



Entire Output Management - Open Print Option

OPO User's Guide

Version 3.4.5

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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 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.

2 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. <ul style="list-style-type: none">■ 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**.
