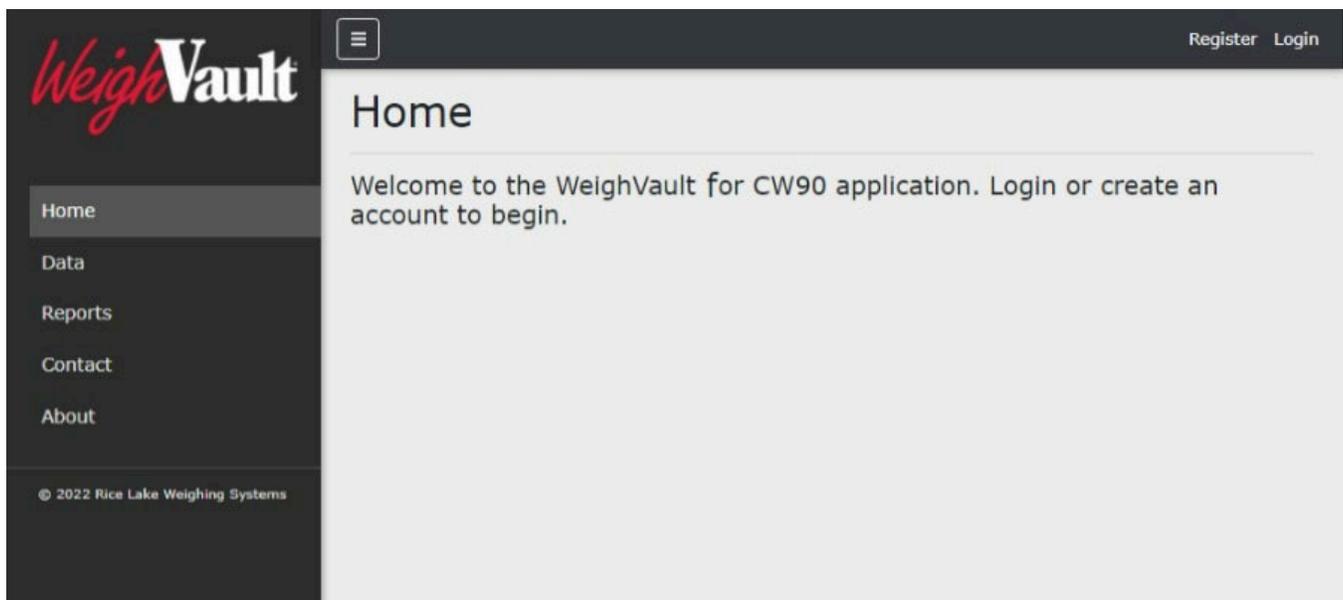


# WeighVault<sup>®</sup> for CW-90/90X

*Web Application and Middleware Service*

## Technical Manual



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# Revision History

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This section tracks and describes the current and previous manual revisions for awareness of major updates and when the updates took place.

Revision	Date	Description
A	04/14/2022	Initial manual release; Version: 2.0.0.0
B	11/2/2022	Updated Software Requirements; Version: 2.03.00
C	3/13/2023	Updated Software installation Instructions; Version: 2.05.00

*Table i. Revision Letter History*



Technical training seminars are available through Rice Lake Weighing Systems. Course descriptions and dates can be viewed at [www.ricelake.com/training](http://www.ricelake.com/training) or obtained by calling 715-234-9171 and asking for the training department.

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# 1.0 Introduction

This manual provides an overview of the WeighVault software installation, configuration, administration and operation procedures. WeighVault allows CW-90/90X users to add, edit, and access product over a network connection. WeighVault exceeds the CW-90/90X's product database capacity. It also collects data as weighments occur, and provides detailed reports for productivity and transactions which can be exported to a variety of formats including Microsoft® Excel®, Microsoft® Word® and PDF.



**NOTE:** Images in this document are for illustration only, WeighVault appearance varies depending on screen resolution, screen size and internet browser.



Manuals and additional resources are available from Rice Lake Weighing Systems at [www.ricelake.com/manuals](http://www.ricelake.com/manuals)

Warranty information can be found on the website at [www.ricelake.com/warranties](http://www.ricelake.com/warranties)

## Safety Definitions:



**DANGER:** Indicates an imminently hazardous situation that, if not avoided, will result in death or serious injury. Includes hazards that are exposed when guards are removed.



**WARNING:** Indicates a potentially hazardous situation that, if not avoided, could result in serious injury or death. Includes hazards that are exposed when guards are removed.

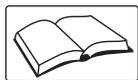


**CAUTION:** Indicates a potentially hazardous situation that, if not avoided, could result in minor or moderate injury.



**IMPORTANT:** Indicates information about procedures that, if not observed, could result in damage to equipment or corruption to and loss of data.

## General Safety



Do not operate or work on this equipment unless this manual has been read and all instructions are understood. Failure to follow the instructions or heed the warnings could result in injury or death. Contact any Rice Lake Weighing Systems dealer for replacement manuals.



### WARNING

Failure to heed could result in serious injury or death.

Do not allow minors (children) or inexperienced persons to operate this unit.

Do not operate without enclosure completely assembled.

Do not place fingers into slots or possible pinch points.

Do not use this product if any of the components are cracked.

Do not make alterations or modifications to the unit.

Do not remove or obscure warning labels.

Do not submerge.

Before opening the unit, ensure the power cord is disconnected from the power source.

Disconnect all power before servicing. Multiple power sources may be present. Failure to do so may cause property damage, personal injury or death.

For permanently connected equipment, a readily accessible disconnect device shall be incorporated in the building installation wiring.

Pluggable units must be installed near the socket/outlet and be easily accessible.

Use copper or copper-clad aluminum conductors only.

## 1.1 System Requirements

- Windows® 10 build 1607 or newer (64 bit only) or equivalent Windows® Servers OS
- 2.0 GHz processor or faster
- 250 MB drive space needed for install
- 8 GB ram or greater
- Microsoft® SQL Server® 2019 (Express edition included)
- Ethernet TCP/IP connection to check weighing devices
- A supported web browser (Apple® Safari®, Google® Chrome®, Microsoft® Edge®, Mozilla® Firefox®)

## 2.0 Installation and Configuration

### 2.1 Installation Instructions

1. Download WeighVault software, and if necessary, unzip the file.



**NOTE:** Typically a download link is supplied with the purchase of software.

2. Launch **WeighVaultForCW90.Installer.exe**.
3. Read the Rice Lake Weighing Systems License Agreement. Enable the check box below the agreement if the terms are acceptable.

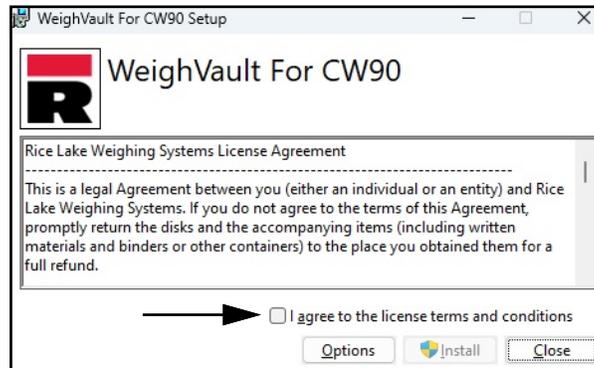


Figure 2-1. WeighVault Installation Window

4. (Optional) Perform the following to change the installation location:
  - Select **Options**, then **Browse** to install WeighVault in a user specified file location.
  - Select **OK** to return to the previous window.



**NOTE:** The default installation file path follows:

**C:\Program Files\Rice Lake Weighing Systems\WeighVaultForCW90**



Figure 2-2. WeighVault Installation Options

5. Select **Install**. If not already installed on the PC, Microsoft SQL Server installs.

6. A Database Installer displays. Select the appropriate buttons and radio buttons for the Remote SQL Server Security:
  - To authenticate the SQL Server, select the SQL authentication radio button and enter a user name and password. This is only required if connecting to a remote SQL Server. For assistance, contact the IT department.
  - Select either the **Create a new database** or **Use existing database** radio button.
  - Select **Go**.

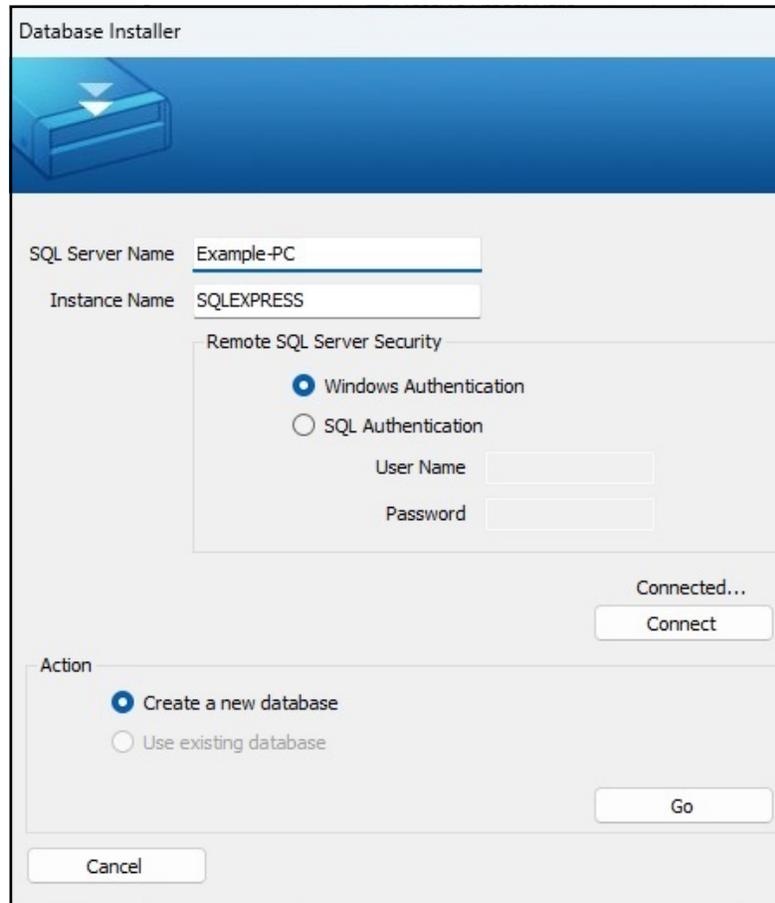


Figure 2-3. WeighVault Installation Windows

 **NOTE:** After activation, the executable file distributes the application and all required prerequisites on the system. If an error occurs during the installation or database setup, the information is written to the `installlog.txt` file located in the root folder of the `C:\` drive.

7. The Installation Complete popup displays. Select **Close**. WeighVault is successfully installed.



Figure 2-4. WeighVault Installation Windows

## 2.2 Configuring WeighVault with ISS Webhost

After WeighVault software is installed, Microsoft Internet Information Services (IIS) can be optionally installed to act as a web host for WeighVault. For information on installing Windows features and software, consult Windows help.

**IMPORTANT:** *Installation of IIS and the Reverse Proxy is optional and only required if the instance of WeighVault will be accessible from the internet.*

**NOTE:** *An SSL certificate to enable HTTPS is not provided. The customer must supply a SSL certificate if they intend to make WeighVault public or if their IT policy requires support for HTTPS.*

- To install required Windows system components, perform one of the following:

**NOTE:** *Step A uses an optional shortcut to add the Windows system components opposed to the manual process outlined in Step B.*

- Run the **WeighVault-dism-win10.cmd** script (from the installation package) as an Administrator.
- In Windows Search enter “**Turn Windows Features on or off**” and select the **Option** that displays.

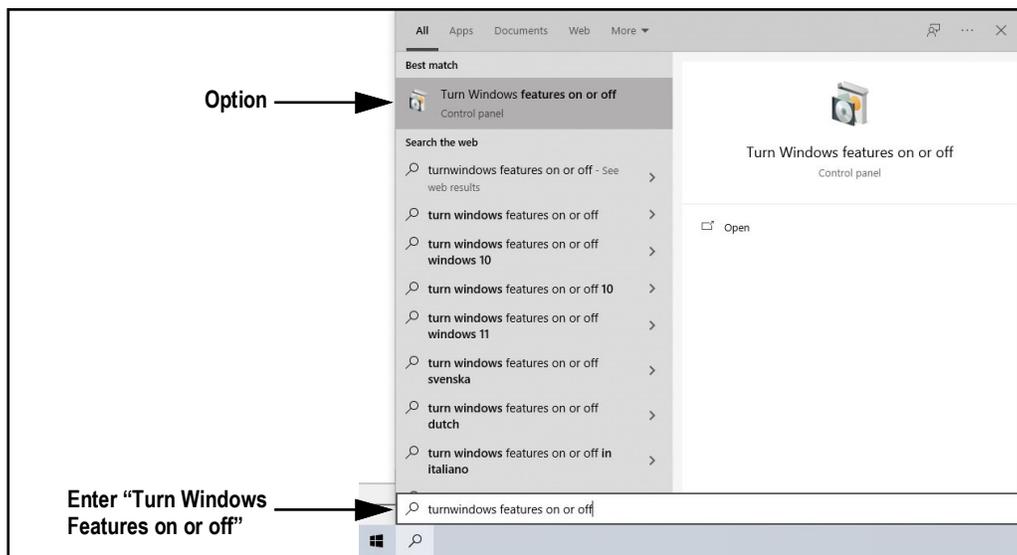


Figure 2-5. Search for Turn Windows Features On or Off

- Windows Features window displays (see [Figure 2-6 on page 12](#)).

B.2 Expand **Internet Information Services** tree and enable check boxes as displayed in [Figure 2-6](#).

B.3 Select **OK**.

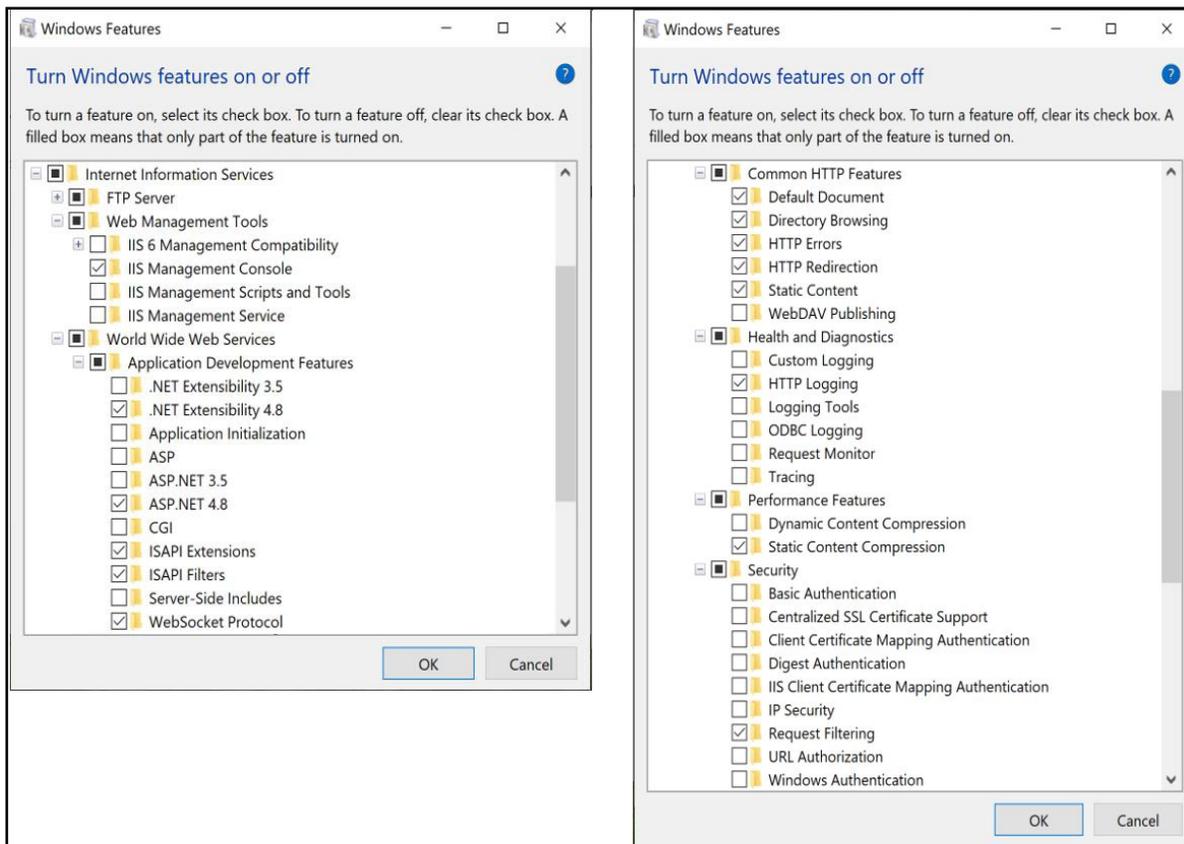


Figure 2-6. Windows Features Configured

3. Download and install the following software:
  - IIS URL Rewrite Extension: <https://www.iis.net/downloads/microsoft/url-rewrite>
  - IIS Request Routing Extension: <https://www.iis.net/downloads/microsoft/application-request-routing>
4. To configure IIS as a Reverse Proxy for the WeighVault for CW-90 application:
  - 4.1 Launch the **Internet Information Services (IIS) Manager** from the Start menu.
  - 4.2 Select the **Default Web Site** in the left column then double-click **URL Rewrite**.

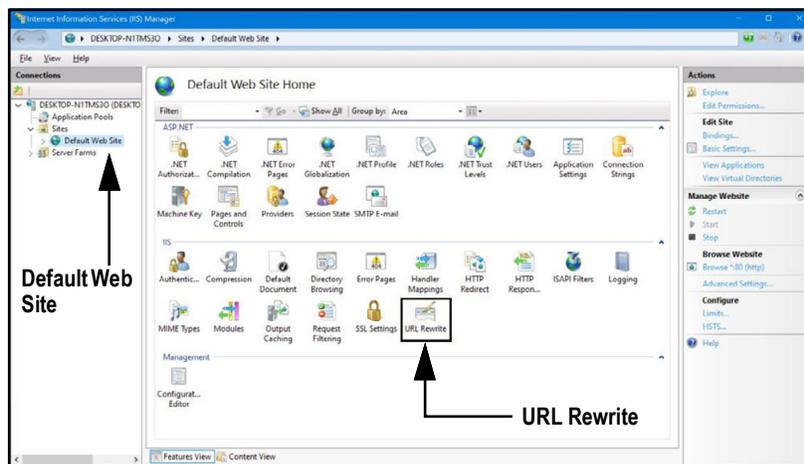


Figure 2-7. Internet Information Services Manager

4.3 Select the **Add Rule(s)** in the right column.

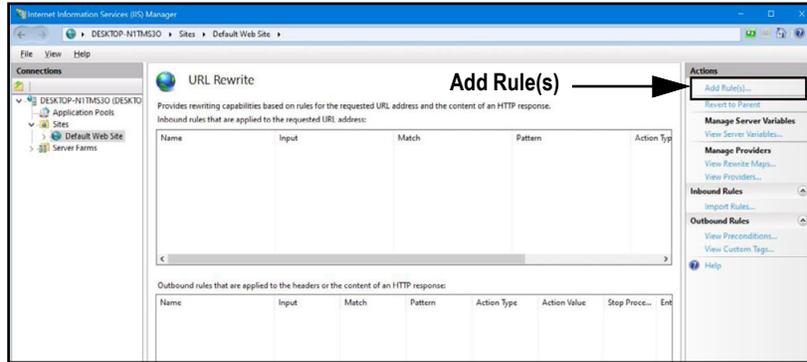


Figure 2-8. Internet Information Services Manager with Add Rule(s) Identified

4.4 The Add Rule(s) window displays.

4.5 Select the **Reverse Proxy** item in the Inbound and Outbound Rules section then select **OK**.

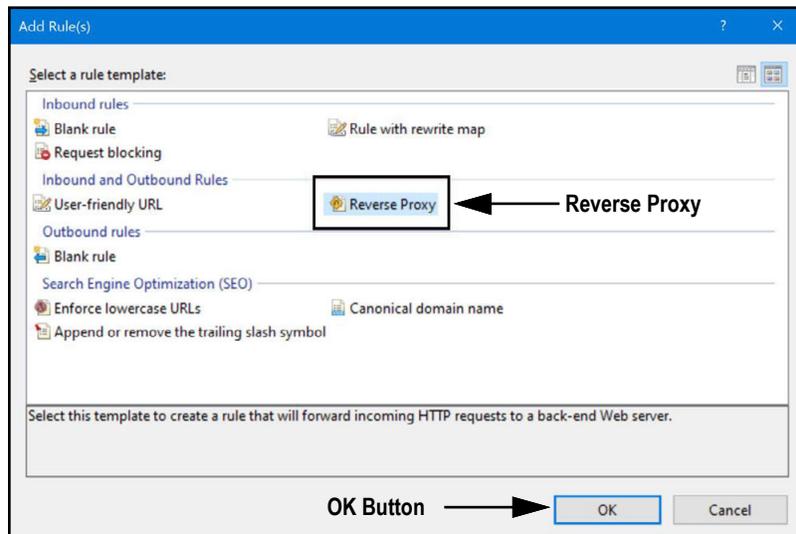


Figure 2-9. Add Rules Window with Reverse Proxy Identified

4.6 A warning may appear requesting to Enable Proxy Functionality.

4.7 Select **OK**.

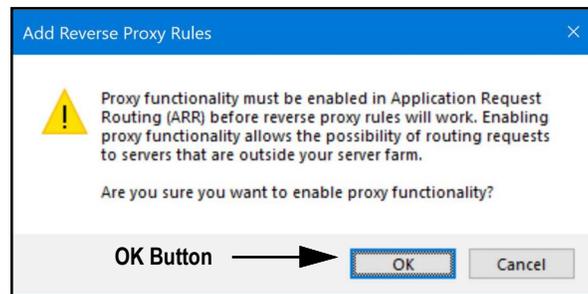


Figure 2-10. Add Reverse Proxy Rules Confirmation Window

- 4.8 Then Add Reverse Proxy Rule Window displays.
- 4.9 Enter **127.0.0.1:5200** as the IP address to configure IIS to forward requests to the CW-90/90X application.
- 4.10 Activate **Enable SSL Offloading** to process HTTPS traffic.
- 4.11 Ensure the **Outbound Rules** is not configured.
- 4.12 Select **OK** to apply the rule.

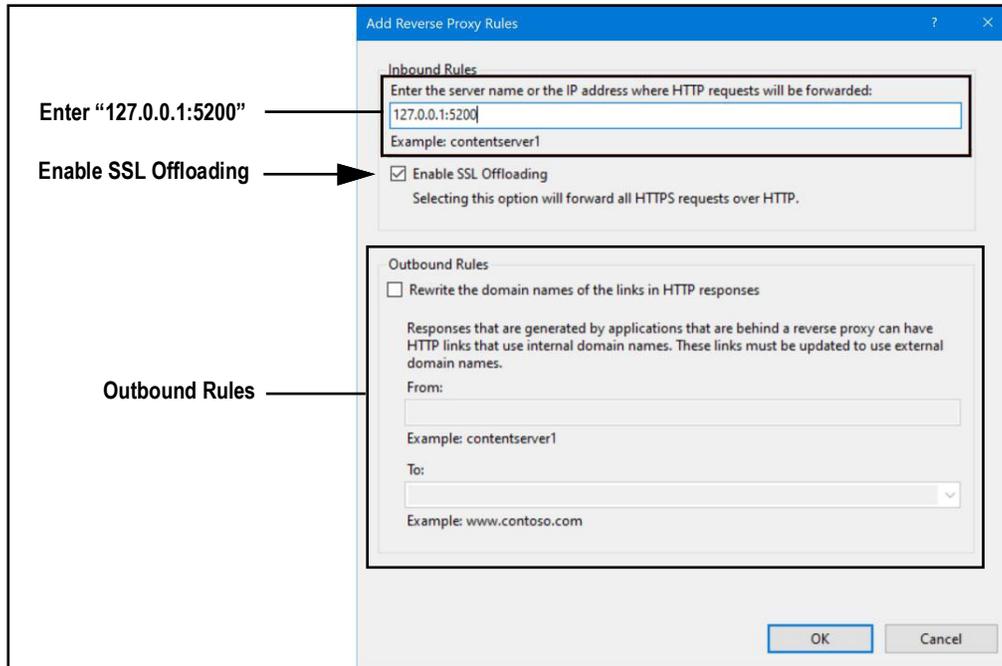


Figure 2-11. Add Reverse Proxy Rules Window with Elements Identified

- 4.13 Once complete, navigate to **WeighVault.localhost** (with a supported web browser) to open the CW-90 application. See [Section 3.3 on page 22](#) for information about logging in the time first as an administrator.

## 2.3 Configuring WeighVault with an Existing Website Hosted at Localhost

If a website is currently installed on the computer (hosted at localhost), the following steps can be followed to configure IIS to create a different URL:



**IMPORTANT:** Installation of IIS and the Reverse Proxy is optional and only required if the instance of WeighVault will be accessible from the internet.



**NOTE:** An SSL certificate to enable HTTPS is not provided. The customer must supply a SSL certificate if they intend to make WeighVault public or if their IT policy requires support for HTTPS.

1. Launch Internet Information Services (IIS) Manager from the Start menu.
2. Remove the reverse proxy rule if added to the default website.
3. To add the proxy site **WeighVault.localhost**:
  - 3.1 Right-click the **Sites** folder in the left panel and select **Add Website**.

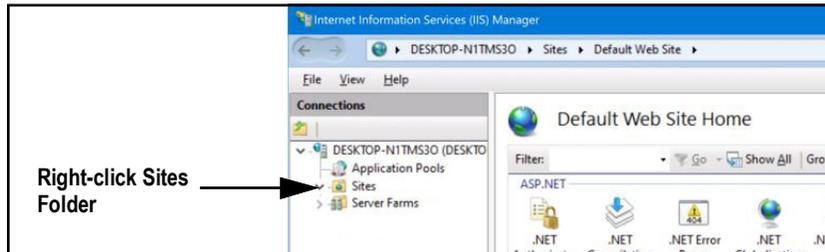


Figure 2-12. Internet Information Services Manager with Sites Folder Identified

- 3.2 The Add Website window displays.
- 3.3 Enter **WeighVault.localhost** as the Site and Host names.
- 3.4 Set the Physical path to a folder called WeighVault located in the following directory:  
**C:\inetpub\wwwroot\WeighVault**
- 3.5 Select **OK**.

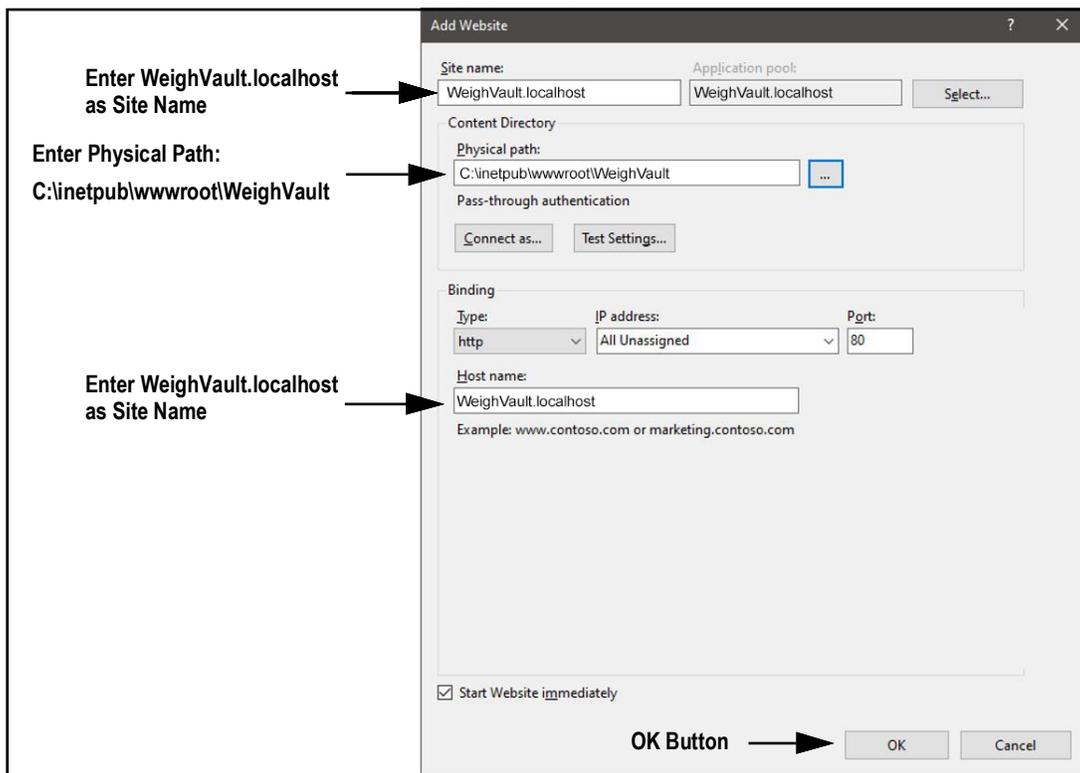


Figure 2-13. Add Website Window with Elements Identified

4. To configure IIS as a Reverse Proxy for WeighVault.localhost:

4.1 Select the **Default Web Site** in the left column then double-click **URL Rewrite**.

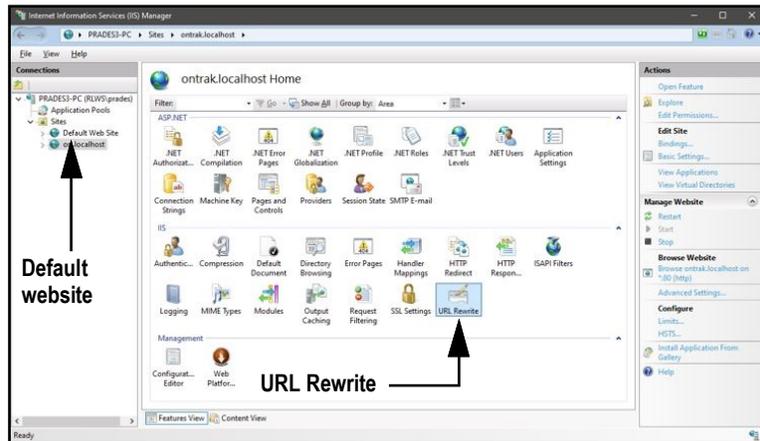


Figure 2-14. Internet Information Services Manager with URL Rewrite Identified

4.2 Select **Add Rule(s)** from the right column.

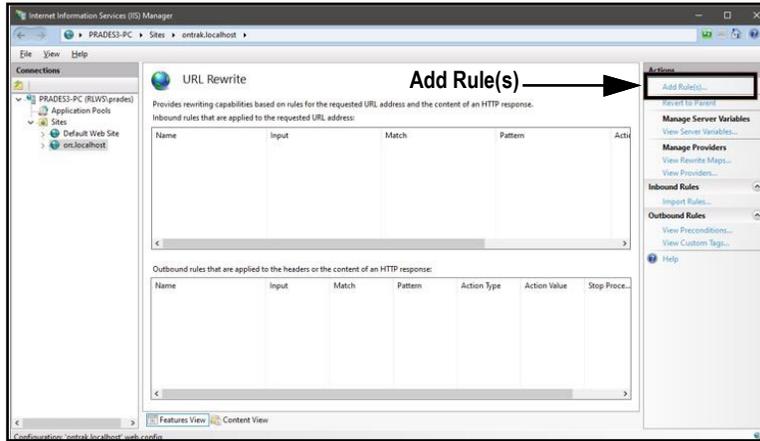


Figure 2-15. Internet Information Services Manager with Add Rule(s) Identified

4.3 Select **Reverse Proxy** in the Inbound and Outbound Rules section.

4.4 Select **OK**.

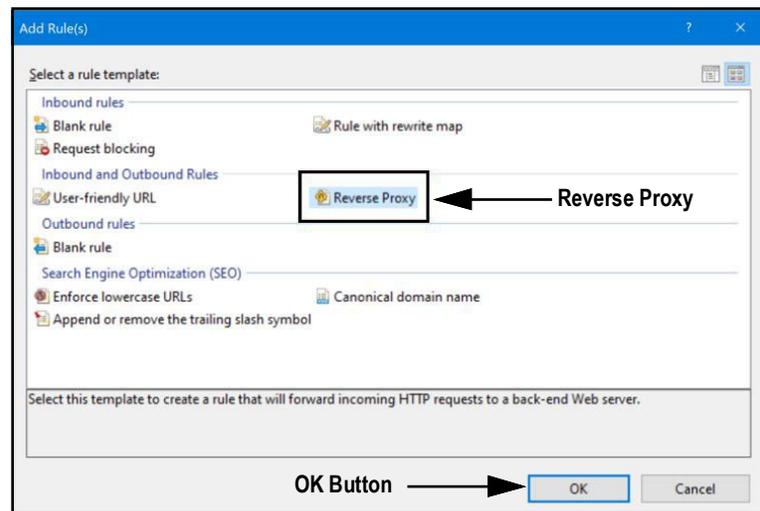


Figure 2-16. Add Rule(s) Window with Reverse Proxy Identified

- 4.5 A warning may appear requesting to Enable Proxy Functionality.
- 4.6 Select **OK**.

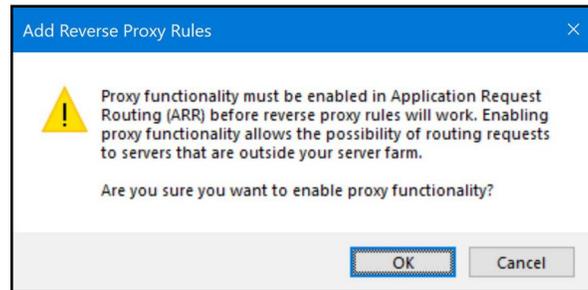


Figure 2-17. Add Reverse Proxy Rules Confirmation Window

- 4.7 The Add Reverse Proxy Rules window displays permitting configuration of the new rule.
- 4.8 Enter **127.0.0.1:5200** as the IP address to configure IIS to forward requests to the CW-90/90X application.
- 4.9 Activate **Enable SSL Offloading** to process HTTPS traffic.
- 4.10 Ensure the **Outbound Rules** is not configured.
- 4.11 Select **OK** to apply the rule.

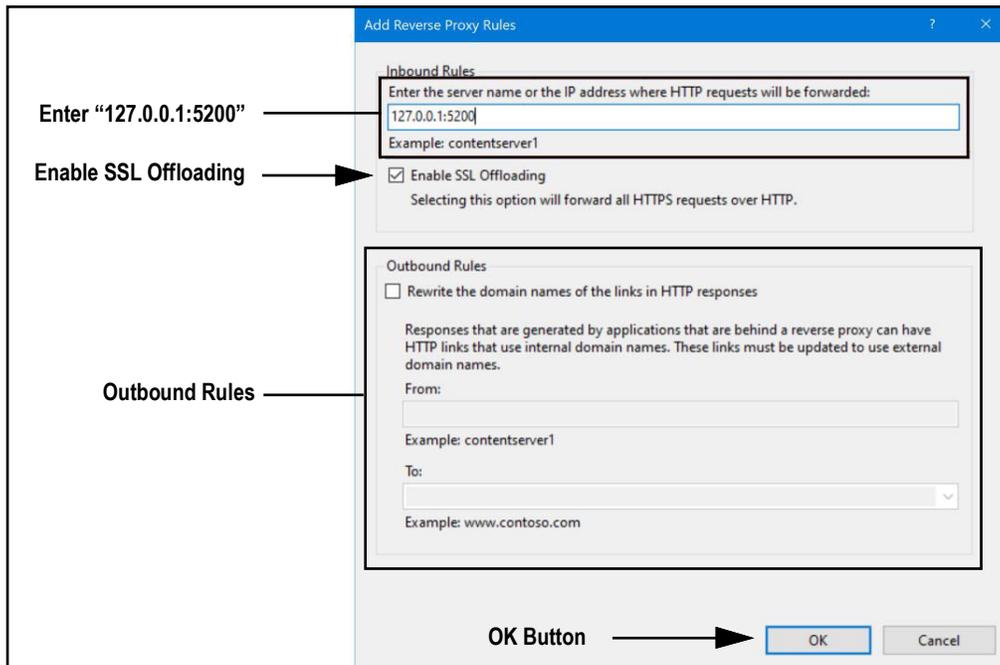


Figure 2-18. Add Reverse Proxy Rules Window with Elements Identified

- 4.12 Once complete, navigate to **WeighVault.localhost** (with a supported web browser) to open the CW-90 application. See [Section 3.3 on page 22](#) for information about logging in the time first as an administrator.

## 2.4 Systems Configuration

Low level system configuration is typically done at the time of installation. These parameters are configured by editing the appsettings.json file using a text editor. Unless changed during installation, the file is located in the application installation folder:

C:\Program Files\Rice Lake Weighing Systems\WeighVaultForCW90\

Open appsettings.json with a text editor such as Notepad with administrator privileges. Make required changes and save the file. Restart the computer for the changes to take effect.

### 2.4.1 Email Server Parameters

Configure the email server parameters to enable account confirmation, account recovery, and other email related features.

Figure 2-19 displays an example of email parameters.

```
"EmailOptions": {
  "Enabled": false,
  "MailServer": "",
  "MailPort": 587,
  "SenderName": "WeighVault-CW90",
  "FromAddress": "",
  "Sender": "",
  "Password": "",
  "EnableSsl": true
}
```

Figure 2-19. Email Server Parameters

Parameter	Description
Enabled	Set to True to enable, or False to disable
MailServer	The name or IP Address of the SMTP email server. Obtain this information from email provider or the IT department. Leave blank to disable email functionality
MailPort	Configures the TCP port used by the mail server. Obtain this information from the mail provider or the IT department
SenderName	The display name of the sender
FromAddress	The email address of the sender
Sender	The account name used for authentication on the email server. This is typically an email address
Password	The account password
EnableSsl	Set to true or false to configure secure sockets layer encryption when authenticating and sending email messages. This information can be obtained from the email provider or IT department. The default value is true

Table 2-1. Email Parameters Descriptions

## 2.4.2 Indicator Server Options

Setup the indicator parameters to enable interfacing, maximum device connections, communication configuration and remote updates. [Figure 2-20](#) displays an example of email parameters.

```
"IndicatorServerOptions": {
  "Enabled": true,
  "TcpPort": 9090,
  "MaxConnections": 25,
  "CloseAfterProtocolResponse": false,
  "AllowRemoteUpdates": false
}
```

Figure 2-20. Indicator Server Parameters Descriptions

Parameter	Description
Enabled	Set to True to enable, or False to disable
TcpPort:	The TCP listening port used to receive communications from the CW-90 devices. This is typically configured as 9090
MaxConnections:	Configures the maximum number of simultaneous connections allowed from CW-90 devices. The default is 25. The maximum quantity of connections is dependent on server memory and CPU usage
CloseAfterProtocol Response:	Configures if the server force closes connection after communications are completed. Set to True to enable, or False to disable. The default value is False. This allows additional device communications without increasing the Max Connections parameter. Set to false to maintain the connection. Maintaining the connection can reduce the amount of time each command and response sequence occurs
AllowRemote Updates:	Configures whether device operators are permitted to make changes to the product information and send the changes to the server and the server database. Set to True to enable, or False to disable. Default is False. When disabled, forces all changes to be made using the web application

Table 2-2. Indicator Sever Parameters

## 3.0 Navigation and Page Elements

This section discusses WeighVault navigation, pages and page elements that may display during normal use.

Topics in this section include:

- Access WeighVault ([Section 3.1](#))
- Account Creation ([Section 3.2 on page 21](#))
- Login ([Section 3.3 on page 22](#))
- Reset Password ([Section 3.4 on page 23](#))
- WeighVault Menus ([Section 3.5 on page 24](#))
- WeighVault Pages ([Section 3.6 on page 26](#))
- Account Management ([Section 3.7 on page 33](#))
- Logout ([Section 3.8 on page 37](#))

### 3.1 Access WeighVault

WeighVault may be accessed from a supported web browser (see [Section 1.1 on page 8](#)). Perform the following to access WeighVault:

1. There are two options for accessing WeighVault, depending on configuration:
  - Navigate to: `localhost:5200` or `{host ip address}:5200`, if using the computer where the WeighVault application was installed.
  - Navigate to: `WeighVault.localhost`, if WeighVault is configured to work with an existing default website.



**NOTE:** [Figure 3-1](#) illustrates WeighVault opened in Microsoft Edge.

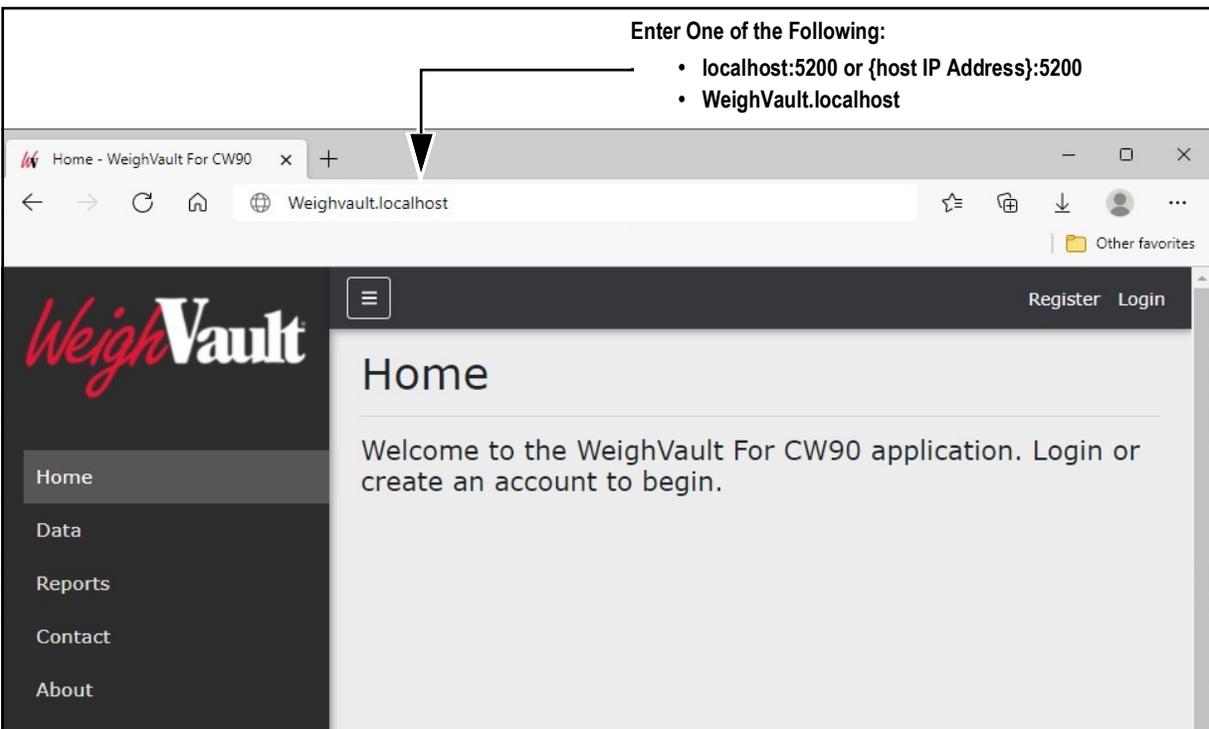


Figure 3-1. WeighVault Opened In Microsoft Edge

## 3.2 User Account Registration

A user account is required to access and use WeighVault. Perform the following to create a user account:

1. Access WeighVault (see [Section 3.2 on page 21](#)).
2. Select **Register**.

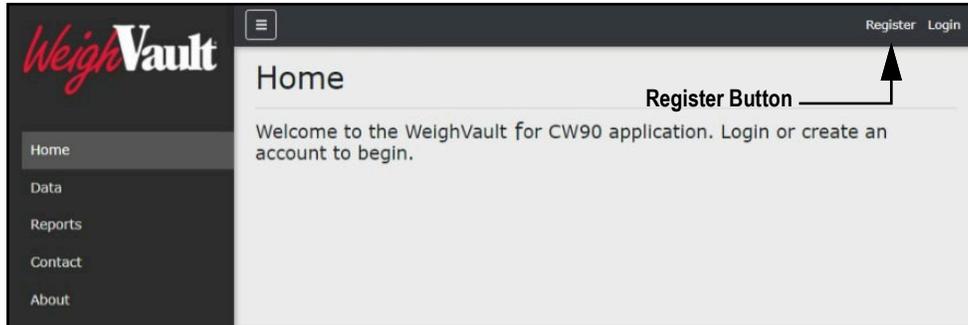


Figure 3-2. WeighVault Home Page

3. Enter email address into Email field.
4. Enter desired password into Password and Confirm password fields.



**NOTE:** Passwords must have at least six characters, one non alphanumeric character (!@#\$\$%^&\*), one lowercase (a-z) character, one uppercase character (A-Z) and one number (0-9).

5. Select **Register**.



**NOTE:** After account is created, the Administrator must set a user role otherwise access to features is denied (see [Section 4.2 on page 39](#)).



Figure 3-3. WeighVault Account Registration Page

### 3.3 Login

Upon launching the website a welcome page displays. Select Login and enter your credentials to access WeighVault.



**NOTE:** To perform all site operations, the system creates an administrator account titled “admin@localhost.”

The default password for the account is randomly generated. The password is stored in the initialAdminPassword.txt file located in the following installation folder:

C:\Program Files\Rice Lake Weighing Systems\WeighVault for CW90\secrets\initialAdminPassword.txt

Open this file to view the current password. After the first login, the site will redirect to the Change Password page to configure your preferred administrator password.

1. Access WeighVault (see Section 3.2 on page 21).
2. Select **Login**.

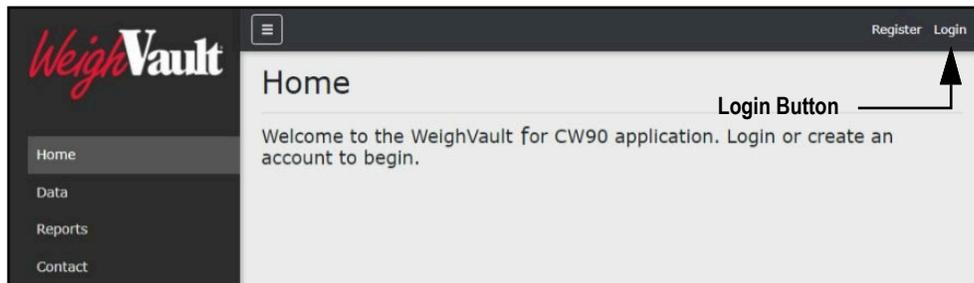


Figure 3-4. Login Button

3. Enter username and password in the text fields.
4. Select **Log In**.

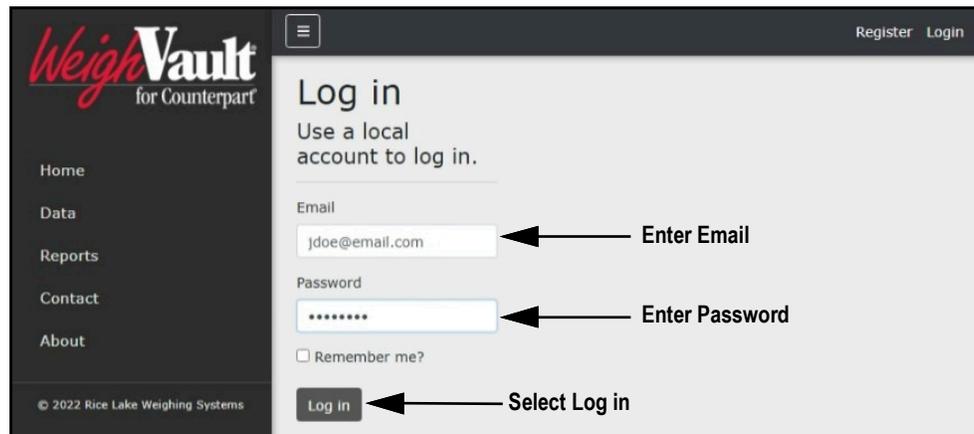


Figure 3-5. Login Prompt

5. When logged in WeighVault, the user account email address displays adjacent to the Logout button.

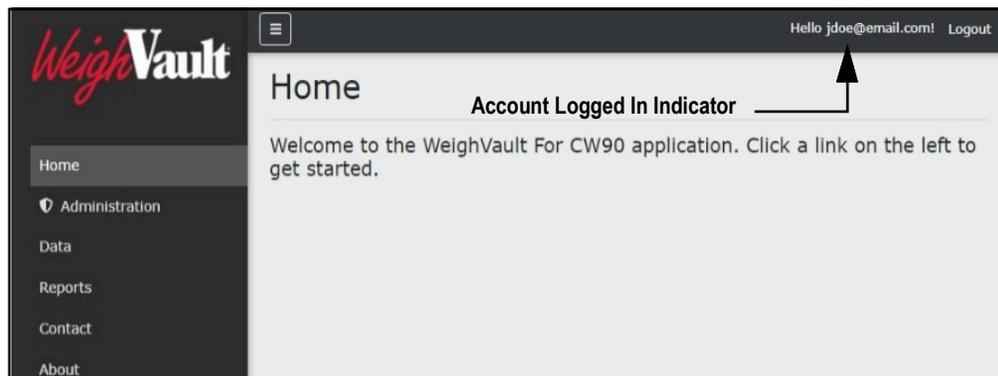


Figure 3-6. Account Logged In

### 3.4 Reset Password

**!** **IMPORTANT:** In order to reset, a password an email server must be configured (see [Section 2.4.1 on page 18](#)). If an email server is not configured, reset password emails are not generated and consequently forgotten passwords are not reset.

1. Access WeighVault (see [Section 3.2 on page 21](#)).
2. Select **Forgot your password?**.

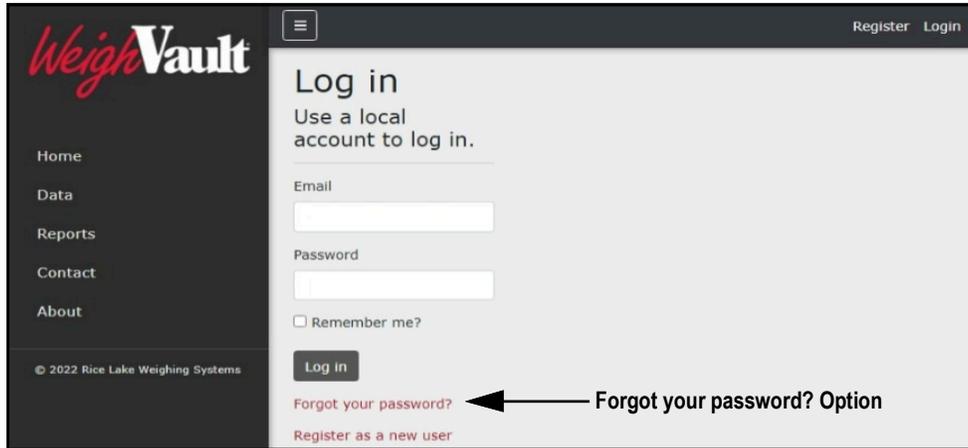


Figure 3-7. Login Prompt with Forgot your password Option Identified

3. Enter email address associated with the account.
4. Select **Submit**.

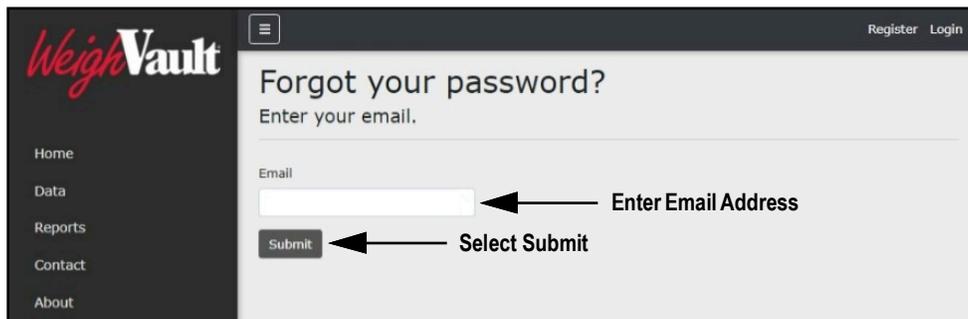


Figure 3-8. Forgot Your Password Page

5. After selecting Submit, WeighVault indicates the password reset information is sent to the specified email address.

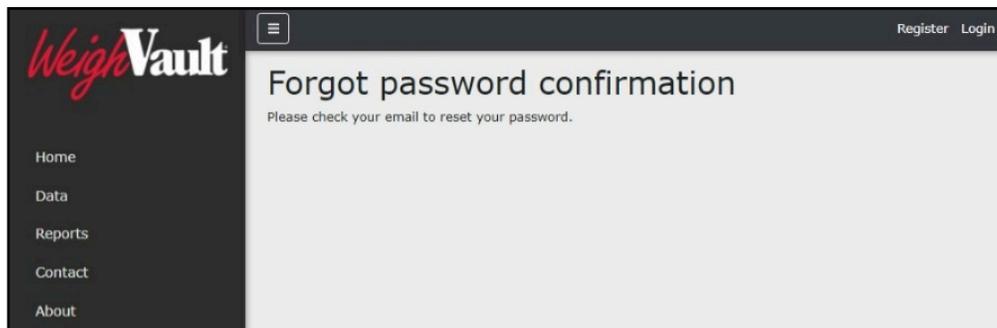


Figure 3-9. Forgot Password Confirmation Page

6. Open email and follow instructions to complete password reset process.

## 3.5 Menus

### 3.5.1 Main Menus and Options

WeighVault has several elements available on every page that facilitate operation. Each element is identified in [Figure 3-10](#).



**NOTE:** If the Main menu (left column) is not currently available, verify if it is hidden (see [Section 3.5.2 on page 25](#)).

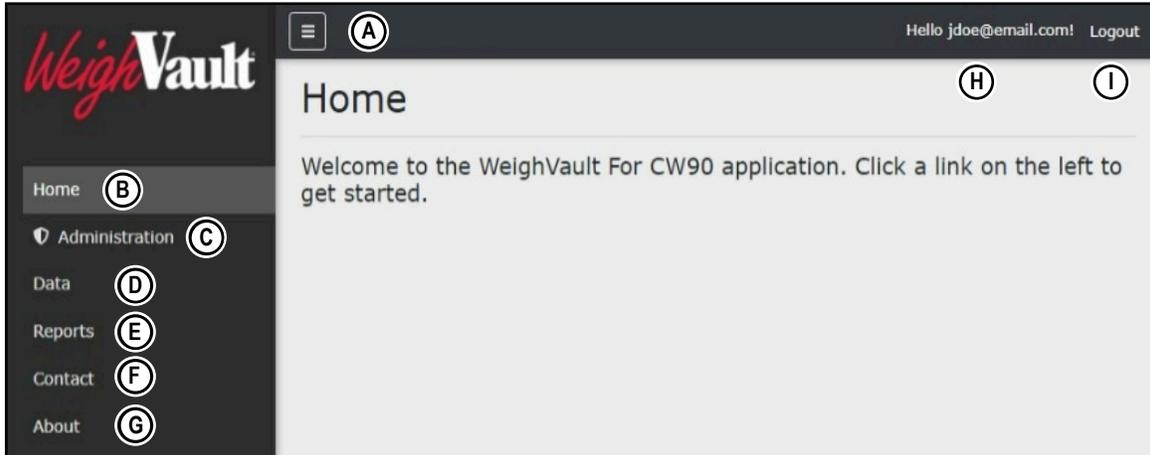


Figure 3-10. WeighVault Elements

Elements identified in [Figure 3-10](#) are described in the [Table 3-1](#):

Item	Function	Description
A	Menu Button	Collapses or expands the Main menu (see <a href="#">Section 3.5.2 on page 25</a> )
B	Home Option	Opens Home page and displays welcome message (see <a href="#">Section 3.6.1 on page 26</a> )
C	Administration Option	Opens Administration page which provides access to user configuration, log files, and viewing server settings (see <a href="#">Section 3.6.2 on page 26</a> )
D	Data Option	Opens Data page which provides access to Products option (see <a href="#">Section 3.6.3 on page 29</a> )
E	Reports Option	Opens Reports page which provides generation of two reports (Productivity and Transaction) (see <a href="#">Section 3.6.4 on page 30</a> )
F	Contact Option	Opens Contact Information for Rice Lake Weighing Systems (see <a href="#">Section 3.6.5 on page 32</a> )
G	About Option	Opens About page which provides version and build information for WeighVault (see <a href="#">Section 3.6.6 on page 32</a> )
I	Account Option	Opens Account Management page which provides the functionality to change information for the active account (see <a href="#">Section 3.7 on page 33</a> )
H	Logout Option	Logs out of WeighVault (see <a href="#">Section 3.8 on page 37</a> )

Table 3-1. WeighVault Element Descriptions

### 3.5.2 Hiding and Displaying Menus

It is possible to hide and display the Main menu (left column in WeighVault). Perform the following to hide the Main Menu.

1. While the Main menu is open, select the **Menu** button to hide it.



Figure 3-11. Home Page with Menu Button Identified

2. The Main menu hides.

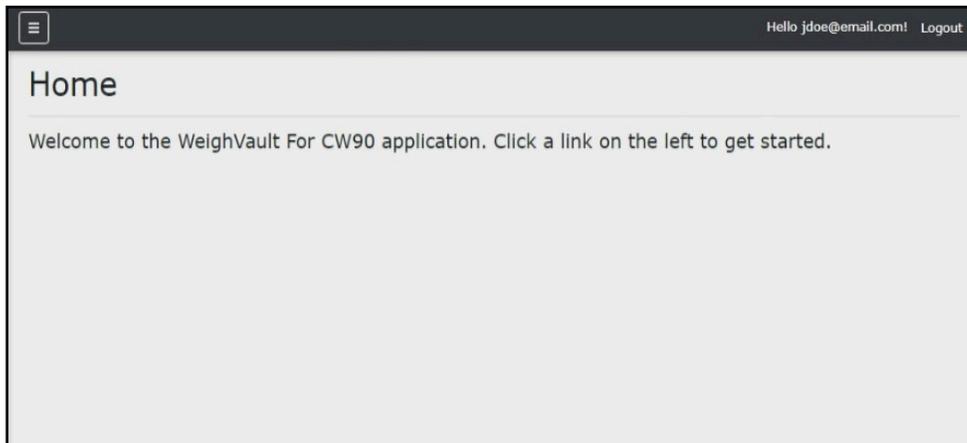


Figure 3-12. Home Page with Menu Collapsed

3. Select  (menu button) again to display the Main menu.

## 3.6 WeighVault Pages

WeighVault has six pages accessed from the Main menu (see [Section 3.5.1 on page 24](#)) that facilitate operation:

- Home page (see [Section 3.6.1](#))
- Administration page (see [Section 3.6.2](#))
- Data page (see [Section 3.6.3 on page 29](#))
- Reports page (see [Section 3.6.4 on page 30](#))
- Contact page (see [Section 3.6.5 on page 32](#))
- About page (see [Section 3.6.6 on page 32](#))

### 3.6.1 Home Page

The Home page serves as a welcome page. When connecting to web page initially the home page is automatically opened.

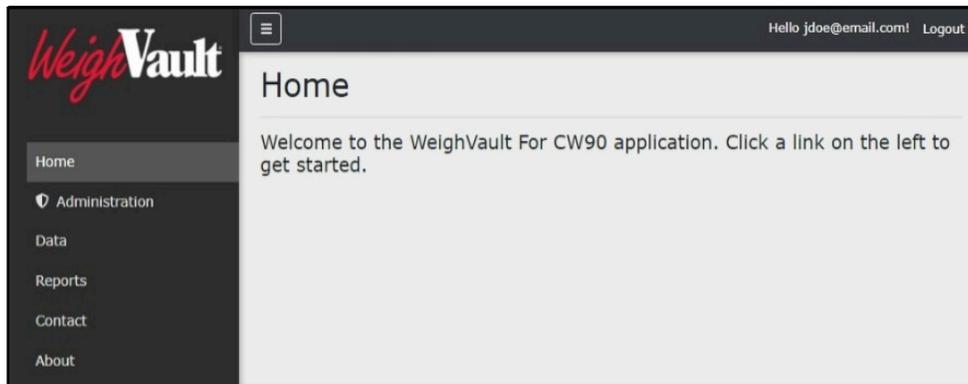


Figure 3-13. Home Page Elements

### 3.6.2 Administration Page

The Administration page is selected from the Main menu and displays four page buttons that provide administrative functions. For more information, see [Section 4.0 on page 38](#).



**NOTE:** The Administration page, sub-pages, and functions are only available to WeighVault administrators.

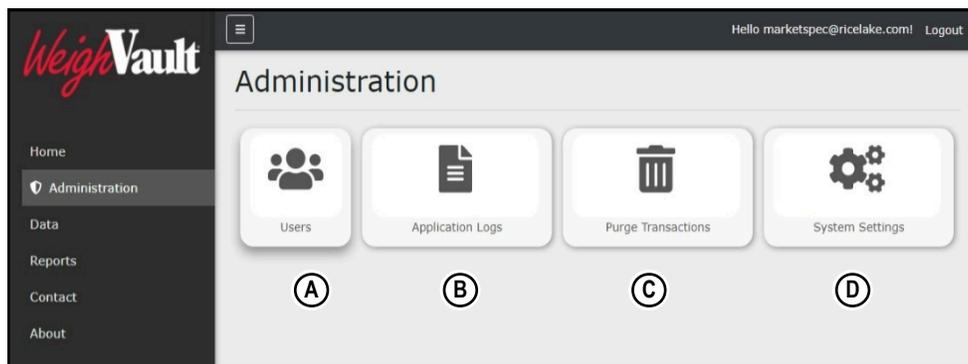


Figure 3-14. Administration Page Elements

Elements identified in [Figure 3-14](#) are described in the [Table 3-2](#):

Item	Feature	Description
A	Users	Provides administrator configuration functions to add, edit or delete users
B	Application Logs	Opens the Application Logs page. Allows viewing and downloading of log files
C	Purge Transactions	Opens the Purge Transactions Page. Allows purging transactions up to a specified date
D	System Settings	Opens System Settings page which provides a list of system settings

Table 3-2. Administration Page Elements Described

### 3.6.2.1 Users Page

The Users page is accessed by selecting **Users** in the Administration page. It displays a list of WeighVault Users and provides functionality to add, edit and delete users.



**NOTE:** The Administration page, sub-pages, and functions are only available to WeighVault administrators.

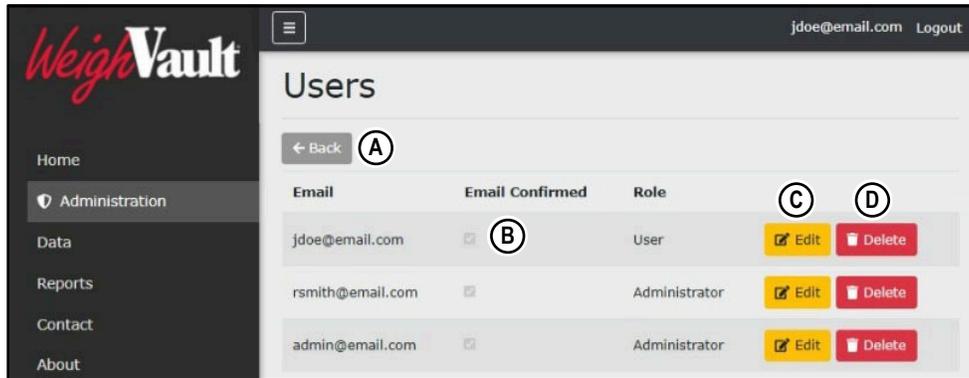


Figure 3-15. Users Page Elements

Elements identified in Figure 3-15 are described in the Table 3-3:

Item	Feature	Description
A	Back Button	Returns to the previous page
B	Email Confirmed	Indicates that the email provided by the user has been confirmed
C	Edit Button	Opens the Edit User page (see Section 4.2.1 on page 39)
D	Delete Button	Deletes the user (see Section 4.2.2 on page 41)

Table 3-3. Users Page Elements Described

### 3.6.2.2 Application Logs Page

The Application Logs page is accessed by selecting **Log Files** in the Administration page. The Application Logs page lists available JavaScript Object Notation (\*.json) log files with dates as the file names.



**NOTE:** The Administration page, sub-pages, and functions are only available to WeighVault administrators.

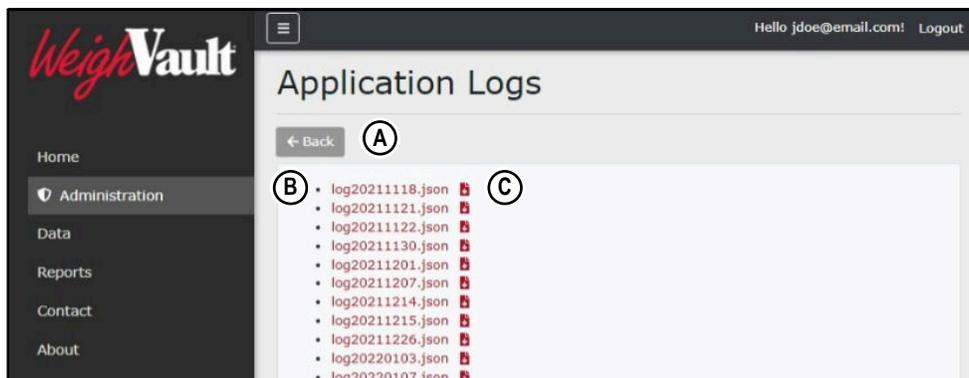


Figure 3-16. Application Logs Page Elements

Elements identified in Figure 3-16 are described in the Table 3-4:

Item	Feature	Description
A	Back Button	Returns to previous page.
B	Log File Link	Opens log file in internet browser (see Section 4.3 on page 42)
C	Download Button	Downloads log file (see Section 4.3 on page 42)

Table 3-4. Application Logs Page Elements Described

### 3.6.2.3 Purge Transactions Page

The Purge Transactions page is accessed by selecting **Purge Transactions** in the Administration page. The Purge Transactions page provides the functionality to delete transactions up to a specified date.



**NOTE:** The Administration page and its functions are only available to WeighVault administrators.

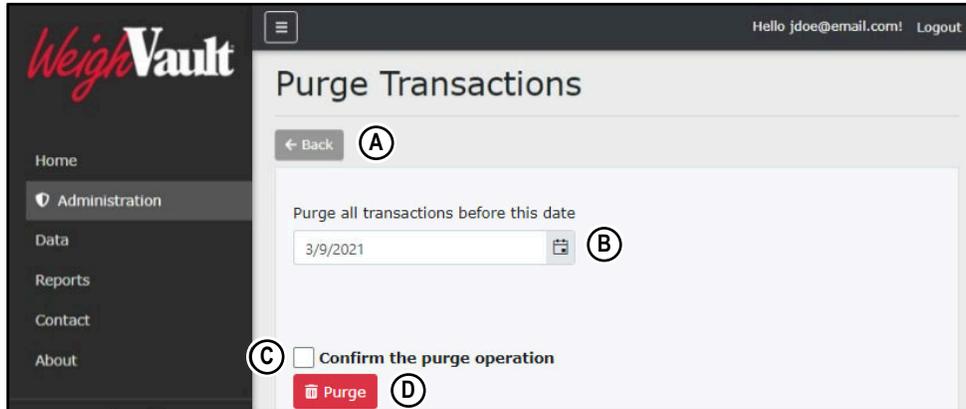


Figure 3-17. Purge Transactions Page Elements

Elements identified in Figure 3-17 are described in the Table 3-5:

Item	Feature	Description
A	Back	Returns to previous page
B	Date Selection Menu	Select dates that determines up to when transactions will be purged
C	Confirmation Check Box	Confirms choice to purge transactions
D	Purge Button	Activates purge functions

Table 3-5. Purge Transactions Page Elements Described

### 3.6.2.4 System Settings Page

The System Settings page is accessed by selecting **System Settings** in the Administration page. The System Settings page provides information on how the system is currently configured.



**NOTE:** The Administration page and its functions are only available to WeighVault administrators. The settings that display in this page are a reflection of parameters configured in Section 2.4 on page 18.

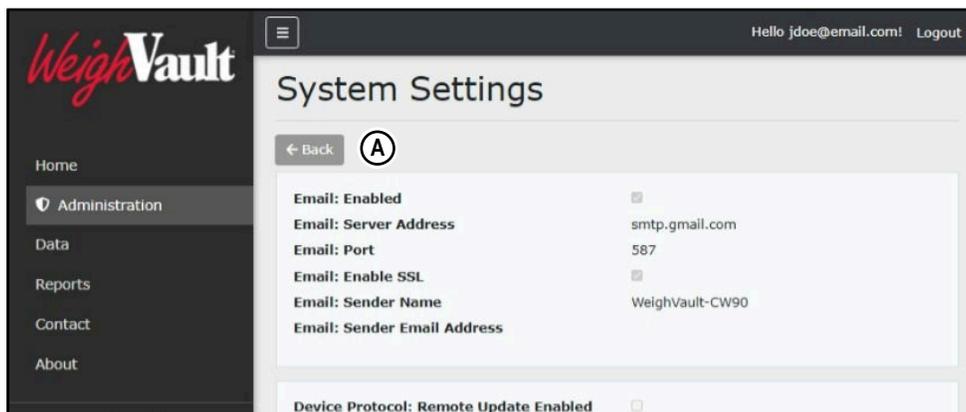


Figure 3-18. System Settings Page Elements

Elements identified in Figure 3-18 are described in the Table 3-6:

Item	Feature	Description
A	Back	Returns to previous page

Table 3-6. System Settings Page Elements Described

### 3.6.3 Data Page

The Data page is selected from the Main menu and displays one button that provide product management functions. For more information, see [Section 5.0 on page 44](#).

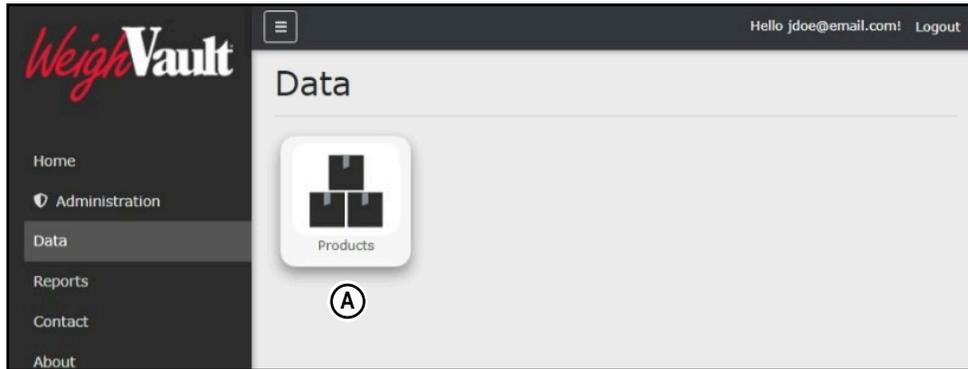


Figure 3-19. Data Page Elements

Elements identified in [Figure 3-19](#) are described in [Table 3-7](#):

Item	Feature	Description
A	Products	Opens Products page. Allows user to configure products in the database

Table 3-7. Asset Details Page Elements Described

#### 3.6.3.1 Products Page

The Products page is accessed by selecting Products in the Data page. The Products page provides functionality to manage adding, editing and deleting products.

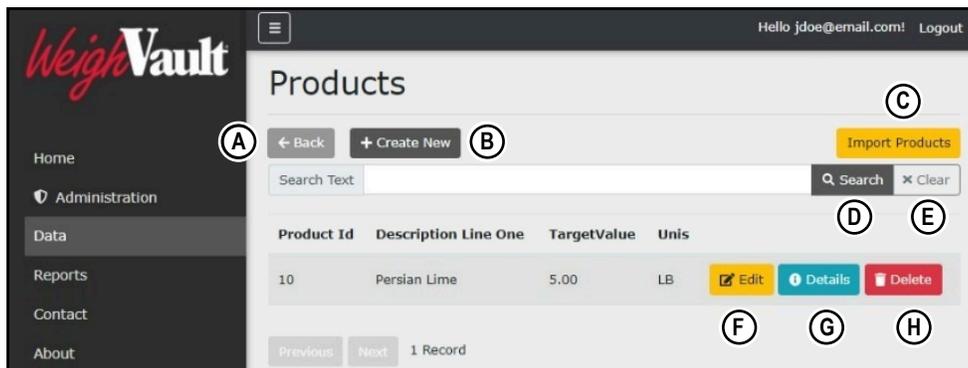


Figure 3-20. Products Page Elements

Elements identified in [Figure 3-20](#) are described in the [Table 3-8](#):

Item	Feature	Description
A	Back Button	Returns to previous page
B	Create New Button	Opens Create Product page. Allows user to create a new product in database (see <a href="#">Section 5.2 on page 45</a> )
C	Import Products Button	Opens Import Products window. Allows user to bulk import products from a user configured text file (see <a href="#">Section 5.6 on page 50</a> )
D	Search	Searches database for keywords
E	Clear	Clears search
F	Edit Button	Opens Edit Product page. Allows user to edit product information (see <a href="#">Section 5.3 on page 47</a> )
G	Details Button	Opens Product Details page. Allows user to review product information (see <a href="#">Section 5.4 on page 48</a> )
H	Delete Button	Opens Delete Product page. Allows user to delete a product (see <a href="#">Section 5.5 on page 49</a> )

Table 3-8. Users Page Elements Described

### 3.6.4 Reports Page

The Reports page is selected from the Main menu and displays two buttons that provide different report types. For more information, see [Section 6.0 on page 57](#).

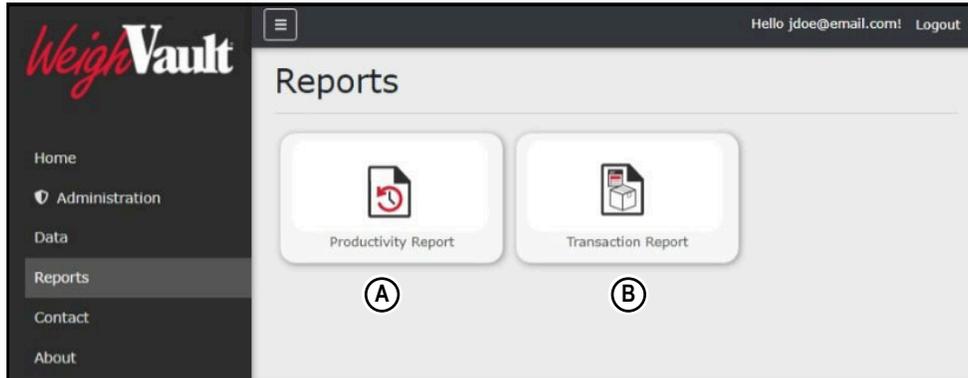


Figure 3-21. Reports Page Elements

Elements identified in [Figure 3-21](#) are described in the [Table 3-9](#):

Item	Feature	Description
A	Productivity Report	Report that lists weighments, average rate and transaction time in relation to a Product ID number
B	Transaction Report	Report that lists net weight, target, target weight, quantity and date in relation to a Product ID number

Table 3-9. Reports Page Elements Described

### 3.6.4.1 Reports

A report is accessed by selecting the type (Productivity or Transaction) in the Reports page. Each report provides similar functionality to each other, while they differ in the type of data that is generated.

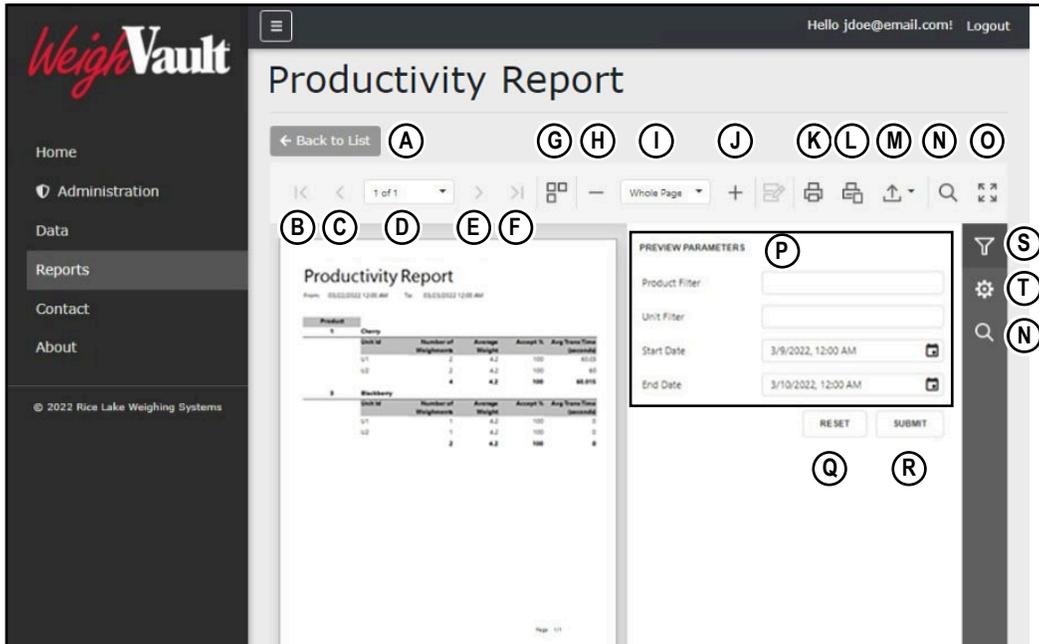


Figure 3-22. Report Elements

Elements identified in [Figure 3-22](#) are described in the [Table 3-10](#):

Item	Feature	Description
A	Back to List Button	Returns to previous WeighVault page
B	First page Button	Displays first report page
C	Previous page Button	Displays previous report page
D	User Selected Page Number Drop-Down	Displays active page selected by user
E	Next Page Button	Displays next report page
F	Last Page Button	Displays last report page
G	Multipage Mode Button	Toggles Multipage Mode
H	Zoom Out Button	Zooms report out
I	User Configured Zoom Level	Displays report in zoom level configured by user
J	Zoom In Button	Zooms report in
K	Print Button	Prints reports. For more information, see <a href="#">Section 6.3 on page 60</a>
L	Print Page Button	Prints active report page. For more information, see <a href="#">Section 6.3 on page 60</a>
M	Export To Drop-down	Exports report to a user selected file type (*.pdf, *.xls, *.xlsx, *.rtf, *.docx, *.mht, *.html, *.txt, *.csv, *.png). For more information, see <a href="#">Section 6.4 on page 61</a>
N	Search Button	Searches report for keywords and identifies them.
O	Full screen Button	Opens report in full screen
P	Search Parameters	User configurable parameters that determine report criteria. For more information, see <a href="#">Section 6.2.1 on page 59</a>
Q	Reset Button	Clears search filter text field
R	Submit Button	Submits search parameters and initiates report generation
S	Parameters Button	Opens parameter menu
T	Export Options Button	Configures export options

Table 3-10. Report Elements Described

### 3.6.5 Contact Page

The Contacts page is selected from the Main menu and provides information regarding how to contact Rice Lake Weighing Systems.

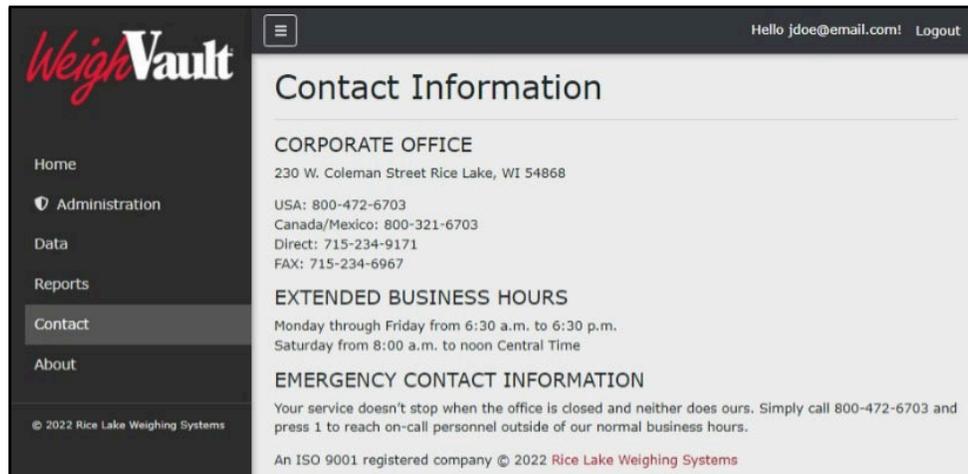


Figure 3-23. Contact Page

### 3.6.6 About Page

The About page is selected from the Main menu and provides various information about WeighVault.



Figure 3-24. About Page Elements

Elements identified in Figure 3-24 are described in Table 3-11:

Item	Feature	Description
A	Version Display	Lists WeighVault version number
B	Build Date Display	Lists WeighVault version build date
C	Copyright	Provides copyright information
D	Explore the WeighVault for CW90 API v1.0	Opens the API exploration page
E	WeighVault For CW90 API definition file (OpenAPI 3.0)	Opens the API definition file
F	API Documentation	Accesses API documentation that is generated on demand

Table 3-11. About Page Elements Described

## 3.7 Account Management

Account management provides the following functions:

- Change Password (see [Section 3.7.1](#))
- Download Personal Data (see [Section 3.7.2](#))
- Delete Personal Data and Account (see [Section 3.7.3 on page 35](#))

### 3.7.1 Access Manage Your Account Page

Perform the following to access the Manage your account page:

1. Select the Account Email address (upper right corner).

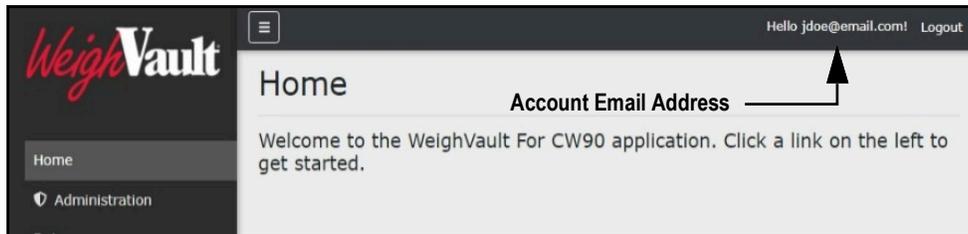


Figure 3-25. Account Settings Button

2. The Manage your account page displays.

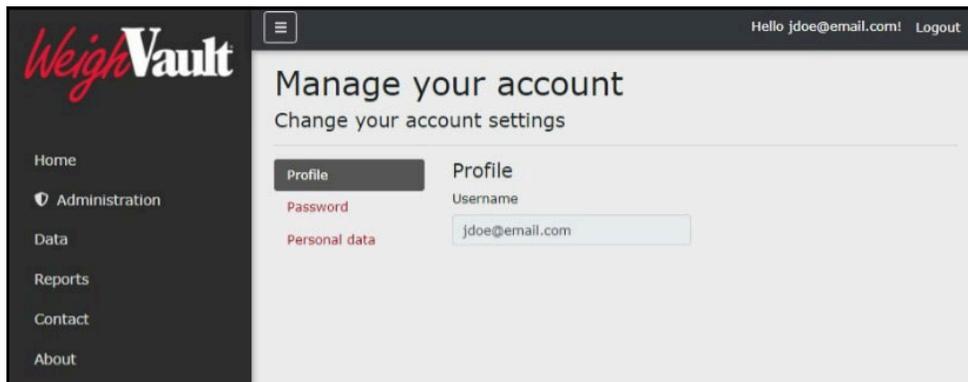


Figure 3-26. Manage Your Account Page

### 3.7.2 Changing Password

If required, a password may be changed for the active account. Perform the following to change a password:



**NOTE: Passwords must have at least six characters, one non alphanumeric character (!@#\$\$%^&\*), one lowercase (a-z) character, one uppercase character (A-Z) and one number (0-9).**

1. Access Account management page (see [Section 3.7.1](#)).
2. Select **Password**.

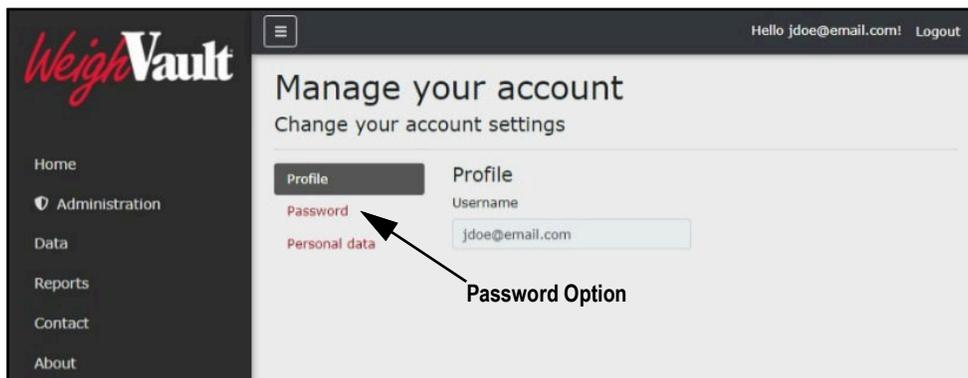


Figure 3-27. Manage Your Account Page

3. The Change Password page displays.
4. Enter current password.
5. Enter new password twice.
6. Select the **Update password** button to save the changes or click the internet browser **Back** button to return to the previous page.



Figure 3-28. Change Password Fields with Data

7. If the password was updated, the Manage your account page confirms the change.

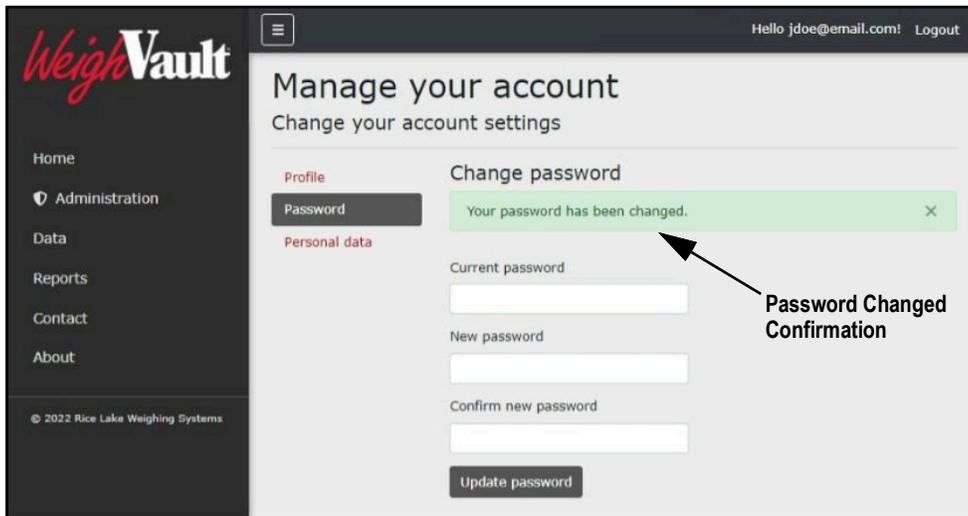


Figure 3-29. Password Changed Indicator

### 3.7.3 Personal Data

Each account contains information provided by the user including name and email address. The Personal Data page allows the user to download personal data or to delete personal data and account.

#### 3.7.3.1 Download Personal Data

Perform the following to download personal data:

1. Access Account management page (see [Section 3.7.1 on page 33](#)).
2. Select **Personal Data**.

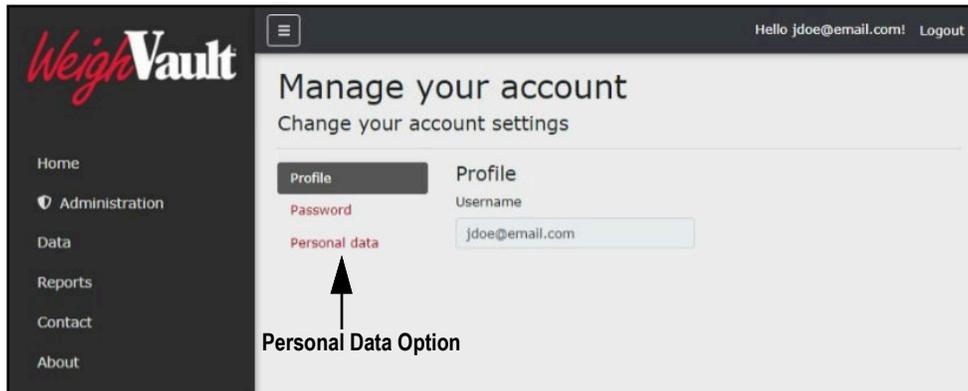


Figure 3-30. Manage Your Account Page

3. The Personal Data page displays.
4. To download data, select **Download** and follow internet browser prompts to save the data.

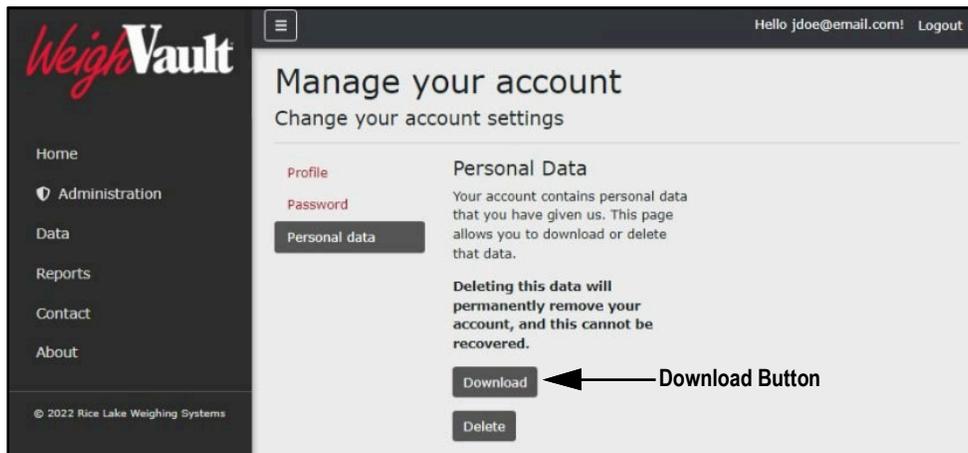


Figure 3-31. Personal Data Page

### 3.7.3.2 Delete Personal Data and Account

Perform the following to delete personal data and account:

**!** **IMPORTANT:** *Deleting personal data permanently deletes data associated with account and closes the account.*

1. Access Account management page (see [Section 3.7.1 on page 33](#)).
2. Select **Personal Data**.

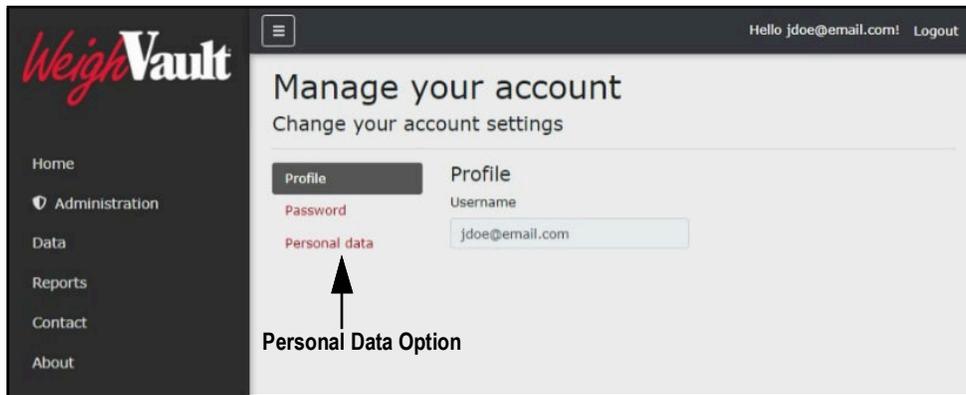


Figure 3-32. Manage Your Account Page

3. The Personal Data page displays.
4. Select **Delete**.

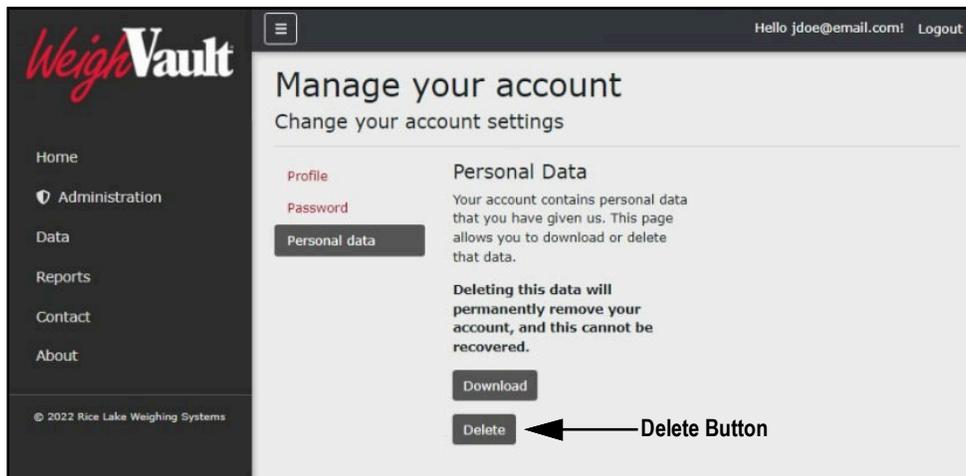


Figure 3-33. Personal Data Page

5. A delete confirmation displays (see [Figure 3-34 on page 37](#)).

6. Enter the account's password then select **Delete data and close my account** to confirm or click the internet browser **Back** button to return to the previous page.

 **IMPORTANT:** Account data can not be recovered after deletion.



Figure 3-34. Delete Personal Data Page

### 3.8 Logout of WeighVault

Perform the following to logout from WeighVault:

1. Select **Logout**.

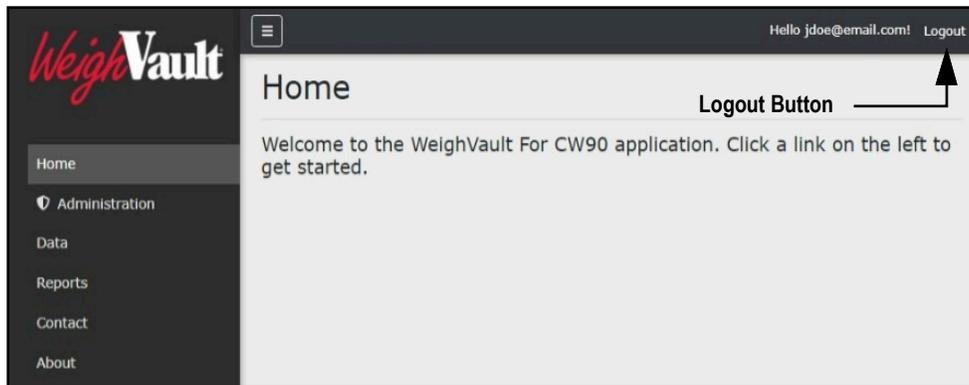


Figure 3-35. Logout Parameter

2. WeighVault logs out and returns to the Home page.

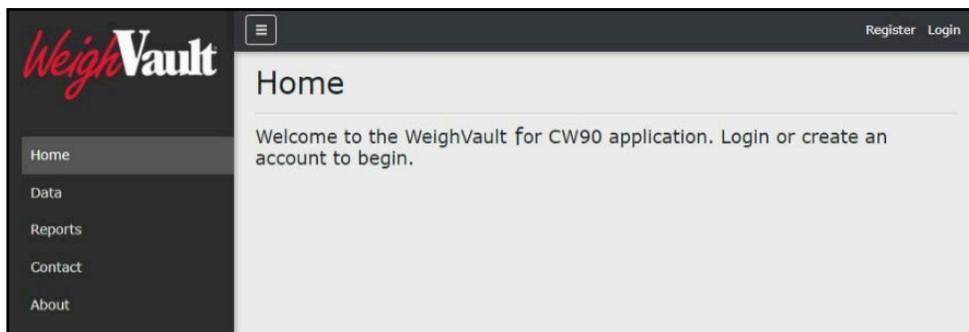


Figure 3-36. Home Page

## 4.0 Administration

The Administration page provides the basic functionality to manage users, download log files, purge transactions and view server settings. Select the Administration menu option to access the administrator page.



**NOTE:** The Administration page and its functions is only available to WeighVault administrators.

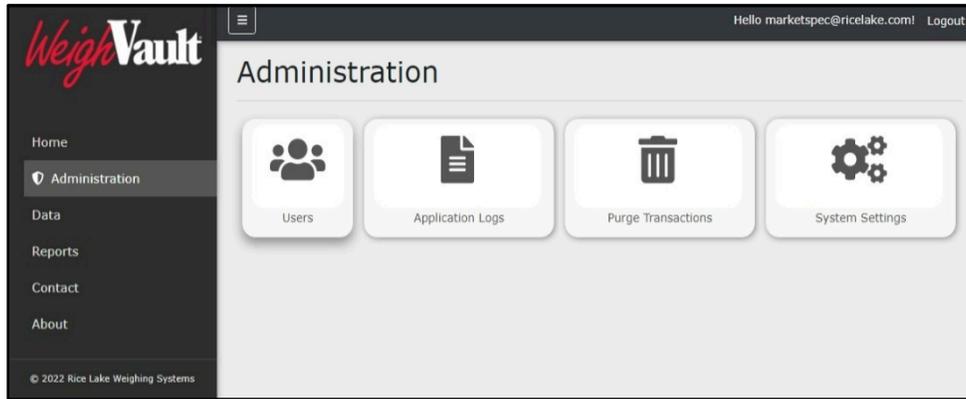


Figure 4-1. Administration Page

This section discusses Administration function in WeighVault, including:

- Access Administration (see [Section 4.1](#))
- Manage Users (see [Section 4.2 on page 39](#))
- View or Download Application Log Files (see [Section 4.3 on page 42](#))
- Purge Transactions (see [Section 4.4 on page 42](#))

### 4.1 Accessing Administration

In order to use administration functions, access to the Administration page must first be completed. Perform the following to access the Administration page:

1. Login (see [Section 3.3 on page 22](#)).
2. Select **Administration** from the Main menu.

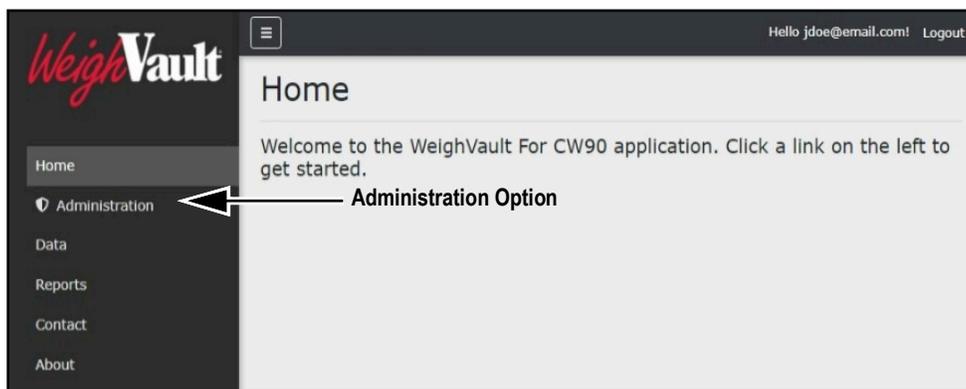


Figure 4-2. Main Menu Administration Option

3. The Administration page displays (see [Figure 4-3 on page 39](#)).

4. Select desired function from the page to access it.

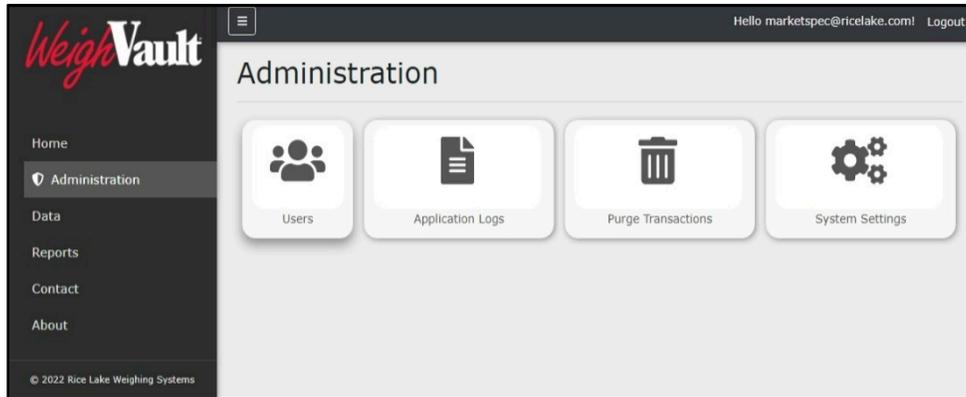


Figure 4-3. Administration Page

## 4.2 Manage Users

The Administration page provides two functions relating to user management:

- Edit Users (see [Section 4.2.1 on page 39](#))
- Delete Users (see [Section 4.2.2 on page 41](#))

### 4.2.1 Edit Users

Accounts receive access to pages and their functions based on roles assigned by an administrator. There are three role types: None, User and Administrator. The Edit function allows an administrator to change a role assigned to an account. [Table 4-1](#) lists page access rights granted to each user role.

Page	None	User	Administrator
Home	X	X	X
Administration			X
Data		X	X
Reports		X	X
Contact	X	X	X
About	X	X	X

Table 4-1. Role Access Rights

To edit a user, perform the following:

1. Open Administration page (see [Section 4.1 on page 38](#)) then select **Users**.
2. Identify the user with a role that requires change then select the associated **Edit** button.

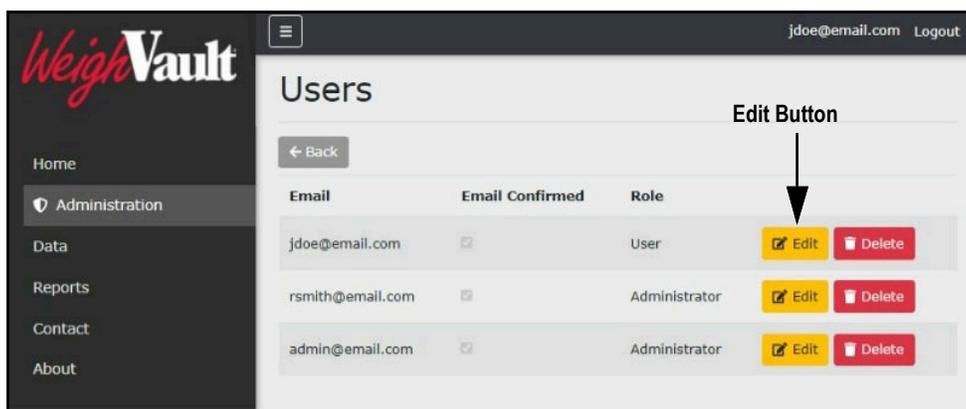


Figure 4-4. Users Page with Edit Function Identified

3. The Edit User page displays.
4. Select the Role drop-down menu and select the required role option.

 **NOTE: Most users are assigned the User role.**

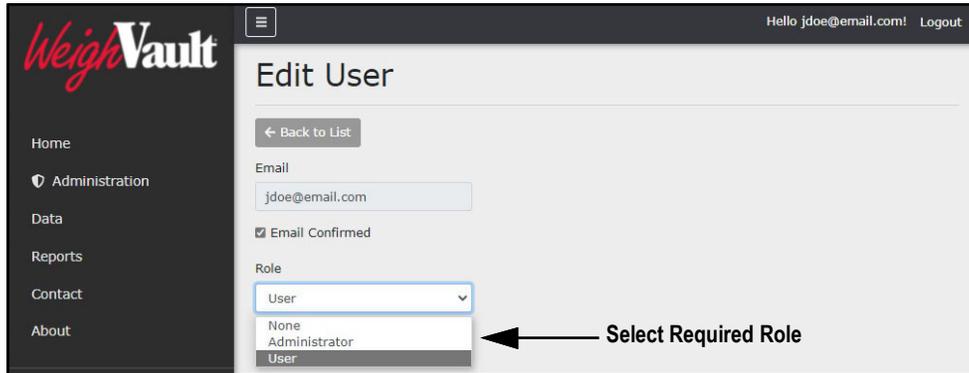


Figure 4-5. Edit User Page with Role Drop-down Menu Expanded

5. Select the **Save** button to commit changes or **Back to List** button to return to previous page.

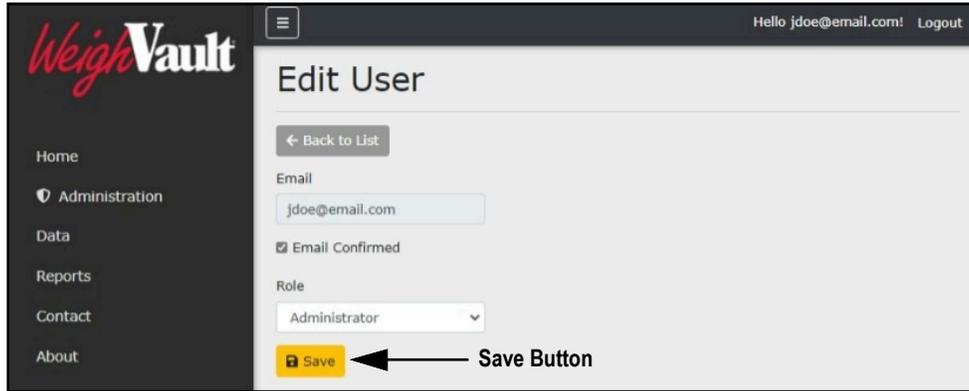


Figure 4-6. Edit Use Page with Role Selected

6. If saved, the user role updates to the new configuration.

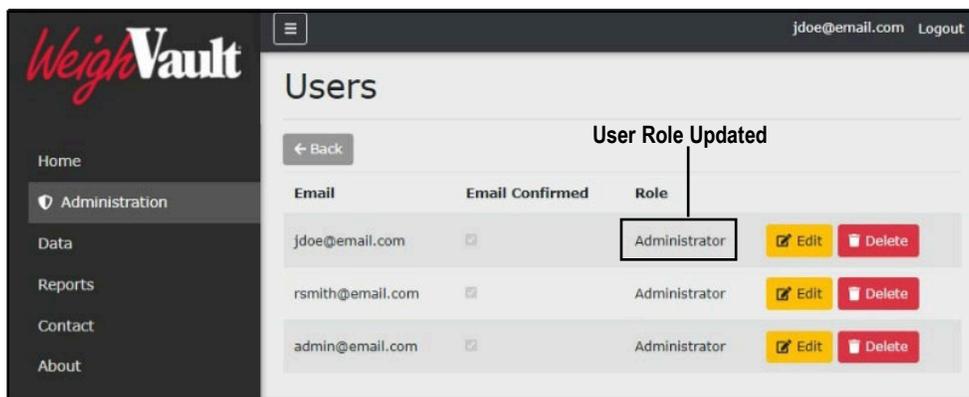


Figure 4-7. User Role Updated

## 4.2.2 Delete Users

Perform the following to delete a user:

1. Open Administration page (see [Section 4.1 on page 38](#)) then select **Users**.
2. Identify the user that requires removal then select the associated **Delete** button.

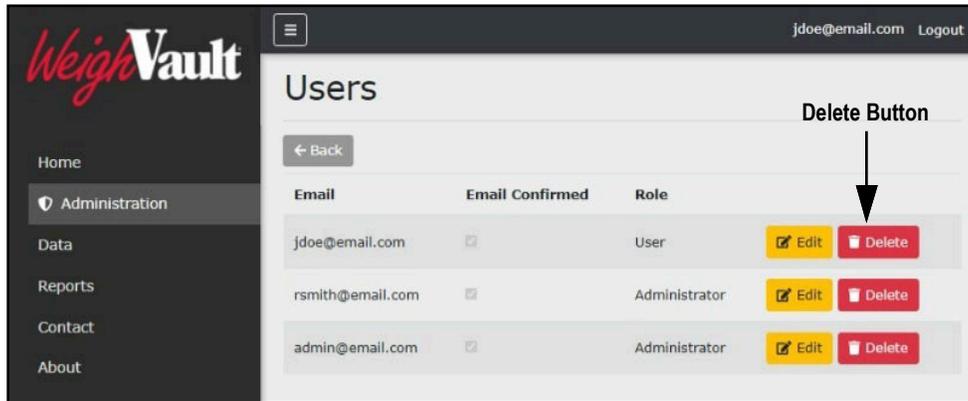


Figure 4-8. Users Page with Delete Identified

3. The system requests confirmation prior to deleting the user.
4. Select the **Delete** button to remove the user.

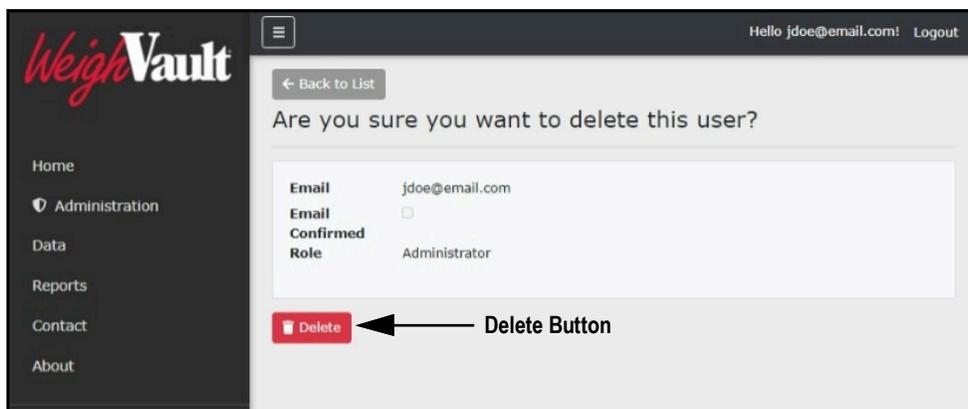


Figure 4-9. Delete User Confirmation Page

5. The Users page displays with the user removed.

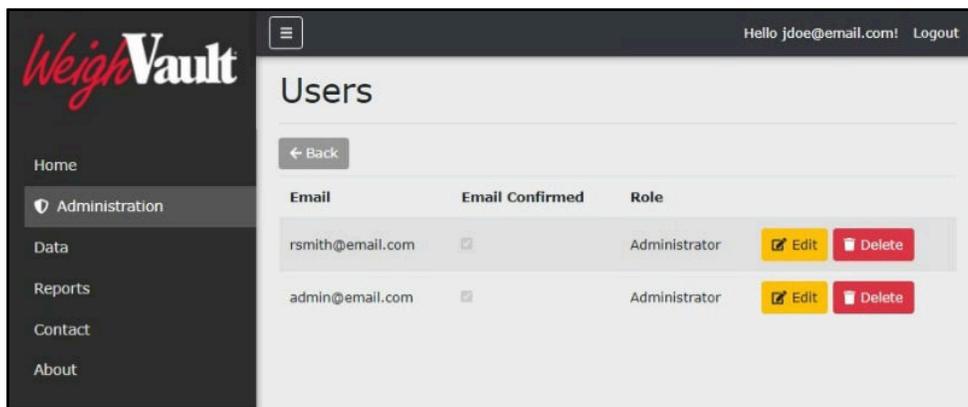


Figure 4-10. User Remove from Users Page

### 4.3 Application Log Files

Application logs are recordings of system interactions that are typically used by technical support to troubleshoot system issues. The Application Logs page lists available logs with dates as the file names. Perform the following to view or download log files:

 **NOTE:** The log files are in JavaScript Object Notation (\*.json) file format.

1. Open the Administration page (see [Section 4.1 on page 38](#)) then select **Application Logs**.
2. The Application Logs page displays.
3. Select the log link to display it in the internet browser or the download button to save to local storage.

 **NOTE:** Depending on the installed internet browser and its configuration, determines the behavior when downloading the application log. The internet browser may automatically download the report, open the Save As window, or request if the file should be downloaded.

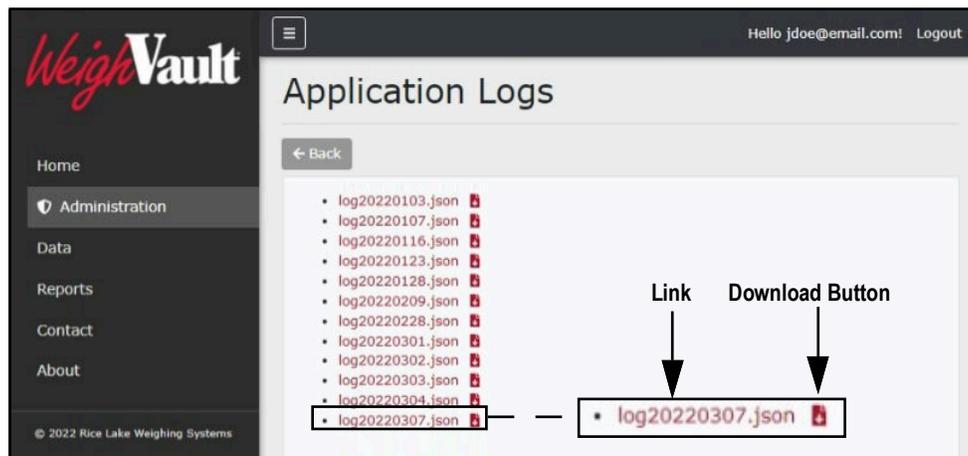


Figure 4-11. Application Logs Page

### 4.4 Purge Transactions

The Purge Transactions page allows a user to configure a specific date and purge all transactions that precede it. Perform the following to purge transactions:

1. Open Administration page (see [Section 4.1 on page 38](#)) then select **Purge Transactions**.
2. The Purge Transactions page displays.

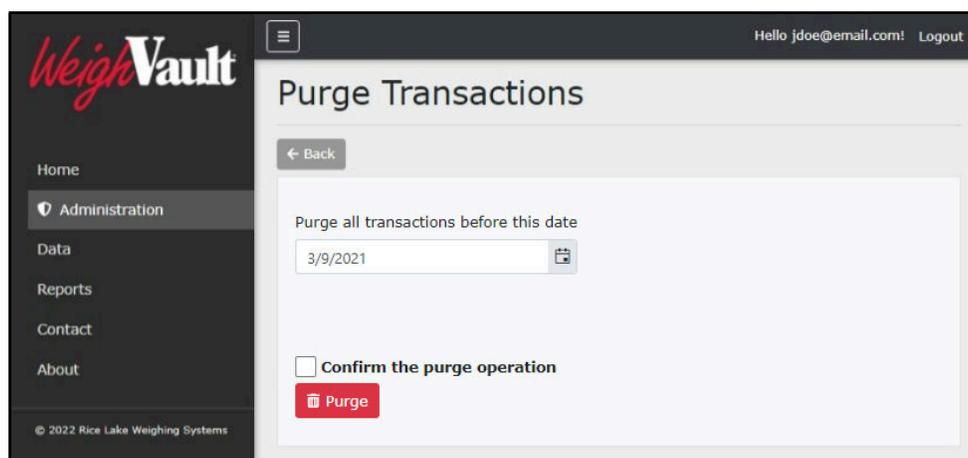


Figure 4-12. Purge Transactions Page

3. Modify the date in the text field or select the calendar icon and choose the desired date.

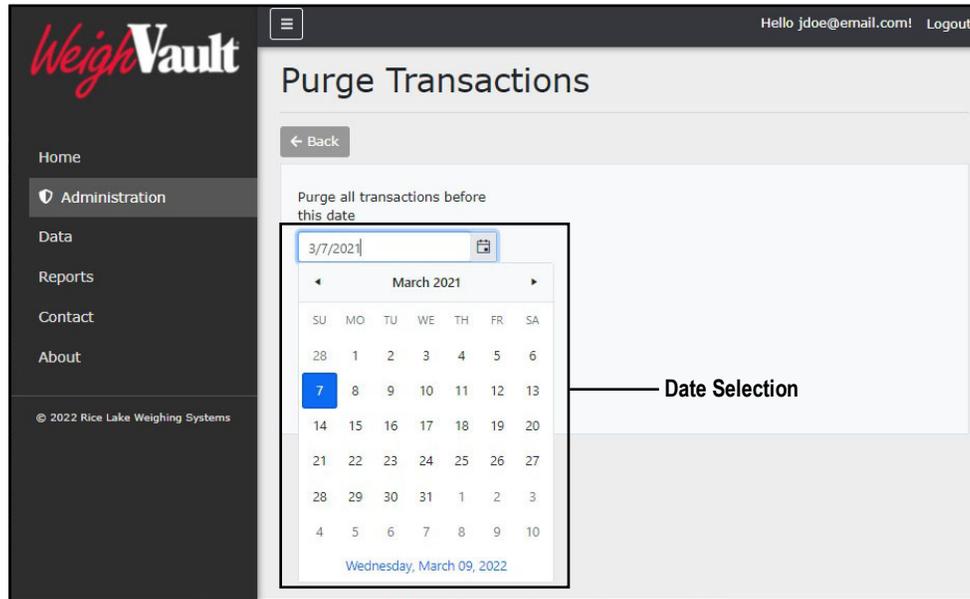


Figure 4-13. Purge Transactions Page with Date Selection Identified

4. Select the confirmation box then the **Purge** button.



**IMPORTANT:** After data purges it can not be recovered. Ensure purged data is not required before confirming.

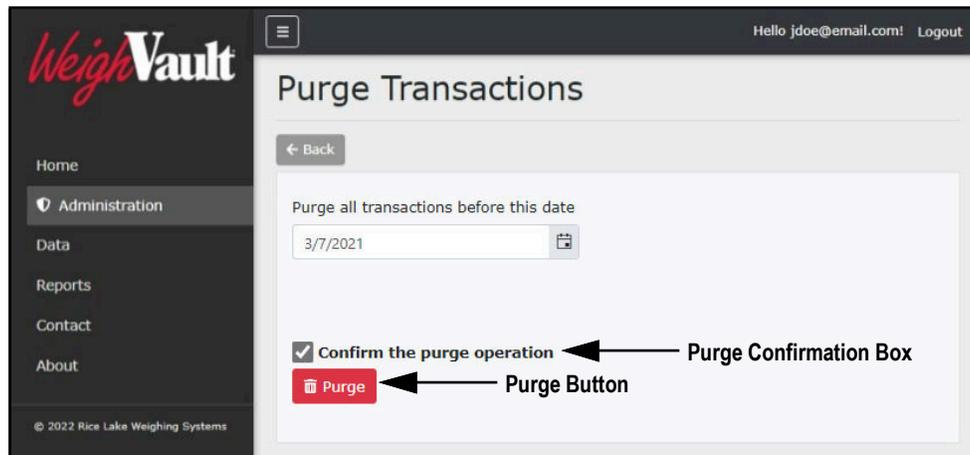


Figure 4-14. Purge Transactions Page with Purge Options Identified

5. Transactions are purged for the configured date range.

## 5.0 Data

The Data menu provides access to the Products page. The Products page facilitates viewing, adding, editing, or removing products from the WeighVault database. The WeighVault database matches a product identification number entered into an indicator with an entry in the database in the database and loads this information into the CW-90 and then sends transaction data back to the database.

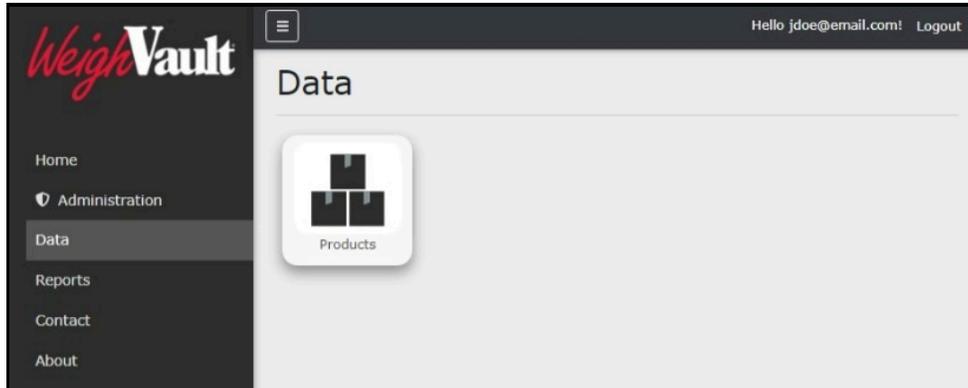


Figure 5-1. Data Page Products Option

This section discusses the following topics:

- Access Data and Products Page (see [Section 5.1](#))
- Add a Product (see [Section 5.2 on page 45](#))
- Edit a Product (see [Section 5.3 on page 47](#))
- View Product Details (see [Section 5.4 on page 48](#))
- Delete a Product (see [Section 5.5 on page 49](#))
- Importing Products via Text File (see [Section 5.6 on page 50](#))

### 5.1 Access Data and Products Pages

In order to use data functions, access to the Products page must first be completed. Perform the following to access the Products page:

1. Login (see [Section 3.3 on page 22](#)).
2. Select **Data** from the Main menu.

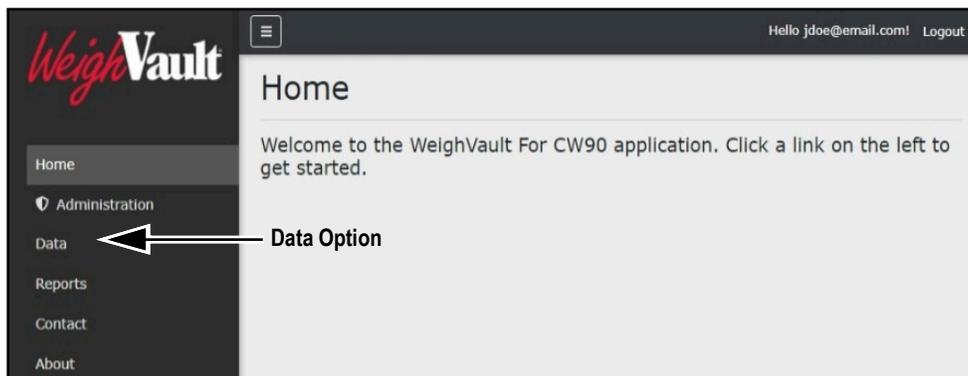


Figure 5-2. Main Menu Data Option

- The Data page displays.
- Select **Products**.

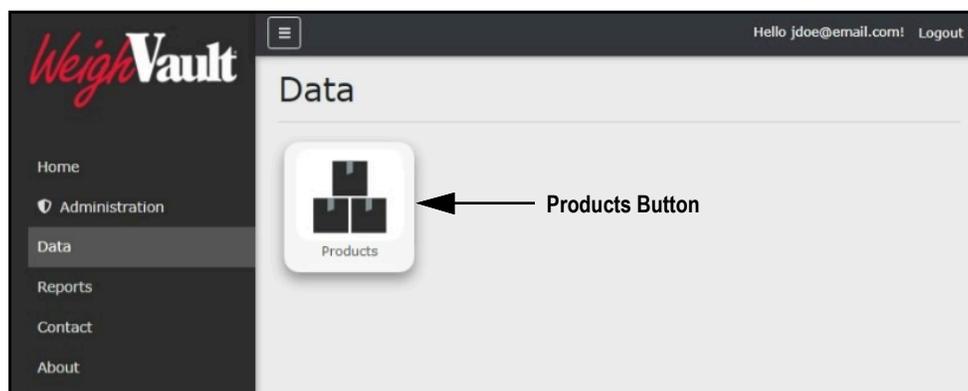


Figure 5-3. Data Page Products Option

- The Products page displays.

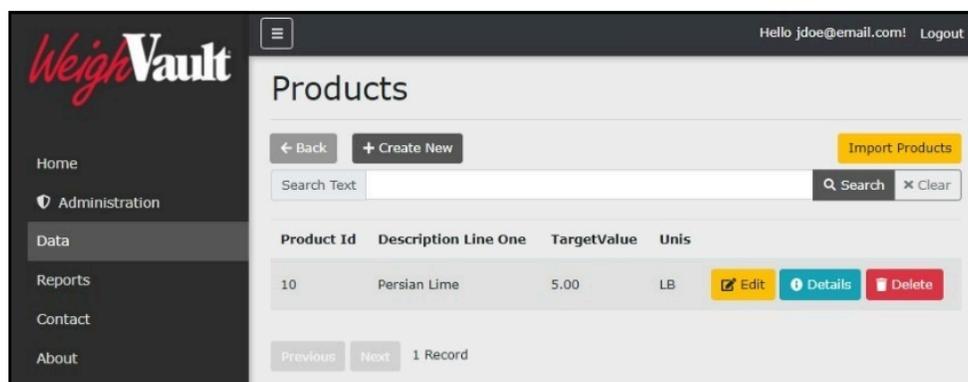


Figure 5-4. Products Page

## 5.2 Add a Product

WeighVault provides the functionality to add products to the database. Selecting the Create New button opens a new page with the necessary parameters to create a new product.



**NOTE:** Products can be imported in bulk using the import function (see [Section 5.6 on page 50](#)).

Perform the following to add a product:

- Open Products page (see [Section 5.1 on page 44](#)).
- Select **Create New**.

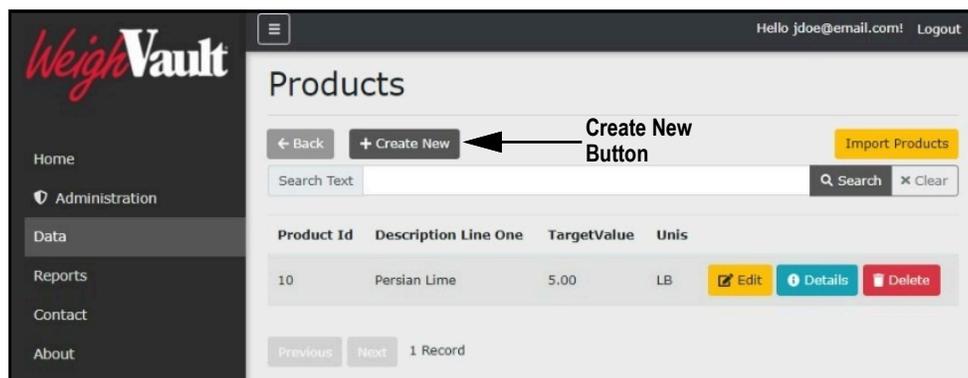


Figure 5-5. Products Page with Create New Button Identified

3. The Create Product page displays (see [Figure 5-6 on page 46](#)).
4. Enter required data into parameter fields.

 **NOTE:** See [Table 5-1 on page 48](#) for parameter descriptions.

5. Select **Create**.

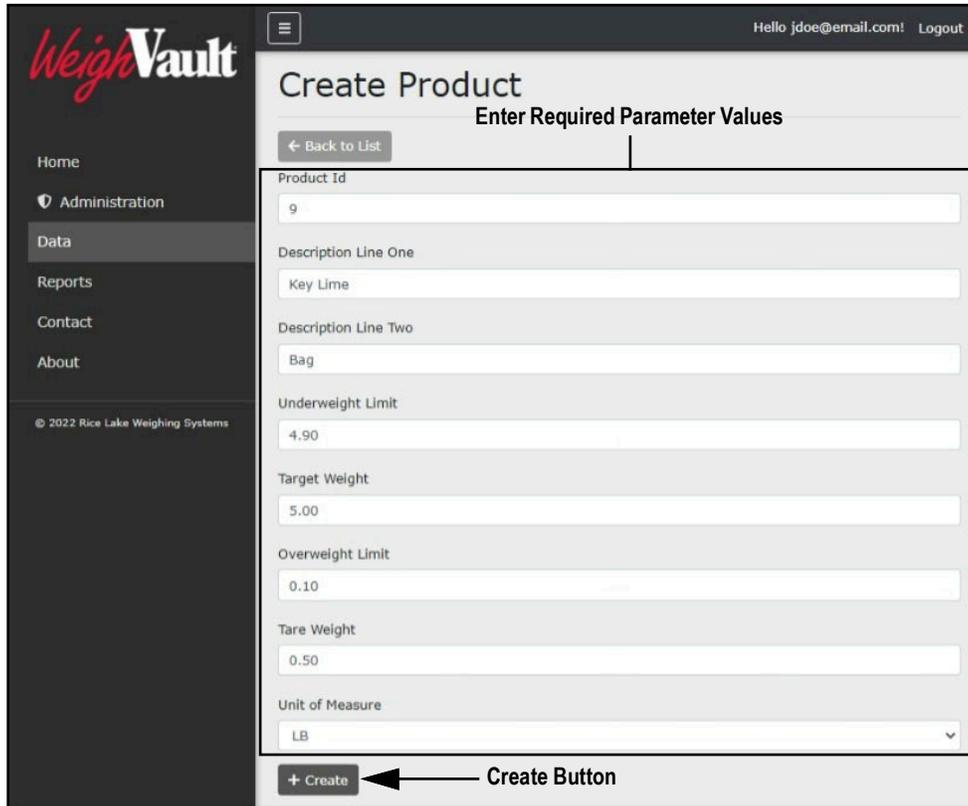
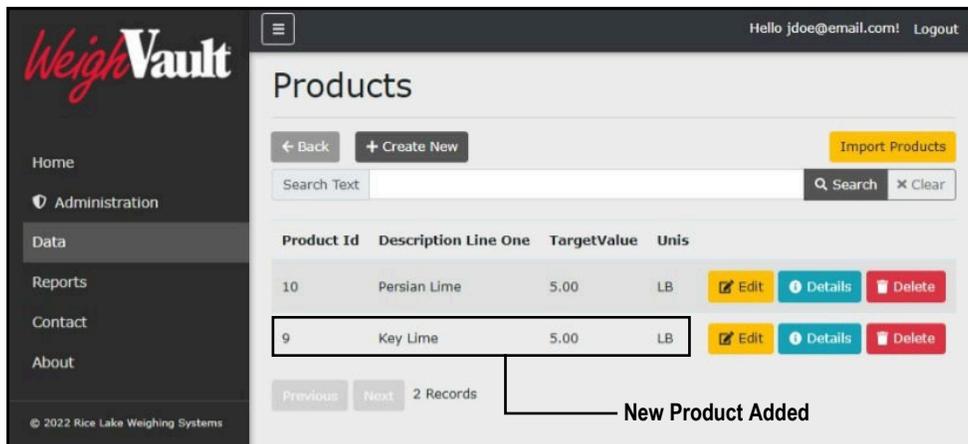


Figure 5-6. Create Product Page

6. The new product displays in the Products page.



Product Id	Description Line One	TargetValue	Unis
10	Persian Lime	5.00	LB
9	Key Lime	5.00	LB

Figure 5-7. Products Page with new Entry

### 5.3 Edit a Product

WeighVault provides the functionality to edit parameter definitions. Selecting the Edit button adjacent to a product opens a new page with editable product parameter fields. Perform the following to edit product parameters:

1. Open Products page (see [Section 5.1 on page 44](#)).
2. Locate the product that requires change then select **Edit**.

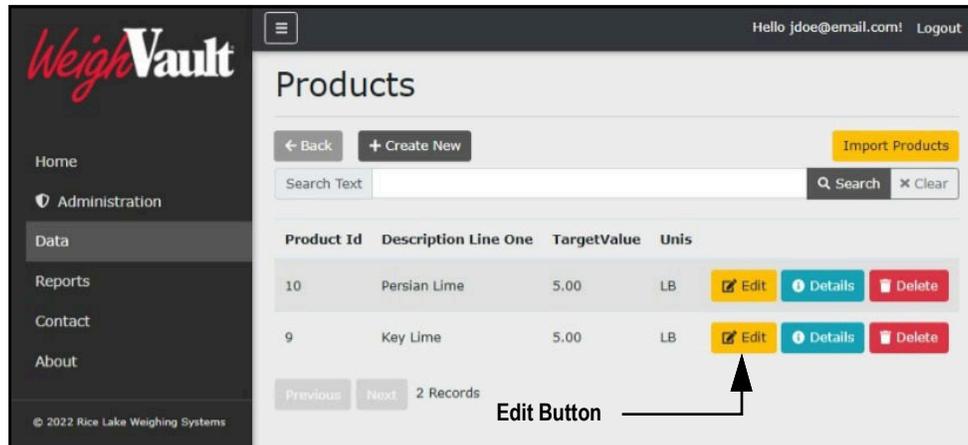


Figure 5-8. Products Page with Edit Button Identified

3. The Edit Product page displays.
4. Edit fields as required.



**NOTE:** See [Table 5-1 on page 48](#) for parameter descriptions.

5. Select **Save** to confirm or **Back to List** to cancel.

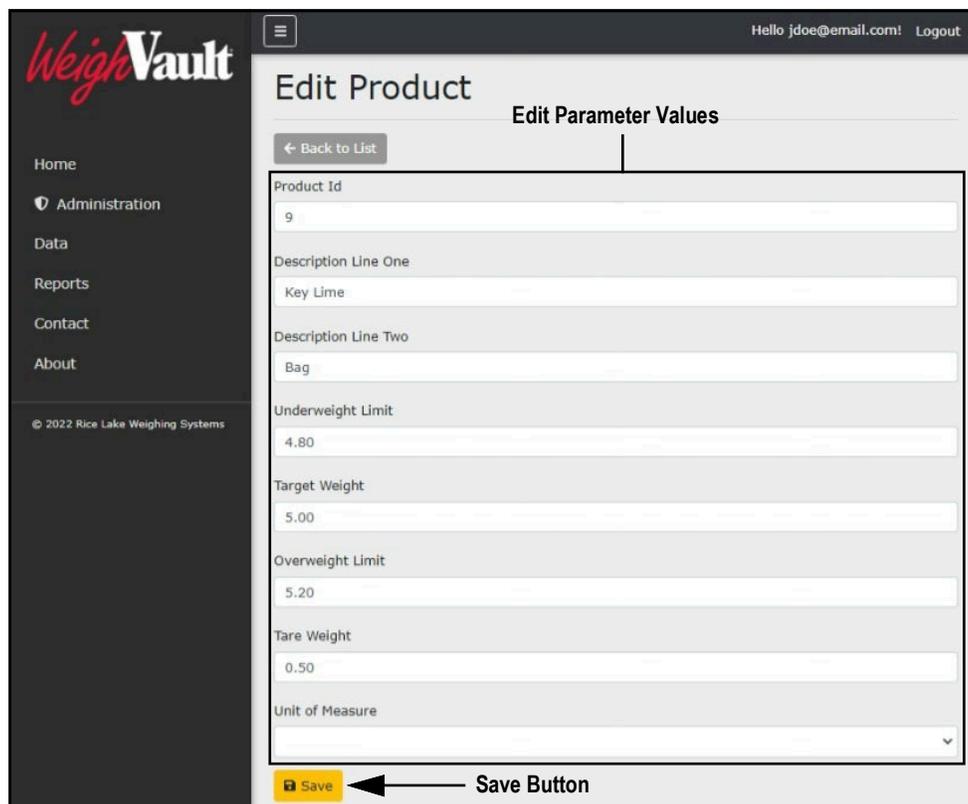


Figure 5-9. Edit Product Page

### 5.3.1 Products Parameters

The following parameters are used when adding or editing products.

Parameter	Required	Description
Product Id	X	An alphanumeric entry with up to 4 characters that is the identifier associated with a product
Description Line One		An alphanumeric entry up to 32 characters that provides primary description of a product
Description Line Two		An alphanumeric entry up to 32 characters that provides secondary description of a product
Underweight Limit		A numeric entry with up to 8 characters that determines underweight limit of a product
Target Weight		A numeric entry with up to 8 characters that determines target weight of a product
Overweight Limit		A numeric entry with up to 8 characters that determines overweight limit weight of a product
Tare Weight		A numeric entry with up to 8 characters that lists the weight of an empty product's container
Unit of Measure	X	A selected option that determines the type of measurement used to weight the product (LB, KG, G or OZ)

Table 5-1. Add and Edit Product Parameter Descriptions

## 5.4 View Product Details

Even though a product contains several details that are established when a part is configured, the Products page only lists four details: Part Id, Name, Description and Location. View full product information by selecting the Details button in the Products page.

1. Open Products page (see [Section 5.1 on page 44](#)).
2. Locate the product with details to be viewed then select **Details**.

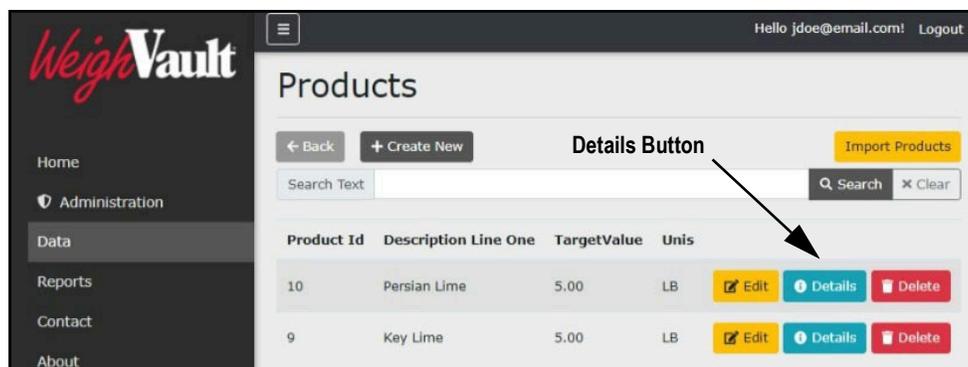


Figure 5-10. Products Page with Details Button Identified

3. The Product Details page displays. Review product information.
4. Select **Edit** to open the Edit page for the selected product or **Back to List** to return to previous page.



**NOTE:** For information regarding how to edit a product, see [Section 5.3 on page 47](#).

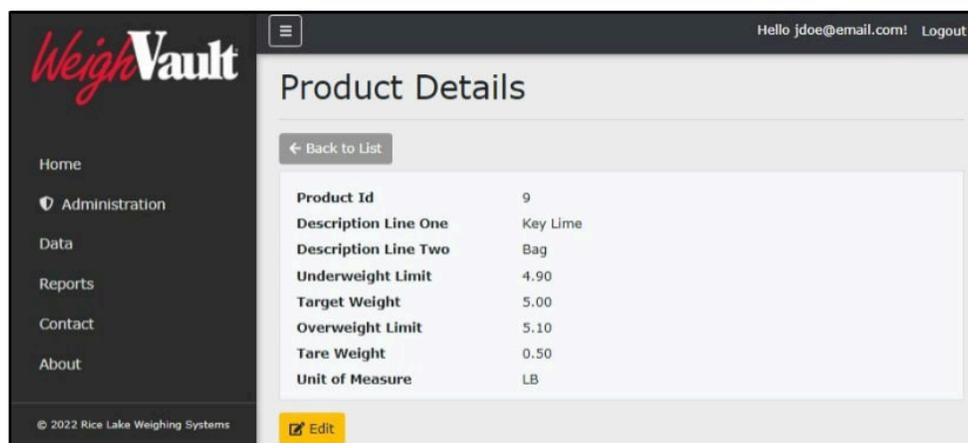


Figure 5-11. Product Details Page

## 5.5 Delete a Product

WeighVault provides the functionality to delete products from the database. Perform the following to delete a product:

1. Open Products page (see [Section 5.1 on page 44](#)).
2. Identify the required product to remove then select **Delete**.

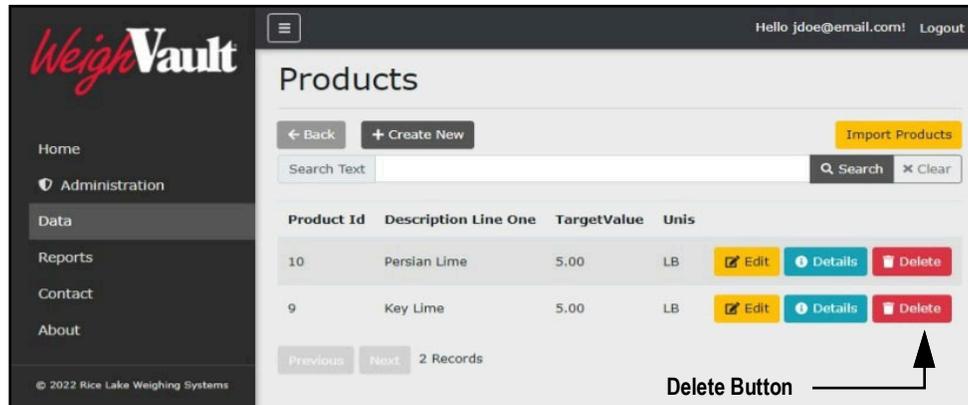


Figure 5-12. Products Page with Delete Identified

3. The Delete Product page displays.
4. Select **Delete** to confirm or **Back to List** to cancel.

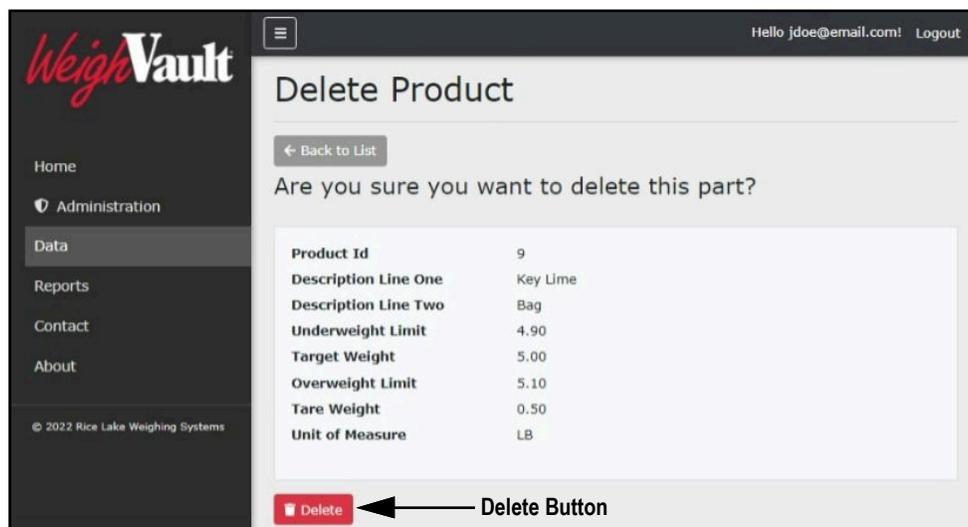


Figure 5-13. Delete Product Page with Delete Button Identified

5. If **Delete** is selected, the Products page opens with the product removed.

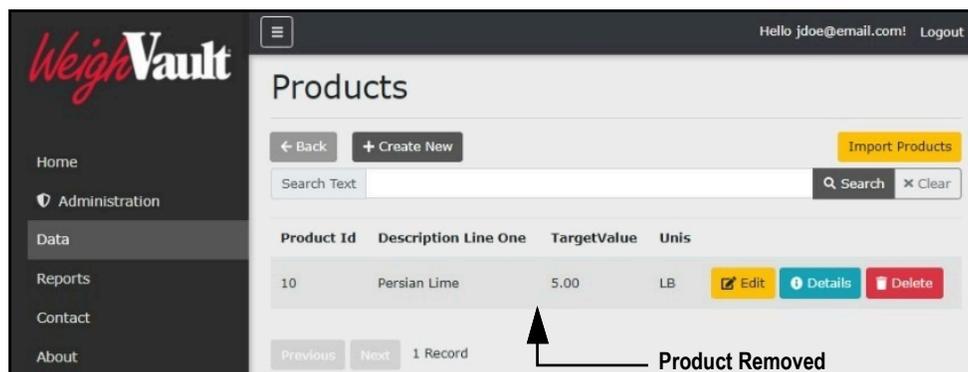


Figure 5-14. Products Page with Entry Removed

## 5.6 Importing Products

WeighVault can bulk import products from a user configured template file. Importing products is typically achieved in the following order:

- Downloading the template (product\_import.txt) from WeighVault ([Section 5.6.1](#))
- Configuring the template while adhering to provided rules ([Section 5.6.2](#))
- Importing the template into WeighVault to populate additional parts in the parts database ([Section 5.6.3](#))

### 5.6.1 Download Product List Template

Perform the following to download the bulk product import template:

1. Open Products page (see [Section 5.1 on page 44](#)).
2. Select **Import Products**.

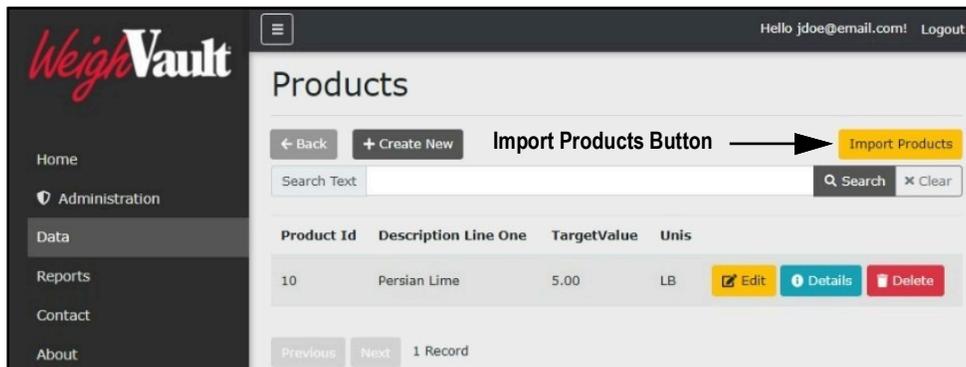


Figure 5-15. Products Page with Import Products Button Identified

3. The Import Products window displays.
4. Right-click **Download template file** then select **Save link as** from the context menu.



Figure 5-16. Import Products Window with Context Menu Opened

5. The Save As window appears with the default file name entered (**product\_import.txt**).
6. Navigate to the desired location then select **Save**.

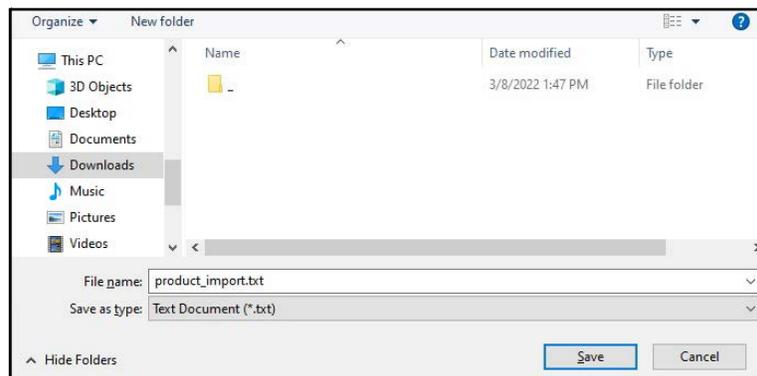


Figure 5-17. Save As Window with Default Template File Name

## 5.6.2 Format Product List Template

After the template is downloaded, it may be formatted to contain one or many products. The template is a text (\*.txt) file and can be opened and edited in a standard text editor (such as Notepad). The template must be configured in accordance to a set of rules and format that are documented in the file.

### 5.6.2.1 Rules

This section describes rules that must be followed when configuring the template file. Open the template to review the most current set of rules. [Figure 5-18](#) displays an example of the template and its rules.

```

product_import.txt - Notepad
File Edit Format View Help
# Lines starting with a # character are considered a comment and will be ignored
# Empty lines are ignored
#
# Separate fields with a single TAB (ASCII 9) character. This is noted below with the <TAB> placeholder/label.
#
# Rules:
# ProductId field is required.
# ProductId field max length is 4 characters.
# ProductId field can only consist of numeric characters (0-9).
# ProductId field must be unique. If the product id exists, the line will not be imported.
#
# Description1 is an optional field.
# Description1 max length is 32 characters.
#
# Description2 is an optional field.
# Description2 max length is 32 characters.
#
# Over Weight field is numeric.
# Over Weight field can only consist of 0-9, dot, and comma characters.
# Over Weight field must use a dot as the decimal separator character.
# Over Weight field can optionally use a comma as the thousands separator character.
# Over Weight field must have between 1 and 8 characters.
#
# Under Weight field is numeric.
# Under Weight field can only consist of 0-9, dot, and comma characters.
# Under Weight field must use a dot as the decimal separator character.
# Under Weight field can optionally use a comma as the thousands separator character.
# Under Weight field must have between 1 and 8 characters.
#
# Target Weight field is numeric.
# Target Weight field can only consist of 0-9, dot, and comma characters.
# Target Weight field must use a dot as the decimal separator character.
# Target Weight field can optionally use a comma as the thousands separator character.
# Target Weight field must have between 1 and 8 characters.
#
# Tare Weight field is numeric.
# Tare Weight field can only consist of 0-9, dot, and comma characters.
# Tare Weight field must use a dot as the decimal separator character.
# Tare Weight field can optionally use a comma as the thousands separator character.
# Tare Weight field must have between 1 and 8 characters.
#
# UnitOfMeasure field is required.
# UnitOfMeasure field max length is 5 characters.
#
# File Layout
# ProductId<TAB>Description1<TAB>Description2<TAB>OverWeight<TAB>UnderWeight<TAB>TargetWeight<TAB>TareWeight<TAB>UnitOfMeasure
Ln 20, Col 73 100% Windows (CRLF) UTF-8 with BOM

```

Figure 5-18. Product Template Embedded Rules

The following are general template configuration rules:

- Lines starting with a # character are considered a comment and are ignored
- Empty lines are ignored
- Separate parameter fields with a single TAB (ASCII 9) character.

Each product entry must adhere to the following format:

ProductId<TAB>Description1<TAB>Description2<TAB>OverWeight<TAB>UnderWeight<TAB>TargetWeight<TAB>Tare<TAB>UnitOfMeasure							
A	B	C	D	E	F	G	H

Figure 5-19. Dichotomy of Product Entries

Table 5-2 describes elements identified in Figure 5-19.

Item	Parameter	Required	Rules
A	ProductId	X	Sets the product identification number as numeric entry. Configure ProductId with up to 4 characters. <b>NOTE:</b> The ProductID value must be unique, if the ProductID exists the entry will not be imported.
B	Description1		Sets a description for the product. Configure Description1 as an alphanumeric entry with up to 32 characters.
C	Description2		Sets a description for the product. Configure Description2 as an alphanumeric entry with up to 32 characters.
D	OverWeight		Sets the limit when something is considered over weight. In Target Weight or Target Percent Mode the OverWeight value is the amount added to the target to determine the upper limits either in weight or percentage. Configure OverWeight as a numeric entry with up to 8 characters. The value can only consist of 0-9, . (period) , and , (comma) characters. A period must be used as the decimal separator character. The value can optionally use a comma as the thousands separator character. In most cases set to configure weight similar to: 2.00
E	UnderWeight		Sets the limit when something is considered underweight. In Target Weight or Target Percent Mode the UnderWeight value is the amount subtracted from the target to determine the lower limits either in weight or percentage. Configure UnderWeight as a numeric entry with up to 8 characters. The value can only consist of 0-9, . (period) , and , (comma) characters. A period must be used as the decimal separator character. The value can optionally use a comma as the thousands separator character. In most cases set to configure weight similar to: 2.00
F	TargetWeight		Sets the TargetWeight of the product. Configure TargetWeight as a numeric entry with up to 8 characters. The value can only consist of 0-9, . (period) , and , (comma) characters. A period must be used as the decimal separator character. The value can optionally use a comma as the thousands separator character. In most cases set to configure weight similar to: 5.00
G	Tare		Sets the empty product container weight. Configure Tare as a numeric entry with up to 8 characters. The value can only consist of 0-9, . (period) , and , (comma) characters. A period must be used as the decimal separator character. The value can optionally use a comma as the thousands separator character. In most cases set to configure weight similar to: 1.00
H	UnitofMeasure	X	Sets the unit of measure applied to the weight configuration. Configure Units as one of the following: LB, KG, G or OZ <b>Note: This Unit of Measure must configured on the CW-90 before it can be used.</b>

Table 5-2. Import File Parameter Rules



**NOTE:** The weight values must not be more precise than the devices they will be used with.

### 5.6.2.2 Completed Examples

This section provides two examples of completed product entries in different scenarios.

- Figure 5-20 displays a standard entry example
- Figure 5-21 displays an example with parameter values omitted

Figure 5-20 provides an example of a completed entry with all data values. The format follows the rules outlined in the previous section. For reference the product format is listed above the example.

ProductId	Description1	Description2	OverWeight	UnderWeight	TargetWeight	Tare	UnitOfMeasure
A	B	C	D	E	F	G	H
32	Orange	Bag	2.00	2.00	5.00	0.50	LB
A	B	C	D	E	F	G	H

Figure 5-20. Dichotomy of Product Entries with Completed Example

Figure 5-21 displays an entry when two data values are omitted. See Table 5-2 for a list of parameters that may be omitted in product entries. When configuring an entry without data values, the placement of all data values must be maintained; however, parameters that are omitted are left blank. Figure 5-21 provides an example of an entry where the OverWeight and UnderWeight values are omitted. For reference the product format is displayed above the example.

ProductId	Description1	Description2	OverWeight	UnderWeight	TargetWeight	Tare	UnitOfMeasure
A	B	C	D	E	F	G	H
32	Orange	Individual			5.00	0.05	LB
A	B	C	D	E	F	G	H

Figure 5-21. Dichotomy of Product Entries with Completed Example with Skipped Fields

### 5.6.3 Format Products List

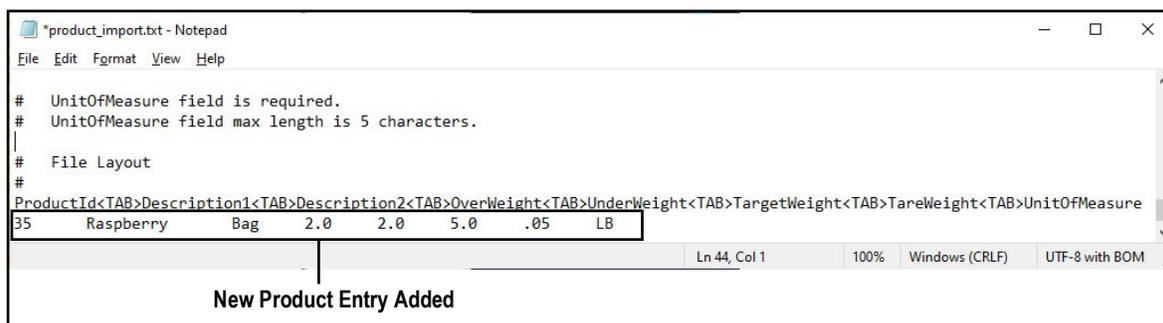
To configure and import a products list, perform the following:

1. Locate and open the products list template in the preferred text editor (Notepad is recommended).

 **NOTE:** The default template file name is `product_import.txt`.

2. Create a new empty line.
3. Enter the ProductId value then press tab. In this example 35 is entered.
4. Repeat until all values are entered.

 **NOTE:** For parameter value definitions see [Table 5-2 on page 52](#).



```

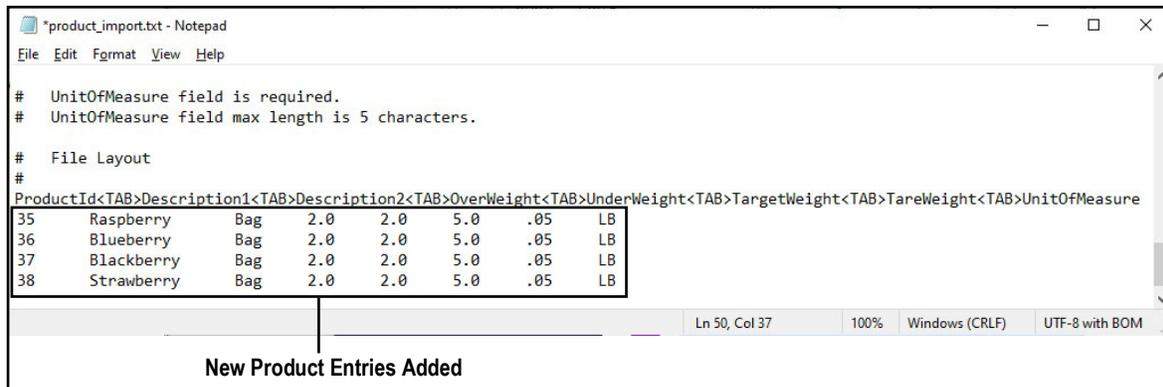
# UnitOfMeasure field is required.
# UnitOfMeasure field max length is 5 characters.
#
# File Layout
#
ProductId<TAB>Description1<TAB>Description2<TAB>OverWeight<TAB>UnderWeight<TAB>TargetWeight<TAB>TareWeight<TAB>UnitOfMeasure
35   Raspberry   Bag   2.0   2.0   5.0   .05   LB

```

New Product Entry Added

Figure 5-22. `product_import.txt` Template with Entry Added

5. Repeat steps 2 through 4 to add more product entries.



```

# UnitOfMeasure field is required.
# UnitOfMeasure field max length is 5 characters.
#
# File Layout
#
ProductId<TAB>Description1<TAB>Description2<TAB>OverWeight<TAB>UnderWeight<TAB>TargetWeight<TAB>TareWeight<TAB>UnitOfMeasure
35   Raspberry   Bag   2.0   2.0   5.0   .05   LB
36   Blueberry   Bag   2.0   2.0   5.0   .05   LB
37   Blackberry  Bag   2.0   2.0   5.0   .05   LB
38   Strawberry  Bag   2.0   2.0   5.0   .05   LB

```

New Product Entries Added

Figure 5-23. `product_import.txt` Template with Entry Added

6. After required entries are added, save the template file.

## 5.6.4 Import Products List

After a products list is configured, it may be uploaded and processed in WeighVault. Perform the following to upload a products list template.

1. Open Products page (see [Section 5.1 on page 44](#)).
2. Select **Import Products**.

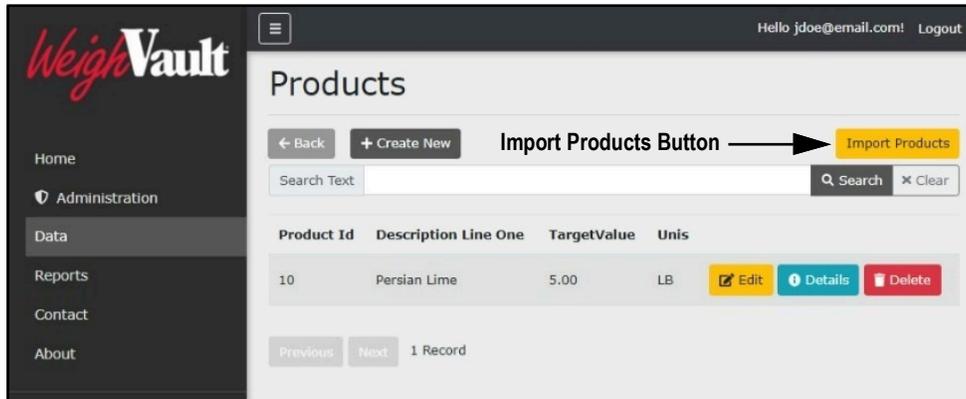


Figure 5-24. Product Page with Import Products Button Identified

3. Select **Select files...**



Figure 5-25. Import Product Window with Select Files Button Identified

4. The Open window displays.
5. Navigate to and open the configured template text file.

 **NOTE:** The default template file name is `product_import.txt`.

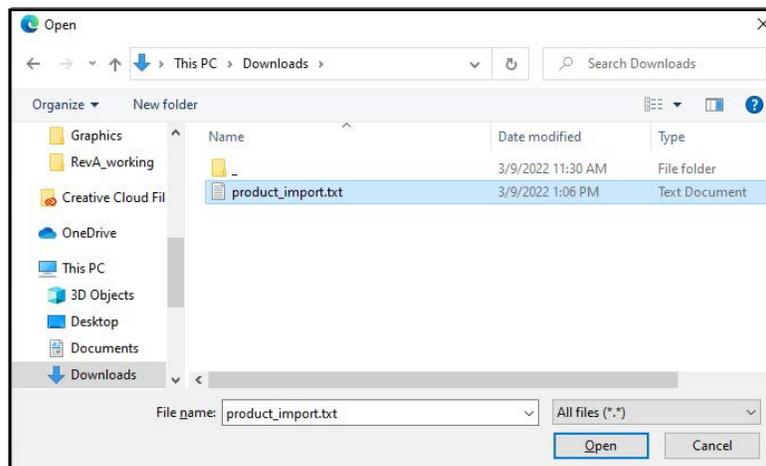


Figure 5-26. Open Window with Template File Selected

6. The Open window closes and the Import Products window reflects the file selection.
7. Select **Upload** to confirm.

 **NOTE: The template file size must be under 5 MB.**

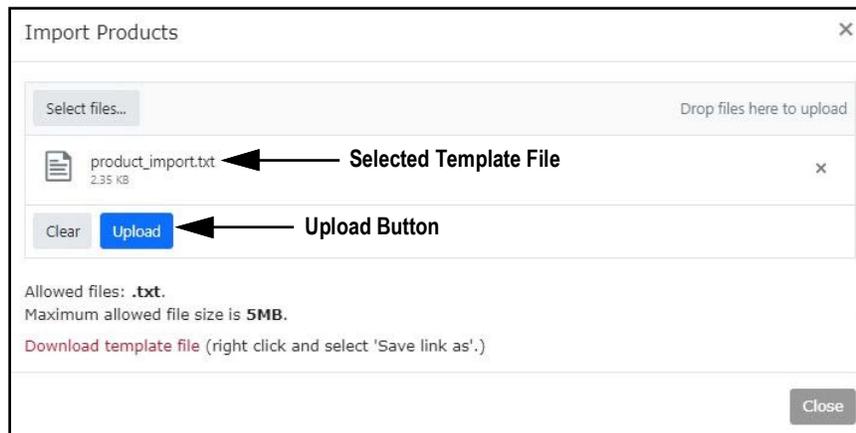


Figure 5-27. Import Products Window with Template Selected

8. If the template upload was successful, the Import Products window displays “File(s) uploaded successfully.” and lists the quantity of products added to the database.
9. Select **Close**.



Figure 5-28. Import Products Window with New Products Added

 **NOTE: If the template upload was successful but products were not added to the database, the Import Products window displays “Imported 0 products successfully.” This error typically occurs when the products were not formatted correctly. Verify product formatting in template (see [Section 5.6.2.2 on page 52](#)) and restart procedure.**



Figure 5-29. Import Products Window without New Products Added

10. The Products page appears, select the internet browser's Refresh button to see products added to database.

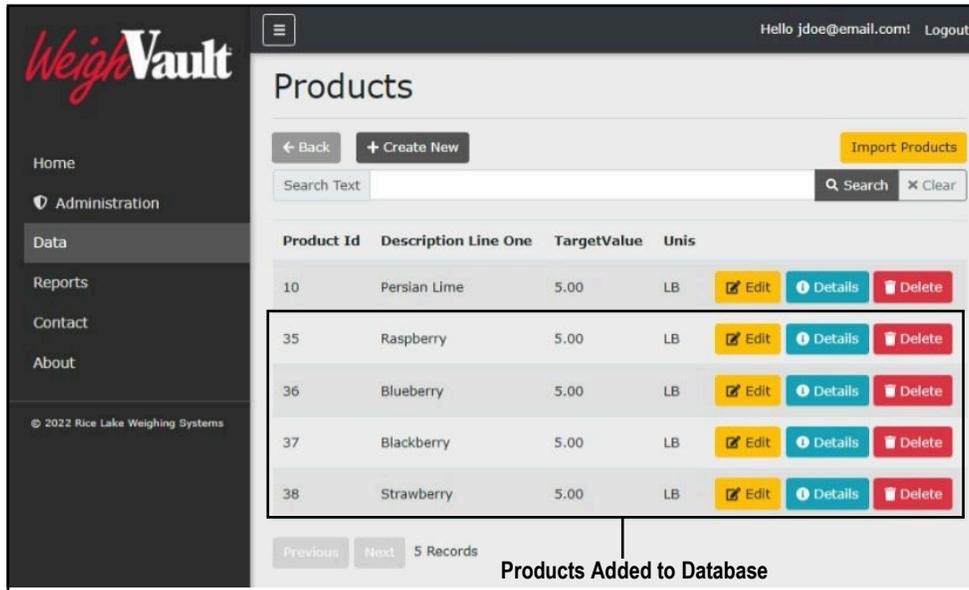


Figure 5-30. Products Page with New Products Added to Database

## 6.0 Reports

WeighVault includes a reporting tool that can generate two different reports involving product information. Select the Reports menu option to view reporting categories.

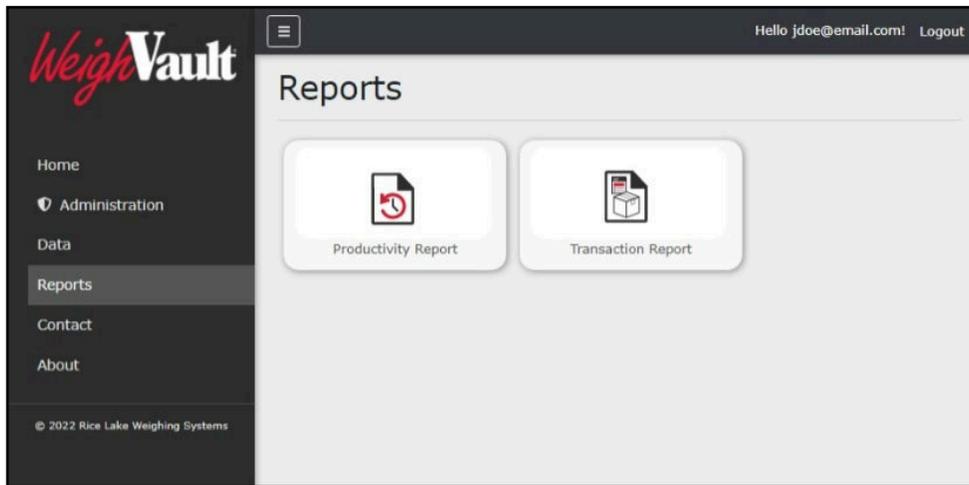


Figure 6-1. Reports Page

Table 6-1 describes the two reports available from the Reports page:

Report	Description
Productivity	Lists all products that were weighed. Each entry lists their identifier, average rate weight, acceptance frequency and average transaction time.
Transaction	Lists all products that had transactions. Each entry lists their identifier, net weight, target weight units, status and date.

Table 6-1. Report Descriptions

This section discusses the following topics:

- Access Reports (see [Section 6.1](#))
- Generate Reports (see [Section 6.2 on page 59](#))
- Print Reports (see [Section 6.3 on page 60](#))
- Export Reports (see [Section 6.4 on page 61](#))

## 6.1 Access Reports Pages and Report

In order to generate a report, it must first be accessed. Perform the following to access the Reports page and Reports.

1. Login (see [Section 3.3 on page 22](#)).
2. Select **Reports** in the Main menu.

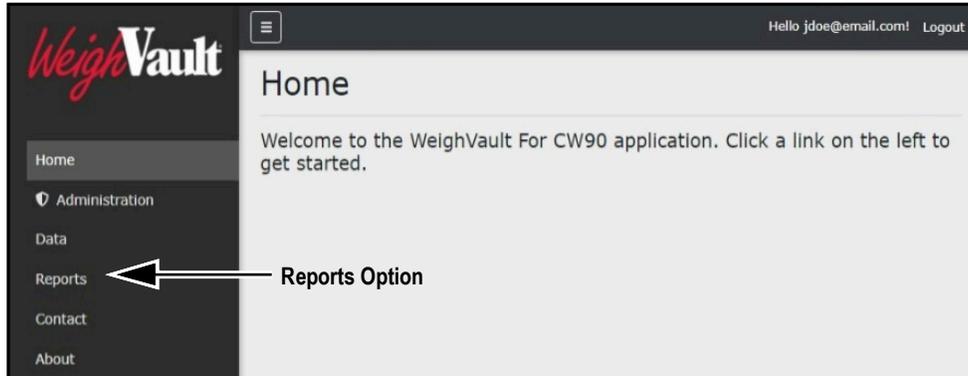


Figure 6-2. Main Menu Reports Option

3. The Reports page displays.
4. Select the desired report type.

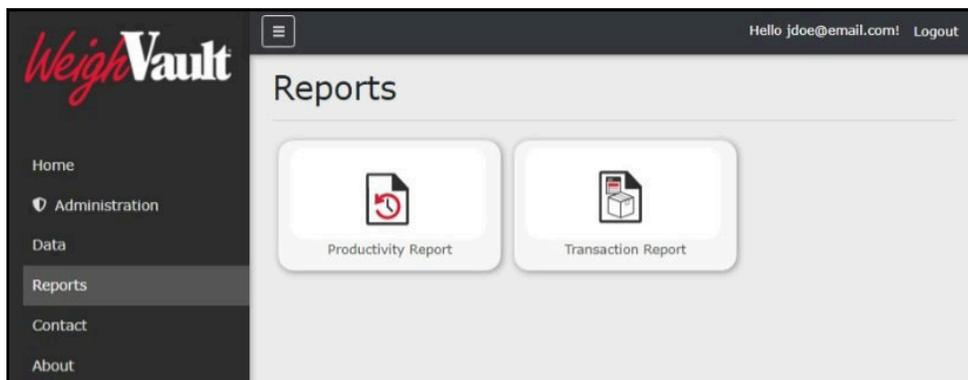


Figure 6-3. Reports Page

5. The Report page displays (in this example Productivity Report is selected).

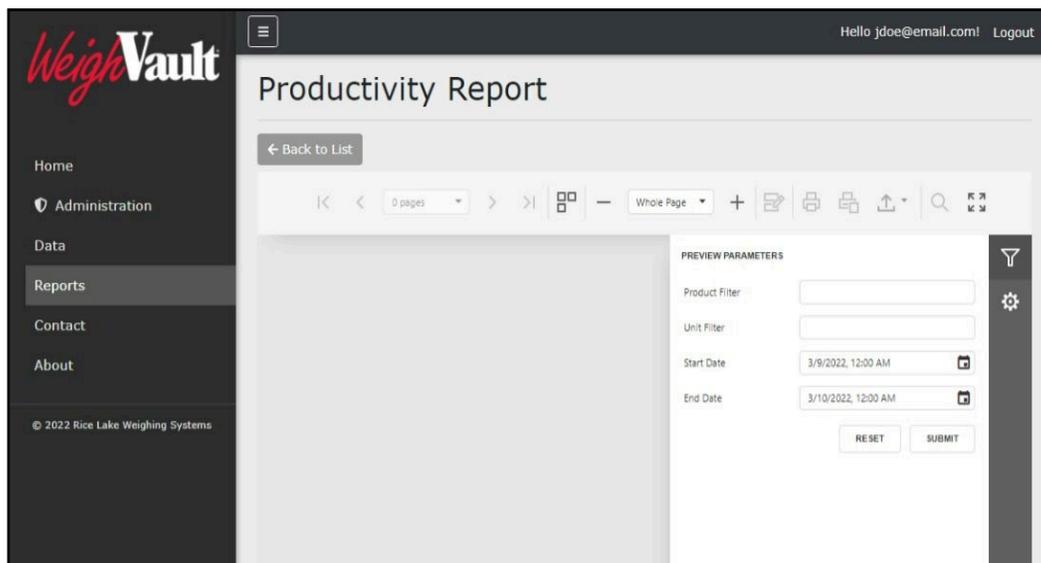


Figure 6-4. Productivity Report Page

## 6.2 Generate Report

Reports contain parameters that may be configured to tailor results to user defined search criteria. This section discusses parameters available in reports and how to generate reports.

### 6.2.1 Report Search Parameters

Each report provides configurable parameters that query the database to yield specific results. [Figure 6-5](#) displays the search parameters that are available in Productivity and Transaction reports.

Figure 6-5. Report Search Parameters

[Table 6-1](#) describes the search parameters in each report.

Parameter	Description
Product	Searches database for products that contain a user defined specific keyword, number or alphanumeric combination
Unit	Searches for a specific CW-90/90X unit ID. Typically used in scenarios where multiple CW-90/90X checkweighers are configured with WeighVault
Start Date	Searches database for products that have activity at the defined start date
End Date	Searches database for products that have activity at the defined end date

Table 6-2. Report Search Parameter Descriptions

### 6.2.2 Generate Report

Perform the following to generate a report:

1. Open Reports page (see [Section 6.1 on page 58](#)).
2. If required, configure Product and Unit filters parameters (see [Section 6.2.1 on page 59](#)).
3. Set the Start date and End date parameters.
4. Select **Submit**.

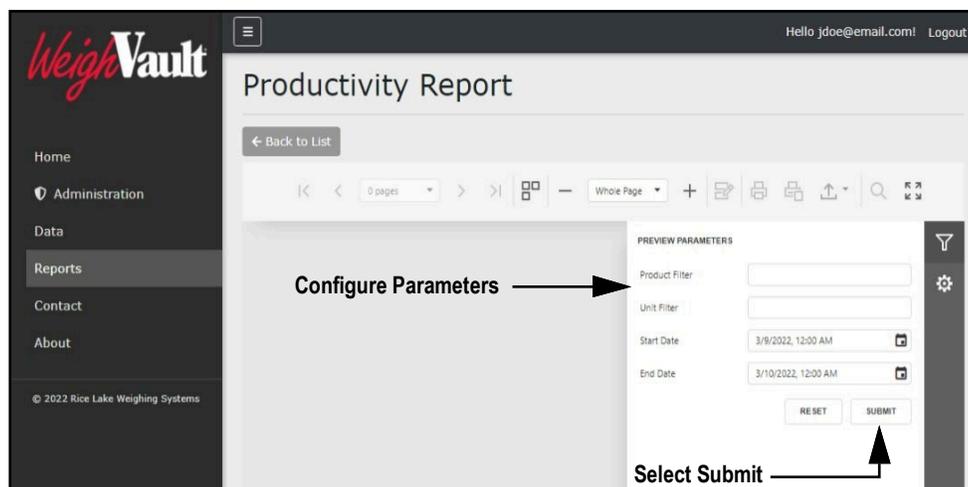


Figure 6-6. Report Parameter Configuration

- The report generates.

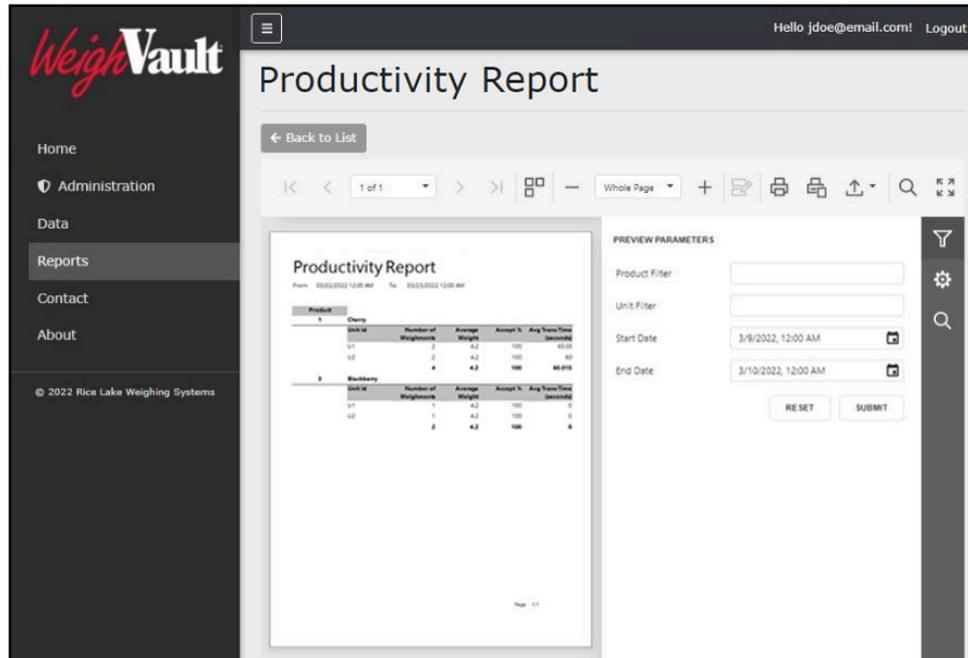


Figure 6-7. Generated Report

### 6.3 Print Report

Perform the following to print a report:

- Generate a report (see [Section 6.2.2 on page 59](#)).
- Perform one of the following print options:
  - To print the entire report, select **Print**.
  - To print the active page, select **Print Active Page**.

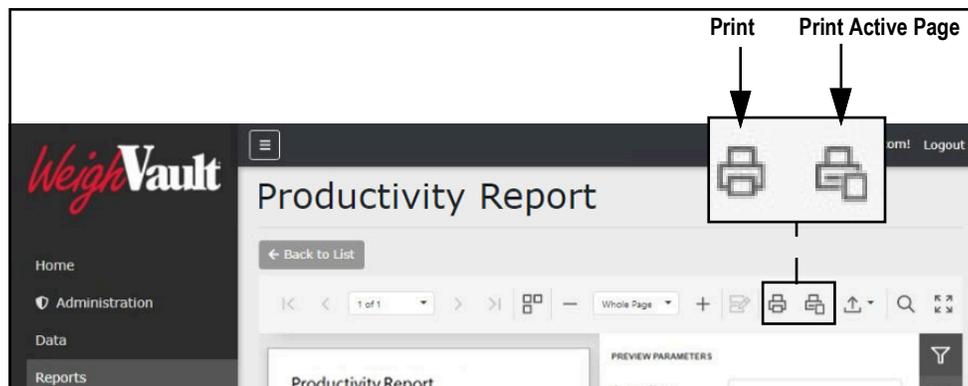


Figure 6-8. Report Print Options

- After a print button is activated, the internet browser's print window displays.
- Complete print window prompts to print the report. Typically a printer must be configured then a **Print** button selected.

 **NOTE:** The Print window varies depending on internet browser.

## 6.4 Export Report

Reports may be exported in the following formats: \*.pdf, \*.xls (Microsoft Excel), \*.xlsx (Microsoft Excel), \*.rtf, \*.docx (Microsoft Word), \*.mht, \*.html, \*.txt (text), \*.csv, and \*.png (image). Perform the following to export a report.

1. Generate a report (see [Section 6.2.2 on page 59](#)).
2. Select **Export To** drop-down menu.
3. The drop-down menu expands. Select the desired file type.

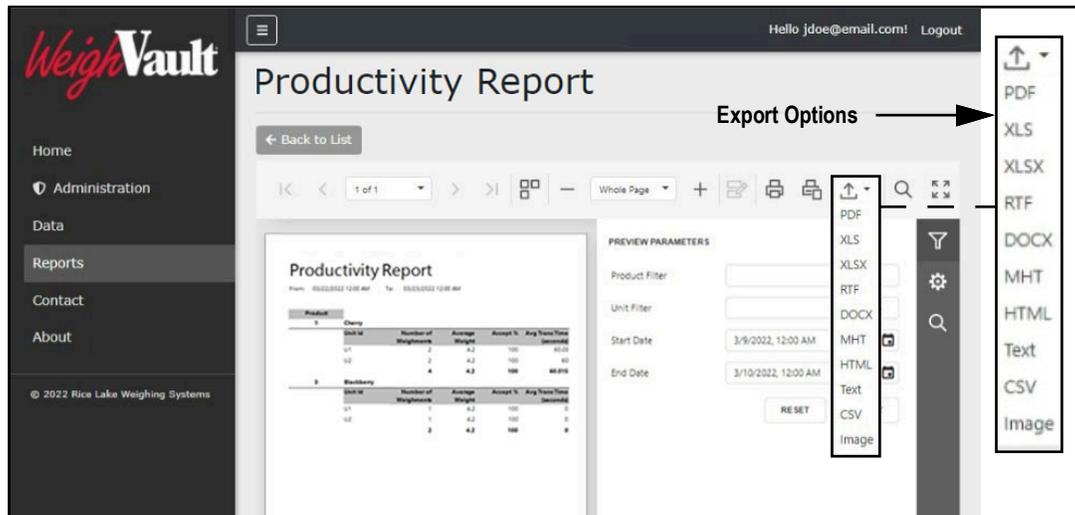


Figure 6-9. Report Export Drop-down Menu Expanded

4. Follow internet browser prompts to finalize the download process.



**NOTE:** The installed internet browser and its configuration, determine report export download behavior. The internet browser may automatically download the report, open the Save As window, or request if the file should be downloaded.

## 7.0 Troubleshooting

### 7.1 Access Denied Message

Figure 7-1 illustrates an Access Denied Error Message. This error occurs when a user tries to access a page they do not have access to.

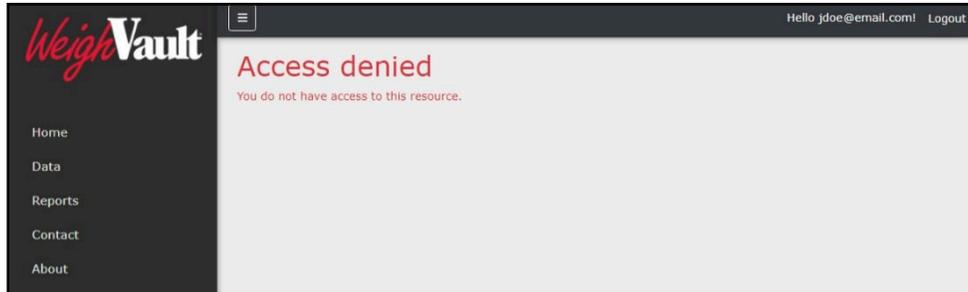


Figure 7-1. Access Denied Message

This error is resolved by requesting the administrator to change the account's Role parameter from None to User. The administrator must access the Edit user page, change the account's Role, then select Save. For more information about editing accounts, see [Section 4.2.1 on page 39](#).

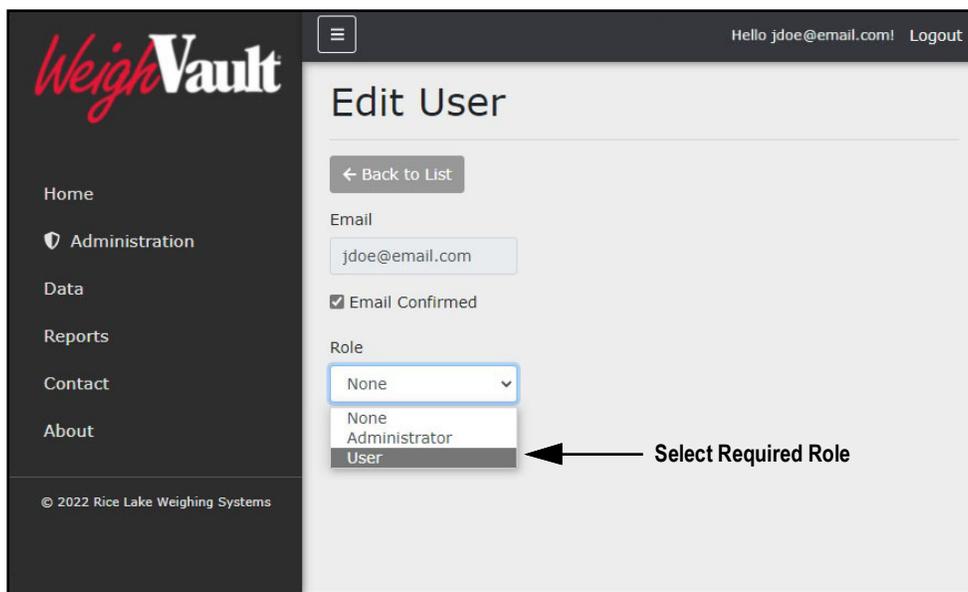


Figure 7-2. Edit User Page with Role Drop-down Menu Expanded





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