# AFO 621 – Output

621.1 Introduction

With 621 you can regulate the types of output permitted within your system. The system distinguishes the following types of output:

- output to screen;

- output to a browser program (for example Microsoft Internet Explorer);

- output to a spreadsheet program (for example Microsoft Excel);

- output to a word processor (for example Microsoft Word);

- output to a printer;

- output to a file;

- output to e-mail (for example Microsoft Outlook).

The output types you define here are the only types offered in the standard output procedure.

After starting this AFO a menu appears:
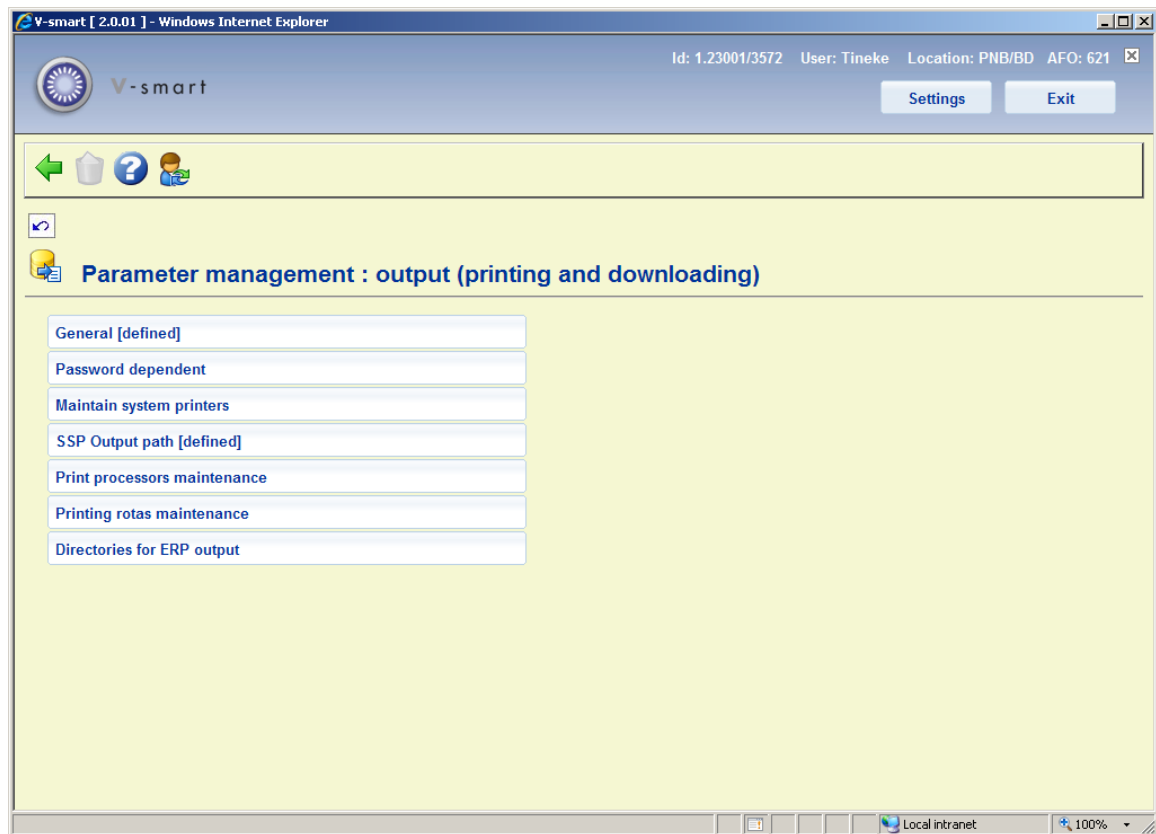
The menu options are described in the next paragraphs.
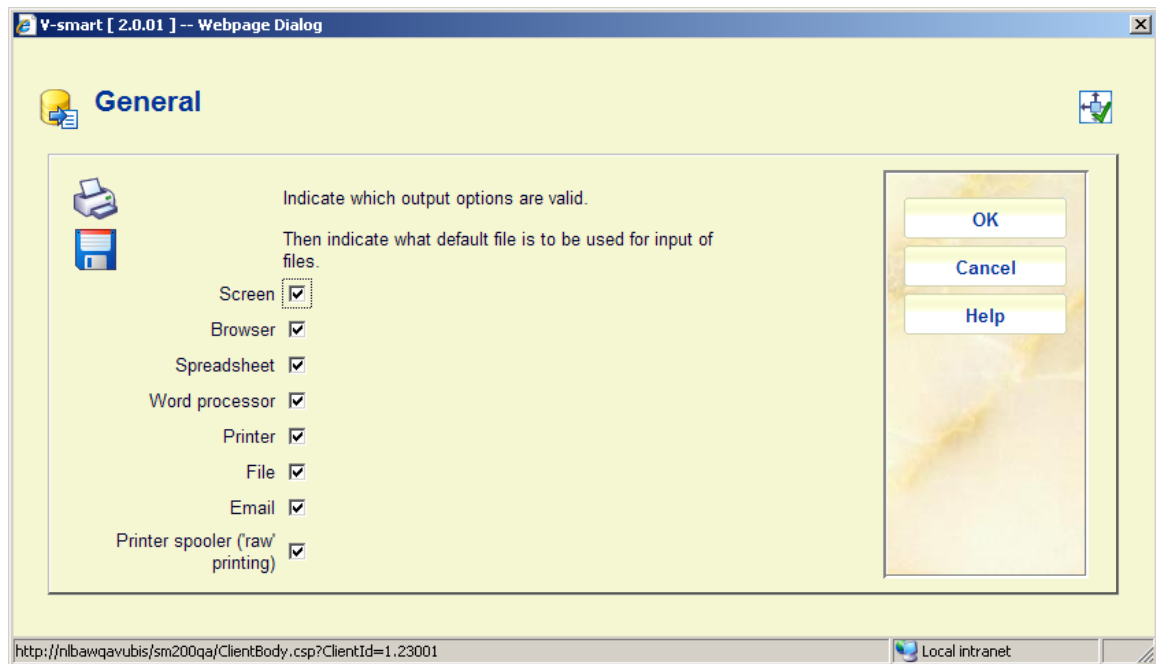
Note!

The output types specified under the menu option 'Password-dependent' take precedence over the 'General' options.

Option **Delete password parameters**: This is related to the password dependent settings. If the current user has password dependent output parameters, then this option will be active. Using the option will "delete" the password dependent output parameters, i.e. the user will revert to the system level settings.

621.2 General

Select this menu option to specify what types of output may be used on your system.

Once you have selected this option, an input screen appears:

Explanation of options

Screen: Select this option to be able to send output to the screen. We recommend using Notepad (or Write) for this purpose. Both programs are components of Windows and can be installed simply while installing Windows.

Browser: Select this option to be able to send output to your Internet browser.

Spreadsheet: Select this option to be able to send output to a spreadsheet program.

Note!

If you make this type of output available for your employees such a program must be installed on every workstation where these options can be used. The program to be used is set by Infor and cannot be changed interactively.

Word processor: Select this option to be able to send output to a word processing program.

Note!

If you make this type of output available for your employees such a program must be installed on every workstation where these options can be used. The program to be used is set by Infor and cannot be changed interactively.

Printer: Select this option to be able to send output to a printer. The system offers you the possibility of using any (network) printer available to your workstation. The printers available to your workstation are specified at the network level (by the system administrator).

File: Select this option to be able to send output to a file on a hard disk (or floppy drive). The system offers you the possibility of saving a file to any (network) disk to which your workstation has access. In other words, the access to specific hard disks is specified at the network level (by the system administrator).

Email: Select this option to send output to a mail program available to your workstation or on the network.

Note!

If you want to use this option, your workstation must have access to a mail server on a network. This access is specified by the system administrator or network administrator.

Printer spooler ('raw' printing): Use this type of printing to print directly to the printer spooler. If you do this, the system will circumnavigate the standard Windows print queues and direct the output directly to the printer. This may be useful to print to older printers such as matrix printers.
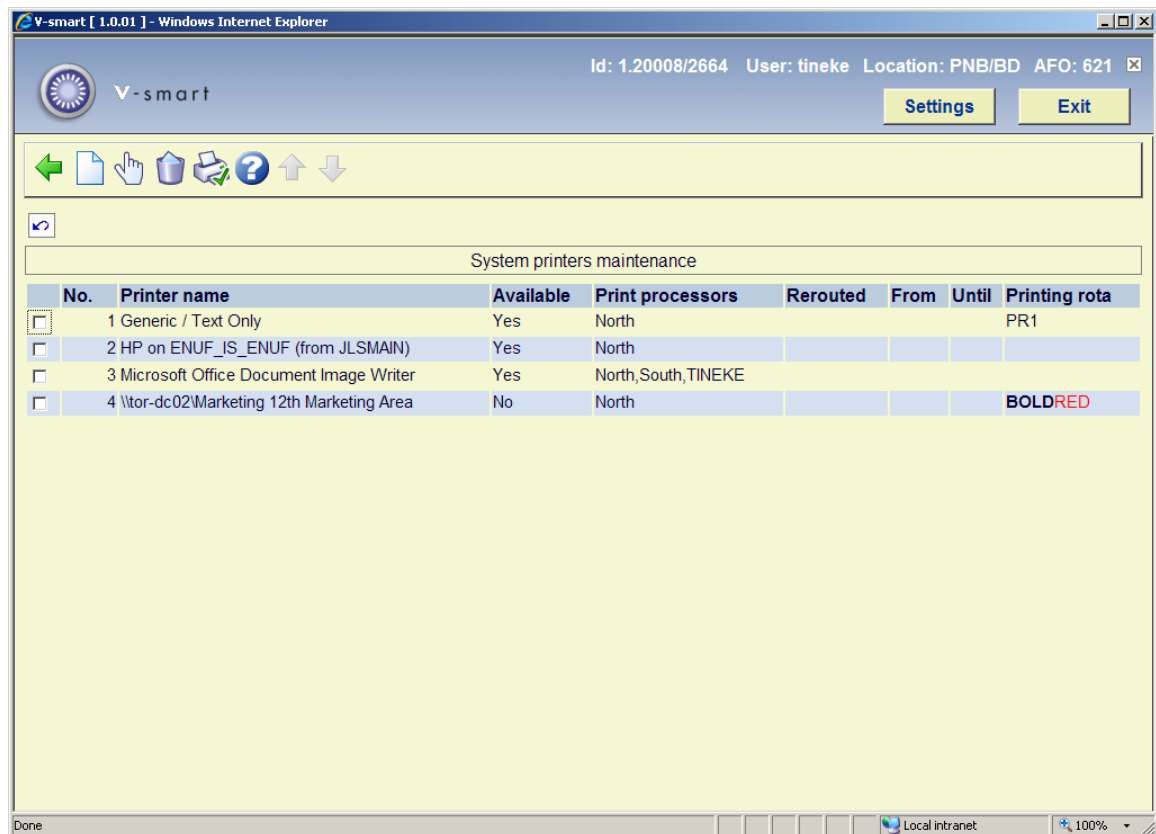
621.3 Password dependent

Select this menu option to specify what output types your own password may use.

The setting of this parameter is the same as for 'General'.

621.4 Maintain system printers

This option leads to an overview of defined system printers:

Options on the screen

Add: Use this option to add a new system printer. See section 621.4.1 for details.

Edit: Select a line and then this option to view/modify the details of a printer. See section 621.4.1 for details.

Delete: Select a line and then this option to delete the system printer from the list.

Check for printers: This is an alternative method for adding a system printer to the list. See section 621.4.2 for details.

621.4.1 Add / modify system printer

After selecting the option **Add** or **Edit** an input form will be displayed:

Fields on the screen

Printer name: the name of the system printer. The system cannot "see" the printer – there can be no validation of the input.

Available: check this option if the printer is available for use.

Print processors: select the print processor(s) associated with this printer. These print processors are defined elsewhere in AFO 621.

Rerouted: Optionally a printer can be rerouted to a different printer for a specified time interval. Select the alternative printer from the dropdown list and specify the period in the fields **Rerouted from** and **Rerouted until**.

Printing rota: Optionally select a printing rota (as defined elsewhere in AFO 621) from the dropdown list.
If a rota is linked to the printer the following logic will be applied for all outputs directed to this printer:

- If a printer is rerouted individually then the printer defined in the "Rerouted" field will be used. This selection has priority over the printing rota.

- If no individual rerouting defined then the system will check time against the linked rota and if there is a printer defined for the current time select that printer.

621.4.2 Check for printers

When a print processor is started, as part of the initialization phase it will detect all the available printers and make them available to Vubis. Using this option you can add these printers.

After selecting the option **Check for printers** the following form will be displayed:
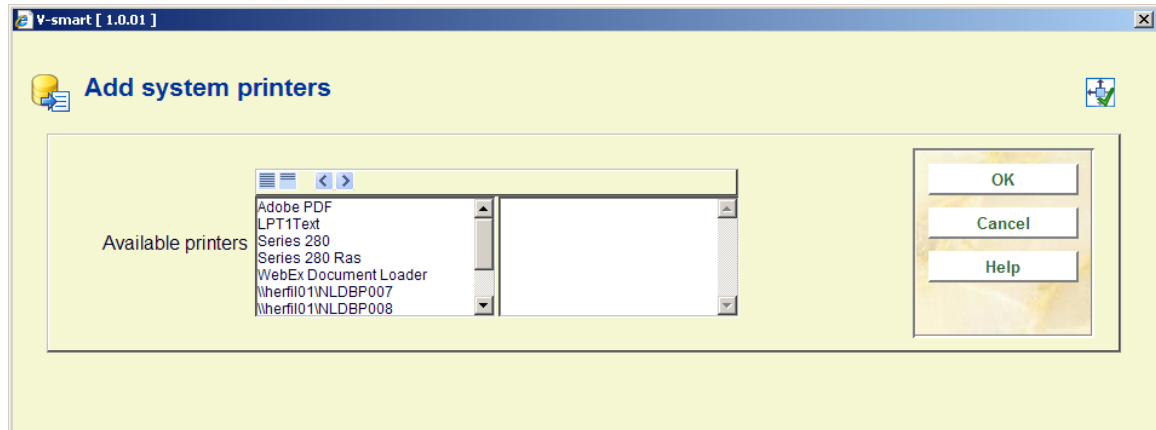
You can select the printers that are required to be available for various output options.

Note

The Vubis system does not need direct access to the printer, but simply needs to know that the printer name is a valid one (and hence to be able to offer it as a choice in various contexts).
The name of the printer will be passed to the print processor, directing it to send the results of processing to a printer of that name.

621.5 SSP output path

This option allows you to define the path to be used for SSP actions that are processed by the Nightwatchman.

After choosing this option, an input form will be displayed:
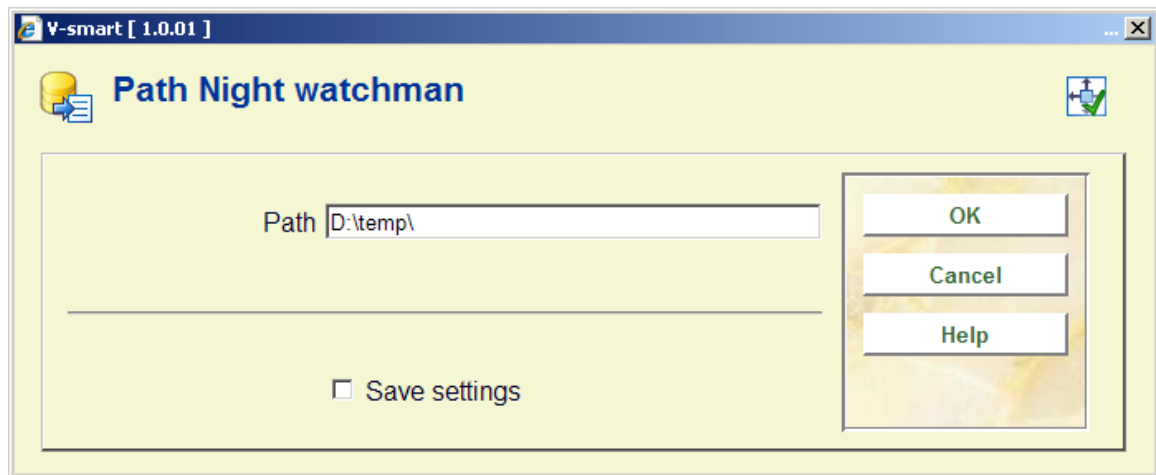
621.6 Print processor maintenance

This option is used for the definition and the maintenance of the print processors that are used for stack requests and mail merging. See the general help on these subjects for background information.

After selecting this option, an overview screen will be displayed:
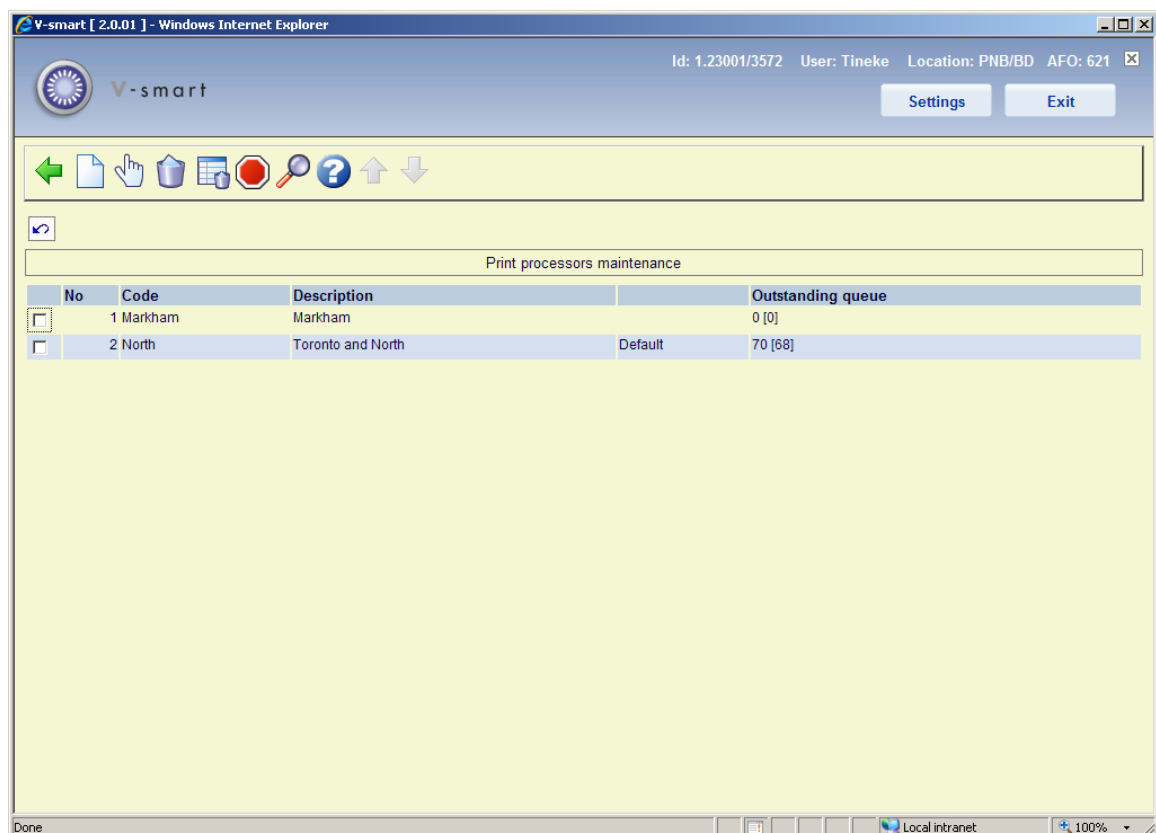
Options on the screen

Add print processor: Use this option to add a new print processor. See section 621.6.1 for details.

Select print processor: Select a line and then this option to view/modify the details of a print processor. See section 621.6.1 for details.

Delete print processor: Select a line and then this option to delete the print processor. The system will warn if the print processor is connected to a printer (and can therefor not be deleted).
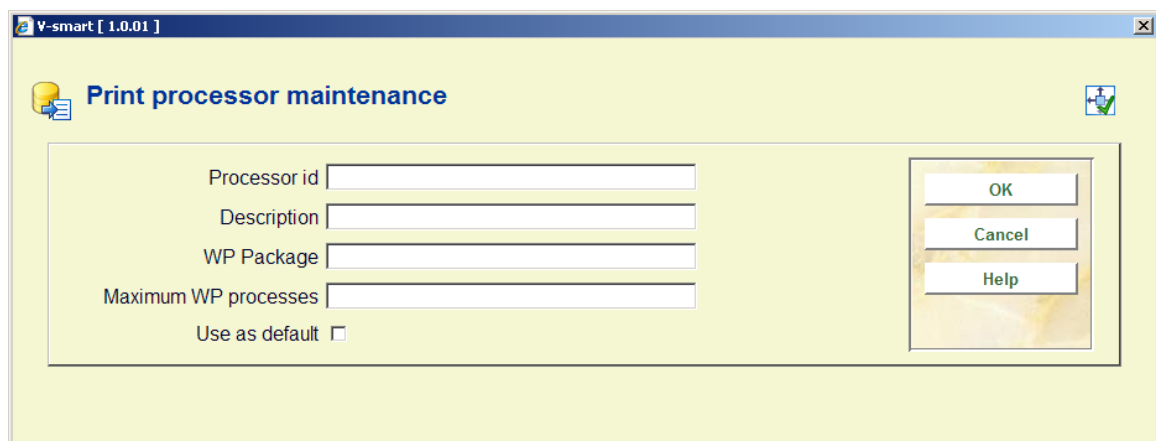
Clear sql tables: This starts a process that clears the entries in all sql tables used by the mailmerging mechanism.

Stop print processor: You can use this option to stop the print processor.
The print process normally runs on a dedicated PC. Of course you can monitor, and if necessary stop, the process from there.
From the server side you cannot see if the print processor is running. This option inserts a row into a sql table that is periodically read by the print processors. If the print processor finds such a row in this table it will stop. Of course if everything runs smoothly, the print processor need never be stopped.

Display queue: You can use this option to view the queue details for the selected print processor. See section 621.6.2.

621.6.1 Add / modify print processor

After selecting the option **Add print processor** or **Select print processor** an input form will be displayed:

Fields on the screen

Processor id: A unique ID to identify the print processor.

Description: Free text to describe the print processor.
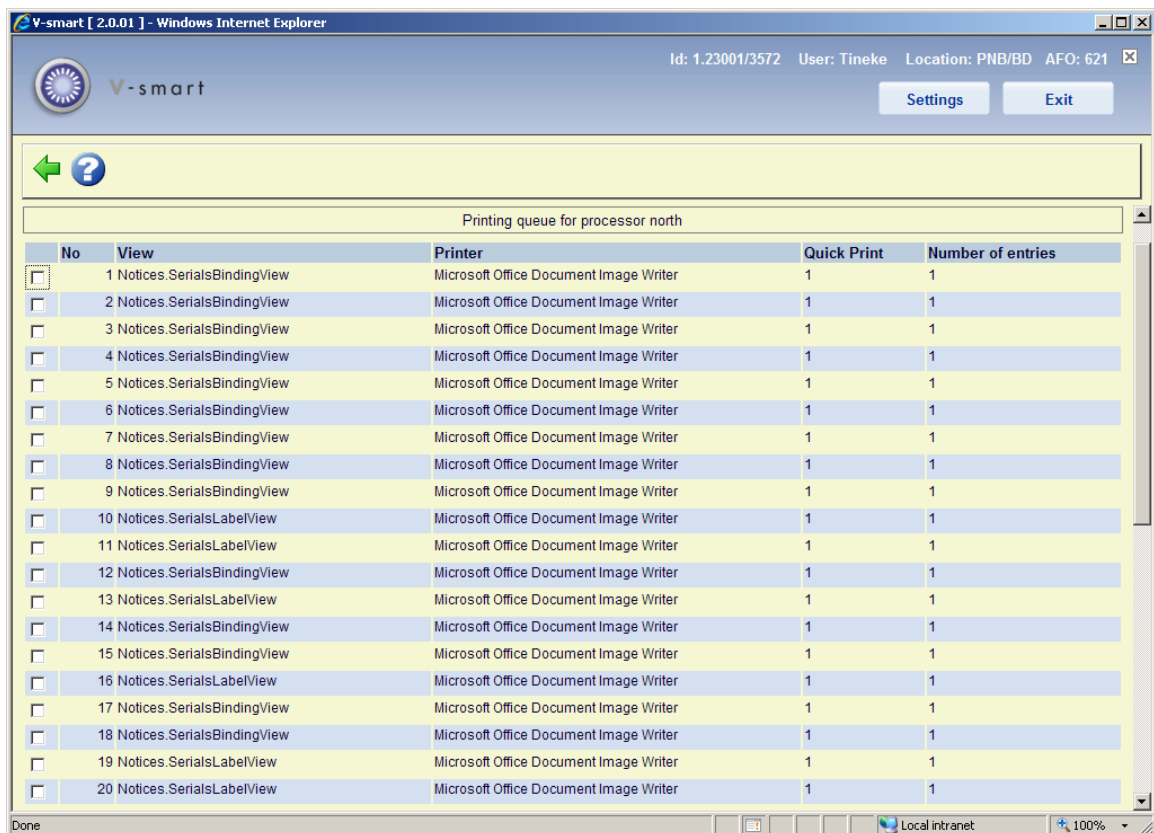
WP package: This is reserved for future use.

Maximum WP processes: Numeric value. A mailmerge process is very CPU intensive. It is therefore possible to set a limit on the number of concurrent processes which can be initiated. When a mailmerge process is required, the system will check for the presence of data in the SQL table "Notices.WProcesses" – for records with Ids 1, 2, 3 and so on up to the maximum permitted here.

Use as default: If this option is ON, the print processor will be used as the default print processor for the current meta circulation institution.

621.6.2 Queue

This is meant to be a "diagnostic" display. The option might be used if staff have reason to believe that there is a problem with the print processor.

Select a line and then the option **Display queue** to view the queue details for the selected print processor. An overview screen will be displayed:

Columns on the screen

View: This is the mailmerge view used to generate the document(s). See the general help on mailmerge for more information on Views.

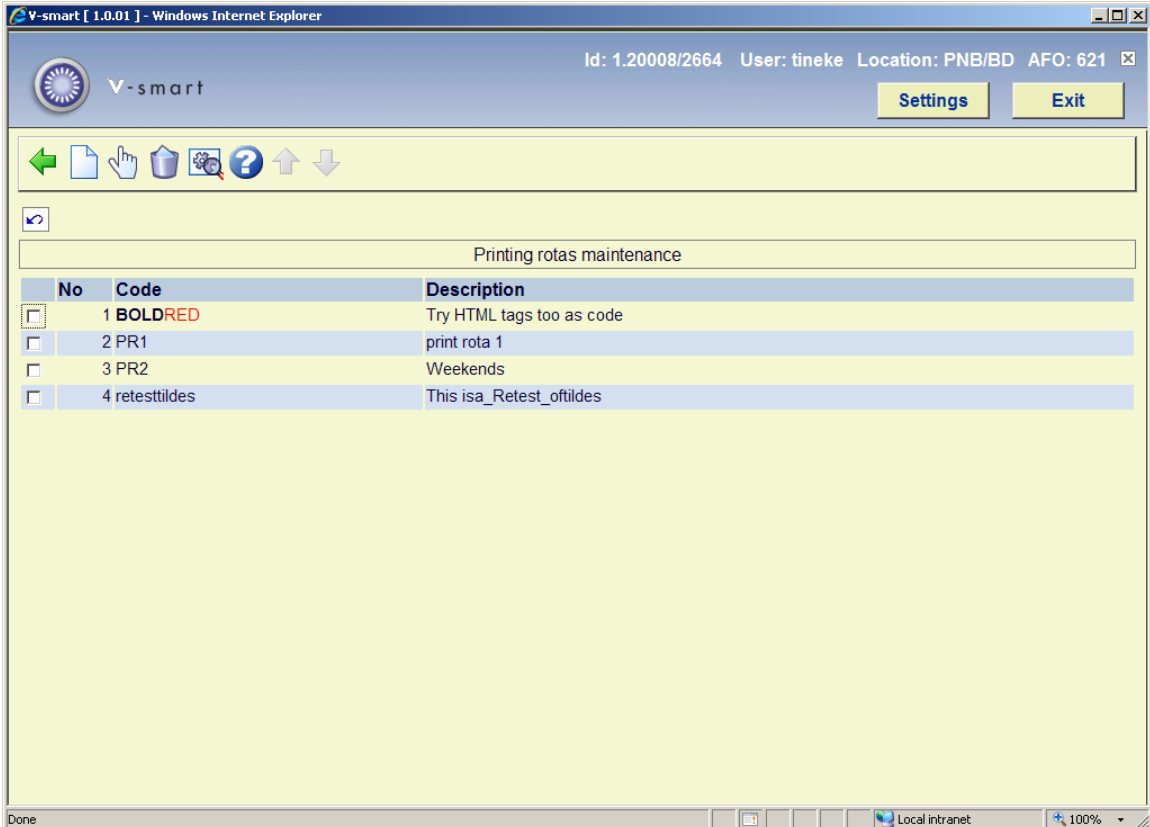**Printer**: This is the printer the output was sent to.

Quick print: This will be set to 0 or 1. There are actually two queues for printing – the regular queue (Quick print = 0) and a separate queue for those items which we would expect to be printed quickly and are required more or less immediately (usually "labels").

Number of entries: This is the number of individual elements of the output for this printout (for example, the number of overdue items being printed). This does not directly equate to the number of notices or printed sheets; however, clearly, the greater the number then the longer it will take to create the output. The time taken to generate notices from these depends on the type of notice and the complexity of the mailmerge master document, but a guideline of a second / entry gives a rough and ready approximation.

621.7 Printing rotas maintenance

This feature provides a mechanism for building a flexible redirection of mailmerge printing. During the specified time output will be rerouted elsewhere.

After selecting this option, an overview screen will be displayed:

Options on the screen

Add printing rota: Use this option to create a new printing rota. See section 621.7.1 for details.
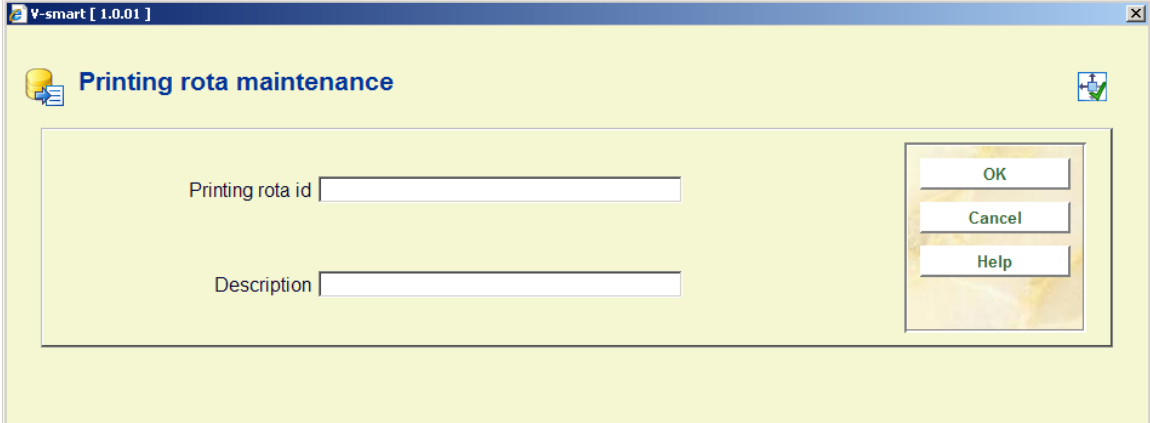
Select printing rota: Select a line and then this option to add printers to the rota. See section 621.7.2 for details.

Delete printing rota: Select a line and then this option to delete the rota. The system will prompt for confirmation. If the rota is in use (i.e. has printers linked to it) you cannot delete it.

Maintain printing rota: Select a line and then this option to view/modify the general details of the rota. See section 621.7.1 for details.

621.7.1 Add / modify rota

After selecting the option **Add printing rota** or **Maintain printing rota** an input form will be displayed:

After the **Printing rota id** and the general **Description** are entered for a new rota, you are taken to a grid where you can define the printers and time intervals associated with the current rota. See below for details.
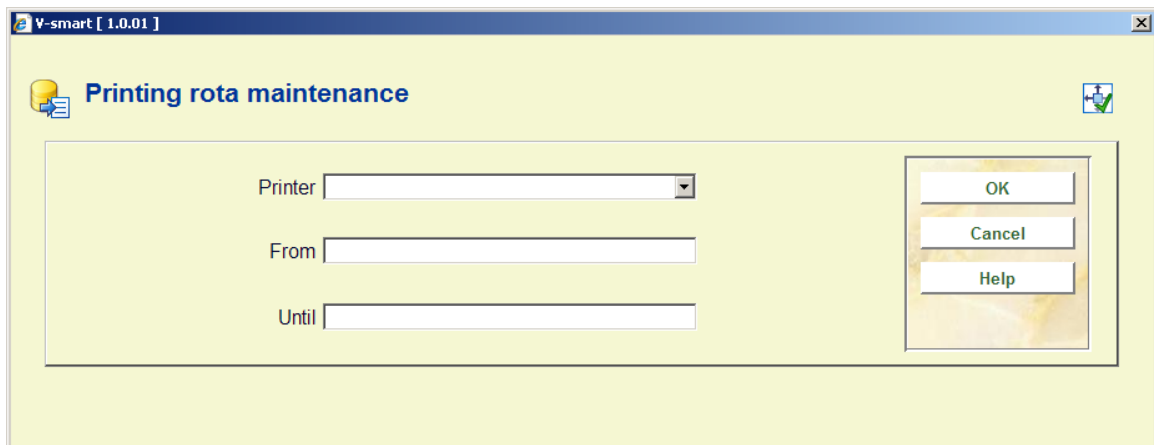
621.7.2 Details of rota

Select printing rota: Select a line and then this option to add printers to the rota. When adding a new rota, you are taken to this screen automatically after saving the general details.

An overview screen will be displayed:
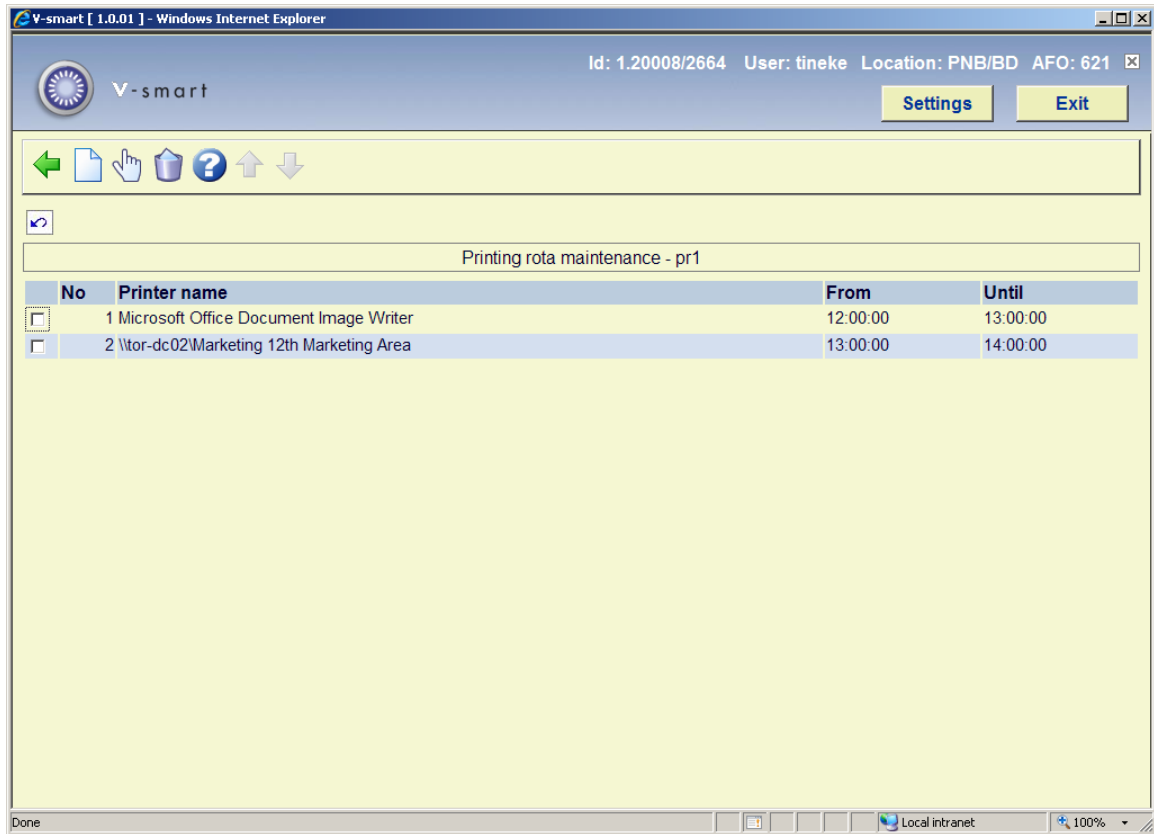
Options on the screen

Add printer: Use this option add to add a printer to the rota. An input form will be displayed:

Select a printer from the dropdown list. The entries in the dropdown list are defined elsewhere in AFO 621. Enter the start and end times for the redirection period.

Select printer: Select a line and then this option to view/modify the details. An input form similar to the one above will be displayed.
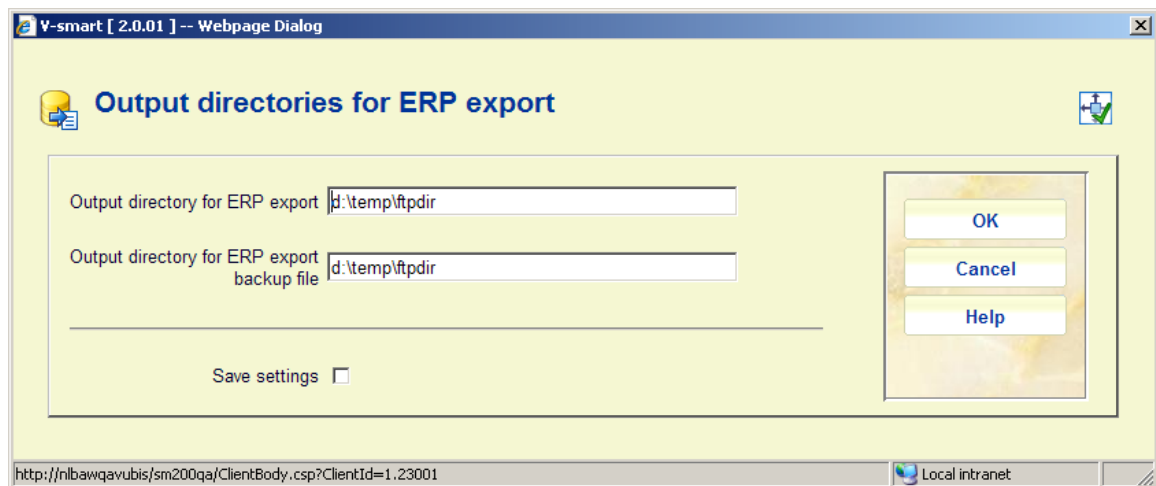
Delete printer: Select a line and then this option to remove a printer from the list.

Once the printing rotas are defined they will be available to be attached to a system printer (using AFO 621 – Maintain system printers) or directly to a service point (using AFO 618 – Service points).

621.8 Directories for ERP output

This option is related to the ERP export for AFAS (a feature designed initially for the Dutch market). Most of the related parameters are set in AFO 494.

After selecting this option an input form will be displayed:

You can enter the full path for storage of the ERP export file and the backup file for the ERP export.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	June 2008	creation	
1.1	September 2008	new options for mail merging, stack requests and print rota's	
2.0	November 2009	general improvements; print processor; new option to display queue; new menu option for ERP output path part of 2.0 updates	