VerraDyne LLC

Print and Document manager

Ver. 3.02.xx

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2.0 VerraDyne Print Manager

The VerraDyne Print Manager is a print and email manager developed by VerraDyne. It is designed to provide users with an easy to use print/email manager for use in the windows environment, and allows the user to interact with other applications in the foreground, while a print/email job is running in background.

The VerraDyne Print Manager system is specially designed to utilize the Windows print queues and printer functions. Once a print file has been released by the VerraDyne Print Manager it is passed to the Windows print queue ready for printing. If a printing error occurs, the reporting of this error will depend upon the Windows error handling of the print files.

The VerraDyne Print Manager consists of various functional modules. This document reviews each module and explains the functions and operation of each in detail.

VerraDyne endeavors to ensure that its product documentation is presented clearly and concisely. Should any part of this documentation seem unclear, please email us at info@VerraDyne.com with your comments.

3.0 Installation

3.1   VerraDyne Print Manager

The VerraDyne Print Manager (VQUEUE) stores its data in SQL Server Tables; to which it connects using windows authentication.

During the installation of VQUEUE a database called VQueueDB will be created.

To Install the VQUEUE you need to logon to windows with administrator privileges and have full access to SqlServer to create database and tables.

To Install VQUEUE execute **Setup.cmd** from VQueue installation directory, following screen is displayed after you accept the license agreement:

Company:

Enter your company name.

Server Name:

Enter the SqlServer Instance name.

PrintQueue Directory:

Directory Name on Disk where you would like PrintQueue to be installed.

Service UserId and Password:

These values will be used for PrintQueue Service to run as, make sure UserId has full access to PrintQueue Sql database, and PrintQueue directories. UserId and password fields are optional, if you do not enter these fields you have to manually setup the Userid and password for VerraDyne PrintQueue service.

After you have entered all the information on the screen press **Install** Button. Once setup is completed you need to restart the server.

Setup program will create the VQueueDB database, and all the needed database tables.

During the installation two environment variable is created to be used by VerraDyne Printqueue

VQUEUEDIR   This environment variable is set to VerraDyne PrintQueue Directory

VDBINSTANCE   Instance of SqlServer where VQueueDB database is created

After restarting your computer, you need to execute program VQueueAdmin to complete the installation.

4.0 VerraDyne Print Manager Programs

4.1   Queue Administration(VQueueAdmin)

This program should be used by the VQUEUE Administrator, you should not provide access to end users. With this program, you can setup the default values for the print queue, as well as maintaining the printers, users, forms and archives. This program also allows you to manage files in the print queue and archived files.

To run this program, you can create a shortcut or run from the command line. To run from the command line, type the following:

DriveLetter:\VQUEUE\BIN\VQUEUEADMIN.exe

The following screen should display:
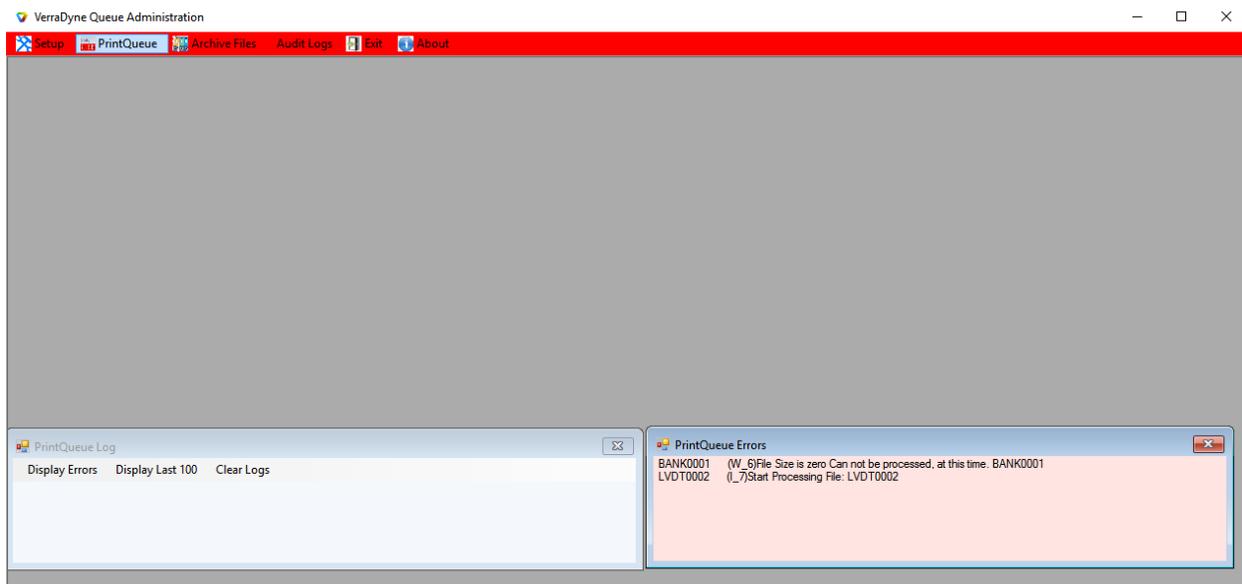
Menu Items:

SetUp   From this menu Item you can run the VerraDyne Print Manager Programs to

                 Setup the users, forms, printers, and system defaults

PrintQueue   This Menu Item will run the VerraDyne PrintQueue

Archive Files Displays the files contained in Archive directories.

Audit Logs   This Menu Item will display the Audit Logs Screen

Exit   Will exit the Queue Administration Program.

About   Will display the Version number of the Print Manager.

Displayed Forms(Screens):

PrintQueue Log   This screen displays the processing log. All the normal operations are displayed in BLUE, Error items are displayed in RED. Also by pressing *MenuItem* DISPLAY ERRORS   program will only display the processing errors. To display the detail log of the operation, check the DETAIL LOG item in Control File Maintenance program.

Note: Screen displays only last 500 log items.

PrintQueue Errors   If file cannot be added to PrintQueue, System will display the errors.

Note: Form displays only last 500 error items.

 Note: If the Menu Bar is RED it means the VerraDyne Print Manager Service is not running (You need to start the service). If the Menu Bar is GREEN the VerraDyne Print Manger Service is running and the Print Manager is operating.

4.2   Archive Names(VARCHIVE)

This module allows the creation and settings of Archive Names and defines their associated directories. Archive Names are used by the VerraDyne Print Queue to archive the processed files in specific directories (assigned to the Archive Names).

 You can execute the program from VQueueAdmin
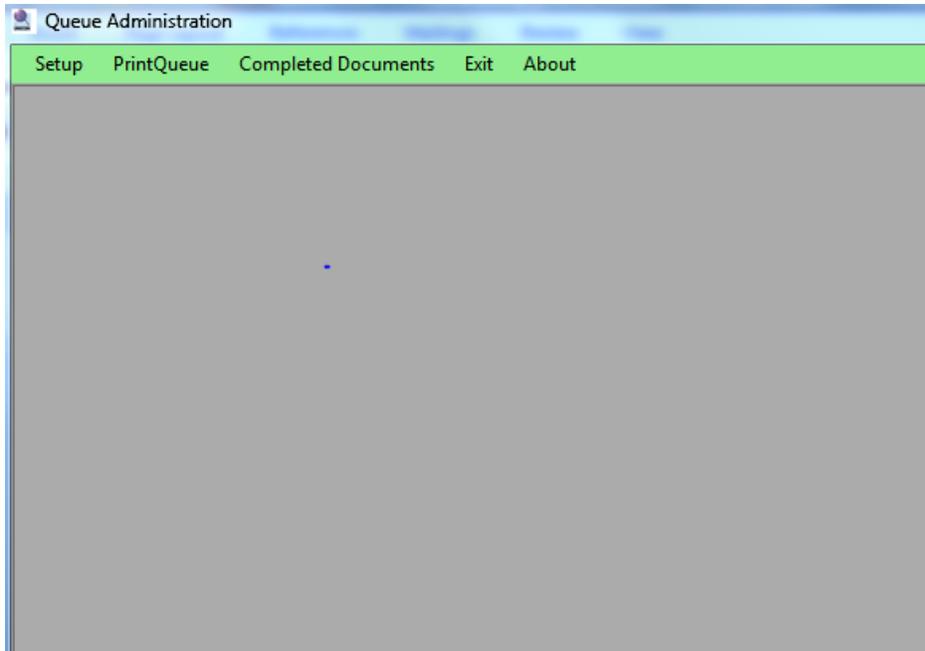
Click on Setup menu item, and select Archive Names. Following screen will be displayed:

(Or you can run the program from command line by typing: DriveLetter:\VQUEUE\BIN\VArchive)
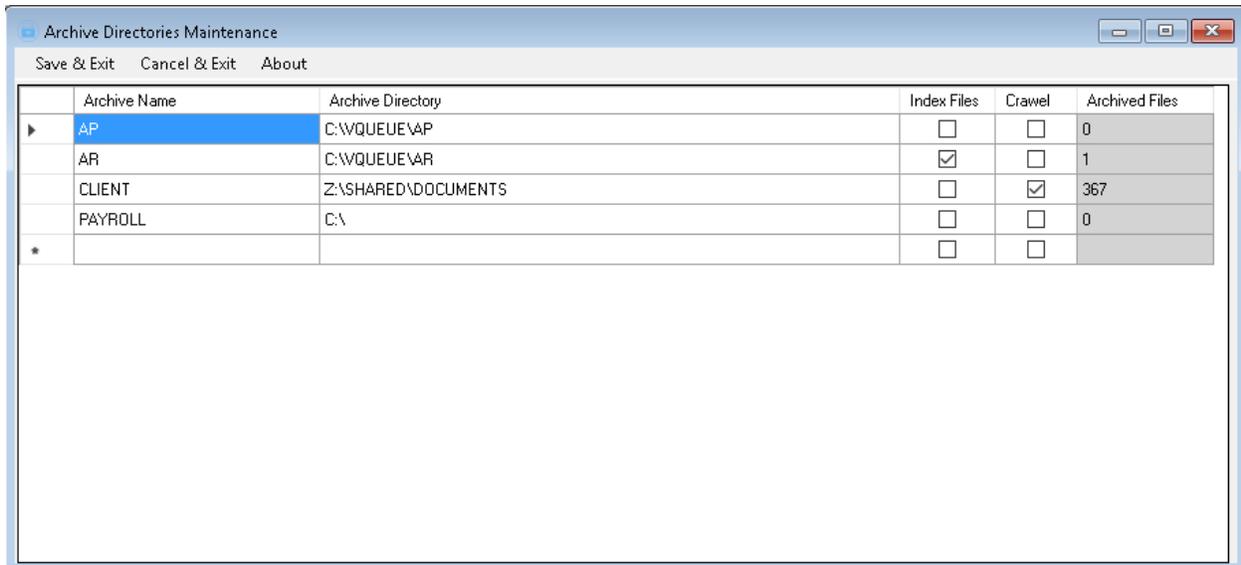
Enter **Archive Names** and Archive Directories path.

Note: You do not need to enter the full path for archive directory, if full path is not entered archive directories will be created in %VQUEUEDIR%.

Once all the archive names and directories are entered press save and exit the application. To delete an archive name right click on the archive name and select delete.

Index Files   If this field is checked program will index all the words in the processed document. PrintQueue does not index numbers or any special characters. Files are indexed when submitted to PrintQueue.

Crawl   If this field is checked PrintQueue will index all the files in the archive directory specified. PrintQueue Index crawler will monitor this directory for any file changes, system will re-index the files modified. You do not need to check **Index Files** when **Crawl** is checked.

By indexing files, in archive view you can search and find documents faster and easier.

Note: PrintQueue can only index the files with extensions of .DOCX, .DOC, .PDF and Text files.   PrintQueue cannot index the password protected or scanned PDF documents.

For PrintQueue do be able to index the Word documents you need to install Microsoft Office and make sure .NET Programmability Support feature is selected.

Archived files Column display's total number of files archived in archive directory.

4.3   Control Table (VControl)

This module allows default settings of the VerraDyne Print Manager. You can execute the program from VQueueAdmin.
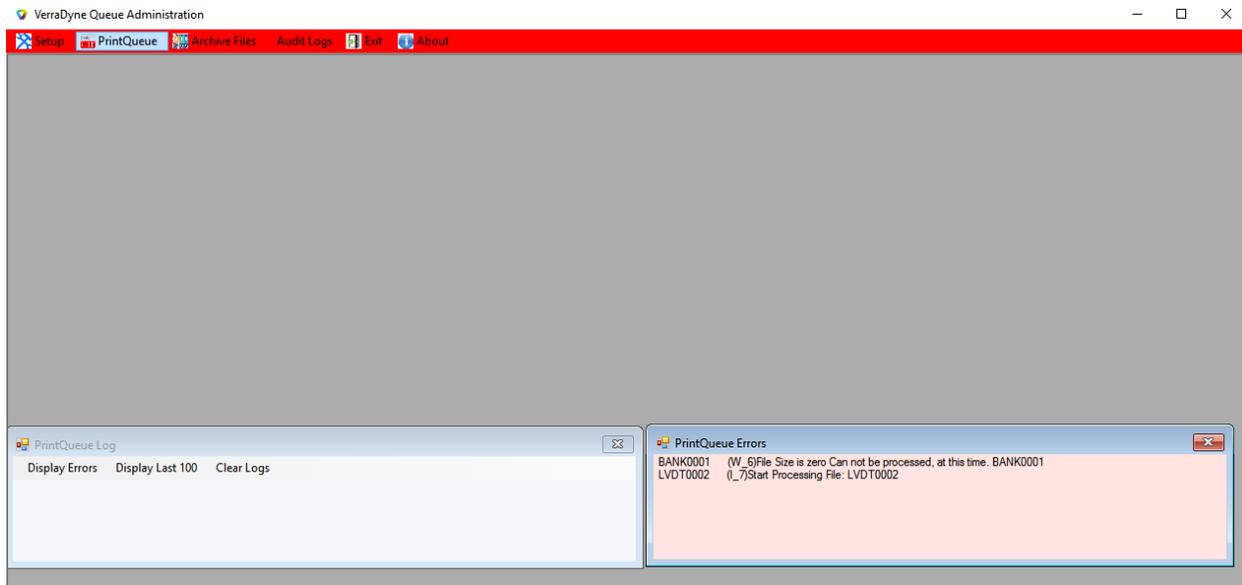
Click on the Setup menu item, and select the **Control File**. The following screen will be displayed:

(Or you can run the program from the command line by typing:
DriveLetter:\VQUEUE\BIN\VCONTROL.EXE)

Spool Directory:

Any file placed in this directory will be processed by the VerraDyne Print Manager. System supports multiple spool directories and additional spool directories can be defined in program spool and print directory maintenance.

You can place the files in this directory by using the following naming format:

Filename#P*printer_name*#C*class*#F*form*#D*disposition*#N*number_of_copies*#M*mode*#U*user*#T*ReportTime*#E*ReportDate*#R*ReportType*

Printer name (#P)- Valid printer name. If omitted will default to the default printer name from user default, if user printer is spaces PrintQueue will use the default from Control Table

Class (#C) – Valid class. If omitted will default to the default class name from user default, if user class is spaces PrintQueue will use the default from Control Table

Form (#F) – Valid form name. If omitted will default to the default form name from user default, if user form is spaces PrintQueue will use the default from Control Table

Disposition (#D) – Valid disposition, valid values are KEEP, REQUEUE or SCRATCH. If omitted will default to the default disposition from user default, if user disposition is spaces PrintQueue will use the default from Control Table

Number_of_copies (#N) – Number of copies to be printed

Mode (#M) – Valid mode, valid values are HOLD, SPOOL and ARCHIVE. If omitted will default to the default mode from user default, if user mode is spaces PrintQueue will use the default from Control Table

User (#U) – Valid user name (defined in user maintenance)

Report Time(#T) - Time of report, if not provided the Print Manager will default to the current Time

rEport Date(#E) - Date of report, if not provided the Print Manager will default to the current Date

Report Type(#R) - Report Type, please check the documentation on Report Type.

Note: If any of the # options are omitted, the system will use the default from Control Table. These options do not need to be in any order.

Enter a valid Windows directory path.

This field is required.

Print Directory:

VerraDyne Print Manager will copy the files from Spool directory to the Print directory for processing, once the file is copied to this directory, the system will delete the file from Spool

directory. You can define additional print directories in Spool and Print Directory Maintenance Program.

Enter a valid Windows directory path.

This field is required.

Archive Name:

Once the files are processed by the VerraDyne Print Manager, the files will then be copied to this directory and kept as archive. Archive Names and directories are set by using the VARCHIVE program, or selecting the setup in VQUEUEADMIN and then selecting ARCHIVE NAMES.

If you do not wish to archive the processed files leave this field blank, or set the Archive Name to NONE.

Note*: If user Archive Name, Report Type Archive Name, or Control file archive name is set to NONE file will not be archived.*

VerraDyne Print Manager Install Directory:

Enter the full path of the directory name where the VerraDyne Print Manager is installed.

Enter a valid Windows directory path.

e.g. D:\Vqueue

Default Printer:

Enter the default printer name, if the printer name is not provided within the file name, spool directory setting, report type or user default, the system will default to this printer. The printer needs to be defined in Printer/Device maintenance.

Default Form:

Enter the default form name, if the form name is not provided within the file name, spool directory setting, report type or user defaults, the system will default to this form.

The Form needs to be defined in Form maintenance.

Default Class:

Enter the default class, if the class is not provided, the system will default to this Class.

Class is any valid character, except #. If the Printer/Device is set for class spooling, the system will use any device with this class (If, for a given print file, you do not supply a printer, the system searches through the printers that can accept the specified print class.).

Default Disposition:

Valid values for disposition are:

SCRATCH	*F*ile will be scratched after processing (Printing or Email). If the File is set to be archived, the file will be archived in the archive directory.
KEEP	After processing (Printing or Email), the file entry from the queue will be removed. The file on the disk will not be scratched. If the archive is set, the file is copied to the archive directory.
REQUEUE	After processing, the Print Manger will leave the file entry in queue, and the file is not scratched from disk. Entry status will be set to HOLD after processing, the file is not copied to the archive directory.

Default Mode:

Valid values are:

ARCHIVE	If mode is set to ARCHIVE file will not be printed or spooled, file will be moved to archive directory. Make sure archive directory is set in control file.
HOLD	The File is on hold and will not be processed until it is released.
SPOOL	The File is spooled for processing, and as soon as the device is available, file will be printed or emailed.

Refresh:

If checked, the program will refresh the administration screen and queue screen.

Admin:

Number of seconds you would like the Administration screen to be refreshed at. If the field is set to zero, the screen will not be refreshed.

Queue:

Number of seconds you would like Queue screen to be refreshed at. If field is set to zero, screen will not be refreshed.

Detail Log:

If checked, the program will write a detail log of operations. This should be used only if you are having problems with processing.

User Logon:

If this is checked, users can not access the queue without entering a valid user and password.

Remove non-existing files:

If this field is checked, the program will remove the files from the queue file after the number of days entered. Non-existing files are the ones that do not exist on disk.

Debug Mode:

This box should never be checked. It is used by VerraDyne for debugging the application.

Archive in Pdf Format

If checked PrintQueue will archive all the files in PDF format.

Retention Days

Number of days the file will be archived for, if set to 0 the file will not be deleted from the archive. Files will be deleted after the number of retention days is reached.

Retention Versions

Maximum number of versions to be kept in the Archive. When the retention days of a file is reached the file will be deleted without checking the retention version. If retention Version is set to 0 program will not delete the file from archive based on the retention versions. So, if Retention version and Retention days are set to 0 file will never be deleted from archive,

Note: Retention days and retention versions are set on a file when the file is archived and cannot be modified after the file is archived.

Clear Detail Logs after

If no files exist in Archive or Queue, detail logs for non-existing files will be deleted after the number of days reached. Valid values are 1 thru 999.

Delete files from Queue after # days

This is the number of days file will stay in Queue. If set to 0 files will stay in queue indefinitely.

e.g. if set to 10. All files older 10 days will be deleted from Queue.

Do not add duplicate files to Queue

If checked print queue will check the file in spool directory against the print directory, if both files are same, file will not be added to queue. File will be deleted from spool directory if **Delete Dup** is checked. When this function of print queue is used and Delete Dup is not checked care should be taken, since all the duplicate files will be left in spool directory.

SMTP Host Name:

Enter the outgoing SMTP mail server.

Use Default Credentials:

If checked, when sending email user will not use the username and password for SMTP authentication.

Use SSL:

When sending emails will use Secure Sockets Layer. Your SMTP Server must support SSL.

PORT:

Port used by Smtp Server. If left spaces system will default to port 80.

UserName and Password:

This is your username and password for SMTP authentications. If default is used you do not need to enter the username and password.

TEST SMTP:

By pressing this Button, you can test your SMTP settings. Program will send test email to *Email From* address.

Email From:

Enter the default email address. This email address will be used when emailing documents.

Subject:

Enter the subject line for all outgoing emails.

Body:

 Enter the Body of the email for all outgoing emails.

Email Errors:

If this box is checked, the system will email all the errors to a specified email address. On this release of the product this function is not activated, and is for future use.

To save the information entered press the *Save* Button on the menu. To exit without saving the information press the *Exit* Button.

4.4   Spool & Print Directories(VPrintDir)

This module allows you to define additional Spool and Print Directories.

You can access this module from the VQueueAdmin Setup menu item. Press *Setup* Menu item and select **Spool & Print Dir** option (Or you can run the module by typing DriveLetter:\VQUEUE\BIN\VPrintDir.Exe on command line).

 The following screen should be displayed:
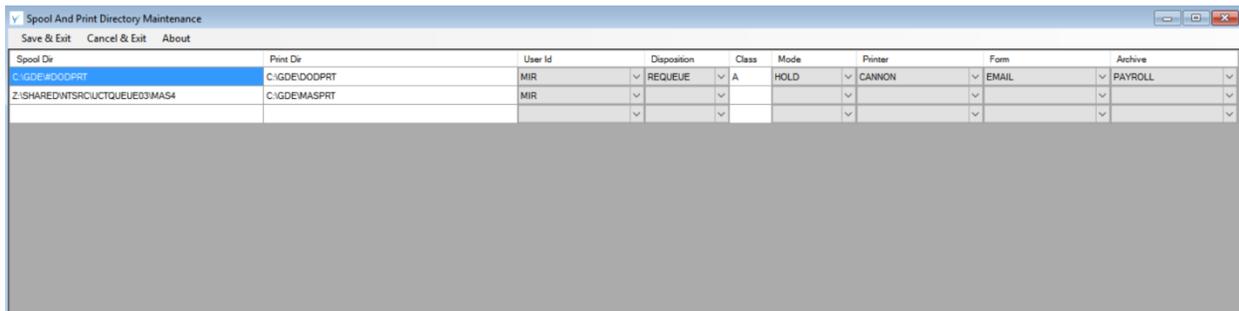
You can add additional Spool and Print Directories by using this module. This module also allows you to setup specific defaults for each spool dir. If you do not enter any of the defaults system will default to values from Control Maintenance.

You can set a specific user for each spool directory. If the user has been specified for spool directory, the owner for all the files in this directory will be set to the user id specified.

Any file placed in any of these directories will be processed and files will be copied to default print and archive directories. Once you have entered all the additional directories press **save** to

save the information. If you wish to delete an entry select the row and press mouse right click to delete the entry.

Note: If you do not specify the full path for spool and print directory, directories will be created in Queue(VQueueDir) Directory.

4.5   Email Groups(VEmailList)

This module allows you to define email groups, email groups are used for emailing documents from PrintQueue.

You can access this module from the VQueueAdmin Setup menu item. Press *Setup* Menu item and select **Email Groups** option (Or you can run the module by typing DriveLetter:\VQUEUE\BIN\VEmailList.Exe on command line).

 The following screen should be displayed:
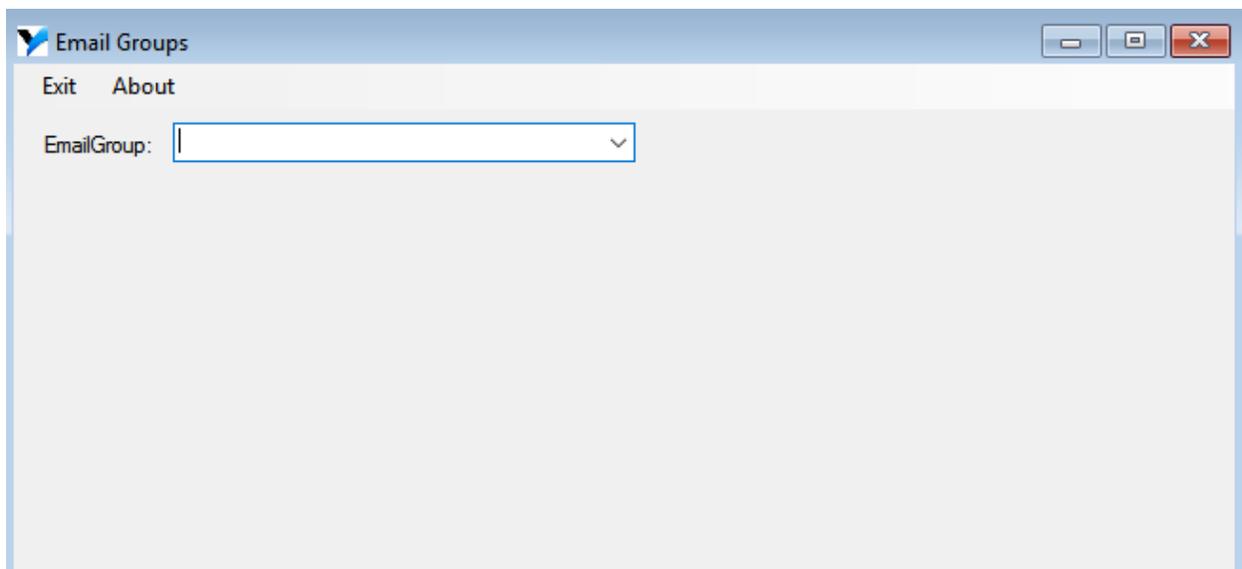
Enter the email group you wish to setup and press enter.
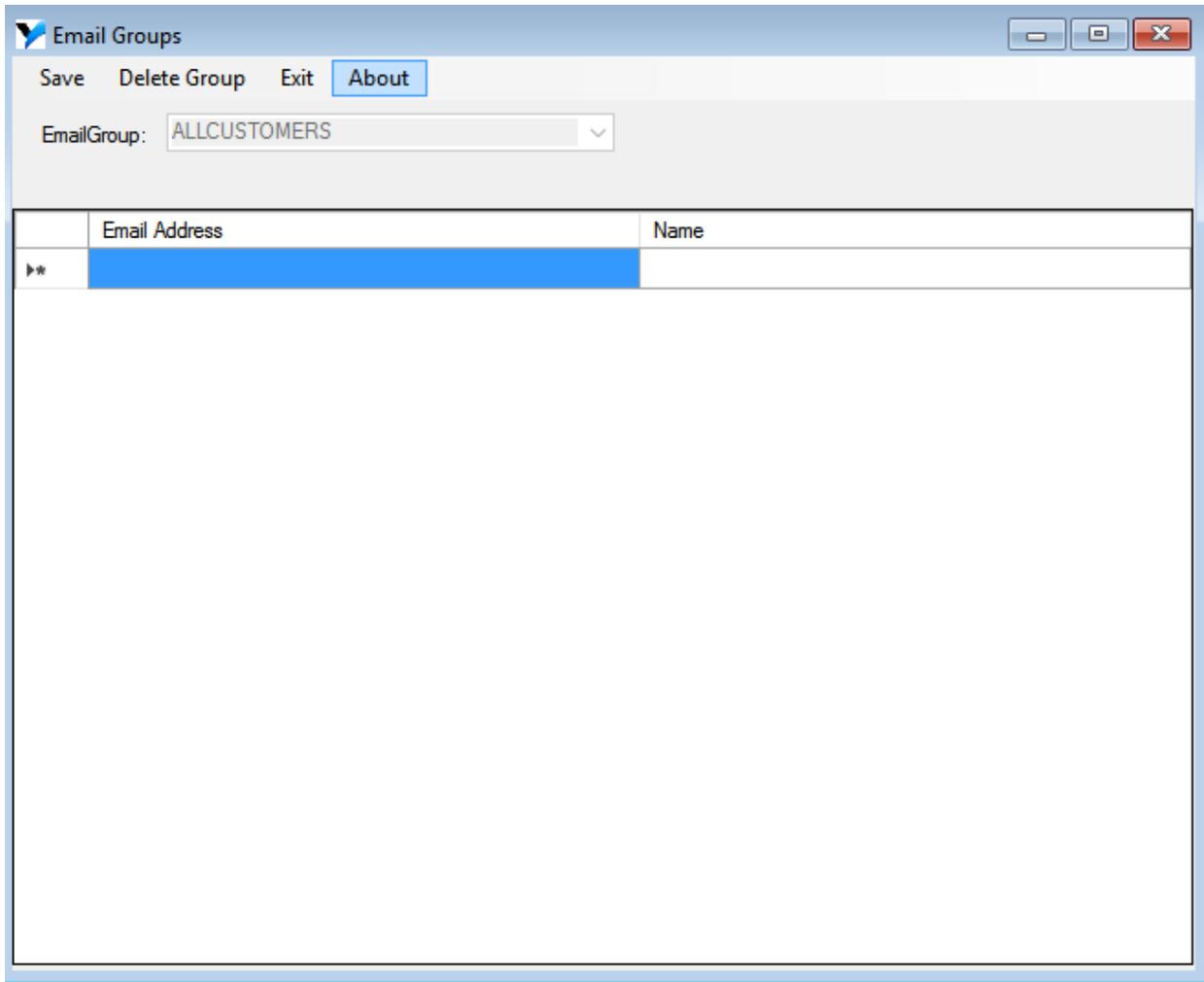
Enter all the email addresses within email group and press **Save** to save the information. If you wish to delete the entire group press **Delete Group.** To delete an individual email from email group right click on email address and select delete.

4.6   Email Templates (VTemplate)

This module allows you to define email Templates. Email template is used as default email subject and Body for emails.

Email templates can be set up as part of filename by using **#V** as part of the filename..

You can access this module from the VQueueAdmin Setup menu item. Press *Setup* Menu item and select **Email Templates** option (Or you can run the module by typing DriveLetter:\VQUEUE\BIN\VTemplate.Exe on command line).

The following screen will be displayed:
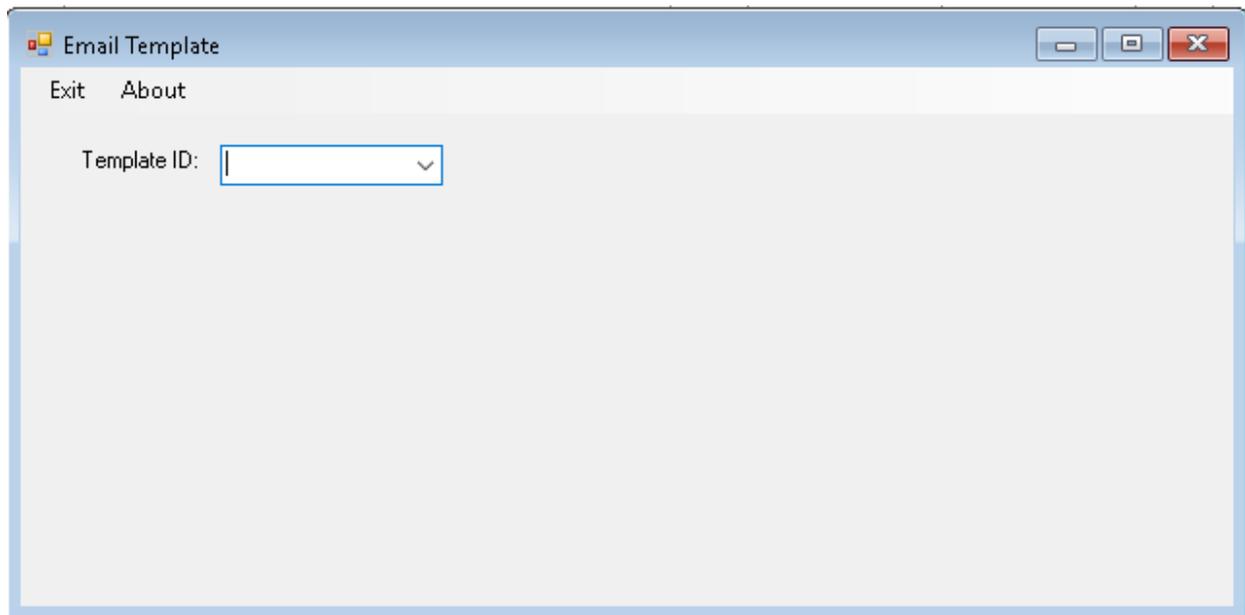
Enter the email template you wish to setup and press enter.
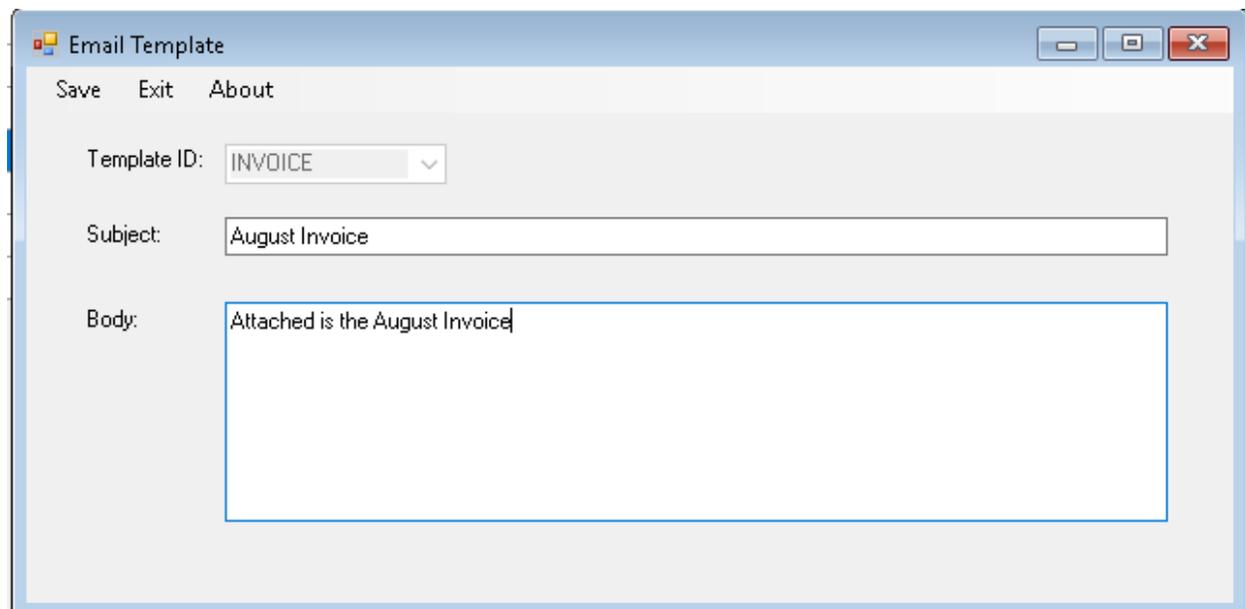
Enter The Subject and Body of the Email for this template and press **Save** to save the information. If you wish to delete the template press **Delete.**

You can use the Template by masoud

4.7   Printers (VPrinter)

In order to use the VerraDyne Print Manager, each printer must be defined using a Module named **VPrinter**. Vprinter allows users to map the Windows printers to VerraDyne Print Manager Devices.

You can access this module from the VQueueAdmin Setup menu item. Press **Setup** Menu item and select Printers option (Or you can run the module by typing DriveLetter:\VQUEUE\BIN\VPRINTER.Exe on command line).

 The following screen should be displayed:
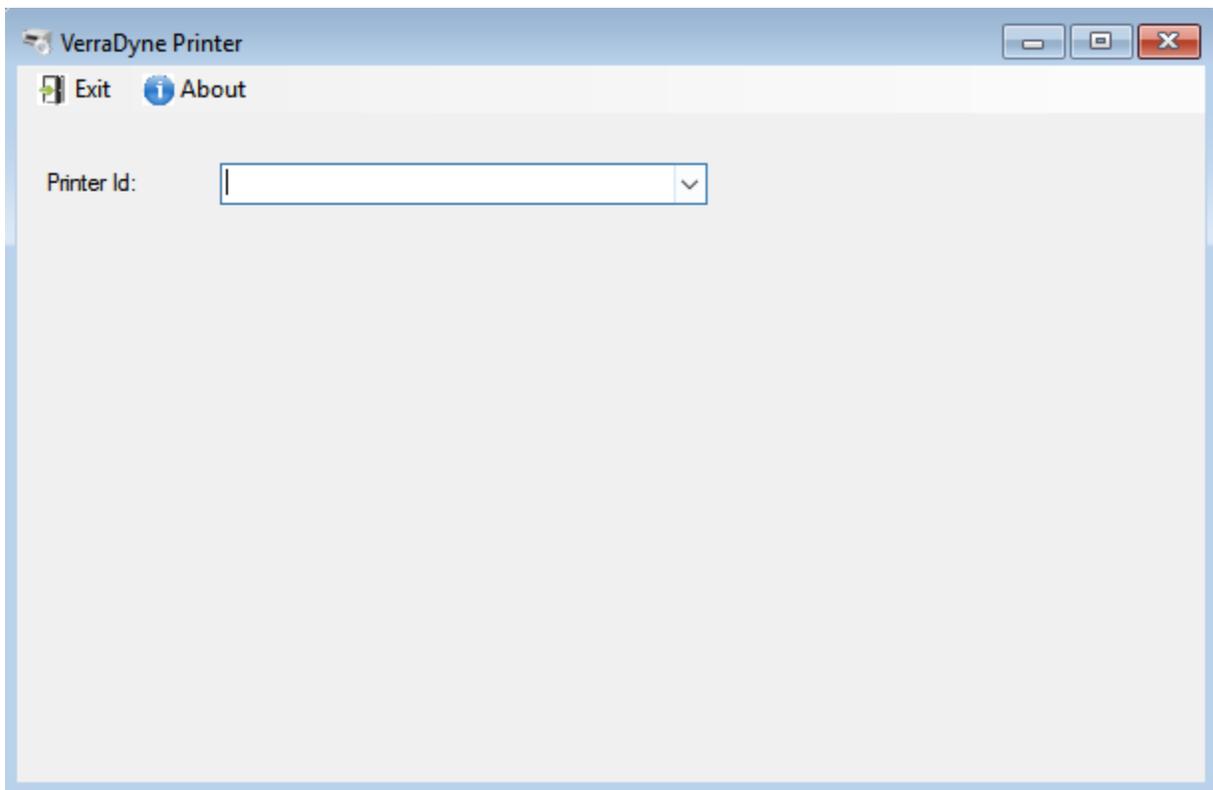
This program allows you to maintain the existing devices or enter a new one. To enter a new one type the name of the device and press the **enter** key. To modify an existing printer you can type the name or select from the list, and press **enter**.

Once a printer name is entered the following screen is displayed:

VPrinter Field Definitions:

Printer Device:

Select a valid printer from the list of printers (This list is a list of all the valid printers within system). If a Device is being used only for email, select EMAIL. If you are going to print the document and email, select a valid printer device.

Printer Supports PCL

If your printer supports PCL Code (Printer Control Language) select this check box.

Printer Classes:

Valid printer classes are any valid character except #. You can define up to 18 different classes for each given printer. Print Manager can use these classes to direct the print jobs to specific printers.

If, for a given print file, you do not supply a Printer Name, Print Manager searches through the system and looks for printers which can accept the specified print class.

Banner:

If for a specific Class you wish to print a Banner Page. You can modify the Standard Banner page in DriveLetter:\VQUEUE\Banner\Banner.Txt. Print Manager will only use the file name BANNER.TXT so file name cannot be changed but you can modify the content of the BANNER.Txt. For Banners to print correctly Printer has to support PCL.

Banner Paper Tray:

Select the tray to be used for the Banner Paper. This is useful when you would like to use different paper for banners. (Note: This option only works When Printer supports PCL.)

Printer Status:

Print Manager checks this field to see if the printer is available for use.

Valid Options are:

        Available – Device is available for use

        Busy - Device is busy

        Disabled – Device is disabled

You might need to reset this field if there was a problem with the Print Manager. If the program crashes in the middle of a print/email job, the field will be set to busy. You can change it manually or, the next time print manager service starts, Print Manager will reset the field to available.

Files Printed:

Number of print files printed on this printer since last Cleanup (PrintQueue will reset the number to 0 at start of the day).

Files Queued:

Number of files currently queued for this Device.

Print File:

Name of the last print file printed on this printer.

Form:

This is the form name of the last print job completed. The system uses this field to check to see if form acknowledgment is needed.

Eject Before Printing:

If it is checked, Print Manager will eject a page prior to starting the print job.

Eject After Printing:

If it is checked, Print Manager will eject a page after it has finished printing.

Remove first page eject:

If it is checked, Print Manager will remove the first page eject from print file before printing.

Class Spooling:

If it is checked, the printer will accept other print jobs assigned to different printers. It will only do so if the print class on the file matches one of the classes defined for this printer.

Form Control:

If it is not checked, the system will ignore the form name and will print the files without asking the user for form change acknowledgment. If it is checked the User must acknowledge the form change, if the file being printed does not have the same form name as the last print job.

4.8   Forms(VForm)

This module allows the user to define distinctive Character Pitch, page orientation, margins, setup email and print options for document.

You can access this module from the VQueueAdmin Setup menu item. Press *Setup* Menu item and select Forms option (Or by typing the following line on command line and pressing ENTER DriveLetter:\VQUEUE\BIN\VFORM.EXE). The following screen should be displayed:
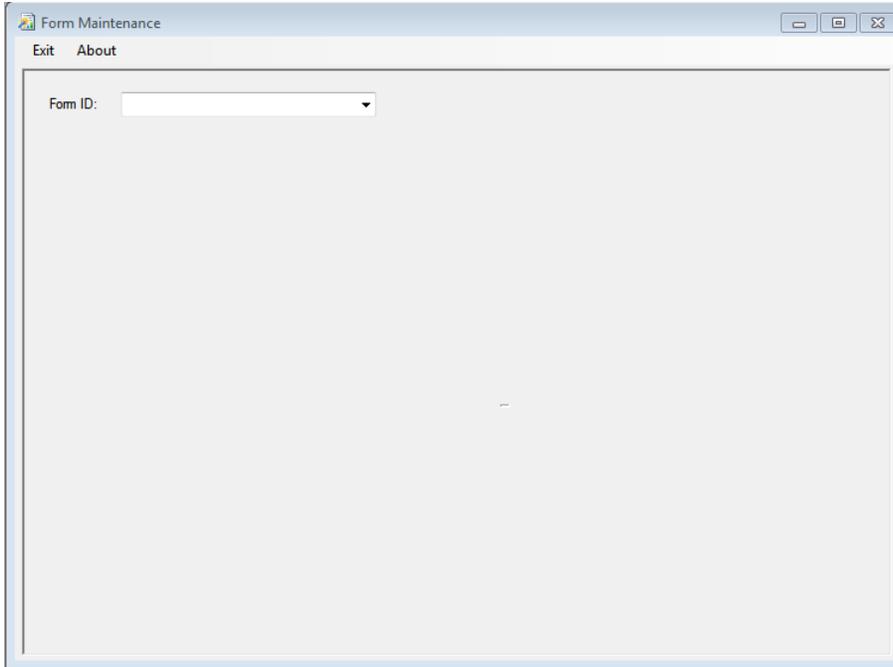
To create a new form, type the form name and press **ENTER**, to modify an existing form select from the list or type the forms name and press **ENTER**. Once ENTER is pressed, the following screen is displayed:
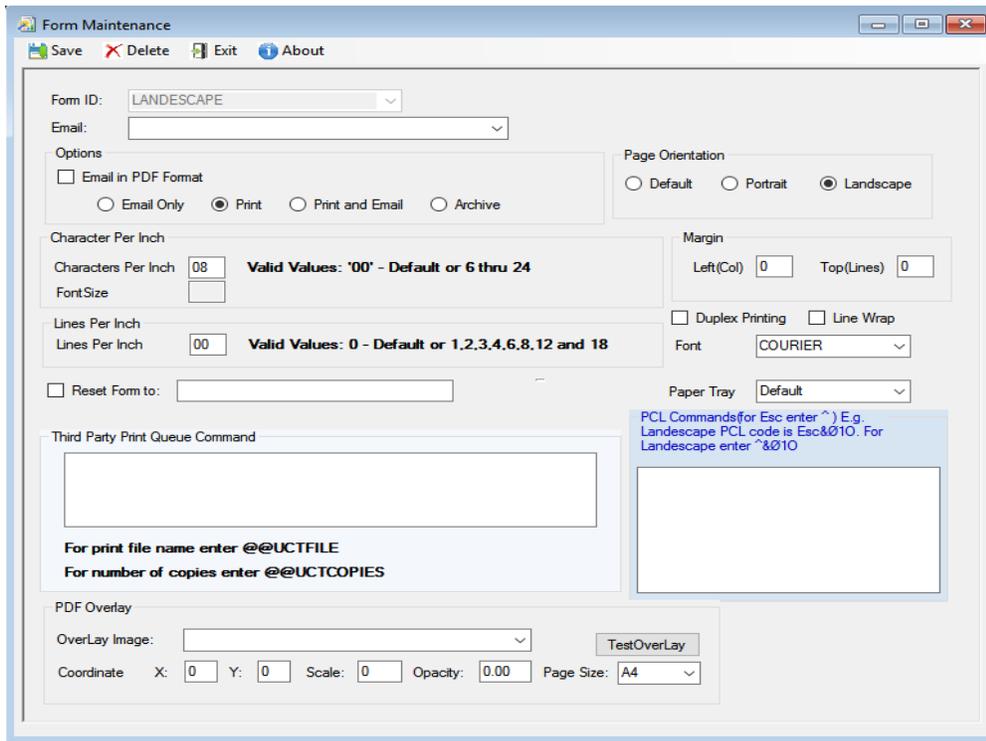
VForm Field Definitions:

Email:

If you are going to use this form for email, you need to enter a valid email address, or if you would like to email the document to group of people, enter the email group name. To create an email group you can use using Email Group Program (VEmailList).

Email in PDF format:

If checked, all text documents will be converted to PDF and attached to email before sending. If not checked, files will be emailed as text files.

Email Only, Print, Print and Email, Archive:

You can select one of the above options to email a document, print, print and email, or Archive.

If Archive is checked, the Print Manager will archive the file and the file will not be printed or emailed.

Page Orientation:

Default   - Documents will be printed based on the default settings of the printer.

Portrait   - Documents will be printed in portrait format (Overrides printer default setting).

Landscape   - Documents will be printed in landscape format (Overrides printer default settings).

Characters per inch:

Enter the number of characters per inch you wish to be printed. If you enter 0, the Print Manager will default to the Device settings.

Margin:

Enter the left and top margins for printing.

Lines per inch:

Enter the number of lines per inch you wish to be printed. If you enter 0, the Print Manager will default to the Device settings.

Duplex Printing:

Select the box for Duplex Printing.

Line Wrap:

If this box is selected, the Printer will wrap the print lines if the line does not fit in a page.

Font:

Select the Print Font.

Paper Tray:

Select the Printer Paper tray.

Reset Form Number To:

If the check box is checked, the Print Queue will reset the form name after printing to name provided.

Third Party Print Queue Command:

If you are using a third-party print queue, enter the command in this field for the file name use @@UCTFILE, and for the number of copies use @@UCTCOPIES. Print Queue will submit the print job to third party print queue once it is released.

PCL Codes:

You can enter any additional printer control codes you need in this area. Before starting to print, the print manager will add the entered PCL codes to the beginning of report before printing. Make sure for ESC you enter ^. If your printer does not support PCL, the system will use the Printer Default values for printing.

For Example PCL code for landscape and 8 lines per Inch is Esc &01O Esc &Ø8D, You need to enter ^&01O^&08D.

PDF Overlay

You can define overlay image which will be used when displaying the file in PDF format. To use the overlay function, enter full path and name for overlay image, enter the values for coordinates, scale, opacity, and page size. By pressing **TestOverlay** button you can view a test document with overlay. Once **TestOverlay** button is pressed following screen is displayed:
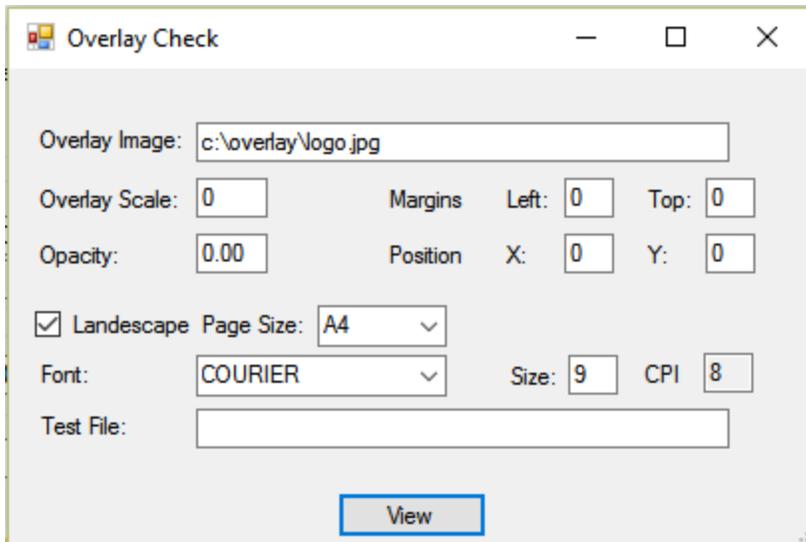
You can enter the path and filename for test file and press **View.** Program will display the file in PDF format with overlay. You can adjust margins, position, scale, and all other options on the screen. All the adjustments made in this screen will update the Vform information.

4.9   Users (VUser)

Before using VerraDyne Print Queue all print queue users must be defined using this function.

You can access this module from VQueueAdmin, Setup menu item. Press **Setup** Menu item and select Users option (Or you can run this module by typing DriveLetter:\VQUEUE\BIN\VUSER.exe and pressing ENTER). The following screen should be displayed:
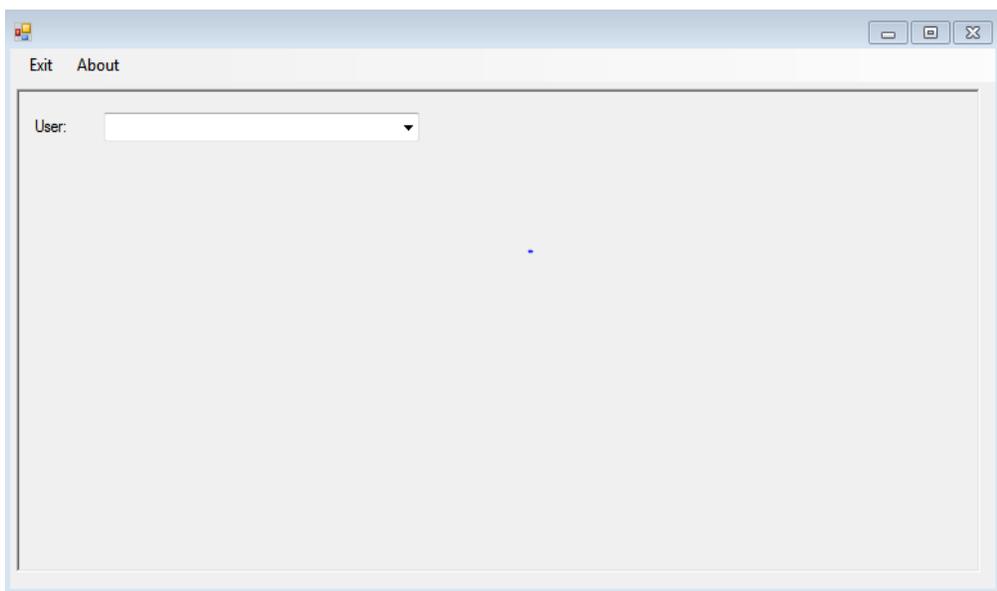
To add new users, enter the user id and press **ENTER**. To modify an existing user, enter the user id or select from the drop-down list, and press **ENTER.** Once the enter key is pressed the following screen is displayed:

VUser Field Definitions:

Password:

Enter the user's password, a password is used when the logon screen is displayed before allowing user access to the print queue. The logon screen is only displayed when the user logon check box is checked within Control File screen. If the user logon field is not checked you do not need to define a password.

Note: Password is encrypted.

Code:

Used in password encryption. You do not need to enter this field, but if any value is entered system will use to create more complex encryption.

Name:

Enter a user name, this field is only for information and is not used by system.

Email:

The users Email address, this email is used when emailing documents (Email From). If left blank the print queue will use the default email address from the Control File screen.

Defaults:

Printer:

Default printer for this user. If left blank, the print queue will default to the printer from the spool directory or Control File screen. Default values are only used when the printer is not provided in filename(#P) when submitting jobs to the print queue.

Form:

Default form for this user. If left blank the print queue will default to the form from spool directory or Control File screen. Default values are only used when form name is not provided in filename(#F) when submitting jobs to print queue.

Class:

Default class for this user. If left Blank the print queue will default to the class from the Control File screen. Default values are only used when class is not provided in filename(#C) when submitting jobs to print queue.

Mode:

Default Mode for this user. If left Blank the print queue will default to the mode from the spool directory settings or Control File screen. Default values are only used when mode is not provided in filename(#M) when submitting jobs to print queue.

Disposition:

Default disposition for user. If left blank the print queue will default to the disposition from the spool directory setting or Control File screen. Default values are only used when Disposition is not provided in filename(#D) when submitting jobs to print queue.

Archive:

Default Archive Name for user. If this field is left blank the print queue will use the default Archive Name from the spool directory setting, or Control File screen. If you enter a value in this field, when the print or email job is submitted, the print queue will archive the file in this directory associated with archive name (Ref 4.1). If Archive Name is set to NONE, any file owned by this user will not be archived.

Access:

Controls user access level to print queue. Valid values are:

- **ADMIN** - User will be granted full access to the print queue. Print queue will display all the files, and the user will have full access to all the files in the print queue.

- **FULL** - User will have full access to the print queue. Print queue will display all the files, and the user will have full access to all the files in the print queue.

    Note: Currently there is no difference between options ADMIN and FULL.

- **USER** - User will have full access only to the files created by user.

- **VIEW ALL** - User will have full access to files created by user. User will be able to see all other files in the print queue, but cannot display, change, or release all other files not created by this user.

Archive Access:

Full Access:

If the Check box is selected, the user will have access to all the directories and documents in the archive directories.

User Can Delete Archive Files:

If the Check box is selected, the user will be able to delete the Archived files in Archive View Program.

Archives Accessible By User

Enter Archive names that the user can access. Any archive name entered here will allow the user to have full access to the files and directories. When entering multiple archive names make sure you separate the names by COMMA (,).

Once you have entered all this information on the screen press the *save* key from menu to save the record. If you would like to exit the module without saving, press the *exit* key.

4.10 Report Type (VRPTTYPE)

Report Types can be used to set up defaults for the print files. Print Manager, when placing the files in PrintQueue, will check the print filename to see if it matches a report type entered here, if it matches PrintQueue will use all the defaults from this program. Print Manager will also use the option #R within print file name, if #R is used the Print manager will use the report type name provided by #R option.

e.g.

 If the Filename is INVOICE.TXT, the Print Manager will check for name INVOICE to see if there is a report type by that name (Print manager will delimit the name by ".").

 If the Filename is INVOICE_001.Txt, the Print Manager will check for name INVOICE to see if there is a report type by that name (Print manager will delimit the name by "_").

If the Filename is REPORT_001#RINVOICE, the Print Manager will check for name INVOICE in report type table.

You can access this module from the VQueueAdmin, Setup menu item. Press *Setup* Menu item and select the Report Type option (Or you can run this module by typing: DriveLetter:\VQUEUE\BIN\VRPTTYPE.exe and pressing ENTER). The following screen should be displayed:
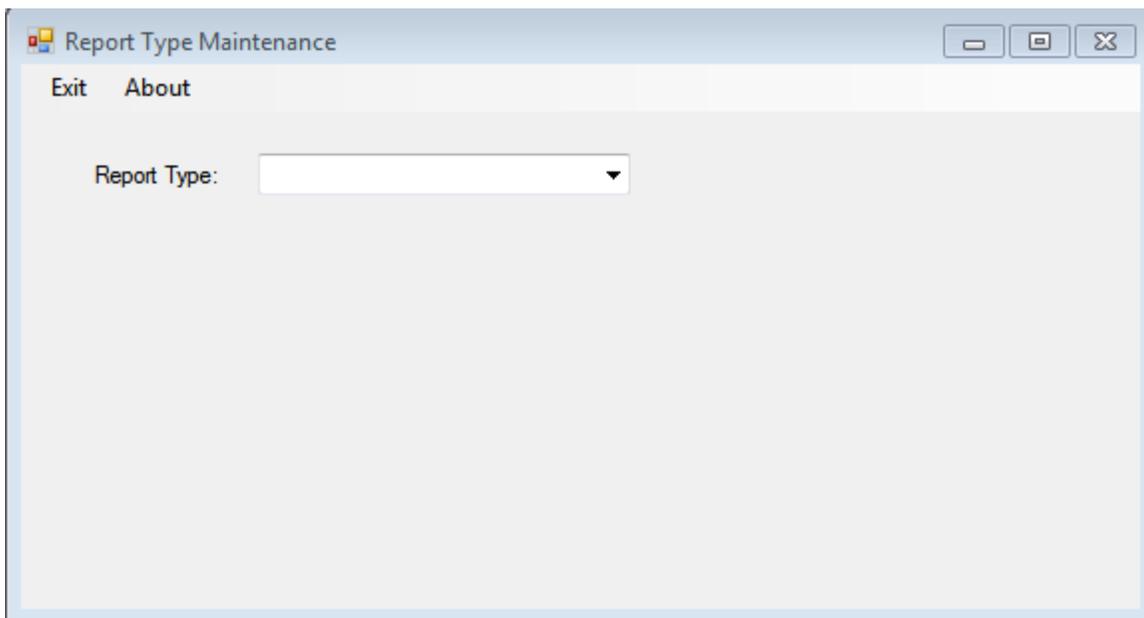
To add new report type, enter the report type and press *ENTER*. To modify an existing report type, enter the report type or select one from drop down list, and press *ENTER* Once enter is pressed the following screen is displayed:
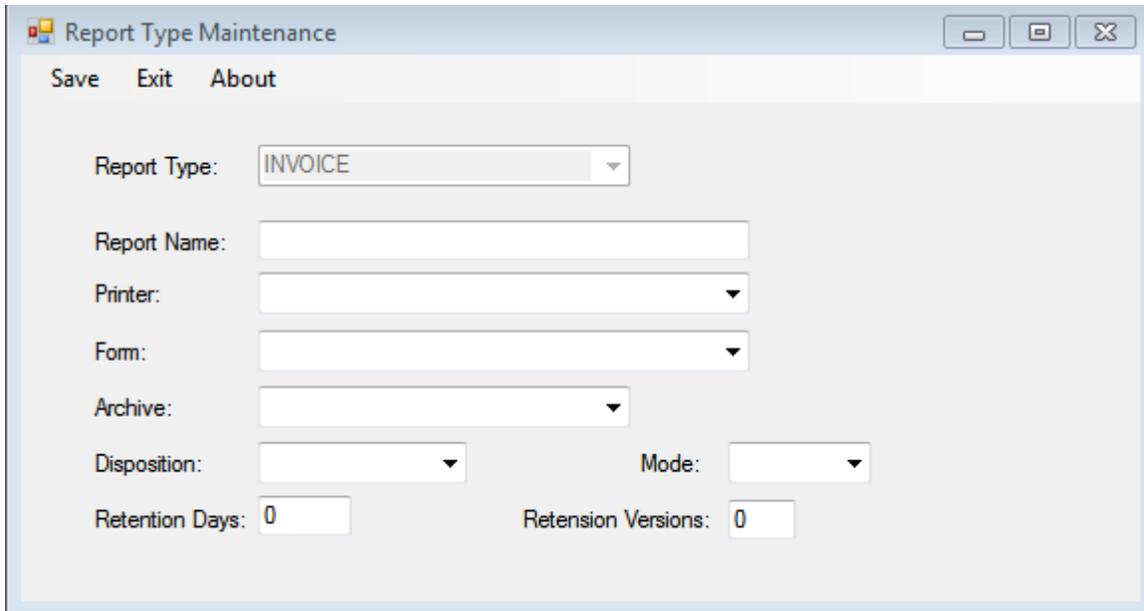
Report Type field definitions:

Report Name

Enter the name of the report. This field is only for information.

Printer

Select the default PRINTER from list. If you do not enter any printer, the print manager will default to the user's printer default, and if there is no user printer default, print manager will use the default printer from the Control File Screen.

Form

Select the default FORM from the list. If you do not enter any form, the print manager will default to the user's form default, and if there is no user form default, the print manager will use the default form from the Control File Screen.

Archive

Select the default ARCHIVE NAME from the list. If you do not enter any archive name, the print manager will default to the user's archive default, and if there is no user archive default, the print

manager will use the default archive from the spool directory setting or Control File Screen. If you set the Archive Name to NONE, program will not archive the file.

Disposition

Select the default DISPOSITION from the list. If you do not enter any disposition, the print manager will default to the user's disposition default, and if there is no user's disposition default, the print manager will use the default disposition from the spool directory setting or Control File Screen.

MODE

Select the default MODE from the list. If you do not enter any mode, the print manager will default to user's mode default, and if there is no user's mode default, the print manager will use the default mode from the spool directory setting or Control File Screen.

Retention Days

Number of days the file will be archived for, if set to 0 the file will not be deleted from the archive. Files will be deleted after the number of retention days is reached.

Retention Versions

Maximum number of versions to be kept in the Archive. When the retention days of a file is reached the file will be deleted without checking the retention version. If retention Version is set to 0 program will not delete the file from archive based on the retention versions. So, if Retention version and Retention days are set to 0 file will never be deleted from archive,

Note: Retention days and retention versions are set on a file when the file is archived and cannot be modified after the file is archived.

Once all the information is entered press the *Save* key to save the record.

4.11 Add Files To Queue(VLoad)

This program allows users to add entries to the queue file.

Print Manager will automatically add any file placed in the SPOOL directory, with this module you can add the files to the print queue without placing the file in the SPOOL directory.

You can access this module from VQueueAdmin, Setup menu item. Press the *Setup* Menu item and select the *Add Files to Queue* option (Or you can run the module by typing

DriveLetter:\VQUEUE\bin\VLOAD.exe on command line). The following screen should be displayed:
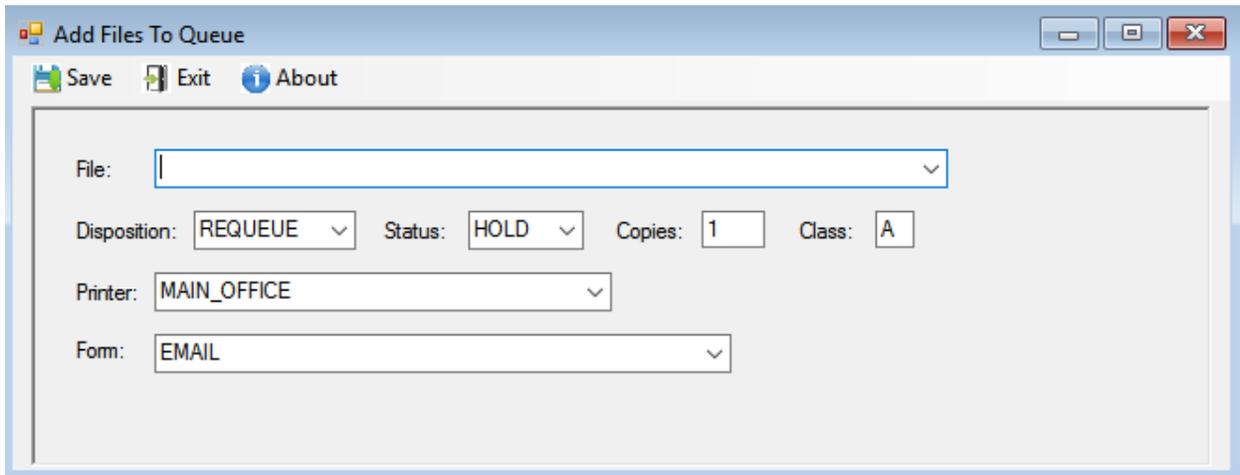
VLoad field definitions:

 File:

Enter the file name to be added to the print queue (full path).

Disposition:

Enter a valid disposition. Valid values are:

> **KEEP** - Do not scratch the file after printing or emailing.
>
> **SCRATCH** - Scratch the file after printing or emailing.
>
> **REQUEUE** - After completing printing or emailing the file, re-queue the file in queue with status of HOLD.

Status:

Enter a valid Status. Valid values are:

> **HOLD** - Hold the file in queue until it has been released by the user.
>
> **SPOOL** - Start printing or emailing the file as soon as possible.

Copies:

Number of copies to be printed. This field is not used for emailing files, it is always 1 copy.

Class:

Enter the valid class for the file (# is not a valid class).

Printer:

Enter a valid printer name or select from the list (the printer needs to be defined in VPrinter).

Form:

Enter a valid form name or select from the list of available forms.

Once all the information is entered press the **save** key from the menu. To exit the program, press the **exit** key from the menu.

4.12 VerraDyne PrintQueue(VQueue)

This program allows users to manage their print files as well as their files to be emailed. You can run the program from the VQueueAdmin screen (by selecting the PrintQueue Menu Item) or run by typing: DriveLetter:\VQUEUE\bin\VQUEUE.exe on the command line. If in Control File Maintenance, you have set this user's logon. The Program initially will display a logon screen and ask for a User Id and a Password before allowing a user access.

Once you have executed the VQueue program, the following screen is displayed:
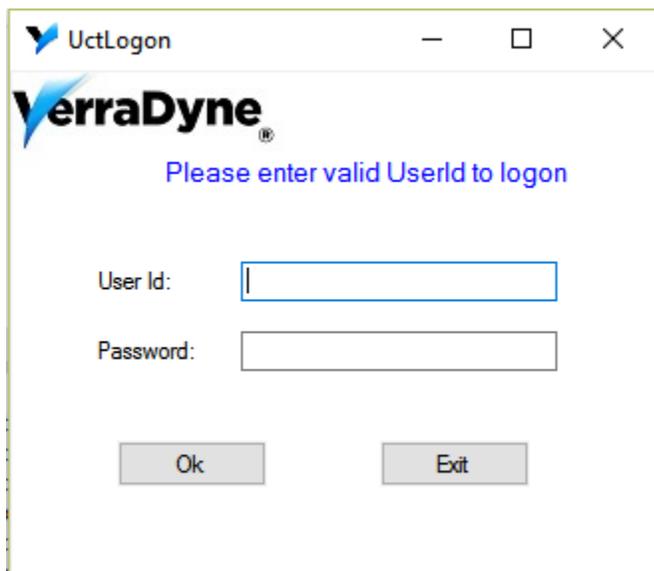
You must enter a valid User Id and Password before you can access the main screen.

This program will display the entries based on the flag settings for the spooler on the user definition screen (VUser). Valid values for the spooler settings are:

ADMIN   Users can view and modify all the entries. On This release of product there is no difference between ADMIN and FULL option.

FULL   Users can view and modify all the entries

USER   Users can view and modify only their own entries. All other entries will not display.

VIEW ALL   All the entries are displayed but users can only modify and release their own entries.

Once the program is run, the following screen is displayed…
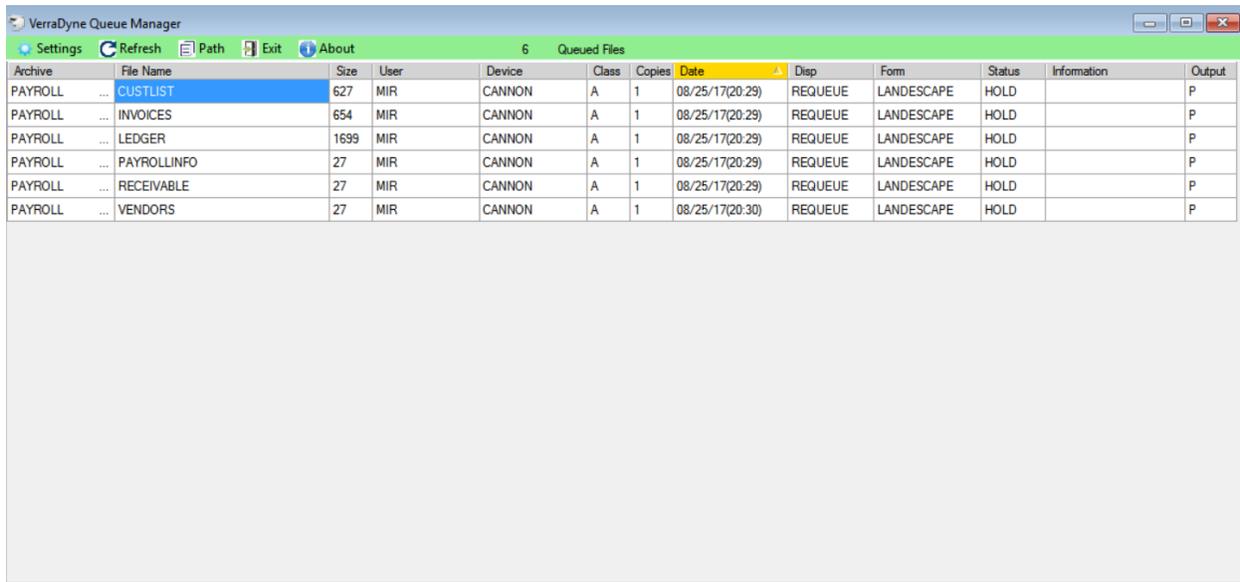
Archive		File Name	Size	User	Device	Class	Copies	Date		Disp	Form	Status	Information	Output
PAYROLL	...	CUSTLIST	627	MIR	CANNON	A	1	08/25/17(20:29)		REQUEUE	LANDESCAPE	HOLD		P
PAYROLL	...	INVOICES	654	MIR	CANNON	A	1	08/25/17(20:29)		REQUEUE	LANDESCAPE	HOLD		P
PAYROLL	...	LEDGER	1699	MIR	CANNON	A	1	08/25/17(20:29)		REQUEUE	LANDESCAPE	HOLD		P
PAYROLL	...	PAYROLLINFO	27	MIR	CANNON	A	1	08/25/17(20:29)		REQUEUE	LANDESCAPE	HOLD		P
PAYROLL	...	RECEIVABLE	27	MIR	CANNON	A	1	08/25/17(20:29)		REQUEUE	LANDESCAPE	HOLD		P
PAYROLL	...	VENDORS	27	MIR	CANNON	A	1	08/25/17(20:30)		REQUEUE	LANDESCAPE	HOLD		P

VQUEUE Column Definitions:

SEQ:

This field displays the sequence number of the entry in queue, and it is incremented by 1. The last entry will have the total number of entries for that user or all the users depending on the option selected in the User or Control File defaults. In filter setting you can select not to seethis column.

File Name:

Document name or full file path on Disk. The program will display the path of the filename as default. You can press the *File* button on the menu, and the program will only display the document name. Filename column is not modifiable. File can be displayed by double clicking on the filename. You can delete or remove the entries from the queue by right clicking on the filename. If you select *Delete*, the entry will be removed from the queue and the file is deleted from the disk. If you select *Remove*, the entry will be removed from the queue, and the file is not deleted from the disk. By selecting **Detail Info** option, you can view the detailed log regarding the selected file.
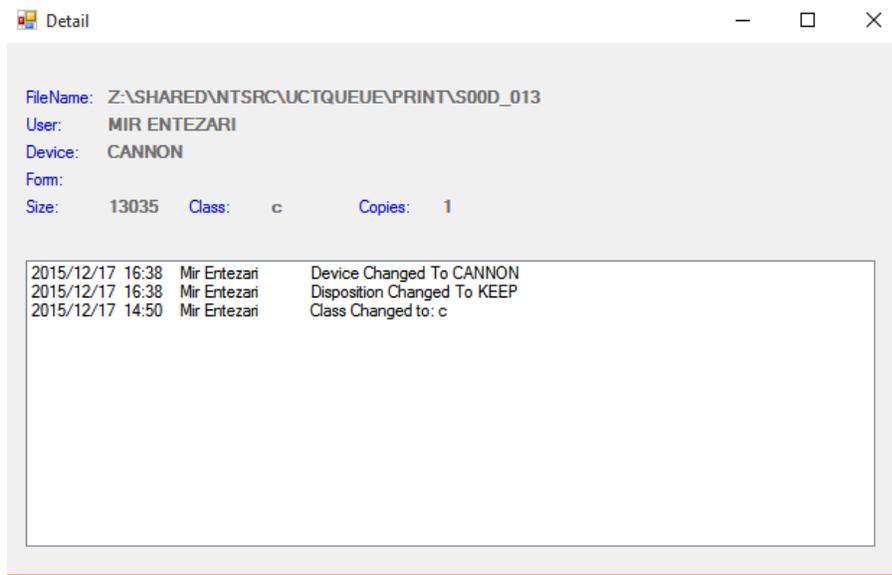
Archive:

If file already is not archived, you can select the file, by selecting and clicking the right mouse button.

Following screen is displayed:
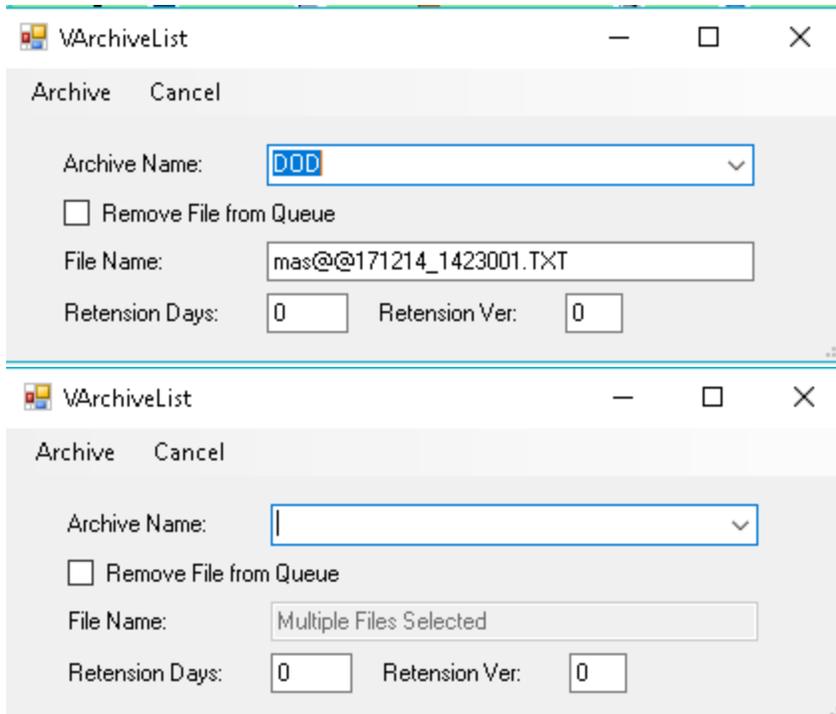
You can modify the filename, archive name, retention days and retention version. Also, you can select to remove the file from Queue after archiving. Press Archive button to archive the selected file.

If multiple files are selected for archiving, program will display *Multiple Files Selected* and field will be protected. To select multiple files in PrintQueue select the files you wish to archive and then right click the right mouse button and choose archive.

Maximum number of files which can be selected for archiving is 100.

Size:

The actual file size is displayed, if the field is spaces or zeroes, there is no record/data on the file. You cannot modify this field.

User:

 User-id of the entry.

Device:

Assigned Printer/Device name for the document. If this is set to spaces, the print document will print on the first available printer, which matches the print class of the entry. If class spooling in printer maintenance (VPrinter) is not checked you should specify a printer/device.

CLASS:

Each document is assigned a print class. A document will not print if the printer does not support the file class assigned to this print file. You can modify this field by clicking on the field, and changing it's value. The # Character is not a valid class.

Copies:

Number of copies to be printed. You can modify this field by clicking on the field.

Disp:

Disposition, valid values are:

SCRATCH   Document will be deleted after printing or emailing. If archive is set in the Control File or User file, the document will be copied to the archive directory before deleting.

KEEP   After printing or emailing, the document entry from the queue will be removed. The document on the disk will not be scratched.

REQUEUE   After printing or emailing, the document will leave the entry in queue, and does not delete the document from disk. Entry status will be set to HOLD after printing or emailing.

FORM:

Form name. If the prior document's form name printed on printer is not the same as current documents form number, the program will ask the user for form acknowledgment. You can right click on status and change the form. This will only happen if the *Form Control* field in the printer definition is checked, if this field is not checked, the program will ignore the form change. To modify the value right click on the form name and select a valid form from values listed.

STATUS:

This field displays the status of the print file. Valid possible messages are:

HOLD   Document is on hold and will not be printed or emailed until it is released. To release the document, right click on the status field and select the spool option.

SPOOL   Document is spooled for processing and will process as soon as a device is available. An entry can be placed on HOLD by right clicking on status field.

PRINT   Device is printing the print file. Entry cannot be changed or placed on Hold.

Email   Device is emailing the document. Entry cannot be changed.

ERROR   Error has occurred, and the information field should be checked for the errors.

FORM   Device is waiting for form acknowledgment, right click on status field and select form change.

EMAIL(Spool) Record is spooled for Email, and cannot be modified, also status cannot be changed to spool or Hold

EMAIL(Sending) Email is being processed, status cannot be changed.

Information*:*

The program displays some information messages. Date and time of print/Email for all the entries that have been printed or emailed is displayed. Also, if there are any errors, error message is displayed.

OUTPUT:

Type of output. Valid values are:

P   Print. Document is a print document and when released it will be printed

E   Email. Document is an email document, and when released it will be emailed.

B   Print & Email. When released the document will be printed and emailed.

Note: This field cannot be modified and it is for information only.

DATE:

Displays creation date and time of the document.

Menu Items:

Refresh:

Valid selections are:

Refresh Queue: When selected, Queue will be redisplayed and refreshed. If the **Refresh** field in the Control File is checked the program will automatically refresh the screen based on the seconds set.

Freeze: If screen is set to automatic refresh, by selecting this item you can temporarily stop refreshing the queue.

Unfreeze: If Freeze was selected you can select this item so Queue can be
                       refreshed automatically.

Note: Refresh information is saved by user. If auto refresh is on color of menu
                       item will turn Blue.

Reset Layout: Users can change the layout of the queue by moving fields around or
                       resizing the fields. The queues layout will be set to the changes made. If
                       the user wishes to return to the default layout, they can select this item.

Settings:

When you select the **Settings** menu option following drop down menu is displayed
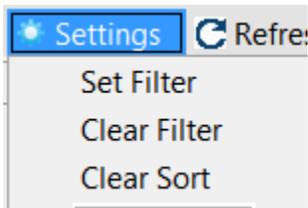
Set Filter:

Filter function allows users to select and display only specific files. Filter function also allows
users to select the columns they would like to see in queue program. When **Filter** menuitem is
pressed, following screen is displayed:
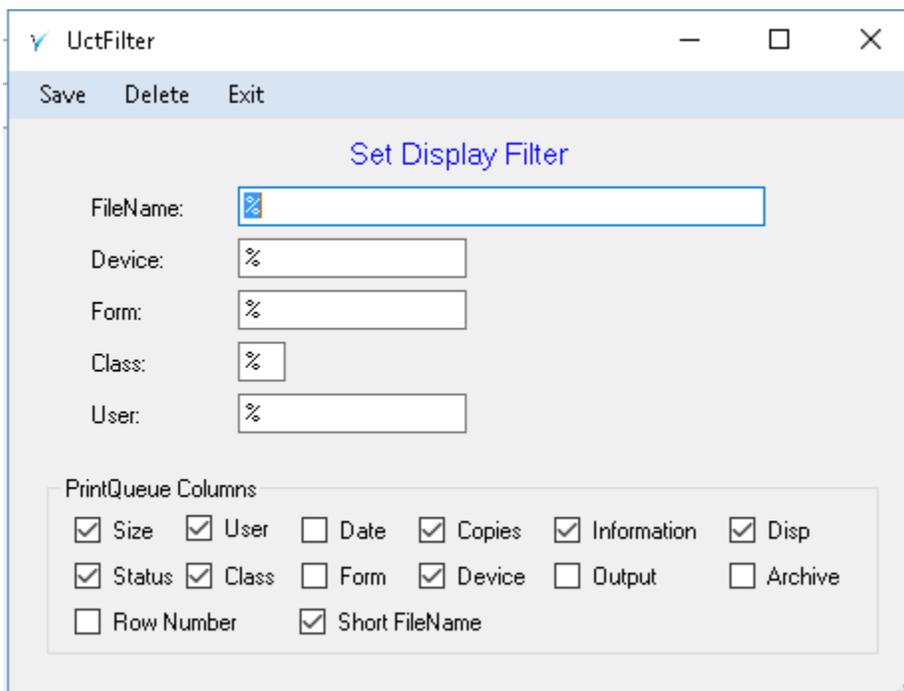
% is used as wildcard for example if you wish to display only the files where the filename contains LIST, in filename you will enter %LIST%. If you wish to display the files where filename starts with word LIST you will enter LIST%. If you like to display the files where the filename is LIST, you can enter word LIST. To display all the filenames which contains LIST and device name of MAIN_OFFICE, in filename you will enter %LIST% and in device field you will enter MAIN_OFFICE. Information entered in filter screen is saved by user id.

PrintQueue Columns

In this screen, you can select the columns you would like to PrintQueue to display. This option is not available for WEB version of the PrintQueue.

If **Short FileName** is checked program will display the actual filename. In PrintQueue when there is a duplicate file in PRINT directory program will add date and time in format of filename@@date_time. If you check the Short FileName program will display the filename only.

Short Filename is not checked:
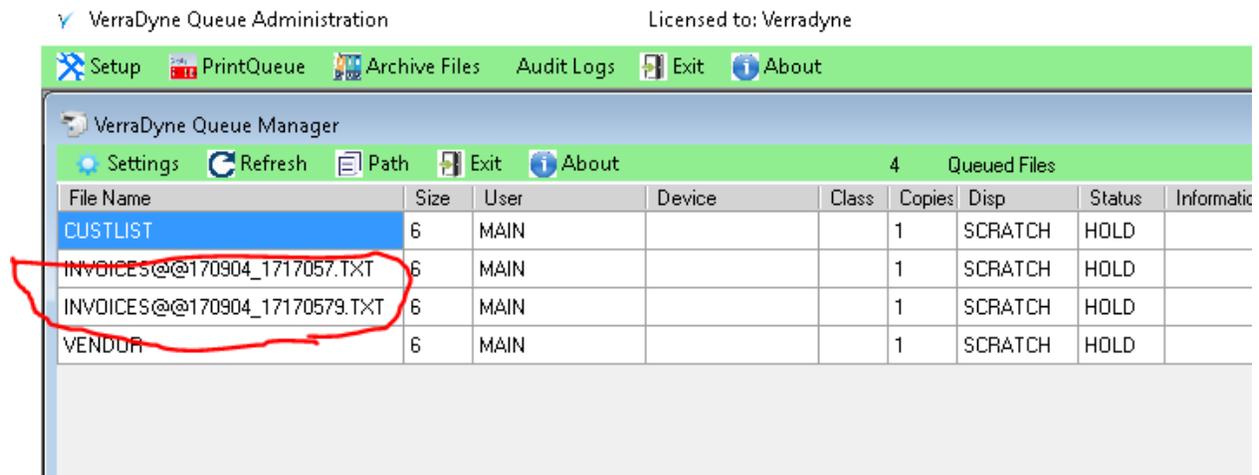
Short Filename is checked
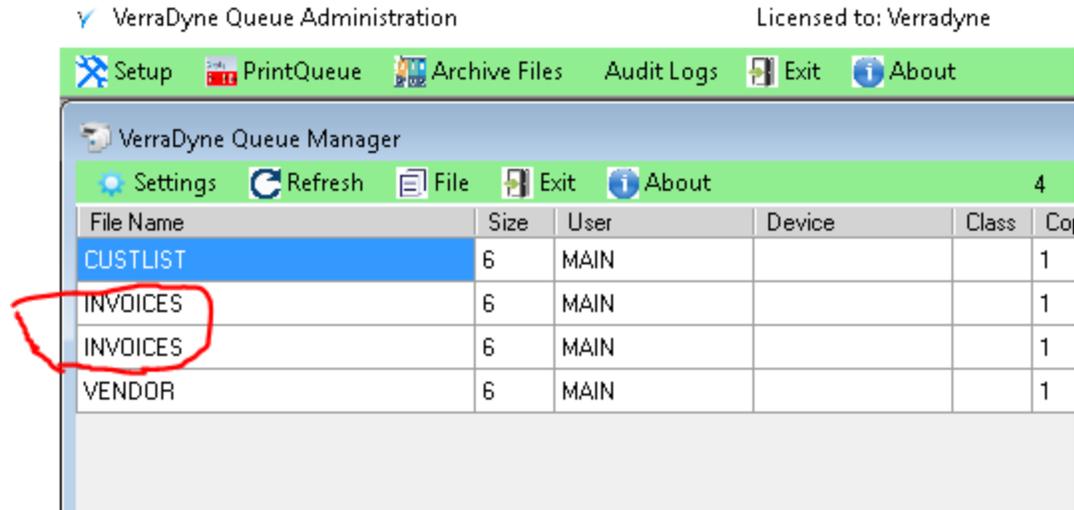
When filter is active PrintQueue will display 'Filter is Active' on title bar.
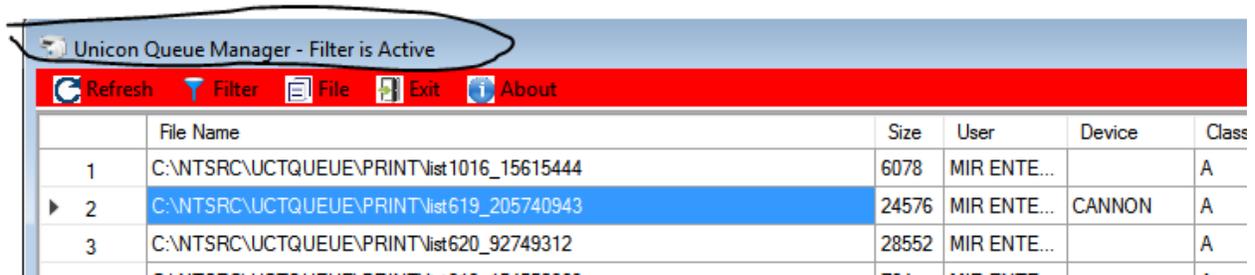
You can remove the filter settings by pressing Delete on Filter screen, or selecting **clear filter** on settings drop down menu.

On Filter screen, also you can select which columns you would like to see on PrintQueue screen.

<u>Sorting Columns</u>

You can sort columns in PrintQueue by clicking on the column heading. PrintQueue will display the column heading in orange color. Sort option is saved by user id, if you wish to reset the column sort, press settings on menu and select **clear sort** option.

File:

The program by default will display the full path name for the file. If you select *File* the program will display only the filename and the menu item will change to *Path*, if you press this key again the program will display the filename in the full path.

Displaying the Files

You can display the Files in VQUEUE by double clicking on the filename. Print Manager will convert the text file using the VerraDynes Text to Pdf convertor and display the file.

Note: You can use any third-party text to Pdf convertors. To use Third Party Pdf convertor, you need to modify the PDFCONVERT.CMD script in COMMAND directory of PrintQueue.

Exit:

When *Exit* is pressed the program will exit the queue.

4.13 Sending Email from PrintQueue and Archives

You can email the documents directly from queue or Archive Folders by selecting the **Email** option (Right Click on selected file names and choose the Email Option.

Delete

Remove

Detail Info

Email

Archive

If **Email** option is selected following screen is displayed:

Sender's Email authomatically is defaulted to users email address defined in User maintenance (VUser). If file is a text file attachment will be converted to PDF. You can enter the email address of receipient or select from the list of groups previously defined. If no subject or message is entered program will default to standard subject and message from control file. If **Requeue** option is checked program will requeue the document after emailing. If **Email Password** is checked program will send separate email with the password to all receipients.

From:

Senders email address Defaulted from Users Email addressed defined in User Table.

Pdf Password:

If you are emailing Text files you can password protect the documents by entering password. If you are sending PDF file and already is password proteted you can enter the password for PDF document. If

Email Password is checked PrintQueue will send a separate email with password for document or documents.

To:

Enter the email address of the recepient and press **Enter** Key. Email entered authmatically will be added to list of receipients. In this field you can also enter the email group name, defined in email group table.

In drop down list program displays all the emails defined in Email group and emails from all the printqueue users entered in User table. Also in drop down all the valid groups are listed.

New Group:

You can enter a unique group name and application authmatically will create all the email addresses entered as one group, which can be used in future, to email documents.

Receipients:

This field displays the list of all the email of receipents entered. You can enter the email addresses in To: field and press enter, program authmatically will add the email to list of receipients. You can modify or enter the mail addresses directly to this field. If you enter email addresses in this field you must separate the emails by **Semicolon ;.** If you need to delete an email from the list, you can remove the email from receipent list.

Attachments:

This field can not be modfied and displays list of the attachments selected by user to be emailed. Maximum of 20 files can be selected for emailing.

Send Email:

To Send email press the send key on menu strip.

Delete Email:

To Delete the email press, Delete Email menu key. This Key is only available if file was set to email.

Cancel:

To cancel the modification just press the Cancel key to return back to Archive or PrintQueue Screen.

4.14 VerraDyne Web Queue(UCTWEBQUEUE)

This program allows users to manage their print files as well as files to be emailed. The VerraDyne PrintQueue(VQUEUE) is designed to run on a Server where the user connects using a windows remote desktop connection. UCTWEBQUEUE must be published on an IIS .Net Web server and users access this web enabled interface using their web browser.

Publishing Web Queue

Create the subdirectory in IIS Server DriveLetter:\INETPUB\WWWROOT\VQUEUE
Run the IIS Manager
1. Expand the Default Web Site
2. Right Click on Default Web Site, and ADD Virtual Directory
3. Enter the following information
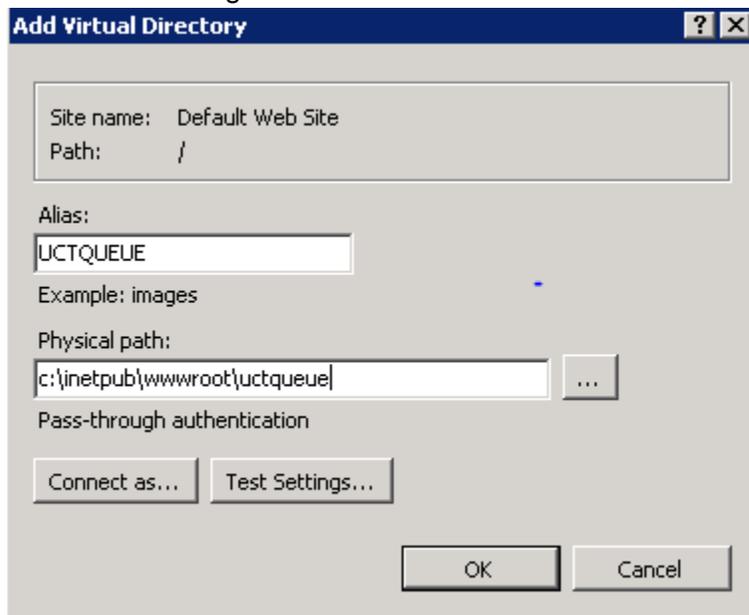
4.   After pressing OK, right click on VQUEUE Site and press **Convert to Application,** Click OK.

5.   Click on the VQUEUE site, then click on IIS Authentication, make sure **Windows Authentication** is Enabled.
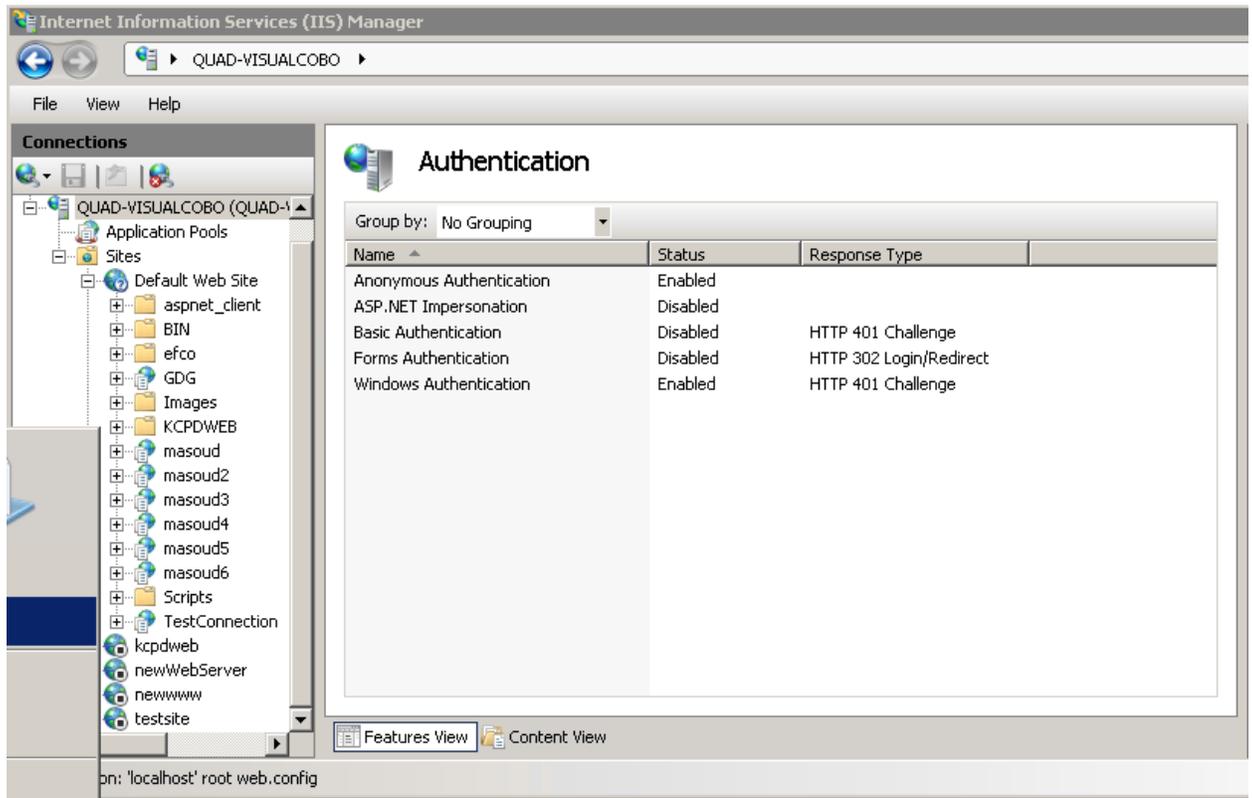
6.   Now copy the Content of DirveLetter:\VQUEUE\VQUEUEWebSite into DriveLetter:\INETPUB\WWWROOT\VQUEUE

7.   Also Change the following setting on your Internet Explorer. In **Internet Options** Select the SECURITY tab, press the **Custom Level** Button. On Logon Select Automatic logon with current user name and password. (see below)
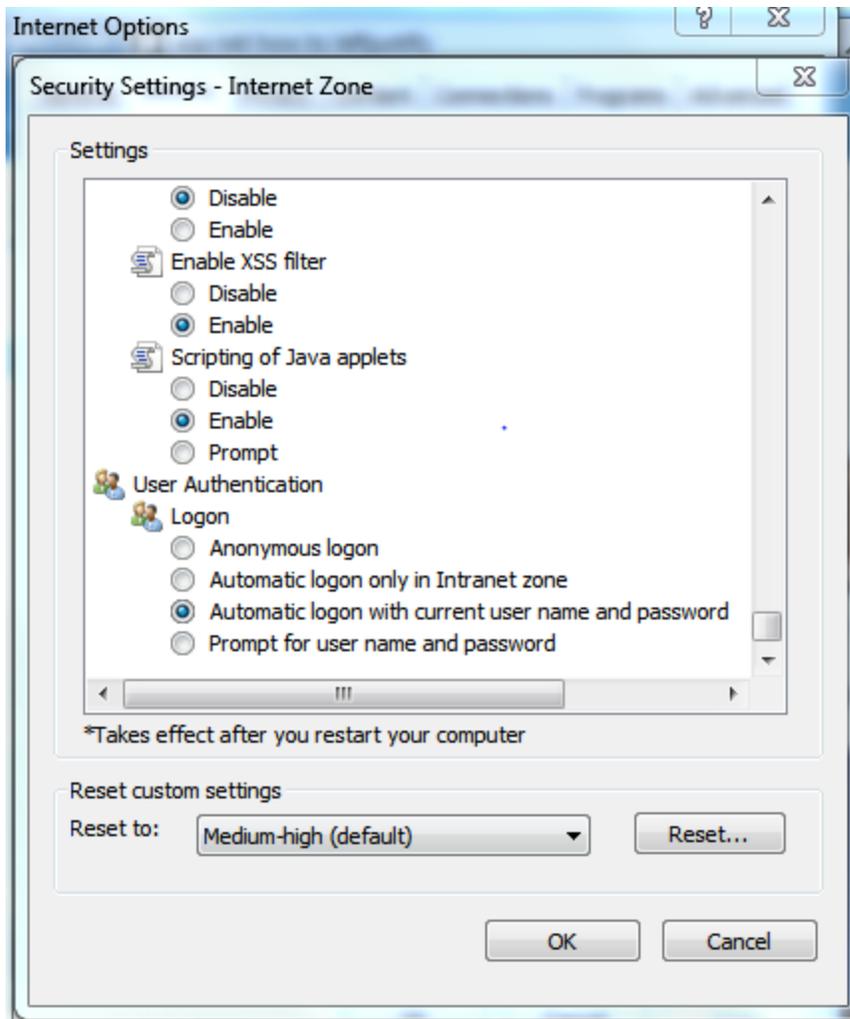
Setting For SQL Access

IIS Manager:

- change the DefaultAppPool Identity
  - from: ApplicationPoolIdentity
  - to: NetworkService (or preferred user)
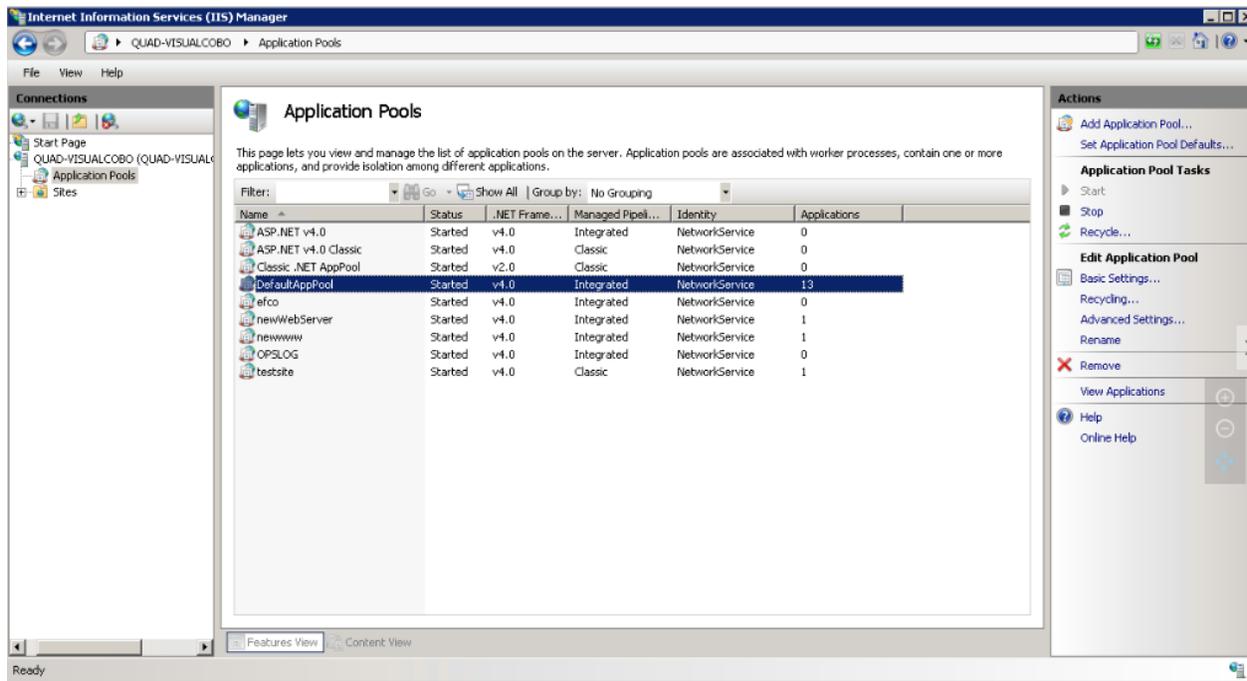
SQL Server Management Studio:

go to the logon and select Network Service

tick the boxes for all the databases you want to map to that user

tick Database roll membership for each database

> db_datareader

> db_datawriter
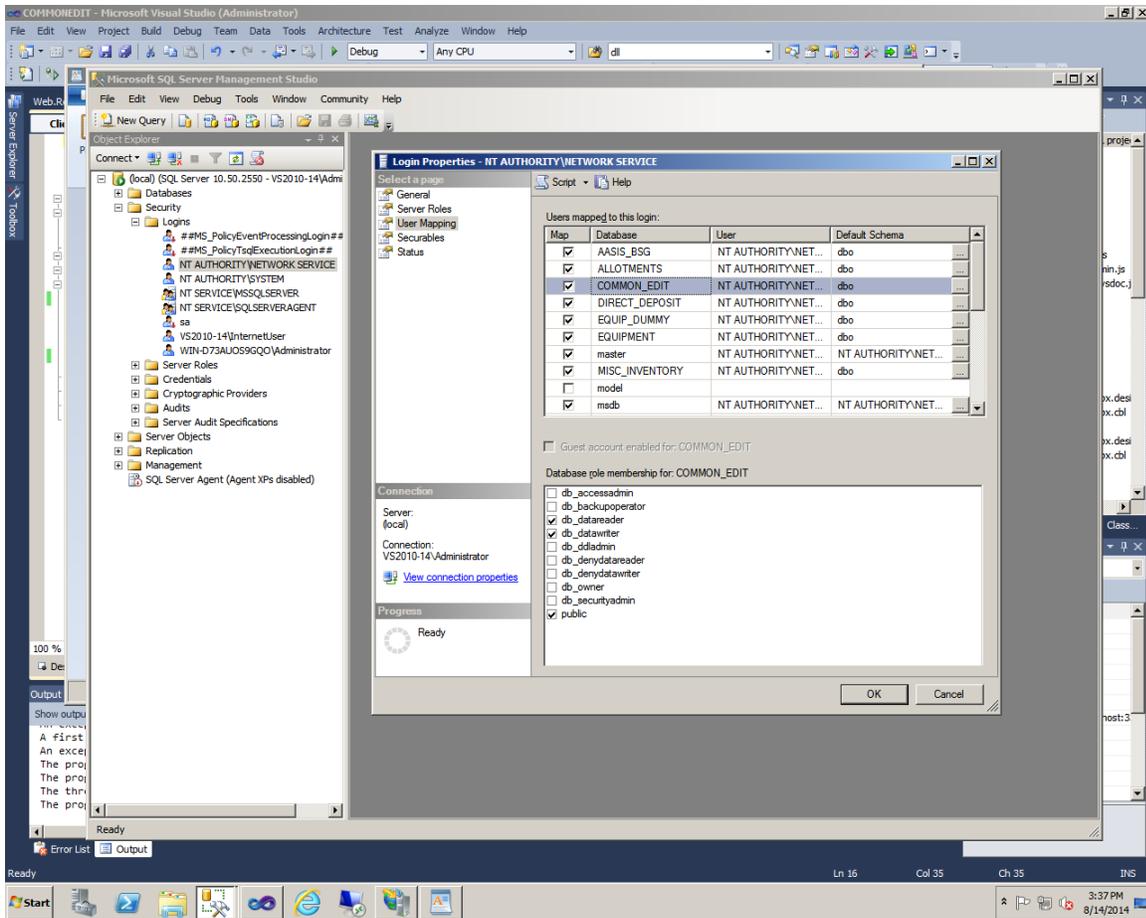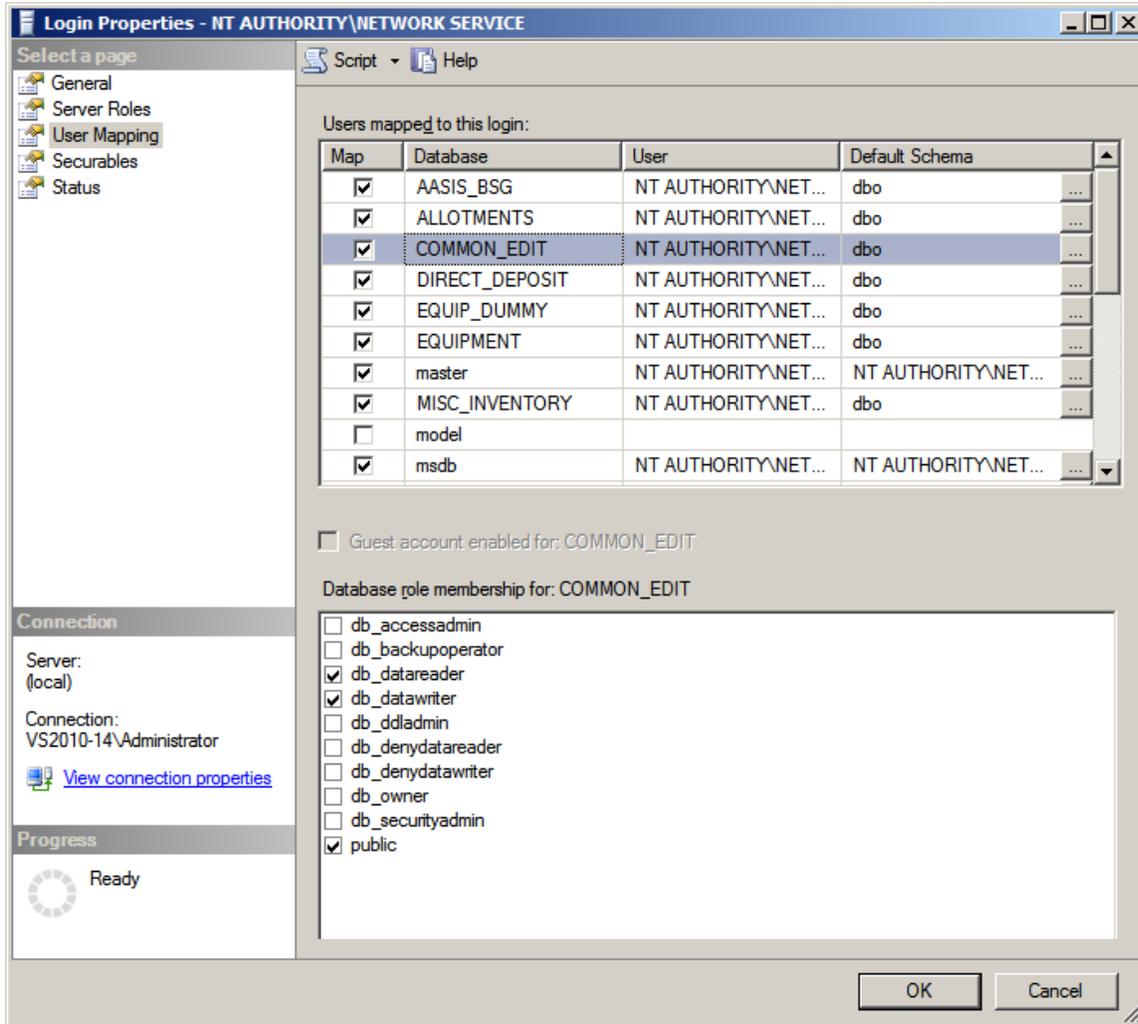
Running VerraDyne Web Queue

Type the following URL

HTTP://SystemName(Or IPAddress)/VQUEUE/UCTWEBQUEUE.ASPX

The following screen is displayed:

Rows can be modified, or deleted by pressing the action buttons, also you can display the file by double clicking on the File Name.

If **Short FileName** is checked program will display the actual filename. In PrintQueue when there is a duplicate file in PRINT directory program will add date and time in format of filename@@date_time. If you check the Short FileName program will display the filename only.

You can Email the document by pressing EMAIL:

You can send the document to an individual email or you can select from previously defined group emails. If subject and message is left blank program will default to standard message from Control file. By pressing SEND or CANCEL program will return to previous screen.
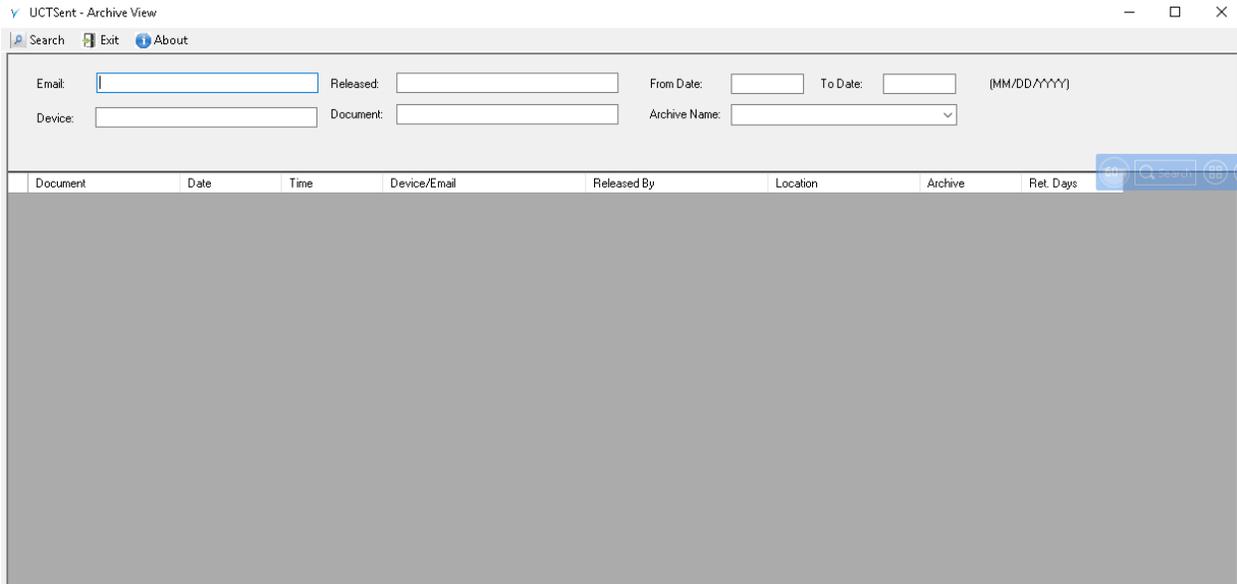
You can enter the filter information on filter fields. and any record matching the filter values will be displayed. To display all the records, enter % on all the filter fields. If you enter spaces program will display the records matching spaces (e.g. if you enter spaces for DEVICE, program will display all the records where device is spaces). Filter information is saved and will be active until is removed by entering % on all the filter fields.

By clicking on MenuItem (ArchivedFiles), program will display the Archived File screen.

Enter the Search criteria and press Button *Display Archived Files*. This will display all the archived files for the Search criteria entered.

You can return to PrintQueue Screen by clicking on MenuItem(PrintQueue).

4.15 Archive Files (Archive View)(VSent)

This Module allows access to Archived Files on the system. You can access the program by typing DriveLetter:\VQUEUE\bin\VSENT.exe on the command line.

The following screen is displayed:

By entering information on the fields displayed on the screen you can narrow your search of the archived documents. You can use wild cards in search fields, for example in the document name you can type %INVOICE%, this will search for all the file names which contain INVOICE. If you use INVOICE%, the module will display all the files starting with the filename of INVOICE.

You can combine multiple selections to narrow your search, for example you can enter the Device name, Archive Name and Document name or partial Document name.

Once you have entered the search fields, press the search menu item, the program will then display all the archived documents based on your selection.

Once the documents are displayed you can view the documents by double clicking on the File Name.

You can requeue the archived files by right clicking on File Name. If you requeue the file module will place the file in the print queue to be processed again.
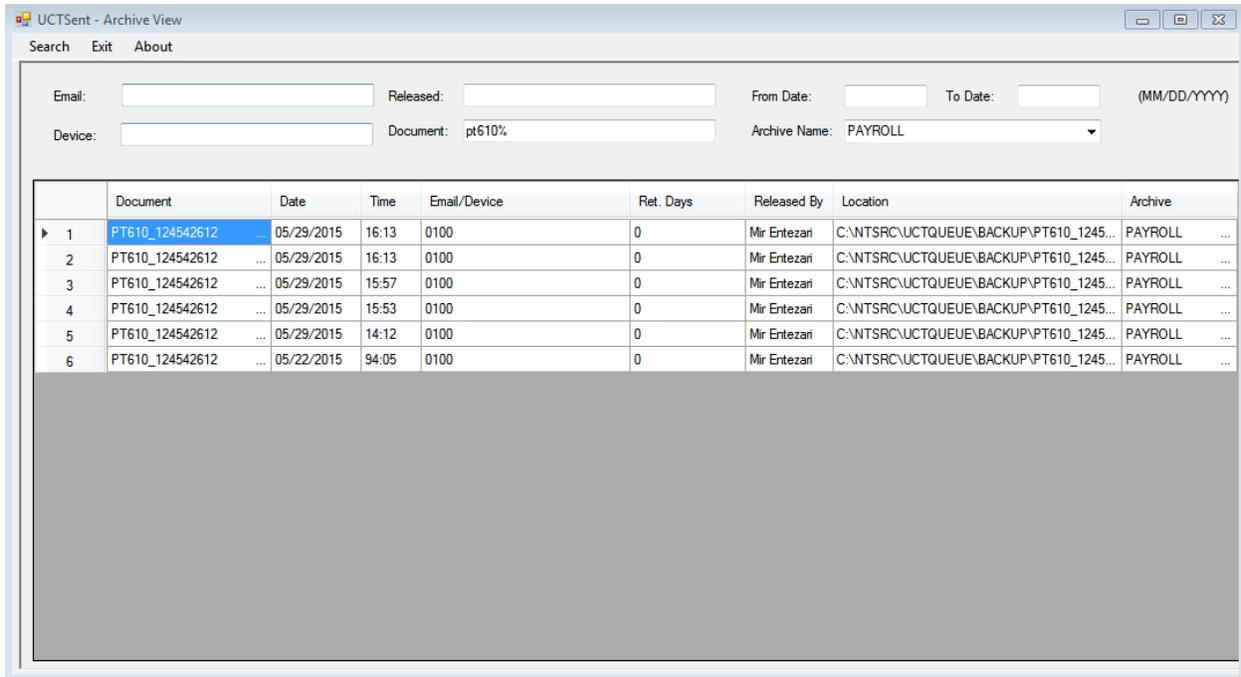
You can view the detail info log of the archived file by right clicking on File Name.
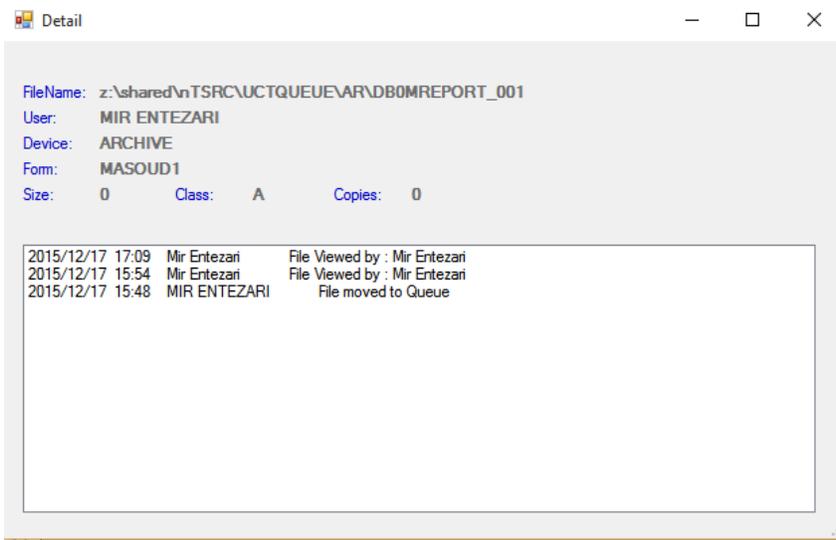
To Exit the module, press the **exit** menu item.

Windows Explorer Mode (VArchiveExplorer)

You can also access the archive programs by using this program. You can execute the program by typing Drive Letter:\Vqueue\bin\VArchiveExplorer. Or you can access it from VQueueAdmin screen by selecting **Archive Files.**
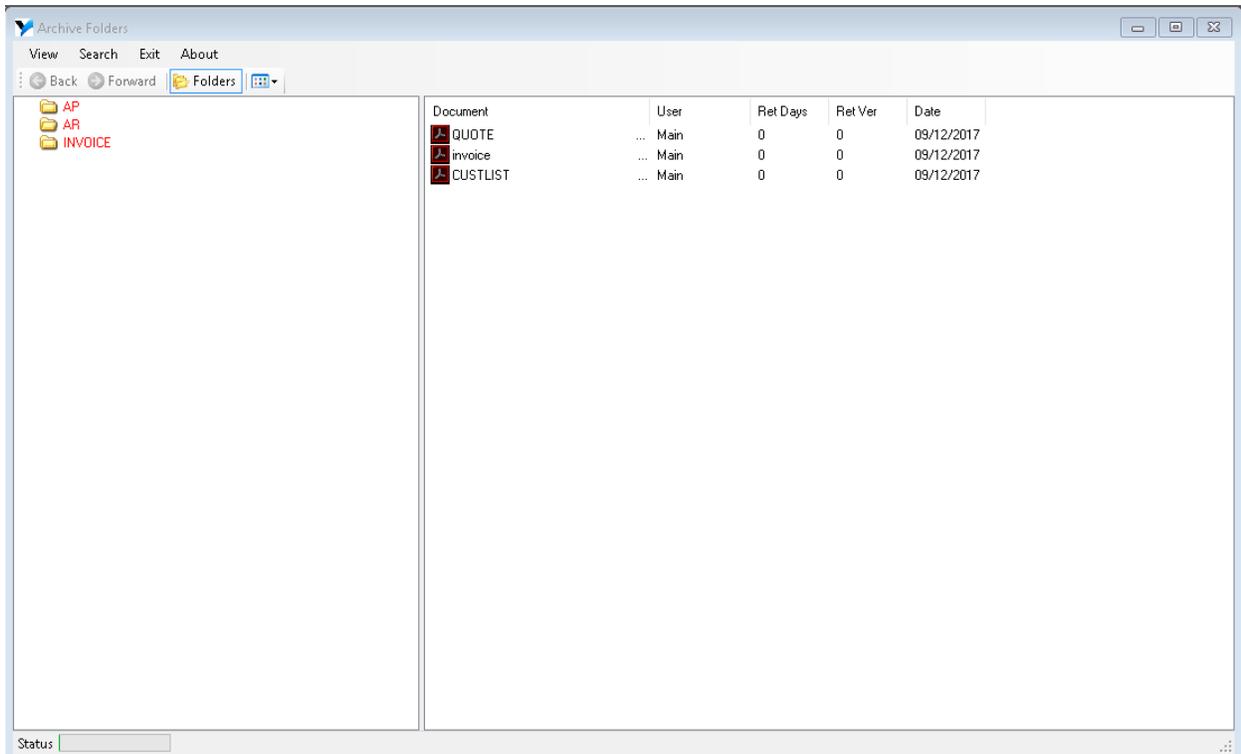
By selecting the archive folders, you can view the files. Within this program you can email the archived files as well as resubmitting the file for printing. To display the file you can double click on the file name, or by pressing right click on file name you can choose to email the file, spool or view the detail info.

To display specific files, you can select the **Search** button from menu. Following screen is displayed:

By entering information on the fields displayed on the screen you can narrow your search of the archived documents. You can use wild cards in search fields, for example in the document

name you can type %INVOICE%, this will search for all the file names which contain INVOICE. If you use INVOICE%, the module will display all the files starting with the filename of INVOICE.

You can combine multiple selections to narrow your search, for example you can enter the Device name, Archive Name and Document name or partial Document name.

Once you have entered the search fields, press the search menu item, the program will then display all the archived documents based on your selection.

Note: When there are no files in a folder, folder will be displayed RED.

Right Click on file Name

If you right, click on a file name following menu will be displayed:
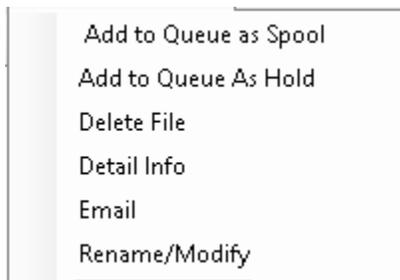
You can use this menu to add the archived files to Queue, delete (if user permission is set), View Detail info, email the file or files (If email is setup).

You can rename and modify the retention information of the file, as well as modifying the archive directory. By selecting the Rename/Modify option.

Following screen is displayed if you select Rename/Modify:
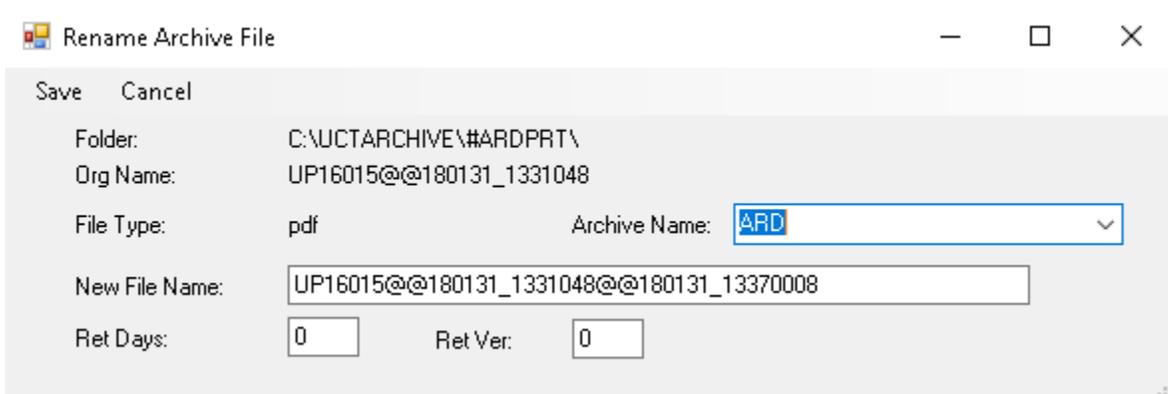
You can rename the file as well as modifying the retention information.

Archive Name:

If User has full access to all archive directories they can change the Archive name and file will be moved to new Archive directory.

New File Name:

You can rename the file in archive directory by entering the new file name.

Note: You cannot select multiple files for this option.

4.16 VerraDyne Spooler (VSpool)

This program is the main engine of the VerraDyne print queue. There should be only one copy of this program running throughout the network. VSpool can be started from VQueueAdmin, or by starting this program as a windows service. If VSpool is not running, the menu bar on VQueueAdmin, and VQueue (PrintQueue) will be red. If it is running the menu bar will be green. If this program is not running, the system will not print or email any document. If you start the spooler from VQueueAdmin, VSpool (Spooler) will terminate when you log out of that session.

To run VSpool as service execute the STARTSERVICE.cmd in %VQUEUEDIR%. Make sure you execute this command job with administrative privileges. After you have added the service make sure that logon user for service can access the database. To change the Login for service, right click on VQueueService and select Properties:
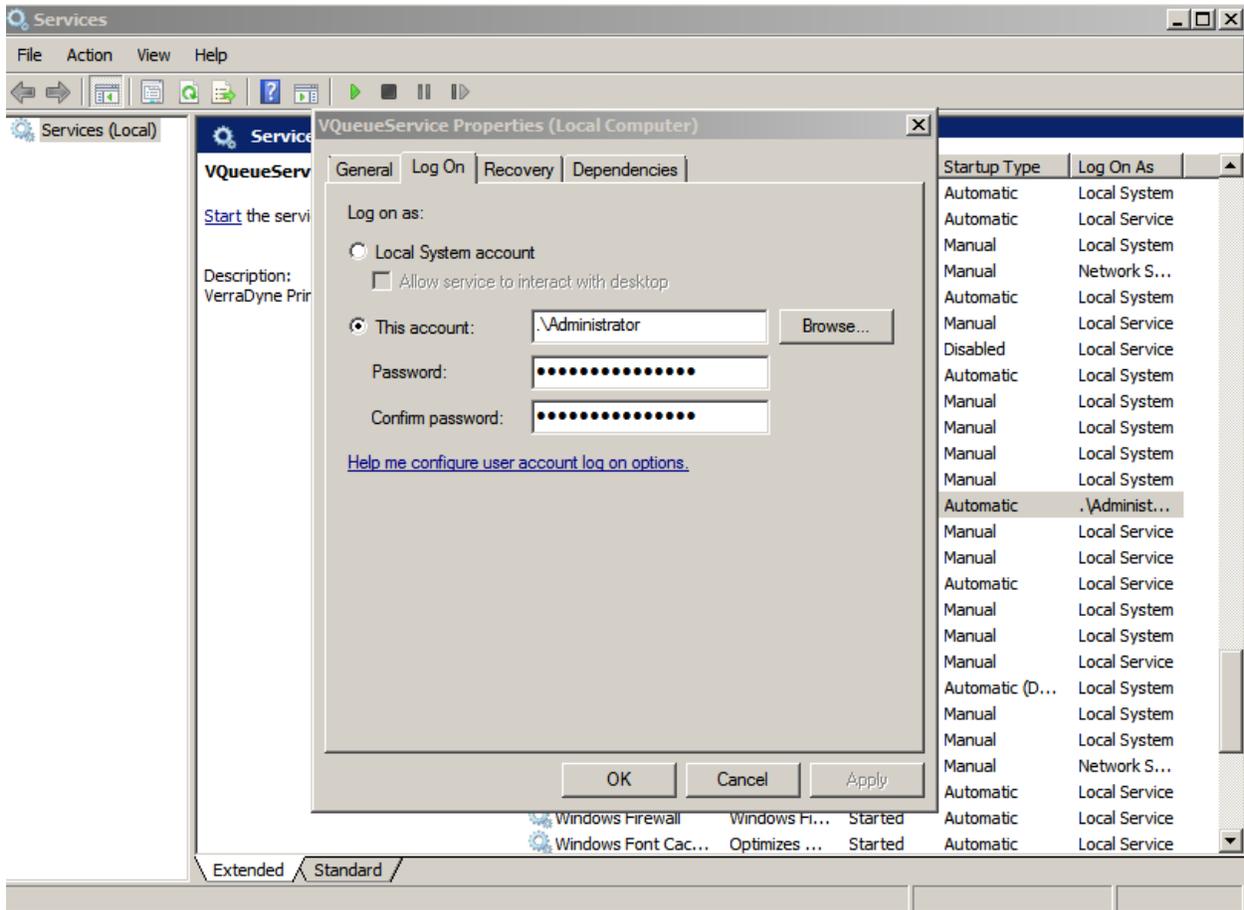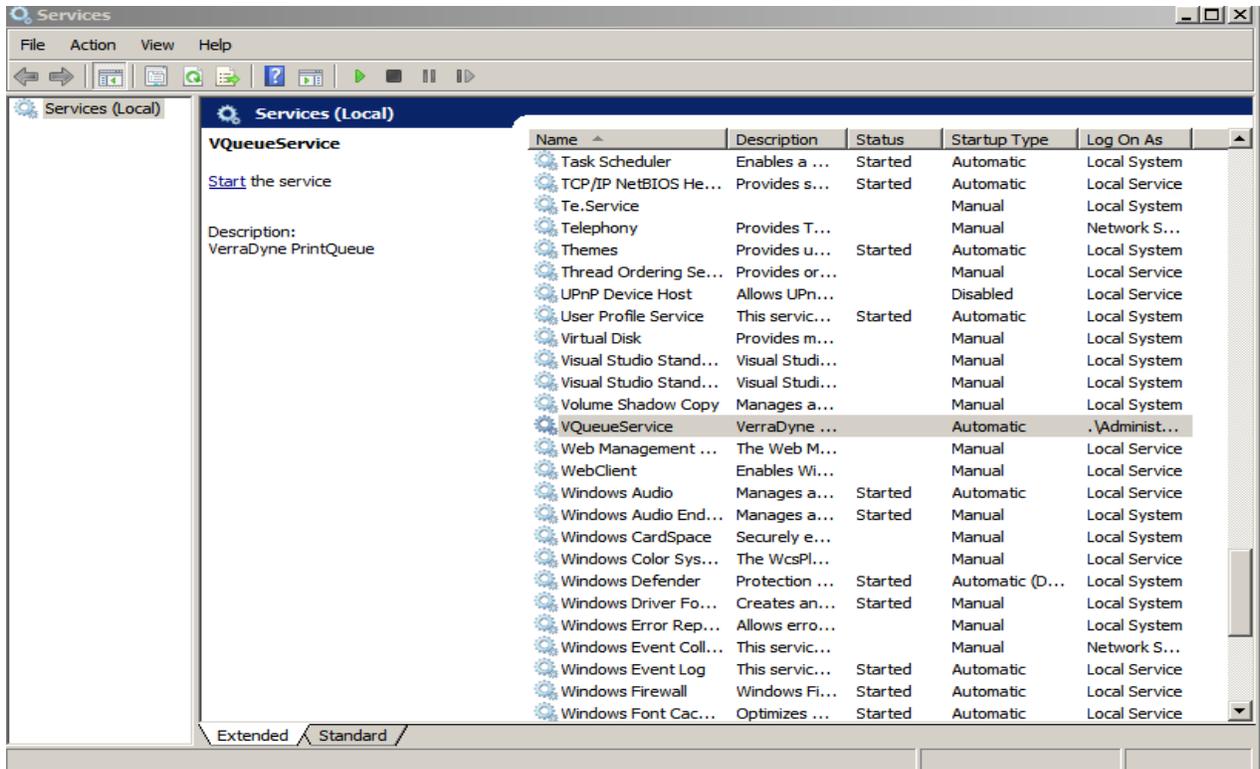
Or you can use the following command to change the logon information:

sc config "[servicename]" obj= "[.\username]" password= "[password]"

(Make sure there is space after =)

Note: Print queue does not support printing of the PDF files when VSpool is running as service.

4.17 Audit Logs (VQueueMan)

This Module allows access to Processing Logs on the system. You can run the program from the VQueueAdmin screen (by selecting Audit Logs Menu Item), or run by typing DriveLetter:\VQUEUE\bin\VQUEUEMAN.exe on the command line.
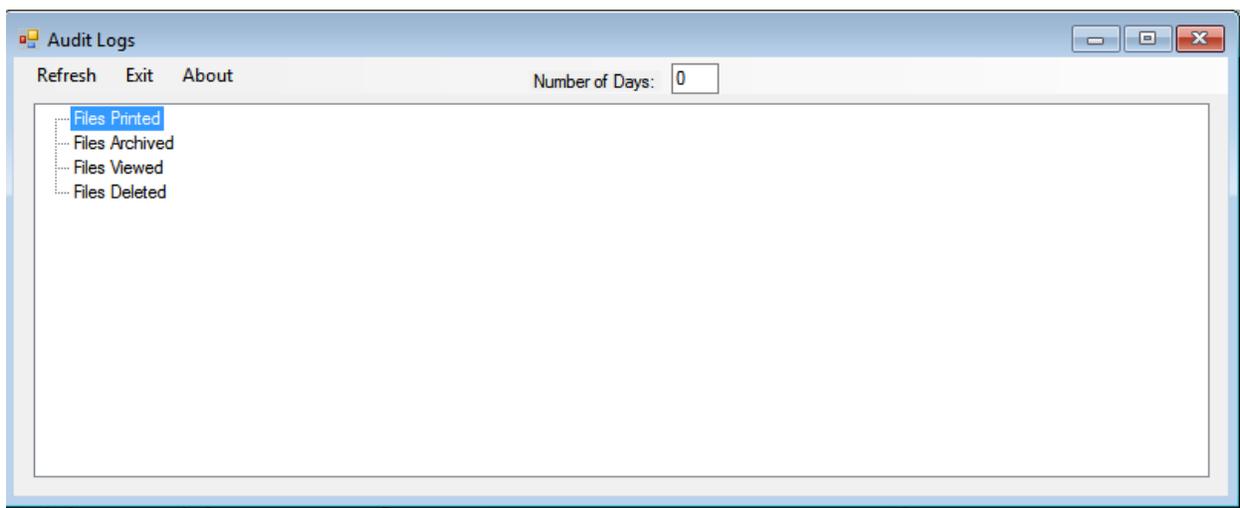
By default, program will display all the logs for today's date, if you wish to display the logs for prior days, enter number of days prior to today's date. So, if you wish to display the logs from yesterday, enter 1 in Number of Days Field.

Menu Items:

Refresh:

Valid selections are:

Refresh Queue: When selected, Audit Logs will be redisplayed and refreshed.

Freeze: If screen is set to automatic refresh, by selecting this menu item you can stop refreshing the information on the screen.

Auto Refresh: By selecting this menu item Audit logs will be refreshed every 4 minutes automatically.

Note: Refresh information is saved by user. If auto refresh is on, color of menu item will turn Blue (Refresh).

4.18 TextToPdfBatch Utility

This utility is designed and developed by VerraDyne to convert Text Files to PDF format. This product is provided as Beta software.

When displaying files or archiving the text files PrintQueue uses this program to convert the text files to PDF. You can implement any third-party Text To PDF product with VerraDyne PrintQueue.

VerraDyne PrintQueue executes a command file in **%VQUEUE%\Command** called **PDFConvert.cmd** to convert the files to PDF. You can modify this script to add any other third-party product you wish to use.

PrintQueue passes the following parameters to PDFConvert.cmd:

- Argument 1 (ARG1)   -   Text file name to be converted
- Argument 2 (ARG2)   -   PCL Text file to be converted - use this file if Your PDF convertor can handle PCL
- Argument 3 (ARG3)   -   Converted PDF file name
- Argument 4 (ARG4)   -   Page Orientation valid values are L (landscape) P (Portrait)
- Argument 5 (ARG5)   -   Record size
- Argument 6 (ARG6)   -   Top Margin Number of lines
- Argument 7 (ARG7)   -   CPI – Number of character per inch
- Argument 8 (ARG8)   -   Left Margin Number of Columns
- Argument 9 (ARG9)   -   VerraDyne Queue Directory e.g. d:\VQUEUE
- Argument 10 (ARG10) -   Font type
- Argument 11 (ARG11) -   Page Size (A4,LETTER…)
- Argument 12 (ARG12) -   Overlay File Image (if none @ symbol is passed)
- Argument 13 (ARG13) -   X coordinate of overlay image
- Argument 14 (ARG14) -   Y coordinate of overlay image
- Argument 15 (ARG15) -   scale (Overlay) not supported by VerraDyne TextToPdf
- Argument 16 (ARG16) -   Opacity – is not supported by VerraDyne TextToPdf program
- Argument 17 (ARG17) -   Font Point Size
- Argument 18 (ARG18) -   PDF Password

Command Parameters used by VerraDyne Text To Pdf Convertor

 VTextToPdfBatch.exe   TextFIleName PDFFileName **Parameters**

Parameters:

      -VPS=Pagesize   {EXECUTIVE, A4, A5, LEDGER, B5, LEGAL, LETTER}

      -VPO= PageOrientation   {L, P, A(auto)}

      -VFN=FontName   {HELVETICA, TIMESROMAN, COURIER, AERIAL, GOTIC, UNIVERS, CGTIMES}

      -VOV=Overlay Image File Name

      -VOX=X coordinate

      -VOY=Y coordinate

      -PCL   Report Has Pcl

      -RMV   Remove first page eject

      -VCO= Font Color   {BLACK, BLUE, CYAN, DARKGRAY, GRAY, LIGHTGRAY, GREEN, MAGENTA, ORANGE, PINK, RED, WHITE, YELLOW}

      -VST=Font Style   {NORMAL, ITALIC, UNDERLINE, STRIKE, BOLD}

      -VNO   Direct conversion to PDF NO PCL and Page Breaks

      -VML=Left Margin   Number of columns

      -VMT=Top Margin   Number of Lines

      -VLI=Spacing between lines   default is -VLI=1.3 for portrait for landscape it is -VLI=1

      -VPA=password   PDF Password

      -VFS=Point size

NOTE: Do not leave any space between codes and Values

E.G. VTextToPdfBatvh c:\AP\Invoices c:\AP\Invoices.Pdf -VPS=A4 -PCL -VOV=C:\Images\Invoice.JPG,0,0,24,.9 -VPF=COURIER

VerraDyne Text To Pdf Convertor supports some simple PCL's, we will be expanding the supported PCL codes in future. If there is a PCL code which is not currently supported please inform VerraDyne.

5.0 Submitting Files to PrintQueue

Any file placed in the spool directories will be processed by the Print Manager and added to the Queue.

When placing files in the spool directories, you can specify the parameters like printer, form, etc. in the name of the file, or allow the system to use the defaults set in the Report Type, User and Control files.

Print manager checks the name of the file to see if any of the parameters are set.

Filename format (With Parameters)

Filename#P*printer_name*#C*class*#F*form*#D*disposition*#N*number_of_copies*#M*mode*#U*user*#T*ReportTime*#E*ReportDate*#R*ReportType#VEmailTemplate*

#P - Valid printer name

#C – Valid class

#F – Valid form name

#D – Valid disposition

#N – Number of copies to be printed

#M – Valid mode

#U – Valid user name

#T - Time of report

#D - Date of report

#R - Report Type

#V - Email Template

When the Print Manager starts to process the file from the spool directories it will take the following steps:

1. If report type is used

- Checks for the parameter #R within the filename, if it exists, uses the name provided to check to see if this report type exists.
- Delimits the filename by "." to see if the filename is defined in the report type table.
- Delimits the filename by '_' to see if the filename is defined in the report type table.

If it is report type, the Print Manager will set all the missing parameters from the Report Type table. For example, if the #P option was not set on the print file name, the program will use the Printer from the report type.

After these steps, the print manager will check the user file for missing parameters, if any of the parameters are not set by the print file name or the report type, the system will use the defaults from the User file.

After checking the User defaults, the program will use the defaults from the spool directory setting or control file for any of the missing parameters.

If username #U is not provided system will use the file owner as UserId. If This userId is not defined in User Table program will use the environment UserName for VSpool.

Default order of parameters:

Following chart demonstrates the order defaults for parameters not supplied:

Lowest:

Control Table

All the defaults for parameters is selected from control table

Spool and Print Directory (PrintDir Table)

If any parameter is specified, spooler will overwrite the defaults from Control Table.

User Table

If any parameter is specified, spooler will overwrite the defaults from Control and PrintDir tables.

Report Type

If any parameter is defined in report type table, spooler will overwrite the defaults from user, PrintDir and Control tables.

File Name

Highest:

If any parameter is defined in file name, spooler will overwrite the defaults from report type, user, PrintDir and Control

Default order for username:

Lowest:

Spooler gets the username from file owner. If file is created on shared drive sometimes spooler cannot get the username and will default to user running the spooler.

Username in PrintDir table

If in PrintDir table username is set for spool directory, spooler will overwrite the file owner

Username in file name

Highest:

If parameter #U in file name is specified spooler will overwrite the username from PrintDir table and file owner

6.0 Logs and Error Reports

There are two tables within the print manager system which capture the processing logs and errors. These tables are called VLOG and VERRORS.

VLOG This table will capture the processing Log of all the processing that is happening within the print manager. This log is cleared every time the VerraDyne Print Manager Service is restarted. If there are issues with printing, the first step is to check this table for processing logs. A detail log is captured when the detail log flag is set in the control file. Care should be taken on setting the detail log flag, this will capture every operation, and if left for an extended period of time will grow and require a large amount of disk space. Print Manager will keep the data for maximum period of 2 days any data older than 2 days automatically deleted.

VERROR This table will capture all processing errors when the print manager is running. This log is cleared every time the service is started. If you are having a problem with any of the files being loaded to the Queue you need to check the VERROR table.

7.0 <u>DataBase Tables</u>

List of tables used by VerraDyne PrintQueue all these tables are stored in a database called VQueueDB.

- VArchive   Holds the Archive Name information
- VArrchiveQueue   Holds information about the archived files
- VControl   Holds the default settings for PrintQueue
- VEmail   Email Group Definitions Table
- VErrors and Vlog   All the errors and log information is kept
- VForm   Form information
- VPrinter   Printer Information
- VPrintDir   Spool and Print directory information is kept
- VProcessLog   Audit log information is kept
- VQueue   All the information regarding file entries in PrintQueue is kept
- VRptType   Information about Report Types are kept
- VSearch   File content index
- VSetting   User and PrintQueue Setting information is kept
- VUser   User information is stored

8.0 Index