Entire Output Management

OPO User's Guide

Version 3.4.3

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ADABAS & NATURAL

This document applies to Entire Output Management Version 3.4.3 and all subsequent releases.

Specifications contained herein are subject to change and these changes will be reported in subsequent release notes or new editions.

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Preface

This document describes the Open Print Option (OPO) component of Entire Output Management. It covers the following topics:

Starting the Open Print Option	Describes how to start OPO.
Managing Printouts	Describes the functions available to manage the printouts listed in the OPO print queue.

The installation of OPO is described in the section *Installing the Open Print Option* of the *Installation and Customization* documentation

1 About this Documentation

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Document Conventions

Convention	Description
Bold	Identifies elements on a screen.
`Monospace font`	Identifies service names and locations in the format *`folder.subfolder.service`*, APIs, Java classes, methods, properties.
`Italic`	Identifies: Variables for which you must supply values specific to your own situation or environment. New terms the first time they occur in the text. References to other documentation sources.
`Monospace font`	Identifies: Text you must type in. Messages displayed by the system. Program code.
{ }	Indicates a set of choices from which you must choose one. Type only the information inside the curly braces. Do not type the { } symbols.
|	Separates two mutually exclusive choices in a syntax line. Type one of these choices. Do not type the | symbol.
[ ]	Indicates one or more options. Type only the information inside the square brackets. Do not type the [ ] symbols.
...	Indicates that you can type multiple options of the same type. Type only the information. Do not type the ellipsis (...).

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- Link to external websites that discuss open standards and web technology.

Data Protection

Software AG products provide functionality with respect to processing of personal data according to the EU General Data Protection Regulation (GDPR). Where applicable, appropriate steps are documented in the respective administration documentation.

2 Starting the Open Print Option

The installation procedure automatically creates a desktop icon for the Open Print Option (OPO).

To start OPO:

- Double-click this icon.

  The **OPO print queue** will be displayed.

3 Managing Printouts

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This section covers the following topics:

What is an OPO Printout?

An OPO printout is the output of a Windows application which has been sent to Entire Output Management via the Open Print Option (OPO) and has been queued for printing.

The OPO Print Queue

The OPO print queue is displayed when you start OPO. From here, you invoke all OPO functions available for the handling of OPO printouts.

The print queue lists all printouts which you have sent to be printed, but which have not yet been printed.

For each printout, the following information is displayed:

Field	Explanation
Name	The name of the file to be printed; or (depending on the meta data passed to Entire Output Management) the title of the document to be printed.
Print ID	An internal ID uniquely identifying the printout.
Status	The status of the printout.
Owner	The source/sender of the printout. ■ Source is your PC name. If you are logged on to a domain, it is the domain name. ■ Sender is your user ID.
Lines	The number of lines to be printed (for text documents only).
Kbytes	The size of the printout in KB (for binary printouts only).
Sent	The date and time when the printout was sent to Entire Output Management.
Properties	The properties of the printout.

Commands for OPO Printouts

To list the commands available for printouts:

- Select a printout from the print queue, and invoke the context menu.

  A list of available commands is displayed. These are:

Command	Key	Function
Cancel	Del	**Cancel a printout**.
Properties	---	**Display the properties of a printout**.

Cancelling an OPO Printout

To cancel one or more printouts:

1. In the print queue, select the printout(s) to be cancelled.
2. Invoke the context menu and choose **Cancel**.

   Or:

   Invoke the **Document** menu and choose **Cancel**.

Displaying the Properties of an OPO Printout

To display the properties of a printout:

1. In the print queue, select the desired printout.
2. Invoke the context menu and choose **Properties**.

   Or:

   Invoke the **Document** menu and choose **Properties**.