

How to Re-Print Reports Using the Captured Report File Utility

Overview

This document explains how to use the **Captured Report File Utility** to re-print a report that cannot be re-printed from the regular Tag-n-Trak Menu. A good example is the “Post Received Order Report” that prints following the receiving of a purchase order. If a printer jam or malfunction occurs, this report (along with the Backorder Fill Report) cannot be re-printed from the Tag-n-Trak menu, but it can be re-printed using the Captured Report File Utility.

Before you can use this utility, spooled print jobs for designated printers will need to be **captured** on the hard drive of your Tag-n-Trak Unix server. The software printer interface for specific printers (that you designate) needs to be configured to enable the “capture mode.” This task is done by Mylee support personnel. It is recommended that capture mode be turned on for the printers your company uses to print the Post Received Order Report, A/R Apply Transaction Audit Trail and the printer used for end-of-month and end-of-year reports. Once reports are captured, they remain on the hard drive of your Unix server for a period of several days and then are automatically purged to free up available disk space. **Since re-printing a captured report must be done before it is purged, it is important to do so as soon as possible.**

The Captured Report File Utility can be used to re-print reports that print once and cannot be reprinted from the Tag-n-Trak menu, including (but not limited to):

- * Post Received Order Report
- * Backorder Fill Report
- * Period / Yearly Close “dialog page” report
- * A/R Apply Transaction Audit Trail
- * Multi Count Update (from the Inventory Count Menu)

The Captured Report File Utility also can be used to re-print reports that cannot be reprinted because they reflect a specific point in time. Examples include (but are not limited to):

* Inventory Value Report (*The report reflects the QOH multiplied by the selected Cost of items at the time you run the report. If you printed a Value Report three days ago, you cannot re-print that exact same report because QOH and costs in your inventory file have changed.*)

* Accounts Receivable Aging Report (*This report reflects unpaid customer invoices at the time you run the report. If you printed an Aging Report three days ago, you cannot re-print that exact same report because new invoices have posted and payments have been applied to existing invoices.*)

* Commission, Salesperson or Vendor Analysis Reports (*These reports are typically run at the end of a month prior to running the period close. Once the period close is run, they cannot be re-printed because the month-to-date figures have been re-set to zero.*)

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Summary of Steps to Re-Print Reports Using the Captured Report File Utility

This page contains a summary of the steps to identify and print a captured report. Each step is explained more fully on the pages that follow.

- Press **F10** from any Tag-n-Trak Menu for the Custom Menu.
- Select **Unix System Administration Menu.**
- Enter Password for access to Unix System Administration Menu.
- Select **Printer support menu.**
- Select **Captured Report File Utility Menu.**
- Enter **1** to Continue.
- **Enter Day and/or User_name and/or Spooler_name for report list each separated by a space or Q to quit:**

Examples:

“tue” or “Tue” for Day of Week. Searches reports generated on Tuesday.

“jenny” for User_name. Searches reports generated by user “jenny.”

“lpt8” for Spooler_name. Searches reports spooled out to printer lpt8.

“Tue jenny” to search on two conditions at once to narrow the search.

“Tue jenny lpt8” to search on three conditions at once to narrow the search.

- **Enter the day & time for the file you wish to print or display or Q to quit.** (Example: Enter **Tue073557** to print the file name displayed as “Tue073557.jenny.clpt8-670.”)
- Select option 2 to “**Display filename on the screen.**”
- Determine if the displayed report is the one you want to re-print. **Press ‘q’ or ‘Q’ at any time to stop the display.**
- Use Option 3 – “**Display list again**” if you have not yet found the report you wish to re-print. Select another report and display it on screen. Repeat until you have found the report you want to re-print.
- When ready to re-print the report, use Option 1 “**Print filename to selected printer.**”
- **Enter printer name to use from preceding list or Q to quit.** The list of printer names will display above this prompt. Enter the printer name you wish to use for re-printing the captured report.
- Follow the screen prompts to exit the Captured Report File Utility.

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Each step of the Captured Report File Utility is explained in detail below.

Select **Captured Report File Utility Menu.** Enter 1 to Continue or 9 to Exit.

Captured Report File Utility Menu

This displays or prints a raw captured report file to the selected printer.
Please select 9 if you don't want to do this.

- 1 - Continue
- 9 - Exit

Select: 1

Specify Search Conditions

Day:

Fri Mon Thu Tue Wed

User_name:

anne cathy jenny john mary

Spooler_name:

lpt1 lpt12 lpt3 lpt8

Enter Day and/or User_name and/or Spooler_name for report list
each separated by a space or Q to quit:

The captured report list will display by Day of the week, by User name and/or by the print Spooler name. You can search on just one condition (such as day of the week), on two conditions (such as day of the week and user name) or all three conditions (day of the week, user name and printer spooler name). Searching on two or three conditions at once will help you identify the report you need to print more quickly because the list of reports matching your search conditions will be smaller.

Day of the Week: If you wish to display captured reports by Day of the week, enter a day of the week from the list shown. The Day may be entered in upper or lower case letters. To view a list of reports generated on Tuesday, enter Tue, TUE or tue.

User name: If you wish to display captured reports by User name, enter a user name from the list shown. The User name may be entered in upper or lower case letters. For example, to view a list of reports generated for user "jenny," enter jenny, Jenny or JENNY.

Spooler name: If you wish to display captured reports by the Printer Spooler name, enter it from the list shown. Again, the Printer Spooler name may be entered in upper or lower case letters. To view a list of reports for printer "lpt8," enter lpt8 or LPT8.

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Search two conditions: If you wish to display captured reports based on two conditions, enter each search criterion from the list shown separated by a space. For example, to view a list of reports for user jenny generated on Tuesday, enter “Tue” as the day of the week followed by a space, followed by “jenny” as the user name in upper or lower case letters. Any of the following search entries will work:

tue jenny or Tue Jenny or JENNY TUE

Search on three conditions: If you wish to display captured reports based on three conditions, enter each search criterion from the list shown separated by a space. For example, to view a list of reports for user jenny generated on Tuesday sent to printer lpt8, any of the following search entries will work:

tue jenny lpt8 or lpt8 Tue Jenny or JENNY TUE LPT8

Day of the Week. In the example below, “Tue” was entered as the “Day.” The list below was displayed on a Monday. The reports listed are for **Tuesday of the previous week.**

Enter Day and/or User_name and/or Spooler_name for report list
each separated by a space or Q to quit: Tue

Tue071510.cathy.clpt1-108	Tue111246.anne.clpt12-270
Tue071512.cathy.clpt1-109	Tue111306.anne.clpt12-272
Tue071548.cathy.clpt1-112	Tue111317.anne.clpt12-274
Tue071549.cathy.clpt1-113	Tue111326.anne.clpt12-276
Tue071553.cathy.clpt1-116	Tue111354.anne.clpt12-278
Tue071628.cathy.clpt1-118	Tue111542.anne.clpt12-280
Tue071644.cathy.clpt1-120	Tue111559.anne.clpt12-282
Tue074255.cathy.clpt1-122	Tue112649.anne.clpt1-285
Tue082620.anne.clpt12-126	Tue112716.anne.clpt1-287
Tue082737.anne.clpt12-128	Tue113755.john.clpt8-290
Tue082806.anne.clpt12-130	Tue114057.anne.clpt12-297
Tue084646.mary.clpt12-134	Tue114321.anne.clpt12-299
Tue084727.mary.clpt12-139	Tue114534.anne.clpt12-302
Tue085535.mary.clpt12-143	Tue114631.john.clpt8-304
Tue085942.mary.clpt12-145	Tue114706.john.clpt1-301
Tue090003.mary.clpt12-147	Tue115143.jenny.clpt1-308
Tue090456.anne.clpt1-157	Tue115229.john.clpt1-296
Tue090559.john.clpt8-159	Tue115426.anne.clpt12-314
Tue091618.anne.clpt1-159	Tue115725.anne.clpt12-317
Tue091646.anne.clpt1-161	Tue115744.anne.clpt12-319
Tue092048.anne.clpt1-165	Tue115807.anne.clpt12-322
Tue092229.mary.clpt12-167	Tue115822.anne.clpt12-324
Tue092307.anne.clpt12-169	Tue120141.john.clpt8-327
standard input	

The words “Standard input” at the bottom of the list indicate that there are more reports than what can be displayed on one screen. Press the **ENTER** key to continue displaying the list one line (two reports) at a time or press the **SPACE BAR** to continue displaying the list one screen-full at a time. You are at the end of the list when you no longer see the words “Standard input” at the bottom of the display.

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User Name. Below is an example of displaying a report list by “User_name.” This report list was requested on a Monday for user “jenny.” This list will include reports spooled out by user “jenny” for the current day (Monday) as well as reports spooled out by “jenny” the **previous** Tuesday through Sunday.

Enter Day and/or User_name and/or Spooler_name for report list
each separated by a space or Q to quit: jenny

Fri104101.jenny.clpt3-334	Wed100252.jenny.clpt3-738
Fri144345.jenny.clpt1-483	Wed100343.jenny.clpt3-744
Fri152028.jenny.clpt1-489	Wed100428.jenny.clpt3-746
Mon093149.jenny.clpt3-735	Wed103516.jenny.clpt3-756
Mon101619.jenny.clpt3-781	Wed103531.jenny.clpt3-758
Thu102103.jenny.clpt3-14	Wed103549.jenny.clpt3-762
Thu102119.jenny.clpt3-16	Wed103619.jenny.clpt3-766
Thu131932.jenny.clpt1-96	Wed103635.jenny.clpt3-768
Thu153327.jenny.clpt3-207	Wed103736.jenny.clpt3-775
Tue093149.jenny.clpt1-184	Wed103846.jenny.clpt3-785
Tue093211.jenny.clpt3-186	Wed103903.jenny.clpt3-787
Tue094651.jenny.clpt3-192	Wed103929.jenny.clpt3-789

Spooler Name. Below is an example of displaying a report list by “Spooler name.” This report list was requested on a Monday for “lpt8.”

Enter Day and/or User_name and/or Spooler_name for report list
each separated by a space or Q to quit: lpt8

Thu092739.john.clpt8-997	Tue120141.john.clpt8-327
Thu095204.john.clpt8-7	Tue143825.john.clpt8-518
Thu102948.john.clpt8-21	Tue145110.john.clpt8-530
Thu115937.john.clpt8-78	Tue152640.john.clpt8-559
Thu134043.john.clpt8-110	Tue165737.john.clpt8-634
Thu134141.john.clpt8-113	Tue171247.anne.clpt8-653
Thu134148.john.clpt8-115	Tue172213.john.clpt8-656
Tue090559.john.clpt8-159	Wed111713.john.clpt8-816
Tue101253.john.clpt8-217	Wed115005.john.clpt8-831
Tue113755.john.clpt8-290	Wed135524.john.clpt8-880
Tue114631.john.clpt8-304	Wed140817.john.clpt8-884

Day of the Week and User Name. In the example below, two search conditions were used. “fri” was entered as the Day of the Week and jenny was entered as the user name. The list below was displayed on a Monday. The reports listed are for **Friday of the previous week**.

Enter Day and/or User_name and/or Spooler_name for report list
each separated by a space or Q to quit: fri jenny

Fri104101.jenny.clpt3-334	Fri152028.jenny.clpt1-489
Fri144345.jenny.clpt1-483	

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Day of the Week and User Name and Printer Spooler Name. In the example below, three search conditions were used. "fri" was entered as the Day of the Week, "jenny" was entered as the user name and "lpt1" was entered as the spooler name. By using multiple search conditions, you can identify the report you need to re-print more quickly. The list below was displayed on a Monday. The reports listed are for **Friday of the previous week.**

Enter Day and/or User_name and/or Spooler_name for report list
each separated by a space or Q to quit: fri jenny lpt1

Fri144345.jenny.clpt1-483

Fri152028.jenny.clpt1-489

Enter the day & time for the file you wish to print or display or Q to quit

As noted above, a list of the captured spooled reports will display based on whether you selected Day of the Week, User Name, Printer Spooler name or some combination of those three search conditions. Following the list of captured report names, you'll be prompted to enter the day and time for the file you wish to print or display.

Enter the day & time for the file you wish to print or display or Q to quit
(e.g., Mon0936):

Review the list of reports displayed carefully. The file name begins with the day of the week followed by the TIME the report was generated in HH (hour), MM (minute), SS (second) format, followed by the user who generated the report, the printer name and lastly a dash followed by the number ID the spooler assigned to that print job.

Helpful Hint: If you are attempting to re-print a Backorder Fill Report by Salesperson, a standard Backorder Fill Report and Post Received Order Report for a particular purchase order that was lost, realize that these are separate reports generated within seconds of each other.

Select the report with a "time stamp" that approximates the time you think the report was generated by entering the first part of the file name that includes the day of the week and the time. You should include the "seconds" when entering the time rather than just the hours and minutes if multiple reports were generated within the same minute.

Enter Day or User_name or Spooler_name for report list or Q to quit: mon

Mon073557.mary.clpt1-670

Mon101839.jenny.clpt12-786

Mon073558.mary.clpt1-671

Mon101857.cathy.clpt12-788

Mon073631.mary.clpt1-674

Mon101931.cathy.clpt12-790

Mon073632.mary.clpt1-675

Mon102540.cathy.clpt12-794

Mon073635.mary.clpt1-678

Mon102710.cathy.clpt12-796

Mon073719.mary.clpt1-680

Mon102831.cathy.clpt12-798

Mon073720.mary.clpt1-681

Mon104346.anne.clpt12-805

Mon073729.mary.clpt1-684

Mon104843.anne.clpt1-809

Mon073730.mary.clpt1-685

Mon104959.cathy.clpt12-811

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In the example above, reports were listed for “mon” (Monday).

```
Enter the day & time for the file you wish to print or display or Q to quit
(e.g., Mon0936):
Mon1043
```

- 1 - Print Mon1043 to selected printer
- 2 - Display Mon1043 on the screen
- 3 - Display list again
- 9 - Exit

Select:

In the above example, **Mon1043** was entered to print the captured report with the file name Mon104346.anne.clpt12-805.

Some reports are generated within the same minute. When this is the case, you can include the “seconds” when entering the file name you wish to print. For example, two reports were spooled out on Monday at 07:35 a.m. The first report was spooled at 07:35 and 57 seconds and the second at 07:35 and 58 seconds. Entering **Mon073557** will indicate that you want to print the file “Mon073557.mary.clpt1-670.” (See below.)

```
Enter the day & time for the file you wish to print or display or Q to quit
(e.g., Mon0936):
Mon073557
```

- 1 - Print Mon073557 to selected printer
- 2 - Display Mon073557 on the screen
- 3 - Display list again
- 9 - Exit

Select:

Next, the program gives you four options. You can print the report, display it, display the list of spooled reports again or exit. It is recommended that you display the report first so that you can determine if it is in fact the report you need to reprint.

- 1 - Print Mon073557 to selected printer
- 2 - Display Mon 073557 on the screen
- 3 - Display list again
- 9 - Exit

Select: 2

The program will display the report (one screen-full at a time). Below is an example of what the beginning of a Backorder Fill Report by Salesperson looks like. Take into consideration that you are displaying a 132 wide character report on an 80 column screen and that the

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print lines will “wrap around.” Also keep in mind that “control characters” may be visible on the screen. Control characters (such as ^[P^[^O or ^L) tell the printer the “characters per inch” and when to do a “Top of Form.”

```

^[P^[^O                                     BACKORDER FILL REPORT
BY SALESPERSON
MM/DD/YYYY                                     LIGHTING SHOWROOM NAME
                                           PAGE      1

P.O. #    1016  VENDOR:  PRO      PROGRESS      SALESPERSON:  DIANE
WILSON

  POS ORD#   LN#  BILLTO NAME / PHONE      SHIPTO NAME / ADDRESS      ITEM
              QTY  STAGE LOC      PROCESSED
  10188      1   BUILDER'S INC.      BUILDER'S INC.      P2521-20
              1
    **COMPLETE**  DW DW (309) 685-1111
^L
Mon073557.mary.clpt1-670 (24%)
    
```

As the report is displayed, the bottom of the screen will show you the file name you selected and what percent of the report has displayed so far. In the example above, 24% of the report has displayed. You can continue to display the report by pressing the SPACE BAR. When the report finishes displaying, you’ll be prompted to “Press Enter for menu...”

Typically, displaying the first few lines of a report is enough for you to know whether or not this is the report you wish to re-print. **Press the letter ‘Q’ or ‘q’ if you wish to stop the display.** The program returns to the Select prompt.

If this is NOT the report you wish to re-print, select # 3 to “**Display list again.**” The list of spooled reports will re-display. Select another report to display. Continue to display reports until you have found the one you need to RE-PRINT.

If you selected the wrong day, user name or printer, select to Exit and start over. The sample screen below is an example of how the beginning of a POST RECEIVED ORDER REPORT would display. Since this is a Tag-n-Trak report that cannot be re-printed from the purchasing program, it is one that you may need to re-print using the Captured File Utility program.

```

^[P^[^O                                     POST RECEIVED ORDE
R REPORT
MM/DD/YYYY                                     Lighting Showroom
                                           PAGE      1

  P.O. #  Vendor ID  VC  Item Number      ORD  REC  QBO
  Cost  Extension
    1016  PRO      PRO P2500-30      1    1    0
46.00    46.00
    PRO P2500-30      1    1    0
46.00    46.00
    PRO P2500-30      1    1    0
    
```


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46.00	46.00				
		PRO P2521-20	1	1	0
69.30	69.30				
		PRO P2603-04	1	0	1
6.20	0.00				

P.O. #	Vender ID Weight	Quantity	Extension
Mon073558.mary.clpt1-671	(30%)		

As noted previously, as each screen-full is displayed, the bottom of the screen displays the captured file name you chose along with a percentage in parentheses. In the example above, the (30%) indicates that 30% of the report has been displayed. Press the **SPACE BAR** if you wish to continue displaying the report.

Since the beginning of the report displays the Purchase Order Number (PO# 1016 in the example above), you may not wish to display the remainder of the report. The main purpose for displaying the report is to simply identify the report you need to RE-PRINT.

As was stated earlier, press the letter 'Q' or 'q' to QUIT displaying the report. Please make note of the file name if this is the captured report you wish to re-print.

Now that you have identified the filename of the captured report, select option 1 to print it.

```
Enter the day & time for the file you wish to print or display or Q to quit
(e.g., Mon0936):
mon073557
```

- 1 - Print mon073557 to selected printer
- 2 - Display mon073557 on the screen
- 3 - Display list again
- 9 - Exit

```
Select: 1
```

After selecting "1" to print the file to the selected printer, a list of your printer names will display in alphabetical order. Refer to the example below.

```
Printer names:
lpt1           lpt12           lpt3           lpt8
```

```
Enter printer name to use from preceding list or Q to quit:
```

```
Enter "lpt3" to print the report to "lpt3:"
```

```
Enter printer name to use from preceding list or Q to quit:
```

```
lpt3
request id is lpt3 (1 file)
```

```
Press Enter for menu ...
```

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The print job will be spooled to the printer name you entered. **(See Important Note at the bottom of this page if you are selecting a printer name that is different from the one chosen originally.)**

Press Enter to return to the Printer support menu. Follow the screen prompts to Exit from the Printer support menu and from the Unix System Administrator menu to return to the main Tag-n-Trak menu.

The captured print jobs will remain on the hard drive of your Tag-n-Trak Unix server for a period of several days. When Mylee support personnel set up the designated printers for captured reports, a “night time” job is set up on your Unix server to purge the captured print files after several days to free up available disk space. Below is an example of a typical schedule to purge captured print jobs:

```
* MONDAY night:   Purge captured print jobs from the previous TUESDAY.
* TUESDAY night:  Purge captured print jobs from the previous WEDNESDAY.
* WEDNESDAY night: Purge captured print jobs from the previous THURSDAY.
* THURSDAY night: Purge captured print jobs from the previous FRIDAY.
* FRIDAY night:   Purge captured print jobs from the previous SATURDAY,
SUNDAY & MONDAY.
```

IMPORTANT NOTE: In many cases, you likely will be re-printing a report to the same printer that was used originally. When this is the case, there will be no problem re-printing the report (assuming the printer is functioning normally).

However, if you want to re-print a report to a printer name that is different from the one originally chosen, it needs to be a similar style printer. It needs to be a printer that has been set up with the same “CODE CHARACTERS” in Tag-n-Trak printer options. The following printer models would typically be set up in printer options with the same Code Characters: Okidata 320, Okidata 420, Okidata Pacemark 3410, Unisys AP 1357, Unisys AP 1359. This means that the “captured” spooled reports sent to these types of printers will contain the same embedded special code characters to control printer functions like “characters per inch,” turning bold on and off, and doing a “top of form.” A captured report originally sent to an Okidata 420 could be re-printed to a Okidata Pacemark 3410.

You will get **undesirable results** if you attempt to re-print a report to an Okidata style printer that originally was spooled out to a **LASER** printer **IF** the Tag-n-Trak printer options for the laser printer and okidata style printers have different Code Characters. You will not have a problem if the laser and okidata printers have the same Code Characters in printer options.

Contact Mylee Customer Support with questions about Tag-n-Trak Printer Options or if you need assistance re-printing a report using the Captured Report File Utility.