

+Seal Manager App

App Handbook

www.plus-sealmanager.com

Current Version: 09.09.2016, Version 2.0

Up to date to app version 1.1



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General

Working with the App for the first time:

When working with the app for the first time, you will be asked if the app is authorized to use your GPS signal. If you intend to see the GPS-data in your final document for safety reasons, please allow the app to track the signal. If you refuse, the dedicated space in the protocol will be empty.

Warning:

Please make sure that you have selected “Automatically Set Date & Time” (General > Date & Time) on your iOS device. This is important for the maintenance of your subscription.

An internet connection is required for the following tasks:

- sending and receiving emails
- automatic updates of the date and time
- buying a subscription or renewing a subscription

The password for the app is automatically preset to “1234”.

Any field marked with a star (*) on a form indicates that this field is mandatory.

The entire app operates using the following date format:

Day-Month-Year Hour: Minute: Second

Setting the language on your device:

The +Seal Manager App supports both English and German.

iOS 7: change the language setting of your device by going to “General > International > Language” and choosing the appropriate language.

Starting from iOS 8: change the language setting of your device by going to “General > Language & Region > iPod-/iPhone Language” and choosing the appropriate language.

Sphc-Files:

Sphc-Files have the “.sphc” suffix, are highly secure and were developed specifically for the +Seal Manager App. Your Sphc File contains all the relevant data for your outgoing shipment. Once an order has been issued, the customer will receive a copy of this data file per email. The customer needs this information in order to compare the outgoing pallet to the incoming pallet that they receive. Comparing the pallets will allow the customer to see if the pallet was tampered with or opened by a third party.

System Requirements:

- iPhone or iPod Touch (with camera)
- starting from iOS 7.1
- E-Mail account
- Internet access

Getting Started

- 1) Open the +Seal Manager App
- 2) Select “Settings”
- 3) Type in the password (pre-set password: 1234)
- 4) Select “Shop” and purchase the full version of the app
- 5) Select “Enter Company” and type in the name of your company
- 6) Select “Enter Creator” and type in the name of the appropriate responsible person
- 7) Select “Edit Mailing List” and type in the email addresses for the customers who will receive a copy of the protocols
- 8) Select “Edit Customer” and create your customer profiles (name, products, etc.)
- 9) Select “Edit Suppliers” and create your vendor profiles (name, products, etc.)
- 10) Select “Change Password for Settings” to set your own password. First create your own password, and then type in an email address to be used for account recovery. If you forget your password, a reminder will be sent to this email address. (Support > Forgot Password)

Main Menu

The Main Menu of the +Seal Manager App displays the number of days left in your subscription, the name of your company, and your user name directly under the +Seal Manager logo.

The Main Menu contains the following menu options:

1) Outgoing Goods

If you would like to send out goods, click on “Outgoing Goods”. For more information, see page 7.

2) Incoming Goods

If you would like to receive goods, click on “Incoming Goods”. For more information, see page 11.

3) Settings

If you would like to change the settings on the +Seal Manager App, click on “Settings” on the bottom left side of the screen. For more information, see page 15.

4) Support

If you'd like to ask a question or want to inform of us of a problem, click on “Support” (in the bottom middle) for more information, see page 18.

5) Legal Notice

Here you'll find all the legal information about Hasenhüttl Consulting.

Outgoing Goods

To send products to your customers, click on “Outgoing Goods” in the Main Menu of +Seal Manager App.

Note:

At the top left of every screen you’ll find a button to cancel your transaction. If you cancel your transaction, you’ll be taken to the Main Menu and can start over again.

CAUTION: Any data you entered up to this point will be lost if you cancel the transaction.

1) Sealing the Pallets

Secure the ready-to-ship pallets with shrink-wrap (for example) and red security tape and stick the +Seal Manager Seal on the pallet where the two ends of the tape meet. After you have added the seal to each pallet, click “Done”.

2) Numbering the Pallets

Number your pallets consecutively to avoid accidentally scanning one twice. When you are finished, click on the “Done” button.

3) Select your Customer

Type in the name of the customer to whom you’d like to send your goods. You can find the customer’s name using the search function, or you can alphabetically scroll through the names on the right in the index.

4) Data Entry

Enter all relevant information for the shipment here:

- a. Delivery Note Number*: (max. 75 characters)
Enter in the delivery note number for your shipment. Click on the “Continue” button to move on to the next field.

- b. Order Number: (max. 75 characters)
You also have the option to enter in your order number. Click on the “Continue” button to move on to the next field.

c. Number of Pallets*:

Type in the number of pallets. Click on the “Continue” button to move on to the next field.

CAUTION: the free version of the app supports a max. of 3 pallets per order; the full version supports a max. of 45 pallets per order.

d. Product Description*: (max. 75 characters)

You have two options:

I. Manually type in a description of your products:

Type in the description of your products. You can separate the types of products using a comma.

II. Use the default “Product Description” setting:

Under “Settings > Edit Customer”, previously saved product descriptions can be added when you touch the “+” sign to the right. This takes you to the “Select Product Description” Menu. Touch the desired product descriptions to add them to your list. The product descriptions that you have selected will appear with a “check” mark. If you touch the product description again, the check will disappear and the description will not be selected. You can choose more than one description. When you are finished, touch the “>>” button. Your selection will be saved and you can go back to the “Data Entry” menu.

After you have looked over your data, press the “>>” button. This will complete your data entry.

5) Select the Type of Seal

Choose between the following seal types:

- a. QR-code-seal
- b. Barcode-seal

Select your desired seal type to begin.

6) Scan Your Desired Code

CAUTION: If you are scanning a seal-code with the app for the first time, the app will ask you to allow +Seal Manager to use your camera. Please confirm with yes!

Focus your camera on the first seal of the first pallet. When the code is recognized, a green frame will appear. Depending on the settings on your device, you may also hear a sound or feel a vibration.

On the upper left side there is a flashlight button to turn on or off an optional light, in case there is too little light in the area to see the seal.

On the upper right side you'll find the "Cancel" button. Here you can manually cancel the scan if the code is not recognized. Afterwards you can manually enter in the code.

7) Validating the Seal

As soon as the scan has successfully been completed, a green check will appear to confirm that the seal is valid. Pop-ups containing different prompts or information may appear, such as "Manual Entry" or "Duplicate Seal" etc. Now you must answer the question regarding whether or not the seal shows any damage. Press "Yes" or "No". Your answer will determine the following process. If you pressed the green "No" button, the red "Yes" button will disappear. If you press the green button a second time, the "Yes" button will reappear.




Caution: a seal is only recognized as valid when it contains between 2 - 20 numbers.

After you have answered the question, press the ">>" button.

8) Seal Catalogue

In the "Seal Catalogue" you can see how many seals have been scanned as well as the status of the current pallets. The approval status of each pallet will be recorded directly on the protocol. Press the "+" to scan the next pallet in. Return to Step 6) and repeat up through Step 8) until all of your pallets have been scanned. Once all of your seals have been scanned, press the ">>" to continue.

Explanation of icons

	Seal seems to be ok
	There is something wrong with the seal the pallet was manually marked as „DISABLED“ <u>Reasons:</u> seal code does not show 2 to 20 digits; seal code has already been scanned
	Seal code has been entered by hand <u>Reasons:</u> seal code could not be read, because seal could be damaged

9) Complete the transaction (Finish)

Answer the question regarding whether or not there were problems with the shipment. Press either “Yes” or “No”. If you pressed the green “No” button, the red “Yes” button will disappear. If you press the green button a second time, the “Yes” button will reappear. If there was a problem with the shipment, a comment is mandatory.

After answering all of the questions, press “>>” to complete the transaction.

10) Send email

When the transaction has been completed, a protocol of the outgoing goods and the sphc-File will be automatically generated and attached to an email. The previously selected email addresses will be automatically called up, with the delivery number and the name of the customer in the subject of the email. You will also have the option to add further addresses (as well as blind copies or copies) and approve the message.

CAUTION: The predefined text underneath the subject header is reserved SOLELY for the recipient and can be adjusted according to customers’ requirements.

Notice: The attached sphc-File will ONLY be used to compare the data from the Incoming Goods to the data of the Outgoing Goods.

The Outgoing Goods protocol can be printed out by the recipient and filed with the supplier’s documents.

Click on the “Send” button to send the email and return to the Main Menu.

You have now completed your Outgoing Goods transaction.

Incoming Goods

When you receive goods from your supplier, click on “Incoming Goods” in the Main Menu of the +Seal Manager app.

Notice:

At the top left of every screen you’ll find a button to cancel your transaction. If you cancel your transaction, you’ll be taken to the Main Menu and can start over again.

CAUTION: Any data you entered up to this point will be lost if you cancel the transaction.

In order to use the Incoming Goods menu, the sphc-File must first be imported in. To do so, follow these instructions:

- i. Open the email program on your iOS device
- ii. Select the desired Outgoing Goods email (e-mail subject i.e. WA Customer 1 / er157395)
- iii. Scroll down to the .sphc File (i.e. seals_WA_er157395_Customer1.sphc)
- iv. Press down on the file for a few seconds until a pop-up opens
- v. Press on the +Seal Manager’s icon
- vi. The sphc-File will automatically be imported by the +Seal Manager App

1) Select an order

Select the order for which you would like to create a protocol of Incoming Goods.

2) Numbering the Pallets

Number your pallets consecutively to avoid accidentally scanning one twice. When you are finished, click on the “Done” button.

3) Select a Supplier

Type in the name of the supplier from whom you received your goods. You can find the supplier’s name using the search function, or you can alphabetically scroll through the names on the right in the index.

4) Data Entry

Enter all relevant information for the shipment here:

- a. Delivery Note Number*: (max. 75 characters)
Enter in the delivery note number for your shipment. Click on the “Continue” button to move on to the next field.

- b. Order Number: (max. 75 characters)
You also have the option to enter in your order number. Click on the “Continue” button to move on to the next field.

- c. Number of Pallets*:
Type in the number of pallets. Click on the “Continue” button to move on to the next field.
CAUTION: the free version of the app supports a max. of 3 pallets, the full version supports a max. of 45 pallets per order.

- d. Product Description*: (max. 75 characters)
You have two options:
 - a. You manually type in a description of your products:
Type in the description of your products. You can separate the types of products using a comma.
 - b. You use the default “Product Description” setting:
Under “Settings > Edit Customer”, previously saved product descriptions can be added when you touch the “+” sign to the right. This takes you to the “Select Product Description” Menu. Touch the desired product descriptions to add them to your list. The product descriptions that you have selected will appear with a “check” mark. If you touch the product description again, the check will disappear and the description will not be selected. You can choose more than one description. When you are finished, touch the “>>” button. Your selection will be saved and you can go back to the “Data Entry” menu.

After you have looked over your data, press the “>>” button. This will complete your data.

CAUTION: All of the data that is entered must match the data from the Outgoing Goods.

After you have looked over your data, press the “>>” button. This will complete your data entry.

5) Scan Your Desired Code

CAUTION: If you are scanning a seal-code with the app for the first time, the app will ask you to allow +Seal Manager to use your camera. Please confirm with yes!

Focus your camera on the first seal of the first pallet. When the code is recognized, a green frame will appear. Depending on the settings on your device, you may also hear a sound or feel a vibration.

On the upper left side there is a flashlight button to turn on or off an optional light, in case there is too little light in the area to see the seal.

On the upper right side you'll find the “Cancel” button. Here you can manually cancel the scan if the code is not recognized. Afterwards you can manually enter in the code.

6) Validating the Seal

As soon as the scan has successfully been completed, a green check will appear to confirm that the seal is valid. Pop-ups containing different prompts or information may appear, such as “Manual Entry” or “Duplicate Seal” etc. Now you must answer the question regarding whether or not the seal shows any damage. Press “Yes” or “No”. Your answer will determine the following process. If you pressed the green “No” button, the red “Yes” button will disappear. If you press the green button a second time, the “Yes” button will reappear.





Note: a seal is only recognized as valid when it contains between 2 - 20 numbers.

After you have answered the question, press the “>>” button.

7) Seal Catalogue

In the “Seal Catalogue” you can see how many seals have been scanned as well as the status of the current pallets. The approval status of each pallet will be recorded directly on the protocol. Press the “+” to scan the next pallet in. Return to Step 6) and repeat up through Step 8) until all of your pallets have been scanned. Once all of your seals have been scanned, press the “>>” to continue.

Explanation of icons:

	Seal seems to be ok
	There is something wrong with the seal the pallet was manually marked as „DISABLED“ <u>Reasons:</u> seal code does not show 2 to 20 digits; seal code has already been scanned
	Seal code has been entered by hand <u>Reasons:</u> seal code could not be read, because seal could be damaged
	CAUTION <u>Reasons:</u> pallet with the seal number was sent, but did not arrive OR was not sent but arrived

8) Complete the transaction (Finish)

Answer the question regarding whether or not there were problems with the shipment. Press either “Yes” or “No”. If you pressed the green “No” button, the red “Yes” button will disappear. If you press the green button a second time, the “Yes” button will reappear. If there was a problem with the shipment, a comment is mandatory.

After answering all of the questions, press “>>” to complete the transaction.

9) Send email

When the transaction has been completed, a protocol of the Ingoing Goods will be automatically generated and attached to an email. The previously selected email addresses will be automatically called up, with the delivery number and the name of the supplier in the subject of the email. You will also have the option to add further addresses (as well as blind copies or copies) and approve the message.

The Incoming Goods protocol can be printed out by the recipient and filed with the supplier’s documents.

Clicking on “Send” will send the email and return you to the Main Menu.

You have now completed your Incoming Goods transaction.

Settings

To change the settings in the app, select “Settings” at the bottom left of the the Main Menu and enter your password. (preset password: 1234).

The following settings can be customized or changed:

1) Shop

Here you can view the current version of your app (full version or free version), your last date of purchase and the days remaining until your subscription expires.

Next to the “Purchase” button, you can see the subscription periods available for purchase (1, 6 or 12 months).

In the free version of the +Seal Manager App, a max. of 3 pallets can be managed per order. In the full version, up to 45 pallets per order can be managed. In both versions, there is no limit to the number of orders.

Synchronizing your subscription:

If you would like to use the same subscription on multiple devices with the same Apple-ID, click on “Synchronize Subscription” to update your devices. If the current date of purchase doesn’t immediately appear in a pop-up, wait a few minutes and then try again.

If you receive the following failure message: “There are no In-App Purchases to be synchronized” it is because of one of the following reasons:

- you haven’t made any in-app purchases yet
- you don’t have an iCloud-Account listed (Settings > iCloud)
- the app for iCloud-Synchronization is turned off (iOS 7) (Settings > iCloud > activate Documents & Data > enable +Seal Manager)

2) Enter Company

Type in the name of your company. This name will then appear on your protocols (max. 75 characters).

3) Enter Creator

Type in the name of the responsible creator. This name will appear on your protocols (max. 75 characters).

4) Edit your Email List

Enter in the email addresses for the people who should receive the Incoming or Outgoing Goods protocol (i.e. your secretary, Sales, Purchasing etc.)

5) Edit customers

Here you'll see a list of all the customers who will be receiving goods. You can find the customer's name using the search function, or you can alphabetically scroll through the names on the right in the index. Press the "+" button to add more customers or click on an entry to edit it.

The following data can be entered in or changed:

Name*: Enter in the name of the customer. To the right you'll find a switch that you can use to mark the customer as a favorite (they will appear first on the Customer List, highlighted with a star). (max. 75 characters)

Miscellaneous: Here you can enter in misc. customer information (i.e. Location 1, Location 2). This misc. information will appear in the customer list in the second row (max. 75 characters)

Product Description Default Setting: Enter in each item or product that the customer will receive. Separate the names using commas. These products will appear later under "Date Entry – Select Product Description" so that you do not have to enter them in again.

E-Mail Default Setting: Enter the email addresses for the customers who should receive a copy of your Outgoing Goods protocol.

Press the ">>" (upper right) to save your data and go back. The "<" (upper left) button takes you a step back but discards your data.

6) Edit Suppliers

Here you will see a list of the suppliers from whom you have received shipments. You can find the customer's name using the search function, or you can alphabetically scroll through the names on the right in the index. Press the "+" button to add new suppliers or click on an entry to edit it.

The following data can be entered in or changed:

Name*: Enter in the name of the supplier. To the right you'll find a switch that you can use to mark the supplier as a favorite (they will appear first on the Supplier List, highlighted with a star). (max. 75 characters)

Miscellaneous: Here you can enter in misc. supplier information (i.e. Location 1, Location 2). This misc. information will appear in the supplier list in the second row (max. 75 characters)

Product Description Default Setting: Enter in each item or product that the supplier will receive. Separate the names using commas. These products will appear later under "Date Entry – Select Product Description" so that you do not have to enter them in again.

E-Mail Default Setting: Enter the email addresses for the suppliers who should receive a copy of your Ingoing Goods protocol.

Press the ">>" (upper right) to save your data and go back. The "<" (upper left) button takes you a step back but discards your data.

7) Change the Settings password

Select "Change Password for Settings". In the "E-Mail Address to Restore Password" field, type in the email address to which a password should be sent in case you forget the password for the Settings category on the Main Menu.

To change the password, take the following steps:

- Type the old password in under "Old Password" (preset password: 1234).
- Type in your new password under "New Password" (max. 6 characters).
- Type in the new password again under "Repeat New Password".

Afterwards, press the ">>" (upper right) to save your data and go back. The "<" (upper left) button takes you a step back but discards your data.

8) Delete sphc-Files

Here you can see all your imported sphc-Files. If you would like to delete a file, or if you accidentally uploaded a file, swipe left on the entry and click on "Delete".

Support

You can reach this menu from the Main Menu (in the lower middle).

This menu contains the following contents:

1) Getting Started (First Steps)

Here you'll find a short introduction to using the +Seal Manager App.

2) What's new in this version?

This opens a pop-up window that shows which updates you'll find in this version.

3) Contact Support

Here you can reach us over email at: support@plus-sealmanager.com. Write your email using the pop-up email program and click "Send".

4) About / Copyright

Here you'll find the most current version of the app, Copyright information and information about the people behind the app.

5) Help

Here you will find all the information you will need if you're having trouble using the app.

6) Report Problem

If you experience unexpected problems with the app, click on this menu item. Write us an email in the pop-up email program and click "Send".

7) Forgot Password

If you forget your Settings password, pressing this point on the menu will send a reminder to the email address that you provided (E-Mail Address to Restore Password).

Protocols

The +Seal Manager App generates two protocols as PDF-files:

- 1) Outgoing Goods – Protocol
- 2) Incoming Goods – Protocol

Each protocol has as a header the date and time of issue, the name of the company and the name of the official in charge (i.e. the creator).

1) Outgoing Goods – Protocol

As soon as all the data has been entered and all the seals have been scanned, the outgoing goods protocol will be generated automatically. By sending the E-Mail according to the predefined mailing list, e.g. to the customer and your own official in charge (see page 16), the protocol will be sent as an attachment for documentation purposes, thereby enabling you to match the incoming goods.

The recipient may print the outgoing goods protocol for documentation purposes and enclose it with the delivery papers.

The protocol consists of:

First Page:

- Customer (recipient of the goods)
- Delivery Note Number
- Order Number (optional)
- Date & Time (of creation)
- Number of Pallets
- Product Description
- Type of Seal
- GPS-Location
 - o Address
 - o Geographic coordinates¹
- Problems with Shipment (yes/no)
- Comment
 - o Mandatory when problems occurred, otherwise optional

Second Page:

- Number of suspicious pallets (i.e. pallets with the status “attention”)
- List of all delivered pallets

¹ See Google Maps (<https://www.google.com/maps>)

- ID (consecutive number)
- Seal Number
- Manual Input (i.e. manual data entries due to a damaged seal surface)
- Seal Status
 - Plausible (seal number consists of 2 to 20 figures)
 - Not plausible (seal number consists of less/more than 2 to 20 figures)
- Condition of pallet
 - Damaged
 - Not damaged
 - Disabled (e.g. the pallet is marked manually as “DISABLED²”, due to a seal number which is not plausible or multiple occurrences of one and the same seal number)
- Status
 - OK (i.e. the status of the seal is plausible, the pallet is not damaged)
 - Error (i.e. status of the seal is plausible, but the pallet has been damaged)
 - Attention (i.e. status of the seal is not plausible, pallet is disabled)

2) Incoming Goods – Protocol

As soon as all the data of the received delivery has been entered and all seals have been scanned, the incoming goods protocol will be generated automatically. By sending the incoming goods protocol via E-Mail according to the predefined mailing list, e.g. to the producer and your own official in charge (see page 16), the protocol will be sent as an attachment for documentation purposes.

The recipient may print the incoming goods protocol for documentation purposes and enclose them with the delivery papers.

The protocol consists of:

First Page:

- Supplier (sender of the goods)
- Delivery Note Number
- Order Number (optional)
- Date & Time (of creation)

² Seal number invalid; seal number duplicate

- Number of Pallets
- Number of missing Pallets
- Missing Seal Numbers
- Number of new Pallets
- New Seal Number
- Product Description
- Type of Seal
- GPS-Location
 - o Address
 - o Geographic coordinates³
- Problems with Delivery (yes/no)
- Comment
 - o Mandatory when problems occurred, otherwise optional

Second Page:

- Same as Outgoing Goods – Protocol, second page (see page 19)

³ See Google Maps (<https://www.google.com/maps>)