

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:

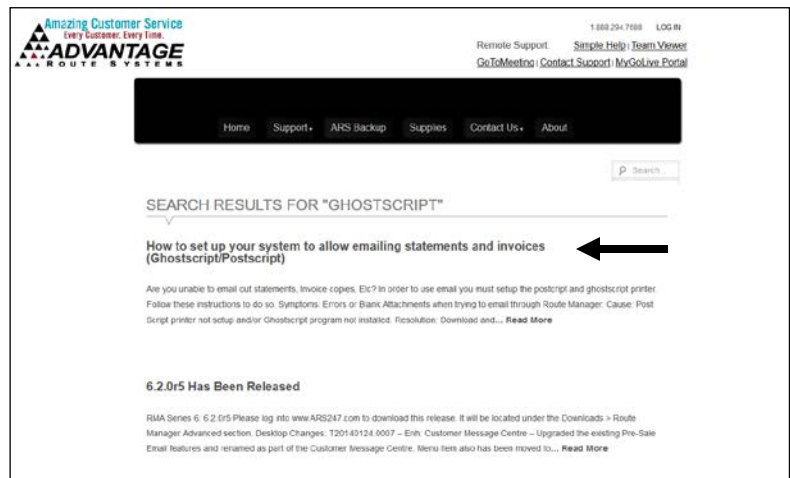
1. Install Ghostscript
2. Install a Postscript Printer
3. Configure Local Settings
4. Afternoon Report Setup

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 www.ARS247.com -- 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.

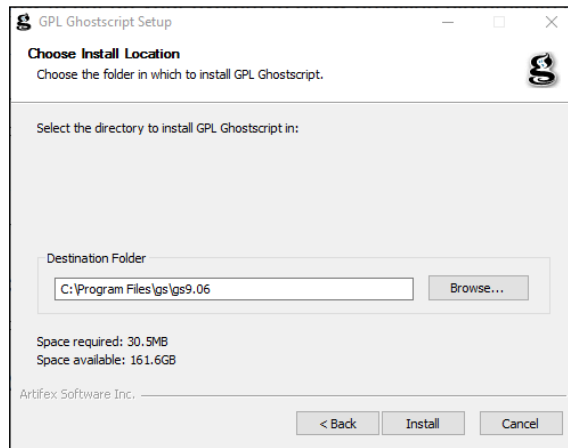


NOTE: Additionally, you can download the software directly from the *Ghostscript* Web site at: <http://www.cs.wisc.edu/~ghost/>. Download version 8.14 or higher.

After the Ghostscript software has been downloaded, initiate the installation by double-clicking on the downloaded file.



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



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.

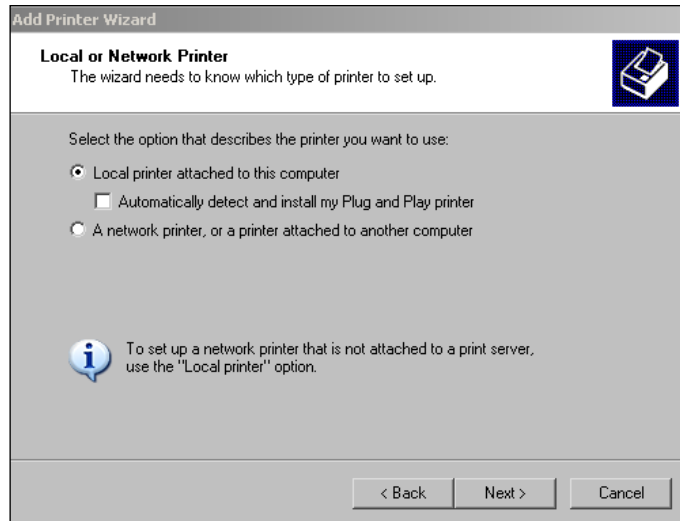
Installing a Postscript Printer

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.

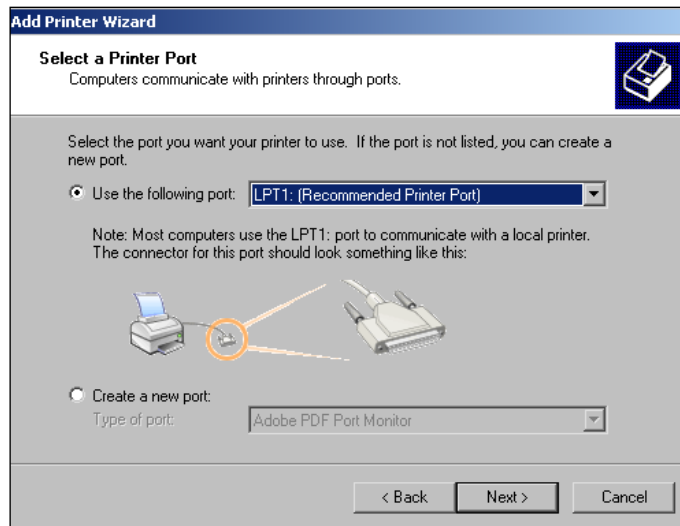
NOTE: There is a separate set of instructions for users running Windows 8 that is available at www.ARS247.com using the keyword: GhostScript.

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

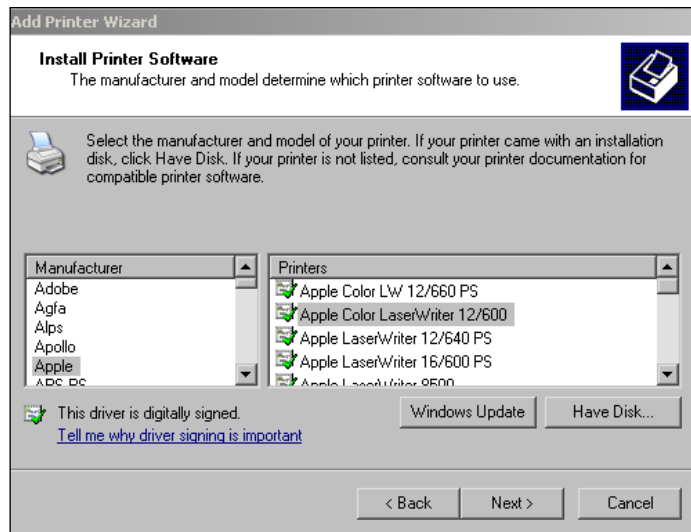
3. On the *Local or Network Printer* page, select **Local Printer** and uncheck the 'Automatically Detect...' option (if applicable).



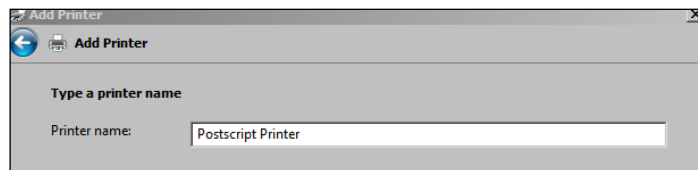
4. On the *Select a Printer Port* page, choose an available **LPT** port (LPT1 or 2 is recommended).



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*.
 - b. 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**.



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



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

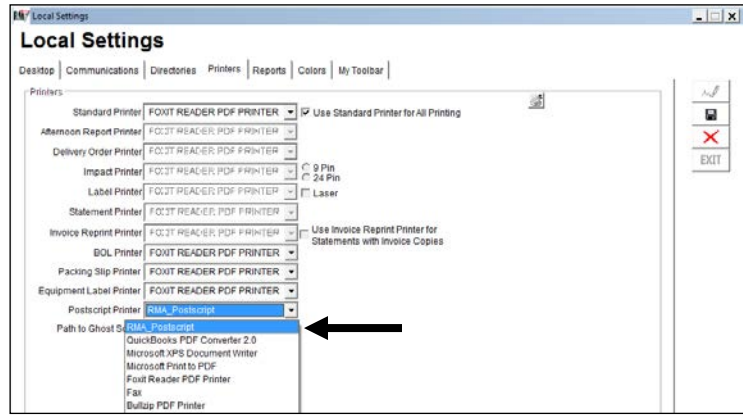
NOTE: The new printer can be shared on the network and accessed by your other workstations, if desired. Additionally, it is not necessary to establish the new printer as the default printer on the PC.

Configure Local Settings

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

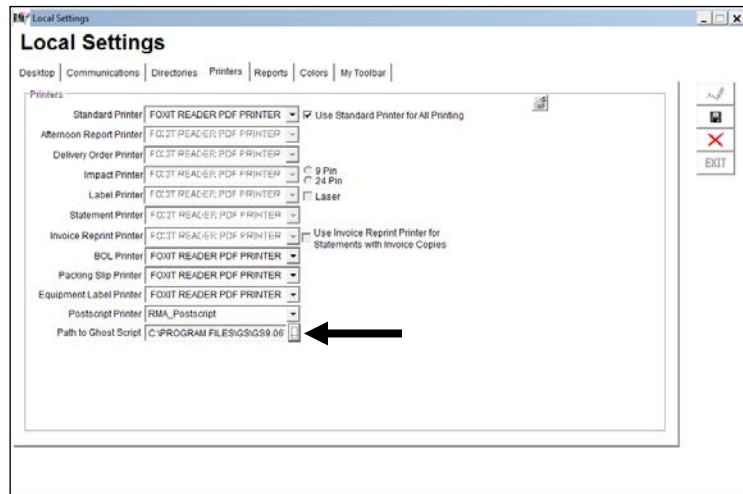
NOTE: An additional section follows this one for configuring .PDF archiving when using the Advanced Communications module (wireless uploads).

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'.

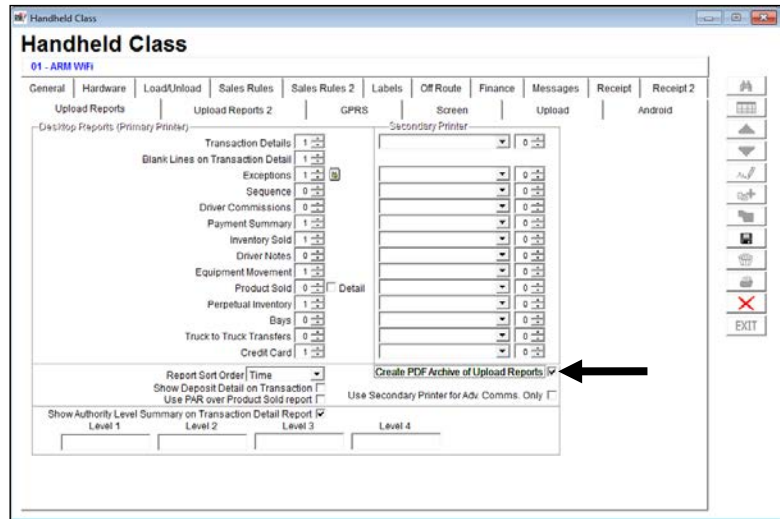


Save your changes and exit the screen.

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:



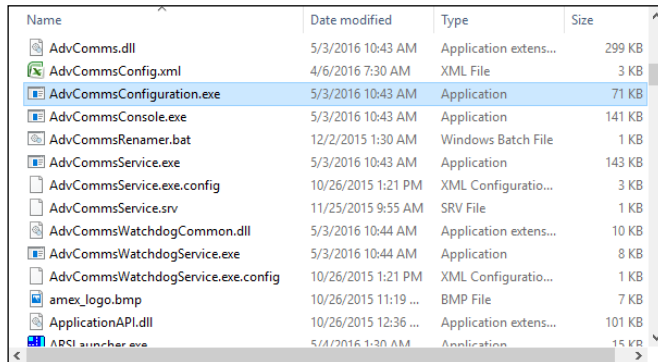
NOTE: If the 'Archive' option is grayed out when you click modify you will need to ensure that you have established the *Postscript Printer* and *Ghostscript* program within *Local Settings* (covered earlier).

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

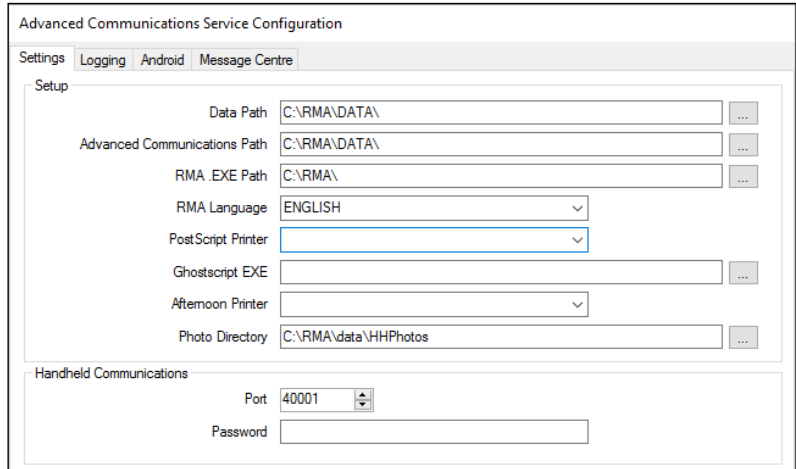
Afternoon Report Setup (Advanced Communications)

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.

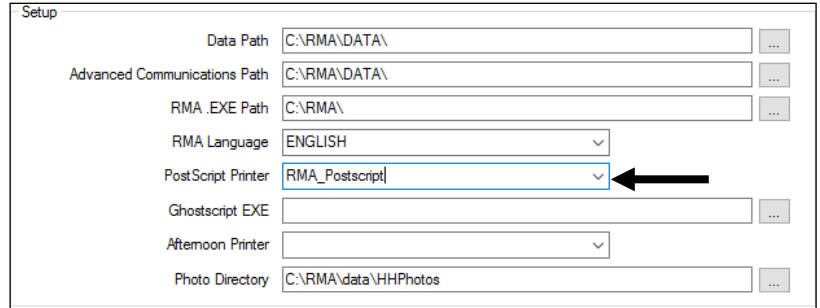
The configuration file is located within the root directory of your RMA program and is labeled as 'AdvCommsConfiguration.exe':



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



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: [Empty] [Browse]

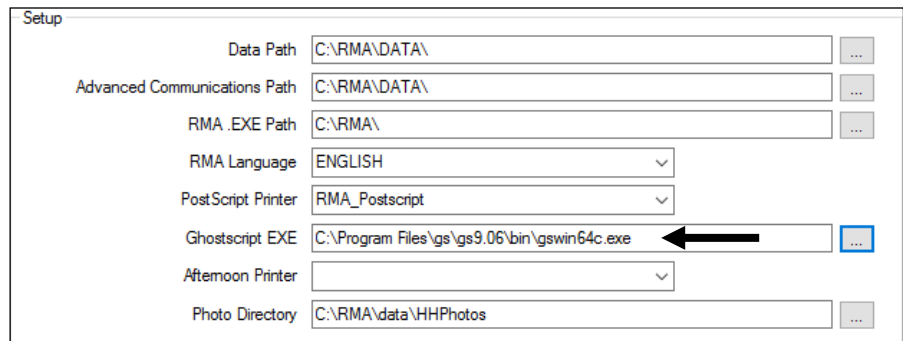
Afternoon Printer: [Empty]

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

Afternoon Printer: [Empty]

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'.

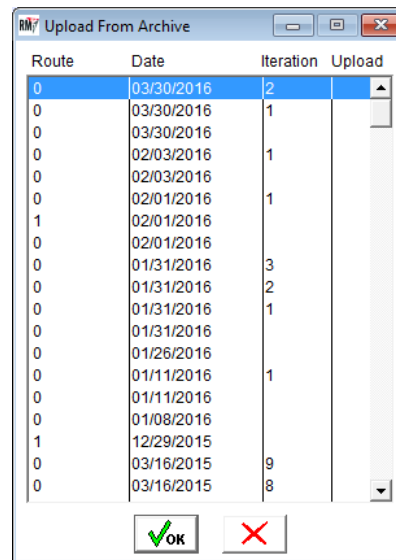
The files are encoded using the following formula:

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