

4.24 Setting up PDF Afternoon Reports

Introduction

If you have too many reports and too much paper being generated every day, then you may want to consider generating .PDF files for all of your afternoon reports so they can be reviewed at a later point in time and save bundles of paper.

Setup items

Setting up .PDF printing is a simple routine. There are four steps that you will need to complete:

- 1. Install Ghostscript
- 2. Install a Postscript Printer
- 3. Configure Local Settings
- 4. Afternoon Report Setup

Each item is covered within this section.



Install GhostScript

The first step in the process requires the installation of a program that will convert your reports to .PDF format. Ghostscript is a freeware program available to all users that can be downloaded after logging into our Web site <u>www.ARS247.com</u> -- search using the keyword: ghostscript. This page will also include the instructions outlined within this document.

NOTE: There is a separate document for users running Windows 8 that will be displayed -- be sure to click the appropriate link.



NOTE: Additionally, you can download the software directly from the *Ghostscript* Web site at: <u>http://www.cs.wisc.edu/~ghost/</u>. Download version 8.14 or higher.

After the Ghostscript software has been downloaded, initiate the installation by doubleclicking on the downloaded file.





Complete the installation by selecting the default settings and installation directory:

g GPL Ghostscript Setup	_		\times
Choose Install Location Choose the folder in which to install GPL Ghostscript.			g
Select the directory to install GPL Ghostscript in:			
Destination Folder C:\Program Files\gs\gs9.06	Bro	wse	
Space required: 30.5MB Space available: 161.6GB Artifex Software Inc			
< Back Ins	tall	Car	ncel

NOTE: If multiple users on separate workstations will be processing .PDF files, install Ghostscript in a shared directory on the network (i.e., the RMA folder). Although Ghostscript will work across a network, there have been instances when workstations experience problems creating .PDF files in this environment. If you are experiencing problems, install Ghostscript locally on each machine.

Installing a Postscript Printer

After you have installed the Ghostscript program, a new virtual Post Script printer will need to be installed on each workstation. This printer will be used for processing .PDF print jobs.

NOTE: There is a separate set of instructions for users running Windows 8 that is available at <u>www.ARS247.com</u> using the keyword: GhostScript.

- 1. Browse to *Start > Printers and Faxes* (or similar) on your PC.
- 2. Double-click on the Add Printer option.



3. On the *Local or Network Printer* page, select **Local Printer** and uncheck the 'Automatically Detect...' option (if applicable).

Add Printer Wizard			
Local or Network Printer The wizard needs to know which type of p	inter to set up.		Ì
Select the option that describes the printer	you want to use:		
 Local printer attached to this computer 			
Automatically detect and install my l	Plug and Play pri	nter	
A network printer, or a printer attached	to another compu	iter	
To set up a network printer that is use the "Local printer" option.	not attached to a	i print server,	
	< Back	Next >	Cancel

4. On the *Select a Printer Port* page, choose an available **LPT** port (LPT1 or 2 is recommended).

Add Printer Wizard
Select a Printer Port Computers communicate with printers through ports.
Select the port you want your printer to use. If the port is not listed, you can create a new port.
Use the following port: LPT1: (Recommended Printer Port)
Note: Most computers use the LPT1: port to communicate with a local printer. The connector for this port should look something like this:
Create a new port: Type of port: Adobe PDF Port Monitor
<pre></pre>



- 5. On the *Install Printer Software* page, select one of the available printers below, depending on your Operating System:
 - a. Windows 2000/XP: Apple as the *Manufacturer*, and Apple Color LaserWriter 12/600 as the *Printer*.
 - Windows Vista/7/Server 2008: Lexmark as the Manufacturer, and Lexmark C510 PS (MS).
 - c. Windows 8/10/Server 2012/2016: Samsung as the Manufacturer, and Samsung B/W Laser PS Class Driver.

Add Printer Wizard	
Install Printer Software The manufacturer and model dete	ermine which printer software to use.
Select the manufacturer and m disk, click Have Disk. If your pr compatible printer software.	odel of your printer. If your printer came with an installation inter is not listed, consult your printer documentation for
Manufacturer Adobe Agfa Alps Apollo Apple Apc pc This driver is digitally signed.	tinters Apple Color LW 12/660 PS Apple Color LaserWriter 12/600 Apple LaserWriter 12/640 PS Apple LaserWriter 16/600 PS Apple LaserWriter 16/
	<pre></pre>

6. Click **Next** and enter a name for the printer, such as 'RM_PostScript' or similar.

Ad C	d Printer	<u>x</u>
	Type a printer name	
	Printer name:	Postscript Printer

7. Click **Next** until the printer has been added successfully.

NOTE: The new printer can be shared on the network and accessed by your other workstations, if desired. Additionally, it is not necessary to establish the new printer as the default printer on the PC.



Configure Local Settings

You will need to configure *Local Settings* for each user that is uploading cards in the system.

NOTE: An additional section follows this one for configuring .PDF archiving when using the Advanced Communications module (wireless uploads).

Navigate to *File > Local Settings* and select the **PostScript Printer** from the dropdown menu in modify mode:



Select the **Browse** key next to the *GhostScript* field and navigate to the 'gswin32c.exe' file.

NOTE: Generally, the path to the file is located 'X:\Program Files\gs\gsX.XX\bin\gswinXXc.exe'.

esktop Communications	Directories Printers Reports	Colors My Toolbar		1
Printers			1	- M
Standard Printer	FOXIT READER PDF PRINTER	Use Standard Printer for All Printing		
Atternoon Report Printer	FOUT PEADER PDF PRINTER	×.		×
Delivery Order Printer	FOUT READER PDF PRINTER	<u> </u>		EVIT
Impact Printer	FOUT READER PDF PRINTER	- C 9 Pin C 24 Pin		5011
Label Printer	FOCT READER PDF PRINTER	- 🗆 Laser		
Statement Printer	FOUT READER PDF FRINTER	*		
Invoice Reprint Printer	FOCIT READER PDF PRINTER	Use Invoice Reprint Printer for		
BOL Printer	FOXIT READER PDF PRINTER	statements with invoice Copies		
Packing Slip Printer	FOXIT READER PDF PRINTER	7		
Equipment Label Printer	FOXIT READER POF PRINTER	-		
Postscript Printer	RMA_Postscript	•		
Path to Ghost Script	CIPROGRAM FILES/GS/GS9.06			
Pasito diriciti Script	G PROSPHIPLESISSISSIO			

Save your changes and exit the screen.



Afternoon Report Setup

You must enable .PDF printing within each *Handheld Class* to complete the setup process by following the steps below:

- 1. Navigate to *Lists > Routes > Handheld Class*, and click on the **Upload Reports** tab.
- 2. Select the option 'Create PDF Archive of Upload Reports' in modify mode on the screen:

eneral	Hardware	Load/Unload	Sales Rules	Sales P	Rules 2	Labels	Off Route	Finance	Messages	Receipt	Receipt 2
Upl	oad Reports	Upl	load Reports 2		GPR	3	Screen		Upload		Android
Desito	p Reports (Prin	nary Printer)		-		Sec	ondary Printer	-		1	
		1	Fransaction Detai	ls 1 🚞				۳	0 📩		13
		Blank Lines on	Transaction Deta	배 1	1000						
			Exception	15 1 1	1			-	0 1		
			Sequenc	e 0 ±				-	0 =		
		D	river Commission	15 0 -				-	0		12
Payment Summary 1		1	-		-	0 ==					
Inventory Sold 1 🛨		1	-			0		1.1			
Driver Notes 0 🛨						0					
		Eq	urpment Moveme		Com	-			0 -		
			Product So		i Detail	-			0 -		
			Perpendal Invento	0 0 -		-			0		13
		Touck	to Truck Transfer	0 -		-		-	0 -		
		110.4	Credit Car	d 1 ÷		-		-	0		
		Danast Cr	d Order Time			Create	PDF Archive of	Upload R	eports 🖂		
		Show Depos Use PAR	sit Detail on Trans	action [Use	Seconda	ry Printer for A	dv Comms	. Only		
Show	Authority Leve Level 1	Summary on Tr Level	ansaction Detail I	Report P		Level 4					
- F											

NOTE: If the 'Archive' option is grayed out when you click modify you will need to ensure that you have established the *Postscript Printer* and *Ghostscript* program within *Local Settings* (covered earlier).

3. **Save** your changes and repeat this step for each *Handheld Class* desired.



Afternoon Report Setup (Advanced Communications)

If you are using the *Advanced Communications* module and you would like to create archived .PDF reports, then you will need to establish the GhostScript and PostScript Printer in the *Advanced Communications Configuration* program.

The configuration file is located within the root directory of your RMA program and is labeled as 'AdvCommsConfiguration.exe':

Name	Date modified	Туре	Size	^
AdvComms.dll	5/3/2016 10:43 AM	Application extens	299 KB	
📧 AdvCommsConfig.xml	4/6/2016 7:30 AM	XML File	3 KB	
AdvCommsConfiguration.exe	5/3/2016 10:43 AM	Application	71 KB	
AdvCommsConsole.exe	5/3/2016 10:43 AM	Application	141 KB	
AdvCommsRenamer.bat	12/2/2015 1:30 AM	Windows Batch File	1 KB	
AdvCommsService.exe	5/3/2016 10:43 AM	Application	143 KB	
AdvCommsService.exe.config	10/26/2015 1:21 PM	XML Configuratio	3 KB	
AdvCommsService.srv	11/25/2015 9:55 AM	SRV File	1 KB	
AdvCommsWatchdogCommon.dll	5/3/2016 10:44 AM	Application extens	10 KB	
AdvCommsWatchdogService.exe	5/3/2016 10:44 AM	Application	8 KB	
AdvCommsWatchdogService.exe.config	10/26/2015 1:21 PM	XML Configuratio	1 KB	
🖬 amex_logo.bmp	10/26/2015 11:19	BMP File	7 KB	
ApplicationAPI.dll	10/26/2015 12:36	Application extens	101 KB	
ARCI suncher eve	5///2016 1-30 AM	Application	15 KR	~

Double-click on the file and the following screen will be displayed:

ttings Logging Android Message Cen	tre	
Data Path	C:\RMA\DATA\	
Advanced Communications Path	C:\RMA\DATA\	
RMA .EXE Path	C:\RMA\	
RMA Language	ENGLISH	
PostScript Printer	~	
Ghostscript EXE		
Aftemoon Printer	~	
Photo Directory	C:\RMA\data\HHPhotos	
Handheld Communications		
Port	40001 🜩	
Password		

Select the *PostScript Printer* from the dropdown menu:



Setup		
Data Path	C:\RMA\DATA\	
Advanced Communications Path	C:\RMA\DATA\	
RMA .EXE Path	C:\RMA\	
RMA Language	ENGLISH ~	
PostScript Printer	RMA_Postscript	
Ghostscript EXE		
Afternoon Printer	~ ·	
Photo Directory	C:\RMA\data\HHPhotos	

Select the **Browse** key next to the GhostScript field and navigate to the 'gswin32c.exe' file.

NOTE: Generally, the path to the file is located within 'X:\Program Files\gs\gsX.XX\bin\gswinXXc.exe'.

Here is a sample screen to reference as you do this:

Setup		
Data Path	C:\RMA\DATA\	
Advanced Communications Path	C:\RMA\DATA\	
RMA .EXE Path	C:\RMA\	
RMA Language	ENGLISH ~	
PostScript Printer	RMA_Postscript ~	
Ghostscript EXE	C:\Program Files\gs\gs9.06\bin\gswin64c.exe	
Aftemoon Printer	~	
Photo Directory	C:\RMA\data\HHPhotos	

Click **OK** to save your changes and exit the screen.

Stored Reports

You can find the archived .PDF files within your RMA folder under:

'X:\RMA\Data\PDF\Handheld\Afternoon'.

The files are encoded using the following formula:

Filename = YYMMDD.Route ID.PDF (e.g., 121011.A.PDF for Route A on 10/11/12.)



Viewing report information

If you would like to view any archived route reports, you can do so by navigating to *Reports > Route Reports > Reprint > Reprint Archived Upload Reports*.

Information similar to the following will be displayed:

Route	Date	Iteration	Upload
	03/30/2016	2	
0	03/30/2016	1	
0	03/30/2016		-
0	02/03/2016	1	
0	02/03/2016		
0	02/01/2016	1	
1	02/01/2016		
0	02/01/2016		
0	01/31/2016	3	
0	01/31/2016	2	
0	01/31/2016	1	
0	01/31/2016		
0	01/26/2016		
0	01/11/2016	1	
0	01/11/2016		
0	01/08/2016		
1	12/29/2015		
0	03/16/2015	9	
0	03/16/2015	8	

Click on the Route/Date combination that you would like to view and an asterisk (*) symbol will be displayed in the *Print* field. Once you are ready, select the **OK** button to preview the .PDF Reports for each route that is selected.

Summary

Setting up this function can save you reams of paper. It is also easier to manage if you have remote offices as all reports are available in a centralized location. While there are some costs in terms of disk storage, it more than offsets the flexibility you will have in looking at your reports -not to mention it can eliminate many storage boxes.



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