16 Introduction to the Command WorkStation

This chapter introduces you to the functions and graphical user interface of the Command WorkStation.

This chapter includes the following:

- An introduction to the Command WorkStation

- Procedures for logging in and connecting to the network

- An overview of the Command WorkStation windows and lists of features accessed at the Command WorkStation

- An introduction to the Job Log window

- Procedures for viewing and editing job properties

For additional information about utilities and functions that can be performed at the Command WorkStation, refer to the chapter *Managing print jobs at the Command WorkStation.*

About the Command WorkStation

The Command WorkStation provides a window on printer functions, and an interface from which you can control those functions. The Command WorkStation application can be installed on a Windows 95/98, Windows 2000, or a Windows NT 4.0 computer with a network connection to the Phaser 790.

By default, no passwords are set—in this default state, anyone can perform Setup and use all Command WorkStation functions. Until an Administrator password is defined in setup, you can log in to the Command WorkStation as an Administrator without entering a password, and you are given full privileges.

After the Administrator has performed Setup and specified passwords, Command WorkStation user options depend on your login level. Refer to the table below for a list of which privileges are available for each level of access.

Privilege	Guest	Operator	Administrator
A view of current printing jobs and jobs stored on the printer.	X	X	X
Control of printing jobs		X	X
Access to Setup, management of resident fonts, and clearing of the print server disk and the Job Lob			X

For information about Setup and specifying passwords, refer to the chapter *Performing the setup from the Printer Control Panel* or *Performing the setup from WebSetup.*

After you connect to a Phaser 790 and log in, your first view of the Command WorkStation is the Queues window (as indicated by the tab at the bottom), which is divided into three regions by Spool, RIP, and Print status bars. A frame that includes slider buttons and menus surrounds the Queues window.

Once the Phaser 790 receives print jobs, the Queues window becomes a dynamic display, filled with the names of jobs and their characteristics. Status bars animate in real time as new jobs are processed and printed, and jobs move to different display areas. An operator, who has complete job control, sets the process in motion for each job.
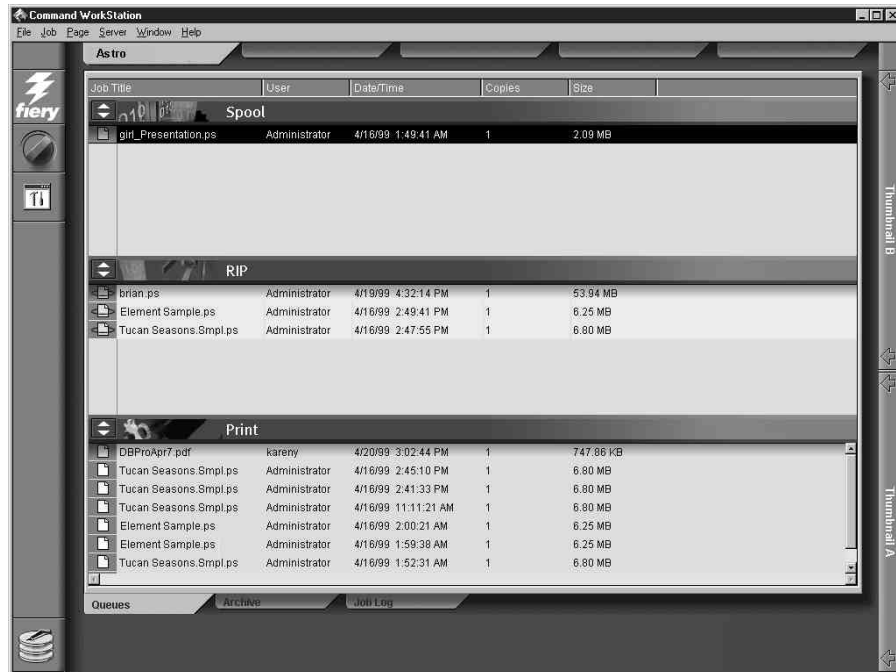
The Spool, RIP, and Print areas of the Queues window represent the stages of printing a job. Jobs come in at the top level (Spool) and drop down to the Print level, unless they are held along the way.

- **Spooled jobs**—Jobs listed below the Spool status bar area are PostScript or PCL files stored at the Phaser 790. These jobs were sent to either the Print queue (white printer icons) or the Hold queue (yellow icons).

*The term **PostScript** is used in this manual to refer to both PostScript and PDF data jobs. PDF is a structured form of PostScript that provides the ability to preview, scale, and reorder pages. Where applicable, the term **PDF** is specifically used to refer to PDF data or jobs.*

- **RIPped jobs**—Jobs listed below the RIP status bar are ready to print. They have already been rasterized (RIPped, or processed for printing) and are waiting, in order, for access to the printer. Rasterized jobs can also be held; held jobs are displayed on a yellow background.

- **Printed jobs**—Jobs listed below the Print status bar have already been printed. Printed jobs can be stored on the Phaser 790 disk. The number of jobs that can be stored (from 1 to 99) is defined in Setup.

You can interact with jobs in the window by selecting them and choosing from Job menu commands or right-mouse menu commands, or by double-clicking them. (However, if passwords have been set and you log in as Guest, you can only view jobs; you cannot change or route them.) This chapter and the next explain the Command WorkStation interface in detail.

Starting up and logging in

To start up the Command WorkStation application:

1. Perform one of the following:

    *   Select the **Windows Start** button and select **Command WorkStation** from the Programs menu

    *   If you have created a shortcut to the Command WorkStation application, double-click the **Command WorkStation** icon.

2. If a password is required, enter the password.
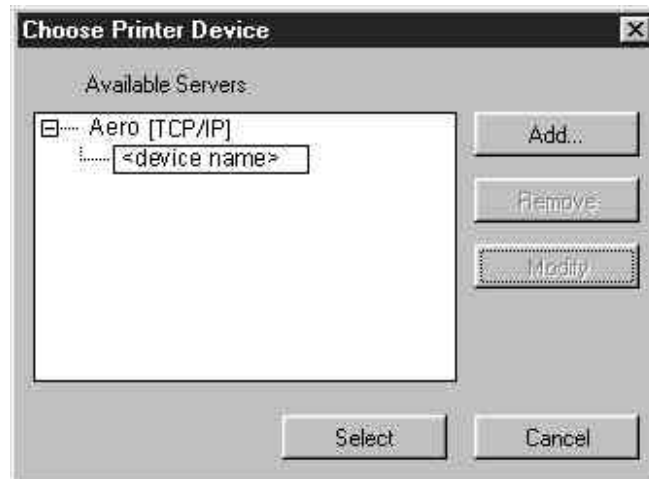
Connecting to the server

1. Perform one of the following:

    *   If the Command WorkStation has never been connected to a Phaser 790, you are prompted to configure an entry for the server. Perform the following:

    a.   Select **Add**.

    b.   Enter the **printer name** in the Nickname field.

    c.   Select the **communication type** (**TCP/IP**, **IPX**, **PIPE**) from the Protocol drop-down menu.

    d.   Enter the **IP address** for the printer in the Server Name field.

    e.   Select the **Add** button.

    f.   Ensure that **Phaser 790** is displayed in the New Device field.

    g.   Select **OK**.

- If the Command WorkStation was previously connected to a server, you are prompted to select a Phaser 790 from the list of servers.


2.   With the printer name (Phaser 790) highlighted, select **OK**. If the device name is not displayed, select the plus sign (**+**) to expand the printer entry.

The Command WorkStation connects to the server and you are prompted to select a login level and enter a password to log in (see the next section). If you have any difficulties connecting to the server, refer to the *Problem solving* chapter for error messages and troubleshooting information.

Logging in

When the Command WorkStation has connected to a server, the Log in/out slider appears, prompting you to select a login level and enter a password. Before you log in, the Administrator key is in the vertical position, and the Operator and Guest keys are in the flat (horizontal) position. When you select your login level, the corresponding key turns to the vertical position.
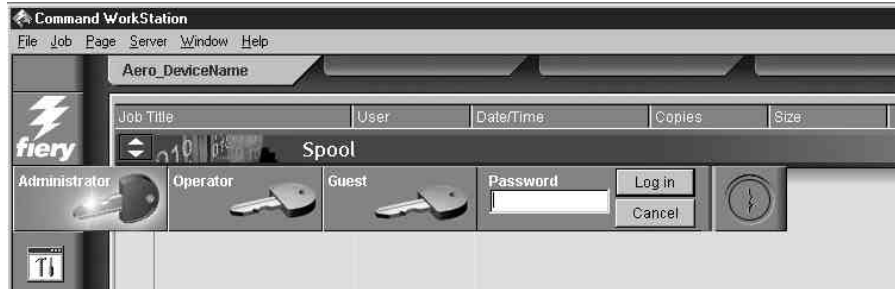
Perform one of the following:

- For Administrator or Operator access to the printer, select the corresponding key, enter the **password**, and select **Log in** or press Enter.

- For Guest access only, select the **Guest** key, and then select **Log in**. No password is required for Guest access.

If you change your mind about logging in, or do not have the password you need, select **Cancel**.

When you have entered the appropriate password and logged in, the Log in/out slider retracts and the full Command WorkStation display appears. The color of the key in the lock indicates your login level. If the printer is handling a large number of jobs, it may take a few moments to display the entire job list.

When you reopen the slider after you have logged in, the Log in button will have changed to the Log out button.

Access levels

The three possible levels of access to Command WorkStation functions are Administrator, Operator, and Guest. To enable maximum password protection, Administrator and Operator passwords must be specified in Setup. Refer to the chapter *Performing the setup from the Printer Control Panel* or *Performing the setup from WebSetup*.

When both Administrator and Operator passwords have been specified, the access levels are as follows:

Access level	Privileges and password requirements
Administrator	Has full access to all Command WorkStation and Printer Control Panel functions; Administrator password required
Operator	Has access to all Command WorkStation functions, clearing the server disk, clearing the Job Log, and font management; Operator password required.
Guest	Can view job status, but cannot make changes to jobs or Setup, and can view the Queues window only; no password required.

Access privileges alone do not confer control of print jobs. If the operator is going to manage all print jobs, the administrator must route all user jobs to the Hold queue (that is, all jobs are spooled and held on the server). To accomplish this, only the Hold queue, and not the Direct connection or the Print queue, should be enabled in Setup.

Logging out

Perform one of the following:

- From the Server menu, select **Log out**.

- Open the **Log in/out slider** (select the key icon just below the Fiery logo) and select **Log out**.

The Command WorkStation interface

The display illustrated below is the default Command WorkStation display in the middle of job processing. There are two other windows, Archive and Job Log, which you access via tabs at the bottom of the display (3). The elements numbered 1 through 4 are common to all Command WorkStation displays, those numbered 5 through 7 appear only in the Queues window, and element number 8 is common to the Queues and Archive windows.
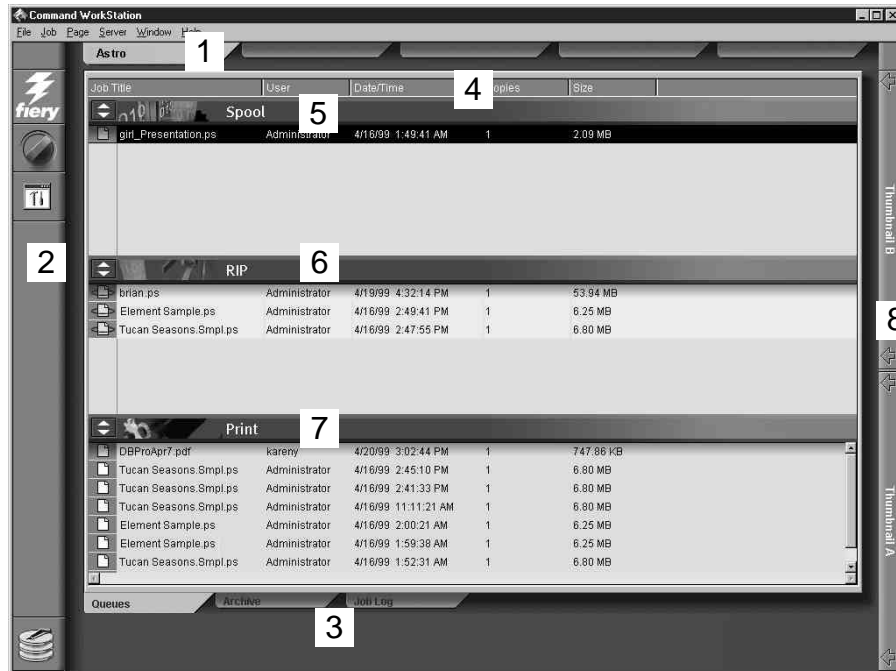
1 Server selection tabs

2 Sliders and system information

3 Window selection tabs

4 Job ticket information

5–7 Queues window display

8 Thumbnail tabs

The Command WorkStation provides access to a great deal of information and many features that are accessed in various ways—buttons, menus, double-clicking, and right-mouse commands. It is a powerful interface that allows for a great deal of interaction and flexibility in the production process. The following section describes each of the elements that compose the Command WorkStation display.

Window area (Queues, Archive, Job Log)

This area can display one of three windows: the Queues window (shown below), the Archive window, or the Job Log window (only the Queues window is available if you logged in as Guest). The Queues window is the default window; it shows spooled, processing, and printing jobs in a display that changes dynamically.

For information	Refer to
Queues area	*Introduction to the Command WorkStation*
Archive area	*Archiving jobs* in *Managing print jobs*
Job Log area	*Introduction to the Command WorkStation*

Menu bar

The menu bar has six menus. When an action is not available in the current context, the command is dimmed.

Menu	Select this	To do this
File	Preferences	Set Command WorkStation preferences.
	Print Pages	Print any or all of the following pages to the Phaser 790: Configuration page, PS Test Page, Control Panel Map, PS Font List, PCL Font List, Job Log. You can also print the Configuration page to any printer you specify.
	Exit	Log out from the server, exit the Command WorkStation application, and return to the Windows desktop.
Job	Delete	Delete one or more selected jobs.
	Duplicate	Duplicate one or more selected PostScript or PCL data jobs in the Spool or Print areas.
	Rename	Rename a selected job.
	Hold	Hold the selected job(s).
	RIP and Hold	RIP and then hold the selected job(s).
	Print	Print the selected job(s).
	Print and Hold	Print the selected job(s) and then hold it in the RIP area.
	Process Next	Give top priority to this job (Spool area only).
	Remove Raster	Remove the raster information from the selected job(s).
	Properties	View and edit print option settings for the selected job(s) and print job(s) with new settings.
	Thumbnail A	Open a selected *held* job in the Thumbnail A window, where you can view a full-screen preview of the job.
	Thumbnail B	Open a selected job in the Thumbnail B window for viewing a full-screen preview of the job.
	Download	Download files and fonts to the printer. You can also select this command by right-clicking the Spool status bar.
	Archive	Archive one or more selected jobs.

Page	Delete	These options are not selectable.
	Duplicate	
	Preview	
	Undo	
Server	Cancel RIPping	Stop RIPping the current job. You can also select this command by right-clicking the RIP status bar.
	Cancel Printing	Stop printing the current job. You can also select this command by right-clicking the Print status bar.
	Suspend Printing	Temporarily halt printing. You can also select this command by right-clicking the Print status bar.
	Resume Printing	Restart printing (after a Suspend Printing command). You can also select this command by right-clicking the Print status bar.
	Manage Fonts	View the fonts currently installed on the printer, download additional fonts, or delete fonts (requires Administrator privileges).
	Manage Color	Start ColorWise Pro Tools.
	Clear Job Log	Clear all jobs from the Job Log (requires Administrator privileges).
	Reboot	Perform a soft reboot of the printer (requires Operator or Administrator privileges).
	Clear	Clear all jobs in all queues as well as all jobs archived on the printer hard disk, the index of archived jobs, and the Job Log (requires Administrator privileges).
	Setup	Start the Fiery Setup program (requires Administrator privileges).
	Log out	Log out of the server.
Window	Filter	Open the Filter dialog box for the active window.
	Export	Save the information in the active window as a tab-delimited text file.
	Print	Print the active window.
	View in Helper App	Open the active window in a particular application you specify.
	Refresh	Update the Job Log window with the latest information.
	Revert to Default Settings	Restore default settings for the status areas, the column headings, and the column widths.
Help	About	View the Command WorkStation information screen.

Server selection tabs

The Server selection tabs, just below the menu bar at the top of the display, can be used to log in to additional servers (if your site has more than one) and to switch between Fiery servers currently connected to the Command WorkStation.

If you select a blank tab, you are prompted to connect to a server in the list or configure a new server entry (refer to the section *Connecting to the server*. A limit of five printers can be connected to a single Command WorkStation.

You can access the Server selection tabs from all Command WorkStation windows (Queues, Archive, and Job Log).

Sliders

Use the buttons along the left side of the display to activate the function sliders.

- Select the **Fiery** icon to view server information.

The Server information slider displays name and version information about the currently connected server and the Command WorkStation.

- Select the **dial** icon to open the Log in/out slider.

This slider is described in the section *Logging in.*

- Select the **Tools** icon to start a Fiery utility.

The Utilities Shortcut slider can be used to access ColorWise Pro Tools. These utilities can also be accessed from the Job menu and Server menu, respectively.

- Select the **disk drive** icon to view disk space and RAM availability.

The System information indicators show the current availability of RAM and hard disk space on the currently selected Fiery server, including RAM currently in use, Total RAM, Disk space used, and Total hard disk capacity.

To retract any slider, select the icon at the far right of the slider.

Job ticket information

All the jobs listed by name in the Queues and Archive windows can display the job ticket information specified by the person who originated the print job. The Command WorkStation can display this information because it parses the PostScript or PCL file before it is RIPped.

Job Title	User	Date/Time	Copies	Size

You have considerable flexibility in arranging this information in the display. For example, you can add Media Type to the display if you want to see which jobs call for special paper or other media.

Job Title	User	Date/Time	Copies	Size	Media Type

You can select not to display headers for options that are not used at your site, or you can display all possible options and scroll to see the ones that are less important to you. If you just want to experiment, when you are finished you can select Revert to Default Settings from the Window menu.

Window selection tabs

The Command WorkStation always starts out by displaying the Queues window, from which you view current job processes and control job flow and file storage.

Queues	Archive	Job Log

To go to another window, select the corresponding tab at the bottom of the Command WorkStation display.

Queues window

Spooling

↓

RIPping

↓

Printing

The Queues window is a dynamic display of the job staging area. Jobs are lined up for processing and printing. Some of them are being held waiting for directions. Some are moving from one stage or queue to another and are finally dropped from the list. Some are held for processing by the operator. Finally, some are held in a different queue in case you need to reprint them.

One approach to understanding the dynamic display is to imagine the three parts of the Queues window corresponding to the three stages of printing, illustrated as a downhill flow.

Spooling—a PostScript or PCL file is saved on the printer hard disk. The file can come in packets from the network, or from another place on the server hard disk. Jobs are added to a queue in the order in which they arrive, and they generally move to another queue in the same order, unless an operator intervenes to change the order.

Rasterizing (RIPping)—PostScript or PCL commands are interpreted to allow the Phaser 790 to print the file the way its originator intended. The result of this interpretation is a raster file associated with the original PostScript or PCL file. In this raster file (raster image), color data is associated with each dot that can be rendered by the print engine. The color data tells the print engine whether or not to apply cyan, magenta, yellow, or black dry ink to each position on the page.

Printing—transferring the raster image from the server to the print engine at high speed, freeing up RAM for the next job. While the PostScript or PCL file is usually saved to disk, raster images are held in RAM during and after each print job. However, both users and operators can request that the Phaser 790 save the raster image to disk along with the PostScript or PCL file.

Saving the raster image to disk offers some advantages—raster files are already processed so they print quickly, and each part of the raster file is still identified with a page in the original document, which means that individual pages of a saved raster file can be accessed.

Status bars

Jobs actively involved in the three processes (spooling, rasterizing, and printing) are listed in the status bars that span the Queues window.

Status bars show the filename and user name for the active process, and an indication of its progress. Each status bar heads the list of jobs that have completed the process. Thus, beneath the Spool status bar, you see a list of spooled files; beneath the RIP status bar, you see a list of rasterized (RIPped) files; beneath the Print status bar, you see a list of jobs that have already been printed.

In the Spool status bar, the filename and user information always appear as **Unknown** (as shown below). This information is not available until the job has finished spooling to the printer.

- **Spooled jobs** on Hold are displayed in yellow. Active spooled jobs are displayed in white.

- **RIPped jobs** on Hold are displayed in yellow. Active RIPped jobs are displayed in white.

- **Printed jobs** are displayed in white. Some Print jobs include raster data stored in RAM.

When a job is being processed, provided animation is enabled, the corresponding status bar is animated, indicating that the process is active.

If an error occurs, the Print status bar alerts you by displaying a message on a red background instead of the normal blue background.

- **Enlarging the status bars**

  Select the **small arrows** at the left of the status bar to expand the status bar display. Select the arrows again to collapse the status bar to its original size.

  To expand all the status bars at the same time, press **Ctrl-E**. Select the arrows or press **Ctrl-E** again to collapse them to their original size.

- **Changing proportions**

  By default, the status bars divide the window area into three equal parts. You can drag the RIP and Print status bars up or down to change the proportion of the window devoted to each job area. For example, drag the RIP status bar down if you have a long list of spooled jobs you want to see without scrolling.

- **Making space**

  If your workflow includes holding many jobs, and you do not want to view the held jobs all the time, consider moving some of them to the Archive window. You can move jobs back and forth between the Queues window and the Archive window with a single right-mouse command.

Active jobs and held jobs

In the description that follows, assume the operator has full control of jobs; that is, the administrator has disabled the Direct connection and the Print queue, and all user jobs come to the Hold queue. For more information about print connections, refer to the chapter, *Connecting to the network*.

The operator's job management functions permit *holding* a job at any stage of the process we have described, as illustrated below. In the figure, boxes indicate types of job icons you would see in the Queues window.
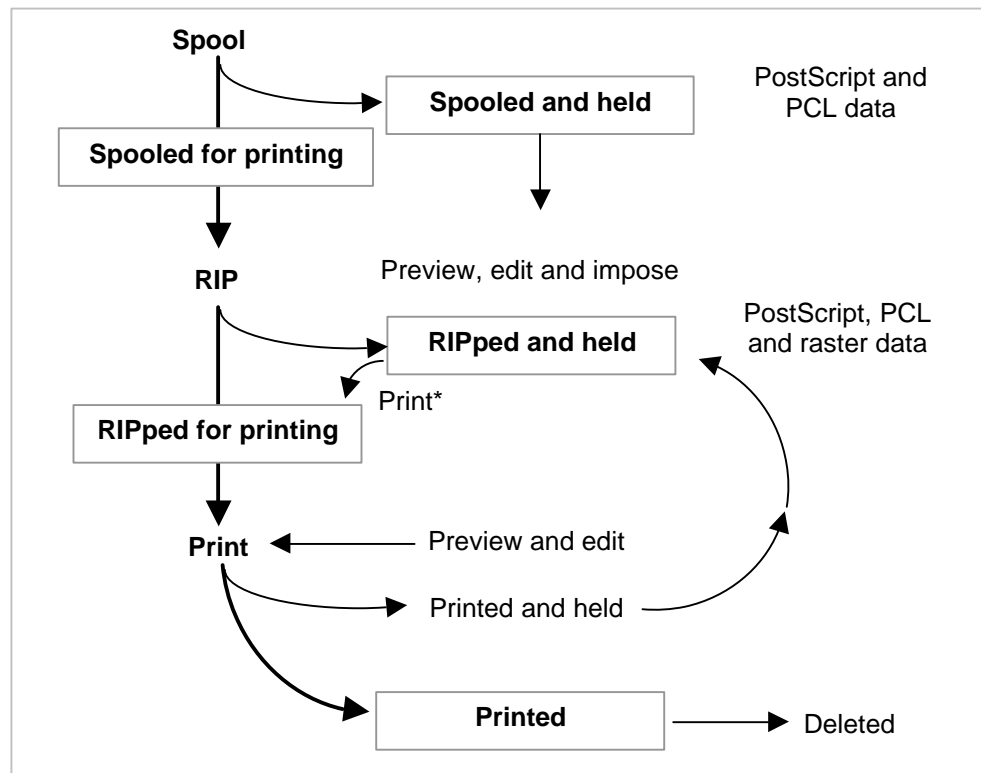
*A copy of the held job is printed; the held job remains in the RIP area.

Jobs that are held are shown with a yellow icon in a yellow row, just beneath the Spool or RIP status bar. Jobs that are held must be activated with a command in order to print.

Active jobs are shown in white with white icons; new jobs are added above older jobs

Job icons

Three types of icons are used for both active jobs and jobs on hold.

Icon	Active Jobs (white icons and rows)	Jobs on Hold (yellow icons and rows)
Printer icons	PostScript, PCL, or raster data headed for printing (top) or after printing (bottom).	PostScript or PCL data headed for Print and Hold or job on Hold after printing (Hold).
Raster icon	PostScript, PCL, and raster data after printing, ready for fast reprint.	PostScript or PCL data already rasterized and held.

Spool area

The job icons in the Spool area are described below:

Icon	Indicates	How long you see the job
1 Yellow printer icon and job row	PostScript or PCL data from a user on the network; no destination is defined.	Until a destination is chosen
2 White printer icon and job row	PostScript or PCL data headed for print.	Until the RIP is free
3 Yellow raster icon White job row	PostScript or PCL data headed for RIP and Hold.	
4 Yellow printer icon White job row	PostScript or PCL data headed for Print and Hold.	

The Spool area is both the receiving area for jobs from users on the network (Hold queue) and the waiting area for jobs that will be RIPped.

- **Hold queue jobs**—When printing requires an operator (because the Print queue and Direct connection are disabled), the operator must assign a destination to all jobs received from users on the network (icon 1 in the table above). Once assigned, jobs (icons 2, 3, and 4) move down the Spool queue for processing. All jobs printed to the Hold queue require routing by an operator. The Hold queue also enables you to use all workflow features of the Command WorkStation with PDF files.

- Print queue jobs—When printing does not require an operator, network jobs sent to the Print queue appear in the Spool area, where they are shown with a white printer icon (icon 2). When they reach the head of the queue, they are RIPped and printed without operator intervention.

- Direct connection jobs—Jobs printed to the Direct connection are not displayed in the Command WorkStation job lists. They are displayed briefly in the status bars (where they cannot be selected) and are included in the Job Log.

RIP area

The job icons in the RIP area are described below:

Icon	Indicates	How long you see the job
1 Yellow raster icon and job row	Raster data; no destination defined; may have been printer before and held.	Until it is deleted, moved to the Archive, or stripped of its raster data and sent to the Spool area
2 White printer icon and job row	Raster data headed for print in its turn; no hold defined.	Until the printer is free to print the job

After a job is rasterized, it goes into the RIP area. The RIP area holds only raster data (i.e., jobs that have been rasterized). Jobs in the RIP area are either waiting for the printer to be free (Print queue jobs, icon 2 in the above table), or they are being held. Held jobs in the RIP area have already been rasterized (RIP and Hold) or they have been printed and their raster data has been routed back to the RIP area (Print and Hold), where they are shown in yellow rows (icon 1).

Raster jobs in the RIP area that are waiting to print (icon 2 in the table above) cannot be manipulated by job commands.

Jobs held in the RIP area remain there until the operator moves them to the Archive window or deletes them. Printing these jobs does not remove them from the RIP area. Instead, a copy of the job is created and printed.

For all rasterized jobs, the print option settings, in addition to the current calibration state of the printer, remain with the saved raster data each time the job is reprinted. To print the job with new print option settings and with new calibration data, you must remove the raster data and reRIP the job.

Print area

The job icons in the Print area are described below:

Icon	Indicates	How long you see the job
1 White printer icon and job row	PostScript or PCL data only— raster data has been deleted	Until the job limit is reached
2 White raster icon and job row	Raster, PostScript and PCL data If RAM is needed to RIP an active job, the raster data is deleted and the job is assigned the PS icon (in row 1)	Until the job is reprinted or the job limit is reached

The Print area, also referred to as the Printed queue, contains jobs that have already been printed. These jobs were assigned the Print destination (white printer icon in the Spool or RIP areas) without any Hold instructions; therefore, they all have white icons and rows.

A job row that appears in light red indicates that an error occurred while printing the job. To see the error, double-click anywhere in the row.

Newly printed jobs are added to the Printed queue, and are shown at the top of the list. Jobs are saved in the Printed queue until the job limit is reached. When the first job over the limit is printed, the oldest job is deleted from the disk. The default job limit is 10 jobs. The value for **Jobs Saved in Printed Queue** can be changed in Setup by the administrator.

If you reprint a job in the Printed queue, the job returns to its original position in the Printed queue after it is printed.

While it is printing, a job consists of PostScript or PCL and raster data. The raster data in RAM is not cleared until memory is needed to rasterize the next job. As long as the raster data is intact, the job can be reprinted from the Printed queue. Printed jobs that still have their raster data are represented by a white raster icon in the Printed queue (icon 2 in the previous table); jobs with only PostScript or PCL data remaining are represented by a white PS icon (icon 1). If the job was printed from a held raster job (in the RIP area), the raster data in the RIP area remains and can be used to reprint the job after the raster data has been cleared from the Printed queue.

Job commands

Job commands are used to assign a selected job to a new destination or process. These commands are available from the Job menu. Many are also available as right-mouse commands (described following the list of commands below). The job commands available at a given time depend on the context; unavailable commands are dimmed. Job commands are available in the Queues and Archive windows.

How job commands affect raster data

The job commands available for selected jobs in the Queues and Archive windows are listed in the following table. The table also describes the effect of each command on raster data associated with the job(s).

Select	To do	Raster data is…
Delete	Delete the job(s).	Deleted
Duplicate	Duplicate one or more selected PostScript, PCL, or PDF data jobs in the Spool or Print areas. You can use the duplicate job(s) for different print options or a different destination. (The Duplicate command actually creates a reference to the original job, with the same name).	n/a (The Duplicate command is not available for raster jobs.)
Rename	Rename the job (PostScript, PCL, or PDF file with or without raster).	Unaffected, but associated with the new name
Hold	Hold the job in the current place (except for a job in the Print area, which is moved to the Spool or RIP area, depending on whether it still has raster data associated with it).	Held in RIP area, if included with job
RIP and Hold	RIP the job and hold it in the RIP area.	Held in RIP area indefinitely
Print	Print the job in its turn (RIP it first if it does not have raster data). After printing, keep the printed job in the Print area until the job limit is reached.	Temporarily held in RAM after printing until memory is needed for another job. (If the job was printed from a held job in the RIP area, the raster data in the RIP area is kept indefinitely.)

Print and Hold (Like the user print option Save Fast Reprint)	Print the job in its turn (RIP it first if it does not have raster data) After printing, hold the PostScript data and the raster in the RIP area.	Held in RIP area indefinitely (saved to disk)
Process Next	Give top priority to this job. RIP (and then print) it as soon as the processor is free, before other waiting jobs. Option is dimmed if there are no other waiting jobs.	n/a This command is available only for jobs in the Spool area that are not currently held.
Remove Raster	Remove the raster data from a job that has raster data (indicated by a raster icon); leave the PostScript data unaffected.	Deleted If you remove raster from a job in the RIP area, the job is sent to the Spool area.
Properties	View, override print option settings, and print a selected job or a group of selected jobs.	Possibly deleted and regenerated, depending on whether you change any settings that require re-RIPping.
Thumbnail A	Open a selected *held* job in the Thumbnail A window where you can view a full-screen preview of the job.	Unchanged
Thumbnail B	Open a selected job in the Thumbnail B window for viewing.	Unchanged
Download	Download files and fonts to the printer with WebTools. Refer to the chapter *Using the Fiery WebTools*.	n/a
Archive	Archive the selected held job(s) to the printer hard disk, the internal ZIP drive, the local Command WorkStation hard disk, or to a device on the network and move the job icon to the Archive window.	Archived with the job, if archiving of raster data is specified

Using right-mouse commands

Use the following instructions to activate job commands with a single right-mouse click.

1.   To route a single job in the job list, right-click the job.

2.   Select one of the commands or destinations and release the mouse button.

      The command is carried out or the job is routed to the destination you chose. Depending on your choice, the job line may reappear in a different part of the window or a different window, or the job line may be deleted.

3.   To route multiple jobs at the same time, select the jobs first. Select the first job line. **Shift-click** to select adjacent jobs. **Ctrl-click** to select nonadjacent jobs.

      Select jobs with the same job icon; otherwise, the destination options may not be the same. For example, select multiple jobs in the Spool area, and select **Print**.

4.   With the cursor still in one of the selected job lines, press the right mouse button.

5.   Select one of the commands or destinations and release the mouse button.

      The command is carried out or the jobs are routed to the destination you chose.

Archive window

If you want to store jobs before or after printing them, you can archive them. The printer can archive jobs internally (on the printer hard disk) and externally, on the Command WorkStation hard drive, the ZIP disk, or on network drives. For instructions on how to archive jobs, refer to the chapter *Managing print jobs at the Command WorkStation.*

The Archive window is not available if you logged in as Guest.

PostScript and raster data jobs can be archived, but jobs must first be *held* in the Spool or RIP areas of the Queues window before they can be archived.

When you archive a job, the job is *moved*, not copied, to the archive destination (the archive area or the external device). The Archive window shows a cumulative list of *all* jobs that have been archived. This list is cleared (along with all jobs on the server) by selecting **Clear Server** on the Printer Control Panel or by using the **Clear** command from the Command WorkStation.

The job icons in the Archive window are described below:

Icon	Indicates
  Printer icon	PostScript or PCL data only—raster data not present or deleted Job was archived from the Spool area
  Raster icon	Raster, PostScript and PCL data Job was archived from the RIP area

The job commands can also be used with jobs in the Archive window.

The icons that appear in the Archive window are always white, since they have no destination (as long as they are in the Archive window).

Archive Log				
Job Title ▽	User	Date/Time	Copies	Size
KingTut.ps	lw	02/26/80 17:01:08	1	1.47 MB
999B&W.pmk	WK	02/28/98 18:38:44	1	1.10 MB
chess.ps	BF	02/27/98 18:59:26	1	3.04 KB

By default, the Archive window displays *all* archived jobs. Until they are deleted, archived jobs remain in the Archive window indefinitely. You can display a subset of archived jobs based on various selection criteria by using the Filter command.

1.   Select the **Window** menu and the **Filter** option.

2.   Enter the desired selection criteria in the Filter dialog box.

For more detailed information, refer to the section *Filtering jobs.*

As with the Queues window, you can select the headings for the display and use Job menu or right-mouse commands; you can also sort jobs.

To:	Do this:
Sort jobs in a category, such as by Date	Double-click the **Date/Time** heading. A small arrow indicates whether jobs are sorted in ascending or descending order. Double-click again to sort in the reverse order.
Route a job to a destination in the Queues window	Use job commands from the Job menu or the right-mouse command menu. For example, to print a job, select Print or Print and Hold. You can also select and route multiple jobs. The other options, RIP and Hold or Hold, send a copy of the job to the Queues window (to the RIP and Spool areas, respectively, without printing it. Remove Raster, which applies only to jobs with the raster icon, leaves only the PostScript data for the job in the Archive window.
View only particular jobs	Select **Filter** from the Window menu and make entries in the Filter dialog box.
Delete a job	Select the job(s) and **Delete** from the Job menu or right-mouse command menu.
Display or move job ticket information headers in the Archive window	Right-click on the appropriate column head; select **Add** from the drop-down menu to list the columns that you can add to the display. The categories are the same as in the Queues window, but you can arrange them differently. The column head arrangements you set in the Archive window are independent of those you set in the Queues window.
Adjust the width of a column	Select the column border in the heading and drag left or right.
Export the currently displayed list of archived jobs to a tab-delimited text file	Select **Export** from the Window menu. Specify a **filename** (the default name is archive.log) and a **location** for the file and select **Save**. You can then open the exported file with a spreadsheet, database, or word processing application.

Job Log window

The Job Log is a list of processed and printed jobs, the date and time they were processed or printed, and the characteristics of the job. It includes downloaded files and fonts and RIP and Hold jobs.

The Job Log window is not available if you logged in as Guest.

At any given time, the Job Log includes only those jobs processed or printed since the Job Log was last cleared. The Job Log can be cleared manually by selecting **Clear Job Log** from the Server menu or automatically if the administrator has enabled autoclearing of the Job Log in Setup. The Job Log is also cleared by selecting **Clear Server** on the Printer Control Panel or by selecting the **Clear** command from the Command WorkStation.

You can adjust the column widths in the Job Log display by selecting the column border in the heading and dragging left or right. For more information, refer to the chapter *Managing print jobs at the Command WorkStation.*

Status	Document	User	Date	Start Time	End Time	Process Time	Size	Device
OK	settrue.ps	Administrator	11/06/97	10:07:45	10:07:45	00:00:00	5.40 KB	Unknown
OK	saveprms.2ps	Administrator	11/06/97	10:08:29	10:08:29	00:00:00	6.60 KB	Unknown
OK	prologue.ps	Administrator	11/06/97	10:08:34	10:08:34	00:00:00	89.94 KB	Unknown
OK	vi001005.2ps	Administrator	11/06/97	10:08:49	10:22:48	00:13:52	62.30 KB	Unknown
OK	restprms.2ps	Administrator	11/06/97	10:27:55	10:27:57	00:00:01	8.17 KB	Unknown
OK	settrue.ps	Administrator	11/06/97	10:30:29	10:30:29	00:00:00	5.40 KB	Unknown
OK	saveprms.2ps	Administrator	11/06/97	10:31:47	10:31:48	00:00:01	6.60 KB	Unknown
OK	prologue.ps	Administrator	11/06/97	10:31:56	10:31:57	00:00:01	89.94 KB	Unknown
OK	settrue.ps	Administrator	11/06/97	10:35:37	10:35:38	00:00:01	5.40 KB	Unknown
OK	saveprms.2ps	Administrator	11/06/97	10:35:45	10:35:45	00:00:00	6.60 KB	Unknown
OK	prologue.ps	Administrator	11/06/97	10:35:53	10:35:54	00:00:01	89.94 KB	Unknown
OK	vi001005.2ps	Administrator	11/06/97	10:36:06	10:42:41	00:06:30	62.30 KB	Unknown
OK	restprms.2ps	Administrator	11/06/97	10:49:06	10:49:06	00:00:00	8.17 KB	Unknown
OK	restprms.2ps	Administrator	11/06/97	10:49:54	10:49:54	00:00:00	8.17 KB	Unknown
OK	restprms.2ps	Administrator	11/06/97	10:57:24	10:57:25	00:00:01	8.17 KB	Unknown

When you open the Job Log, you can select to display all jobs in the current Job Log or only the jobs in a specified date range. By default, all jobs are displayed.

To specify a date range:

1. Select the Window menu and the Filter option.

2. Select the Range radio button, and enter dates in the From and To fields.

    For more detailed information, refer to the section *Filtering jobs*.

*In the Job Log, **Start Time** reflects the time that the job began RIPping; **End Time** reflects the time that the job printed; and **Process Time** reflects the total RIP time for the job. These times do not correspond to the Date/Time values displayed in the Queues window.*

- **Updating the Job Log display**—To update the Job Log window display after specifying a date range (or at any other time), select **Refresh** from the Window menu.

- **Exporting the Job Log**—From the Job Log window, you can export the Job Log to a tab-delimited text file (the default name is job.log) by selecting Export from the Window menu. The exported file can be opened with a spreadsheet, database, or word processing application. The exported Job Log contains the jobs for the date range you specified.

- **Clearing the Job Log**—The Job Log is stored on the server disk. When logged in as Administrator, you can clear the Job Log by selecting **Clear Job Log** from the Server menu. The Job Log is cleared whenever an Administrator clears the server or installs new software. In addition, the Job Log can be cleared automatically after every 55 jobs.

- **Printing the Job Log**—To print the Job Log, select **Print Pages** from the File menu, select **Job Log**, **Print**, and **OK**. The Job Log is sent to the Print queue and then prints to the Phaser 790. You can use Job menu commands to manipulate the Job Log print job as you would any other job. The printed Job Log contains the jobs for the date range you specified. Refer to the section *Using the Job Log* in the chapter *Managing jobs at the Command WorkStation* for more information.

- **Printing and clearing the Job Log automatically**—You can decide how you want to handle the Job Log. If you have Administrator privileges, you can select **Setup** from the Server menu and enter your preferences in the Job Log Setup. You can specify whether to print the Job Log automatically every 55 jobs, or both print and clear the Job Log automatically every 55 jobs. You can also select the Job Log page size.

Filtering jobs

The Queues, Archive, and Job Log windows display a cumulative list of *all* jobs. If a large number of jobs are listed, it may be difficult to locate a particular job or a particular group of jobs. You can display a specified subset of jobs by filtering jobs in the Queues, Archive, and Job Log windows.

To open the Filter dialog box, select **Filter** from the Window menu.

In the Queues window you can filter jobs according to any or all of the following criteria:

- Job title

- User name

- Date created (or a date range)

- Device

In the Archive window, you can filter jobs according to any or all of the following criteria:

- Job title

- User name

- Date created (or a date range)

- Device

In the Job Log window, you can filter jobs by date only.

The Filter command lets you perform a search based on any and all values you specify in the Filter dialog box. Enter values in all fields relevant to your filtering criteria. If you enter values in more than one field, only jobs that meet all the criteria are displayed. For example, if you enter 10 in the Job Title field and <*UserName*> in the User field, only those jobs whose titles somewhere contain **10** and whose User name somewhere contains **<*UserName*>** will be displayed.

To filter by date, select Range in the Date created area and enter dates in the From and To fields; or, select the arrows next to the From and To fields and select dates by selecting them in the calendar that appears. Select the arrows at the upper corners of the calendar to display different months. The range of dates available for filtering is 01/01/1980 to 12/31/2099.
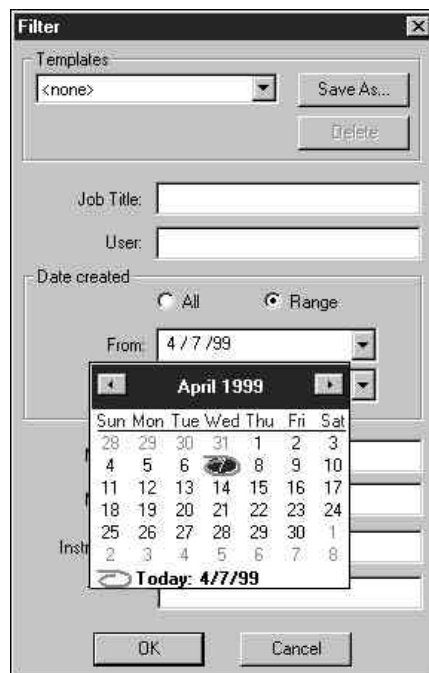
Creating Filter templates

If you often filter jobs according to specific criteria, you can create a filter template. In this way, you can filter jobs easily in one step and avoid the need to enter specific information each time you want to filter jobs.

1. Open the Filter dialog box by selecting **Filter** from the Window menu.

2. Enter specific job filter criteria in the appropriate fields.

3. Select **Save As**.

4. Enter a **name** for the new template and select **OK**.

    The new template is saved in the Templates drop-down list in the Filter dialog box.

Viewing Filter templates

You can view jobs in the Queues, Archive, and Job Log windows according to a filter template.

1. Open the **Filter** dialog box.

2. Select the template by name from the Templates drop-down list and select **OK**.

Deleting Filter templates

1. Open the Filter dialog box.

2. Select the template by name from the Templates drop-down list, and select **Delete**.

3. Select **OK** to confirm the deletion.

Job properties

When logged in as Operator or Administrator at the Command WorkStation, use the Properties command to check and override the print option settings (properties) of most jobs.

You cannot override the print option settings of PCL jobs.

You can use this command for several purposes:

- To check user job settings

- To override a setting based on printed output or other print device conditions

- To change settings for a duplicate of the original job

- To print a single copy of a job before printing the number of copies required by the user

Viewing and editing job properties

The Properties command lets you view, edit the print option settings of, and print multiple jobs simultaneously. You can use this feature to compare the properties of several jobs and thereby group together jobs with similar settings, if it is beneficial for throughput or efficiency.

To view the properties of one or more jobs, select the job(s) and select **Properties** from the Job menu or the right-mouse menu.

For information on using the Properties dialog box to change job settings, refer to the section *Viewing and overriding print settings* in the chapter *Managing print jobs at the Command WorkStation*.

Some print options that are available in the printer driver are not displayed in the Properties dialog box. For information on specific print options and settings, and where they can be set, refer to the chapter *Print options*.