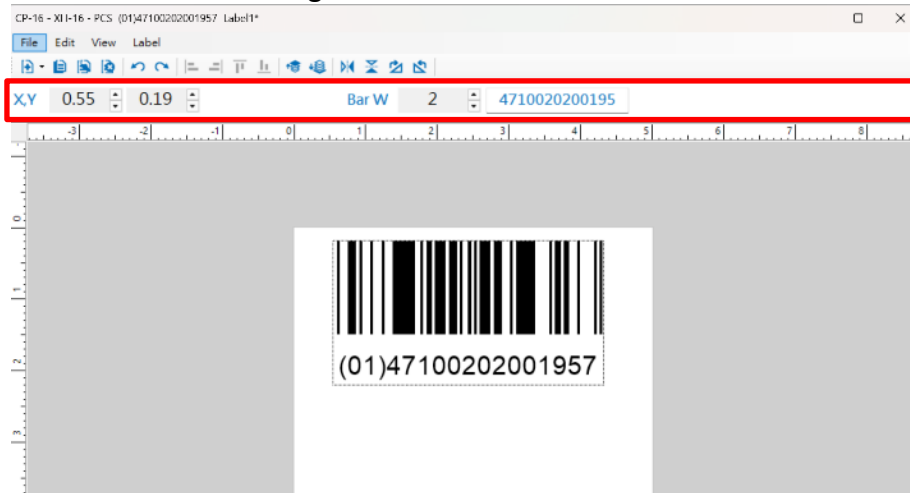


Figure 84 Click the Databar barcode to edit

Note 1 : The last code is the check code, which is automatically calculated by the system and is not displayed in the editing field below.

Note 2 : You need to fill in all the numbers required for the barcode in the editing bar and press Enter for the barcode to update the numbers.

VIII. Add QR Code

- Adjustable X/Y axis position
- Adjustable width
- After entering the URL, the system will automatically generate the corresponding QR code.
- The QR code will link to the website you enter.

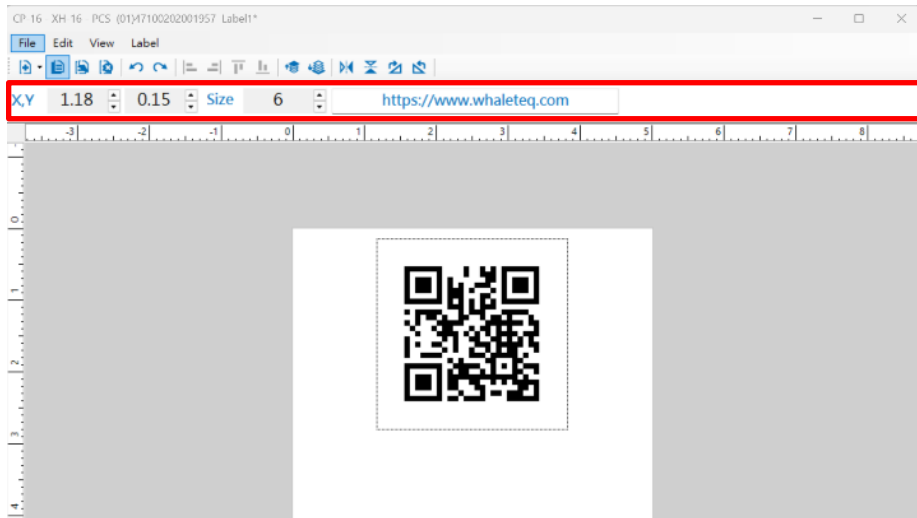


Figure 85 shows the editable items when clicking the QRcode

IX. Add new text

- Click on the blue background area to add text.
- You can set the text content and font size.

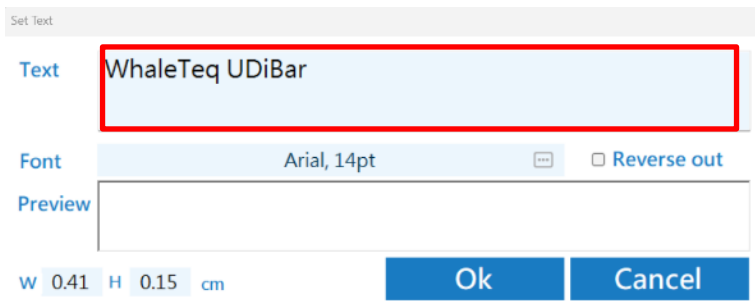


Figure 86 shows the window to add text

X. Add an image

- The system has a built-in logo that complies with regulations.
- After clicking "Icon", a pop-up window will appear. Select the image you want to add and click "Open".

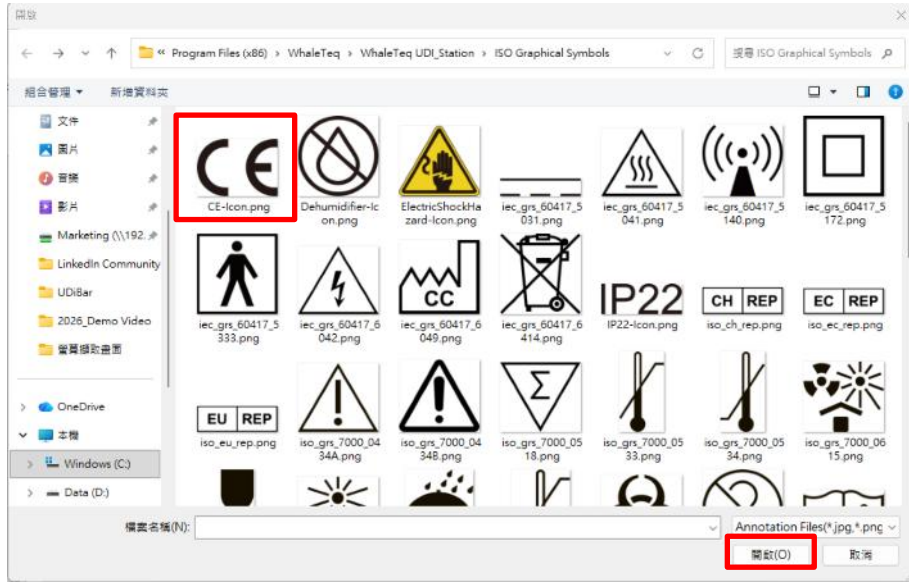


Figure 87 Add image pop-up window

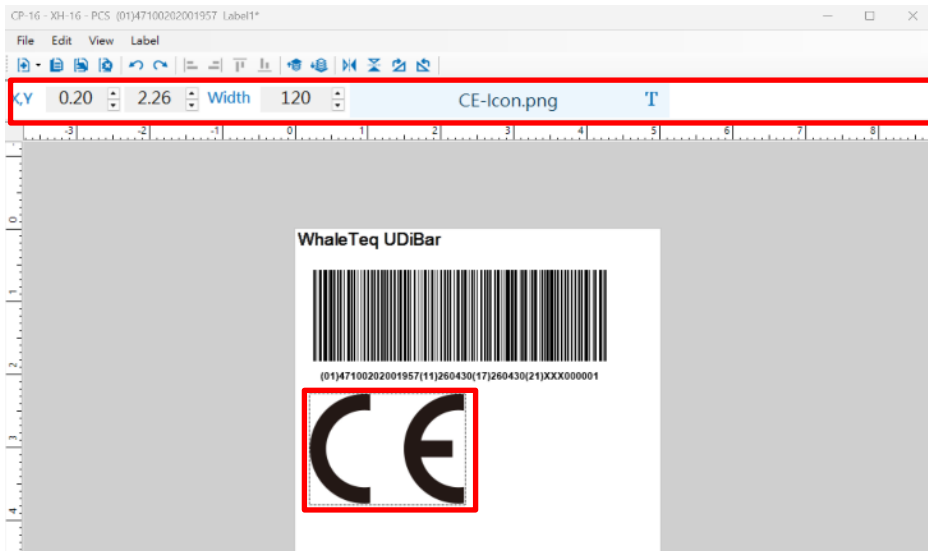


Figure 88 shows the image that was successfully added

XI. Add horizontal/vertical line

- You can add horizontal or vertical line
- The length and width of the line can be freely adjusted

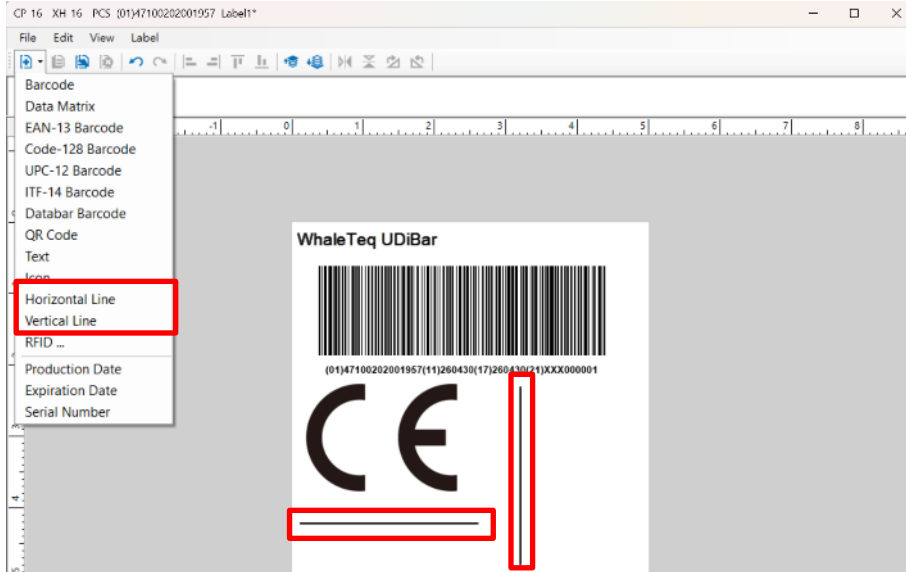


Figure 89 Adjust the length and width of line segments freely

XII. Add RFID

- After clicking RFID, a pop-up window will appear.
- You can select the data items you want to generate from the drop-down menu.
- Password can be set to lock data as needed.

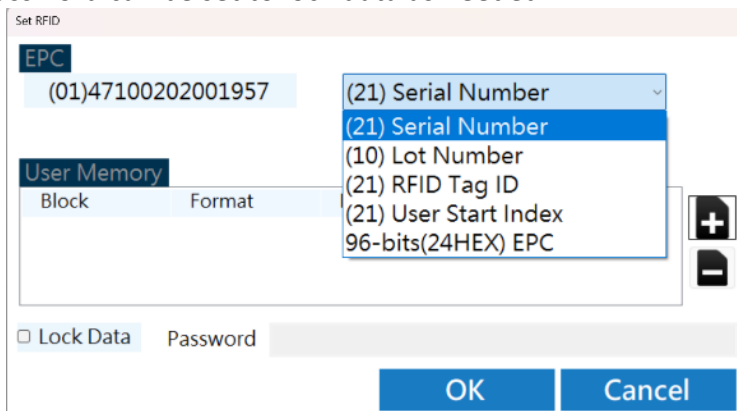


Figure 90 shows the RFID pop-up window

XIII. Add PI content

- Based on the product's pre-defined PI (Product Identification) content, add the corresponding PI information to the editing area for use.

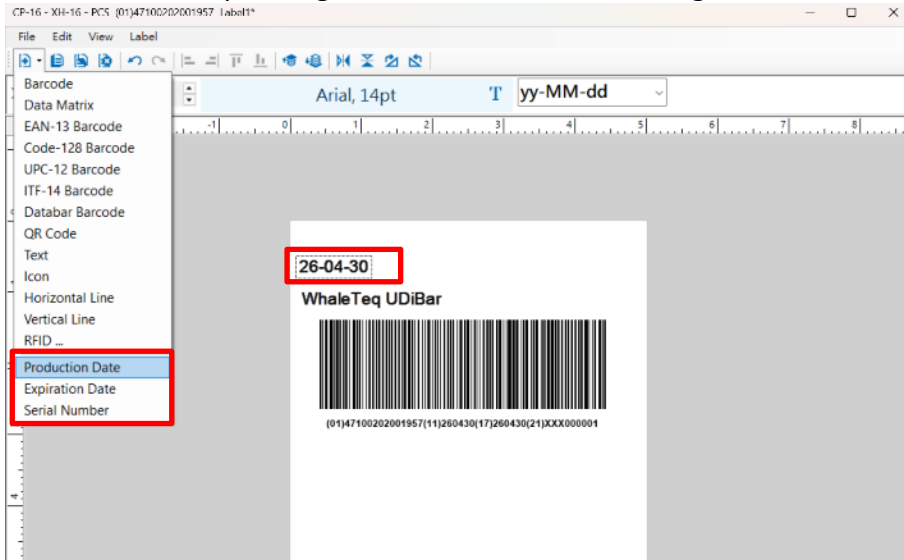



Figure 91 Add PI information to label

7.3.4 Copy labels

- Move the mouse to the label editing column on the right, select the label you want to copy, and left-click to copy 

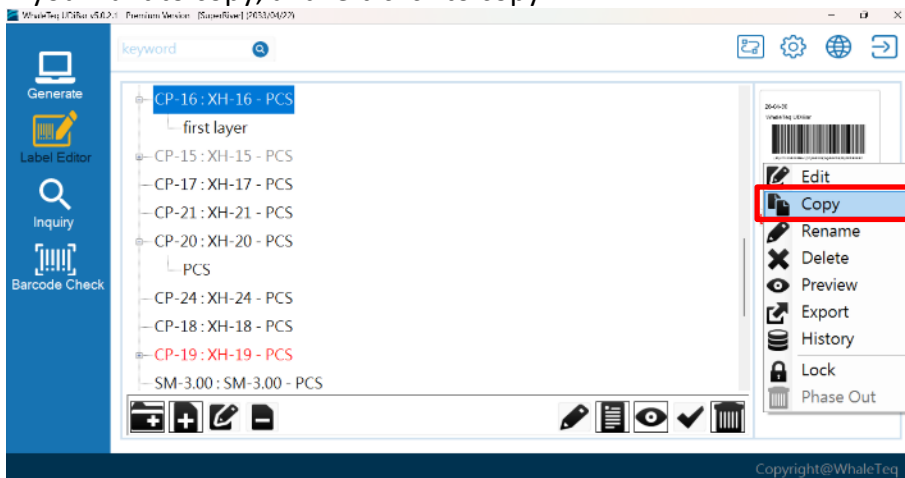


Figure 92 Copy label

(2) After clicking copy, left-click to select paste .

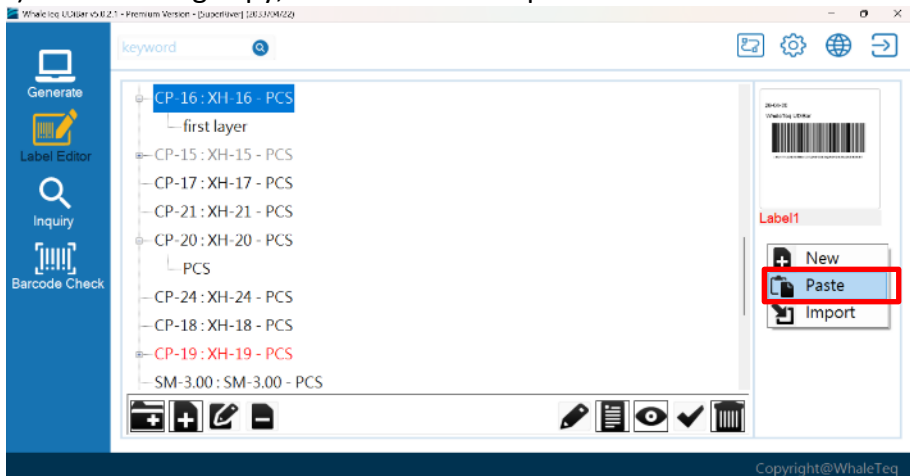


Figure 93 Paste Label

(3) Once completed, the copied label will appear sequentially below the edit column.

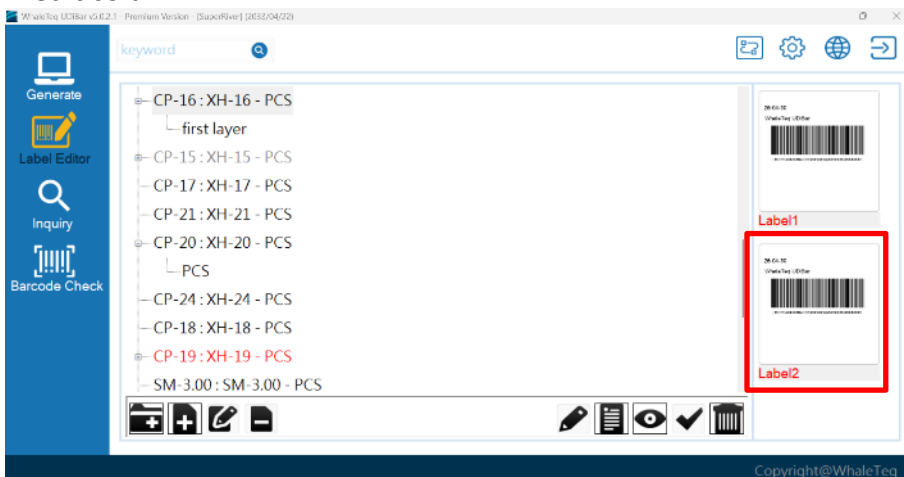



Figure 94 Label copying completed

7.3.5 Rename labels

- (1) Move the mouse to the label editing column on the right, select the label you want to rename, and left-click to select Rename .

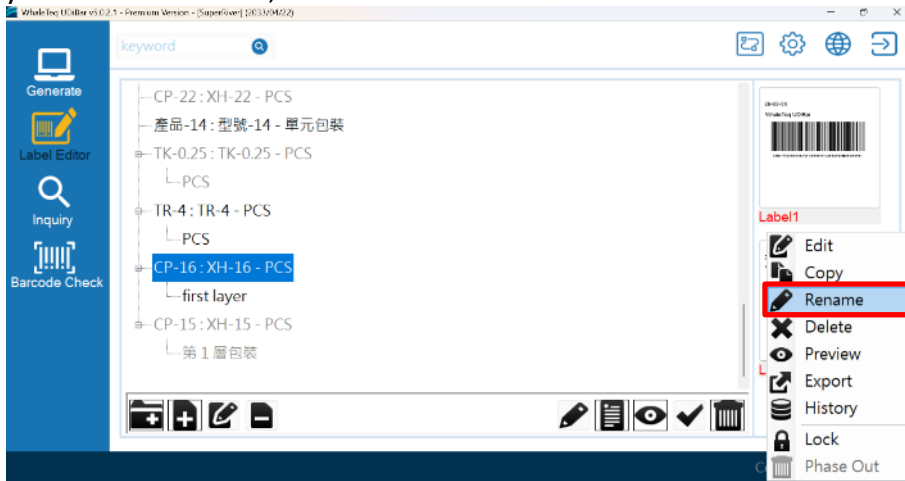


Figure 95 Renaming the label

- (2) After clicking "Rename", you can edit the text below and enter the text you want to change.

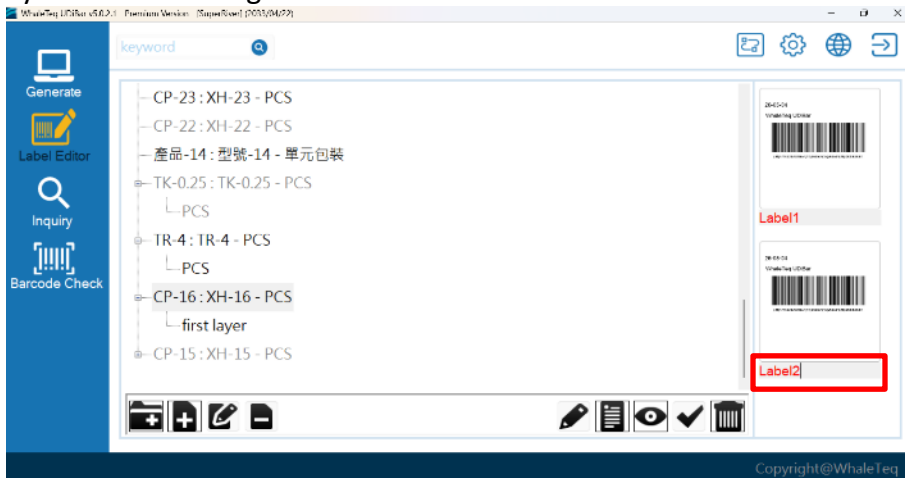



Figure 96 Label renaming completed

7.3.6 Delete labels

- (1) Move the mouse to the label editing column on the right and left-click to select delete .

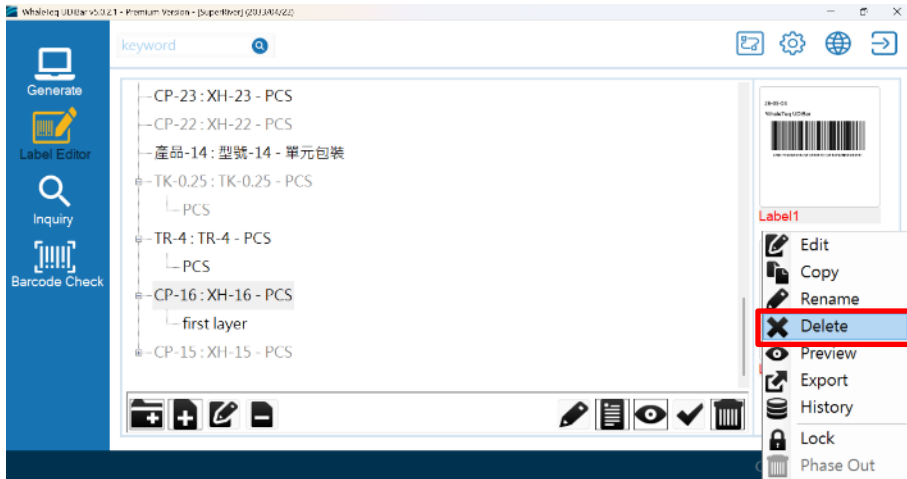


Figure 97 Delete label

- (2) After clicking delete, a pop-up window will appear. Click "OK" to delete successfully.

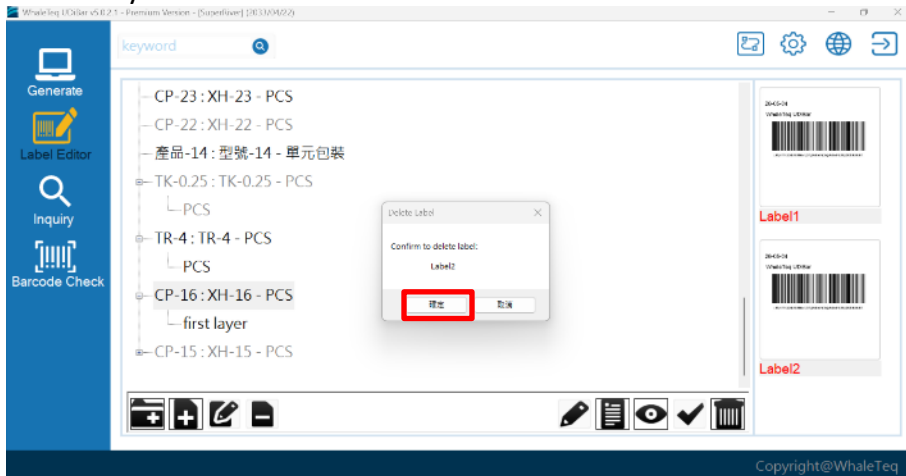


Figure 98 Label deletion complete

7.3.7 Preview labels


- (1) Move the mouse to the label editing column on the right and left-click to select Preview. .



Figure 99 Preview label

- (2) After clicking "Preview", a pop-up window will appear, allowing you to preview the label printing page.

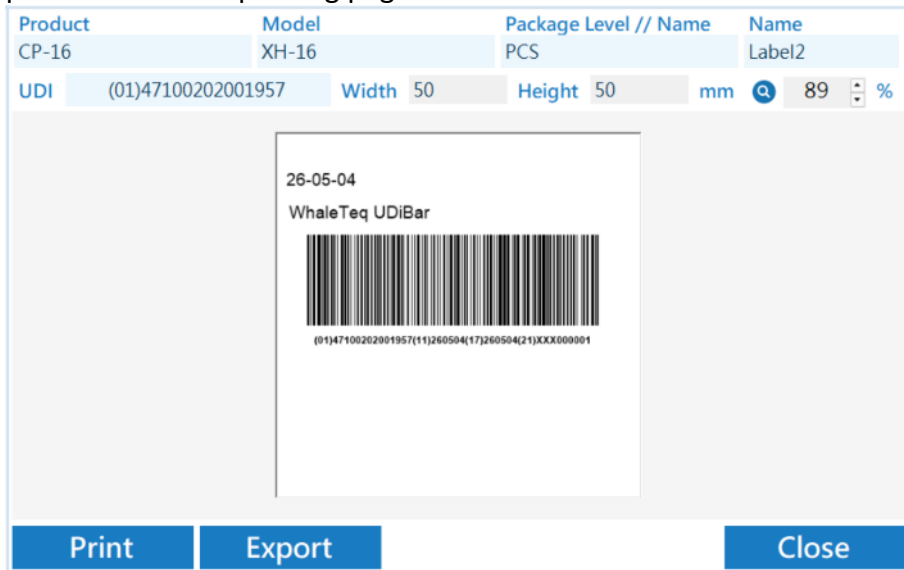


Figure 100 Label preview page

(3) Click "Print" to print the label.

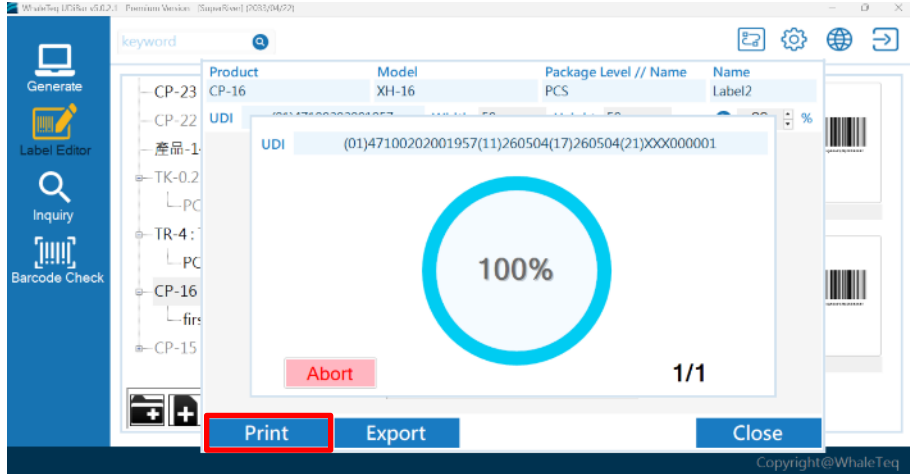


Figure 101 Label printing completed

Note : This is for test printing only and will not be recorded in the production list .

(4) Click "Export" to save the file to your computer.

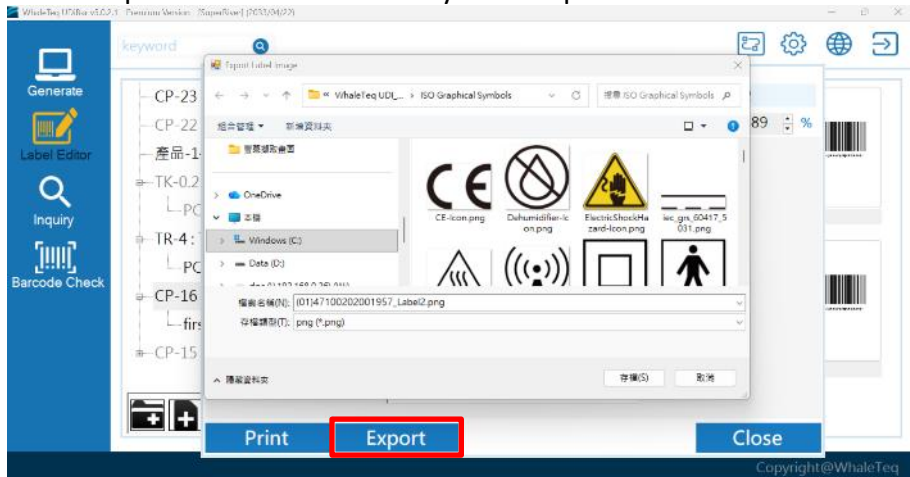


Figure 102 Export label file

7.3.8 Import/Export labels


- (1) Move the mouse to the blank space in the label editing column on the right, then left-click to select Import .



Figure 103 Import label file



- (2) Move the mouse to the label editing column on the right and left-click to select Export Tab File .



Figure 104 Export label file

7.3.9 Lock/Unlock labels

- (1) Move the mouse to the label editing column on the right and left-click to select Lock .

Note 1 : This function is only available to ADMIN and Superuser.

Note 2: Locked labels cannot be edited, renamed, or deleted.

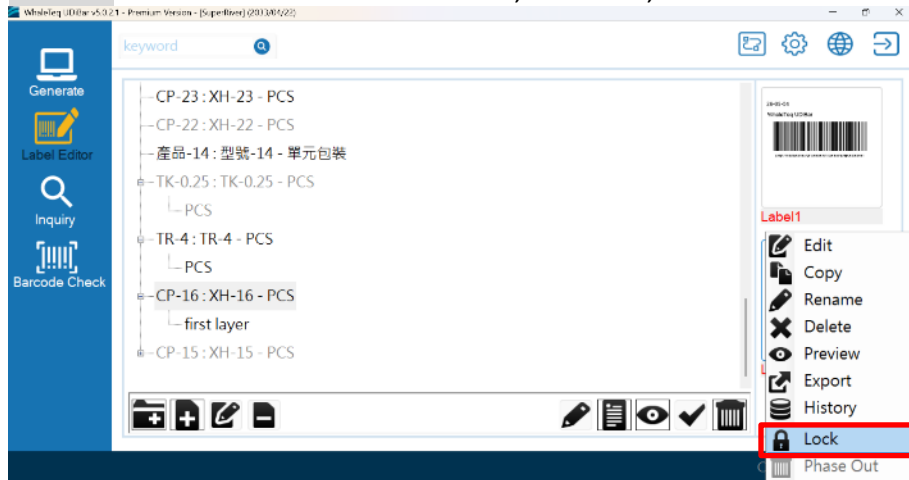


Figure 105 Lock Label

- (2) After the label is locked , the label name will change from red to black.

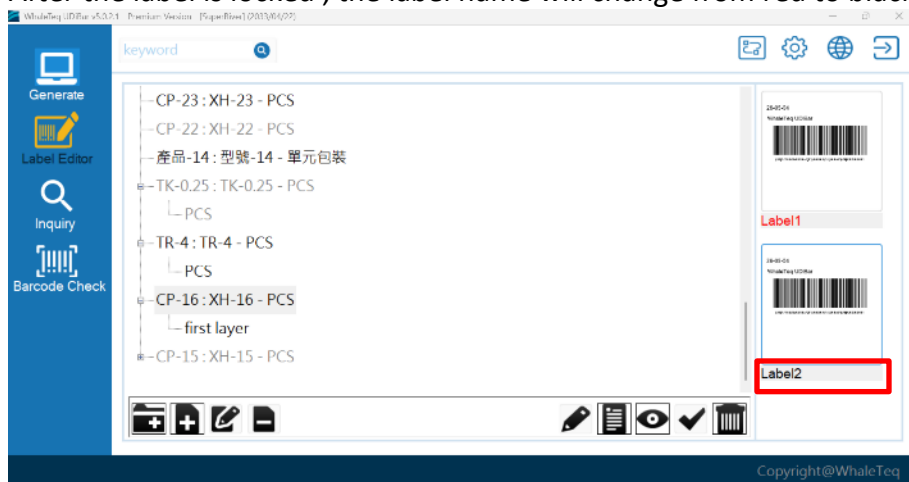


Figure 106 Label name turns black after locked


(3) To edit the label again, please click Unlock .



Figure 107 The label is unlocked for editing

7.3.10 Seal labels



(1) If the label is no longer needed, click "Phase Out" . Phased out labels cannot be edited, renamed, or deleted.



Figure 108 Sealed labels can't be used anymore


7.3.11 Edit history

- (1) To track label modification history, click "History" . Modification history records display the date, time, and user who revised the changes.

Product	Model	Package Level // Name	Name
CP-16	XH-16	PCS	Label2
UDI	(01)47100202001957	Width 50	Height 50 mm

Figure 109 Edit History Record

7.4 Print Labels

- (1) Click "Generation" on the left side of the homepage .
- (2) Go to the product list and select the product items you want to print.

Product	Model	UDI-DI	UOU DI
TF-3-60	TF-3-60	(01)00816995027614	
TR-2	TR-2	(01)00816995027638	
SM-0.25	SM-0.25	(01)00816995027713	
TR-2	TR-2	(01)00816995027812	
SM-16.00	SM-16.00	(01)00816995027720	
SM-3.00	SM-3.00	(01)00816995027706	

Figure 110 Selecting the product label to be printed

- (3) The page will automatically navigate to the packaging selection page, where you can choose the product packaging layer that you have already created and wish to print.

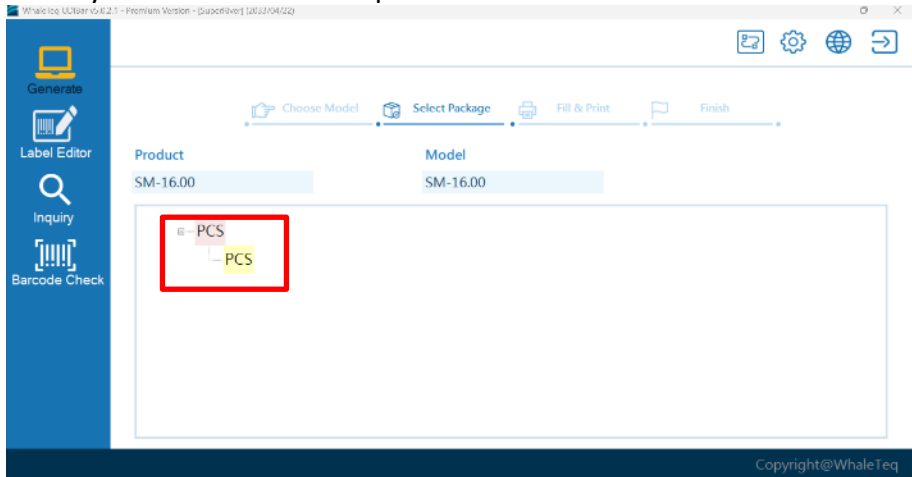


Figure 111 Select package

- (4) Enter the print information page, fill in the PI code information, and click "Submit & Print".

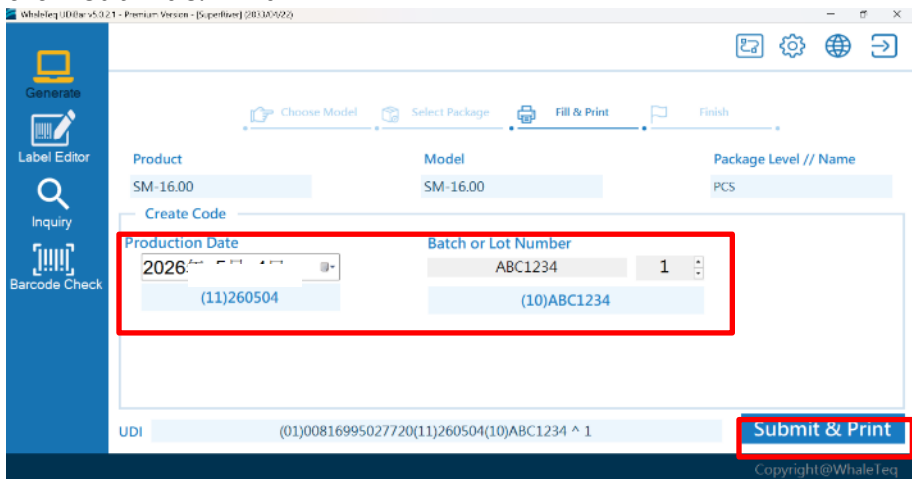


Figure 112 Submit and Print page

- (5) Choose different output formats according to the desired printing specifications: barcode , QR code, lock the edited label, or export a CSV file.

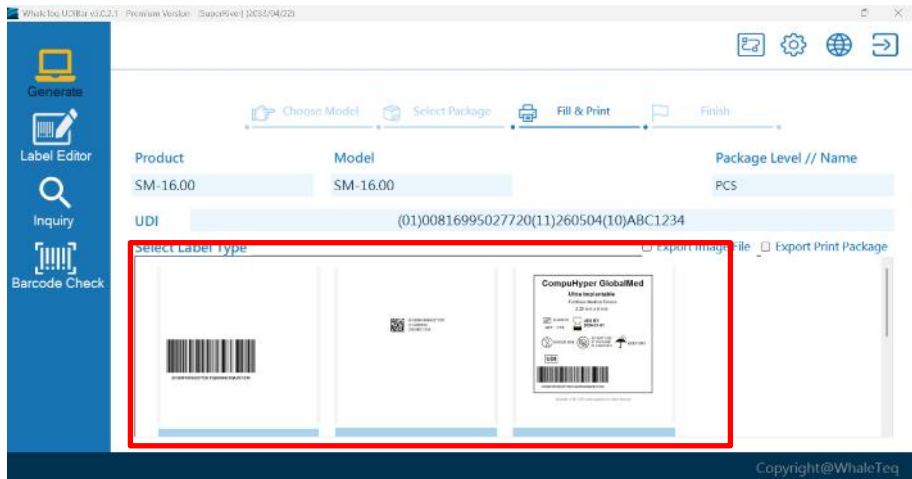


Figure 113 Select the print format

- (6) Once the barcode printing is complete, the record will be displayed on the produced barcode list.

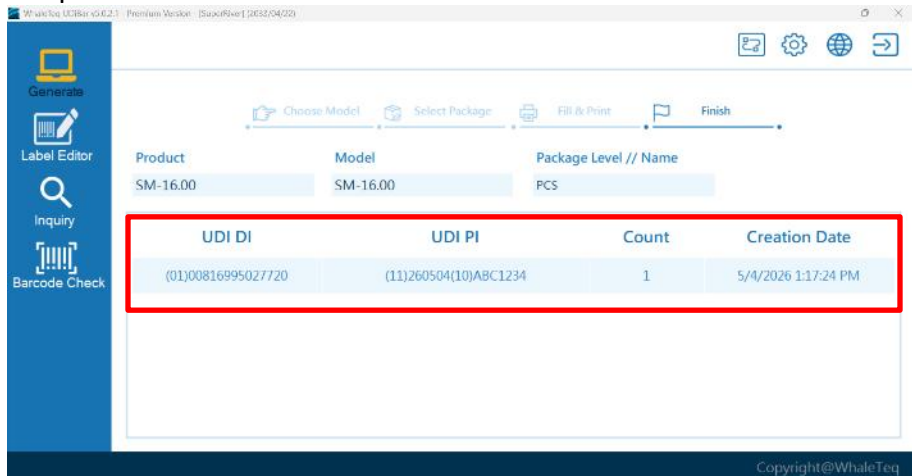


Figure 114 shows the production list and printing records

- (7) The label name displayed in black indicates that the label has been authorized and can be printed. Red indicates an unauthorized label; grayed-out labels indicate that the label has been archived and can no longer be used.

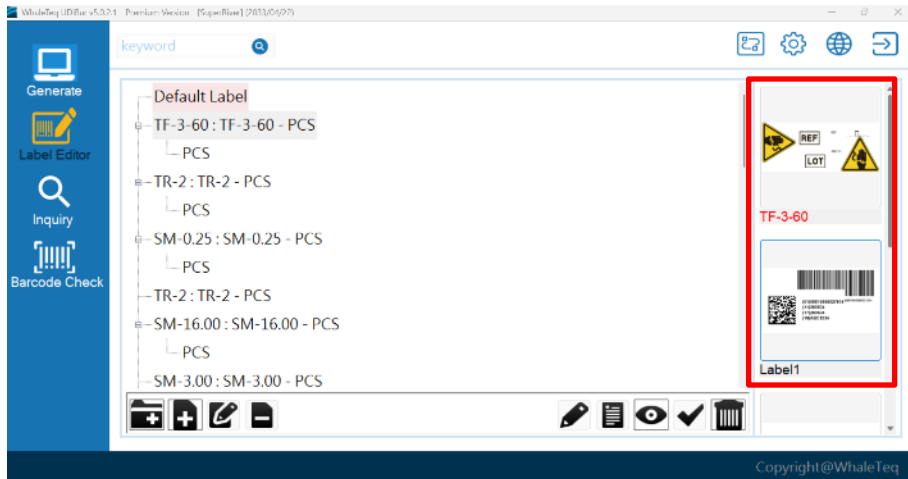



Figure 115 shows that the color of the label name represents different label states

7.5 ERP Integration

- (1) Click on the settings in  upper right corner of the homepage, then select ERP Integration > Map Work Order

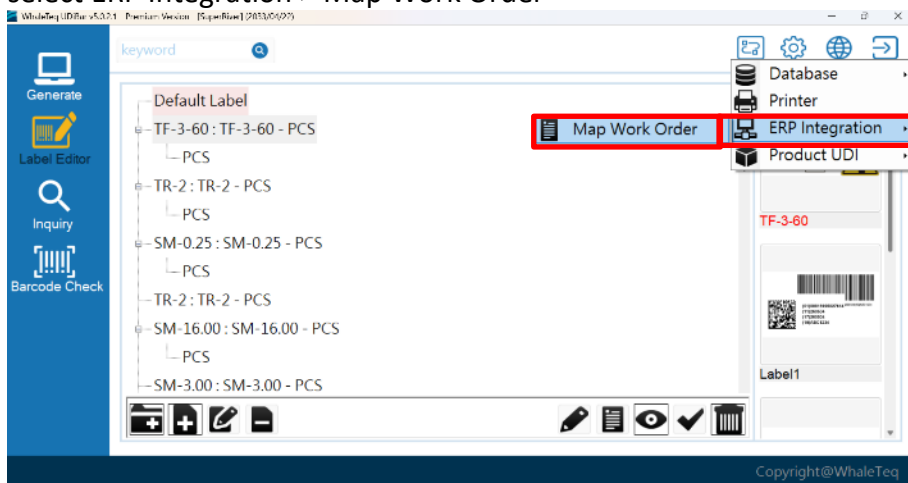



Figure 116 selects the corresponding work order CSV

- (2) Initial setup steps

Step 1 : Click on "Map Work Order"  Select the location to store the work order.

Note : You must create the folder and select the folder for the software to read the data.

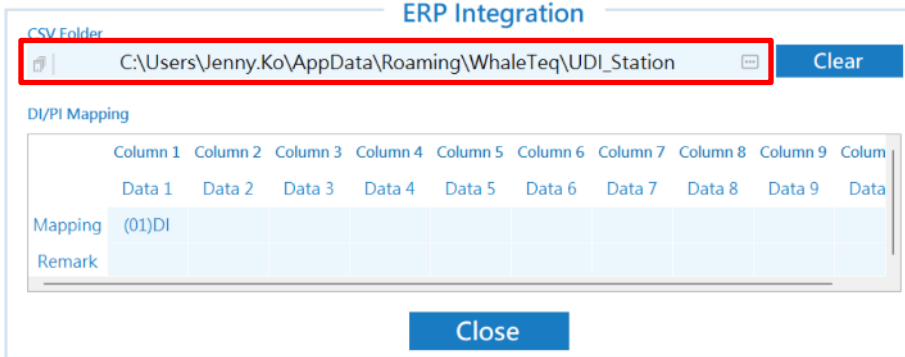


Figure 117 Work Order CSV Directory

Step 2 : Select the corresponding field for the product information item, and click on the field to bring up a drop-down menu.

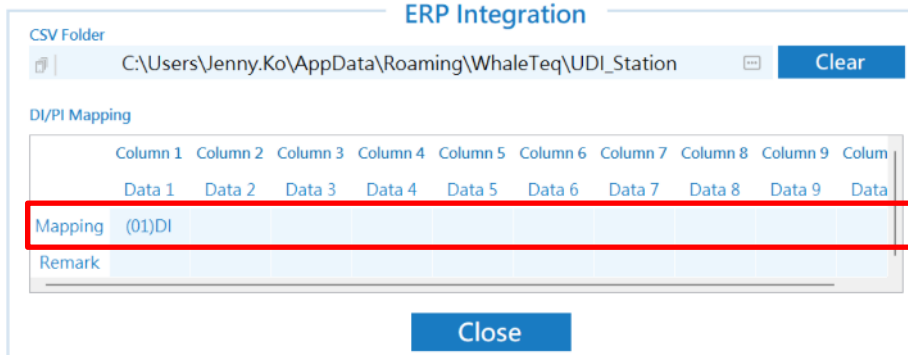


Figure 118 Fill in the corresponding product information

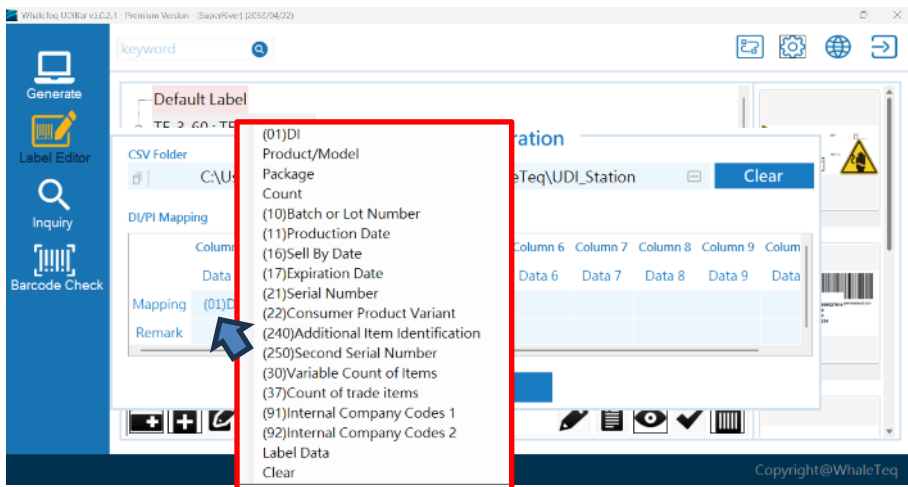
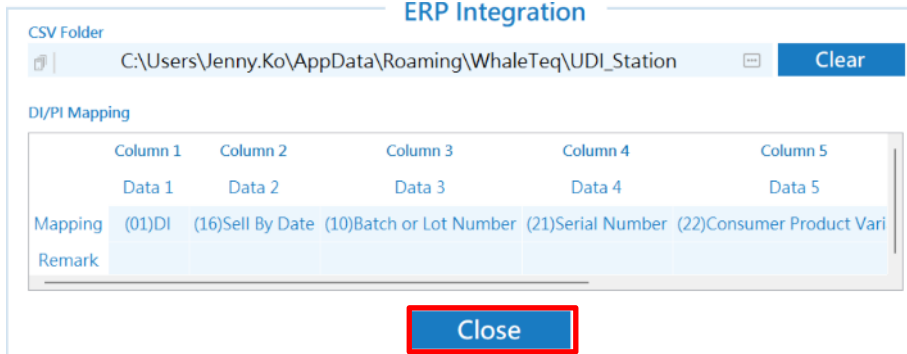


Figure 119 shows the drop-down menu for selecting the corresponding field

Note : If a date type item appears, please fill in " yymmdd ".

Step 3 : Click "OK" after completion to finish the setup.



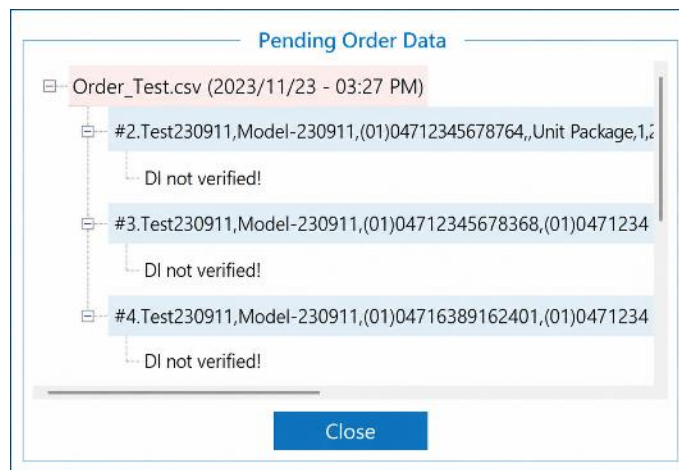
The screenshot shows the 'ERP Integration' dialog box. At the top, there is a 'CSV Folder' field with the path 'C:\Users\Jenny.Ko\AppData\Roaming\WhaleTeq\UDI_Station' and a 'Clear' button. Below this is a 'DI/PI Mapping' table with five columns labeled 'Column 1' through 'Column 5'. The table contains the following data:

	Column 1	Column 2	Column 3	Column 4	Column 5
Data 1	Data 1	Data 2	Data 3	Data 4	Data 5
Mapping	(01)DI	(16)Sell By Date	(10)Batch or Lot Number	(21)Serial Number	(22)Consumer Product Vari
Remark					

At the bottom center of the dialog box, there is a blue 'Close' button highlighted with a red rectangle.

Figure 120 shows the corresponding fields for completed work orders

- (3) The software will automatically check whether the products in the work order have been approved. If not, the following screen will appear. Please go to the label editor page to approve the product (see [7.2.7 Approve product DI](#)).



The screenshot shows the 'Pending Order Data' dialog box. It displays a list of order entries under the heading 'Order_Test.csv (2023/11/23 - 03:27 PM)'. Each entry consists of a product ID, model, and other identifiers, followed by the status 'DI not verified!'. The entries are:


- #2.Test230911,Model-230911,(01)04712345678764,,Unit Package,1,2
DI not verified!
- #3.Test230911,Model-230911,(01)04712345678368,(01)0471234
DI not verified!
- #4.Test230911,Model-230911,(01)04716389162401,(01)0471234
DI not verified!

At the bottom center of the dialog box, there is a blue 'Close' button.

Figure121 work order that has not yet been approved

- (4) CSV import generation

After the review is complete, return to the homepage and click

"Generation"  to successfully import the product information from the work order. Click the label you want to print to proceed to the next step, "Fill in Values and Print ". For detailed printing steps, please refer to [7.4 Print Labels](#).

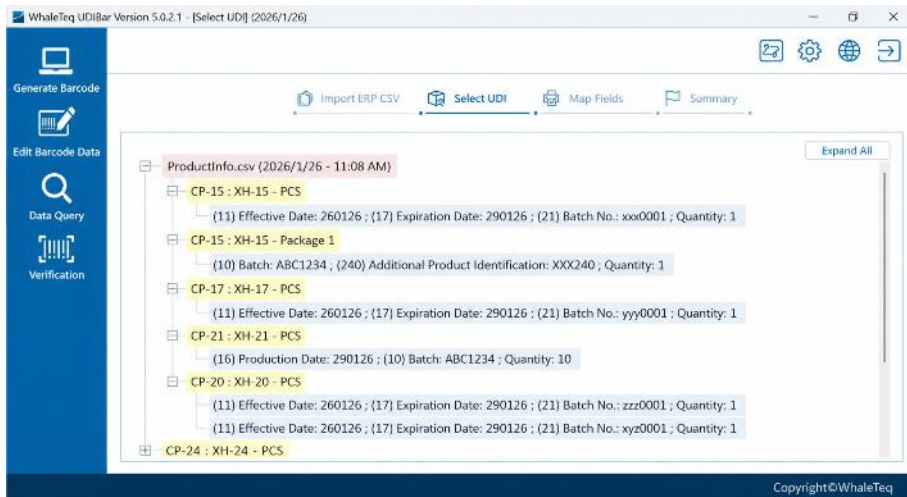


Figure 122 shows the work order successfully imported

7.6 Label barcode detection

- (1) Click "Barcode Check"
- (2) When you use a barcode scanner to read a label, the screen will display "PASSED/FAILED" .

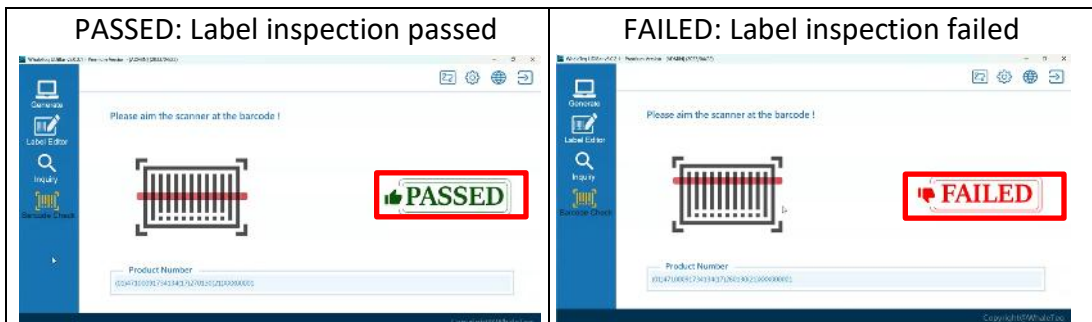


Figure 123 Barcode check

7.7 Data search

- (1) Click "Inquiry"
- (2) Print history list : Displays the first 100 records in the database. You can search for product information by keywords or dates, or directly select a

product on the screen to get detailed barcode information.

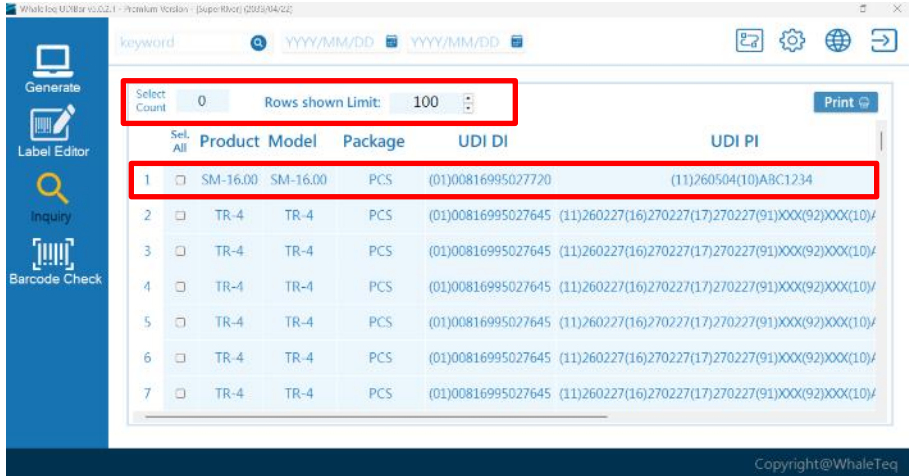


Figure 124 shows the product information record

7.7.1 Print

- (1) Check the boxes on the left side of the product list and click "Print" in the upper right corner to reprint the selected barcodes . You can also reprint the labels (see section [7.4 Print labels](#)) .

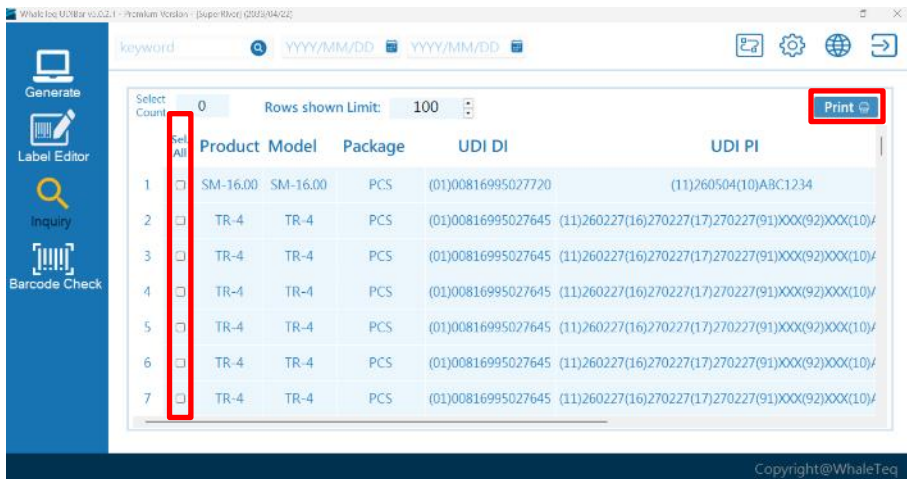


Figure 125 shows the barcode being reprinted

7.7.2 Label verification

- (1) Select a printed product , you will get detailed product information, or you can directly verify the barcode using a barcode scanner .
- (2) Simply point the barcode scanner at the printed barcode. If a green thumb- up appears, it means the barcode conforms to the standard .

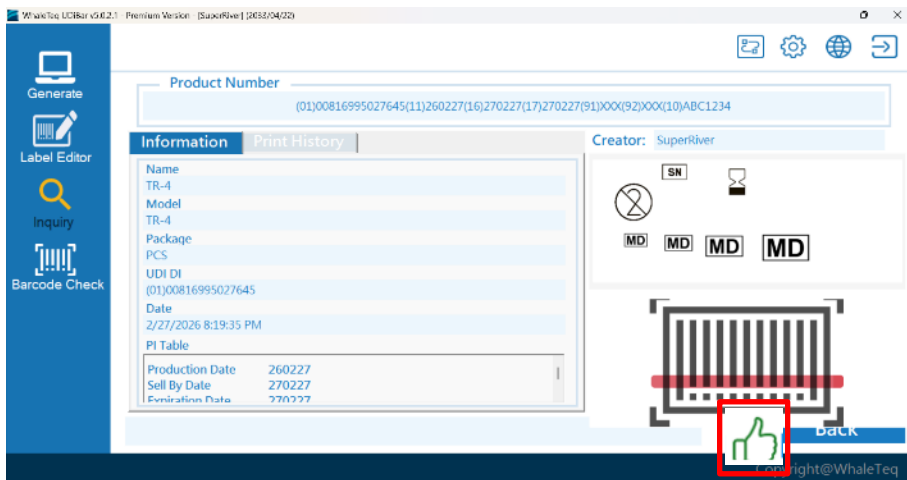


Figure 126 shows detailed product information

- (3) If a red thumb points downwards, it indicates that the barcode does not conform to the standard.

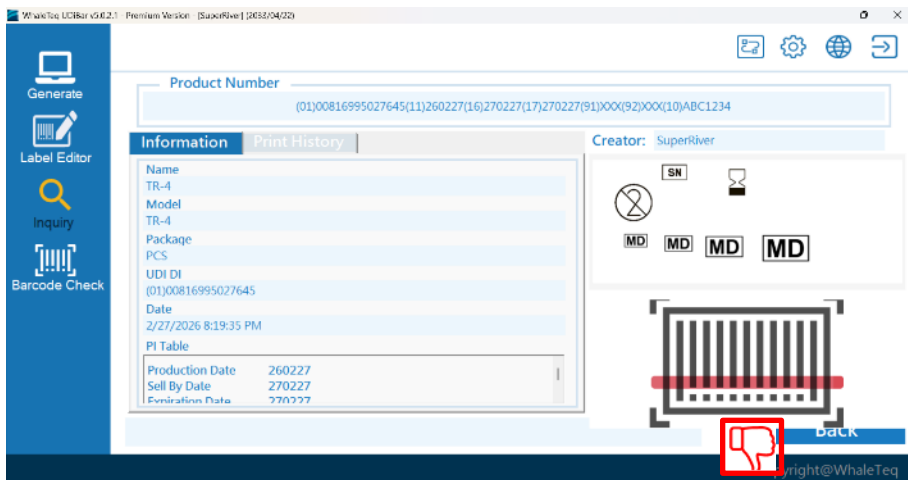


Figure 127 Barcode scanning verification

7.7.3 Label printing records

- (1) Clicking "Label Printing History" allows you to track records of labels that have been printed for the same product .

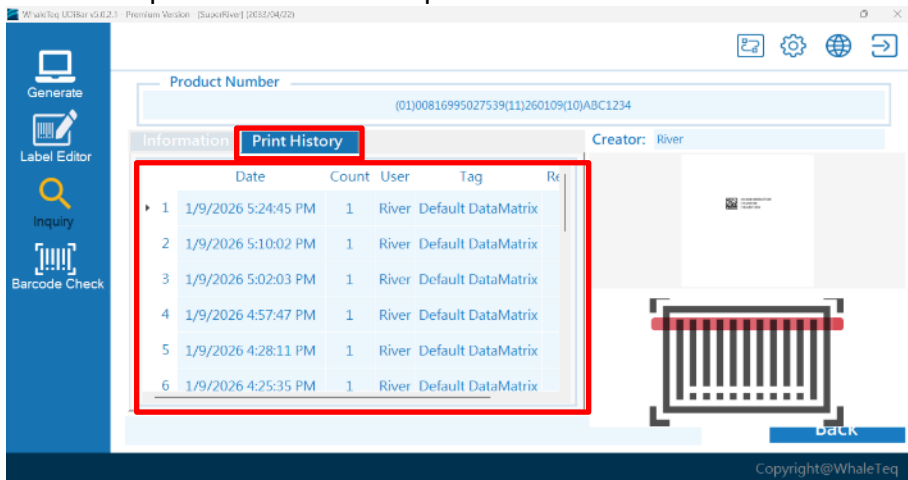



Figure 128 Label Printing Records

7.8 Switch user account

- (1) Click on settings in the upper right corner of the homepage , then select Database > DB IP/User Login.
- (2) After successfully logging in, the user account change is complete. (See [5.5 Login to UDiBar Local Database.](#))

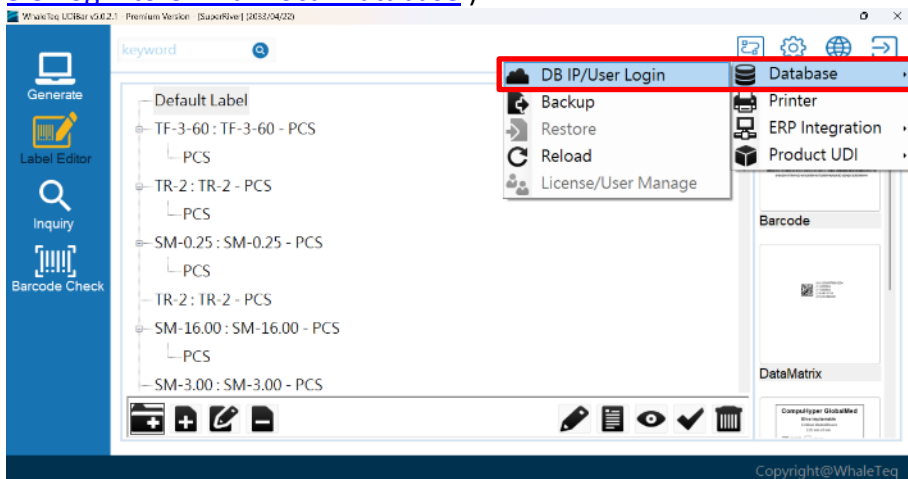



Figure 129 Switching user accounts

7.9 Language settings

- (1) Click the globe icon in the upper right corner of the homepage  , select the language you want to use : English, Traditional Chinese, or Simplified Chinese. You can also view WhaleTeq's changelog.
- (2) The system will automatically restart and switch to the selected language.

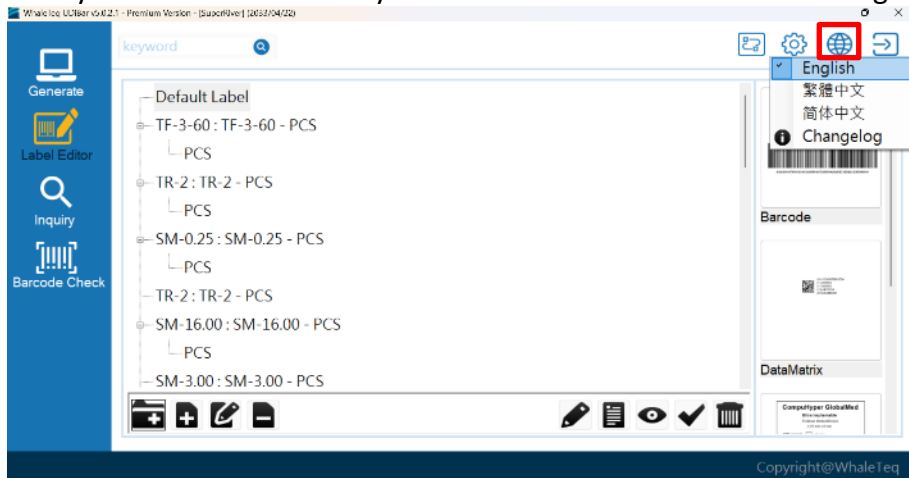



Figure 130 Switching language settings

7.10 Other settings

7.10.1 Logout and Return to Homepage

- (1) To close the program: Click the logout icon in the upper right corner of the homepage.  The program will automatically log out and close.

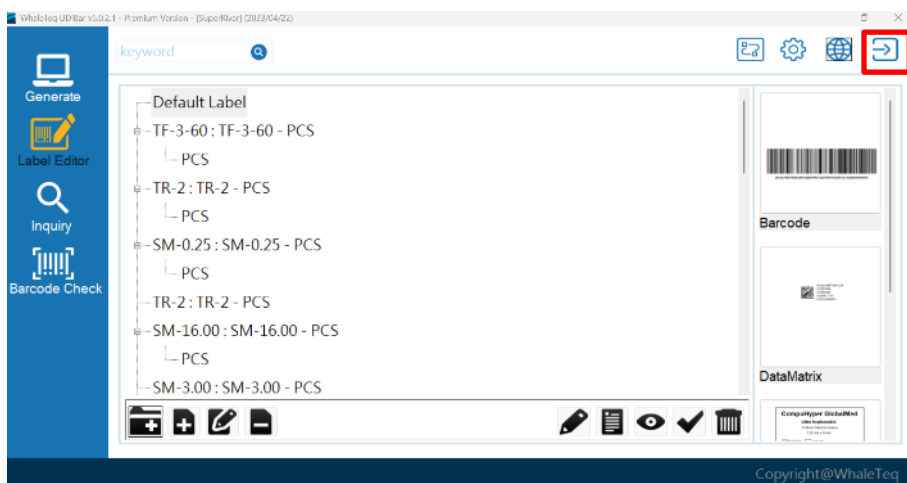



Figure 131 Logout and return to homepage settings

7.10.2 Database format conversion

- (1) It offers conversion to four country database formats, including: EU DAMED (EU) , GUDUD (USA) , NMPA (China) , and TUDID (Taiwan) .
- (2) Click the top right corner of the homepage  and select the desired database format.

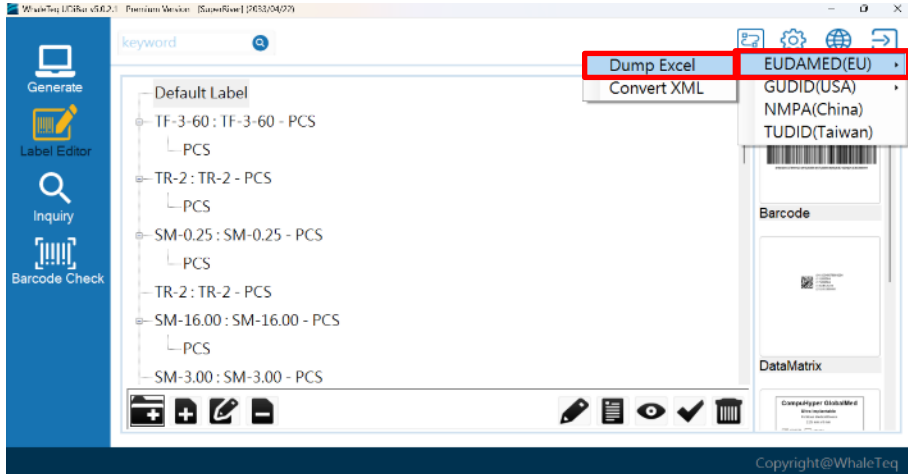


Figure 132 database format conversion

- (3) Select the specified storage path.

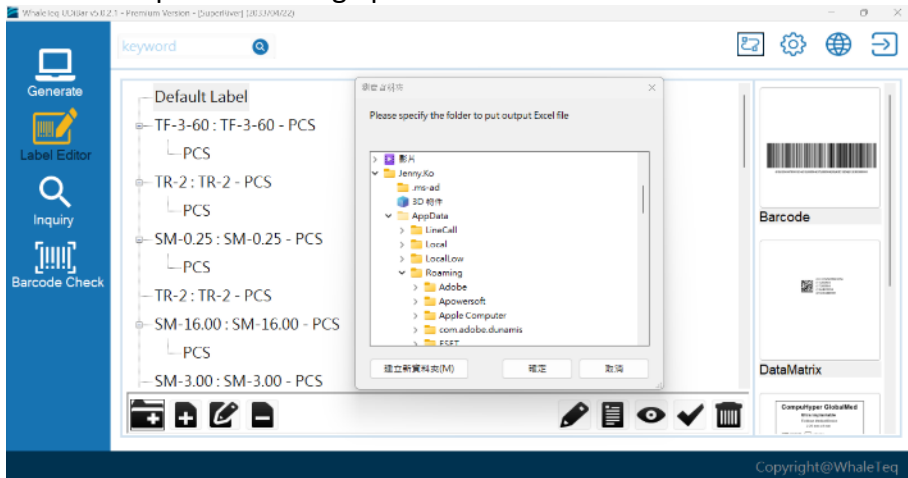


Figure 133 Choose storage path

(4) Click to automatically download the Excel file.

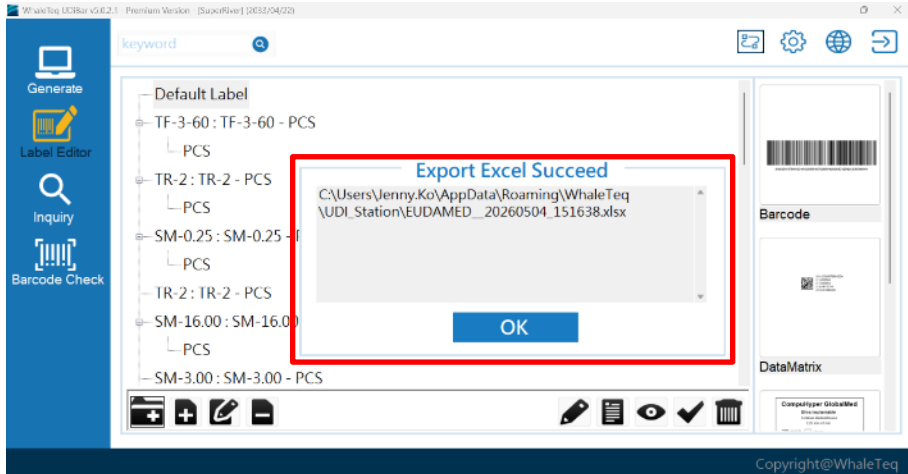


Figure 134 Download successfully

Figure 135 Automatically download Excel file

8 Supplementary information

Table 1: User Permissions for Each Role

	ADMIN	Super User	Common User
Account Management	V		
Role permission settings	V		
Create and edit product & package		V	V
Create and edit tags		V	V
Product review & packaging launch	V	V	
Product returned after launch	V		

Sealed products, packaging and labels	V	V	
Lock & Unlock	V	V	
View modification history	V	V	
Database backup	V	V	V
Database restoration	V		

9 Contact WhaleTeq

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