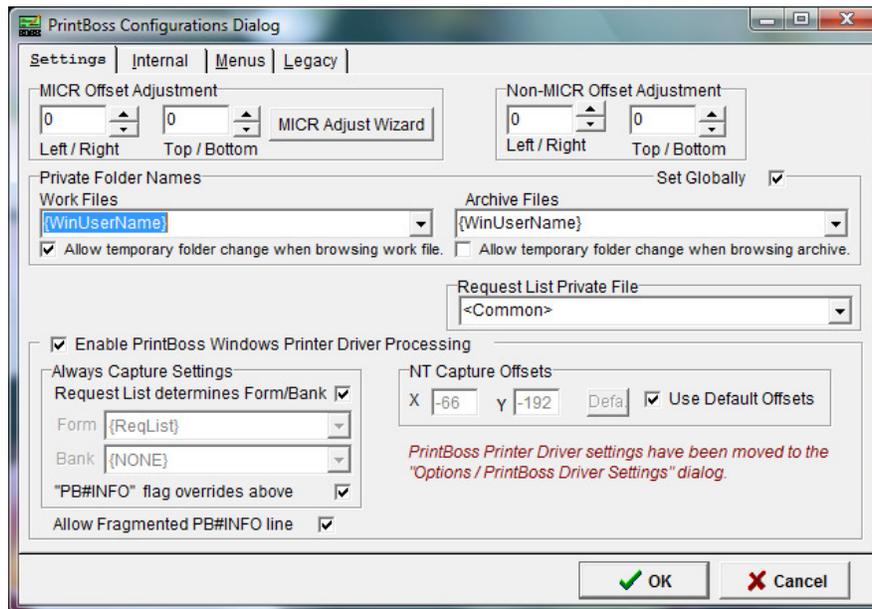


PrintBoss captures documents to a work file. Documents stay in the work file until they are overwritten or archived. Work and archive files can be reprinted and sorted. PrintBoss also allows you to create reports to view or print lists of these documents.

CONFIGURE WORK/ARCHIVE FILES

Work and Archive files can be saved by user.

1. Open the PrintBoss Master Application.
2. Click on the **Options** menu and select **Configuration**.

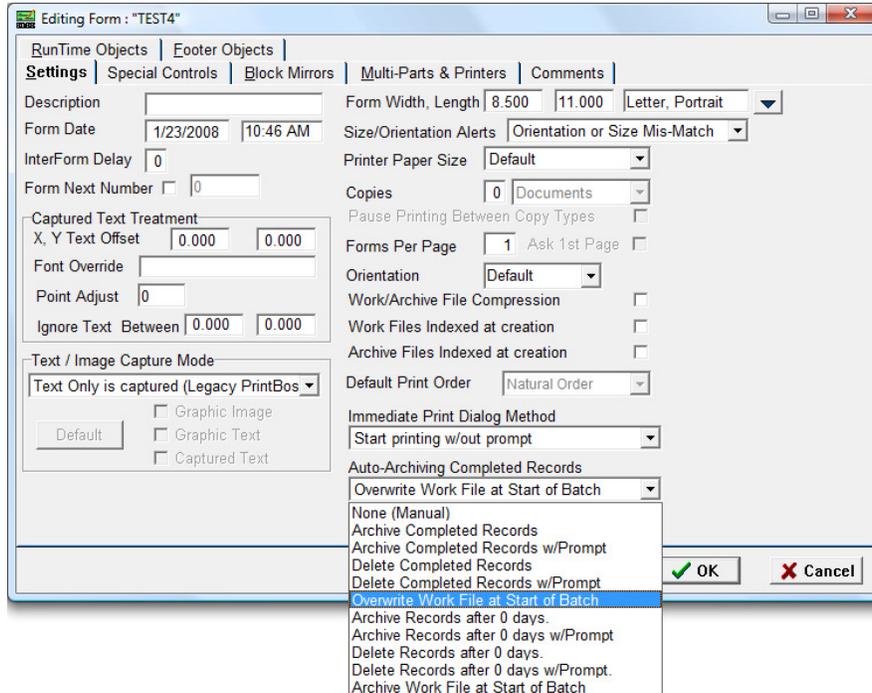


3. Locate the **Private Folder Names** section on the **Settings** tab.
 - a. **Work Files** – The recommended setting for Work Files is **{WinUserName}**. PrintBoss will create folders by Windows User Name in the Work folder of the PrintBoss Home directory. This allows each user to track their own documents and prevents other users from accidentally overwriting the work files.
 - b. **Archive Files** – **{WinUserName}** is also the recommended setting for tracking Archive documents, but there are times when a **Common** folder is more advantageous for creating audit reports.
4. Select the **Set Globally** check box to save the **{WinUserName}** setting for all PrintBoss users. This applies to both the Work Files and Archive Files when they display the **{WinUserName}** setting.
5. Select **Allow temporary folder change when browsing work file** or **archive** when individual folders are used for users and a Supervisor or Wellspring technician needs to browse and view the files of another user. Browsing these files is explained later in this section.

NOTE:

The remaining settings on the Configuration window may vary based on the accounting software your organization is using. See Chapter 4, *Setup*, for an explanation of these settings.

6. Click **OK** when you are finished.
7. Click on the **Edit** menu and choose **Form Files**.
8. Select the desired form and click the **Edit** button.



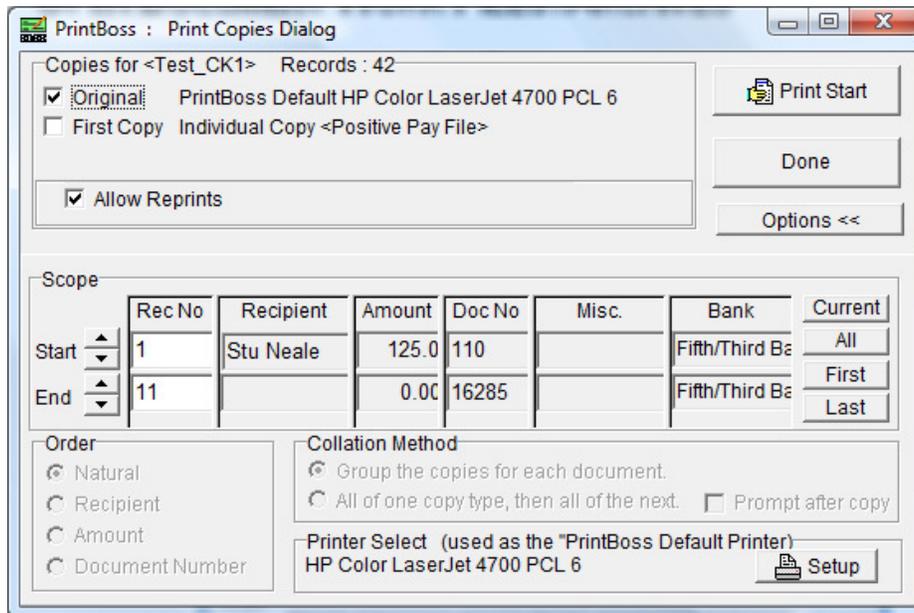
9. Click on the **Auto-Archiving Completed Records** drop down menu on the **Settings** tab and choose an Archive method.
 - a. **None (Manual)** – Work file documents are not archived or deleted automatically. Any changes to the work files need to be made manually.
 - b. **Archive Completed Records** – Work file documents are automatically transferred to Archives after successfully printing.
 - c. **Archive Records w/Prompt** – User is prompted to archive documents after they finish printing.
 - d. **Delete Completed Records** – Work file documents are automatically deleted after successfully printing. They are not moved to Archives.
 - e. **Delete Completed Records w/Prompt** – User is prompted to delete documents after they finish printing. Documents are not archived.
 - f. **Overwrite Work File at Start of Batch** – This is the default setting for standard forms. Documents remain in the Work File until the next print batch is started. Then the existing documents are deleted and the new documents temporarily stored in the Work File. Documents are not archived.
 - g. **Archive Records after _ days** – PrintBoss displays a *Days till Archiving* field when this option is selected to allow the user to input when the completed records will be automatically transferred to Archives. The largest available value is 299999.
 - h. **Archive Records after _ days w/Prompt** – PrintBoss displays a *Days till Archiving* field when this option is selected to allow the user to input when they will be prompted to archive completed records. The largest available is 299999.
 - i. **Delete Records after _ days** – PrintBoss displays a *Days till Archiving* field when this option is selected to allow the user to input when the completed records will be automatically deleted.

- j. **Delete Records after _ days w/Prompt** – PrintBoss displays a *Days till Archiving* field when this option is selected to allow the user to input when they will be prompted to delete completed work file documents.
 - k. **Archive Work File at Start of Batch** – Completed work file documents are automatically transferred to Archives at the start of the next batch printed to the same PrintBoss work file.
10. Click **OK** on the Form Editor to save your changes.
 11. Click **Done** to exit the Form Select window.

OPEN DOCUMENT WORK FILES /ARCHIVES

Documents may be temporarily stored in the Work File, depending on the Auto-Archive setting selected on the Settings tab of the Form Editor. These documents may be Printed, Archived, Indexed, or printed in a Report list. Document Work Files and Archives work substantially the same way.

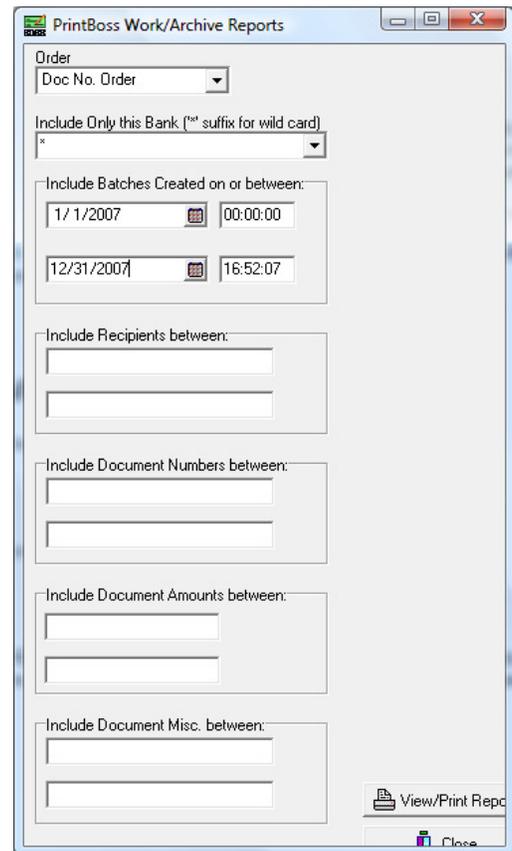
1. Open the PrintBoss Master Application.
2. Click on the **File** menu and select **Open Document Work Files**.
3. Select a form from the list and choose an action from the buttons on the right side of the window.
 - a. **Print** – Reprint a selected document or all documents in the Work File. A range can be selected from the Scope. Be sure to select **Allow Reprints** and **Original** or any other available copies before clicking the **Print Start** button.



- b. **Browse** – View a list of the documents in the selected Work file and confirm their Printed status. Capital letters in the Printed column indicate successful printing. Lower case letters indicate printing was not successful.

Batch		Document		DocNo	Form	Printed	Recipient	Misc (FaxNo)	Amount	BankCode
Date	Time	Date	Time							
2007-12-18	15:34:18	2007-12-18	15:34:19	0000000006	MTax1	P	Demo Bank Account		3405661.18	
2007-12-18	15:34:18	2007-12-18	15:34:19	0000000007	MTax1	P	Arizona Department of Revenue		15607.84	
2007-12-18	15:34:18	2007-12-18	15:34:19	0000000008	MTax1	P	Arizona Department of Revenue		54000.00	
2007-12-18	15:34:18	2007-12-18	15:34:19	0000000009	MTax1	P	DES Unemployment Tax		280.40	
2007-12-18	15:34:18	2007-12-18	15:34:19	0000000010	MTax1	P	Kentucky State Treasurer		19054.50	
2007-12-18	15:34:18	2007-12-18	15:34:19	0000000011	MTax1	P	Treasurer, KY Unemployment Ins		1315.78	

- i. Select a document and click the **View** button to preview the entire document. See Chapter 9, Form File – *Modify from the Document View* to learn more about this feature.
 - ii. Click the Print button to print the selected document.
 - iii. Click on the drop down menu to the left of the View button or click on a dark gray column heading to sort the list. Sorting is only available when the Work or Archive File has been Indexed.
 - iv. Right-click on a document in the list to view additional choices.
 - c. **Delete** – Delete documents in the selected Work or Archive File that meet one of the following conditions. This action cannot be reversed.
 - i. Delete Only Completed Records (original and all copies printed).
 - ii. Delete Records Created Between a specified data range.
 - iii. Delete All Records.
 - d. **Archive** – Transfer or Delete records in the Work File that meet the selected condition. The conditions are similar to those listed for Delete above.
 - i. **Transfer** moves the documents to the specified folder in the Archive folder of the PrntBoss Home directory. By default, the name of the Archive folder is the same as the Work File and Form name.
 - ii. **Delete** permanently removes the selected records. This action cannot be reversed.
 - e. **Index** – Index the documents in the Work or Archive File for sorting.
 - i. The two choices presented when no Index exists are: 1) Leave with no index; and 2) Index file. Choose Index file to sort the documents in the File Browse window.
 - ii. The choices change when a Work or Archive File has been Indexed: 1) Disable Indexes; and 2) Rebuild Existing Index.
 - iii. Select Pack Database on the Index Maintenance window to resize a file after many documents have been moved or deleted.
 - f. **Report** – Work/Archive Reports creates a list of reports that meet the specified criteria. This is a great auditing and search tool. Click the View/Print Report button after entering your criteria to View and Print a list of the results.
 - i. **Order** – Enter a sort order is this file is Indexed. We used Doc No. (Check No.) for this example.
 - ii. **Bank** – Select a bank record to report on documents associated with a specific bank account. An asterisk (*) can be used as a wildcard to select all bank records or bank records that start with the same name.
 - iii. **Date/Time Range** – Use the calendar buttons or type in the fields to specify a data range. Type in the far left fields to enter a time range. This is particular helpful for audits trails.
 - iv. **Recipients** – The recipient range is alphabetical. Example: enter Lockhaven and Sloan to select all recipients that appear alphabetically between these two names.
 - v. **Document Numbers** – This range is alpha-numeric.
 - vi. **Document Amount** – This range is only numeric.
 - vii. **Document Misc.** – This range is alpha-numeric.



viii. A sample of the report results is displayed below.

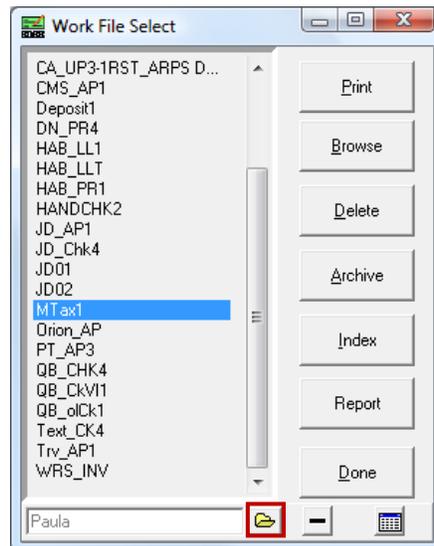
Batch Date/Time	Doc. Date/Time	Doc. No.	Doc. Amt.	Recipient	Misc	Bank	Printed	Form
12/18/2007 15:34:18	12/18/2007 15:34:19	0000000006	3,405,661.18	Demo Bank Account			P	MTax1
12/18/2007 15:34:18	12/18/2007 15:34:19	0000000007	15,607.84	Arizona Department			P	MTax1
12/18/2007 15:34:18	12/18/2007 15:34:19	0000000008	54,000.00	Arizona Department			P	MTax1
12/18/2007 15:34:18	12/18/2007 15:34:19	0000000009	280.40	DES Unemployment			P	MTax1
12/18/2007 15:34:18	12/18/2007 15:34:19	0000000010	19,054.50	Kentucky State			P	MTax1
12/18/2007 15:34:18	12/18/2007 15:34:19	0000000011	1,315.78	Treasurer, KY			P	MTax1
Total Doc Amount:			3,495,919.70					

4. Select the **Print** button to print this list.
5. Click **Close** to close the Batch print window.
6. Click **Close** to close the PrintBoss Work/Archive Reports window.
7. Click **Done** when you are finished with Work/Archive File Select

BROWSE WORK/ARCHIVE FILE SELECT

You can browse for Work or Archive files created by other PrintBoss user when *Allow temporary folder change when browsing work file/archive* is selected on the Configuration dialog under the Options menu.

1. Open the PrintBoss Master Application.
2. Click on the **File** menu and choose **Open Document Work Files** or **Open Document Archives**.



3. Click on the browse (folder) button at the bottom of the window.

NOTE:

The folder button is not present unless the *Allow temporary folder change when browsing...* option is selected on the Configuration dialog under the PrintBoss Options menu.

4. Select a different user from the **Browse for Folder** list. Occasionally there are files under the main Work folder as well.
5. Click **OK**. The work/archive files for the selected user will display in the Work/Archive File Select list.

WORK FILE/ARCHIVE EDIT

The Work Edit window for Work and Archive Files contains useful information and functionality.

1. Open the PrintBoss Master Application.
2. Click on the **File** menu and choose **Open Document Work Files** or **Open Document Archives**.
3. Select a Form from the list and click the **Browse** button.
4. Right-click on a document in the list and select **Edit**. The **Work File Edit** window opens.

The screenshot shows the 'Work File Edit' window with the following fields and values:

Batch Date/Time	2008-05-08 10:11:21	Record Date/Time	2008-05-08 10:11:48
Form	CA_AP2	Bank	BANK01:ANY BANK, USA
Document Number	48211	Document Amount	334.84
Document Recipient	RECEIVER GENERAL FOR CANADA	Printed	POe
Misc (Fax Phone)			
Misc2 (Email Address)			

Status Log

```

01/07/2009 05:32:06P Copy=2 Operator Never Sent
01/07/2009 05:24:10P Copy=2 Operator Never Sent
01/07/2009 05:23:15P Copy=2 Page:2/2 Emailed Successfully to Paula@

```

Buttons:

5. A description of these fields follows.
 - a. **Batch Date/Time** – Displays the date and time the work file was created.
 - b. **Record Date/Time** – Displays the date and time the selected document was created.
 - c. **Form** – Displays the Form used to process this document. Edit this field to display and print this data on a different form.
 - d. **Bank** – Displays the name of the bank used to process this document. Changes to this field will not update the document.
 - e. **Document Number** – Displays the check number.
 - f. **Document Amount** - Displays the check amount.
 - g. **Document Recipient** – Displays the Payee or Recipient if this is a check.
 - h. **Printed** – Displays the status of each copy of this document. Upper case characters indicate the document was successfully printed or skipped. Lower case characters indicate a print failure. Blank indicates no printing was attempted.

- i. **Misc (Fax Phone)** – Enter a fax number to refax or manually fax a document copy set to **<Fax Service>**.
 - j. **Misc2 (Email Address)** – Displays contents of Misc2. This can be used for an email address.
 - k. **Status Log** – Displays status information for E-mail and Fax Service copies sent from PrintBoss.
6. Click **OK** when you are finished.