

# AFO 452 - Start print jobs

## 452.1 introduction

Using AFO 452, a variety of types of print functions can be performed in the circulation module.

Printing consists of two steps:

- generating the print file to be printed (using AFO 451);
- printing the print file (using AFO 452).

A print file can be printed any number of times. A print file cannot, however, be regenerated if the previous print file has not been printed. You cannot generate a new print file for hold requests if the previous file with print requests has not yet been printed. Remember, however, that the system will consider a print file to have been printed if the printing process has been started (even if the complete file is not printed successfully), and also if it is 'printed' on screen.

AFO 452 also enables you to print old print files at a later time. The system keeps the last ten print files for each type of print function 'on file'. Read the relevant section in the description for this AFO for more information.

Before the system actually starts to print, it will test to confirm that the necessary print profiles have been defined. If this is not the case, the printing will not be performed.

See the description for AFO 451 for an explanation for each type of print function.

**452.2 Start print jobs** Once you have activated AFO 452, an overview screen will be displayed:

No.	Print job	Period	Generated	Qty	Date printed	Contact method & no. of notices
1	Overdues (1-4)	-	24 Feb 06	41	24 Feb 06	1;METHOD1:1;METHOD11:1;METHOD2:39;ME
2	Reservations	-	15 Feb 06	1	15 Feb 06	METHOD3:1
3	Acceptgiros	01/2005	29 Dec 04	2	29 Dec 04	-
4	Acceptgiros (1st overdue)	11/2002	16 Feb 04	4	16 Feb 04	-
5	Acceptgiros (2nd overdue)	05/2002	16 Feb 04	2	16 Feb 04	-
6	Automatic recalls	-	10 Nov 05	0	10 Nov 05	-
7	Manual recalls	-	16 Feb 04	1	16 Feb 04	-
8	Invoices	-	08 Apr 04	3	10 Nov 05	-
9	Acceptgiros for invoices	-	08 Apr 04	3	02 Nov 04	-
10	Direct debits	-	-	-	16 Feb 04	-
11	Overdues (1-4) for item transfers	-	16 Feb 04	4	10 Nov 05	-
12	Acceptgiros for Deposits	01/2005	10 Jan 05	-	-	-
13	Direct debits for Deposits	-	-	-	-	-
14	Acceptgiros for Deposits (overdue)	-	-	-	-	-
15	Direct debits for Deposits (overdue)	-	-	-	-	-

## Columns on the screen

**Print job** - The type print or batchjob.

**Period** – The period for which the job was last run. Only shown with jobs that are run on a monthly basis. In this example accept giro's were last processed in January 2005.

**Generated** – The date on which the print file was generate or the batch job run.

**Qty** – The number of borrowers in the print file. Only shown for files that are to be printed.

**Date printed** – The date on which the print file was last printed. Only shown for files that are to be printed.

**Contact method & no. of notices** – The contact methods used with, for each method, the number of notices generated.

## Note

The last ten print files for each type of print job are held by the system and can be reprinted any number of times.

Vubis Smart will consider a print file to have been printed if the process has been started even if it does not complete successfully. It is also considered printed if the output was to screen.

The system will not print if the necessary print profiles have not been defined.

### Options on the screen

**Select print job (+):** Select a print function type and then this option to print a type of print function. See section 452.2.1.

**Stored print files (+):** Select a print function type and then this option to view a list of print files saved on file for the selected print function type. See section 452.2.2.

## 452.2.1 Select print job (+)

Select a print function type and then this option to print a type of print function.

- For “Invoices”, “Acceptgiros for Invoices” and “Overdues (1-4) for item transfers”

If you have selected one of these options, the system will switch to the standard procedure for starting processes without posing any questions

- For overdues (1-4)

When you select this type of print function, an input screen will be displayed:

All/from record containing	<input type="text"/>
All/from borrower name	<input type="text"/>
Overdues to be printed	<input type="text" value="1234"/>
Maximum no. to be printed for card formats	<input type="text"/>
Borrowers registered at location(s)	<input type="text"/>
Not borrowers registered at location(s)	<input type="text"/>
Maximum output per borrower category	<input type="text" value="99999"/>
<input type="checkbox"/> Save settings	

OK  
Cancel  
Help

## Fields on the screen

**All/from record containing** - leave blank for all records, or enter something from the borrower record that the print process can use as a sort criterion. For example, enter one of the following as it appears in the borrower's record but note that it is case sensitive:

- Enter a specific postcode as a sorting method and starting point.
- Enter a borrower name as a sorting method and starting point.
- Enter a borrower category as sorting method and starting point.

**All/from borrower name** - within the sort criterion chosen above, sorting is done by borrower name. Enter the name at which the system should start printing.

**Maximum no. to be printed for card formats** - enter the maximum number of cards that should be printed.

**Borrowers registered at location(s)** - enter the location or locations, separated by commas ",", for which you want to print notices.

**Not borrowers registered at location(s)** - enter the location or locations, separated by commas ",", that you want to exclude from notice printing.

**Maximum output per borrower category** - enter the maximum number of notices to print as a test run. This enables you to print a limited number of notices to test the print format. Enter a very large number to print all the notices, for example 99999.

## Note

The **All/from borrower name** field can be used to restart print commands that were not completed successfully, for example if a technical problem occurred with the printer you can restart from a certain point in the print file.

The **Maximum no. to be printed for card formats** option allows you to ensure that you do not continue to print beyond the number of cards that you have put into the printer.

- For Acceptgiros + overdues, Direct debits, Acceptgiros deposits + reminders, Direct debits deposits + reminders

When you select this type of print function, an input screen will be displayed:

**All/from record containing** - leave blank for all records, or enter something from the borrower record that the print process can use as a sort criterion. For example, enter one of the following as it appears in the borrower's record but note that it is case sensitive:

- Enter a specific postcode as a sorting method and starting point.
- Enter a borrower name as a sorting method and starting point.
- Enter a borrower category as sorting method and starting point.

**All/from borrower name** - within the sort criterion chosen above, sorting is done by borrower name. Enter the name at which the system should start printing.

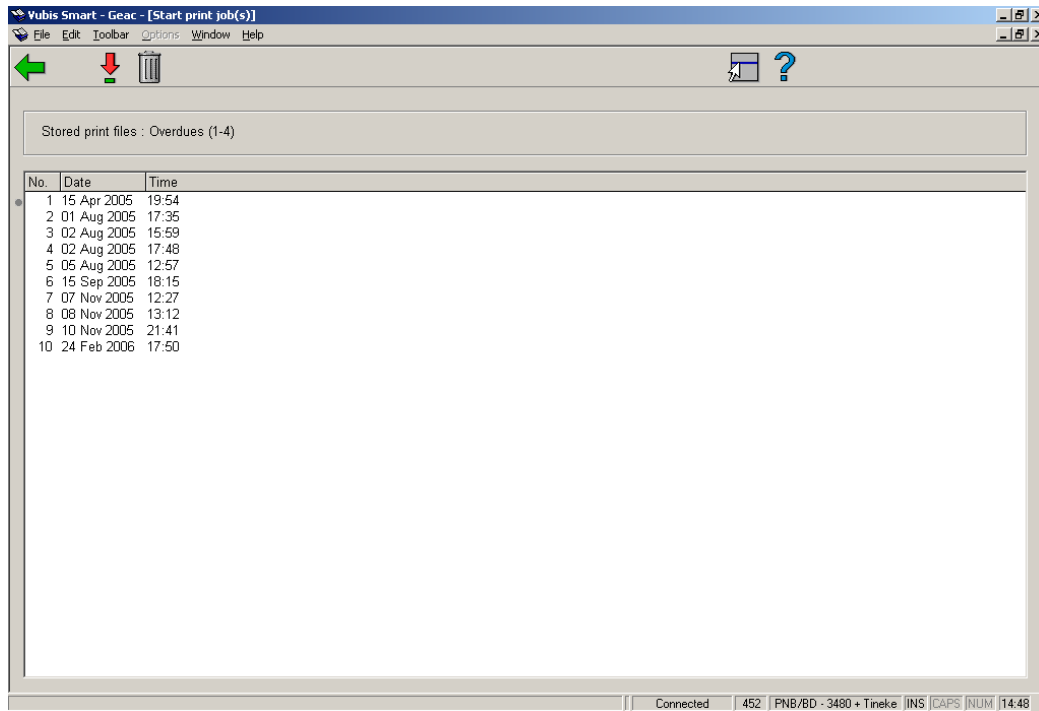
**Maximum no. to be printed for card formats** - enter the maximum number of cards that should be printed.

**Borrowers registered at location(s)** - enter the location or locations, separated by commas ",", for which you want to print notices.

**Not borrowers registered at location(s)** - enter the location or locations, separated by commas ",", that you want to exclude from notice printing.

## 452.2.2 Stored print files

Select the line displaying the type of print job that you want to print again and click **Stored print files**.



A listing of the last 10 print files will be displayed.

### Options on the screen

**Output stored print file (+):** Select the file that you want to print again and click this option. A window will be displayed requesting the same information as the first time that the file was printed.

**Delete stored print file (+):** Select the file to delete and click this option

### Note:

The stored print file will be deleted immediately. The system does not ask for confirmation.

- **Document control - Change History**

<b>Version</b>	<b>Date</b>	<b>Change description</b>	<b>Author</b>
<b>1.0</b>	<b>unknown</b>	<b>Creation</b> <b>Delivered as part of build 17 set</b>	