

## **I-Queue! Manager Main Menu**

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The main menu for I-Queue! Manager Windows acts as your control center for network print queue management.

Highlight a print job in the queue and press <Enter> to Alter (or change) the settings for the print job.

Highlight the print queue name and press <Enter> to change the current status of the print queue, for example, whether or not users are allowed to submit jobs to the queue, and whether or not print servers can service jobs in the queue.

To view other print queues, select the **Queues** menu bar option.

Press <Escape> to exit I-Queue!, leaving it as a minimized application. (Or you can use ALT-F4 to close the application entirely, as with other Windows applications.)

## **Options**

The Options menu bar selection contains the following menu choices:

### **Update**

This option forces an update of the print queue display.

### **Enable Move/Copy**

This is an option that is enabled only for Supervisor equivalent users. This option will give all Queue Operators for all queues on the current server the necessary rights to move/copy jobs in the queue.

Supervisor-equivalent users will automatically be granted these rights as required.

### **Capture Queue**

This is a checkmark option, if checked, IQMW will always default to displaying the currently captured queue upon activation.

### **Last Queue**

This is a checkmark option, if checked, IQMW will always default to displaying the last selected queue upon activation.

## **Alter**

The Alter menu bar option allows you to change the settings of the currently highlighted print job. Highlight the following help selection for more information on the settings that can be configured via the Alter menu option: [Print Job Settings \(Alter\)](#)

This option is available only if you are the user that submitted the job, or if you are defined as a queue operator for the queue.

Highlighting a print job and pressing <Enter> is equivalent to selecting this menu option.

## **Hold**

The Hold option puts the highlighted job on hold, so that it will not be printed until it is released. This option is only available if you are the user that submitted the job, or if you are defined as a queue operator for the queue.

## **Release**

The Release option releases a job that was previously put on hold, so that it will be marked as ready to be printed by NetWare. This option is only available if you are the user that submitted the job, or if you are defined as a queue operator.

## **Move**

This option allows you to move a job from one queue to another, and is available only if you are a Supervisor-equivalent user, or defined as a queue operator, and the Supervisor has used the *Options/Enable Move/Copy* function to enable queue operators to move/copy jobs.

## **Copy**

This option allows you to copy a job from one queue to another, and is available only if you are a Supervisor-equivalent user, or defined as a queue operator, and the Supervisor has used the *Options/Enable Move/Copy* function to enable queue operators to move/copy jobs.

## **Delete**

This option allows you to delete the currently highlighted job, and is available only if you submitted the job, or you are defined as a queue operator for the queue.

Highlighting a print job and pressing the <Delete> key is equivalent to selecting this menu option.

## **Insert**

This option allows you to select a file to be printed.

Pressing <Insert> is equivalent to selecting this menu option.

## **Queues**

This option allows you to switch to another queue on the current file server, or a queue on another file server.

From within the dialog boxes underneath of this selection, you can also create and delete print queues (print queues can even be created with their queue directories stored on a volume other than SYS), manipulate the status of a queue, as well as defining queue users and operators.

Highlight the following help selection for more information on the functions that can be performed via this help selection: [Available Queues](#)

## **About I-Queue! Manager**

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## **Create Print Queue**

This option allows you to create a NetWare print queue.

Specify the queue name in the Name field.

In the directory field, you can specify a volume and directory path under which the print queue directories will be created.

By default, NetWare will create these directories underneath of the SYS:SYSTEM directory structure. However, if you have limited space available on your SYS: volume, you may wish to specify an alternate volume path here.

## **Available Queues**

This dialog box shows the queues defined to the current server.

Highlight a queue and press <Enter> to display the jobs in the selected queue.

To look at print queues on another file server, choose the **Servers** button.

To create a new print queue, choose the **Create** button.

To delete a print queue, choose the **Delete** button.

The **Options** button, allows you to define other settings for the selected print queue. For example, each print queue has a longer descriptive name, and a default associated Windows print driver. For more information on this option, highlight the following help selection: [Queue Options](#)

## **Select File Server**

This dialog box shows the file servers to which you are internetworked. Highlight a file server name and press <Enter>. If you are not already attached to the selected file server, you will be prompted for a user id and password.

### **Attach to File Server**

You are not currently logged in (attached) to the file server that you selected. Enter a user id and password for attaching to the selected file server, or select Cancel to return to the previous menu.

## Queue Options

This dialog allows you to modify the settings of the selected print queue.

**Identification** specifies a long descriptive name to be used for the print queue in I-Queue! print queue selection windows.

**Default Printer** specifies a default Windows print driver to be associated with the print queue. To install additional print drivers, refer to the Windows Control Panel / Printers dialog.

**Status** allows authorized users (queue operators and Supervisor equivalents) to modify the current status of the print queue. (i.e., whether users are allowed to submit jobs to the queue, and whether or not print servers are allowed to service jobs in the queue.)

**Users** allows authorized users (queue operators and Supervisor equivalents) to define which NetWare users and groups are allowed to submit jobs to the queue.

**Operators** allows authorized users (queue operators and Supervisor equivalents) to define which NetWare users and groups are allowed to manipulate the queue. Queue operators will be allowed to move/copy jobs from this queue to another queue, reorder jobs in the queue, delete jobs, and hold/release print jobs.



## **Queue Status**

This option allows authorized users (queue operators and Supervisor equivalents) to modify the current status of the print queue. Use this option with extreme caution.

The following checkbox options are available:

### **Users can place entries in the queue**

If this option is not checked, then users will not be allowed to place jobs in this queue.

### **Servers can service entries in the queue**

If this option is not checked, all print jobs are effectively placed on hold, until this box is again checked.

### **New servers can attach to queue**

If this option is not checked, new print servers will not be allowed to attach to the print queue and begin servicing jobs.

## **Queue Users**

This dialog defines what users are allowed to submit jobs to the selected print queue.

For most queues, the EVERYONE group is defined as a queue user, so that all users can use the queue. In some instances you may wish to limit queue use to a particular user or group.

Use the <Tab> key to switch between windows. **Queue Users** is a list of those users and groups authorized to use the queue. **Candidates** is a list of other users and groups that could be selected.

Highlight a user or group in the **Candidates** list and select **Add** to add the user to the queue.

Highlight a user or group in the **Queue Users** list and select **Remove** the user from the queue.

## Queue Operators

This dialog defines what users are allowed to submit jobs to manipulate the queue. Queue operators will be allowed to move/copy jobs from this queue to another queue, reorder jobs in the queue, delete jobs, and hold/release print jobs.

Supervisor equivalent users are automatically granted queue operator status as needed when a function is selected in I-Queue! Manager.

Use the <Tab> key to switch between windows. **Operators** is a list of those users and groups authorized to manipulate the queue. **Candidates** is a list of other users and groups that could be selected.

Highlight a user or group in the **Candidates** list and select **Add** to add the user to the queue.

Highlight a user or group in the **Operators** list and select **Remove** the user from the queue.

## **Insert Print Job**

Specify the file to be printed, and select the **Print** button.

## **Print Job Settings (Alter)**

The following settings are available from the **Print Job Settings** menu (accessed via the main menu Alter command):

### **Job on Hold**

If checked, the job will be placed on hold, and will not be printed until it is released.

### **Suppress Form Feed**

Checking this checkbox is equivalent to the NFF (no form feed) option on a NetWare CAPTURE statement. Windows applications will automatically send a form feed to the printer when they have finished printing, so not selecting this option would generate an extra form feed to your printer after printing.

### **Notify when done**

When this option is checked, the print server will notify you when your print job has completed printing with a NetWare message broadcast. (Windows users will need to have NWPOPUP.EXE loaded in the "load=" statement of their WIN.INI file in order to receive these broadcasts.)

Note that this notification is supported only by PSERVER/RPRINTER, and some 3rd party print server applications, and may not be available in your environment. (NetWare 2.x core printing services do not support this option.)

### **Enable Tabs**

This option will tell NetWare to expand tab characters in the print data stream to spaces.

***This option should only be selected under special circumstances.***

### **Print Banner**

Checking this checkbox will tell NetWare to print a banner page before your print job, with the "Text" specified in the associated editbox on the banner page.

Note that at this time, NetWare Banner pages should not be enabled for PostScript printers.

### **Form**

This box allows you to select one of the defined NetWare print forms.

### **Copies**

This box allows you to define the number of copies of the job to be printed. This number of copies setting tells NetWare to print multiple copies of the job, rather than having the application generate the same print multiple times.

### **Delay Printing**

This option allows you to configure the job to be held for printing at a later date and time. When the specified date/time is reached, the job will automatically be released by NetWare for printing.

### **Next**

Moves to the next job in the queue. (Or use the <Page Down> key)

**Previous**

Moves to the previous job in the queue. (Or use the <Page Up> key)

**Trial Version Info**

This is a 30-day trial version of I-Queue!

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