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<b>Application</b>	ChreosClient – Chreos 3
<b>Module</b>	Maintenance
<b>Access</b>	“Maintenance   Printing setup”
<b>Minimum service pack</b>	SP37
<b>This document</b>	Printing Setup Ref 9.3 Published May 2004

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## Overview

“Printing setup” allows you to identify the printers to be used in various areas of *ChreosClient*.

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## Local Print Settings

This page defines the local print settings. This allows each computer to override the system’s default printing setup. Each machine using Chreos can have different ‘Local print settings’ set up.

Local print settings can be defined in the following areas:

- **Point of Sale Printer**
- **Cash Drawer Printer**
- **Invoice Printer**
- **Client Order Printer**
- **Client Packing Slip Printer**
- **Consignment Printer**
- **Creditor Order Printer**
- **Client Reports**
- **Server Reports**

## Examples of Use

- A shop has two receipt printers set up. Most receipts are printed from the main counter which uses receipt printer (a). However the computer at the secondary counter prints through receipt printer (b). The system default will be receipt printer (a) as most receipts will be printed through that receipt printer. Receipt printer (b) will be set up as a local printer on the one computer that uses it.
- A business enters, processes and prints most of its debtor invoices from the reception area. However occasionally the office manager produces invoices that she wants printed from the printer in her office. The system

default for debtor invoices will be the reception printer and the office manager's computer will be set up as a local printer for debtor invoices.

- A business has three people who order stock from suppliers. They all have printers next to their machines and need to print from their own printer. One would be set up as the system default for supplier orders and the other two will be set up as local printers for supplier orders.

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## Common Settings

Many of the pages in "Printing setup" have the following fields.

- **Internal Report.** Whether or not the internal or external report for the transaction is being used. An internal report is the default report used in Chreos for a transaction and an external report is a report that has been customised for you business. Examples of what would be included in an external report include logos and specialised layouts. To request an external report please contact Wild Software Ltd.
- **Default Number to Print at Creation.** The default number of copies of the report that are automatically printed upon creation. This can be edited when entering the transaction.
- **Select Default Transaction Printer.** The default printer that the transaction will print from for all machines unless the local settings on a machine have been set up to over-ride this. Note: This is only applicable to internal reports. External printers have printers set up for them when they are linked into Chreos in "Report linking (9.10)".
- **External Report Group.** A report group is identified when an external report is used. This is where the report is located as set up in "Report linking (9.10)". Note: The report will need to be linked in as a Server report in "Report linking (9.10)". This is because the report is printed automatically when the transaction is processed and it is processed through the Server.
- **External Report.** The name of the external report. The reports available will be all of the Server reports that have been set up in the selected report group.
- **Preview Options.** When transactions can also be previewed the following settings (described above), need to be defined for a separate preview report.
  - **Internal Report**
  - **External Report Group.** Note: The preview report group differs in that it is linked in as a Client report instead of a Server report.
  - **External Report**
- **Transaction Footer Text.** The text that is printed as a footer on the transaction. This can only be used for internal reports. If it is wanted in an external report please contact Wild Software Ltd.
- **Center Footer Text.** Whether of not the footer is displayed at the center of the transaction. This can only be used for internal reports. If it is wanted in an external report please contact Wild Software Ltd.

Note: ‘Transaction’ or ‘report’ have been used to substitute the name of the transaction (eg debtor invoice, supplier order) for some of the fields.

### **These Fields are Used in . . .**

Some or all of the above fields are used on the following pages:

- Clients | Invoices | Print
- Clients | Packing slips | Print
- Clients | Orders | Print
- Clients | Receipts | Print
- Creditors | Inwards goods | Print
- Creditors | Orders | Print
- Creditors | Pay creditors | Print
- General Ledger | Banking
- General Ledger | Reconciliations
- Point of sale | Receipt
- Other | Jobs
- Other | Labels

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## **Common Settings – E-Mail**

All of the e-mail pages in “Printing setup” have the following fields.

- **Active.** Whether or not the e-mail functionality is active and reports can be e-mailed.
- **Send E-Mail on Document Creation.** Whether or not the transaction is emailed when it is processed. This is a default and can be over-ridden when the transaction is created.
- **Output Options.** The format that the transaction will be e-mailed in.
  - **Adobe acrobat (PDF)** – This looks like the paper version with the same font, logos, formatting etc. They can also have colour and usually can not be edited.
  - **Comma separated values** – This is a simple data format that can be imported as a spreadsheet or into other applications.
  - **HTML 4.0 (HTM)** – This creates the report like a web page.
  - **Text (TXT)** – This has a layout like a report but there is no formatting, images, colour etc.
- **Subject Text.** The default text that is displayed in the subject line of the e-mail.
- **Sample.** A sample of the subject line of the e-mail is displayed.
  - **Include Document # in Subject Line.** Whether or not the ‘Transaction #’ is included in the subject line of the e-mail. If this is ticked ‘Sample’ will be extended to include it.

- **Include Document Date in Subject Line.** Whether or not the transaction date is included in the subject line of the e-mail. If this is ticked 'Sample' will be extended to include it.
- **Include TXT, CSV Output in the E-mail Body.** If the transaction is a text file or a comma separated file, whether or not it is included in the body of the e-mail in addition to being sent as an attachment.
- **BCC Address.** Another e-mail address that gets a blind carbon copy of the e-mail. One way to use this is to send a copy to yourself to keep on file.
- **Sender E-Mail Address.** The details of the e-mail address that will be displayed as the sender on the e-mail when it is received.
  - **Company e-mail / Specified e-mail** – Whether the sender details will be the company e-mail address defined in “Setup (9.1)”, or a different e-mail address is to be used.
  - **E-Mail** – The sender’s e-mail address. If ‘Company e-mail’ has been selected then it will be displayed here. If ‘Specified e-mail’ has been selected then it can be entered here. Both can be edited at any time.
- **Report.** The report must be an external Server report and the format of this report will depend on the ‘Output option’ selected. The following settings must be defined:
  - Report Group.** As described in ‘Common Settings’ in this information sheet.
  - External Report.** As described in ‘Common Settings’ in this information sheet.

### These Fields are Used in . . .

- Clients | Invoices | E-mail
- Clients | Packing slips | E-mail
- Clients | Orders | E-mail
- Clients | Receipts | E-mail
- Creditors | Inwards goods | E-mail
- Creditors | Orders | E-mail
- Creditors | Pay creditors | E-mail

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## Additional Settings

These pages have the following additional fields.

### General | Other Printers

This sets the default printers for the following areas:

- Table (grid) Printer
- Form Printer. Note: This function does not always work as it depends on your Windows configuration.
- Default Client Report Printer

- Default Server Report Printer

Note: Click the [Set printer] button to set all of the above to the machine's default printer.

### Clients | Packing slips | Print

- **Use Delivery Address if Available.** Whether or not the delivery address (if available) is shown on debtor packing slips.

### Creditors | Pay Creditors | Export & Clients | Receipts | Export

- **Active.** Whether or not exporting creditor payments is active.
- **Output Options.** The format that the payment is exported in. These options are outlined in 'Common Settings E-mail' in this information sheet.

### Point of Sale | Receipt

- **Prompt Before Printing Receipts.** Whether or not the point of sale prompts the user before the receipt is printed, ie asks if a receipt is to be printed.

### Point of Sale | Receipt Header

- **Display Box.** The receipt header will be displayed.
- **Font.** The font of the selected point in the header.
- **Size.** The size of the selected point in the header.
- **Style.** The style of font (bold, italics and/or underlined) of selected point in the header.
- **Placement.** The placement (left, centre or right) of the selected point in the header.
- **Receipt Width.** The amount of characters that make up the width of the receipt.

Note: The 'Font', 'Size', 'Style' and 'Placement' options are the same as the standard Windows options.

### Point of Sale | Cash drawer

- **Cash Drawer Activation String.**
- **Options.** The settings that will activate the cash drawer to open.
  - **POS & F8** – A complete point of sale transaction or pressing the <F8> key while in the point of sale screen.
  - **F8 Only** – Pressing the <F8> key while in the point of sale screen.
  - **POS Only** – A complete point of sale transaction.
  - **Inactive** – Nothing will open the cash drawer.

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## To Edit the Details of Any Page

- Select the required page.

- Click the [Edit] button.
- Make the required changes.
- Click the [Save] button.

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