

**ADMINISTRATOR GUIDE** 

# **SENDYS EXPLORER**

**Output Manager** 

©Alidata

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# HOW TO READ THIS MANUAL

In this Administration Manual, we will cover all the administration features as you may encounter while using SENDYS Explorer web portal application. By using this if you have a specific problem you can go straight to the correspondent section.



#### OVERVIEW

SENDYS Explorer is a web based server application that transforms scanned images into editable formats (Microsoft Word, Microsoft Excel, TIFF, searchable PDF and PDF/A) using OCR (Optical Character Recognition) technology which is included in all versions.

With this application, users can scan documents and distribute the files to email, network folders, email-fax servers, cloud services and document management systems.

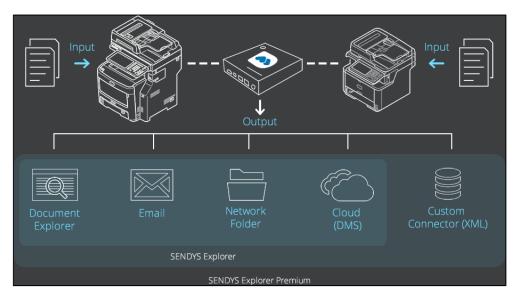


Fig. 1 - Overview



#### FEATURES MATRIX

Please go to the follow URL to review the application features:

https://www.sendysexplorer.com/support/feature-matrix/

#### SUPPORTED LANGUAGES

Please go to the follow URL to review the application supported languages:

https://www.sendysexplorer.com/support/specifications/

OCR SOFTWARE

SENDYS Explorer software comes with two OCR options:

The free version of SENDYS Explorer uses Google Tesseract, possibly the most accurate open source OCR engine available. Combined with the Leptonica Image Processing Library it can read a wide variety of image formats and convert them to text in over 60 languages.

To see the supported languages, refer to the online list at:

https://github.com/tesseract-ocr/tesseract/blob/master/doc/tesseract.1.asc#languages

**SENDYS Explorer PREMIUM** uses **ABBYY Recognition Server OCR** - An award-winning professional OCR software that offers a broad range of functionality for the various needs of small business, enterprise, academic and government environments. It helps to streamline document processing, turning scans, PDFs into searchable and editable formats, such as Microsoft Word and Microsoft Excel.

For a list of supported languages please refer to:

https://www.abbyyeu.com/rs/en:recognitionlanguages

**SENDYS Explorer PREMIUM** is designed for mid-to high-volume batch processing through different licensing tiers:

- Bronze server (up to 25,000 scanned pages per year)
- Silver server (up to 50,000 scanned pages per year)
- Gold server (up to 100,000 scanned pages per year)



# INSTALLATION

#### SYSTEM REQUIREMENTS

#### HARDWARE / OPERATING SYSTEM

#### Please refer to:

https://www.sendysexplorer.com/support/specifications/

#### SOFTWARE

The following software is required and will be installed if not currently present on the system.

- Internet Information Service (IIS 7/IIS 8)
- FTP Server
- .Net Framework 4.0
- Windows Installer 4.5 (if you have not this requirement you will be need to restart the system after the installation).



#### INSTALLING

1. Run SendysExplorer.exe as administrator

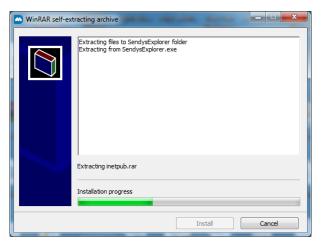


Fig. 2 - Installation start up

- 2. If the system does not have .NET framework 4.5 installed the installer will set it up before proceeding to the product installation.
- 3. If the system does not have the required features the installer will try to enable them.
- 4. Select setup language and press **OK**.

	SENDYS Explorer Setup	- 🗆 🗙
sendys explorer		
English	Select Setup Language	- ок

Fig. 3 - Language Selection



#### 5. Click on Install.



Fig. 4 - Setup Options

6. Click on Next.

SENDYS Explorer Setup - 🗆 🗙	SENDYS Explorer Setup - 🗆 🗙
sendys explorer	sendys explorer
Installer is checking for required components	Installer is checking for required components
Internet Information Services (IIS)	Internet Information Services (IIS)
IIS 6 Compliant Tools	IIS 6 Compliant Tools
IIS Security Features	IIS Security Features
File Transfer Protocol (FTP) Server	File Transfer Protocol (FTP) Server
Free disk space requirement (3 GB)	8 Free disk space requirement (3 GB)
	Please, review SENDYS Explorer System Requirements
K	<back next=""> Exit</back>

Fig. 5 - Installation requisites without/with error.

**Note:** If you have any missing components, the system will prompt to automatically install them but if there is any error, please review the troubleshooting guide.



7. Read and Accept licence terms and click on Next

SENDYS Explorer Setup -
sendys explorer
License terms
End User License Agreement
(EULA)
PLEASE READ CAREFULLY BEFORE USING THIS PRODUCT: This End-User License Agreement ("EULA") is a legal agreement
I accept the license terms
<back next=""> Cancel</back>

Fig. 6 - Installation license

- 8. Insert username and password of a user with local **administrator privileges**.
  - a. For a local account: account
  - b. For a domain account: domain\account

	SENDYS Explorer Setup 🚽 🗖 🗙
sendys explorer	
The acco In order to avoid se Recor	pecify the user account to run SENDYS Explorer. unt should have printer install / remove privileges. rvice interruption, this account password should not expire. mmended user credentials: Local Administrator an users use the format DOMAINUserName
Username: Password:	administrator
	<back next=""> Cancel</back>

Fig. 7 - Installation Account setup



- Select the Server IP address and Application port (the default port is 50091). If you are unsure about the port, press Next to accept the suggested port. If your choice of IP address is a host name, you must ensure that all connected devices (MFPs and printers) are correctly configured to use DNS.
- 10. Click on Next

SENDYS Explorer Setup - 🗆 🗙	
sendys	
explorer	
Information	
Select network address and application port. If you are unsure about the port, please select 'Next' to accept the suggested application port.	
If your choice is the host name, you must ensure that all connected devices (MFPs and	
printers) are correctly configured to use DNS.	
Network address: 192.168.1.104	
Application port: 50091	
<back next=""> Cancel</back>	

Fig. 8 - Installation IP setup

11. Wait for installation to complete

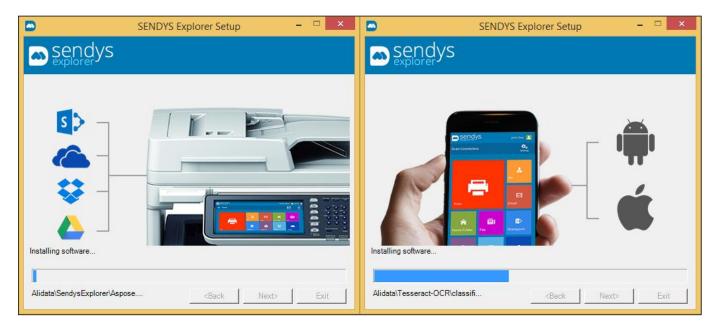


Fig. 9 - Installation progress



- 12. If you have internet access you can proceed with online activation. Otherwise go to step [16].
- 13. Insert the serial number that you got from the registration website, and click Next
- 14. Proceed to step [21].

Note: The steps [16] to [21] are only required if you lack an internet access and can't use online activation.

- 15. Insert the serial number that you got from the registration website, and un-check the online activation box.
- 16. Click on License file location.
- 17. Send the file SENDYSExplorer\_lic as attachment to <u>activation@sendysexplorer.com</u>.
- 18. You will receive the Activation Key in your email.
- 19. Insert the **Activation Key** into the installer.
- 20. Click Next to activate your product, if successful you will receive a message.

SENDYS Explorer Setup - 🗆 🗙
sendys explorer
Information Enter the Serial Number provided during registration and download process <sendys explorer=""></sendys>
Serial Number:
Conline activation
Step 1 Send email to activation@sendysexplorer.com with the file SendysExplorer_lic.txt available on your desktop attached, to obtain activation key
Licence file location
Step 2 After you receive our email response, please insert your activation key here and press 'Next'
Activation Key:
·

Fig. 10 - Installation Offline Activation

If the installation responds with "Activation failed", please contact <a href="mailto:support@sendysexplorer.com">support@sendysexplorer.com</a>.



21. Click Exit to finish the installation and start the application.

SENDYS Explorer Setup - 🗆 🗙
sendys
Information Please login using the follow default administrator account credentials: Username: admin Password: admin
<back next=""> Exit</back>

Fig. 11 - Installation Completed

- 22. The default administrator credentials are.
  - a. Username: admin
  - b. Password: admin
- 23. To complete the installation, go to Admin Config



# UPDATING

The Update option is available if the SENDYS Explorer software is already installed on your server. The entire configuration in the database will not be deleted.

	SE Setup	- 🗆 🗙
sendys		
	on of this software requires A dge of your local network con	
Install	<b>O</b> Update	Remove

Fig. 12 - Updating



#### REMOVING

1. Click on **Remove**.



Fig. 13 - Uninstalling

- 2. Click on **Yes** to confirm uninstall
- 3. Click on **Yes** to remove the scanned files.



Fig. 14 - Removing files

- 4. Click on **Yes** to remove ABBYY Recognition Server installation if you have it installed.
- 5. Click **OK** to complete the removal.

Uninstall	×
SENDYS Explorer setup has detected an ABBYY RS installation. Do you want to remove ABBYY RS?	Removal completed successfully
<u>Y</u> es <u>N</u> o	ОК

Fig. 15 - Uninstalling ABBYY



#### ADMIN CONFIG

#### **GLOBAL SETTINGS**

- 1. Go to the browser <u>http://serverIP:50091/</u>.
- 2. Login on the application as admin.
  - Note: By default, you can sign in using admin both username and password.
- 3. Click on Admin Config.

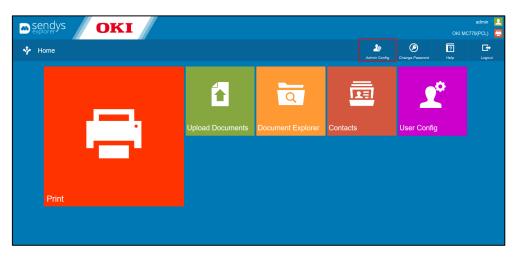


Fig. 16 - Web Portal

All configuration screens are work similarly, so we will start by explaining the basic icons and options of the admin configuration section.

××	<u>o</u>	8
----	----------	---

Fig. 17 - Grid of possible Options

0

In the grids/table of contents we can find the above icons:

Selection element



Not possible to delete element Delete element

Edit element

$\odot$	Preview
EP.	Link to device webpage
	Download



In most of the sections the edit and delete buttons are in the grid/table of contents on the left side, as in the following picture.

Show 25 Y entries Search:												
				ld 🔺	SENDYS Explorer Printer Name 🔶	Printer Driver Name 🝦	Network Address 🔶	MAC Address 🔶	Serial Number 🔶			
	×	1	Ð	1	OKI MC770(PCL)	OKI MC770(PCL)	192, 198, 8, 97	0.0117678.22	Arc20047804			
Showing 1 to 1 of 1 entries Previous 1 Next												

Fig. 18 - Grid buttons

The Add button and other section options are in the top right corner as in the below picture.

Remove Selected Import Add List										
Remove Selected Import Add List	Help Home									
Show 25 Y entries Search:										
Type Username \$ SENDYS Explorer Printer Name \$ Name * Fax \$	¢ Email									
🔜 🔀 💋 admin - Contact cont	contact.email@email.com									
Showing 1 to 1 of 1 entries Previous 1 Next										

Fig. 19 - Section Options

sendys	OKI							admin 👤 OKI MC770(PCL) 🗧
Administration						Remove Selected		
Printers/MFPs	Show 25 ×						Search:	
👤 Users			ld 🔺	SENDYS Explorer Printer Name	Printer Driver Name 🝦	Network Address 🝦	MAC Address 🔶	Serial Number 🝦
Contacts	×	<u>/</u>	1	OKI MC770(PCL)	OKI MC770(PCL)	152.158.0.07	0.011757532	AK23047804
Server Configuration	Showing 1 to 1 of	1 entries					Prev	ious 1 Next
> Connectors								
CCR Configuration								
G Sync actions								
SENDYS Explorer Service								
Backup / Restore								
1 Errors & Logs								
Licence								
About								

Fig. 20 - Admin navigation menu





# NAVIGATION MENU

Name	Details
Printer	View, add, edit and delete devices
User	View, add, edit and delete users
Contacts	View, add, edit, import and delete contacts
Server Configuration	Configure all the settings of the application
Connectors	Configure all the profiles, parameters and views
OCR Configuration	Configure OCR options
Sync Actions	Synchronization, import and bulk actions
SENDYS Explorer Service	Start or re-start the service
Backup/Restore	Backup and Restore options
Errors & Logs	View Logs and send message to development team
License	License and activation
About	Verify the current version and some application information Table 1 - Administration Details



#### AFTER INSTALLATION / FIRST TIME SETUP

There is a common series of steps that you should follow after the product installation. These topics are covered in the next part of the guide.

- 1. Install the printer driver on SENDYS Explorer server, this will be needed to print the scanned files.
- 2. Add the Printer(s) to SENDYS Explorer (if you are working with Directory Service, make the directory service configurations and synchronize the users before adding the devices).
- 3. Setup the devices.
- 4. Users and Error! Reference source not found.:
  - a. If you are working with Error! Reference source not found. follow the steps [5 to 8].
  - b. If you are working with SENDYS Explorer Authentication jump to step [9].
- 5. Go to Error! Reference source not found.
- 6. Setup Error! Reference source not found. map.
- 7. Setup Error! Reference source not found. settings.
- 8. Synchronize with Error! Reference source not found. jump to step [10].
- 9. Create the users on SENDYS Explorer.
- 10. Now that you have defined the users' authentication type go to **Server Configuration>Application** and setup the correct authentication method.
- 11. Setup the connectors.
- 12. You can start scanning and printing.



#### PRINTER MANAGEMENT

#### PRINTER

For the application is only possible to add OKI devices. All other devices are unsupported by the application. You can only add unique devices<sup>1</sup> to the application.

- Go to Admin Config>Printer
- Use Add button to add a new printer
- Use Remove Selected to remove the selected devices
- Use List Button to list all printers and access the devices QR Codes
- Click Help to access the administration manual

sendys	OKI	/								admin 🔟 DKI MC770(PCL) 📑
Administration						Add	Remove Selected	Eist	? Help	
Printers/MFPs	Show 25 V e								earch:	
👤 Users			ld 🔺 SENDYS Exp	olorer Printer Name  🔶	Printer Driver	Name 🖨	Network Address 👙	MAC Add	ress 🔶	Serial Number 🝦
Contacts		1	OKI MC770(PCL	.)	OKI MC770(PCL)		192.168.0.97	00:80:91:76:7	78:32	AK39047804
Server Configuration	Showing 1 to 1 of	1 entries							Previo	us 1 Next
> Connectors										
CCR Configuration										
G Sync actions										
SENDYS Explorer Service										
Backup / Restore										
🚹 Errors & Logs										
Licence										
About										

Fig. 21 - Printers/MFPs Section

<sup>&</sup>lt;sup>1</sup> "Unique devices" meaning a unique device Serial Number, MAC address and IP address/Hostname.



### ADD

When you add the devices if it is a smart device we will create a firewall exception for the device's scanned files reception on **SENDYS Explorer**.

Note: You should install the printer driver on the PC before adding the printer to SENDYS Explorer.

- 1. Click on Admin Config > Printer.
- 2. Click on **Add** to register a new device.

sendys							admin 🙎 OKI MC770(PCL)
Administration				Add	Remove Selected	List He	
Printers/MFPs	Show 25 🗸 entries					Search:	
👤 Users		ld 🔺	SENDYS Explorer Printer Name 👙	Printer Driver Name  🌲	Network Address 🖨	MAC Address 🖨	Serial Number 🜲
Contacts	📃 🔀 🜌	1	OKI MC770(PCL)	OKI MC770(PCL)	152.168.0.57	0.011767632	AK28047804
Server Configuration	Showing 1 to 1 of 1 entries					Prev	ious 1 Next
> Connectors							
CCR Configuration							
Sync actions							
SENDYS Explorer Service							
Backup / Restore							
🚹 Errors & Logs							
Licence							
About							

Fig. 22 - Adding a printer



3. Insert valid settings referring to the following information table:

Name	Details
Printer Driver Name	Select the printer on the server (image as example).
SENDYS Explorer Printer Name	Internal application name for the device.
IP Address or Hostname	IP address or Hostname of the device.
MAC Address	If you have some MAC restriction on the network you can configure the device MAC manually, otherwise the system will acquire this information automatically.
Email fax sender address	If you desire to send fax with the device email used in email fax server.
Default User	Insert one valid SENDYS Explorer User to be the default user on the device, when using other authentication then SENDYS Explorer
A3/Tabloid	Select if the device is A3/Tabloid, by default the option is disable.
Color	Whether this device is allowed to print in color
<b>Online Activation</b>	Uncheck for offline device activation.
Device activation key	Offline device activation only.
	Table 2 - Printer Details

Note: Printer Driver Name, SENDYS Explorer Printer Name and IP Address or Hostname are required fields.

4. If you are using online activation this will create the device and activate it. Otherwise you will need to uncheck online activation. When you click on save this will create a file and will also give you a destination email, send the file as email attachment and you will receive the offline activation key.

Instantial Logic       Deside Divertifiants (1)       Each divertifiants (1)         © Catalation       Distantial Divertifiants (1)       Add primer         © Catalation       Distantial Divertifiants (1)       Add primer         © Catalation       Distantial Divertifiants (1)       The distants of the prime base base in the state and the primer base in the state and the primer base in the state and the primer base	sendys		OKI	admin 🚺 MC770(PCL) 🔁
Luna:       OLCHORD/SPLOA       Add printer         The Luna:       Calchord/SpLoa       Table of printer reaches and point reaches of the ans the and t	Administration			Hore
Google Cloud Printer Name for the device on Google Cloud Printing service.	Printers/MPs Uses Uses Contacts Server Configuration Contacts Configuration Configuration Syste actions StrUPY Explores Service StrUPY Explores Service Configuration Con	OLI MC320(PCLS)	Image         Cancer         Mig           Add printer         The did a printer in the printer in the bit has ensended to the sended to the sended to be sended to be sended to be sended.         The ranket the printer in	
Coogle Cloud Prictor Nome		Google Cloud Printer Name	la salar you musi mine (bin same prefer anne bart you cartigued la trà ba derica en Gouge) de la chraing aveca. Grèg na sidate sères you puncturaet Congét Enve connectar	

Fig. 23- Add Printer Form



5. A Pop-Up will appear. It will prompt you if you like to try to auto configure the device. Or if you prefer to proceed with manual device configuration.



Fig. 24- Configure Printer Pop-up

#### ONLINE ACTIVATION

- 1. To use online activation, make sure that you have internet access.
- 2. Click Save.
- 3. After you activate the device you will need to set it up depending on the device type. Refer to [Device Configuration].

#### OFFLINE ACTIVATION

- 1. Uncheck **Online activation**.
- 2. Click Save, get the license file, and send email to activation@SENDYSexplorer.com
- 3. Send the email with the device information as an email attachment.
- 4. Wait for an email with the activation key.
- 5. Insert the activation key in **Device activation key**.
- 6. Click on Save
- 7. After you activate the device you will need to set it up depending on the device type. Refer to [Device Configuration].









# EDIT

- 1. Go to Admin Config > Printer
- 2. Click on the **pencil icon** to edit the device.

sendys explorer	OKI							admin 👤 OKI MC770(PCL) 📮
Administration	/				Add			
Printers/MFPs	Show 25	✓ entries					Search:	
L Users		Τ	Id 🔺	SENDYS Explorer Printer Name 👙	Printer Driver Name 👙	Network Address 🖨	MAC Address 👙	Serial Number 🖨
Contacts	×	<b>Z</b>	1	OKI MC770(PCL)	OKI MC770(PCL)	102.108.0.07	0.0011767832	AK28047804
Server Configuration		2	2	OKI MC853(PCL6)	OKI MC853(PCL6)	102.108.0.06	88.25 36 CE A7 EC	AL10345535
> Connectors	Showing 1 to	2 of 2 entries					Prev	ious 1 Next
CCR Configuration								
Sync actions								
SENDYS Explorer Service								
Backup / Restore								
🚹 Errors & Logs								
Eicence								
D About								

Fig. 26 - Edit Printer

3. Click **Save** to save the changes, **Setup Device** to send configurations to device or **Cancel** to discard them.

sendys OK	<b>CI</b>	admin OKI MC770(PCL)
Administration		다. 100 년 100 100 100 100 100 100 100 100 100 100
Ponters/MFPs	Phinter Driver Name (*)	
Q. Users	0KI MC770(PCL)	Edit Printer
Th Contacts	SENDYS Explorer Printer Name (*)	: The name of the printer in the asyver
Server Configuration	OKI MC770(PCL)	Ministra Martin - 19 - 19
> Connectors	IP Addressor HostName (*)	Device (R     Price at the difference)
CCR Configuration	102.000.007	
Sync actions		
SENDYS Explorer Service	Type (*) Smart MFP	COMO MENIOL More COMO METROL Company Notes
Backup / Restore		They I despective same
Errors& Logs	Email Fax sender address	Type: Smail MFP: EST1XX, EST4XX, MCTXX, MB7XX, ES94X6,
D Licence	Email Fax sender address	MPS502, MPS5357, MPS4242. MPP. Any other MPP
3 About	Default User	Printer, Is a single function device.
	Default User	Email Fax sender address: If you are using an email fax service throisthe sender address that will be used.
	A3/Tabled	Google Cloud Printer Name: to enable Google Cloud Printer feature you must insert the same printer name that you configured
	Coler	for the device on Google Cloud Printing service. Only available when you purchased Google Drive connector
	Google Cloud Painter Name	
	Course Course France	

Fig. 27 - Printer Form



#### REMOVE

To remove the printer, you can either remove a single printer by using the cross icon, or several printers by selecting the printers and clicking on **Remove Selected**.

- 1. Click on Admin Config > Printer.
- 2. Click on the **cross icon** to remove one printer.

sendys explorer	OKI	[										OKI MC77	admin 📕
Administration									Remove Selected		[	? 11p	Home
Printers/MFPs	Show 2	!5 ×									_		
👤 Users					ld ≜	SENDYS Explorer Printer Name 🔌	Printer Driver Name 🝦	Netv	work Address 🔶	MAC Addre	s 🔶	Serial Nu	mber 🔶
EE Contacts		×	2	1		OKI MC770(PCL)	OKI MC770(PCL)	102.10	8.8.97			402004280	
Server Configuration		×	2	2		OKI MC853(PCL6)	OKI MC853(PCL6)	102.10	0.0.96	88 25 38 CE A7	85	4,1124603	
> Connectors	Showing	1 to 2 o	of 2 entries	5							Previou	ıs 1	Next
CCR Configuration													
Sync actions													
SENDYS Explorer Service													
Backup / Restore													
🛕 Errors & Logs													
Licence													
About													

Fig. 28 - Remove Printer

3. Click OK to confirm the Printer removal.



Fig. 29 - Remove Printer confirmation

If you are removing more than one printer:

- 1. Select the printers that you need to remove.
- 2. Click on Remove selected.
- 3. Click "**OK**" to confirm the printer removal.



Fig. 30 - Remove Printer confirmation



#### DEVICE CONFIGURATION

#### AUTHENTICATION TYPES

There are several authentication methods: **Directory Service**, **MFP Local Authentication**, **SENDYS Explorer** and **SENDYS Explorer PIN**:

- **Directory Service** means that you authenticate on the application and device from a Directory Service and that all users will be imported from it to **SENDYS Explorer**. The device needs to be configured to use the same Directory Service authentication.
- MFP Local Authentication means that the users must be created on the device. SENDYS Explorer will create the user accounts based on the device in which the first user authentication occurs. The initial SENDYS Explorer password will be the same as the username.

**Note: For the following two options device authentication must be disabled**, otherwise you will have two authentication methods. For both options user accounts will be created through the application's **Admin Config**.

- SENDYS Explorer means that users will authenticate on the device using their username/password combo.
- **SENDYS Explorer PIN** means that users will authenticate on the device using their randomly generated PIN number.

**Note**: Configuration processes for smart and non-smart devices are quite different. Please be sure to refer to the appropriate following sections.

Туре	Model
Smart MFP	ES94X5/ ES84X3/ MC8X3/ ES71XX/ ES74XX/ MB7XX/ MC7XX/ MPS5502/ ES5162/ ES5162LP/ MB562/ ES4192/ MB492/ MPS3537/ MPS4242/ MC573/ ES5473
Smart SFP	ES5442/ C542
MFP	any other MFP
Printer	single function device (such as printer)

Table 3 - Device types

#### SMART DEVICE CONFIGURATION (SXP VERSION 1.0 (MC7XX/ES74XX/ES9XXX SERIES))

#### BASIC CONFIGURATION

For each Smart device a **port** will need to be assigned for scanning. The base scanning port can be changed under **Server Configuration > Application** on the application's **Admin Config**, and defaults to port **8080**.

A port will then be set for each device added, equal to the sum of the **base port** plus the **device's id** (BasePort + DeviceId).

E.g. if the base port is 8080, the device with an id of 1 will be set to port 8081.

When the devices are added to SENDYS Explorer the application will try to open these ports on the **firewall**. Depending on your Security Suite and networking setup the automatic opening of ports may fail.

If you are unable to scan, please confirm that you have these ports open.



#### SCAN SETUP

We have to configure the device to allow SENDYS Explorer to initiate the scanning process.

#### **Configure Guest account access**

- 1. Go to TopAccess <u>http://[DeviceIP]</u>.
- 2. Click on Login.
- 3. Insert admin username and password (default: admin/123456).

OKI		
	Login with your TopAccess U	Jser Name and Password.
	User Name	admin
	Password	
		Login Cancel
		Top Help

Fig. 31 - Smart Device Login

- 4. Click on User Management> Role Management.
- 5. Click on Guest.

	e-Filing
	Logout
Device Job Status Logs Registration Counter User Management Administration	
User Accounts Group Management Role Management Department Management Exportimport	
Role Management	
Role Name Administratic Administratic	
AccountManager     CountManager     SearContentor     ZearContentor     Pan	
Philoperator atlineoDecrator atlineoDecrator	
EscOsension Auditor	
Sett           Uset           fax	
usertocator     usertolaccess	
javascriptvoid(0); Top   Help	

Fig. 32 - Smart Device Role Management



- 6. **Check**:
  - a. Scan Function:
    - i. Remote Scan/WS Scan(Pull).
  - b. Remote:
    - i. Send Email.
    - ii. Store to Remote Server.
    - iii. WS Scan(Push).
- 7. Click on Save.

Edit Role			
Save Cancel			
*Required			
*Role Name Guest			
MFP Function	A		
Copy Function	Copy Function		
Copy Job	Function	Status	1
	Copy Job	Disable	
Print Function	Colour Copy	Disable	
Print Job	Store to Local File Share	Disable	1
Print Management	Store to Remote Server	Disable	
	Store to e-Filing	Disable	
Scan Function     RemoteScan/WSScan(Pull)	Print Function		
Fax/iFax Function	Function	Status Disable	
Internet Fax Transmission	Colour Print	Disable	
Fax Transmission	Store to e-Filing	Disable	
Fax Received Print	Print Management	Disable	
		0.0000	1
Output Setting			
Colour Print	Scan Function		
	Function	Status	1
Local File Share	Store to Local File Share	Disable	
Store to Local Storage	Store to Remote Server	Enable	
	Send Email	Enable	
Store to USB Device	Store to e-Filing	Disable	
✓ Remote	RemoteScan/WSScan(Pull)	Enable	
			•
Send Email			
Store to Remote Server	Fax/iFax Function		
WS Scan(Push)	Fax/IFax Function	Status	1
	Internet Fax Transmission	Disable	
e-Filing	Fax Transmission	Disable	
e-Filing Access	Fax Received Print	Disable	

Fig. 33 - Smart Device Configuration

- 8. Check Web Service Settings
  - a. Click on Administration> Setup > Network.
  - b. Click on Web Services Setting.
  - c. Click on Web Services Setting button.
  - d. Enable Web Services Scan.
  - e. Set Authentication for PC Initiated Scan as "Accept any job".
  - f. Click on **OK**.



		-
Web Services Setting		
OK Cancel	Selecting 'Save' in the Main Window is required to Save the new settings.	
General		
Enable SSL	Disable v	
Friendly Name	OKI MC770-767832	
Print		
Web Services Print	Enable v	
Printer Name	OKI MC770-767832	
Printer Information		
Scan		
Web Services Scan	Enable Y	
Scanner Name	OKI MC770-767832	
Scanner Information		
Authentication for PC Initiated Scan		
Note:Accept any job : Accounted as C	Guest if user name is invalid. (Enable Guest account with Remote Scan permission.)	

Fig. 34 - Web Services Settings

9. Click on Save.



#### SCREEN APPLICATION CONFIGURATION

In order to see the application on the device screen you need to configure the Embedded Web Browser application on the smart device.

The application address is <u>http://[ServerIP]:50091/scan.aspx</u> and you need to make the configurations on two places. **EWB** application and server registration.

- 1. Go to TopAccess <u>http://[DeviceIP]/</u>.
- 2. Click on Login.
- 3. Insert admin username and password (default: admin/123456).

OKI		
	Login with your TopAccess Use	er Name and Password.
	User Name	admin
	Password	•••••
		Login Cancel
		<u>Top Help</u>

Fig. 35 - Smart Device Login

To configure SENDYS Explorer as default machine screen:

- 1. Click in Administration >Setup> EWB.
- 2. On Embedded Web Browser:
  - a. Set Home Page to http://[ServerIP]:50091/scan.aspx.
- 3. Click Save.

кі							
Device	Job Status	Logs	Registration	Counter	User Management	Administration	
Setup	Secur	<u>rity</u>	Maintenance	Registration			
Setup General Network Save Cance		as file   Email   Inte	rmetFax   Printer/e-Filing	Printer   Print Service	ICC Profile   Print Da	ata Converter EWB O	DCA   Version
Embedded Web B							
Home Page Settin Home Page Enforcement autor	9						

Fig. 36 - Smart Device Configuration

Note: Registering the application on the device is a **required** step in order for the application to function correctly.



- 4. Click in Administration >Setup> EWB.
- 5. On Server Registration Settings:
  - a. Insert the address http://[ServerIP]:50091/scan.aspx.
- 6. Click Add.
- 7. Click Save.

Π							
Device	Job Status	Logs	Registration	Counter	User Management	Administration	
Setup	Secu	<u>urity</u>	Maintenance	Registration			
etup eneral Network Save Cancel	7	<u>as file   Email   Inte</u> i	metFax   Printer/e-Filing.	Printer   Print Service	ICC Profile   Print Da	ta Converter. EWB	DDCA   Version
se automatic cont		Disable 🔻					
WB History Settin							
EWB History Cookies, Passwor	ds and a part of Form D	Disable 👻 Data are saved.					
erver Registratio	n Setting						
Add							
Delete	Server A	ddress					

Fig. 37 - Smart Device Configuration

To configure SENDYS Explorer Shortcut On the device:

- 1. Click in Administration >Setup> EWB.
- 2. On URL List for Menu Screen and Hard Button:
  - a. Click on Add.

окі							
<b>O</b> III							
Device	Job Status	Logs	Registration	Counter	User Management	Administration	
Setup	Sec	urity	Maintenance	<u>Registration</u>			
Setup							
General Networ	<u>k Copier Eax Save</u>	e as file   Email   Interr	netFax Printer/e-Filing	Printer Print Service	ICC Profile   Print Da	ta Converter EWB	DCA Version
Save	el						
Use automatic co	nfiguration script	Disable 🔻					
EWB History Sett							
EWB History		Disable 👻					
*Cookies, Passw	ords and a part of Form	Data are saved.					
Server Registrati	ion Setting						
Add							
Delete							
	Server A	Address					
	u Screen and Hard Butto	n					
Add Delet	e	URL			Hard Button		
no. Name		URL			naru button		

Fig. 38 - Smart Device EWB Configuration

- b. Set the URL Name to SENDYS Explorer.
- c. Set the URL to <a href="http://[ServerIP]:50091/scan.aspx">http://[ServerIP]:50091/scan.aspx</a>.



3. If you wish to configure a hard button, select Assignment for Hard Button.

**Note**: We recommend configuring the **SCAN** button so that after logging-in users will be taken directly to the SENDYS Explorer screen by pressing the **SCAN** button.

4. Click Save.

🥑 Add New URL - Mozilla Firefox	
192.168.1.243/Administration/Setup/EwbNewUrl.html?v=1405021598ta&param=NEW&editId=	
Add New URL	
Save Cancel	
URL Name	
URL	
Assignment for Hard Button	<b></b>
Enforcement automatic screen change	Disable 👻

Fig. 39 - Smart Device URL Configuration



### MFP LOCAL AUTHENTICATION

This section will describe how to configure the device to work with MFP local authentication.

- 1. Go to TopAccess <u>http://[DeviceIP]/</u>.
- 2. Click on Login.
- 3. Insert admin username and password (default: admin/123456).

KI		
	Login with your TopAccess	s User Name and Password.
	User Name	admin
	Password	•••••
		Login Cancel
		Top Help

Fig. 40 - Smart Device Login



#### **Configure Device Authentication**

- 1. Click in Administration> Security.
- 2. Enable User Authentication.
- 3. Enable Guest User.
- 4. Set Authentication type to MFP Local Authentication.
- 5. To enable pin set **Pin Code Authentication** to enable.
- 6. Enable Auto Change Login User.
- 7. Enable Create User Information Automatically.
- 8. Enable Guidance Screen.
- 9. Click Save.

кі						
Device	Job Status	Logs	Registration	Counter	User Management	Administration
<u>Setup</u>	Security	1	Maintenance	Registration		
Security						
	ertificate Management   P	assword Policy				
Save Cancel						
User Authenticatio	on Setting					
User Authentication	l .		Enable 👻			
	d print job/Raw Print Job		Print 👻			
Auto Release on Lo	-		Disable 🔻			
*It is not able to prir	Authentication for Print Jol It from other than Windows		inction is enabled.			
Enable Guest U Authentication Type			MFP Local Auth			
PIN Code Authentic			WIT LOCAL AUDI	entication .		
PIN Code Authentic			Enable 👻			
Minimum PIN Code	Length		1 (1-3	32)		
Card Authenticatio						
Auto Change Login			Enable -			
	d as User Name	1				
	formation Automatically					
Enable Guidan		1				
Require PIN Ce	ode					

Fig. 41 - Smart Device Configuration

Note: You must create all users on the device. SENDYS Explorer will automatically create the users within the application when each user first logs-into the device. Their initial SENDYS Explorer password is the same as the username that is displayed on the device.



# To create new users, go to User Management > User Accounts > New

OKI								
Dev	ice	Job Status	Logs	Registration	Counter	User Management	Administration	My Ac
<u>User Acc</u>	<u>counts</u>	<u>Group Management</u>	Role Managemen	t Department Mana	igement <u>Export/In</u>	nport		
Use	r Accou	nts						
	Delete	192.168.1.10/	er Informatio		reate.html?v=1427	918905ta&MAXPAC		REFRESH
	1           2           3           4           5           6           10001           10002           10003		LDAP Server	Indows Domain Authentic	ation/LDAP Authenticatio	on		
	10004 10005	Role Assignme	nt			Edit		

Fig. 42 - Smart Device User Creation



# DIRECTORY SERVICE AUTHENTICATION - CONFIGURATION

This section will describe how to configure the device to work with your directory service for authentication.

- 1. Go to TopAccess <u>http://[DeviceIP]/</u>.
- 2. Insert admin username and password (default: admin/123456).
- 3. Click on Login.

DKI		
	Login with your TopAccess Us	er Name and Password.
	User Name Password	admin
		Login Cancel
		<u>Top Help</u>

Fig. 43 - Smart Device Login

#### **Configure Device DNS settings:**

- 1. Click in Administration>Setup> Network.
- 2. Click on DNS Session.
- 3. Click on the **DNS Session** button.
- 4. Enable **DNS**.
- 5. Configure the primary DNS Server Address.
- 6. Click OK.
- 7. Click Save.



#### **Configuring Device authentication:**

- 1. Click on Administration> Maintenance > Directory Service.
- 2. Click on New.



Fig. 44 - Directory Service Configuration

Directory Service Prop	erties Directory Service List
OK Reset Delete	
*Required	
*Directory Service Name	
*Server IP Address	
*Port Number	389
Authentication	Auto 👻
Search Base	
User Name	
Password	
Search Timeout	1 -
Enable SSL	Disable -
SSL Port Number	636

Fig. 45 - Directory Service Properties

Name	Details
Directory Service Name	Directory service name. Example: <i>company.com note this is only a name to identify the directory service on top access.</i>
Server IP Address	Directory Service IP address or Hostname.
Port Number	Default Directory Service port is 389. You should only change this if your LDAP server has been configured to use a different port.
Search Base	Directory Service or LDAP search base. E.g. CN=Users,DC=company,DC=com
Username	User from AD or LDAP that has access to read all the AD or LDAP groups that you need to synchronize.
Password	Password of that user.

Table 4 - Server Details

3. Make the Directory Service configurations and click on **OK**.



## **Test Directory Service Configurations**

- 1. Go to Registration>Address Book.
- 2. Click on Search.
- 3. Select the **Directory Service** that you which to test.
- 4. Enter search criteria in one of the fields for a user that you know exists and has either fax or email contact.
- 5. Click Search.

Device	Job Status	Logs	Registration	Counter	User Management	Administration
<u>Template</u>	Addr	ess Book				
Address B	ook					
Contacts   Group Add Address Group All Group VID Name Go to top of this pa	Search	Contacts - Mozilla Firefor 192.168.1.241/Registrati Search Conta Search Cancel Enter a partial name o Directory Service Nar First Name Last Name Email Address Fax Number Company	ion/AddressBook/AddrSea act r Email address to search			

Fig. 46 - Contacts Search

Note: If the user is displayed then the connection between the device and the directory service is working properly.



#### **Configuring Device Authentication:**

- 1. Click in Administration>Security.
- 2. Enable User Authentication.
- 3. Enable Guest User.
- 4. Set Authentication Type to LDAP Authentication.
- 5. Click on LDAP Server1.
- 6. Select your LDAP Server.
- 7. Click **OK**.
- 8. Click Save.

Note: If you see the message "Please enter a valid value. (Mail Domain Name)", change the From Address to "From Address' of Email Setting" and click Save again.

OKI						
Device	Job Status	Logs	Registration	Counter	User Management	Administration
Setu	ID Security	1	Maintenance	Registration		
Securi	tv					
	tion Certificate Management P	assword Policy				
Save	Cancel					
User Auth	entication Setting					
User Authe	entication		Enable -			
Copy			Enable -			
Fax			Enable -			
Print			Enable -			
Scan			Enable -			
List			Enable -			
	tion Method for Admin		User Name and P	assword *		
	tion failed print job/Raw Print Job ise on Login		Print • Disable •			
	assword Authentication for Print Jo		Disable •			
	assword Authentication for Print Jo ble to print from other than Windows		ction is enabled.			
Enable	e Guest User					
Authenticat	tion Type		LDAP Authenticati	on 👻		
Create	User Information Automatically					
📃 Use ca	che information when user authen	lication failed				
	Validity Period of Cache		7 Days(1-14)			
📃 Regist	er Local User which is available in	Windows Domain A	uthentication/LDAP Authenti	cation		
	Validity Period of Local User		30 Days(0-180, 0	Inlimited:0)		
				1-		
Primary	LDAP Server1	LDAP Server om1.com		Type Windows Server		Attribute type of "User Name"
•	LDAP Server2	Omi.com Disable		windows server		
		Disable				
0	LDAP Server3 LDAP Server4	Disable				
	LDAP Server5					
0		Disable				
0	LDAP Server6					
0	LDAP Server7	Disable				1

Fig. 47 - Smart Device User Authentication



### If you wish to work with PIN in Directory Service then:

**Note**: SENDYS Explorer will not make any configurations of PINs in Directory Service, so if you are working with Directory Service PIN you need to configure the device PINs manually in your Directory Service.

- 1. Click in Administration> Security.
- 2. Go to PIN Code Authentication Settings.
- 3. Click Enable.
- 4. Set the Minimum Pin Code Length.
- 5. Click on LDAP Server1.
- 6. Select LDAP Server (Other than Windows Server).

KI								<u>e-Filing</u>
Device	Job Status	Logs	Registration	Counter	User Management	Administration		Logou
<u>Se</u>	tup I :	Security	Maintenance	Registration				
Secur Authentic		ent Password Policy						
Save	Cancel							 
Role Bas	ed Access Setting							
Role Bas LDAP Sei	ed Access using LDAP serve ver	r	Disable - om1.com -					
	Authentication Setting Authentication		Enable -	2)				
	PIN Code Length							
	PIN Code Length	LDAP Server	Туре	-/	Attribute type of "User Nan	e" Attribute type of "F	N.	
Minimum Primary	-	LDAP Server om1.com	Туре	her than Windows Server)	Attribute type of "User Nan sAMAccountName	e" Attribute type of "F homephone	on.	
Minimum Primary	-		Туре				<u> </u>	

Fig. 48 - Smart Device PIN Configuration

- 7. Select the LDAP Server that you have set up.
- 8. Insert the field that you have mapped as **Username** in SENDYS Explorer (the default is **sAMAccountName** and it is **case sensitive**).
- 9. Insert the field that you have configured in **SENDYS Explorer** for **PIN** (the default is **homePhone**).
- 10. Click **OK**.

PIN Code Authentication - Mozilla Firefox	International Advancement	
@ 192.168.1.243/Administration/Security/PinCodeAuthSettin	gs.html?v=1405021598ta	
PIN Code Authentication		ŕ
OK		
PIN Code Authentication		
LDAP Server1	om1.com 👻	
Windows Server		E
LDAP Server (Other than Windows Server)		
Attribute type of 'User Name'	sAMAccountName	
Attribute type of "PIN"	homephone	
LDAP Server2	Disable 🔻	
Windows Server		
LDAP Server (Other than Windows Server)		
Attribute type of 'User Name'		
Attribute type of "PIN"	eBMUserPIN	
		-

Fig. 49 - PIN Code Authentication

11. Click Save.



### If you wish to work with Card Authentication in Directory Service, then:

**Note**: SENDYS Explorer will not setup any card ids in **Directory Service**, so if you are working with Directory Service Cards you need to configure the device cards manually in **Directory Service**.

- 1. Click in Administration> Security.
- 2. Go to Card Authentication Settings.
- 3. Enable Auto Change Login User.
- 4. Click on LDAP Server1.

O	KI 🗕						e-Filing	
							Logout	
	Device	Job Status	Logs	Registration	Counter User Management	Administration		
	Setup	Secu	rity	Maintenance	Registration			l
:	Security							1
	Authentication	n   Certificate Management	Password Policy					ļ
	Save Ca	ancel						
-								1
	Card Authenti Auto Change	ication Setting Login User		Enable -			*	
	-	uidance Screen		Chable				
	🗐 Require F	PIN Code						
	Primary		LDAP Se	rver	Туре	Attribute type of "User Name"	Attribute type of "Card information"	
	۲	LDAP Server1	om1.com		LDAP Server (Other than Windows Server)	sAMAccountName	pager	
	0	LDAP Server2	Disable					
	0	LDAP Server3	Disable					
	0	LDAP Server4	Disable					
	0	LDAP Server5	Disable				1	
	0	LDAP Server6	Disable				-	1
	0	LDAP Server7	Disable					
	0	LDAP Server8	Disable					

Fig. 50 - Smart Device Card Authentication

- 5. Select LDAP Server (Other than Windows Server).
- 6. Select the LDAP server that you have configured.
- 7. Insert the field that you have mapped as Username in **SENDYS Explorer** (the default is **sAMAccountName** and it is **case sensitive**).
- 8. And insert the field from **Directory Service** where you had set up the **Card Id**.
- 9. Click OK.



Fig. 51 - Card Authentication

10. Click Save.



# SMART DEVICE CONFIGURATION (SXP VERSION 2.0 (MC8X3/ES84X3 MC573/ES5473 SERIES))

#### SCAN SETUP

We have to configure the device to allow SENDYS Explorer to initiate the scanning process.

- 1. Go to the device webpage <a href="http://[DeviceIP]">http://[DeviceIP]</a>
- 2. Click on [Administrator Login]
- 3. Insert admin username and password default credentials (admin/aaaaaa), in MC573/ES5473 (admin/9999999)
- 4. If the following screen is appeared, please click [SKIP]

OKI					
MC883 <u>View Info</u>   <u>Direct Print</u>   <u>Links</u>	2				efresh
View Information	Alert Infor	mation		Remaining Toner :	
Status	WARNING	PDL Error Oc	curred	Black:	100%
⊕ Counter	WARNING	Toner Low fo	or Cyan	Cyan:	10%
Supplies Life				Magenta:	100%
	Informatio	n		Yellow:	80%
	Device Na	ne	OKI-MC883-0ED516		Enabled
System	IP Address		10.37.41.133	Print Service	Enabled
	IPv6 Address			LPR	•
Administrator Login	fe80:0000:0000:0000:0225:36ff:fe0e:d516 Link-Local Address			Port9100 FTP	0
	0000:0000:0000:0000:0000:0000:0000 Stateless Address			ІРР	0
	MAC Addre	55	00:25:36:0E:D5:16	Setting Service	Enabled
	Location			SNMP	
	Serial Num	nber	BETA100048	WEB	
	Asset Num	ber			0
	Contact Na - Admin			Telnet	0

Fig. 52 - Smart Device Login

OKI	
MC883	
Short Device Name	This is the devices identity on the network (sysName, and Device Name).  MC883-0ED516 (Max.15characters)  A maximum of 15 characters can be used (alpha/numeric characters and "-" are acceptable.)
Location Asset Number	(Max.255 characters) (Max.32 characters)
Contact Name - Administrator	(Max.255 characters)
Protocol TCP/IP	Enable
NetBIOS over TCP	Enable V
ОК	SKIP Do not show this page again.

Fig. 53 - Smart Device Login



- 5. Click in Admin Setup >Scanner Setup>WSD Scan Setup
- 6. Enable WSD Scan
- 7. Click Submit

OKI		
		irect Print   Transmission Settings   Links   Indexed Scan   Output Management
* Admin Setup 📤	WSD Scan Setup	
	WSD Scan	Enable 🔻
Copy Setup	Binding	Long Edge Bind 🔻
⊕ Fax Setup		
⊕ FaxServer Function		
⊕ Internet Fax Setup		
Scanner Setup		
⊕ Scanner Menu		
🖸 E-mail Setup		
USB Memory Setup		
TWAIN Setup		
WSD Scan Setup		
PC Scan Mode		
🖸 Scanner Adjust		
⊕ Print From USB Memory Setu		
⊕ Print Setup	Submit Cancel	Press Submit to send changes. Press Cancel to c
		Press Submit to seria changes. Press Cancel to C

Fig. 54 - Scan Setup





# SCREEN APPLICATION CONFIGURATION

In order to see the application on the device screen you need to configure the sXP application on the smart device.

The application address is <u>http://[ServerIP]:50091/scan.aspx</u>.

- 1. Go to the device webpage <u>http://[DeviceIP]</u>
- 2. Click on [Administrator Login]
- 3. Insert admin username and password default credentials (admin/aaaaaa), in MC573/ES5473 (admin/9999999)
- 4. If the following screen is appeared, please click [SKIP]

OKI					
MC883 <u>View Info</u>   <u>Direct Print</u>   <u>Links</u>	2			R	efresh
View Information	Alert Inform	ation		Remaining Toner :	
Status		PDL Error Oc	curred	Black:	100%
⊕ Counter	WARNING 1	Toner Low fo	er Cyan	Cyan:	10%
<ul> <li>Supplies Life</li> </ul>				Magenta:	100%
	Information			Yellow:	80%
	Device Name	e	OKI-MC883-0ED516		
System	IP Address		10.37.41.133	Print Service	Enabled
	IPv6 Address	5		LPR	•
Administrator Login	fe80:00	000:0000:0	0000:0225:36ff:fe0e:d516 Link-Local Address	Port9100 FTP	0
	0000:000	00:0000:00	000:0000:0000:0000 Stateless Address	IPP	0
	MAC Address	5	00:25:36:0E:D5:16	Setting Service	Enabled
	Location				
	Serial Number		BETA100048	SNMP	
	Asset Numbe	er		WEB	0
	Contact Nam - Administ			Telnet	0

Fig. 55 - Smart Device Login

MC883         Short Device Name         MC883-0ED516         (Max.15characters)         A maximum of 15 characters can be used (alpha/numeric characters and "-"	
Short Device Name MC883-0ED516 (Max.15characters) A maximum of 15 characters can be used (alpha/numeric characters and "-"	
are acceptable.)	
Location (Max.255 characters)	
Asset Number (Max.32 characters)	
Contact Name (Max.255 characters)	
Protocol	
TCP/IP Enable	
NetBIOS over TCP Enable V	

Fig. 56 - Smart Device Login



To configure SENDYS Explorer as default machine screen:

- 5. Click on **sXP Application**.
- 6. Click on [+].

OKI	
	<u>Admin Setup   Job List   Direct Print  Transmission Settings   Links</u> anagement <mark>SXP Application</mark> Indexed Scan  Output Management
<ul> <li>sXP Application</li> <li>sXP Application</li> </ul>	sXP Application Delete
	DefaultMode Application Name URL Address           Image: Constraint of the second seco

Fig. 57 - Screen Application Configuration

- 7. In the new window:
  - a. Define the **Application Name**.
  - b. Set URL Address to http://[ServerIP]:50091/scan.aspx.
- 8. Click OK.

Application setting	
	*required input
Application Name*	SENDYS Explorer (Max.128 characters)
URL Address*	http://[ServerIP]:50091/scan.aspx (Max.1024 characters)
OK Cancel	

Fig. 58 - Screen Application Configuration

Note: This will add SENDYS Explorer to the device JOB Macro.

Then on the device you need to:

- Access as admin.
- Go to Admin Setup > Configure Home Screen > Touch a blank space > ADD
- Select SENDYS Explorer from the JOB Macro



# 9. Select Default Mode.

10. Click Submit.

MC873						
View Info   Paper Setup   List	Adr	nin Se	tup   <u>]</u> o	<u>ob List   Direct Print  T</u>	ransmission Settings   Links	•
<u>User Management   Account Ma</u>	nage	<u>ement</u>	<u>sxp a</u>	pplication  Indexed Sc	<u>an  Output Management</u>	
SXP Application	sX	P ADD	icatio	n		
sXP Application						-
	De	elete				
				e Application Name		
			۲	SENDYS Explorer	http://[ServerIP]:50091/scan.aspx	_
	⊨	<u> </u>				-
	$\vdash$					-
						_
						_
	$\vdash$					-
						-
						]
		<u> </u>				-
	$\vdash$					-
						1
						]
	Su	ıbmit	Cance	4		to send changes. o clear changes.

Fig. 59 - Screen Application Configuration

**Note**: This will only define the default screen application.

Then on the device you need to:

- Access as admin.
- Go to Admin Setup > Manage Unit > Default Mode
- Select Web Browser



### FAX DELIVERY CONFIGURATION

In order to be able to work with **Fax Delivery**, you need to setting up the network ftp scan profile.

- 1. Go to the device webpage <a href="http://[DeviceIP]">http://[DeviceIP]</a>
- 2. Click on [Administrator Login]
- 3. Insert admin username and password default credentials (admin/aaaaaa), in MC573/ES5473 (admin/999999)
- 4. If the following screen is appeared, please click [SKIP]

OKI					
MC883 View Info   Direct Print   Link	<u>s</u>			Re	efresh
¥ View Information	Alert Infor	mation		Remaining Toner :	
Status	WARNING	PDL Error Oc	curred	Black:	100%
⊕ Counter	WARNING	Toner Low fo	or Cyan	Cyan:	10%
<ul> <li>Supplies Life</li> </ul>				Magenta:	100%
	Informatio	n		Yellow:	80%
	Device Name		OKI-MC883-0ED516		
System	IP Address		10.37.41.133	Print Service	Enabled
	IPv6 Addre	55		LPR	•
Administrator Login	fe80:	0000:0000:	0000:0225:36ff:fe0e:d516 Link-Local Address	Port9100 FTP	0
	0000:0000:0000:0000:0000:0000:0000 Stateless Address		IPP	0	
	MAC Addre	55	00:25:36:0E:D5:16	Setting Service	Enabled
	Location				
	Serial Number BETA1		BETA100048	SNMP	
	Asset Num	ber		WEB	0
	Contact Na - Admini			Telnet	0

Fig. 60 - Fax Delivery Configuration

MC883		
	This is the devices identity on the network (sysName, and Device Name).	
Short Device Name	MC883-0ED516 (Max.15characters)	
	A maximum of 15 characters can be used (alpha/numeric characters and "-" are acceptable.)	
Location	(Max.255 characters)	
Asset Number	(Max.32 characters)	
Contact Name - Administrator	(Max.255 characters)	
Protocol		
TCP/IP	Enable	
NetBIOS over TCP	Enable T	

Fig. 61 - Fax Delivery Configuration



Setting up the network ftp scan profile.

- 1. Click on List/Profile.
- 2. Click on New.

OKI	
	Admin Setup   Job List   Direct Print  Transmission Settings   Links hagement  sXP Application  Indexed Scan  Output Management
¥ List	Profile
Profile	New Delete Edit
🖸 NetworkScan	Profile List:

Fig. 62 - Fax Delivery Configuration

3. Refer to following table while filling the information:

Name	Details
Profile Name	Name of the profile.
Protocol	Protocol that will be used with this profile. Set to FTP.
Target URL	FTP path to ScannedFiles/FaxReceptionFolder/[Device Name] folder on the server.
Port Number	Port number for this profile. By default, 21 is the port assigned to FTP.
FTP Passive Mode	Set to OFF.
User Name	Same Administrator username that you used in the SENDYS Explorer installation.
Password	Same Administrator password that you used in the SENDYS Explorer installation.
	Table 5 - Profile details.

#### 4. Click on Submit

Profile Settings					
Profile Name	SendysExplorerFA (Max.16 characters)				
Protocol	FTP V				
Target URL	ftp:///serveripaddress/SendysExplorer/ScannedFil (Max.144 characters) Example: //TESTCOMPUTER/TEST				
Port Number	21 (1-65535)				
FTP Passive Mode	OFF •				
User Name	administrator (Max.32 characters)				
Password	(Max.32 characters)				
Encode Communication	None 🔻				
» <u>Detail</u>					
Submit Cancel	Press Submit to send changes. Press Cancel to clear changes.				



Fig. 63 - FAX Delivery Configuration



# Enabling Automated Delivery Setup

- 1. Click on Transmission Settings/Automated Delivery Setup.
- 2. Click on New.

OKI			
	Admin Setup   Job List   Direct Print <mark>Transmis</mark> agement  sXP Application  Indexed Scan  Outp		
Transmission Setup	Automated Delivery Setup		
⊡Automated Delivery Setup	Automated Delivery Status O(Stop)		
OTransmission Settings			<u>1 2 3 4 510 &gt;&gt;</u>
⊡Automated Delivery Log	No. Delivery Settings	Status	Operation
©Transmission Log	1	OFF	New

Fig. 64 - Fax Delivery Configuration

#### 3. Refer to following table while filling the information:

Name	Details
Automated Delivery	Name of the automated delivery.
Automated Delivery	Set to ON.
Search Field	Select [Received Fax].
Delivered To	Click the Edit of the Folder, in the new view select the profile configured earlier.
Print	Set to OFF.
	Table C. A to set of Delivery details

Table 6 - Automated Delivery details

4. Click on **Submit** 



Automated D	Delivery Setup
page without move to other "Addressbook	gure Automated Delivery in this page. When you move to other any change, please press "Back" button in this page. If you r page with different way, you will not be able to edit ;/Profile/Automated Delivery/Transmission" settings in time that ress info lock time-out".
Automated Delivery	Sendys Explorer (1-15 characters)
Automated Delivery	ON V
Search field	Received E-mail(Internet Fax) Preferences     Received Fax     Preferences
Deliver To	E-mail - address: - - Edit Folder: SendysExplorerFA Edit Delete
Print	OFF 🔻
Submit	Back When you want to set above, press "Submit" button. When you want to move to other page, press "Back" button.

Fig. 65 - Fax Delivery Configuration





# MFP LOCAL AUTHENTICATION

This section will describe how to configure the device to work with MFP local authentication.

- 1. Go to the device webpage <a href="http://[DeviceIP]">http://[DeviceIP]</a>
- 2. Click on [Administrator Login]
- 3. Insert admin username and password default credentials (admin/aaaaaa), in MC573/ES5473 (admin/999999)
- 4. If the following screen is appeared, please click [SKIP]

OKI					
MC883 <u>View Info</u>   <u>Direct Print</u>   <u>Links</u>	1			Re	efresh
View Information	Alert Infor	mation		Remaining Toner :	
Status	WARNING	PDL Error Oc	curred	Black:	100%
⊕ Counter	WARNING	Toner Low fo	r Cyan	Cyan:	10%
<ul> <li>Supplies Life</li> </ul>				Magenta:	100%
	Information			Yellow:	80%
	Device Nam	ne	OKI-MC883-0ED516		
System	IP Address		10.37.41.133	Print Service	Enabled
	IPv6 Addre	55		LPR	•
Administrator Login	fe80:0000:0000:0000:0225:36ff:fe0e:d516 Link-Local Address			Port9100 FTP	0
	0000:0000:0000:0000:0000:0000:0000 Stateless Address			ІРР	•
	MAC Addre	55	00:25:36:0E:D5:16	Setting Service	Enabled
	Location			SNMP	
	Serial Num	ber	BETA100048		
	Asset Num	ber		WEB	0
	Contact Na - Admini			Telnet	0

#### Fig. 66 - Smart Device Configuration

OKI	
MC883	
	This is the devices identity on the network (sysName, and Device Name).
Short Device Name	MC883-0ED516 (Max.15characters)
	A maximum of 15 characters can be used (alpha/numeric characters and "-" are acceptable.)
Location	(Max.255 characters)
Asset Number	(Max.32 characters)
Contact Name - Administrator	(Max.255 characters)
Protocol	
TCP/IP	Enable
NetBIOS over TCP	Enable 🔻

Fig. 67 - Smart Device Configuration



#### Configure Device Authentication

- 5. Click in Admin Setup >Management>Access Control Setup
- 6. Enable Access Control
- 7. Disable Guest user use
- 8. To enable Authenticate Local Name. (to enable Authenticate Local PIN and Authenticate Local IC Card if you need)
- 9. Click Submit

OKI	
	Admin Setup Job List   Direct Print   Transmission Settings   Links nagement   SXP Application   Indexed Scan   Output Management
⊕ Print From USB Memory Setl ^ ⊕ Print Setup	Access Control Setup Access Control Enable Disable
Management     Eocal Interface	Use Email Color <b>v</b> print
<ul> <li>Access Control Setup</li> <li>System Setup</li> </ul>	Use Google Cloud Print
Power Save	Guest user use O Enable O Disable
Memory Setup	» <u>Set Guest Permissions</u>
Language Maintenance Setup	Confirmation method :
Font Setup	Authenticate Local Name
□ Admin Password	Authenticate Local PIN
Reset Settings	Authenticate Local IC Card
• • • • • • • • • • • • • • • • • • •	Submit Cancel Press Submit to send changes. Press Cancel to clear changes.

Fig. 68 - Smart Device Configuration

Note: You must create all users on the device. SENDYS Explorer will then automatically create the users within the application when each user first logs-into the device, their initial SENDYS Explorer web password is the same as the username that is displayed on the device.

Note: Users can select the authentication method by their selves. If you would like to restrict the authentication method, please disable Confirmation Method (Authenticate Local Name, Authenticate Local PIN, Authenticate Local IC Card) if you need.

Note: If you can allow users to associate their card ID with their account, enable Register general user's IC card.

System Setup	Confirmation form :	
Power Save	Default authentication method	Authenticate Local Name 🔻
<ul> <li>Memory Setup</li> <li>Language Maintenance</li> </ul>	Name authentication method when PC printing	Authenticate Local Name 🔻
Setup	PIN authentication method when PC printing	Authenticate Local PIN V
Admin Password	Register general user's IC card	● Enable   ○ Disable
Reset Settings	» <u>Card read settings</u>	
Print Statistics	System Setup	
User Install	Submit Cancel Press Su	bmit to send changes. Press Cancel to clear changes.





#### To create users go to User Management > User List>Local User >[+]

OKI				
	Admin Setup   Job List   Direction			· · · ·
User List	User List Specifies the type of user to b Local User	e displayed.		
🖸 Group List	Delete			
	User Name	PIN	Card ID	
	admin	2000000000		Сору
		_11		1

Fig. 70 - Smart Device Configuration

	*required inp
User Name *	(Max.32 characters)
Password *	(Max.32 characters)
Display Name	(Max.64 characters)
E-mail address	(Max.64 characters)
Language Code	other  (Max.64 characters)
PIN	(1-1,879,048,191)
Card ID	(Max.256 characters)
Role	Change
Group	Change

Fig. 71 - Smart Device Configuration

Note: You must enter PIN if you use Authenticate Local PIN.

Note: You must enter Card ID if you use Authenticate Local IC Card and disable Register general user's IC card in Access Control Setup. MC8x3/ES84x3 supports Elatec TWN4 card reader with keyboard interface for authentication by IC Card.





# DIRECTORY SERVICE AUTHENTICATION

This section will describe how to configure the device to work with your directory service for authentication.

- 1. Go to the device webpage <a href="http://[DeviceIP]">http://[DeviceIP]</a>
- 2. Click on [Administrator Login]
- 3. Insert admin username and password default credentials (admin/aaaaaa), in MC573/ES5473 (admin/999999)
- 4. If the following screen is appeared, please click [SKIP]

OKI					
MC883 View Info   Direct Print   Link	<u>s</u>			Re	efresh
¥ View Information	Alert Infor	mation		Remaining Toner :	
Status	WARNING	PDL Error Oc	curred	Black:	100%
⊕ Counter	WARNING	Toner Low fo	or Cyan	Cyan:	10%
<ul> <li>Supplies Life</li> </ul>		Information			100%
	Informatio				80%
	Device Nan	ne	OKI-MC883-0ED516		
System	IP Address		10.37.41.133	Print Service	Enabled
	IPv6 Addre	55		LPR	•
Administrator Login	fe80:0000:0000:0000:0225:36ff:fe0e:d516 Link-Local Address			Port9100 FTP	0
	0000:0000:0000:0000:0000:0000:0000 Stateless Address		IPP	0	
	MAC Addre	55	00:25:36:0E:D5:16	Setting Service	Enabled
	Location				
	Serial Number		BETA100048	SNMP	
	Asset Num	ber		WEB	0
	Contact Na - Admini			Telnet	0

#### Fig. 72 - Smart Device Configuration

OKI					
MC883				· · · ·	
	This is the devices identity on the	e network (sysName,	and Device Name).		
Short Device Name	MC883-0ED516	(Max.15character	rs)		
	A maximum of 15 characters can are acceptable.)	n be used (alpha/num	neric characters and "-"		
Location			(Max.255 characters)		
Asset Number			(Max.32 characters)		
Contact Name - Administrator			(Max.255 characters)		
Protocol					
TCP/IP	Enable				
NetBIOS over TCP	Enable 🔻				

Fig. 73 - Smart Device Configuration



Configure Device DNS settings:

**Note**: If Device DHCP server information is retrieved from DHCP server correctly, you don't have to configure Device DNS setting manually.

- 1. Click in Admin Setup > Network>TCP/IP
- 2. Click on (OPTIONAL) Change other TCP/IP settings.
- 3. Configure the primary DNS Server Address
- 4. Click OK
- 5. Click Submit

OKI		
MC883 View Info   Paper Setup   List User Management   Account Ma		ect Print  Transmission Settings   <u>Links</u> <u>ndexed Scan  Output Management</u>
* Admin Setup	General Network Setting	s
Network	HUB Link Status	OK(100Base-TX Full)
General Network Settings	Gigabit Network	Disable 🔻
TCP/IP	HUB Link Setting	Auto Negotiation 🔻
O NBT	Energy Efficient Ethernet	Enable V
Mail Server	Lenemet	
⊕ E-mail	TCP/IP Settings	
SNMP	STEP1. Select method for	r obtaining IP Address.
⊕ IPP	Obtain IP Address aut	tomatically.(by DHCP)
Google Cloud Print	Obtain IP Address au	tomatically.(by BOOTP)
2	Set IPv4 Address n	nanually.
Windows Rally		
□ IEEE802.1X	STEP2. » <u>(OPTIONAL)C</u>	hange other TCP/IP settings.(DNS)
<ul> <li>Secure Protocol Server -</li> </ul>	Submit Cancel	Press Submit to send changes. Press Cancel to clear changes.

#### Fig. 74 - Smart Device Configuration

Change other TCP/IP set	tings	
These settings are optional.		
DNS Server :	2	
DNS Server(Primary)		
DNS Server(Secondary)		-
<ul> <li>Dynamic DNS (DDNS) :</li> </ul>		
Dynamic DNS	Disable 🔻	
Host Name	MC883-0ED516 🗳	
Domain Name	(Ma characters)	ax.255
Registration Status	3	
• WINS Server :	₿	
WINS Server(Primary)	Example: 192.168.0.2	
WINS Server(Secondary)	Example: 192.168.0.3	
WINS Registration Status	Name registration successful.	
Scope ID	(N characters)	Max.223
• Auto Discovery :		
Windows	Disable 🔻	
Macintosh	Enable 🔻	
Device Name	OKI-MC883-xxxxx (Ma characters) (Printer is identified by this Name.)	x.31
OK Cancel		

Fig. 75 - Smart Device Configuration



#### Configure Device SNTP settings:

**Note**: If Device SNTP server information is retrieved from DHCP server correctly, you don't have to configure Device DNS setting manually.

Note: If you set correct date and time manually, you don't have to configure Device SNTP server setting.

- 1. Click in Admin Setup >User Install > Time Setup
- 2. Set "Auto" in Time Setup
- 3. Configure the SNTP Server (Primary) Address
- 4. Click Submit

OKI		
		rect Print  Transmission Settings   Links  Indexed Scan  Output Management
Admin Setup	Time / SNTP Settings	
	Setup the printer time usin	g SNTP ( Simple Network Time Protocol ).
	Time Setup	Manual 🔻
⊕ Fax Setup	» Manual Setup	
	SNTP Server (Primary)	(Max.64 characters)
⊕ Internet Fax Setup	SNTP Server	(Max.64 characters)
⊕ Scanner Setup	(Secondary)	(Max.64 characters)
⊕ Print From USB Memory Setu	Set Time Zone	
⊕ Print Setup	Time Zone	+09:00 V (Offset from GMT.)
Management		
🗆 User Install		
Power Setup		
Fax Setup		
Time Setup		
Business Phone Setup		
Other Settings	Submit Cancel	Press Submit to send changes. Press Cancel to clear changes.

Fig. 76 - Smart Device Configuration



# Configure Device authentication:

1. Click in Admin Setup > Network >LDAP

OKI		
		Direct Print  Transmission Settings   Links
Admin Setup	LDAP Server Setup	n   <u>Indexed Scan</u>   <u>Output Management</u>
∃ Network	Server Settings :	
<ul> <li>General Network Settings</li> <li>TCP/IP</li> </ul>	LDAP Server	(Max.80 characters. This field is required.)
	Port Number	389 (1-65535)
Mail Server	Timeout	30 (10-120)
⊕ E-mail	Max. Entries	100 (5-100)
⊕ SNMP	Search Root	ou=People,o=odc.local (Max.64 characters. This field is required.)
⊕ IPP	Attributes :	
Google Cloud Print Windows Rally FIEE802.1X G Secure Protocol Server	User Name	Name1: uid (Max.32 characters. This field is required.) Name2: (Max.32 characters) Name3: (Max.32 characters)
LDAP     Proxy	Mail Address	mail (Max.32 characters. This field is required.)
⊕ Security	Additional Filter	(Max.32 characters)
⊕ Maintenance	Authentication :	
⊕ Copy Setup	Method	Digest-MD5 🔻
⊕ Fax Setup ⊕ FaxServer Function	User ID	(Max.80 characters. This field is required.)
⊕ Internet Fax Setup	Password	(Max.32 characters)
⊕ Scanner Setup	Encryption :	
⊕ Print From USB Memory Setu	Encryption	None 🔻
Deint Cotun	Submit Cancel	Press Submit to send changes. Press Cancel to clear changes.

Fig. 77 - Smart Device Configuration



Name	Details
LDAP Server	Directory Service IP address or HostName. If you select Secure Protocol in Method, you have to set a host name or IP address which can be reversely resolve a host name from the DNS server.
Port Number	Default Directory Service port is 389. You should only change this if your LDAP server has been configured to use a different port.
Timeout	Timeout to get information from LDAP server after login the device. The setting is used when you set Authenticate LDAP PIN or Authenticate LDAP IC Card.
Max. Enŧries	Specify the maximum number of search results that are a response by e-mail address search. The setting is not used for LDAP authentication.
Search Root	LDAP search base. Ex : CN=Users,DC=company,DC=com The setting is not used for LDAP authentication.
User Name	Insert the field that you have mapped for the username. The setting is not used for LDAP authentication.
Mail Address	Insert the field that you have mapped for the email address. The setting is not used for LDAP authentication.
Additional Filter	This filter is to find email address from LDAP server. The setting is not used for LDAP authentication.
Method	Select [Digest-MD5] or [Secure Protocol] based on your LDAP server environment. Note: [Anonymous] and [Simple] doesn't work for the access control. Note: [Secure Protocol] requires DNS configuration and SNTP configuration in order to synchronize the device time with the Secure Protocol server's time.
Username	User from AD or LDAP that has access to read all the AD or LDAP groups that you need to synchronize. The setting is used when a user authenticates by Authenticate LDAP PIN or Authenticate LDAP IC Card
Password	Password of that user.
Encryption	Encryption type.

Table 7 - Server Details

2. Make the LDAP configurations and click on **Submit** 



# Configure Secure Protocol Server setting

Note: If you select Secure Protocol Server as Method in LDAP Server Setup, you must configure Secure Protocol Server.

- 1. Click in Admin Setup > Network >Secure Protocol Server
- 2. Configure Secure Protocol Server name in **Domain**.

OKI		
MC883		
<u> View Info   Paper Setup   L</u>	<u>ist   Admin Setup  </u> Job List	t   <u>Direct Print</u>   <u>Transmission Settings</u>   <u>Links</u>
User Management  Account	t M <mark>anagement  sXP Applica</mark>	tion  Indexed Scan  Output Management
O NBT	Secure Protocol Ser	ver Setting
Mail Server	Please set SNTP Settin correctly.	ngs and DNS Settings for SecureProtocol to operate
⊕ E-mail	Domain	(Max.64
⊕ SNMP	Domani	characters.)
⊕ IPP		
Google Cloud Print		
Windows Rally		
□ IEEE802.1X		
Secure Protocol Server		
O LDAP		
Proxy		
⊕ Security		
	Submit Cancel	Press Submit to send changes. Press Cancel to clear changes.

Fig. 78 - Smart Device Configuration

**Note**: The Secure Protocol Server name must be entered in capital letter.



#### Configure Device Authentication:

- 1. Click in Admin Setup >Management>Access Control Setup
- 2. Enable Access Control
- 3. Disable Guest user use
- 4. To enable Authenticate LDAP Name. (to enable Authenticate LDAP PIN and Authenticate LDAP IC Card if you need)
- 5. Click Submit

OKI	
	Admin Setup Job List   Direct Print   Transmission Settings   Links anagement   SXP Application   Indexed Scan   Output Management
⊕ Print From USB Memory Set. ^ ⊕ Print Setup	Access Control Setup Access Control Benable C Disable
■ Management	Use Email Color T print
<ul> <li>Access Control Setup</li> <li>System Setup</li> </ul>	Use Google Cloud Print
Power Save	Guest user use O Enable O Disable
Memory Setup	» Set Guest Permissions
Language Maintenance Setup	Confirmation method :
Font Setup	Authenticate Local Name
□ Admin Password	Authenticate Local PIN
Reset Settings	Authenticate Local IC Card         Enable         Disable           Submit         Cancel         Press Submit to send changes. Press Cancel to clear changes.
•	

Fig. 79 - Smart Device Configuration

OKI		
MC883		
<u>View Info   Paper Setup   List</u>		Print   Transmission Settings   Links
	Authenticate Local PIN	lexed Scan  Output Management
Print From USB Memory Setu	Authenticate Local IC Card	
Print Setup     Management	Authenticate LDAP Name	Enable     Oisable
Hanagement     Encal Interface	Authenticate LDAP PIN	Enable      Disable
Access Control Setup	Authenticate LDAP IC Card	Enable      Disable
System Setup	Authenticate Kerberos Name	Enable      Disable
Power Save	Confirmation form :	
Memory Setup	Default authentication method	Authenticate Local Name
Language Maintenance Setup	Name authentication method when PC printing	Authenticate LDAP Name
Font Setup     Admin Password	PIN authentication method when PC printing	Authenticate Local PIN V
Reset Settings	Register general user's IC card	Enable     Oisable
Print Statistics	Submit Cancel	Press Submit to send changes. Press Cancel to clear changes.

Fig. 80 - Smart Device Configuration



If you wish to work with **PIN** in **Directory Service**, please follow this procedure:

**Note**: SENDYS Explorer will not make any configurations of PINs in Directory Service, so if you are working with Directory Service PIN you need to configure the device PINs manual in your Directory Service.

- 1. Click in User Management > User List > LDAP Authentication Settings > LDAP Authentication Settings
- 2. Insert the field that you have map as PIN to **PIN**
- 3. Click Submit

OKI		
	t Management   <u>sXP Applica</u>	;   <u>Direct Print</u>   <u>Transmission Settings</u>   <u>Links</u> tion  Indexed Scan  Output Management
V User Management	User information LD	AP Key settings
🖸 User List	Display name	displayName (Max.64 characters)
□ Role List □ Group List	Mail address	mail (Max.64 characters)
LDAP Authentication Setting	s Language code	preferredLanguage (Max.64 characters)
LDAP Authentication Settings	Group	department (Max.64 characters)
Role Assignment	_	
Regulations	IC card authenticati	on LDAP Key settings
	Card ID	(Max.64 characters)
	PIN confirmation LD	DAP Key settings
	PIN	(Max.64 characters)
	User information ca	che settings
	Cache authenticatio	n 💿 Enable 🔘 Disable
	Submit Cancel	Press Submit to send changes. Press Cancel to clear changes.

Fig. 81 - Smart Device Configuration

Note: The default field in SENDYS Explorer for PIN is "homePhone"



If you which to work with Card in Directory Service, please follow this procedure:

**Note**: SENDYS Explorer will not make any configurations of card id in Directory Service, so if you are working with Directory Service card you need to configure the device card's manual in Directory Service.

- 1. Click in User Management > User List > LDAP Authentication Settings > LDAP Authentication Settings
- 2. Insert the field that you have map as card id to Card ID
- 3. Click Submit

OKI		
		st   <u>Direct Print</u>   <u>Transmission Settings</u>   <u>Links</u> ation  Indexed Scan  Output Management
User Management	User information L	DAP Key settings
🛛 User List	Display name	displayName (Max.64 characters)
D Role List D Group List	Mail address	mail (Max.64 characters)
LDAP Authentication Settings	Language code	preferredLanguage (Max.64 characters)
LDAP Authentication Settings	Group	department (Max.64 characters)
Role Assignment Regulations	IC card authenticat	tion LDAP Key settings
	Card ID	(Max.64 characters)
	PIN confirmation L	DAP Key settings
	PIN	(Max.64 characters)
	User information ca	ache settings
	Cache authenticatio	0N O Enable O Disable
	Submit Cancel	Press Submit to send changes. Press Cancel to clear changes.

Fig. 82 - Smart Device Configuration



# SMART DEVICE CONFIGURATION (SXP VERSION 2.0 (C542/ES5442 SERIES))

## SCREEN APPLICATION CONFIGURATION

In order to see the application on the device screen you need to configure the sXP application on the smart device.

The application address is <a href="http://[ServerIP]:50091/scan.aspx">http://[ServerIP]:50091/scan.aspx</a>.

- 1. Go to the device webpage <a href="http://[DeviceIP]">http://[DeviceIP]</a>
- 2. Click on [Administrator Login]
- 3. Insert admin username and password default credentials (admin/999999)
- 4. If the following screen is appeared, please click [SKIP]

OKI					
MC883 <u>View Info</u>   <u>Direct Print</u>   Link	<u>cs</u>			R	efresh
View Information	Alert Infor	mation		Remaining Toner :	
Status	WARNING	PDL Error Oc	curred	Black:	100%
⊕ Counter	WARNING	Toner Low fe	or Cyan	Cyan:	10%
O Cumilion Life				Magenta:	100%
Supplies Life	Informatio	n		Yellow:	80%
∃ Network	Device Na	ne	OKI-MC883-0ED516		
🛛 System	IP Address 10.37.41.133		Print Service	Enabled	
	IPv6 Addre	255		LPR	•
Administrator Login	fe80:0000:0000:0000:025:36ff:fe0e:d516 Link-Local Address		Port9100 FTP	0	
	0000:0	0000:0000:0000:0000:0000:0000:0000 Stateless Address			0
	MAC Addre	55	00:25:36:0E:D5:16	Setting Service	Enabled
	Location				Charbled
	Serial Num	iber	BETA100048	SNMP	
	Asset Num	ber		WEB	
	Contact Na - Admin			Telnet	0

Fig. 83 - Smart Device Login



OKI	
MC883	
	This is the devices identity on the network (sysName, and Device Name).
Short Device Name	MC883-0ED516 (Max.15characters)
	A maximum of 15 characters can be used (alpha/numeric characters and "-" are acceptable.)
Location	(Max.255 characters)
Asset Number	(Max.32 characters)
Contact Name - Administrator	(Max.255 characters)
Protocol	
TCP/IP	Enable
NetBIOS over TCP	Enable 🔻
OK	SKIP Do not show this page again.

Fig. 84 - Smart Device Login

To configure SENDYS Explorer as default machine screen:

- 5. Click on **sXP Application**.
- 6. Click on [+].

OKI					
MC873					
	<u>View Info   Paper Setup   List   Admin Setup   Job List   Direct Print  Transmission Settings   Links</u> User Management  Account Management <mark>SXP Application</mark>  Indexed Scan  Output Management				
<ul> <li>sXP Application</li> <li>sXP Application</li> </ul>	sXP Application				
	Delete				
	DefaultMode         Application Name         URL Address           B				

Fig. 85 - Screen Application Configuration



- 7. In the new window:
  - a. Define the **Application Name**.
  - b. Set URL Address to http://[ServerIP]:50091/scan.aspx.
- 8. Click OK.

Application setting	
	*required input
Application Name*	SENDYS Explorer (Max.128 characters)
URL Address*	http://[ServerIP]:50091/scan.aspx (Max.1024 characters)
OK Cancel	

Fig. 86 - Screen Application Configuration

Note: This will add SENDYS Explorer to the device JOB Macro.

Then on the device you need to:

- Access as admin.
- Go to Admin Setup > Configure Home Screen > Touch a blank space > ADD
- Select SENDYS Explorer from the JOB Macro
- 9. Select **Default Mode**.
- 10. Click Submit.

MC873							
<u> View Info   Paper Setup   List</u>	Adr	nin S	Setup	<u>]</u> ]	<u> List   Direct Print   Ti</u>	ansmission Settings   Links	
<u> User Management   Account Ma</u>	nage	emer	nt  sX	P Ap	plication  Indexed Sca	an   <u>Output Management</u>	
v sXP Application	sX	р Ар	plica	tion			
sXP Application			_				•
	De	elete					_
		Def	aultM	lode	Application Name	URL Address	]
			۲		SENDYS Explorer	http://[ServerIP]:50091/scan.aspx	
	Ð						
	$\vdash$	<u> </u>					-
	$\vdash$	-					-
	$\vdash$	-					1
							1
							1
							]
	$\vdash$						
	$\vdash$						-
	$\vdash$	-					-
	$\vdash$						1
							1
	Su	bmit	Ca	ncel		Press Submit to Press Cancel to	

Fig. 87 - Screen Application Configuration



Note: This will only define the default screen application.

Then on the device you need to:

- Access as admin.
- Go to Admin Setup > Manage Unit > Default Mode
- Select Web Browser



### SFP LOCAL AUTHENTICATION

This section will describe how to configure the device to work with MFP local authentication.

- 1. Go to the device webpage <a href="http://[DeviceIP]">http://[DeviceIP]</a>
- 2. Click on [Administrator Login]
- 3. Insert admin username and password default credentials (admin/999999)
- 4. If the following screen is appeared, please click [SKIP]

OKI					
MC883 <u>View Info</u>   <u>Direct Print</u>   <u>Links</u>	2				efresh
* View Information	Alert Infor	mation		Remaining Toner :	
Status	WARNING	PDL Error Oc	curred	Black:	100%
⊕ Counter	WARNING	Toner Low fo	or Cyan	Cyan:	10%
<ul> <li>Supplies Life</li> </ul>				Magenta:	100%
	Informatio	n		Yellow:	80%
	Device Name		OKI-MC883-0ED516		
<ul> <li>System</li> </ul>	IP Address		10.37.41.133	Print Service	Enabled
	IPv6 Addre	55	LPR	•	
Administrator Login	fe80:	:0000:0000:	Port9100 FTP	0	
	0000:0	000:0000:0	IPP	•	
	MAC Addre	55	00:25:36:0E:D5:16	Setting Service	Enabled
	Location				
	Serial Num	ber	BETA100048	SNMP	
	Asset Num	ber		WEB	0
	Contact Na - Admini			Telnet	0

Fig. 88 - Smart Device Configuration

OKI								
MC883			· · · · · · · · · ·	· · · · ·	• • •	• •	· · ·	• •
Short Device Name	This is the devices identity on th							
Short Device Name	MC883-0ED516 (Max.15characters) A maximum of 15 characters can be used (alpha/numeric characters and "-" are acceptable.)							
Location			(Max.255 characters)					
Asset Number			(Max.32 characters)					
Contact Name - Administrator			(Max.255 characters)					
Protocol								
TCP/IP	Enable							
	Enable 🔻							

Fig. 89 - Smart Device Configuration



#### Configure Device Authentication:

- 5. Click in Admin Setup >Management>Access Control Setup
- 6. Enable Access Control
- 7. Disable Guest user use
- 8. To enable Authenticate Local Name. (to enable Authenticate Local PIN and Authenticate Local IC Card if you need)
- 9. Click Submit

OKI	
	Admin Setup Job List   Direct Print   Transmission Settings   Links nagement   SXP Application   Indexed Scan   Output Management
⊕ Print From USB Memory Setl ^ ⊕ Print Setup	Access Control Setup Access Control Enable Disable
Management     Eocal Interface	Use Email Color <b>v</b> print
<ul> <li>Access Control Setup</li> <li>System Setup</li> </ul>	Use Google Cloud Print
Power Save	Guest user use O Enable O Disable
Memory Setup	» <u>Set Guest Permissions</u>
Language Maintenance Setup	Confirmation method :
Font Setup	Authenticate Local Name
□ Admin Password	Authenticate Local PIN
Reset Settings	Authenticate Local IC Card
• • • • • • • • • • • • • • • • • • •	Submit Cancel Press Submit to send changes. Press Cancel to clear changes.

Fig. 90 - Smart Device Configuration

Note: You must create all users on the device. SENDYS Explorer will then automatically create the users within the application when each user first logs-into the device, their initial SENDYS Explorer web password is the same as the username that is displayed on the device.

Note: Users can select the authentication method by their selves. If you would like to restrict the authentication method, please disable Confirmation Method (Authenticate Local Name, Authenticate Local PIN, Authenticate Local IC Card) if you need.

Note: If you can allow users to associate their card ID with their account, enable Register general user's IC card.

System Setup	Confirmation form :				
Power Save	Default authentication method	Authenticate Local Name 🔻			
<ul> <li>Memory Setup</li> <li>Language Maintenance</li> </ul>	Name authentication method when PC printing	Authenticate Local Name 🔻			
Setup	PIN authentication method when PC printing	Authenticate Local PIN V			
Admin Password	Register general user's IC card	● Enable   ○ Disable			
Reset Settings	» <u>Card read settings</u>	» Card read settings			
Print Statistics	System Setup				
User Install	Submit Cancel Press Su	bmit to send changes. Press Cancel to clear changes.			

Fig. 91 - Smart Device Configuration



### To create users go to User Management > User List>Local User >[+]

OKI				
	<u>Admin Setup</u>   <u>Job List</u>   <u>Direc</u> anagement  SXP Application  In			
User Management D User List C) Role List	User List Specifies the type of user to b LDAP User	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
🖸 Group List	Delete			
	User Name	PIN	Card ID	
	admin	2000000000		Сору
	Ð			

Fig. 92 - Smart Device Configuration

	*required input
User Name *	(Max.32 characters)
Password *	(Max.32 characters)
Display Name	(Max.64 characters)
E-mail address	(Max.64 characters)
Language Code	other  (Max.64 characters)
PIN	(1-1,879,048,191)
Card ID	(Max.256 characters)
Role	Change
Group	Change

Fig. 93 - Smart Device Configuration

Note: You must enter PIN if you use Authenticate Local PIN.

**Note**: You must enter Card ID if you use Authenticate Local IC Card and disable **Register general user's IC card** in **Access Control Setup**. MC8x3/ES84x3 supports Elatec TWN4 card reader with keyboard interface for authentication by IC Card.





## DIRECTORY SERVICE AUTHENTICATION

This section will describe how to configure the device to work with your directory service for authentication.

- 1. Go to the device webpage <a href="http://[DeviceIP]">http://[DeviceIP]</a>
- 2. Click on [Administrator Login]
- 3. Insert admin username and password default credentials (admin/999999)
- 4. If the following screen is appeared, please click [SKIP]

OKI					
MC883 <u>View Info</u>   <u>Direct Print</u>   <u>Link</u>	<u>s</u>		· · · · · · · · · · · · · · · ·		fresh
* View Information	Alert Infor	mation		Remaining Toner :	
Status	WARNING	PDL Error Oc	curred	Black:	100%
⊕ Counter	WARNING	Toner Low fo	or Cyan	Cyan:	10%
<ul> <li>Supplies Life</li> </ul>				Magenta:	100%
Network	Informatio				
E Network	Device Nam	ne	OKI-MC883-0ED516	Print Service	Enabled
System	IP Address 10.37.41.133				
	IPv6 Address			LPR	•
Administrator Login	fe80:0000:0000:0000:0225:36ff:fe0e:d516 Link-Local Address			Port9100 FTP	0
	0000:0000:0000:0000:0000:0000:0000 Stateless Address			IPP	•
	MAC Addre	55	00:25:36:0E:D5:16	Setting Service	Enabled
	Location			enabled	
	Serial Num	ber	BETA100048	SNMP	
	Asset Num	ber		WEB	0
	Contact Na - Admini			Telnet	0

#### Fig. 94 - Smart Device Configuration

OKI	
MC883	
	This is the devices identity on the network (sysName, and Device Name).
Short Device Name	MC883-0ED516 (Max.15characters)
	A maximum of 15 characters can be used (alpha/numeric characters and "-" are acceptable.)
Location	(Max.255 characters)
Asset Number	(Max.32 characters)
Contact Name - Administrator	(Max.255 characters)
Protocol	
TCP/IP	Enable
NetBIOS over TCP	Enable 🔻

Fig. 95 - Smart Device Configuration



Configure Device DNS settings:

**Note**: If Device DHCP server information is retrieved from DHCP server correctly, you don't have to configure Device DNS setting manually.

- 1. Click in Admin Setup > Network>TCP/IP
- 2. Click on (OPTIONAL) Change other TCP/IP settings.
- 3. Configure the primary DNS Server Address
- 4. Click OK
- 5. Click Submit

OKI		
MC883 <u>View Info   Paper Setup   List</u> <u>User Management  Account Ma</u>		<u>ect Print  Transmission Settings   Links</u> <u>ndexed Scan  Output Management</u>
* Admin Setup	General Network Setting	s
Network	HUB Link Status	OK(100Base-TX Full)
General Network Settings	Gigabit Network	Disable 🔻
TCP/IP	HUB Link Setting	Auto Negotiation 🔻
O NBT	Energy Efficient Ethernet	Enable •
Mail Server		
⊕ E-mail	TCP/IP Settings	
⊕ SNMP	STEP1. Select method for	r obtaining IP Address.
⊕ IPP	Obtain IP Address aut	tomatically.(by DHCP)
Google Cloud Print	-	tomatically.(by BOOTP)
Windows Rally	Set IPv4 Address n	nanualiy.
© IEEE802.1X	STEP2. » <u>(OPTIONAL)C</u>	hange other TCP/IP settings.(DNS)
Secure Protocol Server	Submit Cancel P	Press Submit to send changes. Press Cancel to clear changes.

#### Fig. 96 - Smart Device Configuration

Change other TCP/IP set	tings	
These settings are optional.		
DNS Server :	2	
DNS Server(Primary)		
DNS Server(Secondary)		-
<ul> <li>Dynamic DNS (DDNS) :</li> </ul>		
Dynamic DNS	Disable 🔻	
Host Name	MC883-0ED516 💕	
Domain Name	(Ma characters)	ax.255
Registration Status	3	
• WINS Server :	₿	
WINS Server(Primary)	Example: 192.168.0.2	
WINS Server(Secondary)	Example: 192.168.0.3	
WINS Registration Status	Name registration successful.	
Scope ID	(N characters)	Max.223
• Auto Discovery :		
Windows	Disable 🔻	
Macintosh	Enable 🔻	
Device Name	OKI-MC883-xxxxx (Ma characters) (Printer is identified by this Name.)	x.31
OK Cancel		

Fig. 97 - Smart Device Configuration



### Configure Device SNTP settings:

**Note**: If Device SNTP server information is retrieved from DHCP server correctly, you don't have to configure Device DNS setting manually.

Note: If you set correct date and time manually, you don't have to configure Device SNTP server setting.

- 1. Click in Admin Setup >User Install > Time Setup
- 2. Set "Auto" in Time Setup
- 3. Configure the SNTP Server (Primary) Address
- 4. Click Submit

OKI		
		rect Print  Transmission Settings   Links  Indexed Scan  Output Management
Admin Setup	Time / SNTP Settings	
	Setup the printer time usin	g SNTP ( Simple Network Time Protocol ).
Copy Setup	Time Setup	Manual 🔻
⊕ Fax Setup	» Manual Setup	
	SNTP Server (Primary)	
⊕ Internet Fax Setup	SNTP Server	(Max.64 characters)
⊕ Scanner Setup	(Secondary)	(Max.64 characters)
⊕ Print From USB Memory Setu	Set Time Zone	
⊕ Print Setup	Time Zone	+09:00 V (Offset from GMT.)
Management		
🗉 User Install		
Power Setup		
Fax Setup		
Time Setup		
Business Phone Setup		
Other Settings	Submit Cancel	Press Submit to send changes. Press Cancel to clear changes.

Fig. 98 - Smart Device Configuration



# Configure Device authentication:

1. Click in Admin Setup > Network >LDAP

OKI		
		Direct Print   Transmission Settings   Links   [Indexed Scan   Output Management
Admin Setup	LDAP Server Setup	
■ Network	Server Settings :	
<ul> <li>General Network Settings</li> <li>TCP/IP</li> </ul>	LDAP Server	(Max.80 characters. This field is required.)
	Port Number	389 (1-65535)
Mail Server	Timeout	30 (10-120)
⊕ E-mail	Max. Entries	100 (5-100)
⊕ SNMP	Search Root	ou=People,o=odc.local (Max.64 characters. This field is required.)
⊕ IPP	Attributes :	
Google Cloud Print Windows Rally IEEE802.1X GSecure Protocol Server	User Name	Name1: uid (Max.32 characters. This field is required.) Name2: (Max.32 characters) Name3: (Max.32 characters)
LDAP     Proxy	Mail Address	mail (Max.32 characters. This field is required.)
⊕ Security	Additional Filter	(Max.32 characters)
⊕ Maintenance	Authentication :	
∃ Copy Setup	Method	Digest-MD5 🔹
∃ Fax Setup ∃ FaxServer Function	User ID	(Max.80 characters. This field is required.)
⊞ Internet Fax Setup	Password	(Max.32 characters)
⊕ Scanner Setup	Encryption :	
⊕ Print From USB Memory Setu	Encryption	None 🔻
Deint Coture	Submit Cancel	Press Submit to send changes. Press Cancel to clear changes.

Fig. 99 - Smart Device Configuration



Name	Details
LDAP Server	Directory Service IP address or HostName. If you select Secure Protocol in Method, you have to set a host name or IP address which can be reversely resolve a host name from the DNS server.
Port Number	Default Directory Service port is 389. You should only change this if your LDAP server has been configured to use a different port.
Timeout	Timeout to get information from LDAP server after login the device. The setting is used when you set Authenticate LDAP PIN or Authenticate LDAP IC Card.
Max. Enŧries	Specify the maximum number of search results that are a response by e-mail address search. The setting is not used for LDAP authentication.
Search Root	LDAP search base. Ex : CN=Users,DC=company,DC=com The setting is not used for LDAP authentication.
User Name	Insert the field that you have mapped for the username. The setting is not used for LDAP authentication.
Mail Address	Insert the field that you have mapped for the email address. The setting is not used for LDAP authentication.
Additional Filter	This filter is to find email address from LDAP server. The setting is not used for LDAP authentication.
Method	Select [Digest-MD5] or [Secure Protocol] based on your LDAP server environment. Note: [Anonymous] and [Simple] doesn't work for the access control. Note: [Secure Protocol] requires DNS configuration and SNTP configuration in order to synchronize the device time with the Secure Protocol server's time.
Username	User from AD or LDAP that has access to read all the AD or LDAP groups that you need to synchronize. The setting is used when a user authenticates by Authenticate LDAP PIN or Authenticate LDAP IC Card
Password	Password of that user.
Encryption	Encryption type.

Table 8 - Server Details

2. Make the LDAP configurations and click on **Submit** 



## Configure Secure Protocol Server setting

Note: If you select Secure Protocol Server as Method in LDAP Server Setup, you must configure Secure Protocol Server.

- 1. Click in Admin Setup > Network >Secure Protocol Server
- 2. Configure Secure Protocol Server name in **Domain**.

OKI				
MC883				
<u> View Info   Paper Setup  </u>	List	Admin Setup   Job List	Direct Print   Transmission	Settings   Links
	nt Ma	anagement   <u>sXP</u> Applicat	tion  Indexed Scan  Output M	anagement
O NBT	*	Secure Protocol Ser	ver Setting	
🖸 Mail Server	5	Please set SNTP Settin correctly.	ngs and DNS Settings for Secu	reProtocol to operate
⊕ E-mail		Domain		(Max.64
⊕ SNMP		Domain	characters.)	
⊕ IPP				
Google Cloud Print				
Windows Rally				
IEEE802.1X				
Secure Protocol Server				
🖸 LDAP				
Proxy				
⊕ Security				
Maintenance	<b>.</b>	Submit Cancel	Press Submit to ser	d changes. Press Cancel to clear changes.

Fig. 100 - Smart Device Configuration

**Note**: The Secure Protocol Server name must be entered in capital letter.



#### Configure Device Authentication

- 1. Click in Admin Setup >Management>Access Control Setup
- 2. Enable Access Control
- 3. Disable Guest user use
- 4. To enable Authenticate LDAP Name. (to enable Authenticate LDAP PIN and Authenticate LDAP IC Card if you need)
- 5. Click Submit

OKI	
MC883 View Info   <u>Paper Setup</u>   <u>List</u> User Management   Account Ma	Admin Setup Job List   Direct Print   Transmission Settings   Links nagement   sXP Application   Indexed Scan   Output Management
∃ Print From USB Memory Set. ↑ Print Setup	Access Control Setup Access Control Enable Disable
∃ Management ⊕ Local Interface	Use Email Color <b>v</b> print
Access Control Setup     System Setup	Use Google Cloud Print
Power Save	Guest user use O Enable O Disable
Memory Setup	» Set Guest Permissions
Language Maintenance Setup	Confirmation method :
Font Setup	Authenticate Local Name
Admin Password	Authenticate Local PIN
Reset Settings	Authenticate Local IC Card
•	Submit Cancel Press Submit to send changes. Press Cancel to clear changes.

Fig. 101 - Smart Device Configuration

OKI		
MC883		
		<u>Print  Transmission Settings   Links</u> lexed Scan  Output Management
⊕ Print From USB Memory Sett	Authenticate Local PIN	Enable     Disable
⊕ Print Setup	Authenticate Local IC Card	Enable     Disable
Management	Authenticate LDAP Name	● Enable ○ Disable
	Authenticate LDAP PIN	Enable Obisable
Access Control Setup	Authenticate LDAP IC Card	Enable      Disable
<ul> <li>System Setup</li> </ul>	Authenticate Kerberos Name	● Enable ○ Disable
Power Save	Confirmation form :	
Memory Setup	Default authentication method	Authenticate Local Name
Language Maintenance Setup	Name authentication method when PC printing	Authenticate LDAP Name
Font Setup	PIN authentication method when PC printing	Authenticate Local PIN V
Reset Settings	Register general user's IC card	Enable     Oisable
Print Statistics	Submit Cancel	Press Submit to send changes. Press Cancel to clear changes.

Fig. 102 - Smart Device Configuration



If you wish to work with **PIN** in **Directory Service**, please follow this procedure:

**Note**: SENDYS Explorer will not make any configurations of PINs in Directory Service, so if you are working with Directory Service PIN you need to configure the device PINs manual in your Directory Service.

- 1. Click in User Management > User List > LDAP Authentication Settings > LDAP Authentication Settings
- 2. Insert the field that you have map as PIN to **PIN**
- 3. Click Submit

OKI		
	t Management   <u>sXP Applica</u>	;   <u>Direct Print</u>   <u>Transmission Settings</u>   <u>Links</u> tion  Indexed Scan  Output Management
V User Management	User information LD	AP Key settings
🖸 User List	Display name	displayName (Max.64 characters)
□ Role List □ Group List	Mail address	mail (Max.64 characters)
LDAP Authentication Setting	s Language code	preferredLanguage (Max.64 characters)
LDAP Authentication Settings	Group	department (Max.64 characters)
Role Assignment	_	
Regulations	IC card authenticati	on LDAP Key settings
	Card ID	(Max.64 characters)
	PIN confirmation LD	DAP Key settings
	PIN	(Max.64 characters)
	User information ca	che settings
	Cache authenticatio	n 💿 Enable 🔘 Disable
	Submit Cancel	Press Submit to send changes. Press Cancel to clear changes.

Fig. 103 - Smart Device Configuration

Note: The default field in SENDYS Explorer for PIN is "homePhone"



If you which to work with Card in Directory Service, please follow this procedure:

**Note**: SENDYS Explorer will not make any configurations of card id in Directory Service, so if you are working with Directory Service card you need to configure the device card's manual in Directory Service.

- 1. Click in User Management > User List > LDAP Authentication Settings > LDAP Authentication Settings
- 2. Insert the field that you have map as card id to Card ID
- 3. Click Submit

OKI		
		st   <u>Direct Print</u>   <u>Transmission Settings</u>   <u>Links</u> ation  Indexed Scan  Output Management
User Management	User information L	DAP Key settings
🛛 User List	Display name	displayName (Max.64 characters)
D Role List D Group List	Mail address	mail (Max.64 characters)
LDAP Authentication Settings	Language code	preferredLanguage (Max.64 characters)
LDAP Authentication Settings	Group	department (Max.64 characters)
Role Assignment Regulations	IC card authenticat	tion LDAP Key settings
	Card ID	(Max.64 characters)
	PIN confirmation L	DAP Key settings
	PIN	(Max.64 characters)
	User information ca	ache settings
	Cache authenticatio	0N O Enable O Disable
	Submit Cancel	Press Submit to send changes. Press Cancel to clear changes.

Fig. 104 - Smart Device Configuration



## MFP DEVICE (NON-SMART) CONFIGURATION

Using MFP non-smart devices **requires** setting up the *network ftp scan profile*.

- 1. Go to the device's page <u>http://[DeviceIP]/</u>.
- 2. Insert admin credentials and click on Login (by default admin/aaaaaa).
- 3. Click on **Profile/List**.
- 4. Click on New.

OKI	
MC562 View Info   Paper Setup	List   Admin Setup   Job List   Direct Print   Transmission Settings  Links
¥ List	Profile
Profile	New Delete Edit
NetworkScan	Profile List:

Fig. 105 - MFP Configuration

5. Refer to following table while filling the information:

Name	Details
Profile Name	Name of the profile.
Protocol	Protocol that will be used with this profile. Set to FTP.
Target URL	FTP path to ScannedFiles folder on the server.
Port Number	Port number for this profile. By default, 21 is the port assigned to FTP.
FTP Passive Mode	Set to OFF.
User Name	Same Administrator username that you used in the SENDYS Explorer installation.
Password	Same Administrator password that you used in the SENDYS Explorer installation.
File Name	File name for documents scanned while using this profile. It should be mfp_[PrinterIP].#d or mfp_[PrinterName].#d. Note: [PrinterIP] must be split by underscores and [PrinterName] must not contain periods.

**Note**: All other settings are document specific settings that should be defined by the user. You can also create as many profiles as needed with the same server settings and different document settings





### 6. Click on Submit

Profile Settings					
Profile Name	SendysExplorer (Max.16 characters)				
Protocol	FTP V				
Target URL	ftp: //serveripadreess/SendysExplorer/ScannedFiles ( (Max.144 characters) Example: //TESTCOMPUTER/TEST				
Port Number	21 (1-65535)				
FTP Passive Mode	OFF Y				
User Name	administrator (Max.32 characters)				
Password	(Max.32 characters)				
Encode Communication * <u>Detail</u>	None v				
Scan Size	A4 v				
Image Settings : Density	0 ~				
Document Type	Text&Photo v				
Background Removal	3 ~				
Resolution	200 dpi V				
Contrast	0 ~				
Hue	0 ¥				
Saturation	0 ¥				
RGB	0 ~				
G	0 ~				
в	0 ~				
File Name	mfp_[Name or IP Address].#d         (Max.64 characters)         Example:         Image#n. The sequential number is given to the place of "#n".         Image#d. Date is given to the place of "#d".				
Grayscale	OFF Y				
File Format :					
Color	PDF v				
Mono (Grayscale)	PDF v				
Mono (Binary)	PDF v				
Encrypted PDF :					
Encrypted PDF	Not Encrypt V				
Compression Rate :					
Color	Low Y				
Mono (Grayscale)	Low v				
Mono (Binary)	High v				
Edge Erase :					
Setting	OFF Y				
Width	5 V mm				
Submit Cancel	Press Submit to send changes. Press Cancel to clear changes.				

Fig. 106 - MFP Profile Configuration



# OUTPUT MANAGER CONNECTOR

#### ADVANTAGES

SENDYS Explorer is a scalable solution that allow your organization to have full control over all document workflow in your organization.

The solution is composed by several components "Connectors" that provide your organization to have devices control, print management, document capture and workflows.

The integration and control over all devices, input and output of documents that allow you to automate your process, increase security and increase your company efficiency and productivity.

SENDYS Explorer with Output Manager connector provides a print management solution that delivers real savings for companies. It's a scalable and customisable solution for companies of all sizes with varied demands and specific needs.

#### COST CONTROL

Visibility and control of print and copy usage, by user or department. Quota settings. Educated decisions on device consolidation.

#### PULL PRINTING & MOBILE

Print from any device and release at any enabled device. Smartphone, RFID card and PIN control

#### CENTRALISED ADMINISTRATION

Web interface for remote access configuration and system management. Import users from Active Directory.

#### PRINT POLICY MANAGEMENT

Customize polices and routing conditions. Track rules, usage of supplies and estimated CO2 consumption. Job restrictions by user, department, application or document type.

#### ENHANCED SECURITY

Print jobs only released after user authentication. Device access rights applied to users.

#### **VENDOR AGNOSTIC**

Open, scalable and vendor-neutral solution, compatible to any printer.



# INSTALLATION

For the Output Manager Connector installation:

- 1. Enter on portal with Administrator credentials.
- 2. Click on License menu.

On this License menu view, if the license for Output Manager Connector is installed.

3. Start the installation pressing the button Start Install OM (placed on top menu).

Sendys	окі 🖉					OKI MC	admin 🔝
Administration			Add	Update	Start OM Install	? Help	Home
Printers/MFPs	Show 25 🗸 entries					ch:	
👤 Users		Sendys	Explorer				•
Contacts		1.0.1		-			
Server Configuration	U						
> Connectors	-	This is a chellent sector for the		- Ann			
Sync actions							
SENDYS Explorer Service	Showing 1 to 1 of 1 entries					Previous 1	Next
Backup / Restore							
🛕 Errors & Logs							
Licence							
About							

Fig. 107 -License view - Output Connector installation.

4. Select the type of installation and procced.

The options available are related with the creation of the database. The options are:

Name	Details
Quick	This installation will check if the SQL instance exists (if not then creates it) and then creates the database for the Output Manager automatically. This is a common type of installation when there isn't any problem or requirements for the instance and database installation on the machine.
Advanced	On this installation, the instance and the database installation are configured if there are any specification for the installation on the machine.
Cancel	Cancel the installation of Output Manager and return to the License view.

Table 10 - Print job convert operation



5. Select the pretended options to proceed the installation.

	ОК	I	admin 🔟 Ord McS72(FCL5) 🗧
Normal Market Administra	tion		
	Quick	Θ	Install Output Manager Connector Step1
	Advanced Cancel	() () ()	
			Advanced - You need to have a Microsoft SQL Database Server and the system will install the database on that server. Cancel - Will stop installation process.

Fig. 108 - Output Connector type of installation.

At this moment, the installation started, creating the new content and database and only after the finalization of the installation, the new content of Output Manager Connector is accessible.

After this, the installation Output Manager Connector menu will appear on the top menu on the SENDYS Explorer portal.

				admin . 🛛 🔝 OKI MC770(PCL)
V Home				e Password Help Logout
Б		٩	Ē	<b>L</b> o
	Upload Docum	Document Expl	Contacts	User Config
	5	A	<b>*</b>	æ
Print	SharePoint	Google Drive	DropBox	OneDrive

Fig. 109 -License view - Output Connector installation.

NOTE: The installation has several phases which in each phase some features on the portal are blocked.



## OVERVIEW

- 1. Go to the browser <u>http://serverIP:50091/</u>.
- Login on the application as admin.
   Note: By default, you can sign in using admin both username and password.
- 3. Click on Admin Config.

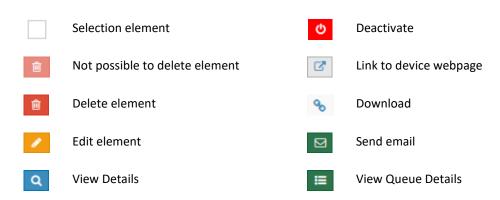
explorer OKI				ок	admin 🔽
Nome			Admin Config	Change Password Help	C+ Logout
		Q	Ē	L	
	Upload Documents	Document Explorer	Contacts	User Config	
Print					

Fig. 110 - Web Portal

All configuration screens are work similarly, so we will start by explaining the basic icons and options of the admin configuration section.

Fig. 111 - Grid of possible Options

In the grids/table of contents we can find the above icons:





These Icons represent the various status and type of messages shown on the grids/tables of contents.



In most of the sections the edit and delete buttons are in the grid/table of contents on the left side, as in the following picture.

The Add button and other section options are in the top right corner as in the below picture.

⇒ sendys	Hide/Show Navigation			Alerts	
B DASHEGARD	A Users	(ements		View Global Options	Brief and Street
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Documents e	Options (Detail/Send Mail/Edit/Delete				
Ø Revent (		<u> </u>			
A WARRING & LOS					
S LICENSE					
S ALIDITA (	Navigation				
	Copyright © 2015-2016. All rights reserved.				Version 2.0.0.1771

Fig. 112 - Platform Overview options

View Global Options: this buttons change between views and they are used to execute actions according with the view.

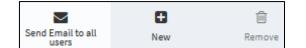


Fig. 113 - View Global Options

Grid Options: this options are associated with all grids and the actions that can be executed are:

- Selection Mode- Choose the mode to select the element on the grid. The modes are line selection, individual selection or only text selection.
- Select use this tool to help on the pretended selection, for example clicking on "All" all the elements the grid will be selected.
- **Export** grants the possibility to export the grid data, to an Excel file for example.
- Eye symbol use this tool to choose the field to show on the grid.
- Floppy disk symbol saves the grid configuration.
- **Refresh symbol** refresh the grid data.



Fig. 114 - Grid Options



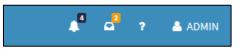


🚯 Dashboard	
👶 Devices	~
Printers/MFPs	
🖨 Unmanaged Device	
🖨 Queues	
🔅 Cost	
📰 Profiles	
<ul> <li>Locations</li> </ul>	
醬 Users and Groups	
Server Configuration	
Connectors	
OCR CONFIGURATION	
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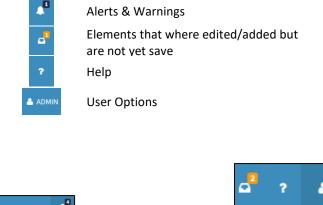
Fig. 115 - Navigation menu



In the top right corner of the application you have the following icons, those icons are always visible and show you a quick way to access some of the system options, also additional to this the application provide dynamic warnings from the devices and server, those alerts are display also on right corner above the icons.







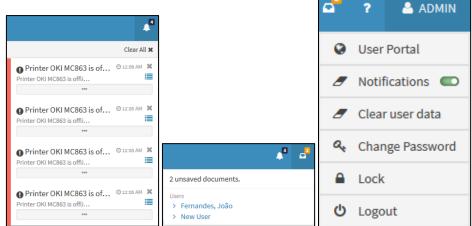


Fig. 117 - Alerts - Edit/Add not saved - Login User Options

Alerts & Warnings: This section will allow access to dynamic alerts and they can be consulted.

**Element**: this box represents the elements that where edited/added but are not yet saved. Clicking on them, it redirects to the element.

**User Options**: on this menu User Portal can be accessed, turn on/off Notifications, clearing User Data, changing Password, Lock and Logout of application.

**Help**: Information about the application, suggestions about what view options are available and changing color theme and language skins.



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? C i	?	C i	?	đ	i
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Add/Edit User To username <b>must</b> be unique.	Language S English Pick the langu	$\sim$		YS Explore	r
Remove User	application int		Your ve	ersion is up to	o date.
The base users <i>admin</i> and <i>user</i> cannot be removed. Send PIN E-mail Sends login credentials to all selected users.	Green Blue Light Bl	Black Purple Red Yellow ackLight Purple Light edLight Yellow	produc Explore All righ 2015. A Informa	re informatio t, please visit er . ts reserved, C LIDATA – Solu áticas, Lda. emarks ackno	SENDYS opyright © Ições

Fig. 118 - Help - Settings - About



# DASHBOARD

This view shows important information about the SENDYS Explorer managing. Those graphics and tables can be refreshed individually or all at the same time.

# IT-MANAGER

- 1. Click on **Dashboard** menu.
- 2. Click on IT-Manager tab.
- **SENDYS Explorer Status**: shows the Windows Services Status working with the application. The options **Start** and **Stop** are available. FTP Server button represent the hard-link to show on browser the FTP folder.
- System Summary: shows total counters presented on the server.
- Last 30 Days Page Volume: show the counters of printed pages on last 30 days.
- Printer Status: shows all printers and some information associated.
- Network Scan Summary: shows the summary of all network scan actions.

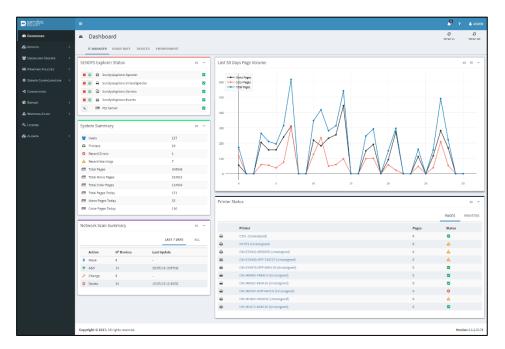


Fig. 119 - Dashboard - IT Manager

Printer Status Icons info:





# USAGE RATE

- 1. Click on **Dashboard** menu.
- 2. Click on Usage Rate tab.

This view shows the rates of each type of print job done with the SENDYS Explorer application. Each graphic is dedicated to one subject. They are related with the type of jobs (copy or prints) and if it was color or mono.

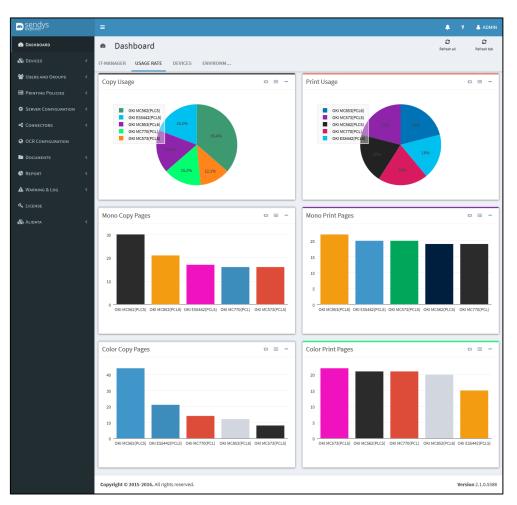


Fig. 120 - Dashboard - Usage Rate



# DEVICES

- 1. Click on **Dashboard** menu.
- 2. Click on Devices tab.

This view shows all information related with all printers installed on application. Errors and availability rate are showed here.

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2 DASHBOARD	a Dashboard										C.	
🗞 Devices 🔍	IT-MANAGER USAGE	RATE DEVICES	ENVIRONMENT									
👹 USERS AND GROUPS 🛛 <	Device Information		-		a -	Delet	er Status					a -
PRINTING POLICIES <						Phila	er status					
SERVER CONFIGURATION <	Printers     Recent Errors			9						WARNINGS	ERRORS	OFFLINE PRINTERS
CONNECTORS <	Recent Warnings			12			Printer			Offline Printers	Date	
						0	Marketing-C8800Dupl	ies-(Markting)		٥	05/14/2019	10:45
OCR CONFIGURATION						0	Financeiro-ES5442-(F	inanceiro)		¢	05/20/2019	09:52
DOCUMENTS C												
C REPORT <	Supplies prediction ch	ange for the ne	et 7 days									n -
A WARNING & LOG <	Device Name	Serial	Location	Туре	% Rema	ining	Color Pages	Mono Pages	Total	Remaining Days	Expected End	Date
a, License	Logistica-MC873	Logistica	SERVER - 1 (Logistica)	Drum Black	-		2	1	3	0	05/20/2019 00	000
& ALIDATA K	Logistica-MC873	Logistica	SERVER - 1 (Logistica)	Tonner Cyan	_		<b>00000</b> D	0	0	0.921	05/20/2019 00	:00
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	Logistica-MC873	Logistica	SERVER - 1 (Logistica)	Tonner Magenta	_		4336	1283	5619	4.5084	05/24/2019 00	
	Logistica-MC873	Logistica	SERVER - 1 (Logistica)	Tonner Yellow		625	4336	1283	5619	4.5646	05/24/2019 00	:00
	Device Errors			Information 13	a -	Devie	ce Availability Rate				fator	nillan a m -
	Copyright © 2017. All rights	reserved.										Version 3.1.2.9178

Fig. 121 - Dashboard - Devices



## ENVIRONMENT

- 1. Click on **Dashboard** menu
- 2. Click on **Environment** tab.

This view shows information and graphics related with Savings, Consumed CO2, etc.

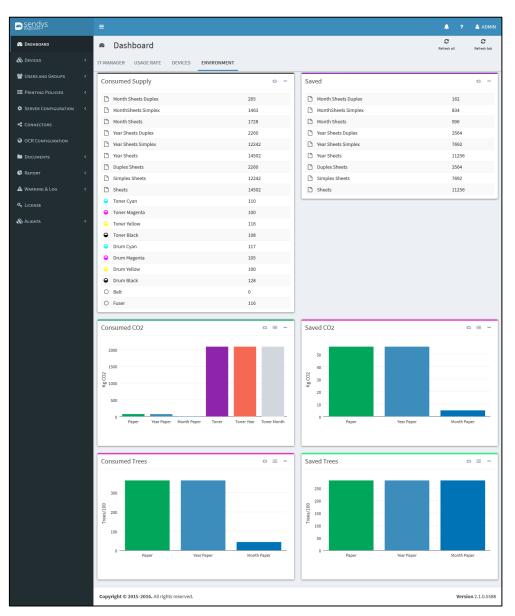


Fig. 122 - Dashboard - Environment





# DEVICES

On the **Devices** Menu, all installed printers on the application and other devices can be managed.

## PRINTERS/MFPS

- 1. Click on **Devices**.
- 2. Click on Printers/MFPs.

**Printers/MFPs** shows the list of printers added on SENDYS Explorer Output Manager. On these submenu, printers can be **added**, **edited** and **deleted** from Output Manager and the **Printer Page**, **Printer Details** and **Printer Queues** can be consulted.

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& Devices	۰ L	IST										
Printers/MFPs     Unmanaged Device		Advanced Search	_									+
									Selection Mode: 🖩	III/A Select:A	I/None/Inverse 🛓	
	5	00	ID	SENDYS Explorer Printer Name	Printer Driver Name	Location	Network Address	MAC Address	Serial Number	Status	Status Message	
	- E	🕼 🗉 🔍 🖊 🛙	6	OKI MC853(PCL6)	OKI MC853(PCL6)	Unassigned	192.168.0.96	00:25:36:CE:A7:EC	AL55046696	•	491:Tray1 Empty	47289
		ए = 🛛 🔪	7	OKI-MB562	OKI-MB562	Unassigned	192.168.1.95	00:25:36:4E:0A:10	Network communication error	•		
WUSERS AND GROUPS	< []	C = Q /	8	OKI-ES5442	OKI-ES5442	Unassigned	192.168.1.93	00:25:36:9E:60:0B	Network communication error			
	< C	🕜 🗉 🔍 🖊	9	OKI MC770(PCL)	OKI MC770(PCL)	Unassigned	192.168.0.97	00:80:91:76:78:32	AK39047804	•		
SERVER CONFIGURATION	<u>ر</u> ا	🕜 🗉 🔍 🖊 🛙	10	OKI MC573	OKI MC573	Unassigned	192.168.1.94	00:25:36:4E:DA:11	8852044188	•		
	< sh	owing 1 to 5 of 5 entries				Show	10 v entries				Previous	1 Next
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Fig. 123 - Devices - Printers/MFP's view

On this view you can consult information relative to the printers on the platform. The administrator can use this grid to monitor the printer conditions. There are fields on the grid **(Status or Status Message)** that can help detecting some issues/warnings about the printer, even the warnings created by the administrator indicating others aspects like low consumables. The next image shows an example of two situations one the printer is ok and the other indicates a warning situation (<u>Tray2 Open</u>).

<b>S</b> tatus	Status Message
A	Tray2 Open
	Ready To Print/Power Save 10094

Fig. 124 - Devices - Status and Status Message fields on the grid



## ADD PRINTER

## ONLINE ACTIVATION

- 1. Click on **Devices**.
- 2. Click on **Printers/MFPs**.
- 3. Click on New.
- 4. Make the required configuration.

Name	Details
Printer	Select the printer from the server.
Output Manager	Choose printer management with Output Management, Job Accounting, Billing or only scan for SENDYS Explorer.
Create Direct Printer	Enable this option will create one Direct queue for this printer.
Setup Device	Determines if the configurations are loaded or not on the printer.
Online Activation	Enable or disable this option, depending if work with Online Activation or not.

Table 11 - Printer Add Details

### 5. Select "Online activation".

Select Printer		×
Printer OKI MC563 PCL5		192.168.0.92 OKI Universal PCL 5 🍸
	Output Manage Pull printing LDAP User m Quotas Print Policies Job Accounti Device mana Print and sca	anagement : ng: gement
Create Direct Printer	Setup Device	Online Activation
Manual Setup		Reload Printer Settings Confirm

Fig. 125 - Printer Add - Online Activation

# 6. Click in "Confirm".

Note: For online activation to work all you need is access to the internet.



## OFFLINE ACTIVATION

- 1. Click on **Devices**.
- 2. Click on Printers/MFPs.
- 3. Click on New.
- 4. Make the required configuration.

Name	Details
Printer	Select the printer from the server.
Output Manager	Choose if this printer work with OM connector or only scan for SENDYS Explorer.
Create Direct Printer	Enable this option will create one Direct queue for this printer.
Setup Device	Determines if the configurations are loaded or not on the printer.
Online Activation	Enable or disable this option, depending if work with Online Activation or not.
	Table 12 - Printer Add Details

## 5. Unselect "Online activation".

Select Printer		×
Printer		
OKI MC770 PCL5		192.168.0.97 OKI Universal PCL 5
11	Output Manage Pull printing LDAP User m Quotas Print Policie Job Account Device mana Print and sca	ianagement s ing
Create Direct Printer	Setup Device	Online Activation
Manual Setup		Reload Printer Settings Confirm

Fig. 126 - Printer Add - Offline Activation

6. Click in "Confirm".



- 7. This will create a file and will also give you a destination email
- 8. Click on **Offline Activation Request File** to download the created file.
- 9. Send the file xxxxxxxx\_company\_lic.txt as email attachment to activation@sendysexplorer.com.
- 10. You will receive the offline activation as one attachment, download it to your server.
- 11. Click on **Browse** and select the downloaded **License File**.

Select Printer	×
Printer	
OKI MC770 PCL5	192.168.0.97 OKI Universal PCL 5
0	utput Management  Pull printing LDAP User management Quotas Print Policies Job Accounting Device management Print and scan management
Download the Activation request file a	nd send it as an attachment via Email to:
Act	ivation File
𝕎 Offline Activation Request File	🖨 Browse
	Confirm

Fig. 127 - Printer Add - Offline Activation

12. Click in "Confirm".



## PRINTER SETTINGS

In order to add the printer there are some required settings to be filled. By default, these settings are read automatically from the Device. But in case they are not read automatically, the settings will be prompt to you.

During printer ADD the Reload Printer Settings button will be active.

1. Click on **Reload Printer Settings** or **Confirm** for a new printer settings request.

Select Printer		×
Printer		
OKI MC770 PCL5		192.168.0.97 OKI Universal PCL 5
11	Output Managem Pull printing LDAP User man Quotas Print Policies Job Accounting Device manage Print and scan r	agement
Create Direct Printer	Setup Device	Online Activation
Manual Setup	[	Reload Printer Settings Confirm

Fig. 128 - Devices - Printers/MFP's adding view

2. If the settings are correctly acquired from the printer it will be added to Output Manager.



- 1. In case the settings are not acquired from the printer, they need to be entered manually.
- 2. Make the required configuration.

Name	Details
Printer	Select the printer on the server.
MAC Address	Insert the MAC Address of the selected printer.
Device Manufacturer	Select the manufacturer on the list.
Profile	Select the printer profile from the list.
Serial Number	Insert the serial number of the printer.
	Table 13 - Select Printer Details

3. Click **Confirm** to procced on add printer or **Cancel** to cancel the action.

liente		192.168.0.145 OKI Universal PCL 5
liente		OKI Universal PCL 5
10	Output Management	
	<ul><li>Pull printing</li><li>LDAP User management</li></ul>	
	Quotas	
	<ul> <li>Print Policies</li> </ul>	
	<ul><li>Job Accounting</li><li>Device management</li></ul>	
	<ul> <li>Print and scan management</li> </ul>	
Address		
vice Manufacturer		
		•
ofile		
		Ŧ
rial Number		

Fig. 129 - Devices - Load Profile Printers/MFP's



# EDIT PRINTER

- 1. Click on **Devices > Printers/MFPs**.
- 2. Click on **pencil icon** to edit the pretended **Printer/MFP**.

sendys		=										<b>A</b> ?	🐣 ADMIN
월 DASHBOARD		Ð	Printers/MFPs							Supplie		E New	1 Remove
🗞 Devices	~	LIST											
Printers/MFPs													
		Adv	ranced Search										+
De Queues									Selection Mode:		t: All / None	Inverse 📥	• 8 2
<ul> <li>Cost</li> <li>Profiles</li> </ul>			00	ID	SENDYS Explorer Printer Name	Queue Name	Location	Network Address	MAC Address	Serial Number	Status	Status Me	ssage
			જે 🗏 Q 🖊 🗃	2	OKI MC853(PCL6)	OKIPCL5	Unassigned	112,108,0.04	80.25.36 (2.47.8)	4,004000		Ready To F Mode 1008	Print/Sleep 33
👹 Users and Groups	<		s 🗉 q 🖊 💼	3	OKI MC770(PCL)	OKIPCL5	Unassigned	111.108.0.07	0.001	ACCESS/1004			
PRINTING POLICIES	<		જે 🗏 Q 🖊 🕯	4	OKI MC573(PCL5)	OKIPCL5	Unassigned	101.108.1.40	012330.00.40.47	8074208050		Ready To F Save 1009	Print/Power 4
SERVER CONFIGURATION	<		🍾 🔚 વ 🖌 💼	5	OKI MC562(PLC5)	OKIPCL5	Unassigned	112,188,0.04	00.25.26.26.20.55	AR40108010		SLEEP MO	DE 10772
CONNECTORS	<		s 🗉 Q 🖌 🗃	6	OKI ES5442(PCL5)	OKIPCL5	Unassigned	101.108.0.01	80.25.39.96.40.08	8074208023		Ready To F Save 1009	Print/Power 4
OCR CONFIGURATION			જ 🗏 Q 🖊 🔋	7	OKI MB562(PCL5)	OKIPCL5	Unassigned	101.108.0.05	00.25.38.4E.DA.38	A402044288		ONLINE/SI 10772	eep Mode
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Fig. 130 - Edit Printer/MFP



3. Make the changes on Printer/MFP configuration.

Name	Details							
Printer Driver Name	Printer driver name.							
SENDYS Explorer Printer Name	Name of the printer displayed on Output Manager.							
IP Address or Hostname	IP address or Hostname of the printer.							
Queue Name	Name of the printer Queue generated							
Profile	Profile selected for the printer.							
Location	Insert the location for the printer.							
Email	Email associated.							
Default User	If is necessary to block a printer to work without an authentication. Choose a default user to block SENDYS Explorer. So the printer will have that user block on SENDYS Explorer without using authentication.							
Color	Defines if the printer works with color (switch on) or not.							
A3/Tabloid	Defines if printer works with A3/Tabloid option.							
Google Cloud Printer Name	Defines a name for google cloud printer							
Release All o LDAP login	When the login is successful, it will free the queued jobs in the spooler associated with that user.							
Unlock Printer	This options is only able for the MFP printer type and it is used to unlock the printer directly from the control server by the administrator.							
Lock Printer	This options is only able for the MFP printer type and it is used to lock the printer directly from the control server by the administrator.							
Enable Remote View	Enable the option to make remote view on the printer. That button, on the printer, will send a hard-link to the control server, so the admin can use it so load the printer screen on the browser and see the information associated with that printer. Table 14 - Edit Printer options							



- 4. You can also click on **Setup Device** to re configure the Device and send those configurations to the selected printer.
- 5. Click **Save** to save the Printer/MFP changes.

sendys		=							•	?	💧 ADMIN
🍘 Dashboard	e	⊖ Pri	nters/MFPs				B Setup Device	E Save	) Delete		X Cancel
🗞 Devices	~	LIST	OKI MC770(PCL)								
Printers/MFPs	T I										_
		回动	·淡彩回	Prir	nter Driver Name						
		- <b>A</b>		0	DKI MC770(PCL)						
		- YEE		SEN	NDYS Explorer Printer Name (*)						
		쪫		0	DKI MC770(PCL)						
		回家		IP A	Address or HostName (*)						
USERS AND GROUPS	<										
PRINTING POLICIES	<	Queue Na	ame (*)								
SERVER CONFIGURATION	<	4	OKIPCL5								Ŧ
CONNECTORS	<	Profile									
OCR CONFIGURATION		OKI209	-OKI(ES9460,ES9470,MC7xx,EWI	VBColor)							
	<	Location	(*)								
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a License		Default U	lser								
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		Google C	loud Printer Name			Release All on LDAP login					
		Enable R	emote View								
			eniote view								
	c	Copyright	© 2015-2016. All rights reserved	ed.						Versio	n 2.1.0.5588

Fig. 131 - Edit Printer/MFP



# PRINTER QUEUES

- 1. Click on **Devices > Printers/MFPs**.
- 2. Click on view queue icon to view the list of queues associated with this Printer/MFP.

sendys		≡										<b>4</b> ?	🛔 ADMIN	
🍘 Dashboard		Ð	⊖ Printers/MFPs											
🗞 Devices	~	LIST												
Printers/MFPs														
		Adv	vanced Search										+	
									Selection Mode:	/III/A Select	: All / None /	Inverse 🛓 🤇	• • •	
			¢¢	ID	SENDYS Explorer Printer Name	Queue Name	Location	Network Address	MAC Address	Serial Number	Status	Status Mes	sage	
			જે 🗉 વ 🖊 🔒	2	OKI MC853(PCL6)	OKIPCL5	Unassigned	101.108.0.00	80.25.38 (2.47.8)	4,3394000		Ready To P Mode 1008		
曫 USERS AND GROUPS	<		🗞 📃 Q 🖊 📋	3	OKI MC770(PCL)	OKIPCL5	Unassigned	101.108.0.07	0.0012-0.002	ACCESS/1804				
PRINTING POLICIES	<		જે 🔳 Q 🖊 🗃	4	OKI MC573(PCL5)	OKIPCL5	Unassigned	101.108.1.40	002330363034	8074208050		Ready To P Save 10094		
SERVER CONFIGURATION	<		💊 🔳 વ 🖊 💼	5	OKI MC562(PLC5)	OKIPCL5	Unassigned	10.108.0.04	00.25.04.04.04.04	4440108285		SLEEP MOD	E 10772	
CONNECTORS	۲		s 🗉 d 🖊 🛙	6	OKI ES5442(PCL5)	OKIPCL5	Unassigned	101.108.0.03	012330404040	8074288023		Ready To P Save 10094		
OCR CONFIGURATION			જ 🔳 Q 🖊 🗃	7	OKI MB562(PCL5)	OKIPCL5	Unassigned	101.108.0.05	00.23.30.46.0A.07	ANT 20 MIL 188		ONLINE/Slo 10772	ep Mode	
DOCUMENTS	<	Showi	ng 1 to 6 of 6 entries			5	how 10	~ entries				Previous	1 Next	
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Fig. 132 - Printer/MFP Queue

Here jobs associated with the printer can be managed individually or with a selection by the buttons **Pause/Start**, **Cancel**, **Cancel All Jobs** buttons.

🛋 sendys									۴ ،	ADMIN
A DASHEGARD		Printer Queu	ies					Prove Start	Cancel Cancel AD Jobs	X
So Devices	- LIST	OKI MC853(PC	16 00	OKI						
Printers/MFPs     Unmanaged Device	DEVICE	QUEUE SPOOLES								
	Advi	inced Search								+
									Select:All/Hone/Inverse 🛓	* 8 0
		D	Name	Status	By	Pages	Size	Creation Date		
USERS AND GROUPS	· 😐	3	Test Page	None	joao.femandes	1	675.6 KiB	31/10/2016 22:27:54		
	14 II - 1	4	Test Page	None	joao./lernandes	1	675.6 KiB	31/10/2016 22:28:51		
• SERVER CONTIGURATION	Showin	g 1 to 2 of 2 entries			Sh	iow 10 🖌 entries			Previous	1 Nest
OCR Configuration     Documents	e									
C REPORT	10									
	- K									
🗞 Alidata										

Fig. 133 - Devices - Printers/MFP's - Printer Queue

The Device Queue view represents the same option when consulting documents in queue on a printer using Windows Operating System.



S OKI MC853(PCL6) - Out o	of Paper - Paused						-	Х
Printer Document View								
Document Name	Status	Owner	Pages	Size	Submitted	Port		
💼 Test Page		joao.fernandes	1	675 KB	22:28:51 31-10-2016			
🖬 Test Page		joao.fernandes	1	675 KB	22:27:54 31-10-2016			
2 document(s) in queue								

Fig. 134 - Devices - Windows Printer Queue

At the same time Spooler Queue view indicates the document on the spooler in queue at the moment and, like the last one, it represents the same view as the Windows Operating System that can be consulted.

🖿 sendys	•							٣	? 📥 ADMIN
2 DASHEGARD	Printer	Queues					D Pause/Start	Cancel Cancel All Job	<b>X</b> Close
💩 Devices 🛛 🗸 🗸	LIST OKI	MC853(PCL6) OKI MC853(PCL6)	OKI × MCB53(PCL6)						
Printers/MFPs     Unmanaged Device     Ourses	DEVICE S	POOLERQUEUE_0							
	Advanced Sea	arch							+
							Selection Hode: 🔢 / 🖽 / A	Select: All / None / Inverse	± • • 2
	0	Name	Status	By	Pages	Size	Creation Date		
WUSERS AND GROUPS <	25	Test Page	None	joao.fernandes	1	676.0 KiB	31/10/2016 22:47:57		
	26	Test Page	None	joao.fernandes	1	676.0 KiB	31/10/2016 22:47:59		
SERVER CONFIGURATION	27	Test Page	None	joao.fernandes	1	676.0 KiB	31/10/2016 22:48:01		
	28	Test Page	None	joao.fernandes	1	676.0 KiB	31/10/2016 22:48:04		
	29	Test Page	None	joao.fernandes	1	676.0 KiB	31/10/2016 22:48:05		
	30	Test Page	None	joao.fernandes	1	676.0 KiB	31/10/2016 22:48:07		
DOCUMENTS <	31	Test Page	None	joao.fernandes	1	676.0 KiB	31/10/2016 22:48:09		
C REPORT C	Showing 1 to 7 of 7	7 entries		5	how 10 v entries			Previo	us 1 Next
A WARNING & LOG <									
🗞 Alidata 🤇									
	Copyright © 2015	-2016. All rights reserved.							Version 2.0.0.1771

Fig. 135 - Devices - Printers/MFP's - Printer Queue

Document Name	Status	Owner	Pages	Size	Submitted	Port	
🖬 Test Page		joao.fernandes	1	676 KB	22:48:09 31-10-2016		
Test Page		joao.fernandes	1	676 KB	22:48:07 31-10-2016		
🖬 Test Page		joao.fernandes	1	676 KB	22:48:05 31-10-2016		
🖬 Test Page		joao.fernandes	1	676 KB	22:48:04 31-10-2016		
🖬 Test Page		joao.fernandes	1	676 KB	22:48:01 31-10-2016		
🖬 Test Page		joao.fernandes	1	676 KB	22:47:59 31-10-2016		
🖬 Test Page		joao.fernandes	1	676 KB	22:47:57 31-10-2016		

Fig. 136 - Devices - Windows Spooler Queue



## PRINTER DETAILS

- 1. Click on **Devices > Printers/MFPs**.
- 2. Click on printer details icon to view the details of the selected Printer/MFP.

The **Printer Details** button shows more information related with the selected printer.

• Information tab shows the information of the selected printer.

🖦 sendys	-		A 7 .	ADMIN
DASHEGARD	Printers/MFPs			
🖧 Devices 🗸 🗸	LIST OKI X OKI MC853(	PCL6)		
Printers/MFPs     Unmanaged Device	INFORMATION SPOOLER HISTORY	JOBS USAGE RATE SUPPLIES MESSAGE HISTORY HISTORY	ALERT MESSAGE OUGE	
	Printer Information		Remaining Toner	
Profiles     Cocations			Black 🖾 Cyan 🔤	
👹 USERS AND GROUPS 🛛 <			Magenta dia	
		and the second s	Vellow 03	-
			Remaining Drum Life	
			Black	
			Cyan Ca	
DOCUMENTS <			Magenta	
C REPORT C			Yellow	-
G REPORT C	Manufacturer	OKI		
A WARNING & LOG	Model	OpenPlatform	Remaining Belt/Fuser Life	
	Name	OKI MCB53(PCL6)	Beit	
	IP Address	192.168.0.96	Fuser CBD	-
🗞 Alidata 🤇	Serial	AL55046696	ruser	-
	MAC Address	00:25:36:CE:A7:EC		
	Location	Unassigned		
	Copyright © 2015-2016. All rights reserved.		Version 2	2.0.0.1771

Fig. 137 - Devices - Printers/MFP's - Printer Details - Information tab

• **Spooler tab** shows the actual spooler jobs associated to the selected printer.

sendys	a	📥 ADMIN
DASHEOARD	⊖ Printers/MFPs	
🗞 Devices 🗸 🗸	UST (053)701.6 OK MERSIPCI.6	
Printers/MFPs     Unmanaged Device     Queues     Cost	INTODIALT SPOOLE INSTORY JOBS USAGE BATE SUPPLY INSTORY ALST ALL AT ADDRESS OF OUTSE	+
	Selection Works ₩/W/A & Select: M/ Hoor / Works &	
	🗹 🗘 Full Name Queue Name File Name Date	
WUSERS AND GROUPS K	No data available in table	
	Showing 0 to 0 of 0 entries Show to vertices Provide	ous Next
DOCUMENTS <		
📽 Report 🤇 <		
A WARNING & LOG <		
🚳 Alidata 🤇		
	Copyright 0 2015-2016. All rights reserved.	ion 2.0.0.1771

Fig. 138 - Device - Printers/MFP's - Printer Details - Spooler tab



ORI         ORI <thori< th=""> <thori< th=""> <thori< th=""></thori<></thori<></thori<>	DS USAGE RATE SUPPLIES MESS HISTORY HIST			
MAT SPOOLER HISTORY JO	BS USAGE RATE SUPPLIES MESS HISTORY HIST	MOR. MESSAGE		
MAT SPOOLER HISTORY JO	BS USAGE RATE SUPPLIES MESS HISTORY HIST	MOR. MESSAGE		
Ivanced Search		OUEUE		
wanceu search				+
				Selection Mode: 11/11/A Select: All / None / Inverse 📥 🍩 🛐 🖓
Of Full Name	Queue Name	File Name	Printed	Betection Hode: III / A. Betect: All / Hone / Inverse al. @ [] C Date
suporte remoto	Queue name	Document 5516	rintea	31/10/2016 21:14:48
Suporte remoto     Daniel Gonçalves		Document 5516 Document 8611	×	31/10/2016 21:14:48 31/10/2016 21:14:48
Bui Gomes		Document 8011 Document 9321	×	31/10/2016 21:14:48
Nélson Ferraria		Document 4165	*	31/10/2016 21:14:47
Netson Ferraria     Cristina Cardoso		Document 4165	*	31/10/2016 21:14:447 31/10/2016 21:14:46
R Nelly Margues		Document 1823	×	31/10/2016 21:14:46
admin		Document 318	~	31/10/2016 21:13:58
Patrícia Marcelino		Document 318		31/10/2016 21:13:58
				31/10/2016 21:13:58
-				31/10/2016 21:13:56
ing 1 to 10 of 1,551 entries		Show 10 v entries		Previous 1 2 3 4 5 156 Next
Pedro Gaspar			Document 6516	Document 6516 X

• History tab shows the all the interaction between printer and user on the selected printer.

Fig. 139 - Device - Printers/MFP's - Printer Details - History tab

• Jobs tab shows all jobs submitted to the selected printer.

🕏 Devices 🛛 🗸 🗸	LIST											
		MC653(PC	OKI MC853(PCL6)									
Printers/MEPs     Unmanaged Divice     Ources	INFOR			BS USAGE RATE SUP HIS	PLIES MESSAGE TORY HISTORY	ALERT MISSAGE OUEUE						
Cost	Ad	vanced Search										
	1								Selection Mode	III/III/A se	lect: All / None / In	nne ± * 12
	i ai	Group	User	Document Name	Printer Name	Job Type	Date	Pages	Sheets	Mono	Color	Cost
USERS AND GROUPS	0	Unassigned	Daniel Gonçalves	Document 8643	OKI MC853(PCL6)	Print - A4 - Black - Ouples	10/10/2016 21:13:17	43	22	43	0	0.0430 €
Provening Policies		Unassigned	Outputmanager	Document 6044	OKI MC853(PCL6)	Copy - A4 - Black	30/10/2016 21:13:17	44	22	44	0	0.0440 €
	0	Unassigned	Artur Brås	Document 2353	OKI MC853(PCL6)	Copy - A4 - Black	29/10/2016 21:13:17	53	53	53	0	0.0530 €
		Unassigned	Outputmanager	Document 6018	OKI MC853(PCL6)	Copy - A4 - Black	23/10/2016 21:13:17	18	18	18	0	0.0180 €
CONNECTORS (		Unassigned	Outputmanager	Document 6019	OKI MC853(PCL6)	Copry - A4 - Color	22/10/2016 21:13:17	19	19	0	19	0.9500 €
OCR CONFIGURATION		Unassigned	Sales Support	Document 929	OKI MC853(PCL6)	Copy - A4 - Color	29/10/2016 21:13:17	9	9	0	9	0.4500 €
Documents <	0	Unassigned	joao pinto	Document 5726	OKI MC853(PCL6)	Copy - A4 - Color	11/10/2016 21:13:17	26	13	0	28	1.3000€
- DOCUMENTS	Ξ.	Unassigned		Document 665	OKI MC853(PCL6)	Copy - A4 - Color	08/10/2016 21:13:17	65	65	0	65	3.2500 €
REPORT C	0	Unassigned	Rui Gomes	Document 9344	OKI MC853(PCL6)	Print - A4 - Color - Single	14/10/2016 21:13:17	-44	44	0	44	2.2000 €
WARNING & LOG	0	Unassigned	Tânia Ferreira	Document 2155	OKI MCB53(PCL6)	Copy - A4 - Black	08/10/2016 21:13:17	66	33	68	ø	0.0650 €
License						Total		26701	20314	12921	13780	701.9210€
	Show	ing 1 to 10 of 722 e	entries		She	ow 10 v entries			Pre	vious 1 2	3 4 5	73 N
🕼 Alidata 🤅 🤇	-		707293									

Fig. 140 - Device - Printers/MFP's - Printer Details - Jobs tab



• Usage Rate tab shows counters associated with the selected printer.

🛋 şendys		👃 🤊 🛦 Admen
DASHEGARD	Printers/MFPs	
🗞 Devices 🗸 🗸	LIST OKI KAS3(PCL6) OKI MCBS3(PCL6)	
Printers/MEPs     Unmanaged Device	INFORMAT SPOOLER HISTORY JOBS USAGE RATE SUPPLIES MESSAGE ALERT HISTORY HISTORY HISTORY	
	00606	
	Page Coverage	Availability
	Page 🖤	Rate 🖨
USERS AND GROUPS		
	Color Coverage	Print Usage Rate
	Black (113)	Rate
SERVER CONFIGURATION <	Cyan San San San San San San San San San S	Color Rate 633
	Magenta	Mono Rate
	Page 🚇	Copy Usage Rate
DOCUMENTS C		Rate
C REPORT C	Mono Coverage	Color Rate
A WARNING & LOG <	Black	Mono Rate
	Page 🧛	
🗞 Alidata 🤇		
ALIDATA C		
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Fig. 141 - Device - Printers/MFP's - Printer Details - Usage rate tab

• Supplies History tab shows all consumables counter/statistics associated with the selected printer.

CASHEGARD		Printers/MFPs											
S Devices		LIST MC853(PCL6)	OKI MC853(PCL6)										
Printers/MFPs     Unmanaged Device     Oueuess			HISTORY JOBS	USAGE RATE	UPPLIES HISTORY MESSA	GE ALERT NY MESSAGE OUEUE							
O Cost		Advanced Search											
											Selection Mode: 10/1	II/A Select:All/Non	e/laverse 🛓 👁 🗑
		Name	Percent Begin	Percent End	Start Date	End Date	Pages	% Color	% Page	Page Color	Page Mono	Page Count	Copy Pages
USERS AND GROUPS	ie -	TONNERMAGENTA			04/08/2016 21:14:46	31/10/2016 21:14:46	26678			2000	1000	3000	0
Planting Policies	14	ORUMMAGENTA			04/08/2016 21:14:46	31/10/2018 21:14:46	26678	<b>63</b>		2000	1000	3000	0
		DRUMBLACK			04/08/2016 21:14:46	31/10/2016 21:14:46	26678	•		0	1000	1000	0
SERVER CONFIGURATION	24	TONNERCYAN			04/08/2016 21:14:47	31/10/2016 21:14:47	26658	6275		2000	1000	3000	.0
CONNECTORS	25	DRUMMAGENTA			04/08/2016 21:14:47	31/10/2016 21:14:47	20057	63		2000	1000	3000	0
OCR CONFIGURATION		ORUMCKAN			04/08/2016 21:14:47	31/10/2016 21:14:47	26657	63	63	2000	1000	3000	0
DOCUMENTS		DRUMCYAN			04/08/2016 21:14:47	31/10/2016 21:14:47	26617	•		2000	1000	3000	0
		TONNERBLACK			04/08/2016 21:14:47	31/10/2016 21:14:47	26602			0	1000	1000	0
C REPORT	S.	TONNERBLACK			05/08/2016 21:14:46	31/10/2016 21:14:46	26542	623		0	1000	1000	0
A WARNING & LOG		DRUMCYAN			05/08/2016 21:14:46	31/10/2016 21:14:46	26542	63		2000	1000	3000	0
& License		Showing 1 to 10 of 1,550 entries				Show 10 v entries					Previous	1 2 3 4	5 155
Se Alidata	÷.												

Fig. 142 - Device - Printers/MFP's - Printer Details - Supplies History tab



• Counters tab shows all counter reads on the selected printer

And particular         Total point book of the second			
Algebra			
Non-control	ic.		
Name         Application			
NIME PRODUCE       A       A       A       A       A       A       A       A       A       A       B       Control       Reserve       Reserv	Selection Mode: 🗰 / 🗰 / 🗛	əde: 🗰 / 🏭 / 🔥 Select: All	/None/Inverse 🛓 👁 🖄
i       i		Total Read Da	ete 🏭 Read Date Tir
Image: Section of the section of th	1428 10787	10787 12/02/20 00:00:00	
Ammerican       -       44       9       0       0       0       0       000		10787 11/02/20	
con         c         i		10787 08/02/20 00:00:00	17:45:56
NAT       D <thd< th=""> <thd< th=""> <thd< th=""></thd<></thd<></thd<>		10787 07/02/20	
Image: Control of the state		10784 06/02/20 00:00:00	17:54:09
At         30         0         0         0         0         0         1405           24         30         0         0         0         0         0         559         1425           24         30         0         0         0         0         0         559         1425		10784 05/02/20	
24 39 0 0 0 0 0 9359 1435	1425 10784	10784 04/02/20 00:00:00	019 04/02/2019 20:27:30
	1425 10784	00300300	18:29:37
2 24 39 0 0 0 0 0 0 8359 3423	1420 10784	00:00:00	18:29:37
		10784 01/02/20 00:00:00	
Showing I to 10 of 10 entries Show 10 • entries			Provious 1

Fig. 143 - Device - Printers/MFP's - Printer Details - Counters tab

• Message History tab shows all messages related with the selected printer.

■ sendys	•					<b>A</b> 7	ADMIN
2 DASHEOARD	Printers/MFPs						
💩 Devices 🗸 🗸	LIST OKI X OKI MC853(PCL6)						
Printers/WFPs     Unmanaged Device     Queues     Cost     Profiles	INFORMAT SPOOLER HISTORY JOBS	USAGE RATE SUPPLIES MESSAGE HISTORY	ALERT MESSAGE OUFUE		Selection Hude: 10 / 10 / A Select: All		+
✓ Locations	Туре	Start Date		Subject	Betection Hode; 10/10/26 Betect: An	/ None/ Inverse 🚠 🤫	
USERS AND GROUPS <		31/10/2016 22:29:02		SENDYS Explorer			
PRINTING POLICIES C	Showing 1 to 1 of 1 entries		Show 10 🗸 entries			Previous	1 Next
Stens Courouston     Conscions     Constanting     Courouston     Courouston							
	Copyright © 2015-2016. All rights reserved.					Versio	e 2.0.0.1771

Fig. 144 - Device - Printers/MFP's - Printer Details –Message History tab



- Statution
   Image: Statution
- Alert Message Queue tab shows all the alert messages associated with the selected printer.







## SUPPLIES

- 1. Click on **Devices**.
- 2. Click on **Supplies**.

This will present one view with the list of all printers that indicates the details of **supplies** of each printer.

∞ sendvs													-	
21 DASHEOARD		<ul> <li>Printers Supplie</li> </ul>	es Information											
S Devices	-	SUPPLIES SUPPLIES RE	MAIN PREDICTION											
Supplies		Advanced Search												+
	- P										Selection No.	le:III/A Select	All / None / Inverse	1.000
	< -	Name	Serial Number	Location	Toner Black	Toner Cyan	Toner Magenta	Toner Yellow	Drum Dlack	Drum Cyan	Drum Hagenta	Drum Yellow	Delt	Fuser
Users and Groups	< 1	OKI-MC873-4EBA76	Logistica	Unassigned		623	673)	623	673	<b>603</b>	<b>613</b>	-	-	<u>63</u>
PRINTING POLICIES		OKI-MC850-5849CB	AF8C037957	Unassigned		60075)		<b>623</b>	677)	023	633	633)	63)	600
		OKI-MB700-NEP7447C9	MFP7447CD	Unassigned	_									6073
SERVER CONFIGURATION	٠	OKI-M8562-4EDA10	AK52044188	Unassigned	623				<u></u>					
CONNECTORS		OKI-MB480-FB54C4	AF98029101	Unassigned					613					
REPORT	<ul> <li>I</li> </ul>	OKI-ES9476 MFP-B4EAL0	K73350902	Unassigned	020		000		10.7%					
	11	OKI-E59460 MEP-74022E	2C000047A	Unassigned	<b>633</b>	8	<b>673</b>	<b>63</b>						
A WARNING & LOC	<ul> <li>1</li> </ul>	OKI-E55442-SECODB	BETA200023	Unassigned	œ	633	833	<b>633</b>	835					
Ar LICENSE		MC573	BETA200050	Unassigned	-	-	<b>6</b>	<b>ET</b>		622	632	62X		
S ALIONTA	<ul> <li>I</li> </ul>	C321	AK45060720	Unassigned	100%	0075	0005	100%	665	653	653		6005	0075
	5	howing 1 to 10 of 10 entries					Show 7	o + entries					Previo	us 1 Nex

Fig. 146 - Devices - Supplies Supplies view

#### SUPPLIES REMAIN PREDICTION

- 1. Click on Devices.
- 2. Click on **Supplies** and then select the **Supplies Remain Prediction**.

This will present one grid with all printers that indicates the details of **supplies** with the remaining days prediction that the supplies have and predicted end date of each printer.

sendas											🖉 ? 🛔 ADMI
DASHBOLRO		+ Printers Suppl	lies Remain Pred	iction							
S Devices	~	SUPPLIES SUPPLIES I	REMAIN PREDICTION								
Supplies		Advanced Search									+
										Selection Hode: III / A	Select: All / None / Inverse 📥 🐵 🖹 🖸
	<	Device Name	Serial Number	Location	Туре	% Remaining	Color	Mono	Total	Remaining Days	Expected End Date
USERS AND GROUPS	< - C	OKI-MCB73-4EBA76	Logistica	Unassigned - 0 (Unassigned)	Tonnar Black		0	0	٥	99999	03/03/3283 00:00:00
PRINTING POLICIES		OKI-MC873-4EB476	Logistica	Unassigned - 0 (Unassigned)	Tonnar Cyan	ca	0	0	0	999999	03/03/2293 00:00:00
SERVER CONFIGURATION		OKI-MC872-4EBA76	Logistica	Unassigned - 0 (Unassigned)	Tonner Magenta	612	0	0	o	00000	03/03/3293 00:00:00
A SHATE CONFIGURATION	<sup>1</sup>	OKI-MC873-4EB476	Logistica	Unassigned - 0 (Unassigned)	Tonner Yellow	6533	0	0	0	999999	03/03/2293 00:00:00
CONNECTORS		OKI-MC873-4E8476	Logistica	Unassigned - 0 (Unassigned)	Drum Black	682	0	0	0	999999	03/03/2293 00:00:00
Remoter	~	OKI-MC873-4EBA76	Logistica	Unassigned - 0 (Unassigned)	Drum Cyan	<u></u>	0	0	a	99999	03/03/2293 00:00:00
WARNING & LOG		OKI-MC873-4EBA76	Logistica	Unassigned - 0 (Unassigned)	Drum Magenta	<u></u>	0	0	0	99999	03/03/2293 00:00:00
A WAINING & LOG	<b>*</b>	OKI-MC873-4EBA76	Logistica	Unassigned - 0 (Unassigned)	Drum Yellow	623	0	0	0	99999	02/03/2293 00:00:00
		OKI-MC873-4EBA76	Logistica	Unassigned - 0 (Unassigned)	Belt		0	0	0	99999	03/03/2253 00:00:00
ALIDATA	<ul> <li></li> </ul>	OKI-MC873-4EBA76	Logistica	Unassigned - 0 (Unassigned)	Fuser		0	0	0	99999	03/03/2293 00:00:00
		Showing 1 to 10 of 74 entries			Show 10 v entri	les				Previous 1	2 3 4 5 8 Next

Fig. 147 - Devices - Supplies Supplies Remain Prediction Grid





## UNMANAGED DEVICES

- 1. Click on Devices.
- 2. Click on Unmanaged Devices.

This view represents the list of installed printers on the server but not added on SENDYS Explorer Output Manager. This grants the possibility to have some information about those printers.

Printers from the server can be added to the list automatically by clicking on Reload System Printers button.

The **Add Printer** button allow you to add the selected printer on Output Manager and the **Remove** option to remove printers. The same options to add printer are showed on this option and works on the same way as the previous chapter.

📼 sendys	•			🔎 7 📥 ADMIN
DASHEGARD	🖶 Unmanaged Printer			Bo B O
🗞 Devices 🗸 🗸	Advanced Search			+
			Selection Mode: 10/101/A	Select: All / None / Inverse 🛓 🐵 🛐 💭
Unmanaged Device Queues	0° Name	Total Pages	Total Jobs	Status
	Foxit Reader PDF Printer	0	0	۲
	Microsoft Print to PDF	0	0	۲
	OKI MC863(PCL6)	0	0	۲
WUSERS AND GROUPS <	WebEx Document Loader	0	0	۲
	Showing 1 to 4 of 4 entries	Show 10 v entries		Previous 1 Next
OCR CONFIGURATION				
Documents <				
🕏 Réport 🗸				
A WARNING & LOG K				
🚯 Alidata 🤇				
	Copyright © 2015-2016. All rights reserved.			Version 2.0.0.1771

Fig. 148 - Devices - Unmanaged Device view



## QUEUES

QUEUES

- 1. Click on **Devices**.
- 2. Click on Queues.

This view represents Windows Queues and it is used to configure and manage the Queues added by the Output Manager too. Queues can be added, edited or deleted as the necessity.

The options Pause/Start, Cancel and Cancel All Jobs are used for managing the spooler service.

This view represents Windows Spooler Queues and it is used to configure and manage the Spoolers added by the Output Manager too. Queues can be added, edited or deleted as the necessity.

🖦 sendas	•					¢, 4	👗 ADMIN
2 DASHEOARD	Printer Queues					C. New	1 Remove
🗞 Devices 🗸 👻	LIST SPOOLER						
Unmanaged Device     Queues	Advanced Search						+
<ul> <li>Queues</li> <li>Cost</li> </ul>	Q Queue Name	Printer Driver Name	Printer Driver	Port	Selection Mode: #/ / / A Select: All / No Direct Printer	ne/inverse 🚢	
	Q 2 8 spooler	SpoolerQueue_0	OKI MC853(PCL6)	10201	birect Printer		0
			a 10 v entries				_
👹 USERS AND GROUPS 🛛 🔇	Showing 1 to 1 of 1 entries	10000	. 10			Previous	1 Next
SERVER CONFIGURATION (							
CONNECTORS (							
DOCUMENTS <							
C REPORT							
A WARNING & LOG <							
🗞 Alidata 🤇							
	Copyright © 2015-2016. All rights reserved.					Ver	sion 2.0.0.1771

Fig. 149 - Printer Queue List

The administrator can consult the status of each queue and other information.



## ADD/EDIT QUEUE

1. Click on **New** to add a new queue or **pencil icon** to edit an existent queue.

The new Queue will be added on Windows Operating System too and the configurations depends on the next table.

Name	Details
Printer Diver Name	Insert a printer driver name for the windows.
Queue Name	Insert a name for the queue name to work on the platform.
SENDYS Explorer	Select a specific printer to turn this spooler queue as a direct spooler for the selected
Printer Name	printer.
Printer Driver	Select the specific printer driver to use.
Enforce Mono Rule	Select a rule to force this spooler to work with it.
Print Job Convert to Duplex	Select a rule to force this spooler to work with it.

Table 15 - Printer Queue Add/Edit Queue configurations

sendys	≡	? 💧 ADMIN
B DASHBOARD	Printer Queues     Base     Save     Sa	X Cancel
🗞 Devices	LIST NEW PRINTER QUEUES	
	Printer Driver Name (*)	
🖨 Queues		
	Queue Name	
🗃 Profiles	1	-
	SENDYS Explorer Printer Name Printer Driver (*)	
曫 USERS AND GROUPS		
PRINTING POLICIES	C Enforce Mono Rule	
SERVER CONFIGURATION	۲ <u>۵</u>	~
< CONNECTORS	< Print Job Convert to Duplex	
OCR CONFIGURATION		-
	C Other Print Job Convert	
REPORT	c -	
A WARNING & LOG	c	
a, License		
🗞 Alidata		
	Copyright © 2015-2016. All rights reserved.	Version 2.1.0.5588

Fig. 150 - Devices - Queues - adding or editing queue view



#### VIEW QUEUE

Clicking on **Open Queue** button shows the list of documents and information associated to the queue selected. The options **Pause/Start**, **Cancel** and **Cancel All Jobs** are used for managing the spooler service.

🖚 នូទូក្លថ្លូys									🖉 7	
🙆 DASHEGARD	+	Printer Q	ueues							1 inter
🗞 Devices 🗸 🗸	LIST	SPOOLE	RQUEUE_0							
		vanced Search								+
Queues Cost Profiles		ID	Name	Status	By	Pages	Size	Selection Mode: 10/101/A Select: A Creation Date	il/None/inverse 🛓 d	0 0 0
✓ Locations		25	Test Page	None	joao.fernandes	1	676.0 KiB	31/10/2016 22:47:57		
USERS AND GROUPS		26	Test Page	None	joao.fernandes	1	676.0 KiB	31/10/2016 22:47:59		
		27 28	Test Page Test Page	None	joao.fernandes	1	676.0 KiB	31/10/2016 22>48:01 31/10/2016 22>48:04		
		29	Test Page	None	joao.fernandes	1	676.0 KiB	31/10/2016 22:48:05		
CONNECTORS <		30	Test Page	None	joao.femandes	1	676.0 KiB	31/10/2016 22:48:07		
OCR CONFIGURATION		31	Test Page	None	joao.femandes	1	676.0 KiB	31/10/2016 22:48:09		
	Show	ing 1 to 7 of 7 ent	ries		Sh	w 10 v entries			Previous	1 Next
C REPORT										
🕼 Alidata 🤇										
			6. All rights reserved.							m 2.0.0.1771

Fig. 151 - Devices - Queue - List of jobs on queue

The view before it is the same as the Spooler queue that is stored on Windows Operating System.

Document Name	Status	Owner	Pages	Size	Submitted	Port		
🖬 Test Page		joao.fernandes	1	676 KB	22:48:09 31-10-2016			
🖬 Test Page		joao.fernandes	1	676 KB	22:48:07 31-10-2016			
🖬 Test Page		joao.fernandes	1	676 KB	22:48:05 31-10-2016			
🖬 Test Page		joao.fernandes	1	676 KB	22:48:04 31-10-2016			
🖬 Test Page		joao.fernandes	1	676 KB	22:48:01 31-10-2016			
🖬 Test Page		joao.fernandes	1	676 KB	22:47:59 31-10-2016			
🖬 Test Page		joao.fernandes	1	676 KB	22:47:57 31-10-2016			

Fig. 152 - Windows Spooling document window



## MAP PRINTERS-SPOOLER QUEUES

This is an easy way to make the mapping of spooler queues to devices, spooler queues and device compliance are defined by queue name, and on this section you have an easy view and way to define and specify device queue compliance.

- 1. Click on Devices>Map-Printers Spooler Queues
- 2. Select the devices on left side
- 3. Select the compliant queues name on the right
- 4. Click save

sendys	=	. ?	📥 ADMIN
🍰 Dashboard	🔺 Map Printers-Spooler Queues		2 Refresh
🗞 Devices 🗸 🗸	Advanced Search + Splooler Queues		
Printers/MFPs	Splooter Queues		
Unmanaged Device	ID SENDYS Explorer Printer Name		
Queues			
Map Printers-Spooler Queues			
🗘 Cost	12 MC770 pd5,/39CL5		
📰 Profiles	3 OKI MC873(XPS) pd5		
✓ Locations	Showing 1 to 3 of 3 entries Show 10 r entries Previous 1 Next		
Users and Groups <			
Printing Policies <			
SERVER CONFIGURATION <			
CONNECTORS <			
OCR CONFIGURATION			
DOCUMENTS <			
Report <			
▲ WARNING & LOG <			
a, License			

Fig. 153 - Printer Queue Mapping.



#### PRINTER QUEUE DRIVER MAP

When using multi-port on the queues we need to pick the information not only from windows but also from the driver header, to do that we need to extract the information from job header.

When a print job is submitted for the first time with a specific driver the system creates an entry on this section with the driver name and administrator needs to map expression to fields as explain on the above the edition tab. If this map is not done properly we can have mix user job's.

sendys	E 🕹 JOAOJESMANDES
2 DASHBOARD	Printer Queue Driver Map
💩 Devices 🗸 👻	QUEUE DRIVER MAP
	Advanced Search +
🚍 Queues 🛛 🗸 🗸	Selection Mode: 🕮 / MA / Select: All / None / Inverse 🖄 🐲 🔯 💭
	OC Name
	OKI M8770[PCL]
Printer Queue Driver Map	OR Universal PCL 5
👹 USERS AND GROUPS 💦 🤇	Z 59460 MF0/PCL)
PRINTING POLICIES <	2 Control (Figure 2)
	2 ON HUSSIPLE)
SERVER CONFIGURATION <	
	Showing 1 to 6 of 6 entries Show 10 retries Provious 1 Next
DOCUMENTS <	
🕲 Refort 🤇 🤇	
	Copyright © 2017. All rights reserved. Version 2.0.0.8511

Fig. 154 - Printer Queue Driver Map.

#### EDIT

To edit the driver mapping properties:

- 1. Click on Devices
- 2. Click on Queues
- 3. Click on Printer Queue Driver Map
- 4. Click on the pencil with the specific driver name
- 5. Edit the expression as explain about the edition tab
- 6. Click on save

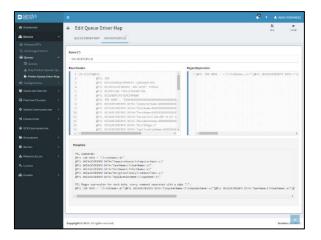


Fig. 155 - Printer Queue Driver Map edit.



## CONFIGURATIONS

COST

- 1. Click on **Devices** menu.
- 2. Click on **Cost** menu

On this view, costs by printer can be managed.

📼 sendvs	=				🖉 🤋 🏝 ADMIN
DASHEGARD	• Cost C	Configuration			Cost Configuration
🗞 Devices 🗸 🗸	LIST				
A) International Construction     A) International Construction     Construction	Advanced Sc 0 ib 2 i2 2 i2 2 i2 2 i2 2 i2 2 i2 5 howing 1 to 5 o	Minter Name Oriti Accissific Lili Oriti Accissific Lili Oriti Accissific Lili Oriti Accissific Lili Oriti Accissi	Prist Moto Page Cast           0.0           0.0           0.0           0.0           0.0           0.0           0.0           0.0           0.0           0.0	Print Color Page Cost 6:05 0:05 0:05 0:05 0:05 0:05	A Belet Al Harry A + E O
🗞 Alidata 🤇 🤇					
	Copyright © 201	15-2016, All rights reserved.			Version 2.0.0.1771

Fig. 156 - Devices Cost

On **Cost Configuration** button we can update the cost for one or more profiles and procced on **Update Cost** button to save or **Cancel** to cancel.

Edit button open a view to configure the cost of the printer selected and procced on Save button to save the alterations or Cancel to cancel.

On both views sheet and page cost can be defined and all the print, scan, fax and copy jobs (color and mono) cost can be defined.



## PROFILES

- 1. Click on **Devices** menu.
- 2. Click on **Profiles** menu

View profiles shows the printer profiles existed on SENDYS Explorer Output Manager.

🛥 sendaz				<b>P</b> •	📥 ADMIN
DASHEGARD	Profiles Printer				C Import
🗞 Devices 🗸 🗸	LIST				
Printers/MFPs					
Unmanaged Device	Advanced Search				+
🖶 Queues				fection Mode: 🖬 / 🏭 / 🛕 Select: All / None / Inverse 🛓	* B C
Cost	O <sub>6</sub> <sup>o</sup> Name	Description	Device Manufacturer		
I Profiles	OKI015	OKI(MC880)	OKI		
	OKI037	OKI(MB470, MB480)	OKI		
WUSERS AND GROUPS <	OKI023	OKI(C610, C711)	OKI		
PRINTING POLICIES C	OKI041	OKI(MC352, MC362, MC562)	OKI		
SERVER CONFIGURATION	OKI012	OKI(8430, 8440, 8431, 8840)	OKI		
	OKI020	OKI(C5650)	окі		
CONNECTORS <	OK/207	OK9(ES946X,ES947X)	OKI		
OCR CONFIGURATION	ОК/208	OKI(ES916x,ES917x)	OKI		
DOCUMENTS <	CK027	OKI(B431)	окі		
G REPORT C	ОК1038	OKI(C811,C841)	OKI		
• Keroki ·	Showing 1 to 10 of 105 entries	Show 10 v entries		Previous 1 2 3 4 5	11 Next
A WARNING & LOG <	·				
4 LICENSE					
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	Copyright © 2015-2016, All rights reserved.			Vier	ion 2.0.0.1771
	subliding a same series verifying reserved.			ver	100 2000/11/11

Fig. 157 - Devices - Profiles view



#### EDIT PROFILE

1. Click on Edit button to edit an existent profile

Edit button shows the next view where the configurations can be changed.

The next table shows the configurations that are always configured automatically and many fields are not possibly to change. These fields can be only change if they were cloned.

To clone a profile, select the printer profile and click on **Clone** button. On this option the configurations can be changed.

Note: It is not recommended to change these values if you don't know the specifications needed.

On the **Details** tab:

Name	Details
Name	Name of the profile selected.
Manufacturer	Name of the manufacturer.
Technology	Device type.
Model	Printer models.
Description	Description.
Picture Name	Url for the image of the printer profile.
Printer Driver Name	Printer driver name.
Printer Type Name	Printer type name.
Work Mode	Work mode.
	Table 16 - Printer Details

Table 16 - Printer Details

Note: The others tabs on this sections are specific actions that are blocked and not recommended to change even on copying the profile unless the administrator knows the specifications.

Click Save to save the changes or Cancel to cancel the edit profile.



sendys	=		2 <sup>10</sup> ?	🔺 ADMIN
🚳 Dashboard	■ Profiles Printer	Clone	E Save	× Cancel
🗞 Devices 🗸 🗸	LIST OKID15 <sup>™</sup>			
	DETAILS LOGS OTHER OPTIONS			
<ul> <li>Cost</li> <li>Profiles</li> </ul>	OKO15			
	Manufacturer Technology			
🐕 USERS AND GROUPS 🛛 🔇	🗄 OKI 👻 🖶 Color/Mono MFP			Ŧ
PRINTING POLICIES <	Model			
SERVER CONFIGURATION <	B MC6x0,MC8x1			*
Connectors <	Description (*) OKI(MC850)			
OCR CONFIGURATION	Picture Name			
DOCUMENTS <	~/Public/Styles/Images/Printers/MC860.png			
🖶 Report 🗸	Printer Driver Name (*)			
▲ WARNING & LOG <	Driver082			
a License	Print Type Name (*) OKJ.DriverD8			
🗞 Alidata 🧹	Work Mode			
	PRECOUNT			Ŧ
	Copyright © 2015-2016. All rights reserved.		Versi	on 2.0.0.1771

Fig. 158 - Devices - Profile - Editing

#### IMPORT PROFILE

- 1. Click on button Import to import an XML file to add a new printer profile.
- 2. Browse the file.
- 3. Click on **Upload** to confirm or **Remove** to clear the file.

🖿 Sendaz								
DASHEOARD	Profiles Printer	Import XML	×	*				
🗞 Devices 🗸 🗸			🚔 Browse					
Printers/NEPs								
Unmanaged Device	Advanced Search				+			
🕀 Queues					Selection Mode: 🎟 / 🏦 / 🗛 Select: All / None / Inverse 📥 🌚 🖺 🈂			
Cost	OC Name	Description		Device Manufacturer				
III Profiles	OK0015	CKI(MC860)		OKI				
	OK0037	OKI(MB470, MB480)		OKI				
USERS AND GROUPS K	OK1023	OKI(C610, C711)		OKI				
E Printing Policies	CK0041	OKI(MC352, MC362, MC562)		ON3				
SERVER CONFIGURATION (	OK0012	OKI(8430, 8440, 8431, 8840)		OKI				
	CH1020	OKI(C5650)		010				
CONVECTORS C	CH0207	OKI(ES946X,ES947X)		CH1				
OCR CONFIGURATION	CH0208	OKI(ES916x,ES917x)		ONI				
Documents <	CH1027	OKI(8431)		ORI				
🕼 REPORT 💦 🤇	CH0038	OKI(C811,C841)		ONI				
WARNING & LOG C	Showing 1 to 10 of 105 entries		Show to entries		Previous 1 2 3 4 5 11 Next			
a <sub>e LICENSE</sub>								
💩 Alidata 🧠 🤇								
	Copyright © 2015-2016. All rights reserved.				Wersion 2.0.0.1771			





## PROFILE CONFIGURATION

Profile configurations is a section for advanced users only, in this section users can define PJL commands that will be used on Configuration rules and will be doing device configurations.

sendys 🔊			<b>A</b> 7	👗 ADMIN
🚳 DASHBOARD	<ul> <li>Profile Configuration</li> </ul>		C Add	1 Delete
💑 Devices	LIST			
Printers/MFPs				
	Advanced Search			+
🚍 Queues		Selection Mode: 📕 / 💷 / 🗛 Select: A	ll / None / Inverse 📥 🧟	BC
Configurations	V Q <sup>6</sup> <sub>0</sub> Name Description	Group Name		
	Change Time	Action		
Profile Configuration	Showing i to i of i entries Show 10 * entries		Previous	Next
Printer Firmware				
Q Printer Network Find				
Musers and Groups	<ul> <li>Comparison (Comparison (Compa</li></ul>			
PRINTING POLICIES	e -			
SERVER CONFIGURATION	<ul> <li>Control (1997)</li> </ul>			
CONNECTORS	<ul> <li>Control (1997)</li> </ul>			
OCR CONFIGURATION				
DOCUMENTS	<ul> <li>Comparison (Comparison)</li> </ul>			
G Report	<ul> <li>Comparison (Comparison (Compa</li></ul>			
A WARNING & LOG	c -			
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🗞 Alidata	<ul> <li>C</li> </ul>			-
	Copyright © 2017. All rights reserved.		Versio	<b>A</b> 3.0.0.8511

Fig. 160 - Devices - Locations view



### ADD/EDIT

- 1. Click on Devices
- 2. Click on Configurations
- 3. Click on Profile Configuration
- 4. Click on **Add** to add a new profile configuration or **pencil icon** to edit an existent.

The new profile configuration will be added, and you can use it on Configuration rules section, assign the proper device types since all commands needs to be compliant with the device type.

sendys	=	٩	?	
🍄 Dashboard	New Profile Configuration	E Save		X Cancel
🗞 Devices 🗸 🗸	LIST NEW <sup>H</sup>			
	LIST       NEW         Name (*)			
	[[ActionValueEnableOisable_S]]			
	Copyright © 2017. All rights reserved.	1	/ersion	3.0.11.8882

Fig. 161 - Devices - Locations view



# LOCATIONS

- 1. Click on Devices menu.
- 2. Click on Locations tab.

This view is used to manage the printer locations.

■ sendys							P 1	ADMIN
OASHBOARD	✓ Locations						D New	1 Remove
🗞 Devices 🗸 🗸	LIST							
Printers/MFPs     Unmanaged Device	Advanced Search							+
<ul> <li>Queues</li> <li>Cost.</li> </ul>	Of Building	Floor	Department		Address	Selection Mode: 11/11/A Select	City	0 2 4
Profiles  Locations	Building A	0	Development		Leiría	Leiria	Leiria	
USERS AND GROUPS	Showing 1 to 1 of 1 entries		s	how 10 v entries			Previous	1 Next
E PRINTING POLICIES <								
SERVER CONFIGURATION <								
CONNECTORS <								
OCR CONFIGURATION								
DOCUMENTS <								
Report <								
WARNING & LOG <								
a, License								
🚳 Alidata <								
	Copyright © 2015-2016. All rights reserved.						Versk	on 2.0.0.1771

Fig. 162 - Devices - Locations view



## ADD/EDIT LOCATION

- 1. Click on **New** menu.
- 2. Make the required configuration.

Name	Details
Building	Printer building name.
Floor	Printer building floor.
Department	Printer building department.
Location	Printer building location.
City	Printer building city.
Location	Printer building location.
Country	Printer building country.
Postal Code	Printer building postal code.
Address	Printer building address.

Table 17 - Locations Details

3. Click **Save** to save the changes or **Cancel** to cancel.

🛋 sendys		<b>,</b> 7	📥 ADMIN
	✓ Locations	E Save	X Cancel
🗞 Devices 🗸 👻	LIST NEW LOCATION		
a) Unice         a) Unice           a) Unice         a) Openers           a) Openers         a) Openers           a) Openers         a) Openers           a) Openers         c           b) Prodition         a) Openers           b) Prodition         c           b) Prodition         c           b) Prodition         c           b) Prodition         c           c) Conscione         c           c) Openers         c      c) Op	Iter WWICCHON		•
Se Alibez C	Capyright & 2015-2016. All rights reserved.	Versi	on 2.0.0.1771

Fig. 163 - Devices - Locations - Adding location



#### PRINTER- LOCATION MAPPING

This is an easy way to make the mapping of devices to locations.

- 1. Click on Configurations>Locations>Location Mapping
- 2. Select the devices on left side
- 3. Select the location on the right
- 4. Click save

														•	
DASHBOARD	4	Prir	nter - Location Map	oping									E Sece	<b>O</b> Refresh	X Cente
DEVICES	¥	LIS	T PRINTER - LOCATION M	APPING											
	A	dvance	d Search								+	Locations			
									Sele	ct: All / None / Inverse		Unassigned [Unassigned - 0]			
Configurations	<b>`</b>	ID	SENDYS Explorer Printer Name	Queue Name	Location	Network Address	MAC Address	Serial Number	Status	Server Name	Printer Groups	Comercial [Building - 1]			
		8	OKI-MC873-4EBA76		Unassigned	192.168.3.11	00:25:36:4E:BA:76	Logistica							
		9	OKI-MC860-5BA9CB		Unassigned	192.168.3.12	00:80:87:58:A9:CB	AF8C037957	4						
Locations		21	OKI-MB760-MFP7447C9		Marketing	192.168.3.13	00:80:91:74:47:C9	MFP7447C9	0						
		14	OKI-MB562-4EDA10		Marketing	192.168.3.20	00:25:36:4E:DA:10	AK52044188							
Printer Firmware		17	OKI-MB480-FB84C4		Marketing	192.168.3.19	00:80:87:FB:84:C4	AF9B029101							
Configuration Kule		11	OKI-ES9476 MFP-B4EA10		Comercial	192.168.3.15	00:80:91:B4:EA:10	K73350002							
Printer Network Find		12	OKI-ES9460 MFP-74022F		Comercial	192.168.3.17	00:80:91:74:02:2F	2C000047A							
SERS AND GROUPS	. 0	10	OKI-ES5442-9E6DDB		Comercial	192.168.3.14	00:25:36:9E:6D:DB	BETA200023	4						
PRINTING POLICIES	0	23	MC573	OKI Universal PCL 5	Unassigned	192.168.0.93	00:25:36:9E:6D:AF	BETA200050		SENDYSExplorer					
ERVER CONFIGURATION	. 🗆	25	C321	OKI Universal PCL 5	Unassigned	192.168.0.127	00:25:36:36:CB:7D	AK45060720		SENDYSExplorer					
	Show	ving 1 to	10 of 10 entries		s	how 10 *	entries			Previous	1 Next				
VARNING & LOG	×														
	×														
			2017. All rights reserved.												sion 3.1.2

Fig. 164 - Printer Location Mapping.

#### PRINTER GROUPS

Create groups of devices to assign configuration rules, this will make easy the assign of configuration rules and also the printer network find.

sendvs	•	٨	7	ADMIN
BASHBOARD	<ul> <li>Printer Groups</li> </ul>			B Deep
💩 Droters 🗸 👻	PRINTER GROUPS			
				_
	Advanced Search			+
	Selection Mode: III / A Select. All / None /	Inverse a	4.0	B D
😋 Configurations 🗸 🗸	OC Name			
	Q Z Davice Group 1			
	Q / Device Group 2			
			-	
	Showing 1 to 2 of 2 entries Show 10 * entries	Proviou	1	Next
Printer Groups				
🔮 USERS AND GROUPS 🤍 🤇				
Сонныстока с				
DOCUMENTS (				
🔹 REPORT 🧠 C				
				_
	Copyright © 2017. All rights reserved.	,	ersion :	

Fig. 165 – Printer Group View.



#### ADD/EDIT

- 1. Click on Devices
- 2. Click on Configurations
- 3. Click on Printer Groups
- 4. Click on Add to add a new Printer Group or pencil icon to edit an existent.
- 5. Edit or type a new group name

ම දිසිටුරුද	= •	•	7 👗 Армін
🗱 Бланволко	<ul> <li>New Printer Groups</li> </ul>	E Seve	X Cancel
🚯 Devices 🔍 👻	PRINTER GROUPS NEW X		
Printure,NMPR     Innearged Device     Consequent Device     Configuration     Configuration     Printer Groups     Printer Groups     Configuration Initia     Configuration Initia	T Sources		
W USERSAND GROUPS (			
Documents <			
	Copyright © 2011.Al right reserved.		Version 3.0.0.851t

#### Fig. 166 - Printer Group Edit.

#### PRINTER FIRMWARE

Printer firmware section provides a way to make firmware update on OKI devices, on this section user needs to submit the firmware, assign a device type upload the firmware and then create a task for firmware update or force the update now.

To Upload/Insert a new firmware follow the above procedure:

							🌲 🖆 🤊	ADI
B DASHBOARD	■ F	irmwares	;				C Add Fernware	E Oviate
B Devices	✓ FIF	RMWARES PE	NDING TASKS	COMPLETED TAS	KS			
	Advar	nced Search						-
	<					Sele	ction Mode: 💷 / 🏭 / 🗛 Select: All / None / Inverse 🛓	
Configurations	× 🗆	o;	File	Name	Version	Device Type	Creation Date	
		0 🖌 🟦	4	MB562	v1.0	MB562	09/10/2018 12:12:25	
					Show 1	o v entries		-
	Showing	1 to 1 of 1 entrie	es		snow 1	0 • entries	Previous	1 Ne:
Printer Firmware								
USERS AND GROUPS	¢							
PRINTING POLICIES	c c							
PRINTING POLICIES	¢.							
USERS AND GROUPS  PRINTING POLICIES SERVER CONFIGURATION CONNECTORS	c c							
PRINTING POLICIES  SERVER CONFIGURATION  CONNECTORS	с с с							
PRINTING POLICIES SERVER CONFIGURATION	с с с							
PRINTING POLICIES  SERVER CONFIGURATION  CONNECTORS	с с с							
PRINTING POLICIES  SERVER CONFIGURATION  CONNECTORS  OCR CONFIGURATION  DOCUMENTS	с с с							
PRINTING POLICIES  SERVER CONFIGURATION  CONNECTORS  OCR CONFIGURATION  DOCUMERTS	с с с							
PRINTING POLICIES      SERVER CONFIGURATION      CONNECTORS      OCR CONFIGURATION	с с с							
PRINTING POLICIES           Server Configuration           CONFIGURATION           OCR CONFIGURATION           DCCVRENTS           PREPORT           WARRING & Loc	« « « «							
Printime Poucies Printime Poucies Server Controumation Control Controlment Doc Controlment Doc Memory Report Report Weathing & Loc License	« « « «							
PRINTING POLICIES           Server Configuration           CONFIGURATION           OCR CONFIGURATION           DCCVRENTS           PREPORT           WARRING & Loc	« « « «							





#### ADD/EDIT

- 1. Click on **Devices**
- 2. Click on Configurations
- 3. Click on Printer Firmware
- 4. Click on **New** to add or **Pencil** to edit.
- 5. Insert a Name
- 6. Insert a firmware file to upload
- 7. Insert the version
- 8. Select the device Type
- 9. Click Save
- 10. Click on the clock icon to create a firmware task

sendys	≡	• •	🔺 ADMIN
🚳 Dashboard	≔ Tasks	E) Save	× Cancel
💑 Devices	FIRMWARES PENDING TASKS COMPLETED TASKS NEW FIRMWARE		
	Name (*)		
	< A MC563		
	Firmware Upload		
	<b>t</b> Choose files or drag them here.		
	File name: OKI_MC563_A07.16_0_4.bin Description: OKI_MC563_A07.16_0_4.bin		×
Printer Groups Printer Firmware	Version (*)		
Configuration Rule	♣ A07.16.0.4		
Configuration Rate	Device Type (*)		
USERS AND GROUPS			
PRINTING POLICIES			
SERVER CONFIGURATION			
CONNECTORS			
OCR CONFIGURATION			
🕓 Report	C		
A WARNING & LOG			
& License			
🗞 Alidata			
	Copyright © 2017. All rights reserved.	Ver	sion 3.0.0.8511

- 11. Fig. 168 Devices Printer Firmware Upload
- 12. Select the devices to make the firmware update or click on the button with the arrow to force the update to a specific device



											0	
<u>နော</u> ဋ္ဌမျှား										• •	2	📥 ADMIN
🚳 Dashboard		≔ Tasks								Schedule		X
🗞 Devices	v			×						Schedule	Oposte	Cancel
Printers/MFPs		FIRMWARES PENDING TASKS	COMPLETED TAS	KS MB562								
S Unmanaged Device		Advanced Search										+
E Queues							Releation (	Mode: 📕 / 💷 / 🗛	6-1			
Configurations		0° Name	IP	Мас		Printer Group	Profile	Firmware			Update	
		Financeiro-MB562	192.168.3.20	00:25:36:4E:DA:10		rinter droup	OKI053		0	unicu co	opunce	
			192.108.3.20	00:23:36:42:07:10			UNIUSS		0			
		Showing 0 to 0 of 0 entries			Shov	10 v entries					Previous	Next
Printer Groups												
Printer Firmware Configuration Rule												
Configuration Rule     Printer Group Map												
Q Printer Network Find												
USERS AND GROUPS	ĸ											
PRINTING POLICIES												
Server Configuration												
OCR CONFIGURATION												
DOCUMENTS												
REPORT												
A WARNING & LOG												
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🚳 Alidata												
		Copyright © 2017. All rights reserved.									Version	3.0.0.8511

Fig. 169 – Printer Firmware Update.

- 13. Assign a name for this specific task
- 14. Specify a specific date for update
- 15. Specify a specific time
- 16. Click Save

The update firmware will be running after this date and will sequential update all devices specified.

	≡ Tasks	Schedule Update 🗶		🕘 🗙 Schedule Update Cancel
		Name		
		A		+
	Advanced Search	Version		· · · ·
	O <sup>®</sup> Name	v1.0	Firmware	Select: All / None / Inverse 🏝 👁 🖺 💭 Scheduled to Update
	Finance	Printers	Firmware	achequied to update
		B Financeiro-M8562 ×		-
	Showing 0 to 0 of 0 en			Previous Next
		Starting time for task		
		9 October, 2018 12:17		
		Close Save		
				_
	Copyright © 2017. Al	rights reserved.		Version 3.0.08511





sendvs							٨	o <sup>0</sup> ?	📥 ADMI
DASHBOARD	:=	Tasks							) Delete
B Devices	~	FIRMWARES	PENDING TASKS	COMPLETED TASKS					
Printers/MFPs									
S Unmanaged Device	·	Advanced Sea	rch						+
Configurations	Û.	1 +0		Version	-	It Processed	Mode: III / M Select: All / None Schedule Start Time	/Inverse 🛳	
		o;	Name		Firmware				
		<2 ≡	TaskName	v1.0	MB562	Ø	11/11/2020 12:17:00		
	Sho	owing 1 to 1 of 1	entries		Show 10	* entries		Previous	1 Next
	_								
😑 Printer Firmware									
USERS AND GROUPS	<								
PRINTING POLICIES	<								
	¢ ¢								
	¢								
SERVER CONFIGURATION CONNECTORS OCR CONFIGURATION	¢								
	c c								
SERVER CONFICUENTION CONNECTORS OCR CONFICUENTION DOCUMENTS Report	e e								
SERVER CONFIGURATION     CONNECTORS     OCR CONFIGURATION     DOCUMENTS     REPORT     MAINING & LOG	< < < <								
Parena Courses     Senera Connecutation     Connectors     Connectors     OCE Connecutation     Occutetts     Occutetts     Autority     Autority	< < < <								

Fig. 171 - Printer Firmware Pending Task.





## CONFIGURATION RULE

Configuration rules use profile configurations to reconfigure multiple devices at same time.

ာ နုန္နာ့ဗ္ကုန			a <sup>1</sup> 1	-	ADMIN
🚳 Dashboard	Configuration Rule		ad a		0elete
🗞 Devices	↓ LIST				
					_
	Advanced Search				+
	Selection Mode: #/III/A Select: All	/ None / In	verse 🛓		90
	C OC Name				
	ConfigurationRule				
	Showing 1 to 1 of 1 entries Show 10 T entries	P	revious	1	Next
<ul> <li>Locations</li> </ul>					
BE Printer Groups					
Printer Firmware					
Configuration Rule					
😸 Users and Groups	- C				
PRINTING POLICIES					
SERVER CONFIGURATION	c.				
CONNECTORS	<ul> <li>C</li> </ul>				
OCR CONFIGURATION					
DOCUMENTS					
REPORT					
A WARNING & LOG					
a, License					
🗞 Alidata					
	Copyright © 2017. All rights reserved.		Ve	rsion 3.	0.0.8511

Fig. 172 – Configuration Rule.



#### ADD/EDIT

- 1. Click on **Devices**
- 2. Click on Configurations
- 3. Click on Configuration Rule
- 4. Click on New to add or Pencil to edit.
- 5. Insert a Name
- 6. Insert a Schedule Start Date
- 7. Add the specific configuration that you need to do on the devices
- 8. Assign the configuration to Printers/Profiles/Printer Groups
- 9. Specify the schedule for the configuration to be assign to the devices

sendys	=		•	2	? 🔺 ADMIN
🚯 Dashboard	<ul> <li>Configuration Edit</li> </ul>	🖺 Save		🛱 Delete	X Cancel
💑 Devices	* LIST CONFIGURATIONRULĔ				
🖨 Printers/MFPs					
	DETAILS ASSIGNMENT SCHEDULING				
	V Name (*) Schedule Start Date				
<ul> <li>Configurations</li> <li>Cost</li> </ul>	I ConfigurationRule 9 October, 2018				12:25
	Configurations				
	+ Add				
	DETAIL				
Printer Firmware	The second configuration : () The second configuration : ()				
<ul> <li>Configuration Rule</li> <li>Printer Group Map</li> </ul>	Change Time - Change Time : ()     Configuration				
Q Printer Network Find	¢				-
Users and Groups					
PRINTING POLICIES					
SERVER CONFIGURATION					
CONNECTORS					
<b>a</b>					
OCR CONFIGURATION					
🕓 Report					
A WARNING & LOG					
A LICENSE					
🚳 Alidata					
	Copyright © 2017. All rights reserved.			v	ersion 3.0.0.8511

Fig. 173 - Devices - Locations view



Base configurations are available that allow to configure network setting or add new contacts to devices.

Name	Details
Network Configuration	Configure all network settings on OKI sXP2 devices.
Email Send Configuration	Configure SNMP settings on OKI sXP2 devices.
Email Receive Configuration	Configure POP settings on OKI sXP2 devices
LDAP Configuration	LDAP authentication and server configuration on OKI sXP2 devices.
Network Scan	Export network scan configurations from selected source or use a csv text format to create new configurations. All network scan configurations on the devices will be deleted before export or create.
Profile	Delete profiles on devices and exports source device profiles or creates new profiles using a csv text format
Create Device Local Users	Creates new local users on selected devices. Users can be selected individually, by group or by role, if a user with the same name already exists on the printer it will not be created.
Role Configuration	Creates a new role and its permissions on OKI sXP2.
Phone/Address Book	Add global contacts and creates new groups on devices. All contacts on the devices will be deleted before inserting new contacts.
Home Menu	Configures home menu display buttons.
Default Home Screen	Selects default home for selected devices.
Transmission Settings	Export source transmission settings into selected devices or creates new settings using a csv text format.
Auto Delivery	Export source auto delivery settings into selected devices or creates new settings using a csv text format.

Table 18 – Configuration Rule options - Configuration



#### PRINTER GROUP MAP

On this view we can manage the connection between groups and users. Groups creation and managing are done on the previous chapter.

If is necessary to change one or more users from a group to other. If it is necessary to change a user from a group, select the pretended user from the users list and then select the group and **Save** the alteration.

Using button **Refresh** to refresh the list of users and the list of groups.

sendys		٠	a <mark>.</mark> ,	🚨 ADMIN
🚯 DASHBOARD	A Printer Group Mapping		🖺 Save	C Refresh
Image: Configurations         Image: Configuration         Image: Profile Configuration         Image: Configuration Rule	Advanced Search   Image: Select: All / None / Inverse     Printer Driver Name   Printer Groups   Device Group 1   Device Group 2     Device Group 2     Device Group 1   Device Group 2     Device Group 2     Image: MB480   Image: MB480   Image: MB462   Marketing-C8800Duplex   Financeiro-ES5442   Hardware-ES9460			
Printer Group Map     Q Printer Network Find     Users and Groups	Corredor-ES9476 Showing 1 to 9 of 9 entries Show 10 + entries Previous 1 Next			
PRINTING POLICIES Server Configuration				
CONNECTORS	<			
<ul> <li>OCR CONFIGURATION</li> <li>DOCUMENTS</li> </ul>	c			
REPORT MARNING & LOG				
🕰 License 🚳 Alidata	c -			
	Copyright ⊕ 2017. All rights reserved.		Versi	on 3.0.0.8511

Fig. 174 - Devices - Locations view



#### PRINTER NETWORK FIND

On this view a network range can be configured to run a scan on the network, that will do one of the following actions:

- 1. Move: Change the Printer IP to the one found by the Scan based on Printer Serial
- 2. Add: Add a new Printer to SENDYS Explorer
- 3. Change: Change the Printer Serial on a existing Printer with the found IP
- 4. Delete: If a Printer was deleted it will be detected by the network scan

sendys	=	? Å ADMIN
📸 Dashboard	<ul> <li>Printer Network</li> </ul>	) Delete
🗞 Devices	PRINTER NETWORKS	
窓 Unmanaged Device ■ Queues	Advanced Search	+
	selection mode: III/ III/ A select: All / none / invers	
		xt Run
	□ Q Z B Data(192.168.0.1) 0 0 0 0	
	Showing 1 to 1 of 1 entries Show 10 v entries Previ	ious 1 Next
Printer Firmware		
Q Printer Network Find		
😤 USERS AND GROUPS		
PRINTING POLICIES	C	
SERVER CONFIGURATION	<	
CONNECTORS	<	
OCR CONFIGURATION		
	C	
C REPORT	<	
A WARNING & LOG	¢	
A LICENSE		
🗞 Alidata	¢	
	Copyright © 2017. All rights reserved.	Version 3.0.0.8511

Fig. 175 – Printer Network Find.

The Network Find Logs page can be viewed by pressing the Log button, represented by the blue button with the magnifying glass.



Fig. 176 - Printer Network Find - Log Button.



The view Network Find Logs shows the history of all actions executed by the network, with the latest entry being on the top of each table.

sendys	=	4	al 🕈 🔒 admin
B DASHBOARD	Network Find Logs		× Cancel
🗞 Devices	PRINTER NETWORKS DATA LOG		
	0 0	0 📿 0	
	Move Add	Change Delete	
Configurations			
	Network Find Ranges	Detail from Last Execution	
	-		
	Start IP: 192.168.0.1 - End IP: 192.168.0.255	Last Scheduled Date	
		Next Schedule Date Number of Times Executed	-
Printer Firmware		Scheduled Type	0
		Number of Devices found	
🗙 Printer Group Map			
Q Printer Network Find	Move	Add	
曫 Users and Groups		100	
PRINTING POLICIES	c Details Device Name Date	Details Device Name	Date
SERVER CONFIGURATION			
CONNECTORS	Change	Delete	
- CONNECTORS	Details Device Name Date	Details Device Name	Date
OCR CONFIGURATION			
	Errors		
Report	Details	Date	
A WARNING & LOG	<		
4 License			
🗞 Alidata	<ul> <li>Comparison (1997)</li> </ul>		_
	Copyright © 2017. All rights reserved.		Version 3.0.0.8511

Fig. 177 - Printer Network Find Log view.

## ADD/EDIT

- 1. Click on **Devices**
- 2. Click on Configurations
- 3. Click on Printer Network Find
- 4. Click on **New** to add or **Pencil** to edit.
- 5. Insert a Name
- 6. Add the specific ranges that you need
- 7. Optional: Specify which Printer Group the printer will be assigned
- 8. **Optional:** Chose a location for the printers
- 9. **Optional:** If you want to run a specific configuration on the printers you can chose them on the **Assign Printer Configuration Rules** field.
- 10. **Optional:** Configure the schedule for the network find to run
- 11. Click Save



Sendys	=				~	a <b>n</b> ,	ADMIN
😤 DASHBOARD	and the second s					2	×
💩 Devices 🛛 🗸	PRINTER NETWORKS NEW						
Notes     >       ⇒     Standardet Boost       ⇒     Particle Candiguadian       ⇒ <th>PRINTER INTRODES NEW NETWORK NAMES SCHOULING Neme (*) I Neme (*) * Add Base X Canod * * X X</th> <th>Start IP (*) Sequence field Frider Type Assign Printer Crosp Concellen Assign Printer Crosp Concellen Assign Printer Configuration Bates Concellen MARNINC: Droadcast Addresses should not be use</th> <th>Silveduk Start Bue 29 May, 2019</th> <th>Ead IP (*)</th> <th></th> <th></th> <th>•</th>	PRINTER INTRODES NEW NETWORK NAMES SCHOULING Neme (*) I Neme (*) * Add Base X Canod * * X X	Start IP (*) Sequence field Frider Type Assign Printer Crosp Concellen Assign Printer Crosp Concellen Assign Printer Configuration Bates Concellen MARNINC: Droadcast Addresses should not be use	Silveduk Start Bue 29 May, 2019	Ead IP (*)			•
	Copyright © 2017. All rights reserved.					Versi	on 3.1.2.9178

Fig. 178 - Printer Network Find.

A network scan can be run manually by using the option **Execute Scan** on the grid. After that the scan will run on the background and after terminating an alert popup will be shown.



Fig. 179 - Printer Network Find – Execute Scan Button.



## RFID

- 1. Click on **Devices** menu.
- 2. Click on **RFID** menu

This is an option that offers a solution for printers that doesn't have a smart screen interface and using the fallow me option. For that, another device must be added and configured on the platform. To make this view accessible on the Devices menu you need to enable on the **Server Configuration** -> **Application Config** -> **Others** tab -> Enabling **Work with TPC convert** and/or **Working with RaspberryPi**.

You only need this section when you have external hardware like TCP Converter/Raspberry PI's.

On this view will be listed the Raspberry and TCP Converters devices added on the platform.

In this section you can consult and also configure those devices.

#### SBC

1. Click on SBC (Single Board Computers) menu.

Define the method add the device selecting the pretended tab, discovery (scanning the device) or USB configuration.

#### ADD DEVICE - DISCOVERY

- 1. Click on Add Devices button.
- 2. Click on **Discovery** tab.

To add a new device, using a scanning process, use the next configurations on the window that appears.

#### On tab Discovery:

Name	Details
Start IP	Insert the IP where it will start the scanning.
End IP	Insert the IP where it will end the scanning.
Advanced	Enable the next options for timeouts.
Start Scan	Execute the scanning devices between the start and end IP defined.
Timeout	Time in milliseconds that the scan will work.
Max Connections	Define the maximum connections.

Table 19 - Add devices options - Discovery



Raspberry Usb Config	×
DISCOVERY USB CONFIG	
Start IP	End IP
192.168.0.0	192.168.0.255
Advanced	
Timeout	Max Connections
100	10
Start Scan	
Devices	
	Cancel

Fig. 180 - RFID - SBC- Add device - Discovery

After the scanning, and if the configurations are correct, a list of devices will be added to the window.



Raspberry Usb Config	×
DISCOVERY USB CONFIG	
Start IP	End IP
192.168.1.0	192.168.1.255
Advanced	
Timeout	Max Connections
100	10
Start Scan	
Devices	
RaspberryPI Model B Rev 1	
Name: RaspberryPI Model B Rev 1 A	Apply Set Up
	Cancel

Fig. 181 - RFID - SBC- Device scanned

You can change the name directly on the list, clicking on the name (RaspberryPI Modl B Rev 1) and change it.

- 3. Click Apply to save the modifications on the name (if necessary to change).
- 4. Click on **Setup** to automatically setup the configurations.

After the **Setup** the device will added.

#### ADD DEVICE - USB CONFIG

- 1. Click on Add Devices button.
- 2. Click on USB Config tab.

On this configuration you need to Export a file from this menu containing the configurations and upload on the RaspberryPi using a USB drive.

On USB Config tab:

Note: some fields are filled up automatically but it is recommended a review.



Name	Details
Hostname	Name for the device.
Multiple Configurations	Enable the options to work with more Raspberry Pi (Number of Devices)
Server Address	Server IP.
Server Port	Server Port.
Number of Devices	Defines the number of devices to work. (Depends of the Multiple Configurations option)
Use DHCP	Defined if is used the option DCHP.
Bridging	Select the option for connection.
Export Config	Download a file with the configurations.

Table 20 - Add devices options - USB Config

aspberry Usb Config		*
DISCOVERY USB CONFIG		
Hostname	Multiple Configurations	
Raspberry		
Server Settings		
Server Address	Server Port	
192.168.0.187	50091	
Network		
Use DHCP	Bridging (*)	
	<ul> <li>None</li> <li>Bridge</li> <li>Nat</li> </ul>	
Export Config		
	c	Cancel



Click on Export Config to download the configurations and use that file to upload on the RaspberryPi device by USB.

After the Upload the device list will be added automatically.

#### EDIT DEVICE

1. Click on **Edit** button on the pretended device to edit.

Name	Details
Name	Name for the device.
IP Address	Device IP Address.
MAC Address	Device MAC Address.
Brand	Device Brand.

Table 21 - Edit device options

Click Save to save the changes or Cancel to cancel.

If necessary to change some configuration on the RaspberryPi, click on **Setup RFID** to change.

Delete button will delete the device on platform.

#### CONFIGURATION

#### 1. Click on **Configuration** button.

Printing Options:

Name	Details
Waiting for print	
Copy after print	
Lock to other user	
type	
Reading interval (ms)	
Initial interval (ms)	
Lock to user	
Printing type	Chose witch document order to print. Last document, First document or All Documents.

Table 22 - Add devices options - USB Config



# TCP CONVERTER

1. Click on **TCP Converter** menu.

**Note**: It is necessary to open the port configured on the firewall.

After the TCP Configuration

PRINTING OPTIONS

TCP CONVERTER CONF.



## тоисн

For this option be accessible it is necessary to change the option **Work with Touch** on the Server Configuration on Others selector. (Server Configuration ->Application Settings -> Others).

With this option, on or more MFP printer will have a touch dedicated to them to simulate a smart screen EWB. The user can operate normally with the printer doing the actions normally has if the printer has a smart screen.

sendys		≡										٠	?	占 admin	
🚳 Dashboard		• T	ouche	s								¢ Configuration		Ê Remove	
🗞 Devices	~	LIST													
		-	_										_	_	i
		Adva	inced Sea	rch										+	1
									Selection Mode	<b>I</b> / <b>II</b> / <b>A</b>	Select: All / Non	e/Inverse	± •	8 2	1
			¢;	IP Address	MAC Address				Brand	Туре	Used	Descript	tion	44	1
			1	192.168.0.113	a6273ed744469	061eb41dc4650	0d4815d45ac9		Touch	тоисн	~	New Tou	ich Nam	e	l
🗇 RFID		Showing	g 1 to 1 of 1	entries			Show 10	~ entries				Previou	ıs 1	Next	
															1
Musers and Groups	<														l
PRINTING POLICIES	<														
SERVER CONFIGURATION	<														
CONNECTORS	<														
OCR CONFIGURATION															
	<														
🕒 REPORT	<														
A WARNING & LOG	<														
4 LICENSE															
🗞 Alidata	<														
		Copyrig	ht © 2015	-2016. All rights rese	rved.							,	Version	2.1.0.5588	1

Fig. 183 – Touch view

## ADD DEVICE

To configure with a printer, it is necessary to use a browser on the Touch dispositive.

- 1. Use a browser on the **Touch** device.
- 2. On the browser, access the URL: [serverIP]:[serverPort]/Touch.aspx.

**Note:** We recommend you to save that browser page as a shortcut on your touch device so it is more practical and quick to access the touch platform.

3. Authenticate with Admin credentials (PIN method).

Note: only admin credentials can be used to configure the touch device.

#### The configurations are:

Name	Details
Name	Name for the touch device.
GUID	Unique key for the server identification. This field is automatically filled.
Printers/MFPs	Select the pretended printer and/or MFP to associate with the touch device.

Table 23 – Add touch device options



Fig. 184 – Touch configuration view

4. Use the drop box element to load a new view showing the **Printers/MFP's**.



Fig. 185 – Touch configuration selecting printer

- 5. Select one or more printer from the list.
- 6. Click on button **Click to Select** to return to configuration view.



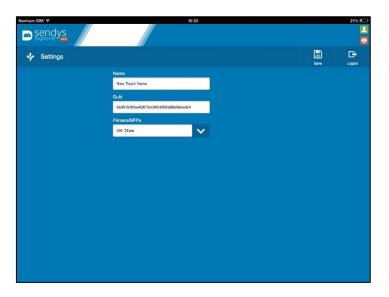


Fig. 186 – Touch configuration with printers selected

7. Click on **Save** button to save the configurations.

If the configurations are correct, the touch device now is ready to working for the printers selected.

After the authentication, if there is only one printer attached to the device, the printer will be chosen automatically, but in case that there are more printers, a list will be shown so the user can select the printer to use.



Fig. 187 – Touch configuration with printers selected

After selecting a printer, the Touch device is ready to be used.



## EDIT TOUCH

Two tabs appear here for the editing of existing Touch devices.

#### DETAILS

- 1. Click on **Edit** button of the pretended device.
- 2. Click on **Detail** tab.

Details tab is where the information about the connected Touch selected appears and can be changed:

Name	Details
IP Address	Touch IP.
MAC Address	Touch GUID.
Brand	Touch Brand.
Touch Description	Touch name selected.

#### Table 24 - Edit - Configure

sendys	=		<b>\$</b> ?	🛔 ADMIN			
🚳 Dashboard	Touches	E) Save	1 Delete	X Cancel			
💑 Devices 🗸 🗸	LIST 192.168.0.113						
	DETAILS CONFIGURE						
	IP Address						
	192.168.0.113						
	MAC Address						
Touch	a6273ed74446961eb41dc4650d4815d45ac9						
	Brand						
嶜 USERS AND GROUPS 🛛 🔇	Touch						
PRINTING POLICIES <	Description						
SERVER CONFIGURATION <	New Touch Name						
Connectors <							
OCR CONFIGURATION							
DOCUMENTS <							
😍 Report 🛛 <							
A WARNING & LOG <							
a License							
🗞 Alidata 🧹							
	Copyright © 2015-2016. All rights reserved.		Versi	on 2.1.0.5588			

Fig. 188 – Touch edit configuration

#### CONFIGURE

- 1. Click on **Edit** button of the pretended device.
- 2. Click on **Configure** tab.

Configure tab where some other configurations can be applied on the selected touch edited.



Name	Details
IP Address	Touch IP.
MAC Address	Touch GUID.
Brand	Touch Brand.
Touch Description	Touch name selected.

Table 25 - Edit - Touch

Click Save to save the changes or Cancel to cancel.





# USERS & GROUPS

This menu is used to manage user, contacts, groups and policies on the SENDYS Explorer Output Manager. So the access to the platform and privileges are defined here.

Note: on the installation of SENDYS Explorer, if the configuration/connection to the Active Directory was right and accessible, many information was imported from the AD and some fields are filled automatically. If some configuration it is need to be added the Administrator should access on Server Configuration. This will be later reviewed on other chapter.

## USERS

- 1. Click on Users and Groups menu.
- 2. Click on Users tab.

The Users view shows the list of users that Output Manager is managing. For each user many actions can be made.

On this view the options are:

- Add User button on the upper view used to add a new user.
- Edit User button on the user list view that edit the user.
- **Delete User** or **Remove** delete specific user (user list view) or remove a selection of users (button on the upper view).
- **Email user** send an email to the specific user containing the information to access the platform.
- Send Email to all users send an individually email to all user containing the information to access the platform.



ASHBOARD	Users				Send Email to all New Bano
	LIST				Send Email to all New Remo Uzerz to all New Remo
JSERS AND GROUPS					
Users	Advanced Search				
Contacts					Selection Mode: 🗮 / 🔠 / A Select: All / None / Inverse 🛓 🗶 🖺
	□ <b>°</b> \$	Full Name	User PIN	Email	Guest Account
	🗌 🔍 🖂 🦉		3264		×
	🗌 🔍 🖂 🙆	admin	PIN	admin	×
	🗌 🔍 🖂 🦉		1516		×
	🗌 🔍 🖂 🧯	Alexandre Pereira	3732	alexandre.pereira@alidata.pt	×
	a 🖂 🖉 🥒 🔒	André Romão	6623	andre.romao@alidata.pt	×
RVER CONFIGURATION	Q 🖂 🧭	Artur Brás	2113	artur.bras@alidata.pt	×
	🗌 🔍 🖂 🦉	Backup	2915	backup@alidata.pt	×
	Q 🖂 🧭	BaseUser			×
R CONFIGURATION	Q 🖂 🥖 🔒	Bruno Ribeiro	4028	bruno.ribeiro@alidata.pt	×
	Q 🖂 🧭	btoc	3074		×
≈ort <	Q 🖂 🥖 🔒	carla costa	3974		×
-ORI X	🗌 🔍 🖂 🧯	Carla Manuel	8303	carla.manuel@alidata.pt	×
RNING & LOG <	a 🛛 🖊 🕯	Carla Martins	9468	carla.martins@alidata.pt	×
ENSE	Q 🖂 🥖 🔒	Carla Santos	4547	carla.santos@alidata.pt	×
DATA <	a 🛛 🖊 🕯	Carlos Caetano	8079	carlos.caetano@alidata.pt	×
	Q 🖂 🥖 🗃	Cláudio Ferreira	7248	claudio.ferreira@alidata.pt	×
	a 🛛 🖊 🕯	Cláudio Matias	8979	claudio.matias@alidata.pt	×
	Q 🖂 🥖 🗃		7439		×
	a 🛛 🖊 🕯	Cristina Cardoso	7770	cristina.cardoso@alidata.pt	×
	Q 🛛 🦯 🗎	Cristina Pereira	3323	cristina.pereira@alidata.pt	×
	Q 🛛 🥖 🔒	Cristovão Oliveira	5249	cristovao.oliveira@alidata.pt	×
	Q 🛛 🥖 🗎	CRM	2657		×
	a 🛛 🖊 🕯	crm sendys	3609		×
	Q 🛛 🦯 🗎	Daniel Gonçalves	9629	daniel.goncalves@alidata.pt	×
	Q 🛛 🖊 💼	Daniel Vinagre	1871	daniel.vinagre@alidata.pt	×
	Showing 1 to 25 of 93 ent	tries		Show 25 v entries	Previous 1 2 3 4



#### ADD - EDIT USER

1. Click on **New** button to add a new user or **Edit** user button on the list to edit an existing user.

Clicking on the **New** button a new view is shown to insert all the information for the new user. Depending on the operation type (Add or Edit) the upper buttons options will change.

As the Add user, Edit user works very similar, the only difference is the upper menu that has some different options because the user was already created and a few options on the user edit view.

Clicking on **Edit User** button the next view (tab with the edited username title) is shown and adding to the common options, some new options can be used. The view will show the **QR Code** associated with the user too.

On the upper buttons on the view:

Generate New Pin - Generate a new PIN for the edited user.

Update Other Users - Saves the configurations (Permissions, Print Policies and Quotas) associated to the edited user.

**SEND INFO** - <u>if the platform email is configured correctly</u>, clicking on this options, will send an email to the edited user showing the information how to access to the user portal and his credentials.

**Save** - saves the configurations.



**Delete** - deletes the edited user.

**Cancel** - cancels the edit action.

Inside the user edits view there are a few new options that doesn't exist on adding a new user. Those options are only presented on **Details** tab. The rest of the options and configurations are the same as adding user, described on the previous chapter.

The **Reset Password** button, on the user **Details** tab (upper to the user QR Code), will reset the user password. <u>The reset will</u> <u>change the password equals to the Username</u>. For example: the user "John Doe" forgets the password and he can't enter on the user portal. The Admin can reset the password.

Username: John.Doe

Password: John.Doe

Now the user can enter on the user portal with this new credentials and change it anytime.

**Enable** switch - enable/disable the user access to the user portal. Turn the switch on and the user has access to the user portal, turn the switch off, blocks the access.

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🍘 Dashboard	▲ Users			Generate New PIN	Update Other Users	SEND INFO	E Save	🛱 Delete	X Cancel
💩 Devices 🛛 <	LIST NEW USER FERNANDES, JOÃO FERNANDES, JOÃO								
🖶 USERS AND GROUPS 🛛 🗸	DETAILS PERMISSION PRINT OUOTA								
🔺 Users	DETAILS PERMISSION POLICIES QUOTA								
Contacts		Username							
Hap Users-Group		joao.fernandes							
Noles		First Name (*)							
		olo							
		Last Name (*)							
PRINTING POLICIES <	Enable	Fernandes							
SERVER CONFIGURATION <	Group		Email (*)						
Connectors <	Wnassigned	•	joao.fernandes@alidata.pt						
OCR CONFIGURATION	HomeDirectory		Fax						
	\\joao-pt\SMB		Fax						
DOCUMENTS <	Card ID		PIN						
🚯 Report 🛛 <	AD6878BCE	-	▼ 3204						
🛦 WARNING & LOG 🛛 🔇 <	Printer (*)								
	Ө ОКІ МС573								*
🗞 Alidata <	Department Manager		Successfull send Welcome Email						
	l								
	Copyright © 2015-2016, All rights reserved. Version 2.0.0.177					on 2.0.0.1771			

Fig. 190 - Users and Groups - Users - Edit user --details tab



#### USER DETAILS

- 1. Click **Edit** user button on an existing user on the list to edit.
- 2. Click on **Details** tab.

On **Details** tab, <u>accessible on Adding or Editing user</u>, the next table shows the configurations for the user:

Name	Details
Username	Defines the username that is shown on the platform.
First Name	Defines he first name for the user.
Last Name	Defines he last name for the user.
Group	Associates the user to an existent group.
Email	Defines the email for the user.
Card ID	Defines the Card ID code for the user.
Home Directory	Defines the user folder where the documents can be stored.
Fax	Defines the number of the fax to associate with user.
Printer	Defines the default printer for the user.

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🚳 Dashboard	Lusers	E X Save Can	
🗞 Devices 🗸	LIST NEW USER <sup>®</sup> FERNANDES, <sup>®</sup> JOÃO JOÃO		
🔠 Users and Groups 🛛 🗸	PRINT		
🐣 Users	DETAILS PERMISSION PRINT QUOTA		
Contacts	Username (*)		
嶜 Groups	Username		
📥 Map Users-Group 🐿 Roles	First Name (*)	Last Name (*)	
Wap Users-Roles	First Name	Last Name	
Permissions	Group	Email (*)	
PRINTING POLICIES <	Unassigned -	Email	
SERVER CONFIGURATION <	Card ID		
Connectors <		•	-
	HomeDirectory	Fax	
OCR CONFIGURATION	HomeDirectory	Fax	
DOCUMENTS <	Printer (*)		
🚱 Report 🛛 <	8	•	,
A WARNING & LOG <	Department Manager		
a License			
🗞 Alidata 🗸	<u></u>		_
	Copyright © 2015-2016. All rights reserved.	Version 2.0.0.	.1771

Fig. 191 - Users and Groups - Add User- Details tab





## IMPORT USER

1. Click **Import** button on the header.

Clicking on **Import** opens a tab that allows to create new users, using a text format list. Each line should have the fields **username**, **email**, **first name**, **last name**, **group**, **role**, **card number**, **home folder** and **alias**, by that order, being the first four mandatory and with each field split by the **separator** option on the form.

sendys explorer			ء 🗳 🙏	? 🔺 ADMIN
🍪 Dashboard	± Import		E Import	× Cancel
🗞 Devices 🗸	LIST IMPORT <sup>×</sup>			
营 USERS AND GROUPS 🛛 👻				
🐣 Users	Separator (*)	Secondary Separator (*)		
曫 Groups	Import Data (*)			
Noles				
Map Users-Roles Permissions				
Permissions Cards	Create New Groups	Create new Roles		
Cartos				
PRINTING POLICIES <	Example			
SERVER CONFIGURATION <	<pre>Import user example: username(*);emsil@email.com(*);firstname(*);lastName(*);group;role;cardNumber;HomenFolder;alias1,alias2,alias3</pre>			
CONNECTORS <	<pre>username(*);email@email.com(*);firstname(*);lastName(*) username(*);email@email.com(*);firstname(*);lastName(*);group;role1,role2</pre>			
OCR CONFIGURATION	Mandatory fields[*)     Users with no group will be assign to "Unassigned"			
DOCUMENTS <	All Users will be assigned to "end-user" in addiction to the imported role     Each field is split by the separator			
🚯 Report 🛛 <	Fields with more than one value are split by the secondary seperator			
▲ WARNING & LOG 〈				
A LICENSE				
🗞 Alidata 🛛 <				
	Copyright © 2017. All rights reserved.		Ver	rsion 3.0.11.8882

Fig. 192 - Users and Groups - Users - Import user –Import tab

Users are created assigned with their specified group and as "end-user" role in addiction to the imported roles, when a user has no group or role he will be assigned to the "Unassigned" group and "end-user" role. The fields role, card number and alias can have more than one input and are split by the **Secondary Separator**.

This is an example how to import contacts:

```
The Separator choose was ";" and "," as the Secondary Separator:
```

```
username;user@email.com;firstname;lastname;group;role;12345;homefolder;alias1,alias2
username1;user1@email.com;firstname1;lastname1;;;12345
username2;user2@email.com;firstname2;lastname2;;role1,role2;12345,54321
username3;user3@email.com;firstname3;lastname3
```

With the option **Create New Groups** or **Create New Roles** enabled all new groups and roles will be created and mapped with its users, otherwise no new group or role will be created.





## USER DETAILS

1. Click User Details button on an existing user on the list.

Clicking on **User Details** button of one user a view will appear to show us more information from the selected user. Navigate between tabs to consult all the next points.

• Information tab shows us the relevant information such as identification and other details.

🛋 sendys							🔺 ADMIN
🚳 Dashboard	Details						X Close
🗞 Devices <	LIST NEW USER FERNANDES, FERNAND	es, João					
😤 USERS AND GROUPS 🛛 👻	INFORMATION VOLUME RATE SPOOLEI	HISTORY JOBS					
💄 Users							
	Information			Details			
嶜 Groups							
		Username	joao.fernandes		2018 III		
		Group	Unassigned				
		First Name	João				
		Last Name	Fernandes				
PRINTING POLICIES <		Email	joao.fernandes@alidata.pt	Elars	7437 <b>1946</b> 12		
SERVER CONFIGURATION <		Fax		PIN	3204		
				Card ID	AD6878BCE		_
CONNECTORS <				Home Directory	\\joao-pt\SMB		
OCR CONFIGURATION				Printer	OKI MC573		
DOCUMENTS <							
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▲ WARNING & LOG <							
🗞 Alidata 🤇 <							
	Copyright © 2015-2016. All rights reserved.					Version 2	2.0.0.1771

Fig. 193 - Users and Groups - Users Details - information tab

• Volume tab shows statistics associated to the selected user like the day or month counters and other aspects.



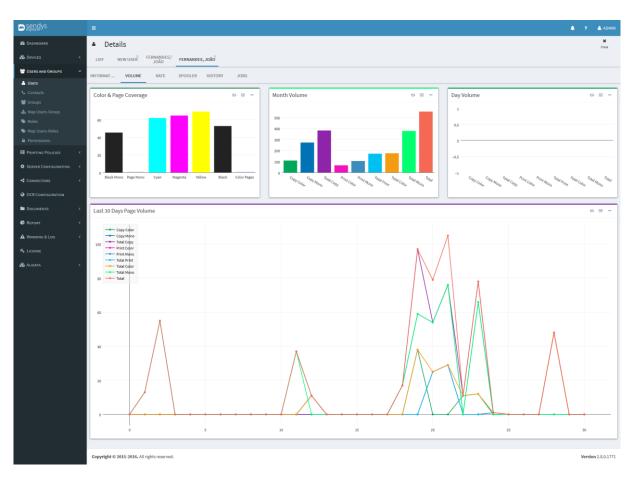


Fig. 194 - Users and Groups - User Details - Volume tab

• Rate view show another statistic associated to the selected user and their associated counter on many aspects.



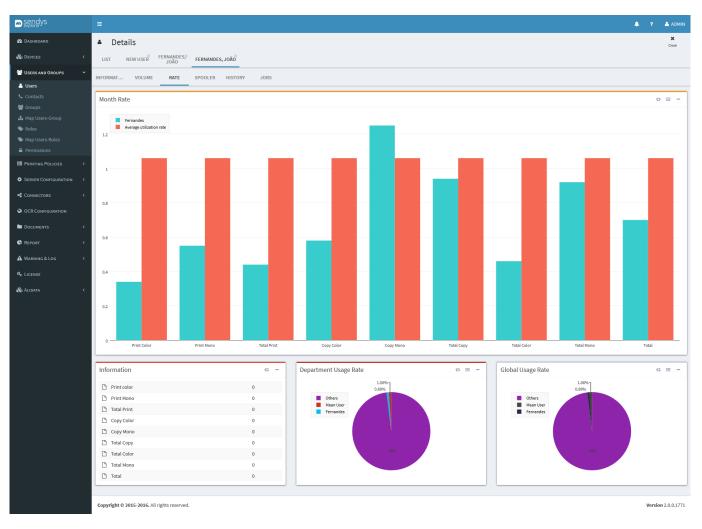


Fig. 195 - Users and Groups - User Details - Rate tab

• **Spooler** tab shows the documents in spooler associated to the selected user.



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m explorer y S	=				🌲 📍 🚢 ADMIN
🍪 Dashboard	Details				X Close
🗞 Devices 🗸	LIST NEW USER FERNANDES, FERNANDES, JOÃO				
😁 USERS AND GROUPS 🛛 🗸					
🔺 Users	INFORMAT VOLUME RATE SPOOLER HISTORY	JOBS			
	Advanced Search				+
📽 Groups				Selection Mode: 10/101 / A Select: All /	
📥 Map Users-Group 👒 Roles	Ø Full Name	Queue Name	File Name	Date	
Map Users-Roles	João Fernandes	spooler	Test Page	31/10/2016 23:12:00	
	João Fernandes	spooler	Test Page	31/10/2016 23:11:59	
PRINTING POLICIES <	a João Fernandes	spooler	Test Page	31/10/2016 23:11:58	
SERVER CONFIGURATION <	João Fernandes	spooler	Test Page	31/10/2016 23:11:57	
CONNECTORS <	João Fernandes	spooler	Test Page	31/10/2016 23:11:56	
	a João Fernandes	spooler	Test Page	31/10/2016 23:11:55	
OCR CONFIGURATION	☐ João Fernandes	spooler	Test Page	31/10/2016 23:11:55	
DOCUMENTS <	Showing 1 to 7 of 7 entries		Show 10 v entries		Previous 1 Next
REPORT <					
A WARNING & LOG <					
a License					
🗞 Alidata <					
	Copyright © 2015-2016. All rights reserved.				Version 2.0.0.1771
	-				



• **History** tab shows the document print history associated with the selected user.

Aber Details         List         NEW USE N         FERNANDES; SADO           Presa NG GOOR         NICHARL:         VOLUME         RATE         SPOOLE         INSTR         JOBS           Urgs         NICHARL:         VOLUME         RATE         SPOOLE         INSTR         JOBS           Mage Lear-Scoupe         Advanced Search         Instrume         Seconda         Instrume         Instrume <th></th>	
Lisi       NEW USR       JOR       FERMANDES, JORJ         CERS MO GROUPS       INFORMAT       VOLUME       NATE       SPOOLER       HISTORY       JOIDS         Array       Advance-Search       Embrandes       Embrandes <thembrandes< th="">       Embrandes</thembrandes<>	
RER AND GROUPS   INFORMAT VOLIME   NATE      Partial SPOOLER NISTORY JOES   Advanced Search     Advanced Search   Partial Solo Fernandes   Solo Fernandes   Partial Solo Fernandes    Partial Solo Fernandes    Partial Solo Fernandes    Partial Solo Fernandes    Partial Solo Fernandes    Partial Solo Fernandes     Partial Solo Fernandes     Partial Solo Fernandes    Partial Solo Fernandes     Partial Solo Fernandes     Partial Solo Fernandes	
est       est<       est       est	
Advanced Search       Advanced Search         ap Users Gloup <ul> <li>C* rull Name</li> <li>Que Name</li> <li>Pilo Name</li> <li>Pilo Name</li> <li>Pilo Search</li> <li>Que Name</li> <li>Pilo Name</li> <li>Pilo Search</li> <li>Que Name</li> <li>Pilo Name</li> <li>Pilo Search</li> <li>Que Name</li> <li>Pilo Search</li> <li>Que Name</li> <li>Pilo Name</li> <li>Pilo Search</li> <li>Que Name</li> <li>Pilo Search</li> <li>Que Name</li> <li>Pilo Name</li> <li>Pilo Search</li> <li>Que Name</li> <li>Que Name</li></ul>	
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pp (pacs-stoles         i i a Jab Fernandes         Document 263         X (D)(2)16 21:13:58           xmitsions         i a Jab Fernandes         Document 263         - 30/10/2016 21:13:74           xmitsions         i a Jab Fernandes         Document 263         - 30/10/2016 21:13:17           xmitsions         i a Jab Fernandes         Document 263         - 30/10/2016 21:13:17           xmitsions         i a Jab Fernandes         Document 263         - 30/10/2016 21:13:18           xmitsions         i a Jab Fernandes         Document 263         - 30/10/2016 21:13:58           xmitsions         i a Jab Fernandes         Document 2632         - 30/10/2016 21:13:58           xmitsions         i a Jab Fernandes         Document 2632         - 30/10/2016 21:13:58           xmitsions         i a Jab Fernandes         Document 2632         - 30/10/2016 21:13:58           xmitsions         i a Jab Fernandes         Document 2632         Xmitsions	
RCMARGE         Join Join Fernandes         Decument 2610         Image: Comment 2610         Decument 2610         De	
RCONFIGURATION         Image: Control of the state	
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CUMENTS         C<	
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KBRING & LOG         Showing 1 to 10 of 81 entries         Showing 1 to 10 of 81 entries         Previous         1         2         3         4         5	

Fig. 197 - Users and Groups - User Details - History





• Jobs view show all jobs executed by the selected user.

sendys										4	1 ? 📥 AD
DASHBOARD	🛎 Detai	ls									X Close
DEVICES	< LIST N	W USER FERNANDES, FE	RNANDES, JOÃO								
USERS AND GROUPS	•										
Users	INFORMAT	VOLUME RATE SP	OOLER HISTORY JOB	S							
	Advanced S	earch									
	/ dvanced e	curch						Selection Mode	III / A Sele	sct: All / None / Inv	erse 🛓 👁 🖺
	Group	User	Document Name	Printer Name	Job Type	Date	Pages	Sheets	Mono	Color	Cost
	Unassign	ed João Fernandes	Document 2629	OKI-MB562	Print - A4 - Color - Duplex	10/10/2016 21:13:17	29	15	0	29	1.4500€
	Unassign	ed João Fernandes	Document 2611	OKI MC770(PCL)	Copy - A4 - Color	09/10/2016 21:13:17	11	6	0	11	0.5500 €
PRINTING POLICIES	< Unassign	ed João Fernandes	Document 2610	OKI MC853(PCL6)	Print - A4 - Black - Single	30/10/2016 21:13:17	10	10	10	0	0.0100€
Server Configuration	Unassign	ed João Fernandes	Document 263	OKI MC573	Print - A4 - Black - Duplex	30/10/2016 21:13:17	3	2	3	0	0.0030€
SERVER CONFIGURATION	Unassign	ed João Fernandes	Document 2654	OKI MC573	Copy - A4 - Black	11/10/2016 21:13:17	54	54	54	0	0.0540€
	<ul> <li>Unassign</li> </ul>	ed João Fernandes	Document 2625	OKI MC573	Print - A4 - Color - Single	11/10/2016 21:13:54	25	25	0	25	1.2500€
	Unassign	ed João Fernandes	Document 2623	OKI MC770(PCL)	Print - A4 - Black - Single	29/10/2016 21:13:58	23	23	23	0	0.0230€
	< Unassign	ed João Fernandes	Document 2610	OKI MC770(PCL)	Copy - A4 - Black	10/10/2016 21:13:58	10	5	10	0	0.0100€
	Unassign	ed João Fernandes	Document 2659	OKI-MB562	Copy - A4 - Black	12/10/2016 21:13:58	59	59	59	0	0.0590€
Report	< Unassign	ed João Fernandes	Document 2638	OKI MC573	Copy - A4 - Color	12/10/2016 21:13:58	38	38	0	38	1.9000€
WARNING & LOG	<				Total		1224	849	781	443	22.9310€
	Showing 1 to 10	of 38 entries			Show 10 v entries				Pro	evious 1	2 3 4 N
ALIDATA	<										
& Alidata	<										
	Copyright © 20	15-2016. All rights reserved.									Version 2.0

Fig. 198 - Users and Groups - User Details - Jobs view

## CONTACTS

- 1. Click on Users and Groups menu
- 2. Click on Contacts menu.

On this view **Contacts** can be manged. They can be added individually or imported, edited or deleted one by one or with a selection.



sendys	=							a 🔤 🤉	🐣 ADMIN
🚳 Dashboard	• Contacts						<u>لاً</u>	C New	(B) Remove
🗞 Devices <	LIST IMPORT * CONTACT CO	NEW * DNTACT							
🔠 USERS AND GROUPS 🛛 🗸	Advanced Search								+
🚢 Users						Selection Mod	2: 📰 / 🔠 / 🥂 🛛 Select: All / No	ne/Inverse 🛓	
S Contacts	Clobal	User Name	SENDYS Explorer Printer	Name	Name	Fax	Email		
📥 Map Users-Group	2 2 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	-			name1	12345	user1@email.com		
S Roles	■	-			name2	23456	user2@email.com		
Map Users-Roles Permissions	Showing 1 to 2 of 2 entries			Show 10 v entries				Previous	1 Next
PRINTING POLICIES <									
SERVER CONFIGURATION <									
Connectors <									
OCR CONFIGURATION									
DOCUMENTS <									
& REPORT <									
A WARNING & LOG <									
& LICENSE									
🗞 Alidata <									
	Copyright © 2015-2016. All rights re	eserved.						Monei	ion 2.0.0.1771



## NEW CONTACT

#### 1. Click on New button.

Clicking on **New** to add a new contact individually on the platform and fallow the next configurations:

Name	Details				
Name	Name for the contact.				
Email	Email associated with the contact.				
Fax	Fax number of the contact.				
Is Global	Enable/disable if the contact is global or not. Global means that every user can see that				
15 010501	contact.				
Restrict to Selected	Switch button to enable/disable the option to restrict a contact to a single printer.				
Printer					
Printer	This option needs the <b>Restricted to Selected Printer</b> to be enable. Select the printer				
i initei	that only can have access to this contact.				
User	Associate this contact to an existent user.				
Address Group	Associate this contact to a Address group and creates a new group when one does not				
Auuress or oup	exists.				
	1				

Table 26 - New contact details

Click **Save** to save the configurations on adding new contact or **Cancel** to cancel the insertion.



🚳 Dashboard				🐣 ADMIN
	<ul> <li>Contacts</li> </ul>		E) Save	X Cancel
& Devices <	LIST IMPORT * NEW CONTACT			
😁 USERS AND GROUPS 🛛 👻	Name (*)			
🛔 Users				
Groups	Email (*)			
📥 Map Users-Group				
🐃 Roles 🐃 Map Users-Roles		Fax		
Permissions				
PRINTING POLICIES <		Restrict to Selected Printer		
SERVER CONFIGURATION <	User	Printer		
Connectors <	* · · ·	0		-
OCR CONFIGURATION				
DOCUMENTS <				
😫 REPORT 🛛 <				
▲ Warning & Log <				
a LICENSE				
🗞 Alidata 🔇				
	Copyright © 2015-2016. All rights reserved.		Versio	n 2.0.0.1771

Fig. 200 - Users and Groups - Contacts - Add new contact

## IMPORT CONTACTS

## 1. Click on Import button.

This option is useful when it is necessary to import more than one contact. Clicking on **Import** button a view appears (new tab) where we can import contacts with the next configurations:

Name	Details
Separator	Insert the type of separator as the next example shows.
Import Contacts Data	Insert the contacts here with the separator defined on previews field.
Is Global	Enable/disable if the contacts set is global or not. Global means that every user can see that contact.
<b>Restrict to Selected Printer</b>	Switch button to enable/disable the option to restrict a contact to a single printer.
Printer	This option needs the <b>Restricted to Selected Printer</b> to be enable. Select the printer that only can have access to this contact.
User	Associate this contact set to an existent user.
Name	Details
Separator	Insert the type of separator as the next example shows.
Import Contacts Data	Insert the contacts here with the separator defined on previews field.



Is Global	Enable/disable if the contacts set is global or not. Global means that every user can see that contact.
<b>Restrict to Selected Printer</b>	Switch button to enable/disable the option to restrict a contact to a single printer.
Printer	This option needs the <b>Restricted to Selected Printer</b> to be enable. Select the printer that only can have access to this contact.
User	Associate this contact set to an existent user.
	Table 27 Drinter Dataila

Table 27 - Printer Details

This is an example how to import contacts:

The Separator choose was ";" and the Import Contacts Data field:

name1;user1@email.com;12345
name2;user2@email.com;23456

As we can see the order to insert is name then email and fax number.

Click Save to procced on import contacts or Cancel to cancel the action.

sendys 🔊		A 🚽 🤉	📤 ADMIN
📸 Dashboard	<ul> <li>Contacts</li> </ul>	E) Save	X Cancel
🗞 Devices 🗸	LIST IMPORT CONTACT NEW ** CONTACT		
😁 Users and Groups 🛛 🗸	Separator (*)		
🛔 Users			
Contacts	Required field		
Amage Users-Group	Import Contacts Data (*)		
🗞 Roles			
🐃 Map Users-Roles			
Permissions			
PRINTING POLICIES <	FAX Delivery		
SERVER CONFIGURATION <	Is Global Restrict to Selected Printer		
CONNECTORS <			
OCR CONFIGURATION	User Printer		
DOCUMENTS <	▲ · · · · · · · · · · · · · · · · · · ·		Ŧ
🚱 Report 🗸	Import Example		
A WARNING & LOG <	Import contact example:		
at License	namel;userl@email.com;12445 name2;userl@email.com;23456		
🗞 Alidata 🗸	FAX Delivery Contacts to import example:		
	faxl;username;notify user;email1;email2;email3 fax2;username;notify user;email1;email2;email3		
	Copyright © 2015-2016. All rights reserved.	Versi	on 2.0.0.1771
	Fig. 201 - Users and Groups - Contacts - Import		

## GROUPS

- 1. Click on Users and Groups menu.
- 2. Click on **Groups** menu.

On **Groups** view it is possible to manage the user groups. Each Group can associate one or more users.



The next options are available:

**New** - inserting a new group individually.

Edit - edit an existent group.

Delete - delete individually a group.

**Remove** - delete one or more groups selected.

**Import** - importing one or more groups ate the same time.

Group Details - more information about the selected group can be consulted here.

sendys	=					1	a 👌 🤉	🔺 ADMIN
🚳 Dashboard	🛎 Groups					초 Import	E New	E Remove
🗞 Devices <	LIST US IMPORT NEW GROUP							
🔠 USERS AND GROUPS 🛛 🗸	Advanced Search							+
🚨 Users	Advanced search				Selection Mode	:===/===/ASelect: All / N	one/Inverse 🛓 🖉	
Contacts	0° Name	Short Name	Address	Building	Floor	Server Name	one inverse mar s	
Map Users-Group	🗌 🔍 🥒 🔒 Comercial	сом	Unassigned	Unassigned	0			
Noles	🗌 🔍 🖉 Unassigned	us	Unassigned	Unassigned	0			
🐃 Map Users-Roles	Showing 1 to 2 of 2 entries		Show 10 v entries				Previous	1 Next
PRINTING POLICIES <								
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NEW - EDIT GROUP

1. Click on **New** button to add a new group or **Edit** group button on the list to edit an existing group.

The **New** group option is used to insert a new group individually, using configurations on the next table. It is only need the next options:

Save - save the configurations for the new group.

**Cancel** - cancel the action.

On the **Edit** group option has the same configurations as the New group but the difference is on the upper menu where exist others options to work with:

Save for All Groups - Save the configurations for all groups.

**Delete** - delete the group edited.



# Note: The configurations for group are similar to the configurations for user. But, the group configurations have priority, if they are configured, in relation with user configurations.

The configurations need on New/Edit Group on **Details** tab:

Name	Details
Name	Insert the name for the group.
Short Name	Insert the short name to identify the group.
Location	Insert the Location for the group (related with the printers Location).
Restrict Access by Location	Switch button to enable/disable the to be used on Print Policies adjusting to the group.
Description	Add a description for the group.

#### Table 28 - Group Details

sendys explorer		٠	? 👗 ADM	
🚯 Dashboard	😫 New Groups	E Save	X Cancel	
🗞 Devices	< LIST NEW GROUP			
📑 USERS AND GROUPS	V DETAILS PERMISSION QUOTAS			٦
🚨 Users				_
	Name (*)			
替 Groups				
📥 Map Users-Group	Short Name			
👒 Roles				1
👒 Map Users-Roles				
Permissions	Location			1
PRINTING POLICIES	< <b>1</b>		-	
SERVER CONFIGURATION	Restrict Access by Location			
CONNECTORS				
CONNECTORS	Description			
OCR CONFIGURATION				
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A WARNING & LOG				
a, License				
🗞 Alidata	e			
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Fig. 203 –New group - details

Click Save to procced on adding a new group or Cancel to cancel the action.



sendys explorer		<b>•</b>	° °	🐣 ADMIN
🏙 Dashboard	New Groups		E Save	X Cancel
🗞 Devices 🗸	LIST US GROUPS NEW GROUP			
😁 Users and Groups 🛛 🗸				1
🚢 Users	DETAILS PERMISSION QUOTAS			
📞 Contacts	Name (*)			
😁 Groups				
A Map Users-Group	Short Name			
🐃 Roles 🐃 Map Users-Roles				
Permissions	Location			
PRINTING POLICIES <	1			*
SERVER CONFIGURATION <	Restrict Access by Location			
Connectors <				
OCR CONFIGURATION	Description			
DOCUMENTS <				
🕼 Report 🗸 <				.1
A WARNING & LOG <				
a, License				
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	Copyright © 2015-2016. All rights reserved.		Vers	ion 2.0.0.1771

Fig. 204 - Users and Groups - New group view

## IMPORT GROUP

1. Click on Import button to add a new group.

To import one or more Groups, follow the next configurations:

Name	Details				
Separator	Insert the type of separator as the next example shows.				
Group list	Insert the groups to import with the separation inserted on the previous field.				
Table 29 - Import group details					

This is an example how to import groups:

The **Separator** choose was ";" and the **Import Contacts Data** field:

GPA;Group A			
GPB;Group B			



sendys	≡	4	o <sup>2</sup> ?	Å ADMIN
🖚 Dashboard	Import Groups		E Save	× Cancel
🗞 Devices 🗸 🤇	LIST US <b>IMPORT GROUPS</b> NEW GROUP			
😬 Users and Groups 🛛 🗸	Separator			_
💄 Users 📞 Contacts				
Groups	Grouplist			
🗞 Roles 🗞 Map Users-Roles				
PRINTING POLICIES <				
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	Copyright © 2015-2016. All rights reserved.		Ver	sion 2.0.0.1771
	-			

Fig. 205 - Users and Groups - Groups - Import group view

## GROUP DETAILS

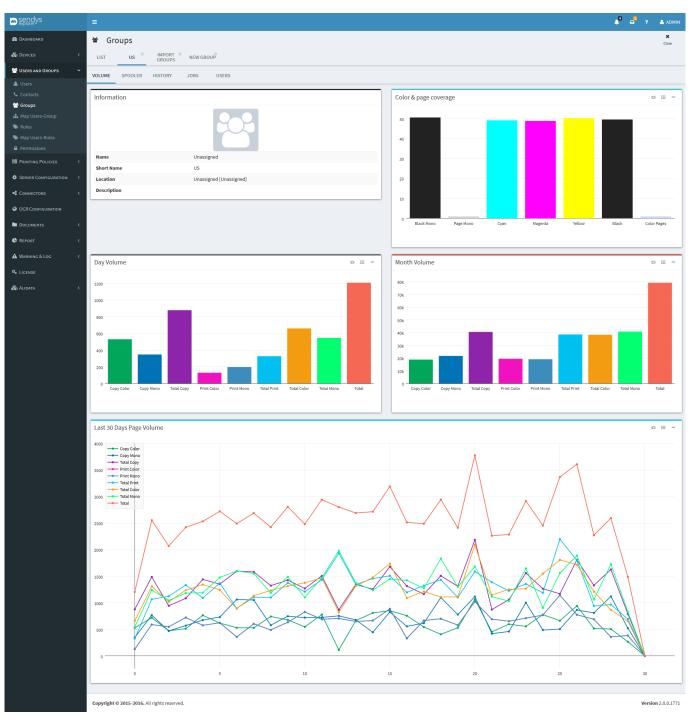
1. Click on **Group Details** button on the group list.

Clicking on **Group Details** we can consult the information aggregated to the selected group. Navigate between tabs to consult more information.

• On **Volume** tab contains information about the group and some statistics associated too.









• On **Spooler** tab a list of documents on Windows Spooler are shown.



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🏙 Dashboard	📽 Groups				× Close
🗞 Devices 🗸	LIST US HIMPORT NEW GROUP				
🚰 Users and Groups 🛛 🗸	VOLUME SPOOLER HISTORY JOBS USERS				
🛓 Users	VOLOME SPOLER HISTORY JOBS USERS				
Contacts	Advanced Search				+
Groups				Selection Mode: 📰 / 🎫 / A Selec	ct: All / None / Inverse 🛓 👁 🖺 📿
🐃 Roles	S Full Name	Queue Name	File Name	Date	
👒 Map Users-Roles	a statemades	spooler	Test Page	31/10/2016 23:12:00	
	8 Aleterades	spooler	Test Page	31/10/2016 23:11:59	
PRINTING POLICIES <	a .esc-cenandes	spooler	Test Page	31/10/2016 23:11:58	
SERVER CONFIGURATION <	Alforfermander	spooler	Test Page	31/10/2016 23:11:57	
CONNECTORS <	B Jeller Gemander	spooler	Test Page	31/10/2016 23:11:56	
	8 xisio-fernancies	spooler	Test Page	31/10/2016 23:11:55	
OCR CONFIGURATION	a silectemanies	spooler	Test Page	31/10/2016 23:11:55	
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	Copyright © 2015-2016. All rights reserved.				Version 2.0.0.1771
					*C13/0/12/0/0/11/1



• History tab shows the document print history associated by the selected user.

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월 Dashboard	📽 Groups				X Close				
🗞 Devices 🔇	LIST US IMPORT NEW	LIST US KINPORT K NEW GROUP							
😁 USERS AND GROUPS 💦	VOLUME SPOOLER HISTORY JOBS	USERS							
🚢 Users									
Contacts	Advanced Search				+				
📥 Map Users-Group					Selection Mode: 🎟 / 🏭 / A Select: All / None / Inverse 🛓 👁 🖺 🏾				
🏶 Roles	C C Full Name	Queue Name	File Name	Printed	Date				
👒 Map Users-Roles	8		PrintTestPage_11.pdf	×	31/10/2016 23:05:14				
Permissions	a resisciences		Document 847	×	31/10/2016 21:14:48				
PRINTING POLICIES	al apporties semanties		Document 5516	×	31/10/2016 21:14:48				
SERVER CONFIGURATION	8 Attactade		Document 2335	~	31/10/2016 21:14:48				
	Saniel Contgalues		Document 8611	×	31/10/2016 21:14:48				
CONNECTORS <	a muiseres		Document 9321	×	31/10/2016 21:14:48				
OCR CONFIGURATION	B division Centralia		Document 4165	×	31/10/2016 21:14:47				
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🔅 Report 🛛 <	a *****		Document 914	~	31/10/2016 21:14:47				
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	Copyright © 2015-2016. All rights reserved.				Version 2.0.0.1771				

Fig. 208 - Group details - History

• Jobs tab show all documents on the selected group.



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DASHBOARD	📽 Groups										×
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USERS AND GROUPS 🗸											
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Groups	Advanced Searc							Coloration Mod		-1	nverse 🛓 👁 🖺
	Group	User	Document Name	Printer Name	Job Type	Date	Pages	Sheets	Mono	Color	Cost
	Unassigned	Daniel Gonçalves	Document 8643	OKI MC853(PCL6)	Print - A4 - Black - Duplex	10/10/2016 21:13:17	43	22	43	0	0.0430€
	Unassigned	Outputmanager	Document 6044	OKI MC853(PCL6)	Copy - A4 - Black	30/10/2016 21:13:17	44	22	44	0	0.0440€
PRINTING POLICIES <	Unassigned	Cristina Cardoso	Document 1832	OKI-MB562	Print - A4 - Color - Duplex	08/10/2016 21:13:17	32	16	0	32	1.6000€
Server Configuration <	Unassigned	Cristina Pereira	Document 1443	OKI-ES5442	Print - A4 - Black - Single	28/10/2016 21:13:17	43	43	43	0	0.0430€
SERVER CONFIGURATION <	Unassigned	Paula Duarte	Document 1168	OKI-ES5442	Print - A4 - Color - Single	21/10/2016 21:13:17	68	68	0	68	3.4000 €
	Unassigned	manuel rocha	Document 5228	OKI MC573	Print - A4 - Color - Single	22/10/2016 21:13:17	28	28	0	28	1.4000€
	Unassigned	Fábio Sousa	Document 158	OKI-MB562	Print - A4 - Color - Single	20/10/2016 21:13:17	8	8	0	8	0.4000€
	Unassigned	Nilza Pedro	Document 2914	OKI MC573	Print - A4 - Color - Duplex	04/10/2016 21:13:17	14	7	0	14	0.7000€
Report <	Unassigned		Document 8939	OKI-MB562	Print - A4 - Color - Duplex	21/10/2016 21:13:17	39	20	0	39	1.9500€
REPORT K	Unassigned	Eduardo Domingues	Document 3930	OKI MC770(PCL)	Copy - A4 - Black	12/10/2016 21:13:17	30	30	30	0	0.0300€
WARNING & LOG <					Total		136797	103836	69334	67463	3442.4840€
	Showing 1 to 10 of 3,9	912 entries		Show	1 10 v entries			Prev	ious 1 2	3 4 5	392 N
	-										
	Copyright © 2015-20	16. All rights reserved.									Version 2.0.0

Fig. 209 - Group details - Jobs

• Users tab show all users associated with the group selected.

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🚳 Dashboard	📽 Groups			× Close
🗞 Devices 🗸	LIST US IMPORT NEW GROUP			
曫 USERS AND GROUPS 🛛 🗸	VOLUME SPOOLER HISTORY JOBS USERS			
🚨 Users	VOLUME SPOULER HISTORY JUBS USERS			
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	Copyright © 2015-2016. All rights reserved.			Version 2.0.0.1771

Fig. 210 - Group details - Users



#### MAP USERS-GROUPS

- 1. Click on Users and Groups menu.
- 2. Click on Map Users-Groups menu.

On this view we can manage the connection between groups and users. Groups creation and managing are done on the previous chapter.

If is necessary to change one or more users from a group to other. If it is necessary to change a user from a group, select the pretended user from the users list and then select the group and **Save** the alteration.

Using button **Refresh** to refresh the list of users and the list of groups.

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🕸 Dashboard	🖙 User - Group Mapping	5			E C Save Refresh
🗞 Devices 🗸	Advanced Search			+ Groups	
曫 USERS AND GROUPS 🛛 🗸			Select: All / None / Inverse 🗶	Comercial Unassigned	
🐣 Users	Full Name	LE UserName	Group	Unassigned	
Contacts		Convidado	Unassigned		
👹 Groups		krbtgt	Unassigned		
Map users-Group     Noles		Administrador	Unassigned		
Nap Users-Roles		AAD_488db068d243	Unassigned		
Permissions		MSOL_488db068d243	Unassigned		
PRINTING POLICIES  <		KL-AK-E257E29AACFC75	Unassigned		
Server Configuration		KL-AK-46FC0BB4835DCD	Unassigned		
		KIPxeUser035DCE8A443	Unassigned		
CONNECTORS <		KIScSvc1BEAA46A3E60D	Unassigned		
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	Copyright © 2015-2016. All rights reserved				Version 2.0.0.1771

Fig. 211 - Users and Groups - Map Users-Group



## ROLES

- 1. Click on Users and Groups menu.
- 2. Click on **Roles** menu.

The Roles view is used to manage the type of roles/access that are attributed to users on the platform. The function of this roles will be shown on the next chapters. Those defaults roles are:

- Administrator role that grant administration access on platform.
- End User role that grants basic user access on platform.

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👹 USERS AND GROUPS 🛛 🗸	Advanced Search	+
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Contacts	O <sup>C</sup> Name	
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🕒 Roles	administrator	
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C REPORT <		
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	Copyright © 2015-2016. All rights reserved.	Version 2.0.0.1771

Fig. 212 - Users and Group - Roles

Adding a new Role, click on button **New** and the new view appear. Insert the Role Name field to name the role and then save the changes on button **Save** or **Cancel** to cancel the action.

The Roles can be edited to change their Role Name. Click **Save** button to save or **Cancel** to cancel the action.

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DASHEGARD	<ul> <li>Roles</li> </ul>		E) Sere	X Cancel
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## MAP USERS-ROLES

- 1. Click on Users and Groups menu.
- 2. Click on Map Users-Roles menu.

The Map Users-Role is used to manage the user roles on the platform. Roles creation are shown on the previous chapter.

When it is necessary to change a user role, select the user (left table) and using the right table (roles list) to change the role.

Click button Save to save the action or Cancel to cancel the action.

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월 Dashboard	🖙 User - Role Mapping					E Save	2 Refresh
🗞 Devices 🛛 <	Advanced Search			+ -	toles		
😁 USERS AND GROUPS			Sel	lect: All / None / Inverse 🖺 📿	end-user administrator		
🚨 Users	Full Name	Group	J≞ Roles		administrator		
		Unassigned	end-user				
📽 Groups 📥 Map Users-Group		Unassigned	end-user				
мар users-Group Э Roles		Unassigned	end-user				
Map Users-Roles		Unassigned	end-user				
		Unassigned	end-user				
PRINTING POLICIES		Unassigned	end-user				
SERVER CONFIGURATION		Unassigned	end-user				
		Unassigned	end-user				
CONNECTORS <		Unassigned	end-user				
OCR CONFIGURATION	admin	Unassigned	administrator				
DOCUMENTS <	Showing 1 to 10 of 92 entries	Show 10 v entries	Previous 1 2 3	4 5 10 Next			
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WARNING & LOG							
À Alidata <							
	Copyright © 2015-2016. All rights reserved.					,	/ersion 2.0.0.177

Fig. 214 - Users and Groups - Map Users-Roles



## PERMISSIONS

- 1. Click on **Users and Groups** menu.
- 2. Click on Permissions menu.

The permissions view is used to grant access or not to the features on the platform. These permissions are defined by the existing user's roles.

On installation there are two defaults roles created (Administrator and End-user). If is necessary to create another role the administrator must go on Roles menu and proceed on the role creation.

On this view exists the same button options for **Save** actions and **Cancel**. Another button option is shown (**Toggle Add**) that toggle on the view, options to search and define the permissions pretended for the role.

The options are:

Name	Details
Roles	Select the role to apply permissions.
Views	Textbox to search/filter for the views to apply the permissions.
Default Permission	Define the type of permissions for the view selected by clicking on box to check the
Default Permission	type of permissions to apply on the role.

Table 30 - Printer Details

The Default Permissions type are:

**Read** - permissions to only access.

**Delete** - permissions to delete data.

Edit- permissions to edit data.

Add - permissions to add data.

Export - permissions to export data.

Access Group - permissions to give access to group role.

Access All - permissions to all type of roles.

Note: some of the Default Permissions type are applicable in to all views.

After this Toggle Add menu there is a list of **Details** about the permissions. In this list, all views in the platform are listed and they can be expanded, so we can consult the roles with the respective permissions for each view. For each role on every view, the **Default Permissions** are listed so they can be changed any time using the checkbox to able or disable.



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Ners:							
iews:				0	efault Permissions:		
				м		✓ Read	
S Dashboard						Delete Edit	
Re Dashboard End-User						Add Export	
Dashboard Department-User						Access Group	
+ Devices + @Users and Groups						Access All	
Events and decept     Events and decepts						Add 1	
+ © Server Configuration						Hours.	
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	Read	Delete	Edit	Add	Export	Access Group	
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+ Devices + Devices > Printers/MPPs				*	~		
Devices > Printers(HPPs     Devices > Unmanaged Device				8			
+ Devices > Unmanaged Device + Devices > Queues		3	2	*	*		
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Perices > Cost     Devices > Profiles				2	*		
+ Devices - Promes		~	9	4	*		
+ Devices > Touch							
+ Devices > Locations					*		
+ Users and Groups		~			*		
+ Users and Groups > Users	= (v)		*		~		
+ Users and Groups > Contacts					*		
Users and Groups ≥ Groups		*		*	*		
+ Users and Groups > Map Users-Group			*				
+ Users and Groups > Roles				~	~		
+ Users and Groups > Map Users-Roles		*			*		
+ Users and Groups > Permissions	*		*	~	*		
+ Printing Policies	*		4		*		
+ Printing Policies > Quota Management	*	*	*	*	*		
+ Printing Policies > Clear Speeler Job	~	•			*		
Printing Policies > Other Policies				*			
+ Server Configuration + Server Configuration > Application settings	۰ د		*	*	*		
Server Configuration > Appreciation sattings     Server Configuration > Directory Service	-	2	9	*			
Server Configuration - Americary Service     Server Configuration - Server List		-	5	2	2		
Connectors	-			-	*		
+ Connectors > Connectors		~			~		
+ Connectors > Flex Connector				¥			
+ Connectors > Output Settings	1						
+ OCR Configuration			-				
+ Documents			\$	4	*		
+ Documents > Spooler Job	1 (e)		<b>*</b>		*		
+ Documents > Spooler History		(			*		
+ Documents > Scanned File	v.		\$	*	*		
+ Report					•		
+ Report > Data analysis			~				
+ Report > Benefits + Report > Costs	· ·	3	3	3	2		
+ Report > Costs + Report > Volume	· ·	3	3	*	3		
report = volume     Report > Environment			-	*	*		
+ Report + List				~			
Report > Other	*			~	*		
Report > Schedule Reports			~	~	-		
+ Warning & Log		~					
+ Warning & Log > Printer Warning		-			*		
+ Warning & Log > All Warning			×				
+ Warning & Log > Alert Message Queue		~			~		
+ Warning & Log > Sent Items							
+ Warning & Log > Application Logs			4	~	*		
+ Warning & Log > Email Message	1	*	<b>v</b>	~	*		
+ Warning & Log > File Configuration			-	~	-		
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Fig. 215 - Permissions mapping

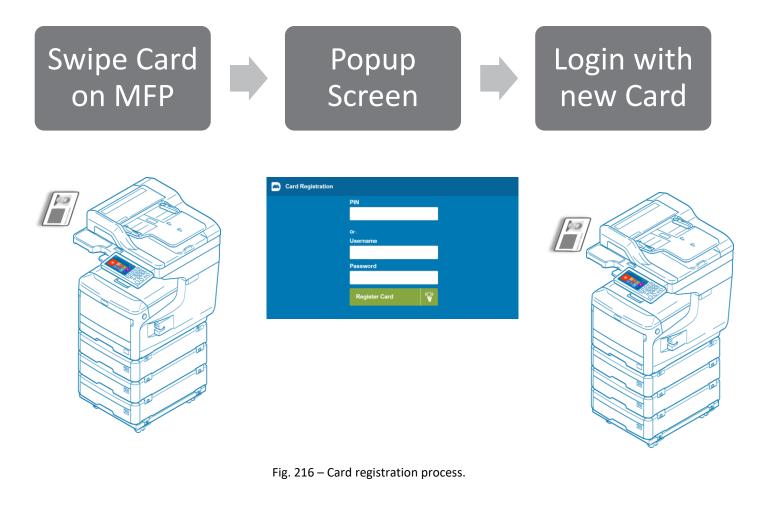


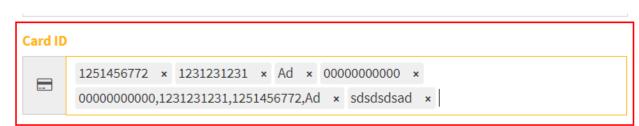
# CARDS

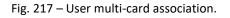
#### OVERVIEW

Application gives you a several possibilities for card registration, sign in a after that assign the card or simple swipe the card and sign in after card swipe to make the registration of it.

You have the ability to add cards to the system and use this has guest cards "Temporary cards on Sendys" that you can use for internal users. For example, if some of the users Guest Cards and some of the company users forget is card he can associate the guest card for an amount of time keeping is original card on the system.









■ Cards	C E New Servore			
LIST NEW CARD <sup>6</sup> 00000000000 Advanced Search	□ Cards	E Save	ाँग Delete	X Cancel
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1231231231				
1251456772	User			
1251456772	Admin a (Unassigned/admin)			-
Ad				
Showing 1 to 7 of 7 entries	Guest			

#### Fig. 218 – User Guest card creation.



# COST CENTER

Cost-Center is a way to assign cost to specific projects and then retrieve this information in a report that is design to this end, when working with cost-center all jobs "Copy/Print" will be assigned to this specific cost center and the best way to do this is to force cost center selection has the first screen.

You have several cost center options, add, edit, remove and also cost center mapping where you map the cost center to the specific users that work in a specific project.

sendys sendys	
🔀 Dashboard	Cost Centers La Contraction Cost Centers La Cost Centers
🗞 Devices <	LIST MAP USER
😁 Users and Groups 🛛 🗸	
🚨 Users	Advanced Search +
📞 Contacts	Selection Mode: 🖽 / 🖽 / A Select: All / None / Inverse 🛓 👁 🖾 🏵
🚰 Groups	0° Name
🚠 Map Users-Group	Dados
🐃 Roles	rojec1
🐃 Map Users-Roles	Project2
Permissions	
🚍 Cards	
Cost Centers	Showing 1 to 4 of 4 entries Show 10 r entries Previous 1 Next
PRINTING POLICIES <	
SERVER CONFIGURATION <	
Connectors <	
OCR CONFIGURATION	
DOCUMENTS <	
😍 Report 🛛 <	

Fig. 219 – Cost center.

	Cost Centers     List may user inev cost center import cost center	Save	X Cancel
Cost Centers	LIST MAP USER NEW COST CENTER IMPORT COST CENTER		
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Name (*)			
Ders A	views.costCenterView.components.costCenterimport.CostCenterimportsdata (*)		đ
	Import Example Import Cost Center example: Import Cost Cen		

Fig. 220 – Import insert cost centers.



)	Cost Centers								B Save	C Refres
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					Select: /	All / None / Invers	e 🗶 🖺 😷	Dados projec1		
-	Name	Username	17	Group	0	Cost Centers		project2		
	AAD_488db068d243	AAD_488db068d243		Unassigned	F	project2,p1		✓ p1		
~	Administrador	Administrador		Unassigned	F	01				
~	Alexandre Pereira	alexandre.pereira		Unassigned	F	01				
	Ana Moniz	ana.moniz		Unassigned	F	51				
	André Romão	andre.romao		Unassigned						
	Artur Brás	artur.bras		Unassigned						
	Backup	backup		Unassigned						
	Bruno Barbosa	bruno.barbosa		Unassigned						
	Bruno Ribeiro	bruno.ribeiro		Unassigned						
	Btoc	btoc		Unassigned						
now	ving 1 to 10 of 100 entries	Show 10 • entries	Pre	vious 1 2	3	4 5	10 Next			

Fig. 221 – Cost-Center user mapping.

To force cost center selection on the device you need to follow the above steps :

- 1. Reconfigure the dvice url with the follow link
- 2. Link on the device : <u>http://[ServerIP]:50091/scan.aspx?HardLink=costcenter</u>
- 3. Go to Users and Groups> Users > select the user
- 4. Enable Cost Center

sendys 🗠	=							٠	o <b>n</b> 1	🏝 admin
🙆 Dashboard	Users		13 Receiv Quota	Gersenalie Neus PIN	Dupdate Other Users	SEND IVFO	E) Save		1 Nelete	X Cancel
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😁 USERS AND GROUPS 🛛 🗸 🗸										
💧 Users	DETAILS PRINT POLICIES QUOTA									
	Reset Password									
📽 Groups 🎝 Map Users-Group										
Soles		Username joao.fernandes								
		First Name (*)								
		Last Name (*)								
PRINTING POLICIES <	Enable	Fernandes								
SERVER CONFIGURATION (	Group (*)		Email (*)							
	Unassigned	*		joao.fernandes	@alidata.pt					
OCR CONFIGURATION	HomeDirectory		Fax							
	HomeDirectory		Fax							
DOCUMENTS <	Card ID		PIN							
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	➡ MC563									*
	Alias Username		Direct	print						
	A			)						
	Department Manager	Welcome message has been sent					Enable Cost Center			
				)						
								_		
	Copyright © 2015-2016. All rights reserved. Version 2.3.0.									on 2.3.0.7116

Fig. 222 – Enable User Cost-Center.

- 5. Click "Save"
- 6. Then on device when the user sign specify that the first screen is the EWB application with the previews defined URL



Sost Center		
Dados	projec1	project2
<b>p</b> 1	sadsdasdsad	project 1
Unassigned		

Fig. 223 – Cost-Center Device Selection.

7. All jobs done after cost center selection will be assigned to the specific selected CostCenter/Project



# PRINTING POLICIES

On Printing Policies, we can manage policies defined on Output Manager that are related with printing for group/users.

These options represent configurations that are connected with others configurations on others menus. So if it is necessary, we need configure some options that affects this menu so they work on properly.

On **Printing Policies**, we can control the printing job flux and define the way they should work for a group/user, working with rules or even with scheduling.

### QUOTA MANAGEMENT

Quotas are part of the application and independent of users, groups, devices and roles. But you can create different types of quota and after you create with the specification that you desire you can assign the quotas to users/Groups/Devices or roles.

You can define 3 different quota types:

- Volume, a simple volume independent if it is color or mono
- Color, where you can define different quantities for color and mono
- Value, where you define specific quota as a value and then will discount the print specified cost on the quota.
- 1. Go to Printing policies>Oher Policies>Other tab
- 2. Specify the working quota mode

sendys	=	٨	2 <sup>0</sup> ?	🔺 admin
🚯 Dashboard	<ul> <li>Other Policies</li> </ul>		🖺 Save	× Cancel
🗞 Devices 🛛 <	WORK SCHEDULE OTHERS			
曫 Users and Groups 🛛 🔇				
PRINTING POLICIES Y	Delete Suspended jobs (MC7x0, MB7x0, ES71x0, ES74x0, ES94xx, ES91xx)			
	None None			-
훈 Quota Management ௴ Policies	Quota Work Mode			
ർ) Rules	Disable Zero Quota on Logout			-
🙄 Clear Spooler Job	QuotaType			
Print Job Convert	Color Color			Ŧ
Other Policies				
SERVER CONFIGURATION <		_		



#### 3. Click "Save"

To define a quota follow the above steps :

1. Go to Printing policies>Quota Management



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🍘 Dashboard		≢ Quota	as							Rew quota		🛱 Delete
🗞 Devices	<	LIST										
Musers and Groups	<	[	-									
PRINTING POLICIES	~	Advanced S	earch					Selection Mode: 📰 / 🎟 /	A Select: All / None	/Inverse	t a !	+
😨 Quota Management		<b>o</b> ;	Name	Profile	1 Alert Type	Renew Type	RenewDate	Alert Percentage	Quota Type	, inverse i	Limit	
එ Policies ඕ Rules		. / 8	Q1	Lock Alert	Admin & User	Mes	06/10/2017 03:00:00	10 %	Color		100	
		Showing 1 to 1 o	of 1 entries			Sh	ow 10 • entries			Previou	s 1	Next
<ul> <li>Print Job Convert</li> <li>Other Policies</li> </ul>												
	<											
CONNECTORS	<											

Fig. 225 – Quota Managment.

- 2. Click Add
- 3. Specify a name
- 4. Specify a profile
- 5. Specify Alert Type
- 6. Specify if quota has some renew type
- 7. Select the alert percentage
- 8. Specify the prioprity
- 9. Select a limit for Volume/MONO/Color/Value
- 10. Select discount type
- 11. Select assign type
- 12. Assign the it

sendys	=					٠	۵		🔺 ADMIN
🚳 Dashboard	≆ New Quota						E Save		X Cancel
🗞 Devices 🔍	LIST NEW QUOTĂ								
USERS AND GROUPS <									_
PRINTING POLICIES Y	QUOTA USER								
🛱 Quota Management	Name (*)								
අු Policies ෯ Rules									
Clear Spooler Job	Profile Alert Type		-	Renew	Type Month				-
Print Job Convert			·		Month				
Other Policies	Alert Percentage (*)								<b>*</b>
SERVER CONFIGURATION <	Priority								~
CONNECTORS <	(0%)								100%
OCR CONFIGURATION	0 23	50			 73				100
DOCUMENTS <	Quota Type								
🚱 Report 🛛 <	Color								
▲ WARNING & LOG <	Color Limit (*)		Mono Limit (*)						^
<b>a</b> License	100		100						*
🖧 Alidata <	Discount Type	A	Assign Type (*) User						
	User V		Group						
			Other						
	Quota Assignment		- ouler						
	Roles								
	•								
		_							
	Copyright © 2015-2016. All rights reserved.							Version	2.3.0.7116

Fig. 226 – Add Quota.



We DeshEdAND If Edit Quota     Save Data     Cance     Ist     QUOTA USER     Vertex Vertex     QUOTA USER     QUOTA USER     QUOTA USER     QUOTA USER     QUOTA USER     Vertex Vertex     QUOTA USER     QUOTA USER     Vertex Vertex     Vertex Vertex     Vertex Vertex     Vertex Vertex	sendys		=							A • • •	ADI
	🚯 Dashboard		≆ Edit Qu	ota							X Cancel
QUOTA USER     QUOTA USER     © Quota Management   © Policies   © Atues   © Clear Spooler Job   © Print Job Convert   O Other Policies   © Server Conricouration <	🗞 Devices	<	LIST	Q1 ×							
PINITING POLICIES   Quoda Management   Policies   Rules   Clear Spooler Job   Print Job Convert   O ther Policies   O ther Policies   SERVER CONINGURATION <	Subsers and Groups	۲ (									
Policies   Clear Spooler Job   Clear Spooler Job   Print Job Convert   O ther Policies   O ther Policies   Stever ConvicuumAtion   Stever Convicu	PRINTING POLICIES	~	QUOTA	USER							
Rules   Clear Spooler Job   Print Job Convert   O Chter Policies   O Chter Policies   O Chter Policies   Struce Connectors   Connectors	葦 Quota Management		List								
Rules       Selection Mode: #Jel/A       Selection Hel/A       Selection Mode: #Jel/A <td></td> <td></td> <td>Advanced Se</td> <td>arch</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>+</td>			Advanced Se	arch							+
Clear Spooler Job         P Init Job Convert         O Other Policies         Conter Convicuration         Convert         Data         Convert         Data         Convert         Data         Data         Convert         Data         Data         Convert         Data         Data         Convert         Data	തീ Rules		Advanced Se	arch							
Pinit Job Convert       Image: Convert of the Policies       Imag	🗘 Clear Spooler Job										980
• SERVER CONFIGURATION         • Server Configuration<	Print Job Convert		¢\$	Instance	FullName	Username	Grupo Name	Mono Remain\Limit	Color Rem	ain\Limit	
Structure Conflicture Attion       Connectores       CristovãoOliveira       CristovãoOliveira       Unassigned       89,00/100,00       92,00/100,00         Showing 1 to 3 of 3 entries       Show 10 • entries       Previous       1       Next			2 13	7	JoãoFernandes	joao.fernandes	Unassigned	89,00/100,00	92,00/100,	00	
CONNECTORS Connectors Cristovacoliveira cristovacoliveira Unassigned 89,00/100,00 92,00/100,00 Previous 1 Next			2 13	8	Admina	admin	Unassigned	87,00/100,00	90,00/100,	00	
Showing 1 to 3 of 3 entries Show 10 v entries Previous 1 Next	SERVER CONFIGURATION		2 13	9	CristovãoOliveira	cristovao.oliveira	Unassigned	89,00/100,00	92,00/100,	00	
OCR CONFIGURATION	Connectors	<	Showing 1 to 3 of	3 entries		Sho	ow 10 v entries			Previous	1 Next
	OCR CONFIGURATION										
DOCUMENTS <											

Fig. 227 – User quota instance.

# POLICIES

### PERMISSIONS

In policies, you have the ability to define application permissions and working modes "Policies", you can increment permissions "OR" or you can have the conjugation of the permissions "AND".

To create or define standard permissions just use the follow steps :

- 1. Select policy type permission
- 2. Select the operation AND/OR
- 3. Specify a name for the permission

sendys			🌲 🔤 ?	🚨 admin
🚳 Dashboard	名 Edit Policy	E Save	) Delete	X Cancel
🗞 Devices <	LIST SSD ×			
👑 Users and Groups 🛛 🔇				
PRINTING POLICIES Y	DETAILS PERMISSIONS PRINT POLICES ASSIGNMENT			
荘 Quota Management	Policy Type			
C Policies	Rules — Permissions			
🙆 Rules 🗘 Clear Spooler Job	Operation			
<ul> <li>Print Job Convert</li> </ul>	and O- or			
Other Policies	Name (*)			
SERVER CONFIGURATION <	ssd			
Connectors <	Enable			
OCR CONFIGURATION				
DOCUMENTS <				

Fig. 228 – Policies permissions based.

- 4. Click on Permission tab
- 5. Specify the permissions that you need to have



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n Bassingard	֎ Edit Policy	i i i i i i i i i i i i i i i i i i i	3	X
🚯 Devreus	UST SSD ×			
WUSERS AND GROUPS				
PROFINE POLICIES	DETAILS PERMISSIONS PRINT POLICES ASSIGNMENT			
	Print			
C Policies	Me			
	Kome Tolder			
	Factorer Factorer			
	Google Drive			
DOCUMENTS				
S REPORT	OneDrive for Business			
A WARNING & LOG	Yondex			
	Sondys BPM			
So ALIONIA	Output Manager			
and officers	Netīdirī			
	Flex Connector			
	Cobehalf			
	Card Registration			
	Share Document			
	Edit User Settings			
	Document Diptorer			
	Uplead Documents			
	User Config			
	User Statistics			
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Fig. 229 – Policies permissions tab.

On **Permission** tab, <u>accessible on Adding or Editing user</u>, the access on platform for content can be managed. Administrator can define if the selected user has or not <u>access to connectors or actions on the printers and platform portal</u>. To change the options only need to turn on/off the switch on the pretended option.

**Note:** The connectors and actions available depends on some configurations, the license used on installation or/and the printer device type.

- 6. Click on Print Policies tab
- 7. Specify the Policies that you need to have

🔊 sendys	≡ •	2 <sup>0</sup> ?	🛔 admin
B DASHBOARD	An Edit Daliay	Ē	×
🖧 Devices 🔷	LIST SSD <sup>H</sup>		
👑 USERS AND GROUPS 🔷			
PRINTING POLICIES	DETAILS PERMISSIONS PRINT POLICES ASSIGNMENT		
≅ Quota Management ❹ Policies	Save Printed Documents		
Rules	Work with Suggested Cost		
	Force Suggested Cost		
	Create Preview		
SERVER CONFIGURATION	Calculate Coverage		
CONNECTORS	Restrict to Working Scheduler		
OCR CONFIGURATION	Copy Color Color		
DOCUMENTS <	Release All on LDAP login		
C REPORT	Enforce Duplex		
A WARNING & LOG	Enforce Mono Selection		
a, License	Enforce Duplex Selection		
🗞 Alidata 🔇			
	Copyright © 2015-2016. All rights reserved.	Version	2.3.0.7116

Fig. 230 – Policies Print Policies tab.

On **Print Policies**, <u>accessible on Adding or Editing user</u>, some policies can be defined for the selected user. To activate or deactivate use the switches.



Name	Details
Saved Print Documents	Enable/disable the option to save a document after print (History option).
Work with Suggested	Enable/disable the option that the platform sends an email to the user suggesting a
Cost	printer where print job is cheaper.
Force Suggested Cost	Enable/disable the option where forces a print job to be on print where the print job is more cheap, between compliant devices (devices are defined as compliant when they have the same Queue Name located on Printers/MFP's menu). Depending on <b>Minimum</b> <b>Redirect Volume (page)</b> located on Print Policies -> Other Policies and also the group <b>Restriction Configuration</b> for Location.
<b>Create Preview</b>	Enable/disable the option to create preview of the documents.
Calculate Coverage	Enable/disable the option that user jobs are used on calculations/statistics.
<b>Restrict to Working</b>	Enable/disable the option to work with Scheduler. The Scheduler option can be
Scheduler	configured on Printing Policies on Other Policies tab.

Table 31 - Printer Details

## 8. Click on Assignment tab

9. Assign the permissions to Users/Groups/Roles/Devices

sendys	E		<u>م</u>	2 <b>.</b> s	🛔 Admin
🚳 Dashboard	🕫 Edit Policy	E) Save	đ Del		X Cancel
🗞 Devices 🔍 <	LIST PERMISSÕES				
The service of the se	DETAILS PERMISSIONS PRINT POLICIES ASSIGNMENT				
PRINTING POLICIES Y					
₽ Quota Management	Users				
Policies	4				
🙆 Rules 🗘 Clear Spooler Job	Printers				
Clean Spooler Job	8				
<ul> <li>Other Policies</li> </ul>	Roles				
SERVER CONFIGURATION <	•				
Connectors <	Groups				
OCR CONFIGURATION	*				
DOCUMENTS <					
🔅 Report 🛛 <					
▲ WARNING & LOG <					
4 LICENSE					

Fig. 231 – Assign policies permissions.

10. Click "Save"



# RULES BASE POLICIES

On this view we have the possibility to assign one rules to several objects.

- 1. Click on **Printing Policies**.
- 2. Click on Policies.
- 3. Make the required configuration.

sendys 🔊	■	•	_	? 👗 ADMIN
💑 Dashboard	New Policy		E Save	X Cancel
& Devices				
🖀 USERS AND GROUPS 🛛 🤇	RULES ASSIGNMENT			
PRINTING POLICIES	· · · · · · · · · · · · · · · · · · ·			
Quota Management     Print Job Convert	Name (*) New Policy			
伯 Policies 교 Rules Clear Spooler Job	Enable Enable Rules			
Other Policies     Server Configuration	Rules ★ @1 0 → ↔ New Rule			
CONNECTORS	+ Add			
C REPORT				
A WARNING & LOG				
a License				
🗞 Alidata 🔷				
	Copyright © 2015-2016. All rights reserved.			Version 2.1.0.5588

Fig. 232 - Policies overview

4. Assign the Policy to the desired elements.

sendys	Ξ	2 <sup>1</sup> ?	🛔 ADMIN
🏙 Dashboard		E) Save	× Cancel
🗞 Devices 🗸			
警 USERS AND GROUPS 🛛 <	RULES ASSIGNMENT		
PRINTING POLICIES			
華 Quota Management ≡ Print Job Convert	Vsers  TestSendys1 [ratSendys1] ×		
연] Policies	Queues		
🐼 Rules 🗘 Clear Spooler Job	GpoolerQueue_0 ×		
<ul> <li>Other Policies</li> </ul>	Roles		
SERVER CONFIGURATION <	•		
CONNECTORS <	Groups		
OCR CONFIGURATION			
DOCUMENTS <			
😍 Report 🛛 <			
A WARNING & LOG <			
a License			
🗞 Alidata 🤇			
	Copyright © 2015-2016, All rights reserved.	Vers	ion 2.1.0.5588

Fig. 233 - Policies overview

5. Click on "Save".



—							
sendys	=				<b>A</b> 7		ADMIN
🝘 Dashboard	4 Policies			New Policy	📋 Delete	Po	<b>i≣</b> Nicy Order
🗞 Devices 🗸	LIST						
曫 USERS AND GROUPS 🛛 <						-	+
PRINTING POLICIES Y	Advanced Search		Selection Mode: 🗮 / 🎟 / A	Select: All / None /	Inumro 🖈		
	© Name		Enable	select Aut Holle	inverse ma		1
	New Policy			~			
연 Policies 레 Rules	New Policy 1			×			
	Showing 1 to 2 of 2 entries	Show 10 v entries			Previous	1	Next
SERVER CONFIGURATION <							
CONNECTORS <							
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A WARNING & LOG <							
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🗞 Alidata <							
	Copyright © 2015-2016. All rights reserved.				Ve	rsion 2	.1.0.5588

Fig. 234 - Policies overview





# RULES

On this view we have the possibility to configure rules. Those rules will then be applied on the **Policies**.

- 1. Click on **Printing Policies**.
- 2. Click on Rules.
- 3. Make the required configuration.

sendys	=	٠	<b>_</b> 2	? 💧 ADMIN
B DASHBOARD	🖻 New Rule		🖺 Save	X Cancel
🗞 Devices 🗸				
📽 Users and Groups 🛛 <	Name (*)			
PRINTING POLICIES Y	Rule Name			
₩ Quota Management             ■ Print Job Convert             ♥ folicles             ■ Print Job Convert             ♥ folicles             ■ Rules             ♥ Convectors             ♥ Other Policles             ♥ Other Policles	Filter Type (*)       Color       Conversion       Action (*)       Upler       Bedirect       Print			
	Copyright © 2015-2016. All rights reserved.			Version 2.1.0.5588

Fig. 235 - Rules overview

4. Click on "Save".

sendys explorer	≡						? 🛔 ADMIN
🚯 Dashboard	Rules					New Rule	) Delete
🗞 Devices	LIST						
替 USERS AND GROUPS	Advanced Sea	arch					+
PRINTING POLICIES					Selection Mode: 🗮 / 🎹 / A	Select: All / None / Inverse	
	o:	Name	Filter	Constraint	Value	Action	Conversions
		New Rule	Color			Continue	@0 ≓⊖
伦 Policies 國 Rules	- <mark>/</mark> 8	New Rule 1	All Files			Print	@0≓⊖
Clear Spooler Job	Showing 1 to 2 of 3	2 entries		Show 10 v entries		Previou	s 1 Next
CONNECTORS OCCR CONFIGURATION DOCUMENTS REPORT Marshing & Loc Qu License ALIDATA							
	Copyright © 2015	5-2016. All rights reserved.				v	ersion 2.1.0.5588

Fig. 236 - Rules overview



# CLEAN SPOOLER JOB

This view is used to control the documents on queue on the Spooler. Is possible to control Spooler Jobs and way they work, using parameters like date and work on <u>History documents</u>, <u>Scanned documents and Spooler documents</u>.

On the upper menu we have the button options to Save and Cancel.

Another button option is the **Clean Spooler** and is used to clear all the documents in queue on Spooler Job. These documents will be marked as to be deleted and moved to the Spooler History. <u>These documents are only marked to be deleted but they are not deleted form the applications folders.</u>

For that, the administrator needs configure the schedule for each Spooler so the documents can be automatically deleted with routines services. With this options activated and configured we have the possibility to clean documents.

On this table are presented the configurations to control the three types of spoolers on the platform:

Name	Details
Enable	Enable/disable the option to work with clean spooler job.
Spooler Hold Period (H)	Defines the interval (Hours) of time that the schedule would not affect the Spooler documents.
History Hold Period (H)	Defines the interval (Hours) of time that the schedule would not affect the History Spooler documents.
Scanner Hold Period (H)	Defines the interval (Hours) of time that the schedule would not affect the Scanned documents.
Start date	Defines the date where this scheduler starts to woks.
Delete hour	Defines the hour that the scheduler service is activated.
Day Switches	Defines the days of the week that the scheduler service will work to clean the deleted files.



## PRINT JOB CONVERTS

- 1. Click on **Printing Policies** menu.
- 2. Click on Print Job Convert menu

This view shows the list of the print convert actions that the server uses. If the Administrator needs a to force some conversion this is the place where they can be generated and edited. On the list, we already have one print job convert (**EnforceMono\_OKI\_Universal\_pcl5**), that is configured during the installation. This convert can be used to force a job to be converted on Mono. This can be viewed as an example for future new conversions to be applied.

Click on New button to insert a new print job converts or Edit button to edit an existing one.

Name	Details
Name	Name of the Print Job Convert.
Print Option	Select the type of print option for conversion.

sendys		4		🐣 ADMIN
🚳 Dashboard	■ Print Job Converts	C New		<b>₽</b> Remove
🗞 Devices <	LIST			
警 USERS AND GROUPS 💦 🔇	Advanced Search			+
PRINTING POLICIES Y	Selection Mode: # / ## / A Select: All / None /	Inverse 🕯	Ł @	
幸 Quota Management	OS Name			
■ Print Job Convert ④ Policies	EnforceMono_OKI_Universal_pcl5			
	Showing 1 to 1 of 1 entries Show 10 v entries	Previous	s 1	Next
SERVER CONFIGURATION <				
Connectors <				
OCR CONFIGURATION				
DOCUMENTS <				
C REPORT <				
▲ WARNING & LOG <				
a License				
🗞 Alidata <				
	Copyright © 2015-2016. All rights reserved.	v	ersion	2.1.0.5588

Table 32 - Print job converts details

Fig. 237 - Print job convert overview

After this configuration we need to Add operations so the print conversions work properly. On **Operation** configurations:

Name	Details
Name	Name for the operation.
Search Pattern	Insert the Regex code to use as a search pattern.
Replacement	Insert the Replacement expression.



# **Operation Type**

Insert the Operation type to work.

Table 33 - Print job convert operation

Use the button **Add** to add new the operations. There is the possibility to add more than one operation.

Click Save to save the configurations or Cancel. User button Delete to delete the Print Job Convert.

E X Save Cancel
•
Version 2.1.0.5588

Fig. 238 - New print job convert



# OTHER POLICIES

On this view we have the possibility to configure some other simply aspect.

- 1. Click on **Printing Policies**.
- 2. Click on Other Policies.

The Save buttons and Cancel works the same way as always for both views.

On Work Schedule tab we can define the work time or the period to work with printing jobs weekly.

sendys	≡ <b>* ? ▲</b> ADMIN
🚳 Dashboard	Other Policies     Swe Center
🗞 Devices 🗸	WORK SCHEDULE OTHERS
👑 Users and Groups 🛛 🔇	
PRINTING POLICIES Y	Other Policies
幸 Quota Management ≡ Print Job Convert	Sunday Monday
Print Job Convert	Tuesday Wednesday
	Thursday
	Friday Saturday
O Other Policies	
SERVER CONFIGURATION <	
CONNECTORS <	
OCR CONFIGURATION	
DOCUMENTS <	
🚱 Report 🛛 <	
A WARNING & LOG <	
a License	
🗞 Alidata 🧹	
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Fig. 239 - Other Policies

On **Others** tab we can configure the options that the platform will redirect a print job considering the job page number.

Defining the Minimum Redirect Volume (page) that will make a printing job to be redirected to a more economic printer.

Defining the **Delete Suspended jobs**, we define the action to take when the printing jobs are suspended. On this case selecting **Delete**, they will be deleted if they pass to the delete condition.



sendys	E	•	<b>_</b>	? 🔺 admin
🍘 Dashboard	O Other Policies		🖪 Save	× Cancel
🗞 Devices <	WORK SCHEDULE OTHERS			
👹 Users and Groups 🛛 🔇	Pulata Sumandad lata (MCTuo MRTuo FCTuo FCTuo FCTuo)			
PRINTING POLICIES ~	Delete Suspended jobs (MC7x0, MB7x0, ES71x0, ES94xx, ES91xx)           Image: Suspended jobs (MC7x0, MB7x0, ES71x0, ES94xx, ES91xx)			-
莘 Quota Management ௴ Policies	Quota Work Mode			
 மி Rules	Disable Zero Quota on Logout			•
Clear Spooler Job	QuotaType			
<ul> <li>Print Job Convert</li> <li>Other Policies</li> </ul>	Color			
SERVER CONFIGURATION <				

Fig. 240 - Other Policies Delete print Jobs

Quota type is defined in only one place

Color

Volume

Value



### DATA LEAK PREVENTION

Data leak prevention was created to help customers to be more compliant with GDPR regulation. On this section of the application we can make configuration about company internal policies and with this definition help the company track the process and track the paper documents.

#### When did GDPR come into effect?

The GDPR was approved and adopted by the EU Parliament in April 2016. The regulation took effect after a two-year transition period and, unlike a Directive, did not require any legislation to be passed by government. GDPR came into force on 25th May 2018.

#### Who does the GDPR affect?

The GDPR not only applies to organizations located within the EU but also applies to organizations located outside of the EU if they offer goods or services to, or monitor the behaviour of, EU data subjects. It applies to all companies processing and holding the personal data of data subjects residing in the European Union, regardless of the company's location.

#### What constitutes personal data?

The GDPR applies to 'personal data', meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organizations collect information about people.

#### What are the penalties for non-compliance?

Organizations can be fined up to 4% of annual global turnover for breaching GDPR or €20 Million.

#### What will happen to companies that have missed the deadline?

If the GDPR deadline has been missed, it is imperative the business in question acts urgently to become compliant. Demonstrating strong data rights management is important to both customers and employees; they should understand why the data is collected and how it is handled on a legal basis. Current business data processes need to be looked at as an immediate priority so that the company doesn't risk non-compliance penalties.

<ul> <li>sendys</li> </ul>	=	•	? 🔺 JOAC	FERNANDES
B DASHBOARD	Data Leak Prevention		E New	O Config
🚳 Devices <	DATA LEAK PREVENTION DICTIONARY ARCHIVE CONFIG $\times$			
USERS AND GROUPS <	Advanced Search			+
PRINTING POLICIES Y	Auvanced Scarch	Stelection Woder 100 / A Selects All	/None/Inverse ±	
포 Quota Management	O <sup>0</sup> Name			
රු Policies ලී Rules	Contractos			
Clear Spooler Job	Dados Pessoais			
Print Job Convert O Other Policies	Showing 1 to 2 of 2 entries	Show 10 • entries	Previous	1 Next
Data Leak Prevention				
SERVER CONFIGURATION <				
CONNECTORS C				
OCR CONFIGURATION				
G Report <				
A WARNING & LOG K				
4 LICENSE				
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	Copyright © 2017. All rights reserved.		Vers	ion 3.0.0.8511



Fig. 241 – Data Leak Prevention.

# ARCHIVE

Create names for archives on the system in order to help you follow up where the paper documents are store on the company.

- 1. Click on **Print Policies**
- 2. Click on Data Leak Prevention
- 3. Click on Archive tab

Sendys			🌲 📍 🎍 JOAD,FERNANDES
2 DASHBOARD	Data Leak Prevention		Die Carrig
💩 Devices 🗸	DATA LEAK PREVENTION DICTIONARY ARCHIVE		
👹 USERS AND GROUPS 🛛 <	Advanced Search		+
PRINTING POLICIES Y	Advanced Search		T Selection Mode: 🎟 / 🎟 / A Select: All / Nume / Inverse 📩 👁 🖄 📿
空 Quota Management	0° Name	Reference	Туре
연 Policies 위 Rules	Arquivo da Administração	Arguitro 1 - Pasta 4	Private
Clear Spooler Job	Arquivo Recursos Humanos	Arquirio 1 - Pasta 2	Private
E Print Job Convert	Showing 1 to 2 of 2 entries Show	10 • entries	Previous 1 Next
O Other Policies			
Data Leak Prevention			
SERVER CONFIGURATION <			
CONNECTORS <			
OCR CONFIGURATION			
DOCUMENTS C			
C REPORT <			
A WARNING & LOG			
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Fig. 242 - Data Leak Prevention Archive.



### ADD/EDIT

- 10. Click on Print Policies
- 11. Click on Data Leak Prevention
- 12. Click on Archive tab
- 13. Click on New to add or Pencil to edit.
- 14. Insert a Name
- 15. Select a Location
- 16. Insert a Reference
- 17. Insert a Type
- 18. Insert a **Objective**

This information will help you track where the paper is after the document assign to the specific DLP policy.

sendys	•	٨	? 👗 JOAO.FERNANDES
🚳 Dashedard	Archive     Archive	E Seve	🖹 🗙 Delete Cantel
🗞 Devices <	DATA LEAK PREVENTION DICTIONARY ARCHIVE ARQUINO DA ADMINISTRAÇÃO		
USERS AND GROUPS C			
PRINTING POLICIES Y	Name (*) Arguno da Administração		
포 Quota Management 연1 Policies	Lection		
Rules	Unassigned-0 (Unassigned)		*
Clear Spooler Job	Reference (*) Type (*) Objective (*)		
Print Job Convert O Other Policies	2 Arquivo 1 - Pasta 4		
Data Leak Prevention	Comment (*)		
SERVER CONFIGURATION <	Contractos de trabalho		
CONNECTORS <			
OCR CONFIGURATION			
DOCUMENTS <			
C REPORT C			
A WARNING & LOG <			
a LICENSE			
🗞 Alidata <			
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Fig. 243 - Data Leak Prevention Archive.



# CONFIG

Configuration section is where you define the user policy agreement, where you define how you handle the data on the system and if the user needs to accept the document management policy or if you already have that on other internal company policy.

To define user agreement policy :

- 1. Click on Print Policies
- 2. Click on Data Leak Prevention
- 3. Click on **Config**
- 4. On Application User Policy Tab
- 5. Define User is Unable to Login Before Policy Agree (Enable/Disable)
- 6. Define Enable User Policy Request (Enable/Disable)
- 7. Define Enable User Deletion Request (Enable/Disable)

■ Sendys					
	Config			(5) (10)	M Canad
	DATA LEAK PREVENTION EXCITONARY ARCHIVE CONFIG				
📾 Persona Pouces 💦 👻	APPLICATION USER POLICY DOCUMENT PROCESSING				
	User Is Unable to Login Before Policy Agree Enable User I	ticy Request	Enable User Deletion Request		
	Application User Policy				
	Application ther Policy				
		a – z.			25
Data Leak Provention	[option] User is Unable to Login Before Policy Agree				
	<ul> <li>Upon agreeing the user will have access to the portal and printer.</li> <li>Upon disagreeing the user will not have access to the portal and printer. The admin then can edit the</li> </ul>	user details to socials have so be can being and accord the according			
	[Template] This is a template for the the user pelicy :				
Report C	Personal Data				
	Sendys Explorer will collect personal data for the following purposes: • Your first name and last name will be used to identify you inside the portal.				
A WARKING & LOG <	<ul> <li>Combination of username and password for authentication.</li> </ul>				
	<ul> <li>Your small is used for matrications and being able to scan documents into your mathem.</li> <li>Your fax is used to send documents into your fax.</li> </ul>				
& Лиокта <	<ul> <li>All documents, printed, scanned and uplcaded, will be stored to be processed and displayed.</li> </ul>				
	Document Processing				
	Depending on your administration policy: • Delete documents after print/release				
	<ul> <li>Delete pending documents after a time (clear specier jobs)</li> </ul>				
	Anonymize document's fields (data leak prevention/hules)     User can delete all submitted documents				
	<ul> <li>Scarned documents can be deleted after integration (server configuration/application settings/scar</li> <li>All data related with printed/scarned/oppi documents like document name, program, or source, fil</li> </ul>				
	<ul> <li>All data related with printed/carried/capy documents like document name, program, pc source, fill         <ul> <li>When a user is deleted, all document information is kept on the system and associated with</li> </ul> </li> </ul>		r are stored in the system.		
	Consent				
	By agreeing to this data policy you are giving us the permission to process your periodial data specifically f	the purpose identified. Consert is required for Sendys Explorer to process yo	r personal data, but it must be explicit given.		
	Vournay withdraw consent at any time by requesting for deletion of your account. At that point all your da	, stored on our application, will be deleted.			
	Disclosure				
	Sendys Explorer will not pass on your information to third parties.				
					~
	Copyright © 2017. All rights reserved.			Vers	fon 2.0.0.8511

Fig. 244 - Data Leak Prevention User Policy.

### 8. On **Document** Tab

### 9. Define Fields to be use on DLP Processing

- a. Filename
- b. Cost Center
- c. PC Name
- d. IP Client
- e. File Type
- f. Scan Settings
- g. Process State

### 10. Define Fields to be use on Anonymize Processing

- a. Filename
- b. Cost Center
- c. PC Name
- d. IP Client
- e. File Type





- f. Scan Settings
- g. Process State

sendvs	=			🜲 🕴 👗 JOAOJFERMANDES						
DASHEOARD	• Config	Config								
🗞 DENICES <	DATA LEAK PREVENTION DICTIONARY ARCHIVE C	ONFIG <sup>32</sup>								
TUSERS AND GROUPS										
T PRINTING POLICIES Y	APPLICATION USER FOLICY DOCUMENT PROCESSI	16								
3E Quota Management	Fields to Use on DLP Processing									
名 Policies	Filename	Cost Center	PC Name	IP Cliente						
Rules  Clear Spooler Job										
Crean spooler Job     E Print Job Convert	File Type	\$can \$ettings	Process State							
O Other Policies										
Duta Leak Prevention	Fields to Use on Anonymize Processing									
SERVER CONFIGURATION C	Filename	Cost Center	PC Name	1P Cliento						
	File Type	Scan Settings	Process State							
OCR CONFIGURATION										
DOCUMENTS <										
🖨 REPORT 💦 🤇										
A WARNING & Loc <										
A. LICENSE										
🗞 Alionta <										
	Copyright © 2017. All rights reserved.			Version 3.0.0.8511						

Fig. 245 - Data Leak Prevention Config Fields.

- 11. On Processing Tab
- 12. You can define print document cover for Copy/Print/Scan documents and process the specified fields to make the documents available on DLP Documents section.

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		Version	Werdon 3.0.03

Fig. 246 - Data Leak Prevention Processing actions.



## DICTIONARY

Dictionaries for Data Leak Prevention are set's of keywords that can be pick from processed fields and assign the documents to a specific Data Leak Prevention policy.

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🚳 Dashedard		¢ site
🗞 Devices 🤇	DATA LEAK PREVENTION DICTIONARY ARCHIVE	
W USERS AND GROUPS <	Advanced Search	+
PRINTING POLICIES Y		
	0¢ Kame	
	Contractory	
	Codes Pessoas	_
	Showing to 2 of 2 extrus Show 10 = • entries Previous 1	Next
Other Policies     Data Leak Prevention		
SERVER CONFIGURATION C		
OCR CONFIGURATION		
DOCUMENTS <		
C REPORT <		
A WARNING&LOG <		
🗞 Alidata 🤇		
	Cepyright © 2017. All rights reserved. Version 3.0.	.0.8511

Fig. 247 - Data Leak Prevention Dictionary.

# ADD/EDIT

- 1. Click on Print Policies
- 2. Click on Data Leak Prevention
- 3. Click on **Dictionary tab**
- 4. Click on New to add or Pencil to edit.
- 5. Insert a Name
- 6. Insert Word's/Keywords one per line

sendys			0t 💧 🕈	AO.FERNANDES
🚯 DASHBOARD	Edit Dictionary	E) Sava	1 Deate	X Cancel
🗞 Devices 🔇	DATA LEAK PREVENTION DICTIONARY ARCHIVE CONTRACTOS			
USERS AND GROUPS 4				1
PRINTING POLICIES Y	Name (*) Contractos			
좌 Quota Management ② Policies	Words (*)			
ල Policies ඕ Rules	1 Contractos 2 Contratos			
Clear Spooler Job	a University 3 Contrato 4 contrato			
Print Job Convert      Other Policies	5 Indeterminado 6 trabalho			
Data Leak Prevention				
SERVER CONFIGURATION <				
Connectors (				
OCR CONFIGURATION				
DOCUMENTS C				
C REPORT C				
A WARNING & LOG				
4, LICENSE				
🚳 Alidata 🤇				
	Copyright 6 2017. All rights reserved.		Ve	rsion 3.0.0.8511





# ADD/EDIT DLP POLICY

- 1. Click on Print Policies
- 2. Click on Data Leak Prevention
- 3. Click on Click New to add or Pencil to Edit
- 4. Insert a Name
- 5. Select a **Dictionary**
- 6. Select a Archive
- 7. Enable/Disable Delete After Print
- 8. Enable/Disable Anonymize
- 9. Specify the time that the document should be hold before notifying the user to destroy the physical document in paper **Time to Notify**
- 10. Specify **other time period** if none of the above is OK
- 11. Specify the type of notification and the person that should receive it
- 12. Specify the message to be send on notification

sendys		=															¢.	°	a a	MO.FERNANDES
🚳 Dashboard		₪ N	ew																E Save	X Cancel
🗞 Devices	< -	DAT	TA LEAK PRI	VENTION	DICTIC	NARY	ARCHIVE	E	NEW ×	CONF	IG <sup>×</sup>	NEW	×							
警 USERS AND GROUPS	۲ (																			
E PRINTING POLICIES	~	Name (	*)																	
		Diction																		
අ Policies ඕ Rules			ary																	
🐵 Rules		Archive																		
																				-
Data Leak Prevention			s to Exec	ite																
SERVER CONFIGURATION	<	_	After Print					Ar	nonymize											
CONNECTORS	<	Alert A	ctions -					C												
OCR CONFIGURATION			Notify (*)																	
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▲ WARNING & LOG	<	AlertTy	no (#)																	*
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																				^
		Copyrigh	t © 2017. A	ll rights re	served.														Ve	rsion 3.0.0.8511

Fig. 249 - Data Leak Prevention Dictionary.

### SERVER CONFIGURATIONS



This section is related with server configurations that are important to have a special attention so the platform works properly fine. Many of this configurations are done on installation but it is recommended to confirm if they are correct. The next points will describe each one of them.

APPLICATION SETTINGS

## APPLICATION CONFIG

On this menu we can configure important content about the SENDYS Explorer Output Manager.

- 1. Click on Server Configuration > Application Settings.
- 2. Click on List > Application Config.

sendys		🌲 📍 🛔 ADMIN
🍄 Dashboard	< Application Settings	
🗞 Devices 🗸	LIST	
🐮 USERS AND GROUPS 🛛 <	C Q Name	
PRINTING POLICIES K	Application Config	
SERVER CONFIGURATION Y	Email Documents to SENDYS Explorer	
Application settings     Processes     Processes     Application settings     Processes     Server List     Connectors     OCR Connectors     OCR Connectors     OCR Connectors     Conneconsecuents     Connectors     Connector	Showing 1 to 2 of 2 entries	Previous 1 Next
🗞 Alidata 🧹	Copyright © 2015-2016. All rights reserved.	Version 2.1.0.5588

Fig. 250 - Application Settings



### APPLICATION

- 1. Click on Application Config.
- 2. Click on Application

sendys	≡	<b>4</b> ?	🚨 ADMIN
🔁 Dashboard		E iave	X Cancel
🗞 Devices			
Musers and Groups	c		
PRINTING POLICIES	APPLICATION NETWORK FTPCONFIG PRINT SCAN OTHERS		
SERVER CONFIGURATION	Personalized logo link		
Application settings	lib/css/Image/OKI_RGB.png		
Directory Service	SENDYS Explorer Style		
	0 Metro Blue		-
CONNECTORS	Administrator Email		
OCR CONFIGURATION	Administrator@okidemo.local		
	SENDYS Explorer base path		
DOCUMENTS	C\inetpub\ftproot\SendysExplorer\		
🕒 REPORT	< Users PIN digit Length		
A WARNING & LOG	< 4		<b>^</b>
a License	Service Timer (Minutes)		
🗞 Alidata	60		*
	Currency format		
	0.0000 €		
	Date format		
	dd/mm/yyyy		
	Time format		
	HH:mm:ss		
	Check System Status Alert		
	Copyright © 2015-2016. All rights reserved.	Ver	sion 2.1.0.5588

Fig. 251 - Application Settings

3. Make the required configuration.



Name	Details						
Personalized logo link	You could set the path for a custom logo Image <sup>2</sup>						
SENDYS Explorer Style	The application has several color schemes. You can select the most convenient based on your preferences.						
Administrator Email	You could set the email of the system administrator.						
SENDYS Explorer base path	This is the base application path.						
Users PIN digit Length	Number of digits for user PIN, by default is 4						
Service Timer (Minutes)	This is the time interval used on schedule tasks.						
Currency format	You could define the most convenient format for the currency.						
Date format	You could define the most convenient format for the date.						
Time format	You could define the most convenient format for the time.						
Check System Status Alert	Enable this option to receive alerts when exist some failure on SENDYS Explorer Table 34 - Application Details						

By default, the logo for the application will be:

ī



Fig. 252 - Default Image Logo

<sup>&</sup>lt;sup>2</sup>Please note that the logo image should not be bigger than 120 x 45 px



### NETWORK

- 1. Click on Application Config.
- 2. Click on Network

sendys	≡	<b>\$</b> ?	📥 ADMIN
🍘 Dashboard		🖺 iave	X Cancel
🗞 Devices 🗸 🤇	LIST APPLICATION CONFIG		
嶜 USERS AND GROUPS 🛛 🔇	APPLICATI NETWORK FTPCONFIG PRINT SCAN OTHERS		
PRINTING POLICIES <	Server IP Address or HostName		
SERVER CONFIGURATION Y	192.168.0.20		
Application settings			
營 Directory Service	HTTP Server port		^
	50091		~
CONNECTORS	Event Application Port		^
OCR CONFIGURATION	8920		~
	Base server port for scanned files reception		
DOCUMENTS <	8080		<u>^</u>
🖨 REPORT 🗸 🤇	Internal LDAP Port		
A WARNING & LOG <	389		<b>~</b>
a, License	Base server port for virtual queues		
🗞 Alidata 🗸	10200		~
	Copyright © 2015-2016. All rights reserved.	Versio	n 2.1.0.5588

Fig. 253 - Network Settings

3. Make the required configuration.

Name	Details
Server IP Address or Hostname	This IP address (or Hostname) is used to all the application and is defined in the installation process.
HTTP Server port	This is the default web application access port, by default it is defined as 50091.
Event Application Port	This is the default events port, by default it is defined as 8920.
Base server port for scanned files reception	<ul> <li>Each device that supports WSD Scan needs a port to transfer scanned files to SENDYS</li> <li>Explorer server. The base server port for scan defines the lower port to be used.</li> <li>Each device will use a simple algorithm to calculate its unique port (base port + device ID).</li> <li>e.g. 8080 defined as base port means (device 1 -&gt; 8081, device 2 -&gt; 8082,).</li> </ul>
Internal LDAP Port	This is the default port for internal LDAP, by default it is defined as 389.
Base server port for virtual queues	For each queue created on SENDYS Explorer, it will be created a new port on windows. The <b>base server port for queues</b> defines the lower port to be used. Each device will use a simple algorithm to calculate its unique port (base port + device ID). e.g. 10200 defined as base port means (device 1 -> 10201, device 2 -> 10202,). Table 35 - Network Details



SAP PRINT

- 1. Click on Application Config
- 2. Click on SAP Print.

sendys	•	🔺 👌 7	ADMIN
🙆 DASHEGARD	✓ Application Settings	E.	× Cancal
🗞 Dewces 🗸	LIST APPLICATION CONFIG	6474	Carton
USERS AND GROUPS			
E PRINTING POLICIES K	APPLICATION NETWORK SAPPRINT FTP PRINT SCAN OTHICRS SECLIENTE		
	Queue Name		
SERVER CONFIGURATION      Y	common.comfgi.SpQueueName		
Application settings Directory Service	Enable SE Cliente		
	Enable ZAP Prister		
DOCUMENTS <	Print Queue Mado		
🚯 REPORT 🛛 <			
A WARNING BLOG	Port 300		<b>*</b>
			*
	Prister Name SAPProter		
🗞 Alibala. 🤇	Default User Id		
	Instrumed lastName3 (prop losename.)		- C
	UserHame Regox Expression		
	Doc Name		
	Regist Repression		
	Regio Dorenian		
	Default		
	SIP Document		
	Doc IP		
	Bregex Expression		
	Rego: Expression		
	Default		
	Default		
	Doc PC Name		
	Regex Expression Regex Expression		
	Default		
	Detail		
	Doc Pages		
	Regex Expression		
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	Default		
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	Dec Color		
	Begax Expression		
	Regis Expression		
	Default		*
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	Doc Paper Size		
	Report Expression		
	Neger trapestion		
	Default		
	Copyright 8 2017. All rights reserved.	Vers	on 3.0.11.8882

Fig. 254 – SAP Print Settings

- 3. Make the required configuration.
- 4. Click Save.



FTP

- 1. Click on Application Config.
- 2. Click on FTP

sendys	=	•	?	å admin
🚳 Dashboard	< Application Settings	E Save		X Cancel
🗞 Devices	LIST APPLICATION CONFIG			
🖉 Users and Groups	APPLICATI NETWORK FTPCONFIG PRINT SCAN OTHERS			
PRINTING POLICIES				
SERVER CONFIGURATION	Username WIN-GZNUN7NIABM/Administrator			
Application settings	Password			
<ul> <li>Birectory Service</li> <li>Server List</li> </ul>				ø
CONNECTORS				
OCR CONFIGURATION				
G REPORT				
A WARNING & LOG				
<b>a</b> License				
🗞 Alidata				
	Copyright © 2015-2016. All rights reserved.		Version	2.1.0.5588

Fig. 255 - FTP Settings

3. Make the required configuration.

Name	Details
Username	User for FTP authentication.
Password	Password for the above user.

Table 36 - FTP Details



PRINT

- 1. Click on Application Config.
- 2. Click on **Print**

- sendys		4 7	ADMIN
	< Application Settings	E Sec	<b>X</b> Cancal
🗞 DEMCES 🔇	LIST APPLICATION COMPRE		
USERS AND GROUPS	APPLICATION NETWORK SAPPRINT FTP PRINT SCAN OTHERS SECUENT		
PRINTING POLICIES	APPEIGNION NETWORK SAPPIONT FIP PRIM SCAN UTHEIS SECTIONT		
SERVER CONFIGURATION Y	Create Print On Reception Folders		
Application settings Directory Service	Release on User Print, Job		
Server List	Cimeil routh on Print		
CONNECTORS <	Show robification on Device (MChd, MB/hd), \$571a0, \$574a0, \$595aa)		
OCR CONFIGURATION	Show notification on upvice (w. risc, Herize, ES/400, ES/400, ES/400, ES/400)		
DOCUMENTS K	Show notification on Device st#2		
C REPORT C	Chable OII PrintSuper/Ision Agent		
A WARNING & LOG <			
Q. LICENSE			
🗞 Alidata 🤇			
	Copyright & 2017. All rights reserved.	Versio	n 3.0.11.8882

Fig. 256 - Print Settings

- 3. Make the required configuration.
- 4. Click Save.

### OKI PRINTSUPERVISION AGENT

With the option "Enable OKI PrintSuperVision Agent" the client can use OKI PSV Agent to add billing printers to Output Manager. To Setup USB Agent use the Output Manager Server URL and click **Test URL & Save** 

😹 OKI PrintSuperVision Agent Setup	_		Х
OKI PrintSuperVision			
USB Agent Setup			
Options Service About			
Processing Interval: 60 minutes			
PrintSuperVision Server URL: http://SERVER_IP:50091 Test URL & Save			
Save			
Response: OK Stopping Windows Service Starting Windows Service Windows Service Status: Running Tesing connection to: http://localhost:50091 Response: OK Stopping Windows Service Starting Windows Service Starting Windows Service			^
		Cle	ear 🗸





SCAN

- 1. Click on Application Config.
- 2. Click on Scan

sendys	=	•	? 🚨 ADMIN
🍄 Dashboard	< Application Settings	E Save	X Cancel
🗞 Devices 🗸	LIST APPLICATION CONFIG		
嶜 USERS AND GROUPS 🛛 🔇	APPLICATI NETWORK FTPCONFIG PRINT SCAN OTHERS		
PRINTING POLICIES <			
SERVER CONFIGURATION Y	Create Users Home Folders		
Application settings	Restore default Connectors		
Directory Service Server List	Tesseract OCR Language		
CONNECTORS	English     Delete Uploaded Files after Scan		·
DOCUMENTS <			
Report <			
▲ WARNING & LOG <			
a License			
🗞 Alidata 🗸			
	Copyright © 2015-2016. All rights reserved.	v	ersion 2.1.0.5588

Fig. 258 - Scan Settings

3. Make the required configuration.

Name	Details
Create Users Home Folders	It will create the home folders in C:\inetpub\ftproot\SENDYSExplorer\HomeDirectory. You need to share the folder in order so both users and SENDYS Explorer have access to the scanned files. The user's Home Folders will be created based on the username, and the user account used to write the files in the folder is the user account that was set up during the installation process.
Restore default Connectors	To restore all connectors information to the default value.
Tesseract OCR Language	You have several supported OCR languages available. When you change the language SENDYS Explorer will try to download and install the new language. If you do not have internet access, please refer to the Offline installation process: [Error! Reference source not found.>Error! Reference source not found.>Error! Ref erence source not found.>Error! Reference source not found.>Error! Ref
Delete Uploaded Files after Scan	Enable this option in order to not integrate the scanned files on SENDYS Explorer



## OTHERS

- 1. Click on Application Config.
- 2. Click on **Others**

sendys	≡	٨	? 👗 ADMIN
🚳 Dashboard	< Application Settings	E Save	X Cancel
🗞 Devices 🗸 <	LIST APPLICATION CONFIG		
警 Users and Groups 🛛 🔇	APPLICATI NETWORK FTPCONFIG PRINT SCAN OTHERS		
PRINTING POLICIES <			
SERVER CONFIGURATION Y	Work with TCP Converter		
Application settings Directory Service	Work with Raspberry		
Server List			
CONNECTORS	Work with Touch		
OCR CONFIGURATION	Max history documents		
DOCUMENTS <	100		*
C REPORT <	Total files storage size (MB)		
A WARNING & LOG <	10000		-
a License	Automatic Send User Information on first Print		
🗞 Alidata 🗸	Enable Scheduled Preview and Coverage calculation		
	Number of working Threads for Coverage calculation		
	1		~
	Minimum Free Space Alert (GB)		
	4		~
	Copyright © 2015-2016. All rights reserved.	١	lersion 2.1.0.5588

Fig. 259 - Others Settings

3. Make the required configuration.

Name	Details
Work with TCP Converter	Enables TCP converter configurations on the admin application.
Work with Raspberry	Enables Raspberry configurations on the admin application.
Work with Touch	Enables Touch configurations on the admin application.
Max history documents	Max number of jobs to display on device Print history option.
Total files storage size (MB)	Total size for scanned jobs this option was deprecated when using OM connector.
Automatic Send User Information on first Print	Enable auto send welcome email after first print job submission.
Scheduled Preview and Coverage calculation	Schedule the preview creation and coverage calculation to run outside defined working scheduler
Working Threads for Coverage calculation	Number maximum of concurrent requests for coverage calculation.
Minimum Free Space Alert (GB)	Minimum disk space to report low disk space.

Table 38 - Others Details



## SE CLIENT

- 1. Click on Application Config.
- 2. Click on SE Client
- 3. Make the required configuration.

<ul> <li>sendys</li> </ul>	=		1	A ADMIN
A DATHEONED	< Application Settings	E fro		× Cancal
& DEWCES (				
USERS AND GROUPS				_
	APPLICATION NETWORK SAPPRINT FTP PRINT SCAN OTHERS SECURITE			
SERVER CONFIGURATION Y	Client Server Port			
Application settings	8935			
	NATS Server Part			
	4223			
	Windows Printer Name			
	Windows Printer Name			
DOCUMENTS <	Windows Printer Driver			
C REPORT K	Windows Printer Driver			_
WARNING & LOG	Windows Printer Port			_
Re License	Windows Printer Port			_
	Client Links			_
🗞 Alibata 🤇	Unk http://102.108.0.14050001_Piles_ClientDrivery/install_Printers.exePrenterDrivers			_
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	Link			_
	Link			
	Dok			
	Link			
	Link			
	Link			
	Dak			
	Link Example			
	[Link]; Name]			
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	Copyright 8: 2017, All rights reserved.		Version 2	0.11.8882

Fig. 260 SE Client setting

Name	Details
Client Server Port	Designates the port where the Client will be able to connect.
NATS Server Port	Value of the port where NATS is configured to listen.
Windows Printer Name	Windows printer name.
Windows Printer Driver	Windows printer driver.
Windows Printer Port	Windows printer port.
Client Links	Driver URL links to be shown on the client for download. The link needs to be configured with <b>Url</b> with ";" as separator and the <b>display name of Url</b> on the application. Table 39 – SE Client Options





## SE CLIENT APPLICATION

When opening SE Client Application, the user will be prompted to fill the Server IP and Client Server Port that was configured on Output Manager admin panel > Server Configuration > Application Config > SE Client

SEClient		-	×
File Help Downloads			
	N SANdvs	-	
· · · · · · · · · · · · · · · · · · ·	Sendys explorer		
	Server Setup		
	IP Address		
	Port		
	Connect to server		
Not connected			

Fig. 261 - Email Documents to SENDYS Explorer

After connecting to the server, the user can log in into the application using one of the following options:

- 1. **ID/Pass:** Login using the username and password.
- 2. Card: Login using a card reader connected to the user machine and passing is card.
- **3. Pin:** Login using the user Pin.

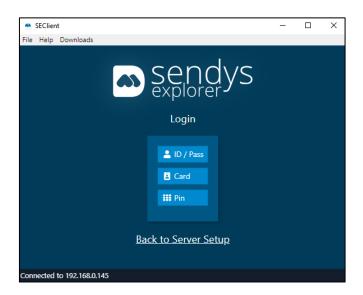


Fig. 262 - Email Documents to SENDYS Explorer



The tool allows a user to download any file, e.g., instruction manual file or printer drivers, on the **Downloads** tab. Any link can be configured to be downloaded on **Output Manager admin panel** > **Server Configuration** >**Application Config** > **SE Client**.

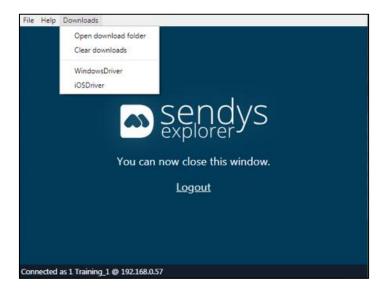


Fig. 263 - Email Documents to SENDYS Explorer

On SE Client icon the user can reopen the client window or change the type of notifications shown.

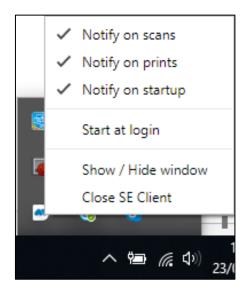


Fig. 264 - Email Documents to SENDYS Explorer



### EMAIL DOCUMENTS TO SENDYS EXPLORER

This is a batch processing document queue, like **Upload Documents**. The users will be matched by the email address that he has on SENDYS Explorer and when a document reaches the system it will be used to identify the user.

You need to setup an email account so that when the users of SENDYS Explorer send emails to that address the system will process the documents and add them to SENDYS Explorer document.

- 1. Click on Server Configuration > Application Settings.
- 2. Click on List > Email Document to SENDYS Explorer.

sendys explorer	=		?	🛔 ADMIN
B DASHBOARD	< Application Settings			
🗞 Devices	LIST			
😸 USERS AND GROUPS	C Name			
PRINTING POLICIES	Application Config			
SERVER CONFIGURATION				
Application settings     Directory Service     Server List     Connectors     OCR Configuration     Documents     Documents     Marning & Log     License     & Alldata		Previou	s 1	Next
	Copyright © 2015-2016. All rights reserved.	v	ersion	2.1.0.5588

Fig. 265 - Email Documents to SENDYS Explorer

3. Make the required configuration.

Name	Details
Email Type	Choose between POP or IMAP
Email host	Server IP/Host
Email username	Email Username
Email password	Email Password
Email port	Host port
Email SSL	Check if you want to use SSL
File Type	Choose default file type conversion
Delete Email After Reception	Check if you want to delete emails after reception
Email Checking Interval(s)	Interval between new email verification (in seconds)

Table 40 - IMAP/POP Details



5. Click **Save** to save the changes.

sendys	=	•	? 💧 ADMIN
🍪 Dashboard		E Save	× Cancel
🗞 Devices <	LIST EMAIL DOCUMENTS TO SENDYS EXPLORER		
🖀 Users and Groups 🛛 🔇	Email Type		
PRINTING POLICIES <	MAP		-
SERVER CONFIGURATION Y	Email Host		
Application settings	host.imap.com		
Directory Service Server List	Email Username		
CONNECTORS	mail.print@okidemo.local		
OCR CONFIGURATION	Email Password		Ø
DOCUMENTS <	Email Port		
🕏 Report 🗸	110		*
▲ Warning & Log <	Email SSL		
a, License	File Туре		
🗞 Alidata 🛛 <	PDF PDF		*
	Delete Email After Reception		
	Email Checking Interval(s)		
	99999999		~
		_	
	Copyright © 2015-2016. All rights reserved.	v	e <b>rsion</b> 2.1.0.5588

Fig. 266 - IMAP/POP Settings



# DIRECTORY SERVICE

With Directory Service the application will work with single sign on. Configure **Directory Service** menu to assign each field and then you can synchronize with Directory Service.

Note: The installation of the SENDYS Explorer, will attempt to sync with the Domain that is configured on the server.

### NEW AD CONFIG

- 1. Click on Server Configuration > Directory Service.
- 2. Click on New AD Config.

sendys spinorer		🌲 📍 🏝 ADMIN
🚳 Dashboard	Contraction         Contraction           Sync.AD         Sync.AD         Sync.AD	Config New AD Config
🗞 Devices	LIST	
👹 Users and Groups	O     Directory Service Name     Server IP Address     Port Number	
PRINTING POLICIES	C 192.168.1.151 389	
SERVER CONFIGURATION	Showing I to 1 of 1 entries Show 10 v entries	Previous 1 Next
Application settings Directory Service		
Server List		
CONNECTORS		
OCR CONFIGURATION		
REPORT		
A WARNING & LOG		
a, License		
🗞 Alidata		
	Copyright © 2015-2016. All rights reserved.	Version 2.1.0.5588

Fig. 267 - Directory Service

3. Make the required configuration.



Name	Details
Server IP Address or Hostname	Directory Service server IP or Hostname
Port Number	Access port to Directory Service or LDAP server. Default Directory Service port is 389
Directory Service Name	Domain extension. Example: okidemo.net
Search Base	Directory Service or LDAP search base
Username	User from Directory Service that has access to read all DS groups that you want to import
Password	Password for the above user
Enable SSL	Enable this option if the Directory Server or LDAP requires one SSL connection
Authentication Type	Select the correct Authentication Type to the Directory Server or LDAP
Filter	You can create filters to limit the Search Base. Example: only sync users
Encoding	Select the correct Encoding of your Directory Service or LDAP Table 41 - Directory Service Details

4. Click **Save** to save the configuration.

sendys		≡							•	<b>_</b> 1	? 💧 ADMIN
😤 Dashboard		쑵 D	irectory Service							🖺 Save	X Cancel
🗞 Devices	<	LIST	* NEW AD CONFIG								
😤 Users and Groups	<	Server	IP Address (*)				Port Nu	umber (*)			
PRINTING POLICIES	<		r IP Address				389				
SERVER CONFIGURATION	~	Directo	ry Service Name (*)								
		Direct	tory Service Name								
😁 Directory Service		Search Base (*) Username									
							admi				
CONNECTORS		Search Base			admin						
		Password			Enable	SSL					
OCR CONFIGURATION		Q.	******		4	>		Disable			Ŧ
DOCUMENTS	<	Authen	tication Type				Filter (*	(*)			
REPORT	<		Automatic				(obje	ectCategory=user)			
A WARNING & LOG	<	Encodi	ng								
		E Automatic							~		
A LICENSE											
🗞 Alidata	<										
		Copyrigh	t © 2015-2016. All rights reser	ved.							lersion 2.1.0.5588

Fig. 268 - New AD Settings





### EDIT AD

- 1. Click on Server Configuration > Directory Service.
- 2. Click on List.
- 3. Click on **pencil icon** to edit the **Directory Service**.

sendys	=		🌲 📍 🛔 ADMIN
🚳 Dashboard	Directory Service	C Sync AD	C A D ync Local Config New AD Config
🗞 Devices 🗸 🤇	LIST		
USERS AND GROUPS <	Orectory Service Name	Server IP Address	Port Number
PRINTING POLICIES <	🗌 🖊 🗎 SE - OM1.COM	192.168.1.151	389
SERVER CONFIGURATION Y	🗌 🥒 🗃 local.ad	127.0.0.1	389
<ul> <li>Application settings</li> <li>Directory Service</li> <li>Server List</li> </ul>	Showing 1 to 2 of 2 entries Show	10 v entries	Previous 1 Next
CONNECTORS			
DOCUMENTS <			
C REPORT <			
A WARNING & LOG <			
a License			
🗞 Alidata 🧹			
	Copyright © 2015-2016. All rights reserved.		Version 2.1.0.5588

Fig. 269 - Directory Service

4. Make the changes on Directory Service configuration.

sendys	=	٨	•	? 💧 ADMIN		
🚳 Dashboard	<ul> <li>Directory Service</li> </ul>		E Save	X Cancel		
🗞 Devices 🗸 <						
👹 Users and Groups 🛛 🤇	Server IP Address (*) Port Number (*)					
PRINTING POLICIES <	127.0.0.1 389					
SERVER CONFIGURATION	Directory Service Name (*)					
🗲 Application settings	local.ad					
😁 Directory Service	Search Base (*) Username					
🗟 Server List	dc=local,cd=ad admin	admin				
CONNECTORS	Password Enable SSL					
OCR CONFIGURATION	Q <sub>e</sub> eeeee			-		
DOCUMENTS <	Authentication Type Filter (*)					
😍 Report 🛛 <	Automatic 👻 (objectCategory=user)					
A WARNING & LOG <	Encoding					
& License	Automatic			· ·		
🗞 Alidata 🤇						
	Copyright © 2015-2016, All rights reserved.		,	ersion 2.1.0.5588		

Fig. 270 - Edit AD Settings

5. Click **Save** to save the configuration.



#### REMOVE AD

- 1. Click on Server Configuration > Directory Service.
- 2. Click on List.
- 3. Click on trash icon to remove the Directory Service.

sendys	=		🌲 📍 🏝 ADMIN
🍄 Dashboard	<ul> <li>Directory Service</li> </ul>	C Sync AD S	C A D Inc Local Config New AD Config
🗞 Devices 🗸 <	LIST		
👹 Users and Groups 🛛 🔇	Office Cory Service Name	Server IP Address	Port Number
PRINTING POLICIES <	SE - 0M1.COM	192.168.1.151	389
SERVER CONFIGURATION Y	local.ad	127.0.0.1	389
	Showing 1 to 2 of 2 entries Show	10 v entries	Previous 1 Next
Directory Service Server List			
CONNECTORS			
OCR Configuration			
DOCUMENTS <			
G REPORT <			
A WARNING & LOG <			
a License			
🗞 Alidata 🤇			
	Copyright © 2015-2016. All rights reserved.		Version 2.1.0.5588

Fig. 271 - Directory Service

4. Click **Delete** to confirm removal.

🛦 Alert		×
Delete data.		
	No Dele	te

Fig. 272 - Confirm Remove AD



# CONFIG

It's possible to configure the synchronized fields and several options related with sync action.

**Note**: You can use the "**Show/Hide Advanced Setting**" button to enable or disable the advanced mapping options, on tabs: User Mapping; Group Mapping and Location Mapping.

1. Click on **Directory Service > Config**.

sendys	=		🌲 📍 🛔 ADMIN
🚳 Dashboard	<ul> <li>Directory Service</li> </ul>	C Sync AD	C & C Inc Local Achine Config New AD Config
🗞 Devices	LIST		
🕍 Users and Groups		Server IP Address	Port Number
PRINTING POLICIES	🗌 🖊 💼 SE - OM1.COM 1	192.168.1.151	389
SERVER CONFIGURATION	2 a local.ad	127.0.0.1	389
	Showing 1 to 2 of 2 entries Show 10	~ entries	Previous 1 Next
Directory Service Server List			
OCR CONFIGURATION			
C REPORT			
A WARNING & LOG			
a License			
🗞 Alidata			
	Copyright © 2015-2016. All rights reserved.		Version 2.1.0.5588

Fig. 273 - Directory Service Config



### CONFIGURATIONS

1. Click on **Configurations**.

sendys	=	<b>4</b> ?	🐣 ADMIN
🍄 Dashboard	Directory Service	E) Save	× Cancel
🗞 Devices 🗸	LIST CONFIG <sup>®</sup>		
🕍 Users and Groups 🛛 🔇	CONFIGURATIONS USER GROUP LOCATION		
PRINTING POLICIES <	CONFIGURATIONS MAPPING MAPPING MAPPING		
SERVER CONFIGURATION Y	Sync Locations		
	Sync AD Users		
Directory Service Server List	Sync Departments		
CONNECTORS	Олю окрытинска		
OCR CONFIGURATION	Overwrite Group Mapping		
DOCUMENTS <	Overwrite Location Mapping		
🔆 Report 🗸	Disable User Setting / Remove User Settings		
A WARNING & LOG <	So Action		*
	User Groups Setting		
& LICENSE	The second secon		*
🗞 Alidata 🧹	User Groups Setting Field		
	department		
	User Groups to Sync		
	*		C
	Copyright © 2015-2016. All rights reserved.	Versio	on 2.1.0.5588

Fig. 274 - Directory Service Configurations

2. Make the required configuration.

Name	Details		
Sync Locations	Enable this option and SENDYS Explorer will sync Locations from the Directory Service		
Sync AD Users	Enable this option and SENDYS Explorer will sync Users from the Directory Service		
Sync Departments	Enable this option and SENDYS Explorer will sync Departments from the Directory Service		
Overwrite Group Mapping	Create Groups information based on specified Group options mapping.		
Overwrite Location Mapping	Create Locations information based on specified Locations options mapping.		
Disable User Setting / Remove User Settings	When a user is disable or not exists on directory service this will be the action taken on SENDYSExplorer.		
User Groups Setting	Select how to Import Groups from Directory service to SENDYS Explorer.		
User Groups Setting Field	Field to MAP User Group, this when groups are created from Directory Service User Field.		
User Groups to Sync	When using Directory Service Groups Mapping select the desired groups to synchronize and map users.		
Table 42 - Directory Service Configurations			

3. Click **Save** to save the Directory Service Configurations.

USER MAPPING



# 1. Click on User Mapping .

sendys			٠	?	ADMIN
🚳 Dashboard	🛎 Directory Service	Show/Hide Advanced settings	E Save		X Cancel
🗞 Devices	< list config <sup>™</sup>				
😤 Users and Groups	CONFIGUR USER MAPPING GROUP LOCATION MAPPING MAPPING				
PRINTING POLICIES					
SERVER CONFIGURATION	Department department				
Directory Service Server List	Sam Acount Name samaccountname				
CONNECTORS	CN Name				
OCR CONFIGURATION	cn				
	sid				
DOCUMENTS	objectsid				
REPORT	K Home Directory				
A WARNING & LOG	homedirectory				
a License	CardiD				
🗞 Alidata	pager				
	Printer PIN				
	homephone				
	Email				
	mail				
	First Name				
	givenname				
	Last Name				
	sn				
	Fax				
	facsimiletelephonenumber				
	EWB Settings				
	ewbsettings				
	EWB Permissions				
	ewbpermissions				
	Printer Options				
	printeroptions				
	Copyright © 2015-2016. All rights reserved.			Version 2.	1.0.5588

Fig. 275 - Directory Service User Mapping



# 2. Make the required configuration.

Field Name in Directory Service	Default
Department	department
SAM Account Name	samaccountname
CN Name	cn
Sid	objectsid
Home directory	homedirectory
CardID	pager
Printer PIN	homephone
Email	mail
First Name	givenname
Last Name	sn
Fax	facsimiletelephonenumber
EWB Settings	ewbsettings
EWB Permissions	ewbpermissions
Printer options	printeroptions Table 43 - Directory Service User Mapping

3. Click **Save** to save the User Mapping Configuration.



#### **GROUP MAPPING**

1. Click on Group Mapping.

sendys	E	2	🛔 ADMIN
🚳 Dashboard		8 ***	X Cancel
💑 Devices	<ul> <li>⊂ LIST CONFIG<sup>™</sup></li> </ul>		
👹 USERS AND GROUPS	CONFIGUR USER GROUP MAPPING LOCATION MAPPING LOCATION		
PRINTING POLICIES	Kame		
SERVER CONFIGURATION	cn		
	Description		
Directory Service Server List	description		
CONNECTORS	Email		
OCR CONFIGURATION	mail		
DOCUMENTS	Phone Contract Contra		
REPORT	phone		
	Short Name		
A WARNING & LOG	< sAMAccountName		
a, License	Fax		
🗞 Alidata	fax		
	Street		
	street		
	Copyright © 2015-2016. All rights reserved.	Versio	n 2.1.0.5588

Fig. 276 - Directory Service Group Mapping

2. Make the required configuration.

Field Name in Directory Service	Default
Name	cn
Description	description
Email	mail
Phone	phone
Short Name	sAMAccountName
Fax	fax
Street	street

Table 44 - Directory Service Group Mapping

3. Click **Save** to save the Group Mapping Configuration.



## LOCATION MAPPING

1. Click on Location Mapping.

sendys		≡	٠	?	🛔 ADMIN
🚳 Dashboard		Directory Service	E Save		X Cancel
🗞 Devices	<	LIST CONFIG <sup>32</sup>			
👹 Users and Groups	<	CONFIGUR USER GROUP MAPPING MAPPING LOCATION MAPPING			
PRINTING POLICIES	<				
SERVER CONFIGURATION	~	Build description			
Application settings		Floor			
Directory Service Server List		1			
CONNECTORS		Department			
OCR CONFIGURATION		name			
DOCUMENTS	<	Street Street			
REPORT	<	Location			
A WARNING & LOG	<	street			
<b>a</b> License		Zip Code			
🗞 Alidata	<	postalCode			
		Postal Code postalCode			
		Country			
		country			
		Copyright © 2015-2016. All rights reserved.		Versio	n 2.1.0.5588

Fig. 277 - Directory Service Location Mapping

2. Make the required configuration.

.

Field Name in Directory Service	Default
Build	description
Floor	1
Department	name
Street	street
Location	location
Zip Code	zipCode
Postal Code	postalCode
Country	country

Table 45 - Directory Service Location Mapping

3. Click Save to save the Location Mapping Configuration.



Related with Synchronize we have two options:

SYNC AD

- 1. Click on **Directory Service > List**.
- 2. Select one or more Directory Service and click on Sync AD.

**Note**: If you only have one Directory Service configured, there is no need to select it, the synchronization process will start for that DS

sendys	=		🌲 📍 🛔 ADMIN
🚳 Dashboard	🖀 Directory Service	<b>2</b> Symc AD	C A D Sync Local Config New AD Config
🗞 Devices	LIST		
醬 Users and Groups	Directory Service Name	Server IP Address	Port Number
PRINTING POLICIES	🛛 🔽 📔 SE - OM1.COM	192.168.1.151	389
SERVER CONFIGURATION	local.ad	127.0.0.1	389
	Showing 1 to 2 of 2 entries Show	10 v entries	Previous 1 Next
Directory Service     Server List     Connectors			
OCR CONFIGURATION			
DOCUMENTS			
REPORT			
A WARNING & LOG			
a License			
🗞 Alidata			
	Copyright © 2015-2016. All rights reserved.		Version 2.1.0.5588

Fig. 278 - Sync AD

3. Click **YES** to confirm information synchronization.

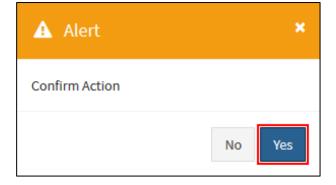


Fig. 279 - Sync AD



#### SYNC LOCAL MACHINE

- 1. Click on **Directory Service > List**.
- 2. Click on Sync Local Machine.

sendys	=		🌲 📍 🚢 ADMIN
🏟 Dashboard	Directory Service	C Symc AD	Sync Local Config New AD Config
🗞 Devices 🗸 🤇	LIST		
👹 USERS AND GROUPS 🛛 🔇	© Directory Service Name	Server IP Address	Port Number
PRINTING POLICIES <	SE - OM1.COM	192.168.1.151	389
SERVER CONFIGURATION Y	local.ad	127.0.0.1	389
🖋 Application settings	Showing 1 to 2 of 2 entries Show	10 v entries	Previous 1 Next
Directory Service Server List			
CONNECTORS			
OCR CONFIGURATION			
DOCUMENTS <			
🚯 Report 🛛 <			
A WARNING & LOG <			
a License			
🗞 Alidata 🗸			
	Copyright © 2015-2016. All rights reserved.		Version 2.1.0.5588

Fig. 280 - Sync Local Machine

3. Click **YES** to confirm information synchronization.

🗚 Alert	×
Confirm Action	
	No Yes

Fig. 281 - Sync Local Machine



## SERVER LIST

This sections shows a list of all servers that the SENDYS Explorer Output Manager works with.

- 1. Click on Server Configuration > Server List.
- 2. Click on **pencil icon** to edit or consult some aspects.

sendys	<b>≡</b>	🌲 📍 👗 ADMIN
B DASHBOARD	💷 Server List	
🗞 Devices	< SERVER LIST	
嶜 USERS AND GROUPS	Os Name Address Primary Server Server Information	
PRINTING POLICIES	<ul> <li>ServerName</li> <li>Address</li> <li>192.168.0.20</li> </ul>	
SERVER CONFIGURATION	Showing 1 to 1 of 1 entries         Show         10         v         entries	Previous 1 Next
REPORT     MARNING & LOG     LICENSE	c	
	Copyright © 2015-2016. All rights reserved.	Version 2.1.0.5588

Fig. 282 - Server List

3. Make the required configuration.

Name	Details
Name	You can define one name for the server
Address	Address where the server is located
Server Information	This is the IP of the server
Internal Server Port	
Internal Server Port Add	

Table 46 - Server List

4. Click **Save** to save the configuration.



## CONNECTORS

This section allows you to make the right configuration to each connector by click the **pencil icon**.

Home Folder and Email connector's only will be visible on device screen after correct configuration. So if the administrator does not configure properly the Home Folder configured on user options, Scan to Home Folder will not be present on device screen. Also if the Email connector is not well configured, Scan to Email and Fax Server will not be present on device screen.

The Reorder button shows a window to reorder the list of connectors. Refresh button to Refresh the list.

HARD LINK TO A SPECIFIC CONNECTOR

If you desire to configure on the device a direct link (**Hard-Link**) for one specific connector, you could click on the **link icon** and it will open a new window with the "direct link" for that connector, this is the link that you need to configure on the device.

Scan Connectors available in Output Manager:

sendys	≡			٨	?	🛔 ADMIN
🍘 Dashboard	4	Connect	ors	IE Reorder		C Refresh
🗞 Devices 🛛 <	LIS	ят				
曫 USERS AND GROUPS 🛛 🔇	0	Hard Link	Name			
PRINTING POLICIES <		%	Print			
SERVER CONFIGURATION <		%	Me			
CONNECTORS		%	Email			
Connectors	-	%	Home Folder			
OCR CONFIGURATION		%	Fax Server			
Documents <		-	Output Manager			
🕏 Report 🛛 <		8	Upload Document			
A WARNING & LOG <						
& LICENSE						
🗞 Alidata 🤇 🤇						
	Copy	Copyright © 2015-2016. All rights reserved.				

Fig. 283 - Scan Connectors

Scan Connectors including optional purchases:

sendys		=			٨	?	🛔 ADMIN
🍘 Dashboard		4	Connect	ors	III Reorder		C Refresh
🗞 Devices	<	LIST					
營 USERS AND GROUPS	<	0;	Hard Link	Name			
PRINTING POLICIES	<		%	Print			
SERVER CONFIGURATION	<	1	%	Me			
CONNECTORS		1	80	Email			
Competitions		1	8	Home Folder			
OCR CONFIGURATION		1	8	Fax Server			
DOCUMENTS	<	1	%	SharePoint			
			8	Google Drive			
😪 Report	<	1	%	Dropbox			
A WARNING & LOG	<		•	OneDrive			
a License		1	%	Output Manager			
		1	%	Upload Document			
🗞 Alidata	<						
		Соруг	ight © 2015-2	116- All rights reserved.		Version	2.1.0.5588





To restore all connectors information, to the default value please follow those steps:

- 1. Click on Server Configuration > Application Settings.
- 2. Click on **Application Config > Scan**.
- 3. Click on **Restore default Connectors**.

sendys	=	•	? 💄 ADMIN
🚳 Dashboard	< Application Settings	🖺 Save	X Cancel
🗞 Devices 🗸 🤇	LIST APPLICATION CONFIG		
嶜 Users and Groups 🛛 🔇	APPLICATI NETWORK FTPCONFIG PRINT SCAN OTHERS		
PRINTING POLICIES <			
SERVER CONFIGURATION Y	Create Users Home Folders		
Application settings     Directory Service     Server List	Restore default Connectors Tesseract OCR Language		
CONNECTORS	📽 English		· ·
OCR CONFIGURATION	Delete Uploaded Files after Scan		
DOCUMENTS <			
🕒 REPORT 🛛 🤇			
A WARNING & LOG <			
a, License			
🗞 Alidata 🧹			
	Copyright © 2015-2016. All rights reserved.	v	e <b>rsion</b> 2.1.0.5588

Fig. 285 - Scan Settings

4. Click **YES** to confirm restore.

🛦 Alert		×
Confirm Action		
	No	Yes

Fig. 286 - Restore Connectors



#### PRINT

- 1. Click on Connectors.
- 2. Click on the **pencil icon** to edit **Print**.

sendys 🔊	E	•	?	ADMIN
🚯 Dashboard		E) Save		X Cancel
🗞 Devices 🗸	LIST PRINT *			
👑 USERS AND GROUPS 🛛 🔇	PROFILE PRINT			
PRINTING POLICIES <				
SERVER CONFIGURATION <	Display 'Print' profile			
CONNECTORS				
OCR CONFIGURATION				
DOCUMENTS <				
😍 Report 💦 <				
A WARNING & LOG <				
A LICENSE				
🗞 Alidata 🤇				
	Copyright © 2015-2016. All rights reserved.	١	ersion 2	.1.0.5588

Fig. 287 - Print Connector

- 3. Change the visibility (Display "Print" profile). "Print" connector will be hidden if this option is not selected.
- 4. Click **Save** to apply the changes.

#### PRINT

1. Click on Print.

sendys	=	٨	?	🔒 admin
🕸 Dashboard	< Connectors	E Save		× Cancel
🗞 Devices 🗸	LIST PRINT <sup>×</sup>			
👑 USERS AND GROUPS 🛛 <	PROFILE PRINT			
PRINTING POLICIES <				
SERVER CONFIGURATION <	Default paper size Ad/A3			-
CONNECTORS	Fit to Page			
OCR CONFIGURATION				
Documents <	Smart Printer Direct Print			
🕏 Report 🛛 <				
A WARNING & LOG <				
a License				
🗞 Alidata 🧹				
	Copyright © 2015-2016. All rights reserved.	١	/ersion :	2.1.0.5588

Fig. 288 - Print Connector



2. Make the required configuration.

Name	Details
Default paper size	This means that (A4 / A3) size convention / or (Letter and Tabloid) size convention will be selected.
Fit to Page	This function can resize the document pages to fit the selected paper size chose on the printing dialogue box.
Smart Printer Direct	If this option is enabled, MFP will show the native print dialogue on the panel (Print Settings).
	Table 47 Drint Converter

Table 47 - Print Connector

If the option "Smart Printer Direct" is enable this will be present on printer panel:

Print Settings			
https://			1
Color Mode Black Auto Color	Single /2-Sided Single Book Tablet	Con On Off	Set(s)
		Canc	el 🔷 Print

Fig. 289 - Smart Printer Direct

3. Click **Save** to save the configuration.

## вох

BOX is a container concept.

Administrator can add PDF files to BOX and they will be accessible immediately for all users to print.

The **BOX** container is allocated at SENDYS Explorer server:

"C:\inetpub\ftproot\SENDYSExplorer\ScannedFiles\Box"

Additionally, subfolders can be created inside above directory (only one level deep).

Please be sure that all documents within **BOX** are PDF documents.





# ME

- 1. Click on Connectors.
- 2. Click on the **pencil icon** to edit **Me**.

sendys	=	٠	?	ADMIN
🍄 Dashboard	< Connectors	E Save		× Cancel
🗞 Devices <	list me <sup>×</sup>			
🖀 Users and Groups 🛛 🔇	PROFILE SCAN TO ME			_
PRINTING POLICIES <	PROFILE SLAN TO ME			
SERVER CONFIGURATION <	Display 'Scan to Me' profile			
CONNECTORS	Visible 💽			
OCR CONFIGURATION	Select document conversion types			
DOCUMENTS <	No conversion			
🕀 REPORT 🛛 <	PDF PDF			
A WARNING & LOG <	Split PDF - ZIP			
a, License	PDF-A			
🗞 Alidata 🤇	JPG JPG			
	PNG PNG			
	Searchable PDF			
	Text-Txt			
	Document Explorer Folder			
	Visible (			
	Document Name			
	Visible			
	Copyright © 2015-2016. All rights reserved.		Version 2	.1.0.5588

Fig. 290 - Scan to Me Connector

- 3. Change the visibility and choose which fields should be presented on Connector.
- 4. Click **Save** to apply the changes.



### SCAN TO ME

1. Click on Scan to Me.

sendys	E	•	ADMIN
🍪 Dashboard	< Connectors	E Save	X Cancel
🗞 Devices	ust me <sup>#</sup>		
曫 Users and Groups	PROFILE SCAN TO ME		
PRINTING POLICIES			
SERVER CONFIGURATION	C Send scan file by Email		
CONNECTORS			
OCR CONFIGURATION			
🔄 Report			
A WARNING & LOG			
& LICENSE			
🗞 Alidata			
	Copyright © 2015-2016. All rights reserved.	Ve	rsion 2.1.0.5588

Fig. 291 - Scan to Me Connector

- If you want to send a copy of the scanned files to the users' email, please check option Send scan file by email.
   Note: Please, configure Email connector before activate this feature, or the system will produce an error when using Scan to Me.
- 3. Click **Save** to save the configuration.



#### EMAIL

- 1. Click on Connectors.
- 2. Click on the **pencil icon** to edit **Email**.

sendys	<b>≡</b>		? 💄 ADMIN
🔁 Dashboard	< Connectors	E Save	× Cancel
🗞 Devices <	LIST EMAIL <sup>X</sup>		
👹 USERS AND GROUPS 🛛 <	EMAILSMTP EMAILSEND		
PRINTING POLICIES <	PROFILE EMAIL SEND CONFIGUR		
SERVER CONFIGURATION <	Display 'Scan to Email' profile		
CONNECTORS	Visible		
OCR CONFIGURATION	Select document conversion types		
Documents <	No conversion		
🚱 Report 🗸	PDF		
▲ WARNING & LOG 〈	Split PDF - ZIP		
a License	PDF-A		
🗞 Alidata <	JPG		
	Searchable PDF		
	Searchable PDF-A		
	Text - Txt		
	Document Explorer Folder		
	Visible		
	Document Name		
	Visible		
	to		
	Visible		
	α		
	Visible		
	bcc		
	Visible 💽		
	Subject		
	Visible		
	Message		
	Visible		
	Attachment		
	Visible		
	L	_	
	Copyright © 2015-2016. All rights reserved.	v	ersion 2.1.0.5588

Fig. 292 - Scan to Email Connector

- 3. Change the **visibility** and choose which fields should be presented on Connector.
- 4. Click **Save** to apply the changes.



### EMAIL SMTP CONFIGURATIONS

#### 1. Click on **Email SMTP Configurations**.

sendys	<b>≡</b>		? 💄 ADMIN
2 DASHBOARD	< Connectors	E Save	X Cancel
🗞 Devices	LIST EMAIL <sup>16</sup>		
😤 Users and Groups	PROFILE EMAIL SMTP CONFIGURATIONS EMAIL SEND CONFIGUR		
PRINTING POLICIES			
SERVER CONFIGURATION	SMTP Host smtp.host.com		
CONNECTORS	SMTP [From address]		
OCR CONFIGURATION	admin@mail.com		
	SMTP [From address] display		
G REPORT	admin@mail.com		
A WARNING & LOG			
a License	admin@mail.com		
	SMTP Password		
🗞 Alidata 🔹	••••••		Ø
	SMTP Port		0
	25		*
	SMTP SSL		
	SMTP HTML body		
	Change (From address) when sending		
	Copyright © 2015-2016. All rights reserved. Version 2.1.0		ersion 2.1.0.5588

Fig. 293 - Email SMTP Configurations

2. Make the required configuration.

Name	Details
SMTP Host	Host name or IP address
SMTP [From address]	Default from email address
SMTP [From address] display	Default from display name email address
SMTP Username	Username for SMTP access
SMTP Password	Password for SMTP access
SMTP Port	Port for SMTP access
SMTP SSL	Enable/Disable SSL
SMTP HTML Body	Check this to send emails as html
Change [From address] when sending	If you want Users' email addresses to be used as senders' email, please use switch to turn on <b>Change [From address] when sending email</b> . Otherwise, the sender's email will be <b>SMTP [From address]</b> . Table 48 - Email SMTP Configurations

3. Click **Save** to save the configuration.



## EMAIL SEND CONFIGURATIONS

### 1. Click on Email Send Configurations.

sendys 🔊	<b>≡</b>	•	? 🛔 Admin
🍄 Dashboard	< Connectors	E Save	X Cancel
🗞 Devices	LIST EMAIL #		
😤 USERS AND GROUPS	PROFILE EMAIL SMTP EMAIL SEND CONFIGURATIONS		
PRINTING POLICIES	Attachment base link		
SERVER CONFIGURATION	Autariment base tink http://192.168.0.20:50091/Files/Temp/		
CONNECTORS	Maximum attachments size (MB)		
OCR CONFIGURATION	5		~
DOCUMENTS	< Enable		
REPORT			
A WARNING & LOG	c		
& LICENSE			
🗞 Alidata			
	Copyright © 2015-2016. All rights reserved.	v	rsion 2.1.0.5588

Fig. 294 - Email Send Configurations

2. Make the required configuration.

Name	Details
Attachment base link	Base URL of the system temporary folder
Maximum attachments size (MB)	Maximum file size in MB
Enable	Check for file size verification, uncheck to disable
Table //9	- Email Send Configurations

Table 49 - Email Send Configurations

3. Click **Save** to save the configuration.





# HOME FOLDER

- 1. Click on Connectors.
- 2. Click on the **pencil icon** to edit **Home Folder**.

an sendys	=	٠	? 👗 ADMIN
B DASHBOARD	< Connectors	E) Save	X Cancel
🗞 Devices 😽	LIST HOME FOLDER		
嶜 USERS AND GROUPS			1
PRINTING POLICIES	Display 'Scan to Home Folder' profile		
SERVER CONFIGURATION	Visible		
CONNECTORS	Select document conversion types		
OCR CONFIGURATION	No conversion		
DOCUMENTS 4	PDF PDF		
G REPORT			
A WARNING & LOG	PDF-A		
a License	JPG		
& Alidata			
	Ping		
	Searchable PDF		
	Searchable PDF-A		
	Document Explorer Folder		
	Visible		
	Document Name		
	Visible		
	Subfolder		
	Visible		
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Fig. 295 - Scan to Home Folder Connector

- 3. Change the **visibility** and choose which fields should be presented on Connector.
- 4. Click **Save** to apply the changes.

**Note:** Subfolder means an additional path string that will be added to the **Home Folder**. If you have an additional folder inside **Home Folder**, and you insert that folder name as suffix, the document will be put inside that folder.

E.g. if you have an Invoices and Scan directories inside Home Folder, you can insert use Invoices or Scan as a suffix.



#### HOME FOLDER CONFIGURATIONS

The configuration of the **Home Folders** is set in the **User Settings**. If you are working with **Directory Service** and the users have **Home Folders** configured, the system will pick it up during the synchronization process.

**SENDYS Explorer** will create the home folders in **C:\inetpub\ftproot\SENDYSExplorer\HomeDirectory**. You need to share the folder in order so both **users** and **SENDYS Explorer** have access to the scanned files. The user's **Home Folders** will be created based on the username, and the user account used to write the files in the folder is the user account that was set up during the installation process.

- 1. Click on Server Configuration > Application Settings.
- 2. Click on Application Config > Scan.
- 3. Click on **Create Users Home Folders**.

sendys	<b>≡</b>	۰	? 🔺 ADMIN
🚳 Dashboard	< Application Settings	🖺 Save	X Cancel
🚳 Devices	LIST APPLICATION CONFIG		
嶜 Users and Groups	APPLICATI NETWORK FTPCONFIG PRINT SCAN OTHERS		
E PRINTING POLICIES			
SERVER CONFIGURATION	Create Users Home Folders		
Application settings	Restore default Connectors		
Directory Service 國 Server List	Tesseract OCR Language		
CONNECTORS	English		· · ·
OCR CONFIGURATION	Delete Uploaded Files after Scan		
DOCUMENTS	<		
C REPORT			
A WARNING & LOG	«		
a License			
🗞 Alidata	«		
	Copyright © 2015-2016. All rights reserved.	Ve	rsion 2.1.0.5588

Fig. 296 - Scan Settings

4. Click **YES** to confirm Home Folder creation.



Fig. 297 - Create Users Home Folders



#### FAX SERVER

- 1. Click on Connectors.
- 2. Click on the **pencil icon** to edit **Fax Server**.

sendys	E	٠	?	ADMIN
🍘 Dashboard	< Connectors	E) Save		× Cancel
🚳 Devices 🛛 <	LIST FAX SERVER			
警 Users and Groups 🛛 <	PROFILE FAX.SEND FAX.			
PRINTING POLICIES <	CONFIGUR RECEPTION			
SERVER CONFIGURATION <	Display 'Fax' profile			
CONNECTORS	Fax Number			
OCR CONFIGURATION				
DOCUMENTS <	Visible			
🕏 Report 🛛 <				
▲ WARNING & LOG <				
a License				
🗞 Alidata <				
	Copyright © 2015-2016. All rights reserved.	١	/ersion 2	.1.0.5588

Fig. 298 - Scan to Fax Server Connector

- 3. Change the **visibility** and choose which fields should be presented on Connector.
- 4. Click **Save** to apply the changes.

#### FAX SEND CONFIGURATIONS

1. Click on Fax Send Configurations.

sendys		<b>A</b> ?	🐣 ADMIN
🚳 Dashboard		E) inve	X Cancel
🗞 Devices	C LIST FAX SERVER		
嶜 Users and Groups	PROFILE FAX SEND CONFIGURATIONS PROFILE		
PRINTING POLICIES	PROFILE FAXSEND CONFIGURATIONS RECEPTION		
SERVER CONFIGURATION	< Include Body		
CONNECTORS	Include Footer		
OCR CONFIGURATION	Include Header		
	K NTML Body		
REPORT			
A WARNING & LOG	Change (From address) to user email address when sending		
A LICENSE	Change [From address] to printer email address when sending		
🗞 Alidata	< Prefix		
	Prefix		
	Suffix Suffix		
	Fax Color		
	0 Color		~
	Fax Quality		
	1 Low		·
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Fig. 299 - Fax Send Configurations



2. Make the required configuration.

Name	Details
Include Body	Insert default email body content
Include Footer	Insert email message footer
Include Header	Insert default email message header
HTML Body	Insert message body as html
User as source email	Change source email to be the user email
Prefix	Prefix to add to fax number
Suffix	Suffix content to add to fax number
Fax Color	Fax color options (mono, grayscale, color).
Fax Quality	Fax quality (low, medium, high).

Table 50 - Fax Send Configurations

3. Click **Save** to save the configuration.

# FAX RECEPTION

1. Click on Fax Reception.

sendys	=	٠	? 🤷 ADMIN
🚳 Dashboard	< Connectors	🖺 Save	X Cancel
🗞 Devices 🗸 🤇	LIST FAX SERVER		
USERS AND GROUPS <	PROFILE FAX.SEND FAX.RECEPTION		
PRINTING POLICIES <	PROFILE CONFIGUR PAR RELEPTION Email Subject Private		
SERVER CONFIGURATION <	Email Subject Private		
CONNECTORS	Email Subject Public		
OCR CONFIGURATION	Fax reception		
DOCUMENTS <	Email Body Title		
C REPORT <	Email Body Title		
A WARNING & LOG <	Email Body Content Public		
& LICENSE	Email Body Content Public Email Body Content Private		
🗞 Alidata 🗸	Email Body Content Private		
	Email Body Footer		
	Email Body Footer		
	Email Attach File		
	Copyright © 2015-2016. All rights reserved.	v	ersion 2.1.0.5588

Fig. 300 - Fax Reception



2. Make the required configuration.

Name	Details
Email Subject Private	Insert the subject for Private send.
Email Subject Public	Insert the subject for Public send.
Email Body Title	Insert default email body title.
Email Body Content Public	Insert email body message for Public.
Email Body Content Private	Insert email body message for Private.
Email Body Footer	Insert default email body footer.
Email Attach File	Send the email with the file in attach.
	Table 51 - Fax Reception

3. Click **Save** to save the configuration.



# UPLOAD DOCUMENT

- 1. Click on Connectors.
- 2. Click on the **pencil icon** to edit **Upload Document**.

sendys	=		? 💄 ADMIN
🍄 DASHBOARD	< Connectors	E Save	X Cancel
🗞 Devices 🗸	LIST UPLOAD DOCUMENT		
曫 USERS AND GROUPS 🛛 🔇		_	
PRINTING POLICIES <	Display 'Upload Document' profile		
SERVER CONFIGURATION <	Visible		
CONNECTORS	Select document conversion types		
OCR CONFIGURATION	No conversion		
DOCUMENTS <	PDF PDF		
🕏 Report 🛛 <	Split PDF - ZIP		
A WARNING & LOG <	PDF-A		
a License	JPG JPG		
🗞 Alidata 🗸			
	Searchable PDF		
	Searchable PDF-A		
	Text - Txt		
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Fig. 301 - Upload Document

- 3. Change the visibility and choose which fields should be presented on Connector.
- 4. Click Save to apply the changes.

# HOW TO USE

Uploading from the Web Portal supports multi-file upload. After the upload finishes files will be stored on the chosen system folder.



Fig. 302 - - Web Portal - Upload Document



- 1. Click on Upload Document.
- 2. Click to trigger file upload or drag and drop documents.
- 3. Choose **Output Format** from a group of file type conversion and OCR combination.
- 4. Choose the **Folder** in which to store your documents.
- 5. Click on **Upload**.

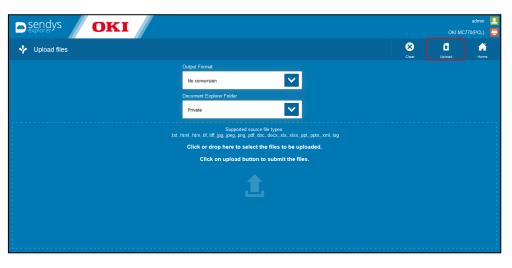


Fig. 303 - - Web Portal - Upload Document





# SHAREPOINT

- 1. Click on **Connectors**.
- 2. Click on the **pencil icon** to edit **SharePoint**.

sendys	E	•	? 🛔 ADMIN
B DASHBOARD	< Connectors	🖺 Save	X Cancel
🗞 Devices 🛛 <	LIST SHAREPOINT		
🚰 Users and Groups 🛛 🔇			
PRINTING POLICIES <	PROFILE SHAREPOINT		
SERVER CONFIGURATION <	Display 'SharePoint' profile		
CONNECTORS	Visible		
OCR CONFIGURATION	Select document conversion types		
DOCUMENTS <	PDF PDF		
🚱 Report 🛛 <	Split PDF - ZIP		
▲ WARNING & LOG <	PDF-A		
a License	JPG		
🗞 Alidata 🗸	TIFF		
	PNG PNG		
	Searchable PDF		
	Searchable PDF-A		
	Document Explorer Folder		
	Visible		
	Folder		
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	Visible		
	Document Name		
	Visible		
	SharePointLogin		
	Visible		
	Password		
	Visible		
	Path		
	Visible		
	-		
			Vandan 2 v a servi
	Copyright © 2015-2016. All rights reserved.		Version 2.1.0.5588

Fig. 304 - Scan to SharePoint Connector

- 3. Change the **visibility** and choose which fields should be presented on Connector.
- 4. Click **Save** to apply the changes.



### SHAREPOINT

1. Click on SharePoint.

sendys	≡	٠	?	🐣 ADMIN
🔀 Dashboard	< Connectors	E Save		X Cancel
🗞 Devices	LIST SHAREPOINT			
🖀 Users and Groups	PROFILE SHAREPOINT			
PRINTING POLICIES				
SERVER CONFIGURATION	SharePoint Domain			
CONNECTORS	SharePoint Server			
OCR CONFIGURATION	SharepointServer.com			
	< SharePoint Authentication Type			
🚱 Report	SharePoint			·
A WARNING & LOG	< SharePoint HTTPS			
a, License				
🗞 Alidata	¢.			
	Copyright © 2015-2016. All rights reserved.	v	ersion	2.1.0.5588

Fig. 305 - SharePoint Connector

2. Make the required configuration.

Name	Details
SharePoint domain	You only need to configure this if you are in the same domain as the SharePoint server, if you are accessing a SharePoint remotely you need to leave this field empty
SharePoint server Name	If you are in the same domain you can set this with the name of SharePoint machine, if you are not in the same domain you can set this with the full name to access SharePoint.
SharePoint type	Local/online 365
SharePoint Https	Select if SharePoint server uses https
	Table 52 - SharePoint Connector

3. Click **Save** to save the configuration.



**Note**: SharePoint supported types have some limitation, on the types that are supported and also in each type definition.

Please review the follow types and types' definitions:

- Text: SENDYS Explorer does not restrict the max amount of characters.
- Multi-line Text: SENDYS Explorer does not restrict max amount of characters.
- **Choice Menu**: SENDYS Explorer does not support multi selection menu, multi-selection menu will be display as a single selector.
- **Number**: SENDYS Explorer supports INTEGER type only, no max/min values validation.
- **Currency**: No max/min values validation.
- Date/Time: SENDYS Explorer supports DATE type only.
   Note: Date/Time is displayed as "DD/MM/YYYY", but it is a cosmetic user interface ONLY. No validation.
- Yes/No: Supported.
- **Search**: Not supported.
- Person or Group: Not supported.
- Hyperlink or Image: Not supported.
- Calculated Field: Not supported.
- Task Result: Not supported.
- External data: Not supported.
- Managed metadata: Not supported.

For any non-supported types, if there is a default value set at SharePoint, SENDYS Explorer will be compliance with it.





# GOOGLE DRIVE

- 1. Click on **Connectors**.
- 2. Click on the **pencil icon** to edit **Google Drive**.

sendys	=		? 🍐 ADMIN
B DASHBOARD	< Connectors	E Save	X Cancel
💑 Devices	C LIST GOOGLE DRIVE		
🚰 USERS AND GROUPS			
PRINTING POLICIES	C Display 'Google Drive' profile		
SERVER CONFIGURATION	c Visible C		
CONNECTORS	Select document conversion types		
OCR CONFIGURATION	PDF PDF		
	Split PDF - ZIP		
Report	< PDF-A		
A WARNING & LOG	C JPG		
a, License			
🗞 Alidata	PNG Searchable PDF		
	Searchable PDF-A		
	Text - Txt		
	Document Explorer Folder		
	Visible		
	Document Name		
	Vocument name		
	Visible		
	Path		
	Visible		
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Fig. 306 - Scan to Google Drive

- 3. Change the **visibility** and choose which fields should be presented on Connector.
- 4. Click **Save** to apply the changes.



# DROPBOX

- 1. Click on Connectors.
- 2. Click on the **pencil icon** to edit **Dropbox**.

sendys		≡		٠	? 👗 ADMIN		
🖀 Dashboard		< Connectors			X Cancel		
🗞 Devices	<	LIST	DROPBOX				
😤 USERS AND GROUPS	<				1		
PRINTING POLICIES	<		Display 'Dropbox' profile				
SERVER CONFIGURATION	<	Visible					
CONNECTORS		Select document conversion types					
OCR CONFIGURATION			PDF				
DOCUMENTS	<		Split PDF - ZIP				
REPORT	<		PDF-A				
A WARNING & LOG	<		JPG				
a License			TIFF				
& Alidata	<		PNG				
			Searchable PDF Searchable PDF-A				
			Text-Txt				
		Document Explorer Folder					
		Visible 🧲	—				
		Docume	nt Name				
			_				
		Visible					
		Path					
		Visible 🤇					
	Copyright © 2015-2016. All rights reserved.						

Fig. 307 - Scan to Dropbox

- 3. Change the **visibility** and choose which fields should be presented on Connector.
- 4. Click **Save** to apply the changes.



#### ONEDRIVE

- 1. Click on **Connectors**.
- 2. Click on the **pencil icon** to edit **OneDrive**.

sendys		≡		٨	? 👗 ADMIN			
🚳 Dashboard		< Connectors						
💑 Devices	<	LIST	ONEDRIVE					
Musers and Groups	<							
PRINTING POLICIES	<		Display 'OneDrive' profile					
SERVER CONFIGURATION	<	Visible						
CONNECTORS		Select document conversion types						
OCR CONFIGURATION			PDF					
DOCUMENTS	<		Split PDF - ZIP					
Report	<		PDF-A					
A WARNING & LOG	<		JPG					
a License			TIFF					
🗞 Alidata	<		PNG					
			Searchable PDF Searchable PDF-A					
			Text - Txt					
		Document Explorer Folder						
		Visible						
			—					
		Docume	nt Name					
		Mailet .						
		Visible						
		Path						
		Visible						
	Copyright © 2015-2016. All rights reserved.							

Fig. 308 - Scan to OneDrive

- 3. Change the **visibility** and choose which fields should be presented on Connector.
- 4. Click **Save** to apply the changes.





# ONEDRIVE 365

- 1. Click on Connectors.
- 2. Click on the **pencil icon** to edit **OneDrive 365**.

🔊 sendys		≡	٠	?	🛔 ADMIN		
🚳 Dashboard		< Connectors	🖺 Save		X Cancel		
🗞 Devices	<	LIST ONEDRIVE FOR BUSINESS					
😤 USERS AND GROUPS	۲.	ONEDRIVE PROFILE FOR			-		
PRINTING POLICIES	<.	PROFILE FOR BUSINESS					
SERVER CONFIGURATION	<.	Display 'OneDrive for Business' profile					
CONNECTORS	~	Visible					
4 Пек Connector Output Settings O CCR Connectwarton D OCUMENTS D DOCUMENTS C REPORT A WARNING & LOG 4 LICENSE & ALIDATA		Select document conversion types    No conversion   PDF    PDF    PDF-A    PDF-A     PDF-A     PNG					
		Visible					
	Copyright © 2015-2016. All rights reserved. Version 2.2.0.						

Fig. 309 - Scan to OneDrive 365

- 3. Change the **visibility** and choose which fields should be presented on Connector.
- 4. Click **Save** to apply the changes.



## ONEDRIVE 365 CONFIGURATION

## 1. Click on **OneDrive 365**.

sendys	E	٠	?	🐣 ADMIN
🔹 Dashboard	< Connectors	E) Save		X Cancel
🚯 Devices 🤇	LIST ONEDRIVE FOR BUSINESS			
警 Users and Groups 🛛 <	PROFILE ONEDRIVE FOR BUSINESS			
PRINTING POLICIES <				
SERVER CONFIGURATION <	Domain			
CONNECTORS ~				
< Connectors				
< Output Settings				
OCR CONFIGURATION				
DOCUMENTS <				
🚯 Report <				
A WARNING & LOG <				
🗞 Alidata <				
	Copyright © 2015-2016. All rights reserved.	,	/ersior	2.2.0.5588

Fig. 310 - Scan to OneDrive 365

2. Make the required configuration.

Name	Details
Domain	You only need to configure this if you are in the same domain as the OneDrive server, if you are accessing a OneDrive remotely you need to leave this field empty.

3. Click **Save** to save the configuration.



## YANDEX

- 1. Click on Connectors.
- 2. Click on the **pencil icon** to edit **Yandex**.

ာ sendys	■ Connectors	E Save	X Cancel
🚳 Dashboard			
& Devices	LIST YANDEX <sup>16</sup>		
👑 Users and Groups 🛛			
Printing Policies	Display 'Yandex' profile		
SERVER CONFIGURATION	Visible C		
CONNECTORS	Select document conversion types		
Connectors	No conversion		
	PDF PDF		
	Split PDF - ZIP		
OCR CONFIGURATION	PDF-A		
	JPG JPG		
🚯 Report 🔹	TIFF		
A WARNING & LOG	D PNG		
	Document Explorer Folder		
🗞 Alidata			
	Visible		
	Document Name		
	Visible		
	Path		
	Path		
	Visible		
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Fig. 311 - Scan to Yandex

- 3. Change the **visibility** and choose which fields should be presented on Connector.
- 4. Click **Save** to apply the changes.



### OUTPUT MANAGER

- 1. Click on Connectors.
- 2. Click on the **pencil icon** to edit **Output Manager**.

sendys	E	٨	? 👗 ADMIN
🍘 Dashboard		E Save	X Cancel
🗞 Devices 🛛 <	LIST OUTPUT MANAGER		
曫 USERS AND GROUPS 🛛 🔇			
PRINTING POLICIES <	Display 'OutputManager' profile		
SERVER CONFIGURATION <			
CONNECTORS			
OCR CONFIGURATION			
DOCUMENTS <			
🔄 Report 💦 <			
▲ Warning & Log <			
a License			
🗞 Alidata <			
	Copyright © 2015-2016. All rights reserved.	v	ersion 2.1.0.5588

Fig. 312 - Output Manager Connector

- 3. Change the **visibility** and choose which fields should be presented on Connector.
- 4. Click **Save** to apply the changes.



## FLEX CONNECTORS

**Flex Connectors** will allow you to create new and customized Connectors. There you can set and define different workflows for the scan documents.

The **Flex Connectors** could be very useful for integration with customer software, since it allows to set several output destinations, and also to generate Metadata for the output documents.

With **Flex Connectors** there are several workflow possibilities.

Note: to configure the Flex Connectors correctly you must have Output Settings configured first.

- 1. Click on Connectors.
- Click on the pencil icon to edit/create Flex Connectors. Or optional:
- 1. Click on Connectors.
- 2. Click on Flex Connectors.

sendys	≡ ▲	?	🐣 ADMIN
🍪 Dashboard	< Flex Connector		습 Remove
🗞 Devices 🛛 <	FLEX CONNECTOR		
👹 USERS AND GROUPS 🛛 🔇	Selection Mode: #/#/A Select: All / None / Inve	rse 🛓 👁	80
PRINTING POLICIES	Source And Contract C		
SERVER CONFIGURATION <	No data available in table		
CONNECTORS ~	Showing 0 to 0 of 0 entries Show 10 v entries	Previous	Next
Flex Connector			
OCR CONFIGURATION			
DOCUMENTS <			
🚯 Report 💦 🤇			
A WARNING & LOG			
a License			
🗞 Alidata 🗸			
	Copyright © 2015-2016. All rights reserved.	Version	2.1.0.5588

Fig. 313 - Flex Connectors



## OUTPUT SETTINGS

## CREATE OUTPUT SETTINGS

- 1. Click on **Connectors > Output Settings**.
- 2. Click on Add.

sendys	<b>Ξ ▲ ? ▲</b> AD4	
🍪 Dashboard	< Output Settings	
🗞 Devices 🗸	OUTPUT SETTINGS	
😸 USERS AND GROUPS 🛛 🤇	Selection Mode: 22/22/A Select: All / None / Inverse 🛓 👁 🖹 🕻	,
PRINTING POLICIES <	V Name Protocol	It
SERVER CONFIGURATION <		
CONNECTORS ~	Showing 0 to 0 of 0 entries Show 10 v entries Previous New	t
<ul> <li>Output Settings</li> </ul>		
OCR CONFIGURATION		
DOCUMENTS <		
😍 Report 🛛 <		
▲ WARNING & LOG <		
A LICENSE		
🗞 Alidata 🤇		
	Copyright © 2015-2016. All rights reserved. Version 2.1.0.5	588

Fig. 314 - Add Output

3. Make the required configuration.

Name	Details
Name	Name to be presented on the Output
Protocol	Select the protocol used (File / Samba / FTP)
Path	Case you select File protocol insert the path for one exiting system folder E.g. C:/Temp Case you select <b>SMB</b> protocol insert the path for one exiting samba shared folder E. g. \\sambaserver\sharedfolder\ Case you select <b>FTP</b> protocol insert the path for one exiting FTP shared folder E. g. \sharedfolder\
Username	Username for SMB or FTP access
Password	Password for SMB or FTP access
Port	Port for FTP access
Server	IP for the <b>FTP</b> server

Table 53 - Add Output

Note: The configurations username / password / server / port will change depend of the selected protocol.



4. Click **Save** to save the configuration.

sendys	= <b>•</b> •	? 🔺 ADMIN
🚳 Dashboard	≺ Output Settings	
🗞 Devices 🛛 <	OUTPUT SETTINGS *NEW OUTPUT	
👹 USERS AND GROUPS 💦 🔇	Name (*)	1
PRINTING POLICIES <	Output Folder	
SERVER CONFIGURATION <	Protocol (*)	
CONNECTORS ~	CEB File	-
	Path (*)	
	c:\temp\File_output	
<ul> <li>Output Settings</li> </ul>		
OCR CONFIGURATION		
DOCUMENTS <		
😍 Report 💦 <		
A WARNING & LOG <		
a License		
🗞 Alidata 🧹		
	Copyright © 2015-2016. All rights reserved.	Version 2.1.0.5588

Fig. 315 - Add Output



### EDIT OUTPUT SETTINGS

- 1. Click on **Connectors > Output Settings**.
- 2. Click on **pencil icon** to edit the **Output**.

sendys		E	٠	?	💧 ADMIN
🚳 Dashboard		< Output Settings	C Add		1 Remove
🗞 Devices	<	OUTPUT SETTINGS			
曫 USERS AND GROUPS	<	Selection Mode: ##/##/ A Select: All / Nor	e / Inverse	± 0	
PRINTING POLICIES	<	C S Name Protocol			
SERVER CONFIGURATION	<	Output Folder File			
CONNECTORS	•	Showing 1 to 1 of 1 entries Show 10 v entries	Previ	bus	1 Next
<ul> <li>Output Settings</li> </ul>					
OCR CONFIGURATION					
DOCUMENTS	<				
🚱 Report	<				
A WARNING & LOG	<				
& License					
🗞 Alidata	<				
		Copyright © 2015-2016. All rights reserved.		Versio	n 2.1.0.5588

Fig. 316 - Edit Output

3. Make the changes on Output configuration.

sendys	E		A a ?	🔺 ADMIN
🚳 DASHBOARD	< Output Settings	E Save	e Remove	× Cancel
🗞 Devices 🗸	OUTPUT * OUTPUT FOLDER			
👹 Users and Groups 🛛 🔇	Name (*)			
PRINTING POLICIES <	Output Folder			
SERVER CONFIGURATION <	Protocol (*)			
CONNECTORS ~	E File			-
	Path (*)			
	c:\temp\File_output			
<ul> <li>Output Settings</li> </ul>				
OCR CONFIGURATION				
DOCUMENTS <				
Report <				
A WARNING & LOG <				
a, License				
🗞 Alidata 🤇				
	Copyright © 2015-2016. All rights reserved.		Vers	on 2.1.0.5588

Fig. 317 - Edit Output

4. Click **Save** to save the Output changes.



### **REMOVE OUTPUT SETTINGS**

- 1. Click on **Connectors > Output Settings**.
- 2. Click on trash icon to remove the Output.

sendys		=	٠	?	🛔 ADMIN
🍄 Dashboard		< Output Settings	C Add		合 Remove
🗞 Devices	<	OUTPUT SETTINGS			
曫 USERS AND GROUPS	<	Selection Mode: #/I拼/A Select: All / None	/ Inverse	± 0	80
PRINTING POLICIES	<	So Name Protocol			
Server Configuration	<	Output Folder File			
CONNECTORS	~	Showing 1 to 1 of 1 entries Show 10 v entries	Previo	us	Next
<ul> <li>Output Settings</li> </ul>					
OCR CONFIGURATION					
DOCUMENTS	<				
REPORT	<				
A WARNING & LOG	<				
a License					
🗞 Alidata	<				
		Copyright © 2015-2016. All rights reserved.		Versio	n 2.1.0.5588

Fig. 318 - Remove Output

3. Click **Delete** to confirm removal.

🔺 Alert	×
Delete data.	
	No Delete

Fig. 319 - Confirm remove Output



### ADD FLEX CONNECTOR

- 1. Click on **Connectors > Flex Connectors**.
- 2. Click on Add.

sendys explorer	=			•	?	🐣 ADMIN
🚳 Dashboard	< Flex Connector			C Add		會 Remove
🗞 Devices	FLEX CONNECTOR					
👹 Users and Groups			Selection Mode: 🗮 / 🎟 / A Select: All / None /	Inverse	± ©	B C
RINTING POLICIES	🗹 🕫 Hard Link Name					
SERVER CONFIGURATION		No data available in table				
CONNECTORS	Showing 0 to 0 of 0 entries	Show 10 v entries			Previous	Next
< Flex Connector						
📽 Output Settings						
OCR CONFIGURATION						
REPORT						
A WARNING & LOG						
A LICENSE						
🗞 Alidata						
	Copyright © 2015-2016. All rights reserved.				Version	2.1.0.5588

Fig. 320 - Flex Connectors

## CONNECTOR SETTINGS

1. Click on Connector Settings.

sendys	=	٠	<b>_</b>	? 👗 ADMIN
B DASHBOARD	< Flex Connector		E Save	X Cancel
🗞 Devices	CONNECTOR CONNECTOR SETTINGS			
🚰 Users and Groups	CONNECTOR SETTINGS INPUT OUTPUT			
PRINTING POLICIES				
SERVER CONFIGURATION	Name (*)         Connector kon (*)           Flex Connector         Image: Connector kon (*)			
CONNECTORS	Save Document in SENDYS Explorer			-
	Save Document in SENDYS Explorer			
Flex Connector	Visible Button Scan Simplex			
OCR CONFIGURATION	Visible Button Scan Duplex			
DOCUMENTS	Color Mode (*)			
le Report	O Color -			
A WARNING & LOG	Quality (*)			
	★ ★ ☆ ☆ Low 👻			
A LICENSE				
🗞 Alidata				
	Copyright © 2015-2016. All rights reserved.		v	Version 2.1.0.5588

#### Fig. 321 - Flex Connectors



# 2. Make the required configuration

Name	Details
Name	Name for the Connector
Connector Icon	Select the icon for the Connector
Save Document in SENDYS Explorer	If checked, the scanned document will be saved on the Output and also integrated on SENDYS Explorer. IF not checked, the scanned document will only be saved on the Output
Visible Button Scan Simplex	Select to enable or not the Scan Button
Visible Button Scan Duplex	Select to enable or not the Scan Duplex Button
Color Mode	Select the Color option for Scan Document
Quality	Select the Quality option for Scan Document

## 3. Click Input.

## INPUT

1. Click on Input.

sendys 🔊	=	4	o <sup>1</sup> ?	🛎 admin
B DASHBOARD	< Flex Connector		E) Save	X Cancel
🗞 Devices 🗸 🤇	FLEX CONNECTOR SETTINGS			
👹 Users and Groups 🛛 🔇				
PRINTING POLICIES <	SETTINGS INPUT OUTPUT			
SERVER CONFIGURATION <	Input	Input Fields # Input - TextBox		/ =
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DOCUMENTS <	+ Add			
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	Copyright © 2015-2016. All rights reserved.		Versi	on 2.1.0.5588

### Fig. 322 - Flex Connectors



1. Make the required **Input** configuration.

.

Name	Details		
Name	Name for the Input field. This name could be used on the output Filename.		
Туре	Select the type that you desire to use on the Input field		
Default Value	If you desire you can enter the default value for the Input field		
Table FE Add Input Datails			

Table 55 - Add Input Details

## 2. Input Type configurations

Input Type	Details
Combo	This will create one combo box with the values enter on the " <b>Default Value</b> " field. This values need to be separated by coma. Example: "1,2,3,4"
CheckBox	This will create one checkbox. If you set the " <b>Default Value</b> " with 1, checkbox will be checked.
TextBox	This will create one textbox.
ODBC	This will create one combo box with the values returned from one query. For this to work it's need to configure one ODBC data source on the server. And then it's need to enter the Connection String for the ODBC and the desired Query for the results. This follow the ODBC creation rules.
Hidden	This will create one hidden field, it will not be editable or visible. Could be used to store values for the Output Filename. Or to integrate with other system.
	Table 56 - Add Input Details

2. Click on + Add. After you create all the Input's for the Connector, click on **Output**.



## PROCESSING

Processing



## OUTPUT

1. Click on **Output**.

sendys	= Flex Connector	Save Cancel
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👹 Users and Groups	CONNECTOR INPUT OUTPUT	
PRINTING POLICIES	Comparison (1997) (19977) (19977) (1997) (1997) (1997) (1997) (1997) (1997)	
SERVER CONFIGURATION	Output Destination         Outputs (*)           ✓         ✓         ✓           ✓         ✓         ✓           ✓         ✓         ✓           ✓         ✓         ✓           ✓         ✓         ✓	/ =
	FileType (*)	
< Connectors	D PDF C	
Flex Connector		
< Output Settings	Filename	
OCR CONFIGURATION	I <filename><input/></filename>	
	K Metadata	
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	Copyright © 2015-2016. All rights reserved.	Version 2.1.0.5588

#### Fig. 323 - Flex Connectors

2. Make the required **Output** configuration.

Name	Details
Output Destination	Select one Output that was previous created
FileType	Select the format for the Scanned Document
Filename	Define the Name of the Scanned Document In the Filename you can use the Input's created previously, just need to enter the input name between "< >". Also you can enter the char "\" to use existing subfolders of the output location. Example for Filename: <filename> <input/> <date> \existing_folder\<filename> <input/> <date></date></filename></date></filename>
	Table 57 - Add Output Details

- 3. Click on + Add. After you create all the Output's for the Connector, click on Save.
- 4. Flex Connector was created and it will forward to **Flex Connectors**. The new connector will be visible on your Smart MFP.





## EDIT FLEX CONNECTOR

- 1. Click on **Connectors > Flex Connectors**.
- 2. Click on **pencil icon** to edit the **Flex Connector**.

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🍄 Dashboard		< Flex Connector			C Add		<b>≙</b> Remove
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SERVER CONFIGURATION	<	C Rex Connector					
CONNECTORS	~	Showing 1 to 1 of 1 entries Show 10 v entries			Previou	s 1	Next
<ul> <li>Flex Connector</li> <li>Output Settings</li> </ul>							
OCR CONFIGURATION							
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<b>a</b> License							
🗞 Alidata	<						
		Copyright © 2015-2016. All rights reserved.			١	ersion	2.1.0.5588

Fig. 324 - Flex Connectors

3. Make the changes on **Connector Settings / Input /Output** configurations.

sendys	=	_	? 🔺 ADMIN
🚳 Dashboard	< Flex Connector	E Save	X Cancel
🗞 Devices 🗸	FLEX CONNECTOR SETTINGS		
👹 USERS AND GROUPS 🛛 🔇	CONNECTOR SETTINGS INPUT OUTPUT		
PRINTING POLICIES <			
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a License			
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	Copyright © 2015-2016. All rights reserved. Version 2.1.0		

Fig. 325 - Edit Flex Connector

4. Click **Save** to save the configuration.



## REMOVE FLEX CONNECTOR

- 1. Click on **Connectors > Flex Connectors**.
- 2. Click on trash icon to remove the Flex Connector.

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🗞 Devices 🗸	FLEX CONNECTOR			
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	Copyright © 2015-2016. All rights reserved.		/ersion	2.1.0.5588

Fig. 326 - Flex Connectors

3. Click **Delete** to confirm removal.

🔺 Alert	×
Delete data.	
	No Delete

Fig. 327 - Confirm Remove Flex Connector



# FLEX CONNECTOR PLUS

## OVERVIEW

**Flex Connectors** will allow you to create new and customized Connectors. There you can set and define different workflows for the scan documents.

The **Flex Connectors** could be very useful for integration with customer software, since it allows to set several output destinations, and also to generate Metadata for the output documents.

With **Flex Connectors Plus** you have all functionalities from Flex Connector and additional to this you have a new range of possibilities:

- PDF Page Split
- OCR Template creation
- Zonal OCR
- Document Deskew
- Document noise removal
- White page removal
- Auto Page Rotation
- Regular expressions over input/OCR Zone Fields
- String Format over input/OCR Zone Fields
- String remove empty spaces and new lines over input/OCR Zone Fields

With all of this new setting it will be a lot easy to define standard workflows and make integration of documents into Document management systems or company ERP's.

Additional to all of this when you push flex connector plus you also push SQL Server database integration and advanced admin platform.

- 1. Click on **Connectors**.
- Click on the pencil icon to edit/create Flex Connectors. Or optional:
- 3. Click on Connectors.
- 4. Click on **Flex Connectors**.



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	Copyright © 2015-2016. All rights reserved.	rsion 2.1.0.5588

Fig. 328 - Flex Connectors

## OCR TEMPLATES

OCR templates are documents that you can use to specify zones that can be capture from a document, this zones will be defined has output metadata variables that you can use to integrate the scanned documents.

To create a OCR Template document you need to follow the next steps:

- 5. Go to management application has administrator
- 6. Go to OCR Configurations
- 7. Change the name of any of the OCR ABBYY templates, make sure that you save this information.
- 8. Go to any of the connectors, could be "Scan to me" for example
- 9. Enable OCR Template on this connector
- 10. Go to the device
- 11. Click on "Scan to me"
- 12. Select has Output Format "OCR Template"



Output Format		
PDF	Split PDF - ZIP	PDF-A
JPG	TIFF	PNG
Searchable PDF	Searchable PDF-A	Text - Txt
OCR Template		

Fig. 329 – Create document template sample.

- 13. Give a name to the document
- 14. Scan the document
- 15. Go to Administration console
- 16. Click on Connectors> OCR Templates>Scanned Docs
- 17. Select the scanned document

🔊 sendys	=		🌲 📍 👗 ADMIN
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🖧 Devices <	OCR TEMPLATES SCANNED DOCS		
USERS AND GROUPS <	Advanced Search		+
PRINTING POLICIES <	Advanced Search	Selection Mode:	■/Ⅲ/A Select: All / None / Inverse ≛ ● 臣 C
SERVER CONFIGURATION <	O <sub>6</sub> <sup>o</sup> Name	Creation Date	Username
Connectors ~	Complete Example	12/09/2017 15:07:34	Unassigned
	Showing 1 to 1 of 1 entries	Show 10 + entries	Previous 1 Next
<ul> <li>Flex Connector</li> <li>Output Settings</li> </ul>			
OCR Template			
OCR CONFIGURATION			
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	Copyright © 2015-2016. All rights reserved.		Version 2.3.0.7116

Fig. 330 – Select Document to Template.

- 18. Create the document Zonal OCR Template
- 19. Specify a name
- 20. Select a language
- 21. Add a page(s) template
- 22. Select the different areas and define the variables naming



23. Save the page(s) template

## 24. Save the full template

sendys		۵		🚨 ADMIN
🚳 Dashboard	名 Copy Template			ED Save
🗞 Devices	COR TEMPLATES SCANNED DOCS NEWTEMPLATE			
👑 Users and Groups				_
PRINTING POLICIES	<     Name (*)     NewTemplate			
SERVER CONFIGURATION	c Languages (*)			
CONNECTORS	?g English *			æ
Connectors	Name			
<ul> <li>Flex Connector</li> <li>Output Settings</li> </ul>	+ Add 집Save ★Cancel			
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Fig. 331 – Zonal OCR Template.

	text	Text 🔹 🗖
Alidata - Soluções Informáticas, Lda.	Phone Phone	X
Cessil do Cego Marrazes ALIDATA	/ Fax	×
2415-973 LERIA SOFTWARE	/ Vat	
Tentinu 24460000 Benut pan@aktota.pt Www.aktota.pt	+	
Dear Sir.(s)		
VAT: 501558802	br	Barcode 🔹 🗖
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riginal	+	
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Bale VAT Number Client Nr. Currency Regulation Order 27-07-2017 Tas EURO (1.00000)		
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Das Date Payment Conditions Technicalise Vehicle OP CHM Operator 26-06-2017 20 date 00 OP11202011001		
25-05-2017 20 data 00 OP1727/01100 Reference Description Op, Unit, Unit Price Disc, (%) Data. VAT Net Value		
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Mipping 0.00 4 Tetal Tax Starsp 0.00 4		

Fig. 332 – Template area definition.

- 25. After defining the full template for the document
- 26. Go to the Flex-Connector that you have defined



- 27. Select the connector for edition
- 28. Go to the tab "Processing"
- 29. Select the "OCR Template"

🔊 sendys			۵ م	? 💧 ADMIN
🚳 Dashboard	< Flex Connector	E Save	🛱 Remove	× Cancel
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PRINTING POLICIES <	CONNECTOR SETTINGS INPUT PROCESSING OUTPUT			
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Connectors ~	OCR Template           Image: I			<u>^</u>
Connectors	Deskey NewTemplate			
Flex Connector Output Settings				
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Fig. 333 - Flex Connectors plus processing.



## OUTPUT SETTINGS

## CREATE OUTPUT SETTINGS

- 5. Click on **Connectors > Output Settings**.
- 6. Click on Add.

sendys	Ξ ▲ ? ▲ ADF	
🍪 Dashboard	< Output Settings	
🗞 Devices 🗸	OUTPUT SETTINGS	
😸 USERS AND GROUPS 🛛 🤇	Selection Mode: 22/22/A Select: All / None / Inverse 🛓 👁 🖹 🕻	,
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<ul> <li>Output Settings</li> </ul>		
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▲ WARNING & LOG <		
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🗞 Alidata 🤇		
	Copyright © 2015-2016. All rights reserved. Version 2.1.0.5	588

Fig. 334 - Add Output

7. Make the required configuration.

Name	Details
Name	Name to be presented on the Output
Protocol	Select the protocol used (File / Samba / FTP)
Path	Case you select File protocol insert the path for one exiting system folder E.g. C:/Temp Case you select <b>SMB</b> protocol insert the path for one exiting samba shared folder E.g. \\sambaserver\sharedfolder\ Case you select <b>FTP</b> protocol insert the path for one exiting FTP shared folder E.g. \sharedfolder\
Username	Username for SMB or FTP access
Password	Password for SMB or FTP access
Port	Port for FTP access
Server	IP for the <b>FTP</b> server

Table 58 - Add Output

Note: The configurations username / password / server / port will change depend of the selected protocol.



8. Click **Save** to save the configuration.

sendys	=	? 🔺 ADMIN
🚳 Dashboard	< Output Settings	
🗞 Devices 🗸	OUTPUT SETTINGS * NEW OUTPUT <sup>™</sup>	
👹 USERS AND GROUPS 🛛 🔇	Name (*)	
PRINTING POLICIES <	Output Folder	
SERVER CONFIGURATION <	Protocol (*)	
CONNECTORS ~	CEB File	-
	Path (*)	
	c:\temp\File_output	
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	Copyright © 2015-2016. All rights reserved.	Version 2.1.0.5588

Fig. 335 - Add Output



### EDIT OUTPUT SETTINGS

- 5. Click on **Connectors > Output Settings**.
- 6. Click on **pencil icon** to edit the **Output**.

sendys explorer	=					•	?	🔺 ADMIN
🚳 Dashboard	< Ou	itput Settings				C Add		會 Remove
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& LICENSE								
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	Copyright	© 2015-2016. All rights reserved.					Versio	n 2.1.0.5588

Fig. 336 - Edit Output

7. Make the changes on Output configuration.

sendys			A 🔤 ?	🛔 ADMIN
🍄 Dashboard	< Output Settings	E Save	습 Remove	X Cancel
🗞 Devices 🗸 <	OUTPUT SETTINGS OUTPUT FOLDER			
👹 Users and Groups 🛛 🤇	Name (*)			
PRINTING POLICIES <	Output Folder			
SERVER CONFIGURATION <	Protocol (*)			
CONNECTORS ~	E File			*
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	Copyright © 2015-2016. All rights reserved.		Versi	on 2.1.0.5588

Fig. 337 - Edit Output

8. Click **Save** to save the Output changes.



### **REMOVE OUTPUT SETTINGS**

- 4. Click on **Connectors > Output Settings**.
- 5. Click on trash icon to remove the Output.

sendys		=	🌲 📍 📥 ADMIN
🏙 Dashboard		< Output Settings	Add Remove
🗞 Devices	<	OUTPUT SETTINGS	
警 USERS AND GROUPS	<		Selection Mode: 🎟 / 🏭 / A Select: All / None / Inverse 🛓 👁 🖺 🥲
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SERVER CONFIGURATION	<	Output Folder	File
CONNECTORS	~	Showing 1 to 1 of 1 entries Show 10 v entries	Previous 1 Next
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		Copyright © 2015-2016. All rights reserved.	Version 2.1.0.5588

Fig. 338 - Remove Output

6. Click **Delete** to confirm removal.

🛕 Alert	×
Delete data.	
	No Delete

Fig. 339 - Confirm remove Output



### ADD FLEX CONNECTOR

- 4. Click on **Connectors > Flex Connectors**.
- 5. Click on Add.

sendys explorer		E			٨	?	🐣 ADMIN
🍰 Dashboard		< Flex Connector			C Add		<b>⊜</b> Remove
🗞 Devices	<	FLEX CONNECTOR					
🖀 Users and Groups	<			Selection Mode: 🎟 / 🎟 / 🗛 🛛 Select: All / None /	Inverse	± •	80
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		Copyright © 2015-2016. All rights reserved.				Version	2.1.0.5588

Fig. 340 - Flex Connectors

## CONNECTOR SETTINGS

3. Click on Connector Settings.

sendys	=	٠	<b>_</b>	? 👗 ADMIN
B DASHBOARD	< Flex Connector		E Save	X Cancel
🗞 Devices	CONNECTOR CONNECTOR SETTINGS			
🚰 Users and Groups	CONNECTOR SETTINGS INPUT OUTPUT			
PRINTING POLICIES				
SERVER CONFIGURATION	Name (*)         Connector kon (*)           Flex Connector         Image: Connector kon (*)			
CONNECTORS	Save Document in SENDYS Explorer			-
	Save Document in SENDYS Explorer			
Flex Connector	Visible Button Scan Simplex			
OCR CONFIGURATION	Visible Button Scan Duplex			
DOCUMENTS	Color Mode (*)			
le Report	O Color -			
A WARNING & LOG	Quality (*)			
	★ ★ ☆ ☆ Low 👻			
A LICENSE				
🗞 Alidata				
	Copyright © 2015-2016. All rights reserved.		v	Version 2.1.0.5588

#### Fig. 341 - Flex Connectors



4. Make the required configuration

Name	Details
Name	Name for the Connector
Connector Icon	Select the icon for the Connector
Save Document in SENDYS Explorer	If checked, the scanned document will be saved on the Output and also integrated on SENDYS Explorer. IF not checked, the scanned document will only be saved on the Output
Visible Button Scan Simplex	Select to enable or not the Scan Button
Visible Button Scan Duplex	Select to enable or not the Scan Duplex Button
Color Mode	Select the Color option for Scan Document
Quality	Select the Quality option for Scan Document
	Table 59 - Add Connector Details

## 6. Click Input.

# INPUT

3. Click on Input.

sendys	≡ .	• •	?	🛔 ADMIN
B DASHBOARD	< Flex Connector	E Save		× Cancel
💑 Devices	CONNECTOR			
😤 Users and Groups	CONNECTOR INPUT OUTPUT			
PRINTING POLICIES	SET INOS			
SERVER CONFIGURATION	Name Input Fields Input Virgitian Vi			/ =
CONNECTORS	Type			
	TextBox - 3			
Flex Connector Output Settings	Default Value			
OCR CONFIGURATION	I w.			
	< + Add			
REPORT	c			
A WARNING & LOG				
<b>a</b> License				
🗞 Alidata				
	Copyright © 2015-2016. All rights reserved.		Versi	n 2.1.0.5588

### Fig. 342 - Flex Connectors



3. Make the required **Input** configuration.

Name	Details
Name	Name for the Input field. This name could be used on the output Filename.
Туре	Select the type that you desire to use on the Input field
Default Value	If you desire you can enter the default value for the Input field
	Table 60 Add Input Dataile

Table 60 - Add Input Details

## 4. Input **Type** configurations

Input Type	Details
Combo	This will create one combo box with the values enter on the " <b>Default Value</b> " field. This values need to be separated by coma. Example: "1,2,3,4"
CheckBox	This will create one checkbox. If you set the " <b>Default Value</b> " with 1, checkbox will be checked.
TextBox	This will create one textbox.
ODBC	This will create one combo box with the values returned from one query. For this to work it's need to configure one ODBC data source on the server. And then it's need to enter the Connection String for the ODBC and the desired Query for the results. This follow the ODBC creation rules.
Hidden	This will create one hidden field, it will not be editable or visible. Could be used to store values for the Output Filename. Or to integrate with other system.
	Table 61 - Add Input Details

4. Click on + Add. After you create all the Input's for the Connector, click on **Output**.



### PROCESSING

- 1. Select the connector for edition
- 2. Go to the tab "Processing"
- 3. Select the "OCR Template"

sendys	≡		🌲 🗖 ?	📥 ADMIN
🚳 Dashboard	< Flex Connector	Save	emove 🗊	× Cancel
🖧 Devices 🔷	FLEX CONNECTOR FATURAS			
曫 Users and Groups				
PRINTING POLICIES	CONNECTOR SETTINGS INPUT PROCESSING OUTPUT			
SERVER CONFIGURATION	Pre-Processing			
Connectors	OCR Template  NewTemplate			•
Connectors				
Flex Connector	Deskey Newsemplate			
< Output Settings				
🖹 OCR Template	Processing			
OCR CONFIGURATION	Name Processes			
DOCUMENTS <	X Nome - RegExExtraction			/ =
🚯 Report 🔷	Туре			
A WARNING & LOG	·			
A WARNING & LOG	+ Add			
a: License				
🗞 Alidata 🔇				
	Copyright © 2015-2016. All rights reserved.		Ver	sion 2.3.0.7116

Fig. 343 - Flex Connectors plus processing.

4. Click "Save"



## OUTPUT

5. Click on **Output**.

sendys	= Flex Connector	Save Cancel
🙆 Dashboard		
💑 Devices	CONNECTOR SETTING	
👹 Users and Groups	CONNECTOR INPUT OUTPUT	
PRINTING POLICIES	Comparison (1997) (19977) (19977) (1997) (1997) (1997) (1997) (1997) (1997)	
SERVER CONFIGURATION	Output Destination         Outputs (*)           ✓         ✓         ✓           ✓         ✓         ✓           ✓         ✓         ✓           ✓         ✓         ✓           ✓         ✓         ✓	/ =
	FileType (*)	
< Connectors	D PDF C	
Flex Connector		
< Output Settings	Filename	
OCR CONFIGURATION	I <filename><input/></filename>	
	K Metadata	
REPORT	+Add	
A WARNING & LOG		
a, License		
🗞 Alidata		
	Copyright © 2015-2016. All rights reserved.	Version 2.1.0.5588

#### Fig. 344 - Flex Connectors

6. Make the required **Output** configuration.

Name	Details
Output Destination	Select one Output that was previous created
FileType	Select the format for the Scanned Document
Filename	Define the Name of the Scanned Document In the Filename you can use the Input's created previously, just need to enter the input name between "< >". Also you can enter the char "\" to use existing subfolders of the output location. Example for Filename: <filename> <input/> <date> \existing_folder\<filename> <input/> <date></date></filename></date></filename>
	Table 62 - Add Output Details

- 7. Click on + Add. After you create all the Output's for the Connector, click on Save.
- 8. Flex Connector was created and it will forward to **Flex Connectors**. The new connector will be visible on your Smart MFP.





## EDIT FLEX CONNECTOR

- 5. Click on **Connectors > Flex Connectors**.
- 6. Click on **pencil icon** to edit the **Flex Connector**.

sendys	≡	• ?	💧 ADMIN
🍄 Dashboard		ea Isa	合 Remove
🗞 Devices	< FLEX.CONNECTOR		
警 Users and Groups	く Selection Mode:晋/毌/A Select: All / None / Im	verse 🛓	
PRINTING POLICIES	< Og Hard Link Name		
SERVER CONFIGURATION	<		
CONNECTORS	Showing 1 to 1 of 1 entries Show 10 v entries	revious	1 Next
Flex Connector Output Settings			
OCR CONFIGURATION			
DOCUMENTS	с —		
🕓 Report	e		
A WARNING & LOG	C. C		
a License			
🗞 Alidata			
	Copyright © 2015-2016. All rights reserved.	Vers	ion 2.1.0.5588

Fig. 345 - Flex Connectors

7. Make the changes on **Connector Settings / Input /Output** configurations.

sendys	= 4		?	🛔 ADMIN
🍄 Dashboard	< Flex Connector	🖺 Save		X Cancel
🗞 Devices 🛛 <	FLEX CONNECTOR SETTINGS			
🖀 Users and Groups 🛛 🔇	CONNECTOR SETTINGS INPUT OUTPUT			
PRINTING POLICIES <				
SERVER CONFIGURATION <	Name (*) Connector Icon (*)			
CONNECTORS ~				-
	Save Document in SENDYS Explorer			
Flex Connector Output Settings	Visible Button Scan Simplex			
OCR CONFIGURATION	Visible Button Scan Duplex			
DOCUMENTS <	Color Mode (*)			
🚱 REPORT 🗸	Color T			
▲ WARNING & LOG <	Quality (*)			
& LICENSE				
🗞 Alidata 🧹				
	Copyright © 2015-2016. All rights reserved.		Versio	n 2.1.0.5588

Fig. 346 - Edit Flex Connector

8. Click **Save** to save the configuration.



## REMOVE FLEX CONNECTOR

- 4. Click on **Connectors > Flex Connectors**.
- 5. Click on trash icon to remove the Flex Connector.

sendys	=		?	ADMIN
🍄 Dashboard	< Flex Connector	C Add		會 Remove
🗞 Devices <	FLEX CONNECTOR			
👑 Users and Groups 🛛 🔇	Selection Mode:Ⅲ/Ⅲ/A Select: All/None/	Inverse	± .	80
PRINTING POLICIES <	Solution Sol			
SERVER CONFIGURATION <	Second Connector			
Connectors ~	Showing 1 to 1 of 1 entries Show 10 v entries	Previou	s 1	Next
< Flex Connector				
OCR CONFIGURATION				
Documents <				
🚯 Report 🗸 🤇				
▲ Warning & Log <				
a License				
🗞 Alidata 🧹				
	Copyright © 2015-2016. All rights reserved.	1	ersion :	.1.0.5588

Fig. 347 - Flex Connectors

6. Click **Delete** to confirm removal.

🗚 Alert	×
Delete data.	
	No Delete

Fig. 348 - Confirm Remove Flex Connector



## FLEET MANAGER CONNECTOR

This connector provides a way for you to control and manage devices and offers usage statistics and device

alerts on a personalised dashboard for easier maintenance and increased cost-effectiveness.

### OVERVIEW

### MONITOR and MANAGE YOUR DEVICES IN REAL TIME

SENDYS Explorer's Fleet Manager tool allows you to remotely view the real-time status of all your printers and MFPs. The hardware fleet overview offers usage statistics, as well as device alerts on a personalised dashboard in the event of jams or power issues.

Device alerts in real-time and error logs enable easier maintenance, improving efficiency, as well as increased costeffectiveness through faster, more efficient consumables management, ensuring you're never without toner when you need it.

### MAIN ADVANTAGES

- Device accounting A reporting tool that quickly displays print volumes for one or several devices at a time. Create graphs and print results right from the application, or export data in a variety of formats.
- Job accounting Provides management Information detailing printer use on a departmental or individual basis, so you can enjoy the time and money saved by automating and streamlining business processes.
- Device Management Offers an overview of your hardware fleet including a device/alerts dashboard with real-time error logs (paper alert, power-off). Automatic email notifications, remote device configuration and supplies dashboard allows you to quickly see what your print fleet is doing.
- Device discovery Scan your network so you can quickly install and configure your new added devices.
- Firmware updates Manage the firmware on your devices remotely, allowing you to upgrade at a time that suits you, for example, overnight or over the weekend.
- Alerts & Consumables management Receive alerts, and proactively manage your consumables to minimise downtime and improve productivity.



## OCR CONFIGURATIONS

## TESSERACT

Google Tesseract is possibly the most accurate open source OCR engine available. Combined with the <u>Leptonica Image</u> <u>Processing Library</u> it can read a wide variety of image formats and convert them to text in over 60 languages. It was one of the top 3 engines in the 1995 UNLV Accuracy test. Between 1995 and 2006 it had little work done on it, but since then it has been improved extensively by Google.

### INSTALLING LANGUAGES

To install a new language in the OCR engine there are two options:

## ONLINE

- 1. Go to <u>http://serverIP:50091/controlserver/default.aspx</u>.
- 2. Click on Server Configuration > Application Settings.
- 3. Click on List > Application Config.
- 4. Click on Scan.
- Select the Tesseract OCR Language.
   Note: When you change the language SENDYS Explorer will try to download and install the new language

### OFFLINE

For offline mode go to https://github.com/tesseract-ocr/tessdata

- 1. Download the language pack.
- 2. Extract the language pack.
- 3. Copy the files to Program Files or Program Files (X86) \Alidata\Tesseract-OCR\tessdata.
- 4. Go to <u>http://serverIP:50091/controlserver/default.aspx</u>.
- 5. Click on Server Configuration > Application Settings.
- 6. Click on List > Application Config.
- 7. Click on Scan.
- 8. Select the Tesseract OCR Language.



## ABBYY RECOGNITION SERVER (SENDYS EXPLORER PREMIUM)

SENDYS Explorer will silently install ABBYY when a valid SENDYS Explorer PREMIUM license is activated, but you will still need to manually insert the ABBYY license and import/create the ABBYY workflows.

A sample workflow file that you can import to ABBYY is provided in the installation files. These workflows are already preconfigured in SENDYS Explorer.

### ABBYY INSTALL

When you insert a SENDYS Explorer PREMIUM license, the system will try to install ABBYY recognition server. If this action fails it will try to guide the user through the installation process.

### ABBYY CONFIGURATION

### ABBYY LICENSE ACTIVATION

To insert an ABBYY license and activate the product go through the following steps:

- 1. In your Start Menu find and click on ABBYY's **Remote Administration Console**.
- 2. Click on License.
- 3. Click on Add Key Icon.
- 4. Select the Activation method
- 5. Click Next.

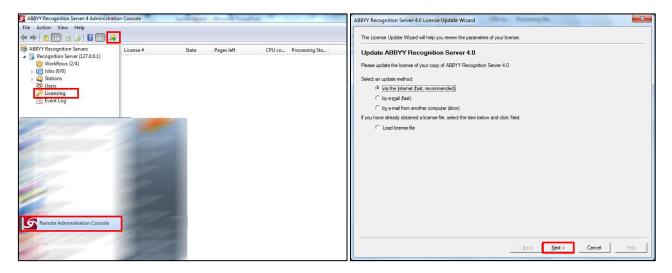


Fig. 349 – ABBYY



### ABBYY IMPORTING WORKFLOWS

- 1. Open ABBYY's Remote Administration Console.
- 2. Click on Workflow.
- 3. Right-click on the Workflow's window.
- 4. Click on Load Workflows Settings...

ABBYY Recognition Server 4 Administration	n Console		Annual Hand Labor.		- 0 X
File Action View Help					
🗢 🔿 🗾 🖬 🖬					
ABBYY Recognition Servers     Recognition Server (127.0.0.1)     Workflows (2/4)		Actions			
	Name	P	Source	Workflows (2/4	
> 10 Jobs (0/0)	MetadataExtraction	0	C:\Users\Public\ABBYY\ABBYY Recognition Server 4.0\Default Workflow\SE\Metadata	More Acti	ons 🕨
Stations 25 Users	BarcodeSplitPath	٥	C:\Users\Public\ABBYY\ABBYY Recognition Server 4.0\Default Workflow\SE\BarcodeFolder		
Licensing	BarcodeSplitFile	٥	C:\Users\Public\ABBYY\ABBYY Recognition Server 4.0\Default Workflow\SE\BarcodeFile		
Event Log	MetadataExtraction2	٥	C:\Users\Public\ABBYY\ABBYY Recognition Server 4.0\Default Workflow\SE\MetadataExtract2		
			Norkflow		
	_		Workflow Workflow Settings		
			Norkflow Settings		
		Refre		<u>~</u>	
			n		
	<nothing selected=""></nothing>	Help			
				=	
				*	

Fig. 350 - ABBYY

- 5. Select the file with the connectors to import.
- Note: A sample file is provided in C:\inetpub\ftproot\SENDYSExplorer\Abbyy\SESampleWorkflows.xml.
- 6. Click Import.



## SENDYS EXPLORER PREMIUM AND ADDITIONAL ABBYY WORKFLOW IMPORT

You can Remove/Edit existing ABBYY workflows or Import new ones.

## OCR configuration (new ABBYY Workflows):

- 1. On ABBYY Remote Console:
  - a. Create a new ABBYY workflow
    - Workflow name (any)
    - Input folder (any)
    - File format (any)
    - Output folder (C:\inetpub\ftproot\SENDYSExplorer\ScannedFiles)
  - b. Export new ABBYY workflow (file)
- 2. On SENDYS Explorer:
  - a. **OCR Configuration >Import (file)** and provide the name to be displayed to SENDYS Explorer users.

### IMPORT WORKFLOW

- 1. Click on **OCR Configuration**.
- 2. Click on Import.
- 3. Select the **ABBYY configuration file**.

Note: This action will create all workflows that contain SENDYS Explorer Scanned Files Folder as Output Folder on SENDYS Explorer.

sendys sendys		≡							? 💧 ADMIN
🍰 Dashboard		• C	DCR Co	onfiguration		ل Import	III Reorder	C New	😭 Remove
🚳 Devices	<	LIST							
替 Users and Groups	<	[n]	o;	Name	Value				
PRINTING POLICIES	<		1 8	PDF					
SERVER CONFIGURATION	<		/ 8	Split PDF - ZIP					
CONNECTORS	<		/ 8	PDF-A					
OCR CONFIGURATION			/ 8	JPG					
	<		/ 8	PNG					
			/ 8	Searchable PDF					
			/ 8	Searchable PDF-A					
A WARNING & LOG	<		/ 8	Text - Txt					
A LICENSE			1	ABBYY - Barcode Split (Pdf)	C:\inetpub\ftproot\SendysExplorer\Abbyy\b	arcode			
💑 Alidata	<		1	ABBYY - Metadata (Txt)	C:\inetpub\ftproot\SendysExplorer\Abbyy\n	netadata			
			1	ABBYY - Microsoft Excel	C:\inetpub\ftproot\SendysExplorer\Abbyy\x	ls			
			1	ABBYY - Microsoft Word	C:\inetpub\ftproot\SendysExplorer\Abbyy\d	oc			
			1	ABBYY - Searchable PDF	C:\inetpub\ftproot\SendysExplorer\Abbyy\p	df			
			/ 8	ABBYY - Searchable PDF-A	C:\inetpub\ftproot\SendysExplorer\Abbyy\p	dfa			
	Copyright © 2015-2016. All rights reserved.								Version 2.1.0.5588

Fig. 351 - Import ABBYY Workflow



#### ADD WORKFLOW

- 1. Click on **OCR Configuration**.
- 2. Click on New.

sendys	≡ ▲	2 <sup>0</sup> ?	🚨 ADMIN
🍘 Dashboard		🖺 Save	X Cancel
🗞 Devices 🗸	LIST NEW OCR		
👑 USERS AND GROUPS 🛛 <	Name		
PRINTING POLICIES <	NewWorkflow		
SERVER CONFIGURATION <	Value		
CONNECTORS <	C:\Inetpub\ttproot\SendysExplorer\Abbyy\NewWorkflow		
OCR CONFIGURATION			
DOCUMENTS <			
Report <			
A WARNING & LOG <			
a, License			
🗞 Alidata 🤇			
	Copyright © 2015-2016. All rights reserved.	Versio	n 2.1.0.5588

Fig. 352 - Add Workflow

3. Make the required configuration

Name	Details
Name	Name for the ABBYY workflow
Value	Input folder for ABBYY

Table 63 - Workflow Details

4. Click on **Save** to add the workflow.





#### EDIT WORKFLOW

- 1. Click on OCR Configuration.
- 2. Click on **pencil icon** to edit the **Workflow**.

sendys sendys	≡						٠	? 👗 A	DMIN
🍘 Dashboard	0	OCR Co	onfiguration		☐ Import	III Reorder	C New	Remo	
🗞 Devices	LIS	π							
曫 USERS AND GROUPS		o;	Name	la Value					
PRINTING POLICIES		<ul> <li>#</li> </ul>	PDF						
SERVER CONFIGURATION		/ B	Split PDF - ZIP						
CONNECTORS		1	PDF-A						
OCR CONFIGURATION		<ul> <li>1</li> <li>1</li></ul>	JPG						
			TIFF						
		1 8	Searchable PDF						
REPORT		/ 8	Searchable PDF-A						
A WARNING & LOG		/ 8	Text - Txt						
a License		1	ABBYY - Barcode Split (Pdf)	C:\inetpub\ftproot\SendysExplorer\Abbyy\l	parcode				
🚳 Alidata		1	ABBYY - Metadata (Txt)	C:\inetpub\ftproot\SendysExplorer\Abbyy\r	metadata				
		1	ABBYY - Microsoft Excel	C:\inetpub\ftproot\SendysExplorer\Abbyy\	ds				
		1	ABBYY - Microsoft Word	C:\inetpub\ftproot\SendysExplorer\Abbyy\@	doc				
		1	ABBYY - Searchable PDF	C:\inetpub\ftproot\SendysExplorer\Abbyy\p	odf				
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	_								
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Fig. 353 - Edit Workflow

3. Make the changes on **Workflow**.

sendys	=		۵	? 👗 ADMIN
🔀 Dashboard	OCR Configuration	E) Save	) Delete	X Cancel
🗞 Devices 🛛 <	LIST * ABBYY - BARCODE SPLIT (PDF)			
曫 USERS AND GROUPS 🛛 🔇	Name			1
PRINTING POLICIES	ABBYY - Barcode Split (Pdf)			
SERVER CONFIGURATION <	Value			
CONNECTORS <	C:\inetpub\ftproot\SendysExplorer\Abbyy\barcode			
OCR CONFIGURATION	Order			^
DOCUMENTS <	9			~
🕏 Report 🛛 <				
A WARNING & LOG <				
a License				
🗞 Alidata 🗸				
	Copyright © 2015-2016. All rights reserved.		,	Version 2.1.0.5588

Fig. 354 - Edit Workflow

4. Click **Save** to save the configuration.



#### REMOVE WORKFLOW

- 1. Click on OCR Configuration.
- 2. Click on trash icon to remove the Workflow.

sendys	≡							? 🛔 ADMIN
🍄 Dashboard	9	OCR Co	onfiguration		(Import	III Reorder	C New	습 Remove
🗞 Devices	LIS	т						
曫 Users and Groups		o;	Name	Value				
PRINTING POLICIES		<ul> <li>#</li> </ul>	PDF					
SERVER CONFIGURATION		18	Split PDF - ZIP					
CONNECTORS		1	PDF-A					
OCR CONFIGURATION		<ul> <li>8</li> </ul>	JPG					
			TIFF					
		/ 8	Searchable PDF					
🚱 Report		/ 8	Searchable PDF-A					
A WARNING & LOG		/ 8	Text - Txt					
<b>&amp;</b> LICENSE		<ul> <li>1</li> <li>1</li></ul>	ABBYY - Barcode Split (Pdf)	C:\inetpub\ftproot\SendysExplorer\Abbyy\/	barcode			
🗞 Alidata		1	ABBYY - Metadata (Txt)	C:\inetpub\ftproot\SendysExplorer\Abbyy\/				
		<ul> <li>1</li> <li>1</li></ul>	ABBYY - Microsoft Excel	C:\inetpub\ftproot\SendysExplorer\Abbyy\;				
		1	ABBYY - Microsoft Word	C:\inetpub\ftproot\SendysExplorer\Abbyy\				
		1	ABBYY - Searchable PDF	C:\inetpub\ftproot\SendysExplorer\Abbyy\				
		1	ABBYY - Searchable PDF-A	C:\inetpub\ftproot\SendysExplorer\Abbyy\	pdfa			
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Fig. 355 - Remove Workflow

3. Click **Delete** to confirm removal.

🛦 Alert	×
Delete data.	
	No Delete

Fig. 356 - Remove Workflow



## DOCUMENTS

This section is used to made a quick search on the printing and scanning jobs that were processed by SENDYS Explorer.

#### SPOOLER JOB

Spooler documents are the documents printed to pull prim queue, and that will be stay on hold until they are released by user. When the user enters on the printer he can consult the Spooler documents

This view shows the actual printing jobs on the Spooler of the system.

- 1. Click on **Documents**.
- 2. Click on Spooler Job.

sendys explorer		=				?	💧 ADMIN
🚳 Dashboard		Spooler Jobs					合 Remove
🗞 Devices	<	Advanced Search				_	+
替 Users and Groups	<			Selection Mode:	/ III / A Select: All / None / Inverse	± ©	80
PRINTING POLICIES	<	O O Full Name	Queue Name	File Name	Date		
SERVER CONFIGURATION	<	Administrator	OKIPCL5	Test Page	09/02/2017 17:29:27		
CONNECTORS	<	Administrator	OKIPCL5	Test Page	09/02/2017 17:29:25		
CONNECTORS	Ś	Administrator	OKIPCL5	Test Page	09/02/2017 17:29:22		
OCR CONFIGURATION		Showing 1 to 3 of 3 entries	Show 10	✓ entries	Previou	s 1	Next
	~						
Spooler Job							
눧 Scanned File							
🔄 REPORT	۲.						
A WARNING & LOG	<						
& LICENSE							
🗞 Alidata	<						
		Copyright © 2015-2016. All rights reserved.			X	ersion	2.1.0.5588

Fig. 357 - Spooler Job

- Click on trash icon to remove the spooler job pretended.
   Select one or more Jobs to delete them by click the Remove.
- 4. Click **Delete** to confirm removal.

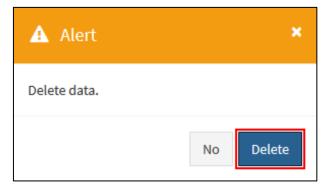


Fig. 358 - Confirm Remove Spooler Job



# SPOOLER HISTORY

History documents are the documents printer. They still be accessible by the user, until the Clean Spooler Job deletes them.

This view shows the history documents of the system.

- 1. Click on **Documents**.
- 2. Click on Spooler History.

sendys		=							<b>4</b> ?	🔒 AD	MIN
🍘 Dashboard		0	Spo	ooler History						1 Remov	ve
🚳 Devices	<	Adv	vance	d Search						-	+
曫 Users and Groups	<							Selection Mode: 📕 / 🎟 / A	Select: All / None / Inverse 🛓	• •	2
E PRINTING POLICIES	<		¢°	Full Name	Queue Name		File Name	Printed	Date		
SERVER CONFIGURATION	<		÷	admin			PrintTestPage_2.pdf	~	08/02/2017 11:55:21		
			ŧ	TestSendys29			Document 91538	×	07/02/2017 16:21:01		
CONNECTORS	<		ŧ	TestSendys182			Document 52859	~	07/02/2017 16:21:01		
OCR CONFIGURATION			÷	TestSendys128			Document 31248	~	07/02/2017 16:21:01		
DOCUMENTS	~		÷	TestSendys204			Document 61622	×	07/02/2017 16:21:01		
Spooler Job			8	TestSendys797			Document 91842	×	07/02/2017 16:21:01		
Ø Spooler History			8	TestSendys358			Document 20922	~	07/02/2017 16:21:01		
			8	TestSendys864			Document 1878	~	07/02/2017 16:21:01		
😔 Report	<		8	TestSendys217			Document 66846	×	07/02/2017 16:21:01		
A WARNING & LOG	<		8	TestSendys632			Document 28235	~	07/02/2017 16:21:01		
MARNING & LOG	Ì	Showi	ng 1 to	o 10 of 900 entries		Show 10	✓ entries	Previous 1	2 3 4 5	90 Ne	oct
a License		_									_
🗞 Alidata	<										
		Copyr	ight ©	2015-2016. All rights reserved.					Ver	sion 2.1.0.5	5588

Fig. 359 - Spooler History

- Click on trash icon to remove the spooler history pretended. Select one or more Jobs to delete them by click the Remove.
- 4. Click **Delete** to confirm removal.

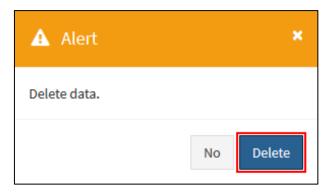


Fig. 360 - Confirm Remove Spooler History



## SCANNED FILES

This view shows the list of scanned jobs processed on the system.

- 1. Click on **Documents**.
- 2. Click on Scanned Files.

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Fig. 361 - Scanned Files

- 3. Click on **download icon** to download the scanned file.
- Click on trash icon to remove the spooler history pretended. Select one or more Jobs to delete them by click the Remove.
- 5. Click **Delete** to confirm removal.

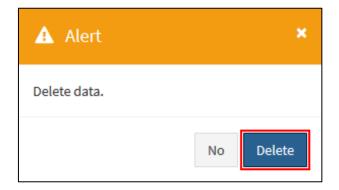


Fig. 362 - Confirm Remove Scanned Files



# DLP DOCUMENTS

Data leak prevention was created to help customers to be more compliant with GDPR regulation. On this section of the application we can make configuration about company internal policies and with this definition help the company track the process and track the paper documents.

#### When did GDPR come into effect?

The GDPR was approved and adopted by the EU Parliament in April 2016. The regulation took effect after a two-year transition period and, unlike a Directive, did not require any legislation to be passed by government. GDPR came into force on 25th May 2018.

#### Who does the GDPR affect?

The GDPR not only applies to organizations located within the EU but also applies to organizations located outside of the EU if they offer goods or services to, or monitor the behaviour of, EU data subjects. It applies to all companies processing and holding the personal data of data subjects residing in the European Union, regardless of the company's location.

#### What constitutes personal data?

The GDPR applies to 'personal data', meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organizations collect information about people.

#### What are the penalties for non-compliance?

Organizations can be fined up to 4% of annual global turnover for breaching GDPR or €20 Million.

#### What will happen to companies that have missed the deadline?

If the GDPR deadline has been missed, it is imperative the business in question acts urgently to become compliant. Demonstrating strong data rights management is important to both customers and employees; they should understand why the data is collected and how it is handled on a legal basis. Current business data processes need to be looked at as an immediate priority so that the company doesn't risk non-compliance penalties.

This section is responsible for document inspection and for the user to handle the documents when notify, with this the company as evidence of the document handling from the person that should be responsible for that specific action.

That person can be the user that has copy/print the document or the company Data protection officer, responsible for company GDPR compliance.



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Fig. 363 - DLP Document View.

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Fig. 364 - DLP Document View.

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Fig. 365 – DLP Document View.

# REPORTS



This section is used for data analysis and to generate various types of reports. The reports can be accessed by clicking individually on the wanted report.

Almost all the Reports works on a similar way. Most of them have a **Begin** and **End** dates to insert so the reports are restricted between a date. Others reports have another input field (**Search**) that is required to insert to proceed the build of the report. After the required fields are filled we can click on **Reload**.

Begin	
10 January, 2017	
End	
10 February, 2017	
Search	
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Fig. 366 - Report Parameters

While the reports are showed there are options on the report view:

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Fig. 367 - Report Options



## DATA ANALYSIS

This Report list all the jobs processed by SENDYS Explorer.

- 1. Click on **Reports**.
- 2. Click on Data Analysis.

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Fig. 368 - Data Analysis

#### ANONYMIZE/DELETE

All Data can be anonymized or deleted using the top right button. There are 3 option:

- 1. Anonymize Selected: Anonymizes user data from the documents selected.
- 2. Anonymize All: Anonymizes all user data from all documents.
- 3. **Delete All Data:** Prompts the user to confirm the delete action by inserting a random generated pin and Deletes all documents data.



Fig. 369 - Data Analysis – Anonymize/Delete



## BENEFITS

This Report list all the jobs that were not printed. Jobs that were sent to Spooler or Pull Print Queue and then were deleted.

There are 3 possible **Benefits Reports**:

- Department Benefits: report that shows the jobs count and costs grouped by Department of the non-printed jobs.
- **Device Benefits**: report that shows the jobs count and costs grouped by Printer of the non-printed jobs.
- User Benefits: report that shows the jobs count and costs for each User of the non-printed jobs.

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Fig. 370 - Benefits Report

#### GENERATING REPORT

- 1. Click on Reports.
- 2. Click on Benefits.
- 3. Click on view details icon to open the report pretended.
- 4. Click on **Begin** to define the start date for the report.
- 5. Click on **End** to define the end date for the report.
- Click on Search if you would like to enter some search criteria.
   Note: The search criteria will change between Department / Device / User depending on the report.



## 7. Click on **Reload** button to generate the report.

Note: After report creation is possible to export it by clicking on Export.

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Fig. 371 - Device Benefits Report



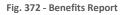
# COSTS

This Report list all the jobs that were printed and their costs.

There are 5 possible **Costs Reports**:

- **Department Cost**: report that shows the job costs grouped by Department.
- **Device Cost**: report that shows the job costs grouped by Printer.
- User Cost: report that shows the job costs for each User.
- User Job Cost: report that shows all the printed job costs.
- **Department Detail Cost**: report that shows job cost by user grouped by Department.

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### GENERATING REPORT

- 1. Click on **Reports**.
- 2. Click on Costs.
- 3. Click on view details icon to open the report pretended.
- 4. Click on **Begin** to define the start date for the report.
- 5. Click on **End** to define the end date for the report.
- Click on Search if you would like to enter some search criteria.
   Note: The search criteria will change between Department / Device / User depending on the report.



# 7. Click on **Reload** button to generate the report.

Note: After report creation is possible to export it by clicking on Export.

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Fig. 373 - User Cost Report



# VOLUME

This Report list the counters of all the jobs that were printed.

There are 3 possible **Volume Reports**:

- Department Volume: report that shows the job counters grouped by Department.
- **Device Volume**: report that shows the job counters grouped by Printer.
- User Volume: report that shows the job counters for each User.

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Fig. 374 - Volume Report

#### GENERATING REPORT

- 1. Click on Reports.
- 2. Click on Volume.
- 3. Click on **view details icon** to open the report pretended.
- 4. Click on **Begin** to define the start date for the report.
- 5. Click on **End** to define the end date for the report.
- Click on Search if you would like to enter some search criteria.
   Note: The search criteria will change between Department / Device / User depending on the report.



## 7. Click on **Reload** button to generate the report.

Note: After report creation is possible to export it by clicking on Export.

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Fig. 375 - Device Volume Report



## ENVIRONMENT

This Report show various types of graphics related with Environment.

There are 3 possible **Environment Reports**:

- Consumed Sheets: graphics showing type of consumed sheets on different perspectives.
- **Supplies**: graphics showing the printer the various consumables.
- **Savings**: graphics showing sheet savings on different perspectives.

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Fig. 376 - Environment Report

#### GENERATING REPORT

- 1. Click on Reports.
- 2. Click on Environment.
- Click on view details icon to open the report pretended.
   Note: This reports will be generated automatically when they are opened and they do not need parameters.



## 4. Click on **Reload** button to refresh the report.

Note: After report creation is possible to export it by clicking on Export.

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OCR CONFIGURATION	Late Hoamh - 21780         Actual Hoamh - 4256         Actual Hoar - 21780         Total - 12170           Duplex Simplex Copy         Dipolex Simplex Copy         Di	
DOCUMENTS	( )	
Report	·	
	55 19 % 55 19 % 55 19 %	
Costs	Daties Erryka Copy Daties Bryka Copy Daties Bryka Copy Daties Bryka Copy	
Environment	odana indone ody odana indone ody odana indone ody odana indone ody	
A WARNING & LOG		
a, License		v
🗞 Alidata	c	
	Copyright © 2015-2016. All rights reserved.	Version 2.1.0.5588

Fig. 377 - Environmental Consumed Sheets Report



# LIST

This Report list the printers and the counters of all printers.

There are 2 possible List Reports:

- **Device List**: report that shows a list the devices installed on the platform.
- **Device Billing**: report that shows a list about the billing associated to each printer used on the platform.

sendys	=	🔎 ? 🍐 ADMIN
B DASHBOARD	III List	
🗞 Devices 🗸	LIST DEVICE LIST DEVICE ∺ BILLING	
😤 USERS AND GROUPS 🛛 🔇	© © Description	]
PRINTING POLICIES <	Q Device List	
SERVER CONFIGURATION <	Q Device Billing	
CONNECTORS <	Showing 1 to 2 of 2 entries Show 10 v entries	Previous 1 Next
OCR CONFIGURATION		
DOCUMENTS <		
🕏 REPORT 🗸 🗸		
<ul> <li>Environment</li> <li>List</li> </ul>		
▲ WARNING & LOG <		
a License		
🗞 Alidata 🗸		
	Copyright © 2015-2016. All rights reserved.	Version 2.1.0.5588

Fig. 378 - List Report

#### GENERATING REPORT

- 1. Click on Reports.
- 2. Click on List.
- 3. Click on **view details icon** to open the report pretended.
- 4. Click on **Search** if you would like to enter some search criteria.



## 5. Click on **Reload** button to refresh the report.

Note: After report creation is possible to export it by clicking on Export.

sendys		≡												٨	?	📥 AD	MIN
🍘 Dashboard		⊞ Lis	st											Caport N		2 Reloa	
🗞 Devices	<	LIST	DEVICE L	IST DEVIC	E BILLIN	Ğ											
👹 Users and Groups	<	Search				_											
PRINTING POLICIES	<	Ð														0	
SERVER CONFIGURATION	<	=	Q t	🧎 Page	1	of 1		-   + [	Automatic Zoom	÷		9	×	₽	± 1	■   »	
CONNECTORS	<					-l	Device All										^
OCR CONFIGURATION					sen	ays					DEVICE Report of	BILLING LIST billing counters					
				Device		Location	IP	MAC	Serial Number	Mono Count	Color Count	Page Count					
DOCUMENTS	<			OKI ESS		Unassigned Unassigned 0	192.168.0.93	00-25-36-9E-6D-08	BETA200023	21	79	100					
🕒 Report	~			CHI MBS		Unassigned 0 Unassigned 0 Unassigned 0	192 168.0.95 192 168.0.94	00-25-36-4E-DA-10 00-25-36-06-0D-5E	AK52044188 AK43028295	241	0	241					
S REPORT				012 MCS		Unassigned 0 Unassigned Unassigned 0	192 168.3.40	00:25:36:95:60:45	8673200050	167	247	414					
				OKI MC7		Unassigned 0 Unassigned Unassigned 0	192.168.0.97	00.80.91.76.78.32	4/39047504	0	0	0					
				OKZ MCB	53(PCL6)	Unassigned 0 Unassigned 0	192.168.0.96	00-25-36-CE-47-EC	AL55046696	1219	9012	10231					
(D) Costs				TOTAL						1650	9339	10989					
ul Volume																	
Environment																	
III List																	
A WARNING & LOG	<																
a License																	
🖧 Alidata	<								Page 1 of 1								
																	-
		Copyright	© 2015-201	6. All rights r	eserved.										Versi	on 2.1.0.	5588

Fig. 379 - List Device Billing Report



# OTHER

This are other useful reports.

There are 3 possible **Other Reports**:

- Printer QR Code: report that shows a list the QR Code associated to each printer used on the platform.
- Device Status: report that shows a list the Status of each printer used on the platform.
- Last 30 Days: report that shows a list of the last 30 days counters on the platform.

sendys	E	🌲 📍 🛔 ADMIN
🚳 Dashboard	S Other	
🗞 Devices 🛛 <	LIST PRINTER OR <sup>1</sup> DEVICE <sup>1</sup> LAST 30 <sup>1</sup> CODE STATUS DAYS	
👹 USERS AND GROUPS 🛛 <	C C C C C C C C C C C C C C C C C C C	
PRINTING POLICIES <	Printer QR Code	
SERVER CONFIGURATION <	Q Device Status	
Connectors <	Q Last 30 Days	
OCR CONFIGURATION	Showing 1 to 3 of 3 entries Show 10 v entries	Previous 1 Next
DOCUMENTS <		
🕒 REPORT 🗸 🗸		
≡ Data analysis		
🛃 Benefits		
Costs		
Lill Volume		
Ø Environment ⊞ List		
S Other		
Schedule Reports		
▲ WARNING & LOG <		
a License		
🗞 Alidata <		
	Copyright © 2015-2016. All rights reserved.	Version 2.1.0.5588

Fig. 380 - Other Report

#### GENERATING REPORT

- 1. Click on Reports.
- 2. Click on **Other**.
- Click on view details icon to open the report pretended.
   Note: This reports will be generated automatically when they are opened and they do not need parameters.



## 4. Click on **Reload** button to refresh the report.

Note: After report creation is possible to export it by clicking on Export.

sendys sendys													• ?	4	ADMIN
🍘 Dashboard		≅ Otl	ner										ll nt ∨		C Reload
🗞 Devices	<	LIST	PRINTER QR <sup>®</sup> DEVICE CODE STATUS	LAST 30 D	AYS										
👹 Users and Groups	<	_			_										
PRINTING POLICIES	<	=	Q L   J Page:	l of 1		-   +	Automatic 2	loom 🕈			6	* 23 4	• ±		» ^
SERVER CONFIGURATION	<			- L											
CONNECTORS	<		Sen explor	ays.					Repor	L t of last	AST 30 30 day				
C OCR CONFIGURATION													-		
	<														
Report	~		Last 30 Days	Black	Print Color	Total	Black	Copy Color	Total	Black	Total Color	Total			
≡ Data analysis			09/02/2017	0	0	0	0	0	0	0	0	0		- 1	
			08/02/2017	0	0	0	0	0	0	0	0	0		- 1	
			07/02/2017	0	1	1	0	3	3	0	4	4		- 1	
			06/02/2017	105	1	106	220	98	318	325	99	424		- 1	
🔟 Volume			05/02/2017	102	100	202	313	67	380	415	167	582		- 1	
Environment			04/02/2017	25	101	126	62	344	406	87	445	532		- 1	
			03/02/2017	71	35	106	226	67	293	297	102	399		- 1	
			02/02/2017	160	80	240	245	69	314	405	149	554		- 1	
📑 Other			01/02/2017	64	140	204	58	216	274	122	356	478		- 1	
Schedule Reports			31/01/2017	236	82	318	193	236	429	429	318	747		- 1	
			30/01/2017	107	170	277	223	36	259	330	206	536		- 1	
A WARNING & LOG	<		29/01/2017	132	193	325	311	363	674	443	556	999		- 1	
a License			28/01/2017	107	63	170	174	216	390	281	279	560		- 1	
Ve LICENSE			27/01/2017	286	239	525	172	8	180	458	247	705			~
🗞 Alidata	<														

Fig. 381 - Other Last 30 Days Report



## SCHEDULE REPORTS

In this section, we can schedule reports to be sent by email (one or more) and you can configure certain parameters, such as date of sending, message and others.

- 1. Click on **Reports > Schedule Reports**.
- 2. Click on New.

sendys		≡							?	🔒 ADMIN
🚳 Dashboard		•	Schedule Repo	orts				3		會 Remove
💑 Devices	<	LIST	т							
😤 USERS AND GROUPS	<	Adv	vanced Search							+
PRINTING POLICIES	<					Selection Mode: 📕 / 🎟 / A	Select: All / None / In	erse 🛓	L 👁	
SERVER CONFIGURATION	<		00 Name	Start Date	Email To	Email Cc	Email Bcc			
CONNECTORS	<				No data available in table					
OCR CONFIGURATION		Showi	ing 0 to 0 of 0 entries		Show 10 v entries			Pre	vious	Next
	<									
🚱 Report	~									
∠ Benefits ☑ Costs										
Environment										
⊞ List ≅ Other										
Schedule Reports										
A WARNING & LOG	<									
a License										
🗞 Alidata	<									
		Copyr	right © 2015-2016. All rigi	hts reserved.				v	ersion	2.1.0.5588

Fig. 382 - Schedule Reports



# DETAILS

1. Click on **Details**.

sendys	=	<u>م</u>	?	Å ADMIN
🚳 Dashboard	Schedule Reports	🖺 Save		X Cancel
🖧 Devices 🗸	LIST NEW REPORT CONFIG			
🚰 Users and Groups 🛛 <	DETAILS SCHEDULING LEMAIL			
PRINTING POLICIES	MESSAGE			
SERVER CONFIGURATION	Report (*)   Department Cost			<b>.</b>
CONNECTORS <				
OCR CONFIGURATION	Dpartment Cost			
DOCUMENTS <	Email To			
🗣 Report 🗸 🗸	sento@email.com			
	Email Bcc Email Cc			
	Subject			
	SENDYS Explorer			
Ø Environment				
	Document Type Language			
	PDF 👻 🔞 English			<b>.</b>
Schedule Reports	Start Date Next Scheduling			
A WARNING & LOG <	10 January, 2017 10 February, 2017			
a License				
💩 Alidata 🗸				
	Copyright © 2015-2016. All rights reserved.		Versi	on 2.1.0.5588

- Fig. 383 Schedule Reports Details
- 2. Make the required configuration.

Name	Details
Report	Choose the report to schedule.
Name	Name of the schedule report.
Email To	Email to send.
Email Bcc	Email Bcc.
Email CC	Email CC.
Subject	Insert the email subject.
Language	Select the language.
Start Date	Start date.
Next Scheduling	Next scheduling date.

Table 64 - Schedule Reports Details

3. Click Scheduling.



## SCHEDULING

1. Click on Scheduling.

sendys	E	I							٨	۵	? 🍐 ADMIN
🚳 Dashboard		Schedule Repo	orts							🖺 Save	X Cancel
🚳 Devices	<	LIST NEW REPORT CO	NFIG								
嶜 Users and Groups	<		EMAIL								
PRINTING POLICIES	< -	DETAILS SCHEDULING	MESSAGE								
SERVER CONFIGURATION	<	Recurrence									
CONNECTORS	<	Hour	Da	у	Week		Mon	th		Yea	r
OCR CONFIGURATION		🔿 On day 1 🔹 of	every 1 호 month	(s).							
DOCUMENTS	<	On the									
G REPORT	~	First									-
			Day		Weekday			Wee	ekend day		
		Мо	Tu	We	Th	Fr		Sa		s	u
		of every 1 🔹 mon	th(c)								
			uu(s).								
Environment Est											
iiiii List iiii Other		Repeats:									
Schedule Reports		Forever.									
		○ 1 ≑ time(s).									
MARNING & LOG	`	Ountil 02/10/2017									
a, License		02/10/2017									
🗞 Alidata	<										
	c	<b>opyright © 2015-2016.</b> All rig	hts reserved.								Version 2.1.0.5588

Fig. 384 - Schedule Reports Scheduling

- 2. Make the required configuration.
- 3. Enable/disable the date/time option.
- 4. For each option select time and date to schedule and you can configure the repeats.
- 5. Click Email Message.



# EMAIL MESSAGE

1. Click on Email Message.

sendys	≡	_	? 👗 ADMIN
🚳 Dashboard	Schedule Reports	E Save	X Cancel
🗞 Devices			
🐮 USERS AND GROUPS	C DETAILS SCHEDULING EMAIL MESSAGE		
PRINTING POLICIES	Message		
SERVER CONFIGURATION	ressage → 1 B / 0 A A, ∂ E E E E E E E - I.		20
CONNECTORS	sendors Exelorer		
OCR CONFIGURATION			
DOCUMENTS			
C REPORT			
Benefits			
💋 Environment			
🗐 Other			
Schedule Reports			
A WARNING & LOG			
<b>A</b> LICENSE			
🗞 Alidata			
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Fig. 385 - Schedule Reports Email Message

4. Click **Save** to save the configuration.



# WARNINGS & LOGS

In this section, we can consult the errors, warnings and log associated with the printers and platform.

PRINTER WARNINGS

- 1. Click on Warning & Log.
- 2. Click Printer Warnings menu.

On this view a list of warnings is shown.

sendys explorer	=							٨	? 💧 ADMIN
🍪 Dashboard	A	Printer Warn	ings						
🗞 Devices	< Adv	anced Search							+
🖀 Users and Groups	<					Selection	Mode: 📕 / 🎟 / A Select	: All / None / Inverse	
PRINTING POLICIES	< 🗆	Profile Name	Name	Model	Manufacturer	IP Address	MAC Address	Location	Status
Server Configuration	<	OKI209	OKI MC770(PCL)	OpenPlatform	окі	192.168.0.97	00:80:91:76:78:32	Unassigned	Tray2 Open
CONNECTORS	< Showin	ng 1 to 1 of 1 entries			Show 10 ~ 6	entries		Previo	us 1 Next
OCR CONFIGURATION									
	<								
🚯 Report	<								
A WARNING & LOG	<b>~</b>								
Printer Warning      Allert Hessage Queue      Sent items      Anert Hessage Queue      Sent items      Application Logs      Email Message      File Configuration      Warning      Varning      LICENSE      ALIDATA	< <								
	Copyri	ight © 2015-2016. All	rights reserved.						Version 2.1.0.5588

Fig. 386 - Printer Warnings



## ALL WARNINGS

- 1. Click on Warning & Log.
- 2. Click All Warning.

This view shows the warnings of the system containing specific information.

sendys	≡				🌲 📍 🛓 ADMIN
🔁 Dashboard	A	All Warnings			
🗞 Devices	<	dvanced Search			+
營 USERS AND GROUPS	<			Selection Mode: 📰 / 🎟 / J	🗛 Select: All / None / Inverse 🛓 👁 🖺 📿
RINTING POLICIES	< □	Туре	Printer Name	Start Date	Subject
SERVER CONFIGURATION	< □	A	OKI MC770(PCL)	30/01/2017 18:26:10	SENDYS Explorer
CONNECTORS	, 📋	<b>A</b>	OKI MC770(PCL)	30/01/2017 18:26:10	SENDYS Explorer
CONNECTORS	`	<b>A</b>	OKI MC770(PCL)	30/01/2017 18:26:10	SENDYS Explorer
OCR CONFIGURATION	Show	wing 1 to 3 of 3 entries	:	Show 10 v entries	Previous 1 Next
	<				
REPORT	<				
A WARNING & LOG					
<ul> <li>Printer Warning</li> <li>All Warning</li> </ul>					
Alert Message Queue					
	<				
a License					
🗞 Alidata	<				
	Сору	yright © 2015-2016. All :	rights reserved.		Version 2.1.0.5588

Fig. 387 - All Warnings

All warnings have a type represented by a icon:





#### ALERT MESSAGE QUEUE

- 1. Click on Warning & Log.
- 2. Click Alert Message Queue.

This view shows the alerts/warnings messages queue from the platform. It is important the Administrator use this view to check the system warnings and treat them. On the list, there are some parameters to check the stability of the system, for example, the <u>Active is the parameter that indicates if the warning/alert was already checked or not</u>. When checked the alert changes to not Active (cross).

The possible actions to operate with this view are:

Remove - remove the selected messages.

Delete - delete individually the queue.

**Check As Read** - <u>select an alert that still **Active**</u> and click on Check as Read button. It will appear a window requiring the **Result** field the **Comment** field. Clicking on confirm to save the changes and now the alert is not Active.

sendys		≡										?	🛔 admin
🚳 Dashboard		۵	Aler	t Mes	sage Queu	es					✔ Check As F	lead	1 Remove
🗞 Devices	<	LIS	г										
👹 USERS AND GROUPS	<	Ad	vance	d Search	1								+
PRINTING POLICIES	<								Selection Mode: 🗮 / 🔠 / 🗛	Select: All /	None / Inver	se 🛓 @	80
SERVER CONFIGURATION	<		¢ŝ	User	Printer	туре	Post Date	Subject	Message Body	Active	Result	Process Messag	
CONNECTORS	<		Û		OKI MC853 (PLC6)	0	23/01/2017 12:52:45	Printer OKI MC853 (PLC6) is paused	Printer OKI MC853 (PLC6) is paused	*			
OCR CONFIGURATION DOCUMENTS	¢		Û		OKI MC853 (PLC6)	0	23/01/2017 13:03:14	Printer OKI MC853 (PLC6) is paused	Printer OKI MC853 (PLC6) is paused	~			
REPORT	,		ŧ		OKI MB562 PCL 5	0	24/01/2017 09:02:33	Printer OKI MB562 PCL 5 is paused	Printer OKI MB562 PCL 5 is paused	~			
A WARNING & LOG	~		ŧ		OKI MC873(PCL6)	0	24/01/2017 17:22:32	Printer OKI MC873(PCL6) is paused	Printer OKI MC873(PCL6) is paused	*			
Printer Warning All Warning			8		OKI MC873(PCL6)	0	24/01/2017 17:22:32	Printer OKI MC873(PCL6) is paused	Printer OKI MC873(PCL6) is paused	~			
Alert Message Queue			ŧ		OKI MC873(PCL6)	0	25/01/2017 12:20:14	Printer OKI MC873(PCL6) is paused	Printer OKI MC873(PCL6) is paused	~			
			ŧ		OKI MC873(PCL6)	0	25/01/2017 12:23:42	Printer OKI MC873(PCL6) is paused	Printer OKI MC873(PCL6) is paused	~			
☑ Email Message Image: Barrier Barr			8		OKI MC873(PCL6)	0	25/01/2017 13:34:40	Printer OKI MC873(PCL6) is paused	Printer OKI MC873(PCL6) is paused	~			
Warning	<		Û		OKI MC873(PCL6)	0	25/01/2017 13:34:43	Printer OKI MC873(PCL6) is paused	Printer OKI MC873(PCL6) is paused	~			
A LICENSE			ŧ		OKI MC770(PCL)	0	25/01/2017 14:31:54	Printer OKI MC770(PCL) is paused	Printer OKI MC770(PCL) is paused	~			
🗞 Alidata	<	Show	ing 1 to	10 of 132	entries		Show 10	✓ entries	Previous 1	2 3	4 5	14	Next
		Сору	right ©	2015-20	16. All rights reserv	ed.						Versio	1 2.1.0.5588

Fig. 388 - Alert messages queues



# SEND ITEMS

- 1. Click on Warning & Log.
- 2. Click Sent items.

This view shows the list of Sent Email configured on the platform.

sendys	≡					🌲 📍 🛓 Admin
🏠 Dashboard	Send items					
🗞 Devices 🗸 🤇	Advanced Search					-
Users and Groups						
PRINTING POLICIES <	Q AND OR					0
SERVER CONFIGURATION <				Si	election Mode: 📕 / 🎟 / 🗛	Select: All / None / Inverse 🛓 👁 🖺 🤤
CONNECTORS <	Send Date	Email To	Email Bcc	Email Cc	Subject	Message
OCR CONFIGURATION	30/01/2017 18:26:08				SENDYS Explorer	Printer Name: OKI MC770(PCL) Printer IP: 192.168.0.97 Printer Mac: 00:80:91:76:78:32
DOCUMENTS <	30/01/2017 18:26:07				SENDYS Explorer	Printer Name: OKI MC770(PCL) Printer IP: 192.168.0.97 Printer Mac: 00:80:91:76:78:32
▲ WARNING & LOG ✓	30/01/2017 18:26:07				SENDYS Explorer	Printer Name: OKI MC770(PCL) Printer IP: 192.168.0.97 Printer Mac: 00:80:91:76:78:32
	30/01/2017 18:26:07				SENDYS Explorer	Printer Name: OKI MC770(PCL) Printer IP: 192.168.0.97 Printer Mac: 00:80:91:76:78:32
<ul> <li>Sent items</li> <li>Application Logs</li> <li>Email Message</li> </ul>	30/01/2017 18:26:07				SENDYS Explorer	Printer Name: OKI MC770(PCL) Printer IP: 192.168.0.97 Printer Mac: 00:80:91:76:78:32
Errial Message     File Configuration     Warning     <	30/01/2017 18:26:07				SENDYS Explorer	Printer Name: OKI MC770(PCL) Printer IP: 192.168.0.97 Printer Mac: 00:80:91:76:78:32
م License	30/01/2017 18:26:07				SENDYS Explorer	Printer Name: OKI MC770(PCL) Printer IP: 192.168.0.97 Printer Mac: 00:80:91:76:78:32
gg Alidaia X	30/01/2017 18:26:07				SENDYS Explorer	Printer Name: OKI MC770(PCL) Printer IP: 192.168.0.97 Printer Mac: 00:80:91:76:78:32
	30/01/2017 18:26:07				SENDYS Explorer	Printer Name: OKI MC770(PCL) Printer IP: 192.168.0.97 Printer Mac: 00:80:91:76:78:32
	Showing 1 to 9 of 9 entries		Show 10	<ul> <li>✓ entries</li> </ul>		Previous 1 Next
	Copyright © 2015-2016. All rights	reserved.				Version 2.1.0.5588

Fig. 389 - Sent items



## APPLICATION LOGS

- 1. Click on Warning & Log.
- 2. Click Applications Logs.
- 3. Select Application to show on the Log Content.

On this view it is possible to consult the application logs related with the **Document Spooler**, **Virtual Spooler**, **Service**, **Events**, **Monitor** and **Control Server**.

sendys explorer		=		<b>4</b> ?	🛔 ADMIN
🚳 Dashboard		Application Logs	Send Message	E Clear Log	C Refresh
🚳 Devices	< [	Select Application			
警 Users and Groups	<	Spooler Spooler			•
PRINTING POLICIES	<	Log Content			
SERVER CONFIGURATION	<	1 02 08:59:09 Info OutputManager Service Start Before SQL 2 02 08:59:10 Info OutputManager KeepAlive 3 02 08:59:10 Info OutputManager SalInitTimercall - Wait SQL Start			^
CONNECTORS	<	4 02 08:59:10 Info OutputManager Test SQL Connection - Start			
OCR CONFIGURATION		5 02 08:59:14 Info OutputManager Test SQL Connection - End 6 02 08:59:40 Info OutputManager SqlInitTimercall - Wait SQL Start 7 02 08:59:40 Info OutputManager Test SQL Connection - Start			
	<	8 02 08:59:42 Info OutputManager Service - Timer Dispose Start 9 02 08:59:42 Info OutputManager Service - Timer Dispose End			
🚱 Report	<	10 02 08:59:42 Info OutputManager Service Start After SQL 11 02 08:59:50 Info OutputManager Service - Restart LOG Start			
A WARNING & LOG	~	12 02 08:59:50 Info OutputManager Service - Restart LOG END 13 02 08:59:50 Info OutputManager Service - FSWatcher Start			
		14 02 08:59:50 Info OM.Lib.FolderWatch.ServerService LAPTOP-RGOMES 15 02 08:59:50 Info OM.Lib.FolderWatch.ServerService			•
Application Logs					
🍄 Warning	<				
A LICENSE					
🗞 Alidata	<				
		opyright © 2015-2016. All rights reserved.		Versio	n 2.1.0.5588

Fig. 390 - Application Logs





# EMAIL MESSAGE

This view shows the Standard Platform Email configurations that are used to send automatic emails.

- 1. Click on Warning & Log menu.
- 2. Click on Email Message.
- 3. Select the Email Message.
- 4. Select the **Subject** for the Email.
- 5. Configure the **Body** elements.

Click Save to apply or Cancel to cancel the actions.

sendys		=																1	1	?	🛔 ADMIN
🚳 Dashboard			Em	nail N	less	age															E Save
🚳 Devices	<	Sel	elect Email Message																		
🐸 Users and Groups	<												-								
PRINTING POLICIES	<																				
SERVER CONFIGURATION	<		ubject SENDVS Explorer																		
CONNECTORS	<		Body																		
OCR CONFIGURATION		<	0	١.	в	I &	A	A <sub>2</sub>	°°,	<u>لمن</u>	Ξ	Ξ	3 8		-	Ξ×				8	≡.
	<																				
😪 Report	<		SENDYS Explorer User details																		
A WARNING & LOG	~		Name:_firstnamelastname_ Username:_portallogin_																		
			Emai	_userpi il:_emo	iil_																
➡ All Warning Alert Message Queue			Appli	ication	Link: _	serverip_															
		_															 				
🖾 Email Message																					
🍄 Warning	<																				
& LICENSE																					
🚳 Alidata	<																				
		Copyright © 2015-2016. All rights reserved. Version 2.1.0.5588								2.1.0.5588											

Fig. 391 - Emails message



## FILE CONFIGURATION

- 1. Click on Warning & Log menu.
- 2. Click on File Configuration.
- 3. Select Application option to load the xml on the Log Content.

This view shows the file configurations for each Select Application.

Click **Save** to apply or **Cancel** to cancel the actions.

sendys explorer		≡	•	?	📥 ADMIN
🚳 Dashboard			E Save		X Cancel
🚳 Devices	<	Select Application	_	_	
警 USERS AND GROUPS	<	Spooler			-
PRINTING POLICIES	<	Log Content			
SERVER CONFIGURATION	<	1 xml version="1.0"? 2 <configuration> 3 <statup></statup></configuration>			^
CONNECTORS	<	<pre>3 <startup> 4 <supportedruntime sku=".NETFramework,Version=v4.5" version="v4.0"></supportedruntime> 5 </startup></pre>			
OCR CONFIGURATION		<pre>6 <appsettings> 7 <add key="ConfigurationPath" value="C:\inetpub\wwwroot\SendysExplorer\Configurations\"></add></appsettings></pre>			
DOCUMENTS	<	<pre>8 <add key="DataBaseIP" value="127.0.0.1"></add> 9 <add key="DataBaseInstance" value="SE"></add></pre>			
🕏 Report	<	10 <add key="FTF" value="127.0.0.1"></add> 11 <add key="ISonline" value="true"></add>			
A WARNING & LOG	~	12 13 <add key="SpoolerTimout" value="10"></add>			
		14 <add key="GostScript" value="C:\Program Files\gs\gs9.06\bin\gsvin32c.exe"></add> 15 <			>
File Configuration					
🏟 Warning	<				
a LICENSE					
🗞 Alidata	<				
		Copyright © 2015-2016. All rights reserved.	1	Version	2.1.0.5588

Fig. 392 - File configuration



## WARNING SUPPLY/STATUS

Here in this section are shown warning related with the consumables and status of the printers.

So the next submenus are showed.

#### SUPPLY

- 1. Click on Warning & Log menu.
- 2. Click on Warning.
- 3. Click on Supply submenu.

Use this view to control the supply warnings created for the platform to help controlling the printer supplies.

sendys		≡											?	🐣 ADMIN
🚳 Dashboard		۵	Warning Supply									1 Remove		
🗞 Devices	<	LIST	LIST											
曫 Users and Groups	<	Ad	vanced Search											+
PRINTING POLICIES	<	Au	vanceu Search						Selectio	n Mode: 📰 / 🗄	I / A Select: All	/ None / Inverse	± •	
SERVER CONFIGURATION	<		o;	Туре	Toner Black	Toner Cyan	Toner Magenta	Toner Yellow	Drum Black	Drum Cyan	Drum Magenta	Drum Yellow	Belt	Fuser
CONNECTORS	<		1 2 🕯	Sepecific Printer OKI MC770(PCL)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
OCR CONFIGURATION		Showi	ng 1 to 1 of 1 entri				Show 10	v entries				Previo	ous 1	Next
DOCUMENTS	<		ng r to r or r criti									TIEW	<i>Jus</i> 1	IVEAL
Report	<													
A WARNING & LOG	~													
Sent items														
Email Message														
File Configuration														
Warning	~													
Supply														
* Status														
a, License														
🗞 Alidata	<													
		Copyr	ight © 2015-2016	All rights reserved.									Version	2.1.0.5588

Fig. 393 - Warning Supply

#### SUPPLIER

- 1. Click on New button.
- 2. Configure the next options.

Name	Details
Profile	Select the printer profile (one or more).
Printer	Select the printer (one or more).
Warning Level	Select the warning.



sendys	=	٠		🛔 admin
🍄 Dashboard	Warning Supply	E Save		× Cancel
💩 Devices	LIST NEW ×			
👹 Users and Groups	SUPPLIER REPORT REPORT TO	_		
PRINTING POLICIES	MESSAGE EMAIL SUPPLIER			
SERVER CONFIGURATION	Profile			
CONNECTORS				
OCR CONFIGURATION	8			
	Warning Level (*)			
🚱 Report				*
A WARNING & LOG	Toner Black Toner Cyan			100%
Printer Warning		75		100
	Toner Magenta Toner Yellow	15		100
	011 1 1011 1 1010 1 10000 1 1000 1 1000 1 1000 1 1000 1 1000 1 1000 1 1000 1 1000 1 10			100%
	0 25 50 75 100 0 25 50	75		100
	Drum Black Drum Cyan			100%
Warning	0 25 50 75 100 0 25 50	75		100
Supply	Drum Yellow			100%
* Status				100%
A LICENSE	0 25 50 73 100 0 25 50	75		100
🗞 Alidata	Belt Fuser			100%
	0 25 39 75 300 0 23 50	75		100
	Copyright © 2015-2016. All rights reserved.		Versio	n 2.1.0.5588

Select the tonners and/or the drum color percentage level to trigger the warning.

Fig. 394 - Warning supply configuration

# REPORT MESSAGE

Configure this to generate a warning message to show on all warning submenu.

Name	Details
Report as Message	Define is the status warning will message show on the All Warning menu.
Subject	Define the subject for the message.
Message	Define the message content.



sendys		•	?	🛔 ADMIN					
🍘 Dashboard	Warning Supply	E Save		X Cancel					
💑 Devices	< LIST NEW <sup>*</sup>								
😤 Users and Groups	SUPPLIER REPORT MESSAGE EMAIL ELEMENTO								
PRINTING POLICIES	SUPPLIER REPORT MESSAGE EMAIL MESSAGE SUPPLIER								
SERVER CONFIGURATION	Report as Message								
CONNECTORS	Subject	-							
OCR CONFIGURATION	SENDYS Explorer Message	SENDYS Explorer							
DOCUMENTS	$\overset{\text{message}}{\longleftrightarrow}  1_{\downarrow} B / \Theta A' A_{2} \phi^{2}_{\downarrow} \Box \Xi \Xi \Xi \Xi \Xi \Xi = I \Xi I = - I_{\star}$		20	≡,					
Report	< Printer Name_printername_								
A WARNING & LOG	Printer IP: _printerip_ Printer Mcc: _printermac_								
Printer Warning All Warning									
Warning									
Supply									
* Status									
A: LICENSE									
🗞 Alidata									
	Copyright © 2015-2016. All rights reserved. Version 2.1.0.5588								

fFig. 395 - Warning supply configuration - report message

# REPORT EMAIL MESSAGE

Configure this to generate an email message(warning) to send an email automatically.

Name	Details
Report as Email	Select the option to use this as an email message.
То	Send to field.
Bcc	Send Bcc field.
СС	Send Cc field.
Subject	Define the subject for the email.
Message	Define the message content for the email.



	_													 			
sendys															•	?	ADMIN
🚳 Dashboard		• Warn	ning Supp	ly											8 we		× Cancel
🗞 Devices	<	LIST	NEW ×														
🚰 USERS AND GROUPS	۲	SUPPLIER	REPORT	REPORT	EMAIL ME	SSAGE	REPORT	то									
PRINTING POLICIES	<	DOTTER	MESSAGE				SUPPLIE	ER									
SERVER CONFIGURATION	<	C Rej	port as Email														
< Connectors	<	То															
OCR CONFIGURATION		Bcc															
	<	ВСС															
Report	<	Subject															
A WARNING & LOG	~	SENDYS Exp	plorer														
		Message															
		↔ 1	в /	e A	A2	°, 🐱	≡	Ξ Ξ	≡	:=	:=	-	$\mathtt{T}_{x}$			23	≡.
		Printer Nar	me: _printername_														
		Printer IP:	_printerip_ c: _printermac_														
			-														
Warning	~																
Supply																	.d
* Status		-															
A LICENSE																	
🗞 Alidata	<																
		Copyright © 20	0 <b>15-2016.</b> All rig	hts reserved											Ve	ersion 2	.1.0.5588

Fig. 396 - Warning supply configuration - report email message

# **REPORT TO SUPPLIER**

Configure this to generate an email message(warning) to send an email to the supplier automatically.

Name	Details
Auto Require Supply	Select the option to use this as an email message to supply.
То	Send to field.
Bcc	Send Bcc field.
CC	Send Cc field.
Subject	Define the subject for the email.
Message	Define the message content for the email.

Click Save to apply or Cancel to cancel the actions.



sendys	≡ 4		? 🔺 ADMIN
B DASHBOARD	Warning Supply	E Save	×
🗞 Devices <	LIST <b>NEW</b> <sup>×</sup>		
📽 Users and Groups 🛛 🔇	SUPPLIER REPORT REPORT TO SUPPLIER		
PRINTING POLICIES <	MESSAGE MESSAGE		
SERVER CONFIGURATION <	Auto Require Supply		
CONNECTORS <	То		
OCR CONFIGURATION			
	Bcccc		
Report <	Subject		
▲ WARNING & LOG ✓	SENDYS Explorer		
	Message		
■ All Warning All Harsing Queue	$\leftrightarrow  1_{\downarrow}  \mathbf{B}  I  \mathbf{\hat{v}}  \mathbf{A}^{\prime}  \mathbf{A}_{2}  \mathbf{\hat{\sigma}}_{\downarrow}  \mathbf{\overline{\Delta}}  \mathbf{\Xi}  $		∷ ≡,
Sent items	Printer Nams:printername		
	Rúnter IP: _pointerip_ Rúnter Mar: _pointernas_		
Warning ~			
Supply			
* Status			
A. LICENSE			
🗞 Alidata <			
	Copyright © 2015-2016. All rights reserved.		Version 2.1.0.5588

Fig. 397 - Warning supply configuration - report to supplier



# STATUS

- 1. Click on Warning & Log menu.
- 2. Click on Warning menu.
- 3. Click on Status submenu.

Use this view to control the status warnings created for the platform to help controlling the printer status.

#### SUPPLIER

- 1. Click on Status submenu.
- 2. Configure the next options.

Name	Details
Profile	Select the printer profile (one or more).
Printer	Select the printer (one or more).
Warning Level	Select the warning.
Status	Insert the type of status.

sendys	≣	<b>▲</b>	ADMIN
🚳 Dashboard	* Warning Status	C New	1 Remove
🗞 Devices	< UST		
🚰 USERS AND GROUPS	< Advanced Search		+
PRINTING POLICIES	Selection	n Mode: ☷ / ☷ / A Select: All / None / Inverse 🛓	ی 🖹 ک
SERVER CONFIGURATION	< 🗘 Фо Туре	Status	
CONNECTORS	<	Tray open	
OCR CONFIGURATION	Showing 1 to 1 of 1 entries Show 10 v entries	Previous	1 Next
DOCUMENTS	C 100 Control (100 Control (		
Report			
A WARNING & LOG			
🔅 Warning	× .		
* Status			
a License			
🗞 Alidata			
	Copyright © 2015-2016. All rights reserved.	Ver	rsion 2.1.0.5588

Fig. 398 - Warning status-supplier

### REPORT MESSAGE

1. Click on **Report Message** submenu.



2. Configure this to generate a warning message to show on all warning submenu.

Name	Details
Report as Message	Define is the status warning will message show on the All Warning menu.
Subject	Define the subject for the message.
Message	Define the message content.

sendys		•	_1	?	占 ADMIN
🚯 Dashboard	* Warning Status		E Save		X Cancel
🗞 Devices	LIST NEW *				
曫 Users and Groups	SUPPLIER REPORT REPORT TO MESSAGE SUPPLIER				
	K MARKEN MARK				
SERVER CONFIGURATION	< Profile				
<ul> <li>Connectors</li> </ul>	< Printer				
OCR CONFIGURATION	8				
	< Warning Level (*)				
🕓 Report					·
A WARNING & LOG	Status				•
🔒 Printer Warning					
■ All Warning					
🗘 Alert Message Queue					
Application Logs					
🖂 Email Message					
File Configuration					
🔅 Warning					
🌢 Supply					
🍀 Status					
& License					
🗞 Alidata					
	Copyright © 2015-2016. All rights reserved.			Versio	n 2.1.0.5588

Fig. 399 - Warning status-report message

#### REPORT EMAIL MESSAGE

- 1. Click on Report Email Message submenu.
- 2. Configure this to generate an email message(warning) to send an email automatically.



Name	Details
Report as Email	Select the option to use this as an email message.
То	Send to field.
Bcc	Send Bcc field.
СС	Send Cc field.
Subject	Define the subject for the email.
Message	Define the message content for the email.

sendys september 2					🔺 ADMIN
🙆 Dashboard		Warning Supply	E Save		X Cancel
🗞 Devices	<	LIST NEW ×			
曫 USERS AND GROUPS	<	SUPPLIER REPORT REPORT EMAIL MESSAGE REPORT TO		_	
PRINTING POLICIES	۲.	SUPPLIER REPORT EMAIL MESSAGE REPORT TO SUPPLIER			
SERVER CONFIGURATION	<	Report as Email			
CONNECTORS	<	To			
OCR CONFIGURATION					
DOCUMENTS	<.	Bcc cc			
😪 Report	<	Subject			
A WARNING & LOG	~	SENDYS Explorer			
		Message			
		$\leftrightarrow  1_{\downarrow}  \mathbf{B}  I  \oplus  A^{*}  \mathbf{A}_{2}  \partial^{2}_{\downarrow}  \mathbf{\Delta}  \mathbf{\Xi}  \mathbf{\pi}  \mathbf{\Xi}  \mathbf{\Xi}  \mathbf{\Xi}  \mathbf{\Xi}  $		23	≡.
		Printer Name: _printername_			
Sent items     Application Logs		Printer IP: _printerip_			
Email Message		Printer Mac: _printermac_			
Warning	~				
Supply					
<b>a</b> License					
🗞 Alidata	<				
		Copyright © 2015-2016. All rights reserved.		Version	2.1.0.5588

Fig. 400 - Warning supply configuration - report email message

#### **REPORT TO SUPPLIER**

- 1. Click on Report Message submenu.
- 2. Configure this to generate an email message(warning) to send an email to the supplier automatically.

Name	Details
Auto Require Supply	Select the option to use this as an email message to supply.
То	Send to field.
Bcc	Send Bcc field.
CC	Send Cc field.
Subject	Define the subject for the email.
Message	Define the message content for the email.



Click Save to apply or Cancel to cancel the actions.

sendys		<b>4</b> ?	🐣 ADMIN
🚳 Dashboard	Warning Supply	E Save	× Cancel
💑 Devices	C LIST NEW <sup>36</sup>		
😤 Users and Groups	SUPPLIER REPORT REPORT EMAIL MESSAGE REPORT TO		
PRINTING POLICIES	SUPPLIER MESSAGE REPORT EMAIL MESSAGE SUPPLIER		
SERVER CONFIGURATION	Report as Email		
CONNECTORS	< To		
OCR CONFIGURATION	Bcc cc		
DOCUMENTS			
🚱 Report	< Subject		
A WARNING & LOG	SENDYS Explorer		
	Message		
		20	≡.
	Printer Name: _printername_ Printer IP: _printerip_		
Application Logs Email Message	Printer Mac: _printermac_		
File Configuration			
Warning			
<ul> <li>Supply</li> </ul>			
* Status			
a License			
🗞 Alidata			
	Copyright © 2015-2016. All rights reserved.	Versio	n 2.1.0.5588

Fig. 401 - Warning supply configuration - report email message



### PRINTER WARNING LOG

All status warnings configurations detected are logged with date that the status warning was found and when was resolved. The logs can be reviewed on the menu, **Warning & Log > Printer Warning Log.** 

sendys 🔊		≡						<b>A</b> ?	LUIS.NEVES
🙆 Dashboard		A	Printer	Warning I	Log				
🗞 Devices	<	Ad	lvanced Sear	ch					+
嶜 Users and Groups	<						Selection Mode: ☷ / ☷ / A Select: A	ll / None / Inverse	± • B C
PRINTING POLICIES	<		Printer Name	Serial Number	Location	Warning Level	Status Message	Begin Date	End Date
SERVER CONFIGURATION	۲.		Logistica- MC873	Logistica	Logistica	0	491:Tray1 Empty - Drum Life Error for Magenta Drum Life Error for Yellow Belt Life Warning Paper Out for Tray1 - Code:47289	24/02/2021 17:17:13	24/02/2021 18:17:17
CONNECTORS	<		Hardware- ES9460	2C000047A	Hardware	<b>A</b>	Alerts - Cyan Toner Empty Cyan Toner Cartridge Low Paper Empty in Drawer2	19/02/2021 15:05:59	
OCR CONFIGURATION DOCUMENTS	<		Financeiro- MB562	AK52044188	Financeiro	<b>A</b>	ONLINE TRAY1 EMPTY - Paper Out Warning for Tray1 - Code:16012	11/02/2021 16:16:50	11/02/2021 18:16:50
Report	<		Armazem- MB760	MFP7447C9	Armazem	0	Alerts - Face Up Stacker Cover Open Paper Jam Cover Open	11/02/2021 15:16:51	11/02/2021 15:19:21
A WARNING & LOG	~		Recepcao- MC860	AF8C037957	Recepcao	0	OFFLINE 491:TRAY1 EMPTY - Paper Out for Tray1 - Code:47289	11/02/2021 12:16:57	11/02/2021 13:17:01
➡ All Warnings Alert Message Queue			Corredor- ES9476	K73350002	Corredor	0	Alerts - Prepare new waste toner box/Inside Error	11/02/2021 11:06:34	11/02/2021 11:16:54
			Corredor- ES9476	K73350002	Corredor	0	Alerts - Prepare new waste toner box/inside Error	10/02/2021 11:10:02	10/02/2021 11:12:14
			Logistica- MC873	Logistica	Logistica	0	491:Tray1 Empty - Belt Life Warning[Drum Life Error for Magenta Drum Life Error for Yellow Paper Out for Tray1 - Code:47289	01/02/2021 16:16:38	01/02/2021 17:16:42
Warning Printer Warning Log	<		Logistica- MC873	Logistica	Logistica	0	Ready To Print Sleep Mode - Belt Life Warning Drum Life Error for Magenta Drum Life Error for Yellow - Code:10971	01/02/2021 15:16:40	
			Corredor- ES9476	K73350002	Corredor	0	Alerts - Prepare new waste toner box/Inside Error	01/02/2021 14:33:05	01/02/2021 15:16:41
4 LICENSE		Show	ring 1 to 10 of 2	3 entries			Show 10 v entries P	revious 1	2 3 Next
🗞 Alidata	<	_							
		Сору	right © 2017.	All rights reserv	ed.			Ver	rsion 4.1.10.10262

Fig. 402 – Printer Warning Log – Output Manager Printer Warning Logs

All logs have the following information:

Name	Details
Printer Name	Device Sendys Explorer name that recorded the warning.
Serial Number	Device Serial Number.
Location	Configured device location.
Warning Level	Warning level of caught warning.
Status Message	The device warning message.
Begin Date	Date when the warning was logged.
End Date	Date when the warning was resolved on the device.

Table 65 - Printer Warning Log



# LOG REPORT

All actions on the Output Manager are logged and can be reviewed on the menu, **Warning & Log > Log Report**.

	=	i and a second					🌲 ? 🛔 A
	Log Report						
	LOG REPORT						
	Advanced Search						
	0; Timestamp	17 User	Api	Version	Title	Nessage	Select: All / None / Inverse @ 🛐
INECTORS <	27/05/2019 09:51:55	Admin	logReport/GetAllLogs	3.1.2.9185	Auto-generated API access log		api, auto-generated, method; post
	27/05/2019 09:51:53	Admin	logReport/GetAllLogs	3.1.2.9185	Auto-generated API access log		api, auto-generated, method: post
	27/05/2019 09:51:51	Admin	logReport/GetAllLogs	3.1.2.9185	Auto-generated API access log		api, auto-generated, method: post
	27/05/2019 09:51:50	Admin	logReport/GetAllLogs	3.1.2.9185	Auto-generated API access log		api, auto-generated, method: post
	27/05/2019 09:51:49	Admin	logReport/GetAllLogs	3.1.2.9185	Auto-generated API access log		api, auto-generated, method: post
NING&LOG Y	27/05/2019 09:51:36	Admin	logReport/GetAllLogs	3.1.2.9185	Auto-generated API access log		api, auto-generated, method: post
	27/05/2019 09:51:36	Admin	users/setUserPortalSettings	3.1.2.9185	Auto-generated API access log		api, auto-generated, method: post
	27/05/2019 09:51:13	Admin	logReport/GetAllLogs	3.1.2.9185	Auto-generated API access log		api, auto-generated, method: post
	27/05/2019 09:51:11	Admin	logReport/GetAllLogs	3.1.2.9185	Auto-generated API access log		api, auto-generated, method: post
	27/05/2019 09:51:03	Admin	logReport/GetAllLogs	3.1.2.9185	Auto-generated API access log		api, auto-generated, method: post
	Showing 1 to 10 of 8,245 entries			Show 10 * entries			Previous 1 2 3 4 5 825 N

Fig. 403 – Log Report – Output Manager log report

All logs have the following information:

Name	Details
Timestamp	The date and time when the action was called.
User	The user that called the action.
Арі	The Action called.
Version	Output Manager version when the action was called.
Title	Title of the log.
Message	Message of the log.
Tags	Method type of the action and log tags

Table 66 – Log Report



# LICENSE

ADD

ONLINE ACTIVATION

- 1. Click on License.
- 2. Click on Add.
- 3. Insert the Serial Number.
- 4. Select "Online activation".

sendys 🔊	=	٨	o <sup>1</sup> ?	🚔 ADMIN
🔀 Dashboard	۹۰ License		E Save	X Cancel
🗞 Devices 🛛 <				
👹 USERS AND GROUPS 🛛 🔇	Serial Number (*)			
PRINTING POLICIES				
SERVER CONFIGURATION	Online Activation			
CONNECTORS <				
OCR CONFIGURATION				
DOCUMENTS <				
🕏 Report 🛛 <				
▲ WARNING & LOG <				
A LICENSE				
🗞 Alidata <				
	Copyright © 2015-2016. All rights reserved.		Vers	on 2.1.0.5588

Fig. 404 - Online Activation

- 5. Click in "Save".
- Confirm the license activation, if there is any error, please contact to <u>support@sendysexplorer.com</u>.
   Note: For online activation to work all you need is access to the internet.



#### OFFLINE ACTIVATION

- 1. Click on License.
- 2. Click on Add.
- 3. Insert the Serial Number.
- 4. Unselect "Online activation".

sendys	=	2	? 💄 ADMIN
🚯 Dashboard	۹۰ License	E) Save	× Cancel
🗞 Devices 🗸			
🖀 Users and Groups 🛛 🔇	Serial Number (*)		1
PRINTING POLICIES <			
SERVER CONFIGURATION <	Online Activation		
CONNECTORS <	Download the Activation request file and send it as an attachment via Email to:		
OCR CONFIGURATION	cominada une neuradoni request ine and send it as an acadimient via clinan co.     com activation@sendysexplorer.com		
DOCUMENTS <	% Activation Request File		
Ġ Report 🛛 <	License File		
A WARNING & LOG <			🗁 Browse
a License			
🗞 Alidata 🤇			
	Copyright © 2015-2016. All rights reserved.		Version 2.1.0.5588

Fig. 405 - Offline Activation

- 1. This will create a file and will also give you a destination email
- 2. Click on Activation Request File to download the created file.
- 3. Send the file xxxxxxxx\_company\_lic.txt as email attachment to activation@sendysexplorer.com.
- 4. You will receive the offline activation as one attachment, download it to your server.
- 5. Click on **Browse** and select the downloaded **License File**.

sendys 🔊		٠	<b>_</b>	? 🔒 ADMIN	
🍘 Dashboard	۹۰ License		E Save	X Cancel	
🖧 Devices 🗸	LIST ADD LICENSE				
별 USERS AND GROUPS <	Serial Number (*)				1
PRINTING POLICIES	Proceedings (Concerning) and an and a set (Concerning)				
SERVER CONFIGURATION <	Online Activation				
CONNECTORS <	Download the Activation request file and send it as an attachment via Email to:				
OCR CONFIGURATION	activation@sendysexplorer.com				
DOCUMENTS <	% Activation Request File				
CREPORT <	License File				
▲ WARNING & LOG <	company_lic_result.txt			🗁 Browse	
<b>4</b> LICENSE					J
🗞 Alidata 🗸					
	Copyright © 2015-2016. All rights reserved.		١	/ersion 2.1.0.5588	3

Fig. 406 - Offline Activation

- 6. Click on **Save**. This will activate the product.
- 7. If there are any errors, please contact <a href="mailto:support@sendysexplorer.com">support@sendysexplorer.com</a>.





# UPDATE

- 1. Click on License > List.
- 2. Click on **pencil icon** to Update the **License**.
- 3. Update the Serial Number.

sendys	=	<b>A</b> 1	ADMIN
🚯 Dashboard	۹۰ licenses	E Save	X Cancel
🗞 Devices	<ul> <li>LIST UPDATE LICENSĔ</li> </ul>		
👹 USERS AND GROUPS	< Serial Number (*)		
PRINTING POLICIES	Proceeding of the second		
SERVER CONFIGURATION	<		
CONNECTORS			
OCR CONFIGURATION			
🚱 Report			
A WARNING & LOG			
& LICENSE			
🗞 Alidata			
	Copyright © 2015-2016. All rights reserved.	Ve	rsion 2.1.0.5588

Fig. 407 - Update License

- 4. Click in "Save".
- 5. Confirm the license update, if there is any error, please contact to <a href="mailto:support@sendysexplorer.com">support@sendysexplorer.com</a>. Note: For the update to work you need is access to the internet.



# REMOVE

#### ONLINE DEACTIVATION

- 1. Click on License > List.
- 2. Click on **deactivate icon** to Remove the **License**.
- 3. Select "Online deactivation".

sendys			? 🔺 ADMIN
🍪 Dashboard	م License	Deactivate	X Cancel
🗞 Devices	LIST DEACTIVATE LICENSE		
🖀 Users and Groups	< Serial Number (*)		
PRINTING POLICIES	Contraction of the second second		
SERVER CONFIGURATION	Activation Online		
CONNECTORS	¢		
OCR CONFIGURATION			
DOCUMENTS	<		
🚱 Report	<		
A WARNING & LOG	<		
A LICENSE			
🗞 Alidata	¢		
	Copyright © 2015-2016. All rights reserved.	Ve	ersion 2.1.0.5588

Fig. 408 - Online Deactivation

#### 4. Click in "Deactivate".

**Note**: For online deactivation to work all you need is access to the internet.



#### OFFLINE DEACTIVATION

- 1. Click on License > List.
- 2. Click on **deactivate icon** to Remove the **License**.
- 3. Unselect "Online deactivation".

sendys	<b>≡</b>	<b>A</b> ?	🚨 admin
🍰 Dashboard	۹ License	Desctivate	X Cancel
🗞 Devices	LIST DEACTIVATE LICENSE		
🖉 USERS AND GROUPS	< Serial Number (*)		
PRINTING POLICIES			
Server Configuration	Conline Deactivation		
CONNECTORS	C Download the Deactivation request file and send it as an attachment via Email to:		
OCR CONFIGURATION	i activation@sendysexplorer.com		
	< S Deschvation Request File		
🚱 Report	< License File		
A WARNING & LOG		5	Browse
A LICENSE			
🗞 Alidata			
	Copyright © 2015-2016. All rights reserved.	Vers	ion 2.1.0.5588

Fig. 409 - Offline Deactivation

- 4. This will create a file and will also give you a destination email.
- 5. Click on **Deactivation Request File** to download the created file.
- 6. Send the file xxxxxxxx\_company\_lic.txt as email attachment to activation@sendysexplorer.com.
- 7. You will receive the offline activation as one attachment, download it to your server.
- 8. Click on Browse and select the downloaded License File.
- 9. Click on Save. This will activate the product.
- 10. If there are any errors, please contact <a href="mailto:support@sendysexplorer.com">support@sendysexplorer.com</a>.





# CHECK FOR UPDATES

To update the manuals and to update the translation of SENDYS Explorer, you just need to:

- 1. Click on Licence.
- 2. Select Check for Update.

sendys	=	٨	?	ADMIN
🔀 Dashboard	۹۰ License	C Add	Check	For Update
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曫 USERS AND GROUPS 🛛 🔇	O <sup>©</sup> SENDYS Explorer			
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SERVER CONFIGURATION <				
CONNECTORS <				
OCR CONFIGURATION	Proceedings of the second second second			
DOCUMENTS <	OutputManager			
REPORT <				
▲ WARNING & LOG <	Showing 1 to 4 of 4 entries Show 10 v entries	Previo	us 1	Next
4 LICENSE				
🗞 Alidata <				
	Copyright © 2015-2016. All rights reserved.		Version 2.	1.0.5588

Fig. 410 - Update manuals and translation

3. Click **YES** to confirm update.

\Lambda Alert	×
Confirm Action	
	No Yes

4. Fig. 411 - Update manuals and translation



# ALIDATA

# FILE CONFIGURATION

- 3. Click on Warning & Log menu.
- 4. Click on File Configuration.
- 5. Select Application option to load the xml on the Log Content.

This view shows the file configurations for each Select Application.

Click **Save** to apply or **Cancel** to cancel the actions.

■ sendys		a <b>"</b> 1	
🖪 Оланесало	File Configuration	6) (m)	X Cancel
& Devices C	Select Application		
👹 USERS AND GROUPS 💦 (	ControlServer		
	Log Contest		
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	3 cappettings> 4 cadd hey="Scantolk-RearthruPeran" value="Frum" />		
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	10 odd hys "XXX:solidia" value "10" />		
🗞 Alidata 👻	12 (add hr="Scanformst" wilm="fpdf" /> 13 (add hr="seatode" value="fpdf" />		
File Configuration     Report	14 cadd by="filenine" value="row" /> 15 c		× *
	Copyright © 2017. All rights reserved.	Versio	m 3.2.11.9733

Fig. 412 - File configuration



### REPORT

- 1. Click on Alidata menu
- 2. Click on **Report** menu.

On this view **Reports** can be managed. They can be cloned, edited, hide, show or deleted one by one or with a selection.

sendys	=		<b>"</b> "	🛔 LUIS.NEVES
🔁 Dashboard	<ul> <li>Report</li> </ul>		C New	Ê Remove
🗞 Devices 🗸	LIST			
📽 Users and Groups 🛛 🔇	Advanced Search			+
PRINTING POLICIES <		Selection Mode:	Select: All / None / Inverse	
SERVER CONFIGURATION <	¢% Description	View		
Connectors <	📃 🖉 😫 👁 Department Cost	reportCostsView		
OCR CONFIGURATION	🖉 🖉 🖲 👁 Device Cost	reportCostsView		
UCR CONFIGURATION	🖉 🖉 📦 🐠 User Cost	reportCostsView		
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	Printer QR Code	reportOtherView		
	Showing 1 to 10 of 39 entries Show 10 🗸		Previous 1 2	3 4 Next
🕞 Report				
	Copyright © 2017. All rights reserved.		Ver	sion 4.1.10.10262

Fig. 413 - Alidata - Report

#### NEW REPORT

1. Click on New button.

Clicking on **New** to add a new contact individually on the platform and fallow the next configurations:

Name	Details			
View	Select the view where the new report should be saved.			
I18n Key	Insert the name for the new Report.			
Report Data	Paste the report XML that contains the layout. You can clone this information from the base reports and edit it from there.			
<b>Report Parameters</b>	Choose the parameters that should be used on the report.			
Table 67 - New Report Details				

Click Save to save the configurations on adding new contact or Cancel to cancel the insertion.



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& Drvices C							
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💩 Alidata 🗸 👻	6 cConnectionProperties> 7 cDataProvider>SQLc/DataP						
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	Report Parameter						
	Name	118mKey	Туре	Value			
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	Copyright © 2017. All rights reserved.					Version :	3.2.11.9733

Fig. 414 - New Report Details